

2015-2016

Coach's Handbook

MENDOTA HIGH SCHOOL



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Mendota High School Philosophy of Athletics

The Mendota High School athletic program will provide a wide variety of athletic opportunities that will aid in the overall development of our students. Participation in athletics will provide students with a significant opportunity to become involved with other students and their coaches in an educational experience that takes place outside of the classroom.

Athletic Department Philosophy:

Mendota High School believes that a dynamic program of student activities is significant to the educational development of the student. The Mendota High School athletic department provides a variety of experiences to aid in the development of favorable habits and attitudes in students that prepare them for adult life in a democratic society. Athletics play an important part in the life of Mendota High School student-athletes. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of team goals in our athletic department.

Athletics also play an important part in helping the individual student develop a healthy self-concept as well a healthy body. Athletic competition adds to school spirit and helps students, spectators, and participants develop pride in their school.

The Mendota High School athletic department further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process in all segments of the community, including administrators, participants, adult supervisors, parents, and fans.

Athletic Department Goals:

- Promote academic excellence in the classroom.
- Promote the development of favorable habits and positive attitudes in students that will prepare them for adult life.
- Recognize and promote the lessons learned regarding good sportsmanship, ethics, teamwork, and the value of competing—win or lose.
- Ensure a safe and secure environment for practice and competitions.
- Recognize and promote the accomplishments of athletic teams and individuals.
- Encourage coaches to be leaders, role models, and people of character.
- Emphasize and encourage positive lifestyles that will assist in striving to be the best.
- Promote cooperation throughout the athletic department, while supporting all athletic programs.
- Ensure that everyone involved with the athletic department adheres to the rules and policies of Mendota High School, CIF, and NFHS.

Notice of Non-Discrimination

MUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Coaches

Certification of Coaches:

All Mendota High School coaches must meet the following requirements:

1. Be knowledgeable and competent in the basic procedures of CPR and First Aid, and possess a current CPR/First Aid card
2. Be knowledgeable and competent in the rules and regulations at the school, league, specific sport, and CIF levels
3. Complete certification of NFHS Coaching Fundamentals course
4. Complete certification of NFHS Concussion in Sport course
5. Have a current TB test on file
6. Pass a background check through a live scan (fingerprints)

Coaching Contracts:

1. All coaching assignments are approved by the Board of Education and are on a year-to-year basis. Recommendations are made to the Board by the athletic director and principal.
2. All coaches paid and volunteer must be approved by the Board of Education and meet the certification requirements.
3. Coaches will be compensated according to the terms of the Mendota High School contract. Coaches may not be paid by an outside organization.
4. Coaches must complete the end of the year checklist prior to receiving their paycheck.

Head Coach Responsibilities:

1. Coaches report directly to the athletic director.
2. Assign assistant coaches to appropriate duties.
3. Ensure that junior varsity coach is teaching and implementing strategies and plays that align with those being taught at the varsity level. The upper and lower levels of a sport should cooperate to build one program.
4. Arrange for team managers, statisticians, and scoreboard operators.
5. Assist in assistant coach evaluations.
6. Provide leadership for non-budget item fundraising.
7. Know the rules of eligibility and report known violations to the athletic director.

8. Supervise players at all times, including the locker room, practice, and until the players are picked up.
9. Keep students and players out of the gym when it is not under direct supervision.
10. Control the use of improper language or actions by enforcing player conduct policies.
11. Administer First Aid when necessary, but know the limits of First Aid and when to contact Emergency Services.
12. Report punctually to all practices and games.
13. Dress professionally at all games and appropriately at practices.
14. Organize activities to ensure student safety. Do not allow "horseplay" at any time.
15. Reporting game scores and stats to multiple sources: Fresno Bee, MaxPreps, athletic director, and MendotaAztecs.bigteams.com.
16. Report any changes in the transportation schedule as soon as possible to the athletic director.
17. Inventory equipment in tandem with the athletic director immediately before and after the season.
18. Promptly report any conduct by a player that is against school policy.
19. Send the athletic director a copy of the team roster by the end of the first week of tryouts.
 - a. Roster is to be formatted as such: last name, first name, grade level, height, and years of experience.
 - b. Send roster with jersey numbers as soon as jerseys are handed out.
20. Report any additions or deletions to the roster immediately.
21. Cooperate with coaches of other sports by conducting themselves in an ethical manner.
22. Remain professional at all times; do not criticize coaches, officials, or players.
23. Set an example of good sportsmanship and ethical behavior at all times.
24. Avoid the use of profanity.
25. Follow the letter, as well as the spirit of any rules set forth by the sport, school, league, and CIF.
26. Make recommendations for equipment needs at the end of each season.
27. Be responsible for the care and collection of all equipment and uniforms.
28. Hold players and other coaches accountable for all equipment and uniforms.
29. Assist the athletic director in scheduling and transportation requests.
30. Be present at all WSL and CIF advisory meetings, as required.
31. Delegate and assist in the set-up and take-down before and after all home games.
32. Be responsible for the conduct of the entire program, both levels.
33. Keep statistics for school records and deliver them to the athletic director at the end of the season.
34. Properly secure all doors and turn off lights when leaving facilities.
35. Complete coach evaluation and meet with athletic director to discuss final evaluation no later than two weeks after the end of the season.
36. Be aware of environmental conditions such as extreme cold, heat, or humidity and tailor activities to the conditions. Schedule frequent water breaks and be aware of the signs of heat illness.
37. Perform services only in the areas in which you are fully qualified.

