

# **OXNARD UNION HIGH SCHOOL DISTRICT ATHLETICS HANDBOOK**

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## **Students**

### ***Introduction***

The purpose of this policy is to define and clarify the Athletic Policies and Procedures of the Oxnard Union High School District. The Oxnard Union High School District Board of Trustees

believes that participation in interscholastic athletics provides the opportunity for developing lifetime skills, which will help students become well-rounded individuals. Our goal is to help student athletes develop their physical abilities, also aid in their intellectual, academic and disciplinary growth. We consider it a privilege to be a student-athlete in Oxnard Union High School District and expect our student athletes to be excellent representatives of our community.

### ***Nondiscrimination and Equivalent Opportunities in the Athletic Program***

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity. (BP 5145.2)

### ***Philosophy***

The welfare of all students will be the guiding principle of the Athletic Program. The program, in conjunction with the CIF Six Pillars of character helps to build positive school climate and promote physical and social emotional wellbeing of participating students. Athletic participation is a privilege to all students who voluntarily accepts the rules and regulations outlined and as such is not required by the District. Enforcement of the athletic code is the responsibility of the school, coaches, parents and athletes on a year-round basis. All athletic activities in the Oxnard Union High School District shall be closely coordinated with the general instructional program and with the other departments of the School District.

In addition the Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. (BP 5131) (BP 3516) (614BP 5.2-Athletic Competition).

### ***Student Athletes***

Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.

4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity

### ***Student Eligibility Requirements***

#### ***Transfers:***

Athletic eligibility in the CIF Southern Section Blue Book will apply in all instances. All required CIF paperwork must be completed for all students who transfer to a new school from inside or outside the district boundaries. The open enrollment policy for OUHSD students is detailed in Board Policy 5116.1 and Board Policy 5118:

- a. All students have the right to apply for a transfer to attend another school within the district other than their “home school” during the open enrollment period. Transfers approved within these guidelines do not mean that a student will be eligible for athletics. Required transfer eligibility paperwork must be filed with the CIF office to determine the eligibility status of each athlete.

Students that attend Rancho Campana High School, Condor High School, and Oxnard Middle College must meet all multi-school rules and eligibility requirements as outlined in CIF Bluebook Article 20.

According to the California Interscholastic Federation (CIF) Southern Section, only those students regularly enrolled in a public or private CIF member school, grades 9 - 12, shall be permitted to participate in the CIF. In order to be eligible, students must achieve a 2.0

Grade Point Average on a 4.0 scale in all enrolled courses at the conclusion of the previous grading period in order to be eligible to participate. Once grades have been issued and no teacher error is discovered, a student cannot ask the teacher for “extra work” to raise a grade and to gain athletic eligibility (CIF Section 205, Scholastic Eligibility).

Student athletes must have a GPA of 2.0 or greater and must pass a minimum of four classes during each quarter grading period to participate in athletics. Student athletes who fail to meet the 2.0 GPA are ineligible until the next grading period; either quarter grades or semester grades. Student athletes must maintain a 2.0 GPA at all official grading periods which includes all quarter grades and semester grades. At a school that has trimesters example Rancho Campana that is a non member CIF school that the CIF member school has a multi-school agreement with grade eligibility would be determined by their grade on the date of the CIF member school eligibility day.

All students, regardless of their participation in special instructional programs, shall be held responsible for this eligibility policy. Students who transfer into school during the school year will also be held to this eligibility policy.

Ineligible student athletes may “practice” with the athletic team during the regular school day participation after school including transportation to games will be at the discretion of the schools Athletic Director/Associate Principal of athletics. The duration of ineligibility will be through the entire grading period.

### ***Requirements for Participation***

To be scheduled for an athletics physical education class, a student athlete must be recommended by the team coach and the Athletic Director. Any student athlete who is recommended and who agrees to be placed in an athletics physical education class accepts all the conditions set forth in board policy (AR 6146.1). All rosters must adhere to board policy 6142.7, in which all 9th grade students must be enrolled in a Physical Education Course I.

The documents required for participation are submitted and processed by the parent or guardian and student athlete online. The Athletic Director will review and approve students meeting the athletic clearance requirements through online athletic clearance prior to a sports season for a student athlete to be eligible to tryout for an interscholastic sports team. The following forms are mandatory in order to participate in district athletic programs.

- Current Physical Examination – completed by a medical practitioner (which covers a broad variety of medical professionals, including Medical Doctors, Doctors of Osteopathy, Nurse Practitioners, Physician’s Assistants and Chiropractors.)

- Athletic Department Participation Contract - completed with all required signatures
- Physical Insurance Packet – completed with all required signatures
- Parent/ Guardian permission participation
- CIF athletic code of ethics
- Concussion information sheet
- Sudden cardiac arrest information sheet

For students attending a non-comprehensive high school, including but not limited to Rancho Campana High School, Condor High School, Oxnard Middle College High School, or any Charter School, the school the student attends for one period of instruction and the school in which they participate in sports must have a completed Multi-School Agreement with the student's current school of attendance.

### ***Attendance***

Oxnard Union High School District places a high emphasis on academics and attendance. Consequently, a student athlete must be in attendance in every class during the day of a contest or practice session, except as excused by the School Administration, Athletic Director or designee. For Saturday contests, this rule will apply to the Friday immediately preceding the contest. Violation of this rule may result in the student athlete not participating in the scheduled athletic contest and/or practice. Student athletes are expected to be at all practices unless they have an excused absence. The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly.

Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy (BP 5113). Students shall be enrolled in at least a minimum day schedule of four (4) classes to be eligible for participation in extracurricular activities or interscholastic athletics (CIF Rule 205 - B). Students enrolled in Independent Studies at the school for which the student will be competing (same school as their school of residence) in athletic contests shall be athletically eligible providing the student is enrolled in a minimum of four (4) classes (CIF Rule 226 and 205) (CIF Code of Ethics - Athlete). (AR 6144.2 - Student Competition)

### ***Conduct***

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play

during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF. Students and staff shall be subject to disciplinary action for improper conduct. (Board Policy 6145.4, 6145.2, 5131) (CIF Code of Ethics - Athlete)

Any student athlete, who is found to have violated rules of unacceptable campus conduct, may receive a warning, a suspension from participation in athletics or removal from the team, as well as appropriate disciplinary action (Board Policy 6145.4, 6145.2, 5131) (CIF Code of Ethics - Athlete).

