

Guajome Park Academy Athletic Handbook

Learning to live in the
Real World



2000 North Santa Fe Ave Vista CA 92083

*Superintendent: Bob Hampton
Athletic Director: Chris Findell*

Table of Contents

Athletic Code of Conduct.....	3
Coaches Handbook.....	13
Coaches Evaluation.....	42
Sports Packet.....	44
Co-Curricular Policy.....	54

Guajome Park Academy Athletics Code of Conduct

Learning to live in the
Real World



2000 North Santa Fe Ave Vista CA 92083

*Superintendent: Bob Hampton
Athletic Director: Chris Findell*

Purpose

The Guajome Park Academy (“GPA”) Board of Directors acknowledges the value of student involvement in extra-curricular activities while believing that academics are a student’s number one priority. Students wishing to participate in co/extra-curricular activities must model exemplary academic and behavioral standards. Co/extra-curricular activities will be aligned with the vision of GPA will be lifelong in nature and will be supervised by GPA employees. The purpose of athletics is to contribute to the overall educational experience of the balanced and total student. Concepts learned through athletics include teamwork, integrity, sportsmanship, restraint, persistence, leadership, self-esteem, discipline, and humility. Student-athletes will be expected to adhere to the following code of behavior:

Athletes strive to:

- Represent their school in a positive manner at all times.
- Be on time; be enthusiastic, dependable, loyal, and cooperative.
- Be responsible and open to coaching.
- Be a team player and support their teammates.
- Abide by the general rules of discipline as established for you by the CIF, CIFSDS, and Guajome Park Academy.
- Place academics first.
- Demonstrate respect for teachers, coaches, and fellow athletes at all times.
- Maturely accept constructive criticism and take responsibility for his/her actions.
- Use appropriate language.

California Interscholastic Federation (“CIF”)

Athletic competition is an integral part of the high school experience. CIF is uniquely positioned to foster student growth in values and ethics. CIF’s operating principles of “Pursuing Victory with Honor,” provides the opportunity to dramatically influence the actions of the athletic community. CIF strives to strengthen the integrity of students and adults across the state by promoting the concepts of sportsmanship, honesty, and quality academics. These priorities advance the highest principles of character—trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

CIF—San Diego Section

The CIF-San Diego Section is a voluntary association of public, private, and parochial high schools. The Board of Managers is the governing body. The members of the Board are public school superintendents and private school representatives of 97 member high schools and 135,000 students. It is one of ten sections throughout the State of California.

The San Diego Section encourages and assists high school students, through participation in interscholastic athletics, to develop and strengthen values, attitudes, and skills that will promote their personal growth as individuals and as members of a diverse society. In addition, its purpose is to cultivate more cordial and friendly relations among schools through good standards of sportsmanship. The San Diego Section administers and conducts varsity level championship playoffs in 26 sports for the young men and women attending the member schools. The CIF-SDS is committed to preparing young men and women for a better tomorrow and to working with educators, parents, and the community to establish and maintain excellent high school athletic programs. For more information, visit their website www.cifsd.org.

Guajome Park Academy

Projected Enrollment: 1450
Colors: Teal/Black
League: Citrus West/ Coastal North
Address: 2000 north Santa Fe Ave Vista CA 92083
Fax: (760) 631-8503
Athletic Director: Chris Findell

Mascot: Frogs
Conference: Southern
Division: IV
Telephone: (760) 631-8500
Website: www.guajome.net
Email: Findellch@guajome.com

FALL SPORTS

Cross Country
Girls Volleyball

WINTER SPORTS

Boys Soccer Boys Basketball
Girls Soccer Girls Basketball
Wrestling

SPRING SPORTS

Baseball Softball
Golf Track & Field

Eligibility Rules and Regulations

Co/Extra-Curricular Academic Criteria

Co/extra-curricular participants must earn a grade point average (gpa) of 2.0 or better in all classes attempted. If a participant has failed to achieve the required gpa, he/she will become scholastically ineligible until the first subsequent grading period in which passing grades are made.

1. In order to try out, practice, or participate in co/extra-curricular activities, a student must meet the following academic criteria:
 - a. A 2.0 grade point average in the prior grading period with no more than one grade of "D" and no grade of "F" renders a student eligible for participation in co/extra-curricular activities.
 - b. A student with less than a 2.0 gpa in the prior grading period with more than one grade of "D", and/or with a grade of "F" in any class will be placed on probationary status for a three (3) week period. After the three (3) week probationary period, student must not have an "F" in any class and not more than one grade of "D" in order to be reinstated as eligible.
 - c. The probationary procedure will be implemented at each of the six week grading periods. During the probation period, the student may not travel nor compete and must have a weekly academic/behavior check from all current teachers. The student must attend (with noted improvement) a weekly tutorial session in the area of weakness. Failure to show this document to the coach on a weekly basis will render the student ineligible at the end of the three (3) week probationary period.
 - d. A student may only be placed on probationary status two (2) times per year.
 - e. Students enrolled in the ELC or Independent Study programs require a minimum grade of "C" in all classes. (Students in these programs are NOT awarded D grades. They are awarded A, B, C, or F grades.)