38. Properly warm-up, prepare, and condition your athletes. Instruct adequately before permitting performance.
39. Maintain records of practices as evidence of well-planned sequential practice procedures. Also, maintain copies of injury reports, doctor's releases, and any other records which document your professionalism.

Beginning of Season Responsibilities:

1. Make sure that all clearance procedures are completed, and you have a clearance slip for each athlete before they are permitted to begin tryouts.
2. Prior to the beginning of the season, develop a contract for your athletes, which outline any team policies and procedures that are different from the athlete handbook. This contract must be reviewed by the athletic director prior to distribution. Information can include:
 - a. Attendance at practice and games
 - b. Behavior during practices, games, and travel (bus/van)
 - c. Behavior towards teammates, coaches, opponents, and officials
 - d. Issuance and care of equipment and uniforms
 - e. Cutting policy; missing practice policy and procedure
 - f. Dress code for game days
 - g. Fundraisers
 - h. Eligibility
 - i. Reporting injuries
 - j. Any additional rules you may have
3. Provide the athletic director and players with a copy of practice and game schedules.
4. Submit a roster to the athletic director by the end of the first week of tryouts, including full name, grade, and position.
5. Verify that all athletes have turned in both a sports physical and emergency card prior to tryouts.
6. Maintain a file of all emergency cards to have available at all practices and games.
7. Review and be familiar with the rules and regulations of the sport, WSL, CIF, school, athlete, and coach handbooks.
8. Review and complete an inventory list with the athletic director before tryouts.

In-season responsibilities:

1. Send updated rosters to the athletic director with each change.
2. Continually communicate with the athletic director in regards to academic eligibility.
3. Maintain sufficient media contact with MaxPreps, Fresno Bee, Mendotaaztecs.bigteams.com, and the athletic director with results, stats, and players of the game for each contest in order to support and publicize the accomplishments of our student athletes.
4. Have a rule book for your respective sport and know the rules well.
5. Communicate all equipment and facility needs, parent and athlete issues, and staffing concerns to the athletic director on a continual basis. Do not leave administration with surprises--communicate the issue.

Post-season responsibilities:

1. Attend WSL meeting to submit names of athletes deserving of WSL All-league honors.
2. Communicate to athletes and parents the details of the awards banquet.
3. Collect and inventory all player uniforms. Do not let players keep any uniform items, under any circumstances.
 - a. Write player bills for any missing items.
4. Conduct inventory of all equipment, supplies, and uniform items with the athletic director.
 - a. Return all equipment, uniforms, and medical supplies at this time.
5. Discuss any equipment or uniform needs for the following season.
 - a. This is the time to place your order for next year.
6. Conduct post-season coaching evaluations with all assistant and lower level coaches. Submit copies to the athletic director.
7. Meet with the athletic director within two weeks of the season ending regarding the head coach's formal coaching evaluation.
8. Turn in all emergency cards to the athletic director.
9. Make any scheduling, facility, or staffing recommendations to the athletic director for next season.
10. Return all keys.
11. Inventories from pre-season and post-season must match. The coach is responsible for any missing equipment items and must replace those before receiving his or her paycheck.

Procedures

Fundraising:

1. Head varsity coaches are encouraged to coordinate support for their particular sport to provide funding for non-budget items.
2. All athletic fundraising projects **must be approved by the Activities Director**.
3. All money generated through fundraising must be channeled through the team ASB account.
4. ASB Club accounts may be used for special projects or program needs at the discretion of the coach, with approval of the Principal.

Inventory Procedures:

1. All equipment is to be marked for identification purposes. Uniforms or equipment to be issued to athletes is to be marked with an identifying number for check-out purposes.
2. All equipment issued to athletes is to be recorded on a sheet and checked off at the end of the season. This list is to be on file with the athletic director at the beginning of the season.
3. All equipment must be returned at the end of the season. Equipment is not to be given away to students or kept at home. All uniforms and equipment should be stored in the designated sports program storage room.