When a student athlete is suspended from school, or expelled from the district, he/she shall not be allowed to participate in any athletic practice, meeting or contest during the period of suspension or expulsion. (BP 5144) (CIF Code of Ethics - Athlete)

### ***Personal Appearance, Grooming and Dress Policy***

Appropriate dress and grooming contribute to a productive learning environment. The School and District expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (Board Policy 5132) Student athletes are expected to help maintain the integrity of the visiting schools locker room and venue of play. (CIF Code of Ethics - Athlete)

### ***School Clothing and Equipment***

It is the responsibility of each student athlete to return all clothing and equipment issued. Moreover, all clothing and equipment must be in the same condition as when issued upon return. Failure to do so may result in the student athlete being charged for the missing or damaged clothing and equipment. In addition, students will forfeit the right to participate in any interscholastic athletic contests, until the aforementioned issue has been rectified. The school site administration has the discretion to determine any further consequences as per OUHSD board policy. (CIF Code of Ethics - Athlete, Board Policy 5132) (BP 5144 Student Discipline)

### ***Drugs, Alcohol and Tobacco Policy***

Drugs, alcohol and tobacco negatively affect a student athlete's physical well-being and performance in athletics. District Policy prohibits the use of smoking or smokeless tobacco products. Student athletes who use, possess, or are under the influence of a controlled substance, as defined in section 11007 of the Health and Safety Code; to include alcoholic beverages, or intoxicants of any kind at any time; including evenings, weekends and holidays; on or off school grounds are in violation of this policy and will be disciplined.

Student athletes should fully understand that he/she may be suspended or dismissed from the team for the remainder of the season for any violation. Student athletes may re-apply to participate in sports the following season. (Board Policy 5131.6)

In order for a student athlete to participate in any athletic activity, he/she must sign the Parent and Student Handbook Acknowledgement Form which states the student will not use, possess, or be under the influence of any controlled substance, this includes electronic cigarettes or vape pens, and related paraphernalia as defined in Section 11007 of the Health and Safety Code and OUHSD Board Policy 5131.6, 5131.62. He/she further agrees not to possess any type of drug paraphernalia (including but not limited to electronic cigarettes, or vape pens, charging devices or items related to electronic cigarettes). If a student is determined to be under the influence or in possession of alcohol or other drugs the school administrator will follow OUHSD discipline policy (Board Policy 5144).

A student athlete's locker is the property of the District and the administration reserves the right to examine it, and its contents at any time with reasonable suspicion as per Board Policy 5145.12. Each student is encouraged to make sure that the locker is kept securely locked at all times and will not share the combination with any other person. The school is not responsible for any lost or stolen items.

In addition, as a condition of participating in OUHSD athletics, all athletes and schools adopt the practice and policy of prohibiting the use and abuse of androgenic/anabolic steroids. All students and their parents, legal guardian/caregiver must agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (CIF Blue Book Article 503.I) as a condition of participating in OUHSD athletics. (CIF Code of Ethics - Athlete)

### ***Athletic Trips***

While traveling, student athletes are expected to act in a positive, responsible manner at all times. If a student athlete is to suit-up at another school, he/she is expected to dress for the trip in a way that will not bring discredit to his/her teammates, fellow students, school and community. (CIF Code of Ethics - Athlete)

### ***On the Playing Field or Court***

Athletics is an integral part of the school's total educational program. It is within this context that the following Code of Ethics be followed by all student-athletes in all interscholastic athletics contests (CIF Code of Ethics - Athlete):

- Show respect for teammates, opponents, officials and coaches.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field and display no behavior that could incite fans.
- Maintain a high level of safety awareness.
- Refrain from the use of profanity, vulgarity and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all equipment and use it safely and appropriately.
- Win with character, lose with dignity.
- Treat opponents with respect; shake hands prior to and after contests.
- Display positive public action at all times.
- Athletes shall adhere to the “Pursuing Victory With Honor” guidelines established by the CIF Southern Section.

### ***Suspension/ Dismissal from a Team***

Dismissal from a team is the last action a coach should take in attempting to discipline a student. Suspension, additional work, counseling, etc. are alternative options of dealing with disciplinary infractions. The following reasons may warrant suspension/dismissal:

- Ineligible - Didn't pass four classes and maintain a 2.0 GPA.
  - Violation of CIF or league rules governing eligibility (age, residence, etc.)
  - Suspension from school for reasons other than athletic, such as truancy, fighting, etc.
  - Smoking, chewing tobacco, use of drugs or alcoholic beverages.
  - Absent from practice or contests without a legitimate excuse.
  - Improper conduct on the bus as defined under regulations established by the district Transportation Department.
  - Stealing
  - Use of Obscene language and/or profanity.
  - Insubordination to either coaches or other school personnel.
  - Any other violation of the CIF Code of Ethics and/or the District Code of Ethics.
- Consequences may include suspension being enforced during Athlete's next season of Sport.

### ***Quitting a Sport/ Dropping a Sport***

Quitting a sport differs from being dropped or dismissed from a team. If a student athlete quits, he/she has not fulfilled his/her agreement to participate and the student athlete will not be allowed to attend the activities at the end of the sports season, including the team banquet, and receive any awards. In addition, the student athlete will not be allowed to participate in any other sport until the season of the sport the athlete has quit is completed.

If a student athlete wants to drop and or quit a sport, he/she needs to make a personal contact with the coach/instructor and obtain his/her approval. By following this procedure, the student athlete will remain eligible to participate in other sports.