- f. For determining fall semester eligibility, students who are enrolled in and complete summer school will be able to count two summer school courses with grades of “C” or better toward the final 2nd semester grades of the previous school year.
- g. For the purposes of determining an exact date of eligibility/ineligibility, eligibility dates will be established which will be incorporated into the school’s master calendar. Each six-week grading deadline will be the eligibility dates, which will be posted during the school year.
- h. The beginning date for non-participation will be the Tuesday following the Friday that progress/grade reports are mailed home.

Additionally, during the prior grading period a student must:

- i. Have no citizenship marks of “Unsatisfactory,” and must maintain ongoing satisfactory behavior.
- j. Any out-of-school suspension is considered unsatisfactory behavior for the period of suspension.
- k. Demonstrate acceptable attendance
 - i. Ten or more absences (unexcused or excused) per year is considered excessive. Doctor verified absences may be considered as an exception to this policy.
 - ii. Four or more tardies per year is considered excessive. (Ed. Code)
 - iii. Student must attend school the day a minimum of three blocks (6 periods on Mondays) of performance/competition.
 - iv. Fulfill/support GPA graduation requirements.

Each academic year the student-athlete and his/her parent/guardian must complete a paperwork process and be "cleared" by the Athletic Director, or his/her designee, before any try outs, practice, participation, or play. Successful clearance includes:

- l. A physical by a medical practitioner.
- m. Emergency phone numbers and other pertinent emergency information.
- n. Releases for medical care.
- o. Waiver of liability.
- p. Insurance verification.
- q. A signed CIF “Ethics In Sports” form (both athlete, parent, and coach).
- r. A signed "Informed Consent" form.
- s. A GPA “Co/Extra-curricular Code of Conduct” form.
- t. A signed acknowledgement of receipt of the GPA student handbook.

All of the above information must be checked by the Athletic Director, or his/her designee, prior to the student being "cleared." Only after the Athletic Director, or his/her designee, verifies that all of the information has been successfully completed may a student-athlete participate in any manner.

Scholar Athlete

The Scholar athlete award is in recognition of those student athletes that show exception in meeting the academic rigors required for participation in interscholastic athletics. The scholar athlete award will be recognized at the end of each season in each sport. The progress report or grade report from the previous grading period nearest to the end of season will be used to determine eligibility for the award. The award will be given to those students that are at or above a 3.75 weighted grade point average.

Eligibility and Ineligibility Periods

Periods of eligibility shall be equal to periods of ineligibility for the purpose of this rule. Periods of eligibility/ineligibility may be based upon a four to six school-day delay following the end of the quarter. This is because of the time lapse required to collect and print grades. In determining eligibility/ineligibility, it is the official “grade of record” which is used. Only when a legitimate “Change of Grade” form is completed and signed by authorized person, the Athletic Director or his/her designee will be notified in order to clear the student-athlete for participation. Per CIF-SDS policy, “Incomplete” (I) grades are considered an “F” for determining eligibility. Each of

the items below is subject to review by site administration and/or the Athletic Director or his/her designee for extenuating circumstances.

In the case of a CIF ethics violation, in addition to mandated CIF sanctions, school discipline will be imposed.

Eligibility Rules and Regulations

An athlete who participates in athletics agrees to abide by rules. These rules are the result of the combined efforts of four different groups; CIF, CIF-SDS, GPA, and the National Federation of High Schools (“NFHS”). Information contained in this booklet will acquaint students with some of the bylaws and regulations all students must follow in order to protect athletic eligibility. The coach of each sport is responsible for teaching the rules that apply to that specific sport as published by the NFHS and the bylaws of the CIF-SDS. The eligibility standards of the CIF-SDS were accepted by each school when they became a member of CIF. Questions regarding rules and regulations should be directed to the Athletic Office for clarification. In the following pages we have outlined CIF Rules that have specific importance to the athlete and parent. In some areas, GPA has more strict guidelines than CIF when allowable. GPA is not allowed to be more lenient than CIF. Any situation not specifically covered in this code will be referred to the Athletic Director. The eligibility physical will uniformly meet the standards of eligibility stated by the Constitution and Bylaws of CIF and CIF-SDS Green Book (www.cifsd.org). NOTE: Students cannot participate on any school team until all forms are signed and returned to the Athletic Office. For many students, the high school years will be highlighted and enhanced by participation in GPA’s interscholastic athletic program. During this time, the CIF-SDS standards must be met in order to be eligible to compete and participate. In addition, there may be school, district, and conference standards that apply. Parents and student-athletes are urged to study these standards carefully, and before making any decision involving athletic participation, to consult with the school administrator/Athletic Director.

CIF—Residential Eligibility

A student has residential eligibility upon initial enrollment in:

The ninth grade of any CIF high school or a CIF junior high school under provisions of CIF Bylaw 302, OR the tenth grade of a CIF high school from ninth grade of a junior high school.

Entering High School – Ninth Grade

It is a family choice in deciding the school in which they chose to enroll their children. Athletic eligibility is first established when the student enters ninth grade, regardless of the member school. This is called Initial Residential Eligibility and specific details are listed in CIF Bylaw 206. Students entering ninth grade must meet all academic and citizenship requirements of the CIF and are subject to local school/board policies in order to participate in CIF high school athletics.