Awards:

1. Athletic awards will be budgeted through the athletic budget.
 - a. Varsity will receive 4 plaques, while JV will receive 3 plaques)
 - b. The coach must inform the athletic director of the players selected for each award at the end of the regular season.
 - c. MVP, Most Improved Player, and Aztec Award
2. Certificates will be provided for all participants in every sport.
3. Player will receive a patch for each varsity sport played, 1 per year.
4. Lettering requirements: all participants must complete the season to be lettered.
 - a. In case of injury, lettering will be at the discretion of the coach.
 - b. Athletes must attend all practices, contests, and the end of the year banquet, unless they are ill or have arranged an absence with the coach in advance.

Athletic injuries:

1. Have access to an emergency procedure card for each student under your supervision, including statisticians and managers.
2. Do not move an injured student until the condition has been carefully evaluated.
3. Instruct athletes not to attempt to help up an injured teammate. Their efforts to help an injured player up may result in further injury.
4. In the event of an injury contact the administrator for assistance, if needed. If medical attention is required, attempt to contact the parents first unless the case is a dire emergency.
5. Parents should be consulted before calling an ambulance unless it is a dire emergency.
6. An ambulance is strongly recommended for: severe hemorrhage, choking or stopping of breath, unconsciousness, fractures of the back and neck, fractures of the leg, severe concussion or skull fracture, severe fractures, severe eye injury.
7. Any head injury which results in symptoms of a possible concussion should be referred for medical evaluation.
8. If there is any doubt as to the seriousness of an injury, err on the side of caution and call an ambulance.
9. Do not permit an injured athlete to return to practice without written authorization from a doctor.

Supervision of Athletes:

1. A coach is responsible for providing supervision of their athletes at all times. Keep athletes out of the gym, weight room, and locker rooms when they are not in use, and keep doors locked.
2. Have well-organized practice sessions, which are supervised by coaches at all times. Horseplay is not to be tolerated.

Transportation:

Transportation:

1. All athletes will be transported to and from contests on district transportation. Athletes may be released after a contest to their parent or legal guardian, only, and by a signed release card (available in the office or through the athletic director). Coaches should carry these forms with them to away games. Coaches are responsible for informing players and parents of the policy.
2. Coaches are responsible for taking roll every time students board the bus to verify that all students are present and accounted for.
3. While driving district transportation to/from athletic events, coaches are responsible for ensuring students are wearing their seatbelts. Coaches are to obey all traffic laws, follow posted speed limits, and keep students behaved in a manner to not distract the driver.
4. In the event of an emergency while on the road (missing student, serious injury, vehicle accident, bus breakdown, etc.) notify an administrator as soon as possible.
5. Have students notify their parents of their estimated time or arrival while returning back to Mendota High School.
6. After arriving back on campus, it is the coach's responsibility, before departing the bus, to verify that all students have a ride home. If circumstances arise where a student does not have a ride home, the coach is to maintain supervision until the student is picked up.

Bus Rules and Procedures:

1. The bus driver will instruct all athletes regarding acceptable behavior while on the bus. The bus driver is the number one person in charge. All school regulations apply to the conduct of athletes while riding on the bus and while at the contest site.
2. A coach will supervise all bus trips. Athletes are to obey the bus driver and coach at all times. Disrespect for persons or rules will be dealt with as a disciplinary violation.
3. Athletes will be informed of evacuation procedures at the beginning of each bus ride.
4. Athletes must observe the following:
 - a) Remain seated facing forward at all times.
 - b) No loud and unnecessary noise.
 - c) No food or beverages unless prearranged with the transportation department.
 - d) Keep aisles clear.
 - e) Complete silence at train crossings.
 - f) Refrain from tampering with the bus interior/exterior and equipment.
 - g) Pick up all trash.
 - h) No inappropriate language or gestures.
5. On the way home, students are to call home and inform parents of the estimated time of arrival at the Mendota High School parking lot. It is extremely important that parents are waiting at the parking lot when the bus arrives.

Athletic Clearance

Athletic Clearance:

1. In order to participate in extra-curricular activities, athletes must have:
 - a. A sports physical examination on file with the office prior to tryouts
 - b. An emergency card on file with the office prior to tryouts
 - c. Verification of academic eligibility
 - d. No outstanding bills

Academic Eligibility

2. In order to maintain satisfactory educational progress and extra-curricular eligibility, students must meet the following criteria:
 - a. Maintain a minimum 2.0 GPA in all enrolled courses on a 4.0 scale.
 - b. Have no more than one F.
 - c. Maintain appropriate progress towards meeting graduation requirements: 60 credits at the end of freshman year, 120 at the end of sophomore year, and 180 credits at the end of junior year (requirement c is not eligible for petition).
3. Student eligibility is based upon official grades submitted every 10 weeks at each quarter.
4. Eligibility will be determined on the second Monday at the end of each quarter at 8:00 am. "Grade checks" do not establish eligibility.
5. Eligibility petition contracts may enable some students to remain eligible when they find themselves academically ineligible for the first time during the school year. Eligibility petitions are available through the Vice Principal's office.