### ***Locker Room Behavior***

All student athletes must observe all rules governing the locker and shower rooms. Students in violation of education code, such as hazing or harassment, may be disciplined including but not limited to suspension and possibly expulsion. All student athletes will maintain clean and orderly use of facilities used for athletic programs, this includes but is not limited to locker rooms, classrooms, fields, and other areas on any OUHSD school, CIF member school, or other campus/facility being used for OUHSD athletics. (CIF Code of Ethics - Athlete) (Education Code 32051, 48900, 48915)

Leadership with staff and others in overseeing a coherent, integrated operations system. S/he and staff engage students, families, and the community as partners in maintaining buildings and grounds and keeping equipment and technology in good condition. The leader advocates for acquiring and distributing equipment, materials, and technology that supports all staff and students, including students with specific academic, linguistic, cultural, social-emotional, and physical needs. S/he works with the staff, district, local authorities, and other specialists to anticipate accessibility, health, welfare, and safety challenges and has contingency plans and cooperative agreements in place to address them quickly

### ***Letters and Other Awards***

Letters are awarded according to School District, League, and CIF rules and regulations. All coaches reserve the right to deny any student athlete an award that is in violation of these rules. School must adhere to the CIF Southern Section Blue Book rules regarding "Awards for CIF Competition," Article 80.

### ***Transportation***

A student athlete participating in the Oxnard Union High School District Athletic Program is required to travel to and from a contest by means of school-approved transportation. The

only school-approved means of transportation are as follows:

A. District bus or district approved transportation B. District van with an Oxnard Union High School District certificated employee driver. C. Private vehicles are approved with parent permission form. No student will be denied athletic participation based on the inability to pay.

B. Request for Approval to Transport Students in Private Vehicle - Any person approved by the school administration to transport students to a school activity in a privately owned vehicle must provide written assurance of adequate coverage for public liability and property damage insurance and shall sign and submit a "Parent Permission for Transporting Students in a Privately Owned Vehicle" form.

C. Parent Permission for students to drive themselves without other students (when student is driving) - The "Parent Permission slip to Transport Students in Privately Owned Vehicles" shall be obtained for any students wishing to drive themselves. to school-sponsored activities when travel emanates from the school site.

D. All of the above forms must be submitted, and the Request for Approval form (Section A) approved by the Principal before a student will be allowed to travel in a privately owned vehicle for the events covered in this policy.

As per Board Policy 6153, Athletic Competition Must be scheduled in such a manner that students are not dismissed before the completion of fourth (4th) period. The only exception to this would be teams that are in CIF playoff competition where the destination of the contest warrants an earlier departure time. League representatives may continue to compete in sectional, regional, state and national competition until eliminated without restrictions.

Where district transportation is not available, schools will need to use charter busses or may use private vehicles or school vans. These busses must be chartered through an approved company and arranged through the Oxnard Union HSD transportation office. League representatives may continue to compete in sectional, regional, state and national competition until eliminated without restrictions. (Board Policy 6153)

### ***Medical Examinations, Insurance and Emergency Information and Consent Form***

Each student athlete must pass a physical examination and have adequate health and accident insurance. In case the student athlete does not have adequate coverage, he/she will have to purchase school insurance. Parent or Guardian will verify possession of insurance for the student athlete by entering the insurance and signing on the electronic

athletics clearance form (board policy 5143, education code 32221)

A. Physical Examinations

An annual physical examination, or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics is required before a student may try out, practice, or participate in interscholastic athletic competition. A student will be excused from this physical examination provided there is compliance with the Education Code provisions concerning Parents' Refusal to Consent. Note: Physicals must be signed or co-signed by a practitioner holding a valid physicians and surgeons certificate.

B. Insurance

Student athletes will not be allowed to try out and participate in practice or contests unless they are covered by an adequate accident insurance policy. (Ed Code 32221 and 32221.5)

Oxnard Union High School District Board Policy 5143, in accord with Education Code 32221, requires protection for medical and hospital expenses resulting from accidental bodily injury for each member of school athletic teams. The cost is to be paid by each participant. Options providing for minimum coverage requirements as contained within the Education Code are shown below:

C. Emergency Information and Consent Form

All students shall have on file an Emergency Information and Consent Form and an Insurance Information form. District forms are available for these purposes and may be secured from the Activities Office at each school.

**Coaches**

***COACHES CODE OF CONDUCT:***

Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context and in accordance with Title V of the California Administrative Code of Ethics is presented.

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any postsecondary educational institution.
10. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing or encouraging any athlete to use non-prescription drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board and the league in which the school participates.
14. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
15. Support the principles of Pursuing Victory with Honor.
16. Accept and fulfill the contractual and sponsorship commitments made by the CIF Southern Section during playoff competition.

### ***NUMBER OF COACHES PER SPORT***

- A. The number of paid coaches per sport will comply with the agreement between the Board of Trustees and the District Educators' Association which is the printed extra-pay schedule in the district handbook (see Appendix P- <http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2017/07/Extra-Duty-Pay.pdf>). Additional unpaid voluntary coaches must be approved by the Board of Trustees upon recommendation of the school principal.
- B. It is up to each site to determine the amount of unpaid coaches for each sport.

### **CERTIFICATION OF COACHES**

- A. All coaches must be certified according to district, CIF, and California law requirements.

- B. All coaches must be cleared by the Human Resources Department prior to working with athletes, in order to get paid for coaching services (which includes submitting all paperwork, fingerprints and coaching certification).
- C. All coaches must be paid through the Oxnard Union High School District payroll. They shall not receive compensation directly from parents, booster organizations, or foundations, nor receive bonuses for their performance or the performance of a team. Booster organizations may agree to pay for additional coaches as long as the stipend is what is stated in the negotiated teacher contract and that the total amount is submitted prior to the ASB Bookkeeper in advance.

### ***AWARDS***

- A. It is the responsibility of the school administration to provide awards to student-athletes/teams at the conclusion of a season. This may include certificates, trophies, plaques, and/or letters.
- B. Scholar-Athlete awards are given by each school to athletes that maintain an unweighted GPA of 3.2 or better.
- C. School must adhere to the CIF Southern Section Blue Book rules regarding "Awards for CIF Competition," Article 80.

### ***ATHLETIC CONTRACTS***

- A. A contract is the mutual agreement of the parties concerned reduced to writing and signed by each of them. The signing of contracts for all non-league team contests is highly encouraged and should be completed if admission is charged. A league schedule duly adopted and recorded in the league's minutes will be regarded as a contract.
- B. Where a written contract has been entered into, schools must carry out the provisions of the contract, subject to the following rules:
  - 1. Where either school finds it impossible to meet a scheduled contest, it must notify the other school in writing and send a copy to the Commissioner of Athletics prior to the scheduled contest. In case the other school does not agree to the cancellation of the contest, the Executive Committee shall make the final decision.
  - 2. Any expenses incurred by the offended school such as officials' fees, stadium rental, transportation, etc., shall be paid in full by the school breaching the contract.