CIF Bylaw 202.B. prohibits providing false information in regard to any aspect of eligibility. CIF Bylaw 510 (Undue Influence – Recruiting) prohibits any person or persons to secure, retain or influence what high school a student attends. In both cases, there are severe penalties for both the student-athlete and the school. The student-athlete penalty could include ineligibility for up to 24 months. Please report unethical behavior immediately to your school principal to help protect your student-athlete eligibility. Unethical behavior, recruiting and cheating hurts everyone.

Anytime a student moves from one school to another school (School “A” to School “B”), the student is considered a “transfer” student.

Before the First Day of Tenth Grade

A family may make a decision to transfer their student prior to the first day of the student’s third consecutive semester (typically the first semester of the sophomore year) of attendance since the initial enrollment in ninth grade and still retain residential athletic eligibility when the specific conditions are met. Please see CIF Bylaw 207.A.(3). for the conditions that must be met for the student to retain residential athletic eligibility. The student and his/her family will need to complete all necessary forms to help the new school determine that no recruiting took place and that the student meets all other CIF

academic and eligibility standards in order to participate at the new school. These forms must be completed and approved prior to the student participating in a game or contest.

Anytime Following the First Day of Tenth Grade

When a family makes the decision to transfer the student after the first day of his/her tenth grade year, there may be limitations on the student's athletic eligibility, depending on the classification of the student.

Classifications of Transfer Students

1. A valid change of residence student.
2. A transfer without a valid change of residence.
3. An involuntary transfer student (*when a school/district forces the student to change schools*).

Regardless of the type of transfer, there will be paperwork, (forms and documentation) that the student and his/her parents/legal guardians will have to complete for the new school (School "B") in order to request athletic eligibility. The new school (School "B") will communicate with the transfer student's previous school (School "A") and work with the parents to complete the necessary forms to ensure not only residential eligibility but also academic eligibility.

On the following page is an abbreviated explanation that describes the athletic eligibility process for students who transfer under these circumstances. It is hoped that families will be better prepared to make "school choice" decisions with an understanding of the impact of those decisions on their student's residential athletic eligibility.

Loss of Eligibility

Any athlete who loses his/her eligibility because of grades forfeits all rights to letters and awards that he/she may have otherwise been entitled to receive for that sport. A student becomes ineligible for CIF competition if he/she participates in any tryout for a professional team in any CIF approved sport.

Age Limitations

No student whose nineteenth (19) birthday is on or before the 14th of June of the previous year will participate or practice on any CIF team.

Physical Examination

A physical examination certifying the student is fit to participate in athletics is required before a student is eligible to try out, practice, or participate in any CIF competition. A medical doctor must sign the form. Physicals after June 1 are good through the next school year.

Athletic Awards & Letters

Letter awards are earned by participating on a varsity squad. In order for a player to letter, minimum standards and requirements must be met. Because of the differences in many sports, each coach will set his/her own award requirements. Athletes who quit their teams or are removed from the team by the coach at any time during the season will forfeit any awards they would have received. A Varsity letter and sports specific epaulet will be awarded to each athlete the first year he/she letters. Each subsequent year that the athlete letters, he/she will receive a bar. Individual schools may issue a variety of other awards to varsity athletes. Check with the Athletic Director. CIF Championship emblems, patches, or medals will be provided to all athletes of a team which has won the CIF Team Championship of that sport providing that the athlete has also earned a

letter award in that sport for the same year. Awards recognition will be presented at the appropriate sports banquet at the end of each season.

Season of Sport Definition

In the CIFSDS, the season of sport for an individual is that period of time when the student is first rostered as an athlete on a team, regardless of playing time in an interscholastic contest. To compete in an interscholastic contest or scrimmage in the CIF-SDS, a student must be a rostered team member, and have five (5) practice sessions with the coach/team.

Dropping or Transferring Sports

On occasion, an in-season athlete may find it necessary to drop out of a sport. If this is the case, the following procedure is suggested.

1. Talk with the coach.
2. Report the situation to the Athletic Director.
3. Return all equipment and uniforms issued.

Athletes who quit their teams or are removed from the team by the coach at any time during the season will forfeit any awards they would have received.

What is a Practice?

In the CIF-SDS, practice is defined as organized, systematic exercise to become proficient in a sport. Activities include, but are not limited to skill drills, game situation drills, scrimmages and games, or any other directed or supervised instruction (including but not limited to study of game film, chalk talks, and strategy or planning sessions) by the school coach, a school representative, a school team representative, an outside team coach, or any individual associated with an outside team or club.

Missing Practices

Athletic teams will usually practice weekdays, Monday through Friday, and some teams will also hold Saturday practices. An athlete should always consult his/her coach before missing practice and leaving campus. Missing practice or a game without good reason will be dealt with according to each coach's individual rules. Illness or a family emergency is considered a good reason for missing a practice or a game. Do not schedule college visits during your season of sport. In any circumstance it is expected that the coach will be notified in advance. Communication with coaches should be a priority.