Athletic Activity:

1. **Student athletes are to abide by all the rules and regulations stated in the Mendota High School Student Handbook.**
2. Frequent or repeated disciplinary action taken against a participant, because of poor conduct at school or at away activities, is sufficient cause for corrective action and/or exclusion from the team.
3. Profanity, in action and/or speech will not be tolerated.
4. All athletes are direct representatives of their school, community and home and should conduct themselves accordingly.
5. Students assigned home suspension are ineligible and may not participate in any school activity until the period of the suspension and non-privilege status is completed. A day of suspension is considered 24 hours. Non-privileged status is 10 days upon the return to school.
6. An athlete must attend 5 periods on the day of the event, except in case of a medical appointment or other excused absence.
7. All athletes shall obey all established CIF rules and regulations. All other eligibility requirements such as residency, transfer status, age, etc., will be determined according to CIF bylaws.

8. Athletes will not be allowed to participate in two sports during the same season
9. Any athlete who does not complete a sport season in which he/she is participating will not be allowed to join another sport for one season.
 - a. Action of Appeal: Any student athlete who voluntarily leaves a sport during the season may appeal to a committee made up of the athletic director, principal, vice principal and a coach not involved with the respective sport.
10. **Head coaches may inform their players of additional rules and regulations provided they are not in violation of any rules, regulations in this code and/or school policy. These rules will be in writing and communicated to athlete and parent prior to the sport season or as soon as possible after the start of a season. These additional rules must be approved by the athletic director and principal prior to implementation. Any additional contracts by any respective sport/activity will be submitted to the board for approval.**
11. Athletes coming from a prior sport must be afforded a tryout opportunity to join the program.

Insurance or Waiver of Insurance:

1. Student accident insurance is provided by Mendota Unified School District. However, students and parents must be advised that the district's insurance does not cover all medical costs and parents/students will be responsible for all costs not covered by the district.
2. Additional insurance coverage can be purchased from a private carrier. Information for private insurance is available from the high school office.

Fees/Debts:

1. Any athlete who fails to promptly return equipment upon request of the coach or to settle an outstanding debt to the athletic department upon billing, shall forfeit all awards and be suspended from any participation in other sports (practice or competition) and/or activities until such time as a settlement is reached.
2. In addition, athletes are mandated to pay for lost, stolen and damaged equipment. Students with debts will be placed on the non-privilege list.

Enforcement of Regulations:

1. Violation of the Mendota High School Athletic Code will result in exclusion from participation by the supervising advisor. The advisor will notify the excluded player's parents, the athletic director, and the principal.
 - a. Any student who feels he/she is being unjustly accused and/or innocent of the charge(s) may appeal to a committee made up of the athletic director, principal, vice-principal and a coach not involved with the respective sport.
2. Coach must get approval athletic director and principal before removing a player from the team.

Important Contact Information:

Athletic Director:

Luis Gutierrez

School: (559) 655-1993 ext. 8149

Cell: (559) 213-4503

mhsathletics@mendotaschools.org

Principal:

Carlos Arredondo

School: (559) 655-1993 ext. 7009

Cell: (559) 905-3245

carredondo@mendotaschools.org

Vice Principal:

Regina Diaz

School: (559) 655-1993 ext. 8150

Cell: (559) 288-7662

rdiaz@mendotaschools.org

Guidance Instructional Specialist:

Emilio Anguiano

School: (559) 655-1993 ext. 8161

Cell: (559) 906-3747

eanguiano@mendotaschools.org

Maintenance/Transportation:

Ben Borrego

Cell: (559) 351-0685

Emergency: 911 (9-911 if calling from a school phone)

Fresno Bee:

(559) 441-6379

sports@fresnobee.com

Maxpreps:

<http://www.maxpreps.com>

Mendota Aztec Website:

mhs.musdaztecs.com

Handbook Agreement

As head coach, I have read the Coaches Handbook and understand all of my responsibilities. I understand and agree to abide by all policies listed in the handbook. I understand that it is my responsibility as head coach to relay all pertinent information to assistant coaches, the junior varsity coach, and all volunteer coaches.

Coach's Printed Name

Date

Coach's Signature Date

Date