3. When a school fails to engage in a contest agreed upon, without giving notice to the other school and securing an honorable release, it may be suspended from membership.
- C. It is important that all schools confirm athletic contests in writing after they have been scheduled verbally by phone. This procedure will reduce the number of conflicts that seem to arise when contests are scheduled by phone. Appeals of athletic contests will carry added weight if the agreement for said contest is part of a written athletic contract.
- D. Schools are responsible to fulfill their commitments made by previous school personnel. A change of administration, athletic director or coach, does not cancel out a schedule contest made the previous school year.

### ***ATHLETIC EQUIPMENT:***

#### **A. ISSUANCE**

Athletic coaches are responsible for the proper issuance and return of equipment from student athletes.

#### **B. CARE OF EQUIPMENT**

Coaches will instruct their student-athletes on the proper storage and care of all issued equipment with great emphasis on cleanliness. Equipment that is washable is to be taken home by the student to be laundered at least once a week. Coaches are to strongly enforce the rule that issued equipment is to be worn by student athletes only at practices and games, not as an article of clothing for personal use. Continuing to use items of equipment, especially jerseys, for “souvenirs” is to be discouraged. Any coach seeing an individual wearing unauthorized equipment is to reacquire the equipment immediately and report the incident to the Athletic Director.

#### **C. PLAYERS LEAVING TEAM**

If a student-athlete leaves the team during the season (injury, dropped from the team, quits the team, etc.), it is the coach’s responsibility to obtain the student-athlete’s equipment. This should be done within 24 hours of the player leaving the team.

#### **D. LOST/MISSING EQUIPMENT**

Student-athletes have an obligation and responsibility to properly care for and return all equipment issued to them. Student-athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to meet the current replacement cost for such equipment. Equipment damaged during play in practices and games will be replaced at no cost.

### ***ATHLETIC SEASONS***

**A. SEASON OF SPORT DEFINITION: CIF Southern Section Blue Book Rule 511**

The season of a sport for a school is that period of time which elapses between first interscholastic contest and the final contest for that particular sport. The season of a sport for any individual student is that period of time between the student's first participation in an interscholastic contest and the student's final contest for a particular sport.

1. The "season of sport" shall be established for each sport by the highest CIF component level in which championship competition is conducted (i.e., State, Section, or League) in that sport. To participate in State level competition for any particular sport, a Section must comply with the CIF adopted "season of sport".
2. The sports seasons are:  
Fall—August through November  
Winter—November through February  
Spring—February through June  
Exact dates will vary from year to year and championship competition may extend beyond these dates.

**B. SUMMER DEAD PERIOD: CIF Southern Section Blue Book Rule 2512.2**

A summer dead period must be declared by the school principal for all sports. The dates of the dead period must be forwarded to the Southern Section Commissioner. The dead period must be the same for all levels and must be three (3) consecutive weeks between the end of school or the dates identified in the CIF Blue Book. No class could be offered which could circumvent the rule. There are no exceptions to the summer dead period. During the dead period, weight lifting ONLY would be permitted. No running or other type of conditioning would be allowed.

**C. SUMMERTIME RULES: CIF Southern Section Blue Book Rule 2512**

With the exception of summer dead period, from the end of school or the CIF identified date, whichever is first, until the beginning of the first official starting date for fall sports, there shall be no restriction on high school coaches association with high school students registered and/or attending their respective high school or entering them in summer competition, provided approval is received from the school principal and district. The coach must complete and submit the required paperwork for summer camps which includes a Facility Use Agreement.

***PROTOCOL FOR USE OF ASB FUNDS AND ACCOUNTS***

### Fundraiser Process

1. Fill out a calendar request
  - Turn request into ASB for approval
2. Once approved fill out potential revenue
3. Turn into ASB bookkeeper
  - If you need to get product to be sold
  - Get a QUOTE First
  - Fill out a requisition form (Get approved by ASB)
  - Get PO (purchase order)
  - Order product from the company with the PO
  - Once you get the product fill out a check request to pay the company

### Purchasing a Product

1. Get a QUOTE First
2. Fill out a requisition form (Get approved by ASB)
3. Get PO (purchase order)
4. Order product from the company with the PO
5. Once you get the product fill out a check request to pay the company

### Paying a Tournament

1. Print the tournament flyer
  - Fill out a requisition form
  - Get approved by ASB
  - Fill out a check request to pay the high school or association running the tournament (Board Policy BP 3452)

### ***OFF SEASON PRACTICE/COMPETITION***

With the elimination of the Association Rule, “There are no longer restrictions on what coaches can do with their students when the 6<sup>th</sup> period athletic class is over. Coaches will be allowed to remain with their students and continue to instruct them in the particular skills for their sport after their 6<sup>th</sup> period athletic class time has concluded.” (CIF Frequently Asked Questions)

The elimination of the association rule effectively limits restrictions on organized team practice, tryouts, spring practice and conditioning rules. However, OUHSD guidelines still govern a coaches’ association with athletes.

As a result of this change, the following guidelines have been established

- A. Association with Athletes as an Extension of the School Day (School Related)
  1. Only students enrolled at the designated school will be allowed to participate.
  2. Athletes must be cleared to play, i.e. have health insurance, current physical, and parent permission.
  3. Coaches must maintain a current emergency card for each athlete.
  4. *Designated school/team programs may not conduct off-season practices, tournaments, and games on Sundays.*
  5. No practices may occur on Sunday.

6. Overnight travel must be Board approved through the regular field trip process.
7. Absolutely no money should be paid directly to coaches by student athletes, boosters or parents.
8. Bus transportation will not be provided.

B. Association with Athletes through Outside Teams (Non-School Related)

1. School coaches may associate with student-athletes outside the school day.
2. All activities through outside teams must have an approved Use of Facilities form in order to use school facilities and pay the required fees.
3. All activities through outside teams must have proof of insurance.
4. No activities/teams may use school name including uniforms.
5. No student may be required to be a member of an outside team as a condition of participating in the school's team.
6. Any compensation for coaching services must be made through the outside organization. No restrictions shall be placed on travel, Sunday competition or eligibility requirements.