Minimum Participation by an Athlete

In individual sports an athlete must have participated for his/her school of enrollment in more than one-half (1/2) of the CIF-SDS permissible maximum individual points of the sport in order to participate in the CIFSDS championship tournament in the sports of cross country; boys and girls golf; boys and girls tennis; wrestling; track and field; and swimming and diving. League and conference may have additional requirements.

Removal from a Team

An athlete that is removed from a team/sport in season due to disciplinary/academic reasons will not be allowed to participate or practice in another sport until the end of the regular season of the team from which he/she was dropped. In addition, all awards, letters, and certificates are forfeited.

High school programs strive to provide a variety of experiences to aid in the development of favorable habits and attitudes in student-athletes. We strive to prepare athletes for a successful life in our society. Here we have identified three areas that we would like all of our athletes to learn and appreciate:

- Responsibility/Communication/Teamwork
- Learning to be a contributing member of a team

- **Work Ethic**

Each athlete, coach, parent, and referee has a part to play for these program goals to be accomplished. By establishing an understanding of each other roles, we are better able to accept the actions of others and provide a greater benefit to our student-athletes.

Parent Responsibilities

- Understand that academics are priority
- Attend seasonal sport night to learn about student's team and meet the coaches
- Help student-athlete to understand that the team comes before the individual
- All sporting events are to be alcohol and substance free
- Schedule appointments, vacations, and college visits outside of school, tournaments, practice, or game time
- Encourage student-athlete to know and understand game rules as well as team rules
- Help student-athlete to come prepared to do his/her best by encouraging them to be physically and mentally prepared. This includes proper nutrition, sleep, and care of injuries
- Encourage student-athlete to communicate appropriately and respectfully with the coach
- Pay admission fees when appropriate
- Any events hosted by parents where students are present need to be alcohol and substance free
- During home games, only student-athletes and their team are allowed on the field, in the dug-out, or on the court. Animals are not permitted on school grounds.

Coaches' Responsibilities

- Understand that academics are priority
- Be alert to student's academic performances
- Provide schedules for practices, tournaments, and games
- Communicate changes in season schedule in a timely manner
- Be on time
- Be prepared for all practices and games
- Encourage all student-athletes to do their best
- Apply all school and team rules to all athletes equally
- Be professional in all actions and words
- Create a positive environment for team
- Communicate expectations of athletes and team
- Communicate with individual athletes as to their role on the team
- Clearly communicate all NFHS, CIF, GPA, Conference, and team rules to athletes and parents
- Return parent phone calls/emails in a timely manner
- Explain vacation/absence policy
- Allow students time away from practice to make-up tests due to athletic competition or to attend tutoring

Expectations of Spectators

- Applaud at the end of the contest for all performances of all participants, as they shake hands with each other, regardless of the contest outcome
- Show concern for injured players regardless of team affiliation
- Encourage people around you to display only sportsmanlike conduct
- Refrain from blaming the loss of contest on officials, coaches, or participants. Leave with a positive attitude.

Communication Expected from Athlete's Coach

- Philosophy of the coach

- Expectation of individual athletes and team
- Location, dates, and times of all practices and games
- NFHS, CIF, Conference, GPA, and school rules
- Modes of transportation

Communication Expected from Parents

- Non-confrontational situations
- Appropriate concerns can be expressed directly to the coaches outside of practice, games, or the playing field
- Specific questions about philosophy or expectations of their child
- Notification of any absences prior to practices or games
- A phone call to set up an appointment to discuss a concern

Appropriate to discuss

- Treatment of your child (mentally or physically)
- Ways to help your child improve
- Concerns about your child's behavior/academic problems

Inappropriate to discuss

- Playing time
- Coaching
- Team strategy
- Play calling or substitutions
- Another athlete

Steps for resolution

1. First contact the coach to set up a meeting.
2. Schedule appointment with the Athletic Director.
3. Schedule appointment with the Administrator in charge of athletics.

Note: Please know that any anonymous communication will be disregarded.

Event Behavior

1. Losing as well as winning is part of the game. All should be gracious in defeat and modest in victory. Good sportsmanship is expected by all persons at all times. Discipline from coaches and the school will result if unsportsmanlike behavior is shown by team members. Accept loss as something to grow by, setting individual goals, and moving forward.
2. Self-control and maturity are expected. Fits of temper or clowning when things fail to go as the student desires or when team members are substituted out by the coach is not acceptable.
3. Game officials ensure that participating teams will compete fairly and safely. **REMEMBER:** Officials do not lose a game for a participant or a team.
4. It is tradition and a rule that no one except the appointed team captain talk to the designated officials. The players' bench should be enthusiastic but mannerly at all times during a contest. No derogatory remarks should be made to or about the officials or to the opposing team.