**Important Note:** Any coach participating with students in a non-school related activity must be completely aware of the CIF Rule 510 - Undue Influence. A transfer of a student from his or her current school of attendance to any high school where the student participated during the previous 24 months on team, (AAU, American Legion, Club) that is associated with the new school (organized by or coached by any member of the coaching staff) shall be considered sufficient evidence of undue influence.

***SUMMER CAMPS***

- A. Coaches are required to complete the following forms:
  1. Facility Use Agreement
  2. Summer Activity Contract
  3. Summer Activity Financial Statement
  4. Maintain summer emergency/clearance card for each athlete participating
- B. Coaches may be required to have insurance if the camp/activity is for a non school-related group.
- C. All camps/activities must follow CIF and district guidelines.
- D. All coaches must be paid through the Oxnard Union High School District payroll. They shall not receive compensation directly from parents, booster organizations, or foundations, nor receive bonuses for their performance or the performance of a team.

### ***ATHLETIC EVENT SUPERVISION***

Adequate supervision for athletic events is the responsibility of the campus Principal, and/or their designee.

The campus Principal, and/or their designee, is responsible for all “home” activities. The Principal, and/or their designee, will appoint the administrator on duty for each function held at the school.

In order to maintain a safe environment, the following expectations are essential in game supervision:

1. Administrators must be highly visible during games.
2. Administrators are responsible for crowd control.
3. Administrators should be spaced appropriately at the stadium and gyms.
4. All Administrators are expected to have radios to enhance communication when appropriate.
5. Administrators are expected to be proactive and cover hot spots, (parking, foyers, etc.)
6. When assistance is needed, administrators should call on support from other administrators and police/security.
7. Post-game supervision should continue until all fans, student-athletes, and officials have exited campus.
8. Supervision is above and beyond spectating.

### ***LOCKER ROOM SUPERVISION***

It shall be the duty of all coaches to see that locker rooms are properly supervised before and after practice sessions and games.

### ***SUSPENSION/DISMISSAL FROM A TEAM***

- A. Dismissal from a team is the last action a coach should take in attempting to discipline a student. Suspension, additional work, counseling, etc. are alternative options of dealing with disciplinary infractions. The following reasons may warrant suspension/dismissal:
  1. Ineligible – Pass less than four classes and/or maintain less than a 2.0 GPA.
  2. Violation of CIF or league rules governing eligibility (age, residence, etc.)
  3. Suspension from school for reasons other than athletics,
  4. Smoking, Vaping, or chewing tobacco; use of drugs or alcoholic beverages.
  5. Absent from practice or contests without a legitimate excuse.
  6. Improper conduct on the bus as defined under regulations established by the district Transportation Department.

7. Stealing.
8. Use of obscene language and/or profanity.
9. Insubordination to either coaches or other school personnel.
10. Any other violation of the CIF Code of Ethics and/or the District Code of Ethics.

B. It is recommended that because of the seriousness and ramifications of suspension or dismissal that due process be followed as part of the action taken by school officials: (see Administrative Regulation 6145.2)

1. A twenty-four hour grace or “cooling off” period.
2. Communication with the head coach.
3. Notification to the athletic director/administrator.
4. Parents notified regarding circumstances and reasons for the action.
5. Athletic dispute process will follow OUHSD Line of Authority (refer to the following line of authority chart)



- C. The reasons for this policy are to alleviate irrational actions by coaches and misunderstandings by parents and the community. The suspended/ dismissed athlete still has the right to appeal his case to the Athletic Council.
- D. Consequences may include suspension being enforced during Athlete’s next season of sport.

**RECRUITING/UNDUE INFLUENCE (CIF Blue Book Rule 510)**

There shall be no recruiting of athletes among the high schools in the Oxnard Union High School District or from and of the feeder intermediate schools serving the district. Attempts by any person to secure or retain a student athlete, or to secure or to retain one

or both parents or guardians as residents will be considered recruiting and will cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the school in the CIF-SS.

### ***AIR QUALITY AND GUIDELINES FOR PREVENTING HEAT STRESS***

- A. The Superintendent/designee will notify the Principals if the air quality warrants cancellation or adjustments to the strenuousness of activities.
- B. The principal or principal designee is responsible for notifying the coaches and PE teachers of air quality alerts.
- C. Coaches will follow all directives regarding the air quality for the health and well being of the athletes. In addition, coaches always need to be aware of the air quality and use common sense related to the strenuousness of activities.
- D. To counteract heat stress, all district personnel must pay attention to weather conditions and use common sense and good judgment for modifying activities and/or school days. For more information please see Board Policy 3516.4 – Business and Non Instructional Operations,

### ***ACKNOWLEDGEMENT OF RISK***

Parents and students must be warned of the potential hazards of participating in athletics. A signed acknowledgment of risk should be on file for each athlete. contained on the athlete's physical form.

### ***NEW PROGRAMS***

The addition of CIF sanctioned sports to a school programs must be approved by the athletic director, the Principal, the Superintendent, and the Board of Trustees prior to scheduling. A proposed budget that outlines the potential costs must be submitted prior to approval. There must be an adequate budget to support the new activity.

### ***EXPLOITATION OF STUDENT ATHLETICS***

There must be no exploitation of students for the purpose of winning athletic events. Student participation must be based on sound rules relating to his/her personal health and his/her total educational program. No pressure from any member of the coaching staff should be put on the student to influence him/her to select any one activity at the expense of another.

### ***EMERGENCY CARE OF STUDENTS, STAFF, VISITORS***

- A. Emergency Care Procedures

1. Necessary obvious care given immediately. Do not move student until condition has been carefully evaluated. Send for trainer, head coach, or individual coach designated in charge of injuries to make decision whether a student is to be moved to the training room or if an ambulance or paramedics are to be called.
2. Parents are to be notified first unless case is a dire emergency. The head coach is responsible for having home phone numbers of all athletes on squad filed and available.
3. Advise parents/guardians to call the physician or emergency hospital at once so physicians will be available on arrival.
4. Transport student in parent's car or school vehicle (accompanied by the parent) unless an ambulance or paramedics are necessary.
5. Trainer, head coach, or individual coach designated in charge of injuries decides if an ambulance or paramedics are necessary. Unless case is a dire emergency, parent/guardian **MUST** be consulted before calling an ambulance.
6. An accident report form must be completed within 24 hours for all accidents. Any injury requiring trainer, doctor, or absence from practice or game requires an accident report.
7. When an athletic squad travels out of town for a scheduled contest, the coach in charge should familiarize himself with local emergency procedures immediately upon arrival.
8. Students returning from doctor's care (injury or illness) must have a release (written and signed) by the doctor, before participating in any physical activity. Release to remain on file with the trainer or school nurse.

B. 911 needs to be called immediately for the following:

1. Severe bleeding
2. Stopped breathing
3. Unconsciousness
4. Concussion or skull fracture
5. Underwater for an unknown period of time
6. Severe injury to eye
7. Extended seizures
8. Severe blow to the head or abdomen
9. Dislocation of a major joint

C. Accident Report Forms

1. Athletic Injury Report to be coordinated by the athletic trainer. (see Appendix A – Accident Report, form 61.19)
2. Student Accident Report to be coordinated by the school nurse. (see Appendix A – Accident Report, form 61.19)
3. All accidents should be reported especially for any injury where 911 was called, or where the athlete was seen by doctor, trainer, or where the athlete was absent from school and/or athletics for an extended period of time.

D. Catastrophe (Administrators' Checklist)

1. Bring administrators into situation as soon as possible.
2. Immediately establish who will make the news releases. Within 24 hours a written release, reporting factual observations of all events leading to, during, and following the injury, should be made.
3. Media
  - a) One spokesperson for the school is best. Other district employees should respond to the media in their own words, "The school has one spokesperson who is \_\_\_\_\_, in the best interests of the parents and coaches involved. Press releases are available and will be updated as more information is obtained." Conflicting statements often result because of the words used. Many times hearsay statements are incorrect.
  - b) Warn staff to expect rude and abrasive members of the media.
  - c) Don't debate, "set the record straight", or have a question and answer period.
  - d) Don't list sequential reports.
  - e) Make sure media understands your first responsibilities are to:
    - 1) the family, and
    - 2) the athletes and coaches under your supervision.

- f) Follow up every remark made to you pertaining to the tragedy.
4. Insist that all local requirements are done and on file:
    - a) Parents notified
    - b) Accident report
    - c) Impound involved equipment, photographic record (i.e. game films, video tapes, photos, etc.) with identifying tags indicating date, event, occurrence, and the names of persons in chain of possession.
    - d) List of all witnesses, including name, address, phone, team roster, officials, and staff.
  5. Inform coaches of the investigations that will be made.
    - a) Police
    - b) Coroner
    - c) Insurance
    - d) Attorneys
    - e) Media

All staff who witnessed the accident should immediately write down their interpretations of what happened; add to that interpretation as things come to mind; and then have the written report along when being questioned.

6. Future follow-up to family – keep family informed and comforted as much as possible

E. Assignment of Qualified Personnel at Each Athletic Contest to Render Emergency Medical Care

1. Qualifications. Recognizing that some sports have different demands, the qualifications for the person(s) to be present at each contest will vary. Following are the minimum qualifications for each class.

- Class I: Medical doctor trained in sports medicine.  
Athletic trainer
- Class II: Paramedic/EMT  
Nurse, credentialed school nurse  
Athletic trainer
- Class III: Teacher, cleared coach, or classified staff with a current advanced first aid card, current cardiopulmonary resuscitation (CPR) instructor card; and, for aquatic events, a Life Guard with a current water safety instructor (WSI) card, or Athletic trainer

2. Assignments. It is recommended that in the following sports the appropriate class of qualified person be present at each athletic contest:

Class I:	Football, lacrosse, soccer
Class II:	Field hockey, wrestling
Class III:	Badminton, baseball, basketball, cross country, golf, softball, swimming and diving, track and field, tennis, volleyball, water polo

## ***ATHLETIC RESPONSIBILITIES***

### **Coaches**

#### General

1. To provide input in the hiring of coaches.
2. To work with the coach in all aspects of the program, trying to better the program
3. To be loyal to each coach, letting him/her know exactly where he/she stands at all times, particularly in regards to carrying out rules and being organized.
4. To be available so that coaches can confer about problems, scheduling conflicts, etc. without interfering with their own program.
5. To assist in the organization of the sport before the beginning of the season.
6. To facilitate a congenial working relationship among all coaches.

#### Dates

7. To ensure each coach knows far enough in advance when schedule deadlines--on all matters--must be met.

#### Evaluation

8. To evaluate each program at the conclusion of each season with the head coach and determine in what ways it may be improved.

#### Facility Usage

9. Work with the coaches and all other persons involved in after-school activities to avoid conflicts in the scheduling of the facilities, including practices and contests.
10. Work closely with the administration on the scheduling of the athletic facilities to ensure that the needs of the school programs are met before scheduling outside groups.
11. Develop a schedule for all facility usage using the District Facility Use Guidelines (see XXXII).
12. Coaches (**all levels**) must take a course in "Sudden Cardiac Arrest" (EDC § 33479.2)

### ***Head Coach (All levels)***

The head varsity coach will be accountable to the athletic director for all aspects of the program, including the direction and philosophy of the program as well as the assistant and lower level coaches.

1. Equipment/Ordering and Inventory
  - a. Ensure all equipment budgeted is ordered, when funds are available

- b. Ensure all equipment, as it is received, is marked, inventoried, properly stored and that the head coach is aware it has been received.
- c. Ensure that all equipment is marked properly, posted, and stored immediately after receipt
- d. Issue equipment at the beginning of the season, and collect it at the end of the season, noting the condition, wear and tear.  
Ensure that equipment is re-marked at the end of the season when everything is inventoried.

### ***Athletic Director***

- a. Assist in hiring of coaches and in determining the level at which they will coach.
- b. Evaluate coaches during and after the season. Each coach should know exactly where he/she stands at the end of the season with respect to his/her assignment for the following year.
- c. Explain all rules, codes, etc. to the coaches, including CIF Blue Book, District Athletic Handbook, Athletic Code and due process, eligibility rules, athletic clearance process, bus responsibilities, expected conduct, injury and accident reports, and coaches training requirements.