CIF Ethics in Sports Policy

- Be courteous at all times (with school officials, opponents, game officials and fans)
- Exercise self-control

- Be familiar with all rules of the contest
- Show respect to players, officials, and other coaches
- Refrain from the use of foul and abusive language
- Respect the integrity and judgment of the game officials
- Do not use illegal and nonprescription drugs, anabolic steroids or any substance to increase physical development of performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or the American Medical Association
- Win with character, lose with dignity

CIF Ejection Policy

Any coach, player, team attendant, or spectator ejected by a contest official from any contest for any reason, at any level, is suspended indefinitely from participation, practice, or attending any GPA sports contest, until a meeting is scheduled between the school administration, coach, player, and custodial parent(s)/guardian(s) with CIFSDS staff member(s). Meetings will be scheduled at a time to be announced. There is no appeal of the Commissioner's decision. Telephonic and electronic meetings are not permitted. Additionally, any person ejected (coach, player, spectator) is required to attend a CIFSDS *Ethics In Sports* Sportsmanship meeting which will be held at a time to be announced. Failure to attend the sportsmanship meeting will result in immediate suspension of athletic eligibility or attendance at GPA contests or practices until such time as the ejected person attends a Sportsmanship Meeting.

Early Release from Class

It is the responsibility of athletes to communicate with their teachers before they depart because of an athletic contest. Teachers will receive a team roster with the names of all team members at the beginning of a season, which will be updated as needed. Athletes with an early release time should remind their teacher of this before class on the day of the event. Students are responsible for any and all work and tests missed due to an early release. Students will not be permitted to leave class prior to a release time. It is an athlete's choice and privilege to leave school early to participate in athletics and to maintain their co-curricular requirements. It is a teacher's choice to release a student.

Equipment and Uniforms

- Uniforms are loaned to student-athletes by the school and must be returned at the end of the athlete's season of sports.
- When players lose uniforms or equipments they may not take part in any other sport until the return of the equipment or the replacement cost is paid in full.
- Athletes are financially responsible for all uniforms and equipment issued to them.
- Graduation ceremony privileges may be withheld for failure to return team uniforms, equipment, or pay for such items.

Hazing

Hazing in any form (including initiation) which is degrading- is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to school discipline, misdemeanor penalties, and forfeiture or entitlements.

Athletic Participation and Additional Community Service Requirement

As part of GPA, students are required to comply to community service requirements. The athletic department reserves the right to mandate five (5) community service hours for each sport participated in by a student. Community involvement, school service, and apprenticeship are written into the charter and are an integral part to student development.

Guajome Park Academy Athletic Coaches Handbook

Learning to live in the
Real World



2000 North Santa Fe Ave Vista CA 92083

Superintendent: Bob Hampton
Athletic Director: Chris Findell

Introduction

This handbook is provided to establish guidelines and lend assistance to those who have responsibilities with the administration of any phase of the athletic program at Guajome Park Academy (“GPA”). The guidelines on the following pages are meant to enable all staff to function in their various areas of responsibility such as:

- The duty to provide a safe environment
- The duty to provide health care in certain circumstances, which includes basic CPR and first aid
- The duty to enforce established rules and regulations
- The duty to follow due process
- The duty to safely transport students in accordance with the California Vehicle Code and school guidelines
- The duty to foresee potentially dangerous circumstances and situations

The coach of an athletic team is primarily responsible for the compliance of his or her team members to the policies governing athletics at GPA. Such compliance is enhanced when team members are informed of and understand the policies. All coaches are directly responsible to the Athletic Director and administration for the application of the rules and regulations.

GPA subscribes to the *Pursuing Victory with Honor Sports Summit Accord* adopted by California Interscholastic Federation (“CIF”). We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship, and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

This athletic handbook is designed to provide coaches, athletic directors and athletic administrators with information pertaining to standards, policies, procedures and coaching responsibilities. We strongly encourage you to read the handbook and utilize it as a reference in performing your duties related to athletic programs.

Contact Information

Athletic Director:

Chris Findell 760 213-2241 or 760 631-8500 xt 1222 and leave a message with Dawn Voss
Findellch@guajome.com

Facilities:

Suzi Royer 760-631-8500 ext. 1214

Security:

Sylvia Harper 760-631-8500 ext. 1110

Emergency:

911

Non-emergency, Vista Sheriff Department:

760-940-4551

ATHLETIC DIRECTOR'S RESPONSIBILITIES

The Athletic Director will work in close cooperation with the assigned GPA Administrator in the following:

- Administering and enforcing standards are met for CIF, League, and School Athletic and Co-Curricular Policies.
- Ensuring adequacy of athletic equipment, uniforms, and facilities.
- Accountability for athletic inventories.
- Developing and maintaining athletic budgets and collection of fees.
- Attending CIF and League athletic meetings.
- Assisting coaches in development of purchasing specifications.
- Facilitating parent and public meetings related to site athletic and individual sports programs.
- Assisting with preliminary physicals.
- Arranging game sites for contests.
- Developing sports schedules.
- Approving purchase requisitions.
- Notifying coaches of new or existing information pertaining to their sport or club.
- Coordinating post-season award presentations.
- Meeting with Boosters Clubs as required.
- Performing other duties as determined by the GPA Administrator.