### ***TEAM SELECTION***

1. Coaches should use the following procedure:
  - a. Advertise tryouts so that all students know the times and location of tryouts.
  - b. Provide late tryouts for those students currently out for another sport.
  - c. Post the names of the students who make the team.
  - d. Counsel and encourage those who do not make the team to go out for other sports and/or play on outside team to improve skills and then try-out again next year.
  - e. Establish and update team rosters and give to AD.

#### 2. Professionalism Within the Program

Head coaches should ensure that all of the coaches on staff in their program conduct themselves as professionals when representing the school and with students, on or off campus. In addition, head coaches should review the CIF Code of Ethics and district policies regarding maintaining appropriate relationships with students.

#### 3. Evaluation

- a. Complete and turn in to the AD the list of athletes receiving a letter, participation and other awards on the date requested.

- b. Assist in the evaluation of coaching personnel, facility usage, and budget and equipment needs for the future.
  - c. Determine the strengths and weaknesses of the program and how they will be addressed next season.
4. All-League Selections

The head Varsity Coach is responsible for attending all league sport meetings and selection of players for all league consideration.

5. Booster Organization

The Head Varsity Coach should work closely with the Booster organization, maintaining good relations between the parents and the program.

6. Locker Room Supervision

Enforce locker room supervision before and after practice to ensure the safety of the athletes and their property.

## ***GUIDELINES FOR USE OF ATHLETIC FACILITIES***

### **A. Responsibilities/Authority**

1. California law permits the governing board of a school district to grant the use of school buildings and grounds for public use. The Board establishes the terms and conditions of such use, subject to limitations, requirements and restrictions set forth in the California Education Code. The Board, Superintendent or designee has the authority to adjust fees or exempt any group or organization from fees.
2. Use of school property shall be under the supervision and control of a duly appointed representative of the school. All coaches and school district employees are responsible for the supervision of students, parents and community members while on school property and in the stadiums.
3. It is the responsibility of the site representative on duty to see that the rules and regulations are enforced and to report any violations or attempted violations of the Facility Use Agreement to the school Assistant Principal of Facilities and Director of Maintenance, Operations and Transportation.
4. Any violation of the Facility Use Agreement by an organization or a revocation of a contract shall be reported to the Assistant Superintendent of Business Services.
5. Conditions stipulated related to consideration or allowance of an event, e.g., security, supervision, maintenance, etc. are totally at the discretion of the site and district.

### **B. Priority for Use of Athletic Facilities**

1. School site activities and programs

2. OUHSD district schools' activities and programs
3. School support groups
4. Local community youth programs
5. Community recreational and cultural programs
6. Public agencies and public affairs groups
7. Non-profit special interest groups
8. Profit-making or commercial events, and out of district groups

### **C. General Regulations**

1. The approval of a Use of Facility agreement is based upon the priority order of users outlined above and facility availability, not on a first come first served basis. School facilities are not available for use at any time without an approved facility use agreement.
2. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1<sup>st</sup> of any given year.
3. School users take priority. Efforts will be made to avoid conflicts. However, if necessary, Facility Use Agreements may be cancelled without notice due to an unforeseen need by the school. Fees will be adjusted or refunded.
4. The school Principal or designee has complete discretion in approving or not approving facility use applications.
5. Use of fields may be cancelled due to adverse weather or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.
6. No group, regardless of its character, may monopolize the use of school property or interfere with the educational program.
7. Possession or use of tobacco, alcohol, intoxicants or narcotics shall not be permitted. The use of profane language, quarreling, fighting, or gambling shall not be permitted.
8. The person or group receiving the Facility Use Agreement shall be financially responsible, in case of loss of, or damage to school property as a result of its use. Should school property be damaged or abused beyond normal wear, such damage shall be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings.
9. Groups using the facilities are responsible for the behavior and decorum of their spectators, and enforcing all regulations.
10. Groups shall be responsible for the condition in which the facilities, including the parking lots, are left. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.
11. Pets are not allowed on campus in any location at any time.
12. All parking regulations will be enforced to ensure the safety of the participants.
13. Charges for facility use are payable by the date established in the district billing or in advance, at the discretion of the district. Delinquency in payment of more than 30 days will result in cancellation of contract and will impact future facility use in the district.

14. Facility Use Agreements will be cancelled or not renewed for violation of any of the above regulations. Cancellation or revocation of a contract is for one year in the district and will impact the organizations future ability to use facilities at other schools in the district.

#### **D. Application Guidelines for Use of Athletic Facilities**

1. Facility Use Agreements must be renewed each school year and will be contingent upon the facility use needs of the school and district as outlined in the general provisions and the priority for use.
2. All applications shall be made at least 15 working days in advance of the first date requested. A submitted application does not ensure approval of the request.
3. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1<sup>st</sup> of any given year.
4. A certificate of insurance along with an Additional Insured Endorsement must be submitted to the district office at least 10 working days prior to the date of use. The certificate must show a minimum of 1 million dollars of liability insurance, name Oxnard Union High School District as the certificate holder and additional insured, and cover the period of intended use of the facility.
5. Cancellation of the agreement by the user must be submitted in writing to the school at least two working days prior to the date of use.
6. All charges for use of athletic facilities will include custodial services, and other personnel as deemed necessary for the use of specific facilities. Added charges may be applied at the contracted overtime rate. This is in addition to the costs associated with the use of the facility, i.e. electricity costs.

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### ***ATHLETIC DIRECTORS***

#### **STATEMENT OF RULE ENFORCEMENT**

Principals shall verify amateur standing, academic eligibility, residence eligibility or any rule violations upon the request of another principal.

Principals shall notify all parties involved of any forfeiture for any rule violations.

#### ***Recommended procedures for District or CIF concerns:***

All knowledge, rumors, accusations, or concerns regarding the violation of CIF or district rules or policy should be first directed to the school or schools involved. The OUHSD Administration or CIF, when said knowledge, rumor, accusation or concern is not resolved, the school site shall then be addressed by CIF if it is a CIF violation or OUHSD District Administration if it is a district rule or policy violation. For the purposes of this protocol, the following chain of command will be followed for all related

communications: Athletic Directors contact Athletic Directors; Assistant Principal contact Assistant Principals; and Principals contact Principals. Principal to Assistant Superintendent or their designee.