POLICIES PERTAINING TO COACHES

1. Annual evaluations of Head Coaches shall be the responsibility of the Athletic Director and Administrator. A post-season conference shall be scheduled in which the Athletic Director and Administrator discusses matters of reassignment or continuation of contracts for the following year. The Administrator will hold periodic meeting with the Athletic Director to discuss problems in athletics and relationships.
2. Coaches will be responsible for the weekly academic support of their team through means they deem appropriate. (study hall, weekly grade and citizenship reports, tutoring, etc.)
3. Each sport has a designated number of paid coaches. All other coaches are to be on a non-paid volunteer basis only.
4. Athletic coaching contracts, as covered by the applicable contract, are for one year in duration. They will be assigned prior to the beginning of the sport. It is the Athletic Director's or Administrator's responsibility to evaluate and recommend continuation of a contract from year to year.
5. Effective December 31, 2008, the CIF Bylaw 22.B.(9) states all coaches will complete the Coaches Training certified by CIF.
6. All coaches shall be responsible for following GPA and CIF rules, regulations, and mandates.
7. School policy requires all coaches to be certified in CPR and First Aid.
8. All coaches are expected to treat all athletes, visiting athletes, coaches, officials, fans, and parents with respect and dignity at all times.

ADDITIONAL COACHES' RESPONSIBILITIES

The duties listed below are applicable to Head Coaches and Assistants when appropriate. The Athletic Director or designee will be responsible to supervise all coaches according to the duties listed below.

The Head Varsity Coach will be responsible for:

1. Supplying a team Roster and checking that all clearance forms are in order including: physical exam forms, insurance forms, parent consent to treat forms, Athletic Code forms, and grade point checks.

2. Supervising of all team members and having a copy of parent consent to treat forms with them at all practices and games.
3. Proper care of locker room and facilities (leave locked and picked-up).
4. Proper care, disposal, and storage of equipment; checking with Athletic Director when inventorying equipment.
5. Assisting Athletic Director in scheduling contests.
6. Assisting Athletic Director in evaluation and hiring of assistant and lower level coaches.
7. Checking on rain-outs and communicating through Athletic Director for cancellations.
8. Assisting Athletic Director in pre-game preparations and notification of facility problems.
9. Submitting rosters of traveling teams for daily attendance and placing appropriate bulletins for faculty notification if school is to be missed.
10. Reporting game results to media and Max-Preps in a timely manner.
11. Arranging pre-season orientations for parents. Included should be a consistent method of communicating game schedules, transportation means, and practice schedules.
12. Informing Athletic Director of any problems or potential problems and asking questions that they may have concerning their sport or any other sport.
13. Read and be aware of the Athletic Code for Athletes and report any violation of the Athletic Code to Athletic Director.
14. Help organize and attend the end of the year awards night presentations.
15. Keep track of keys and do not give to students or other people.
16. Other duties as assigned by the Administrator or Athletic Director.

The Assistant Varsity Coach, J.V. Head Coach and Assistants, Freshman Head Coach and Assistants will be responsible for:

1. Assisting Head Coach in inventory of all equipment.
2. Assisting Head Coach in budgeting.
3. Assisting Head Coach in verifying all clearance forms.
4. Assisting Head Coach in repairing and maintaining all equipment.
5. Assisting Head Coach in issuing equipment to players.
6. Assisting Head Coach in making travel arrangements.
7. Assisting Head Coach in supervising team.
8. Assisting Head Coach in reporting game results to media.
9. Assisting Head Coach in checking schedules.
10. Assisting Head Coach in determining letter and award winners for post season honors.
11. Assisting Head Coach in training and supervising team managers.
12. Assisting Head Coach in encouraging injury prevention, safety, and health practices.
13. Assisting Head Coach in submitting appropriate accident and insurance forms in a timely manner.
14. Assisting Head Coach in collecting equipment issued to athletes and initiate proper billing procedures for lost or damaged equipment.
15. Assisting Head Coach in specification and budget process.
16. Assisting Head Coach in communicating on athletic matters with fellow coaches, administrators, students, Athletic Directors, and Athletic Administrators.
17. Assisting Head Coach in attending all-league meetings.
18. Assisting Head Coach in informing GPA of unsafe facility conditions.
19. Assisting Head Coach in seeing that team conforms to standards and rules of the CIF and District Policy.
20. Other duties as assigned by the Head Coach.

OTHER SCHOOL POLICIES PERTAINING TO COACHES

Co/Extra-Curricular Academic Criteria

Co/extra-curricular participants must earn a grade point average (gpa) of 2.0 or better in all classes attempted. If a participant has failed to achieve the required gpa, he/she will become scholastically ineligible until the first subsequent grading period in which passing grades are made.

1. In order to try out, practice, or participate in co/extra-curricular activities, a student must meet the following academic criteria:
 - a. A 2.0 grade point average in the prior grading period with no more than one grade of "D" and no grade of "F" renders a student eligible for participation in co/extra-curricular activities.
 - b. A student with less than a 2.0 gpa in the prior grading period with more than one grade of "D", and/or with a grade of "F" in any class will be placed on probationary status for a three (3) week period. After the three (3) week probationary period, student must not have an "F" in any class and not more than one grade of "D" in order to be reinstated as eligible.
 - c. The probationary procedure will be implemented at each of the six week grading periods. During the probation period, the student may not travel nor compete and must have a weekly academic/behavior check from all current teachers. The student must attend (with noted improvement) a weekly tutorial session in the area of weakness. Failure to show this document to the coach on a weekly basis will render the student ineligible at the end of the three (3) week probationary period..
 - d. A student may only be placed on probationary status two (2) times per year.
 - e. Students enrolled in the ELC or Independent Study programs require a minimum grade of "C" in all classes. (Students in these programs are NOT awarded D grades. They are awarded A, B, C, or F grades.)
 - f. For determining fall semester eligibility, students who are enrolled in and complete summer school will be able to count two summer school courses with grades of "C" or better toward the final 2nd semester grades of the previous school year.
 - g. For the purposes of determining an exact date of eligibility/ineligibility, eligibility dates will be established which will be incorporated into the school's master calendar. Each six-week grading deadline will be the eligibility dates, which will be posted during the school year.
 - h. The beginning date for non-participation will be the Tuesday following the Friday that progress/grade reports are mailed home.

Additionally, during the prior grading period a student must:

- i. Have no citizenship marks of "Unsatisfactory," and must maintain ongoing satisfactory behavior.
- j. Any out-of-school suspension is considered unsatisfactory behavior for the period of suspension.
- k. Demonstrate acceptable attendance
 - i. Ten or more absences (unexcused or excused) per year is considered excessive. Doctor verified absences may be considered as an exception to this policy.
 - ii. Four or more tardies per year is considered excessive. (Ed. Code)
 - iii. Student must attend school the day a minimum of three blocks (6 periods on Mondays) of performance/competition.
 - iv. Fulfill/support GPA graduation requirements.

Each academic year the student-athlete and his/her parent/guardian must complete a paperwork process and be "cleared" by the Athletic Director, or his/her designee, before any try outs, practice, participation, or play. Successful clearance includes:

- l. A physical by a medical practitioner.
- m. Emergency phone numbers and other pertinent emergency information.
- n. Releases for medical care.
- o. Waiver of liability.
- p. Insurance verification.
- q. A signed CIF "Ethics In Sports" form (both athlete, parent, and coach)
- r. A signed "Informed Consent" form.
- s. A GPA "Co/Extra-curricular Code of Conduct" form.
- t. A signed acknowledgement of receipt of the GPA student handbook.

All of the above information must be checked by the Athletic Director, or his/her designee, prior to the student being "cleared." Only after the Athletic Director, or his/her designee, verifies that all of the information has been successfully completed may a student-athlete participate in any manner.

Eligibility and Ineligibility Periods

- a. Periods of eligibility shall be equal to periods of ineligibility for the purpose of this rule.
- b. Periods of eligibility/ineligibility may be based upon a four to six school-day delay following the end of the quarter. This is because of the time lapse required to collect and print grades.
- c. In determining eligibility/ineligibility, it is the official "grade of record" which is used. Only when a legitimate "Change of Grade" form is completed and signed by site administration, the Athletic Director, or his/her designee, will be notified in order to clear the student-athlete for participation.
- d. Per CIF-SDS policy, "Incomplete" (I) grades are considered an "F" for determining eligibility.
- e. Each of the items below is subject to review by site administration and/or the Athletic Director, or his/her designee, for extenuating circumstances.
- f. In the case of a CIF ethics violation, in addition to mandated CIF sanctions, school discipline will be imposed.

Co/Extra-Curricular Financial Guidelines

1. Co/extra-curricular athletics are primarily financially financed through fundraising efforts and activities conducted by the students participating in the activity, club, sport, or student organization.
2. Fundraising guidelines for athletics are included in the general ASB Finance Guidelines.
3. Fundraising activities must have pre-approval of the student body representatives who serve on the ASB and the ASB advisor.
4. The school financially supports the co/extra-curricular athletic program through providing coaching stipends to the coaches and identifying an established dollar amount to assist with the cost of transportation and some start-up expenses.

Co/Extra-Curricular Scheduling

1. Every effort needs to be made to prevent students from missing scheduled class time.
2. Classroom teachers will need to clearly reiterate and post class standards no later than September 1, relating to students leaving class early for an athletic or co/extra-curricular activity.
3. Coaches will schedule as many athletic contests as possible at home, to avoid missing classes.
4. Only two activities per week per athletic team: one home, and one away.
5. Every effort will be made to participate with schools located in our area, (i.e., Calvary, Tri-city, Escondido Adventist, Calvin Christian, Army/Navy, etc.)
6. Every effort will be made to schedule:
 - a. Outside Fall Sports at 4pm until the fall time change.
 - b. Inside winter sports at 4pm.
 - c. Soccer as close to 4pm as possible.
 - d. Spring sports at 4pm if possible, after the time change in spring.
 - e. Saturday events are exempt from time constraints.

Staffing

Staffing for co/extra-curricular activities include GPA certificated and classified personnel for clubs and athletics, as well as walk-on coaches for some athletic sports teams. All co/extra-curricular advisors/coaches are hired per GPA personnel policies and procedures and are First Aid/CPR certified. The coaches for athletic teams report directly to the Athletic Director.

Coaching Selection Process

The following criteria and timeline will be used in the selection process for coaches at GPA. Athletic coaching contracts, as covered by the applicable contract, are for one year in duration. They will be assigned prior to the beginning of the sport. Internal applicants must have their information submitted to the Athletic Director by the first Thursday in April. External applicants, or walk-on coaches, must have their information submitted by the first Thursday in May. If an unexpected vacancy in a coaching position occurs during the year, then the timeline and application criteria may be modified as needed.

Coaching Application Criteria:

1. Applicant should be prepared to share their coaching philosophy and what they feel the purpose and goal of interscholastic athletics are.
2. Applicant should have successful experience in the specific sport they desire to coach.
3. Applicant should have adequate knowledge of all CIF, league, and specific sport rules, policies, and procedures.
4. Applicant must have their NFHS coaching certification (CIF Requirement).

Please be prepared to submit:

1. A resume listing coaching and teaching experience.
2. A letter to be given to the team that defines the team expectations, philosophy, and goals.
3. A schedule outlining practices and any additional team obligations. (Fundraising, parent info night, etc...)

For the Interview, please be prepared to share:

1. The resources and tools you will use during the season to develop players' skill development both on and off the field.
2. A team development plan.

Care of Injuries

All personnel connected with GPA athletics will adhere to the following guidelines:

1. After all contests and practices, coaches should check for individual injuries.
2. Athletes must be supervised by an adult when in the training room. The coach is responsible for the supervision of athletic training facilities.
3. The Head Coach should submit a copy of the Standard Student Accident Report Form no later than the next day following injury.
4. The seven cardinal points of athletic emergency procedure should be followed:
 - a) First Aid/CPR should be available at the scene and well-trained personnel should be present to administer it.
 - b) A communication system (cell phone) should be in the possession of a coach at all sporting practices or contests.
 - c) Emergency care facilities should be known to the coach to suggest to parents for care.
 - d) The facility to which the injured player is being transported should be notified so necessary care is made available upon arrival.
 - e) Every effort will be made to care for and transport injured athletes as soon as possible for qualified medical attention.

The coach of an athletic team is primarily responsible for the compliance of his or her team members to the policies governing athletics at GPA. Such compliance is enhanced when team members are informed of and understand the policies. All coaches are directly responsible to the athletic directors and administration for the application of the rules and regulations.

ADDITIONAL ATTACHMENTS

Sports Physical Form

Facility Use Form

Transportation Request Form

Drivers Use of Private Vehicle

Parent Permission for Off Campus Activity

Co-Curricular Activities Application

Purchase Requisition

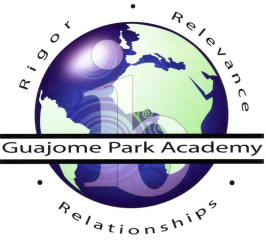
Fundraiser Request

Student Accident Report

Ethics in sports (athlete/parent)

Ethics in sports (coach)

Coaches Evaluation



Sports Packet

Guajome Park Academy Athletics

Athletic Director: Chris Findell
Findellch@guajome.com

2000 North Santa Fe Ave
Vista CA92083

Attached is the Guajome Park Academy (“GPA”) sports packet. Each student interested in trying out and participating in sports must complete one of these packets each year. The information is kept on file and is valid for only this school year.

The packet consists of the following forms:

- 1) Athletic Participation Form and Agreement
- 2) Release of Liability Form
- 3) CIF Ethics in Sports Form
- 4) Sports Physical Form
- 5) Drivers Permission for Use of Private Vehicle (for parent drivers)

Cards: Only students who are issued cards (“participation authorization cards”) from the Athletic Department will be allowed to try out or participate for a team. In order to try out or participate you must have all of the above paperwork completed as well as:

- 1) Satisfying all Co-Curricular requirements (BP 6301)
- 2) Student must be in good standing and not have any outstanding fees, equipment, and/or uniforms.

Give the coach your card at the first day of tryouts or practice. You will need to pick up a new card for each season. Students may pick up cards starting the first day of High school orientation at the athletics table, or any time there after from Mr. Findell.

Athletics Agreement

I understand that:

- 1) I must meet all Co-Curricular requirements in order to participate in athletics.
- 2) I must read, sign, and submit the Sports Packet once a year.
- 3) I understand that the use or possession of tobacco, alcohol, steroids, or drugs during practice or playing season will result in my being banned from athletic participation.
- 4) I am aware that serious catastrophic injury can result from any athletic participation.
- 5) I realize that wearing a varsity letter is a symbol of GPA and wearing the letter carries certain responsibilities. This privilege may be withdrawn by school administration at any time.
- 6) I am financially responsible for any gear issued to me. I realize that I will be billed for any outstanding items, and by neglecting to return or pay for the items may affect my participation in graduation.

Athlete’s Signature _____ Date _____

Parents Agreement

I/We the parent’s or legal Guardians understand the athlete’s agreement and that my child is subject to all GPA, athletic, CIF, and co-curricular policies. I/We also understand that we are financially responsible for any school property lost, stolen, or damaged by my child. I/We agree to attend the pre-season parent meetings

Parent/Guardian Signature _____ Date _____