Any school may ask for additional assistance from District administration. Principals involved *shall* be notified before asking for assistance.

Response to accusations should follow the same communication channels from which they originated. Only when the accusation proves to be a rule violation does the response need to be in writing. However, it is appropriate to respond in writing to all written accusations.  
***ATHLETIC LINE OF AUTHORITY- BOARD POLICY – BP 6145***

## **Instruction**

### **Co - Curricular Activities**

The Governing Board recognizes that cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in cocurricular activities without compromising the integrity and purpose of the educational program.

Co - curricular activities are programs that are associated with the curriculum of the district and may require participation after school hours.

### ***Academic Eligibility Requirements***

In order to encourage and promote academic excellence, all students participating in co-curricular activities shall demonstrate satisfactory minimum progress in meeting the requirements of graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the district.

A program that has as its primary goal the improvement of academic or education achievements of students is not subject to these eligibility requirements.

The Superintendent or designee shall determine in advance when cocurricular activities or programs are primarily for the student's academic or educational achievement and therefore not subject to the eligibility requirements of this policy.

In order to be eligible for participation in cocurricular activities, a student in grades 9 through 12 must meet the minimum requirements for continuing scholastic eligibility outlined in Rule 205 in the CIF Southern Section Blue Book: 1) currently enrolled in 20 semester credits of work; 2) passed 20 semester credits of work at the completion of the previous semester; 3) maintained minimum progress towards meeting graduation requirements; and 4) earned a minimum 2.0 or "C" grade point average during the

preceding grading period.

The grade point average and determination of eligibility shall be based on semester grades.

### ***Supervision***

Co curricular activities shall be under the general supervision of school administration. The Superintendent or designee shall develop regulations which provide for:

Determining which activities and programs are affected by the eligibility requirements of this policy.

Identifying and monitoring ineligible students

Assisting ineligible students to become eligible for participation in such activities, including but not limited to counseling and tutoring.

### **Selection**

It is the policy of the Board of Trustees that selection of students to participate in any co curricular activity for which students must compete should be based only upon criteria related to the required skills and abilities of the co curricular activities.

Education code: 40, 41, 200-262, 32050-35052, 33352, 33353, 33353.5, 33354, 35179, 48930-48938, 49020, 49021, 49022, 49023. Penal code 627 et seq. Access to school facilities. Title VIII – The Equal Access Act (Federal), Hartzell v. Connell, 84 Daily Journal D.A.R. 1417 (April 20, 1984). **AR 6145**

### **Academic Eligibility Program**

All students participating in a school-supervised co-curricular program shall be subject to the provisions of the Board-adopted program setting forth academic eligibility standards for co-curricular activities. Students who have differentiated standards of proficiency pursuant to subdivision (d) of Section 51215 of the Education Code are covered by this section consistent with that subdivision.

A student entering from the eighth grade or a student transferring from another school must have achieved a 2.0 grade point average the previous grading period. If not, the student will be on probation.

### **Eligibility Requirements**

The minimum requirements for a student to maintain scholastic eligibility in cocurricular activities is outlined in rule 205 of the CIF Southern Section Blue Book. All cocurricular activities must adhere to these standards.

## **Minimum Course Load**

A student must maintain enrollment in no fewer than five classes. (CIF Rule 205 requires a student to be enrolled in a minimum of four classes in order to be eligible.)

## **Grade Point Average**

A student must achieve a 2.0 grade point average in all work attempted as determined by calculating semester grades on a 4.0 grade scale. If a student drops below a 2.0 grade point average for any grading period after being eligible, the student will be granted a one-semester probationary period. Students granted probationary eligibility must meet the required standards by the end of the probationary semester in order to remain eligible for participation.

Students must pass a minimum of four classes to maintain their eligibility. If a student fails to do this, the student is automatically ineligible (no probation).

## **Grading Period**

Scholastic eligibility or ineligibility is determined by grades issued for credit at the end of each quarter. For schools on the trimester system, they will submit formal grade checks from the teachers of record each quarter to CIF for documentation.

If a student finds he/she is academically ineligible to participate in cocurricular activities in any of the quarters of the upcoming year (for schools on the trimester system they would submit formal grade checks) he/she may request of the school registrar that current summer school grades be added to the grades received in the spring semester and that the current spring semester and summer school grades be used to determine eligibility for any of the quarters of the upcoming school year.

## **Grade point average can be improved under the following conditions:**

- a. Repeated Courses (must be the same course with the same course code). If a student is repeating a course previously taken, the repeat grade replaces the previous grade and should be averaged along with all of the courses during the preceding grading period.
- b. All courses taken during the summer which do not meet the criteria in Section a. above, can be averaged with all grades accumulated in June. PE courses may count for PE or a seventh class as long as it is a 5 unit class.
- c. Classes that do not have a letter grade are to be eliminated from grade point

computation.

## **Summer School Credits**

Summer School credits shall be counted toward making up scholastic deficiencies incurred in the grading period (quarters) immediately preceding. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in any of the quarters immediately preceding.

## **Eligibility Period**

Co-curricular scholastic eligibility shall be based on quarter grades posted in the student information system. Students will become eligible or ineligible on the ***Monday*** following the District Grading Period Due Date.

## **Return to Eligibility Status**

The student shall be declared eligible for co-curricular participation when he/she achieves a quarter grade point average of 2.0 or better. Eligibility shall commence on the ***Monday*** following the District Grading Period Due Date.

## **BOARD POLICY – BP 6145.2**

## **Interscholastic Competition**

The Governing Board believes that Interscholastic Athletics is an integral part of the total secondary school program providing participating students with educational experiences not otherwise offered in the curriculum that will contribute to the development of better citizens.

The Board shall support a student athletic program in which there are contests between schools in the district and neighboring schools.

The Superintendent and/or designated representative shall be responsible for the development and supervision of all Interscholastic Athletics sponsored by the district.

The general framework for the district athletic program is established by the constitution and bylaws of the California Interscholastic Federation.

The Board shall maintain general control of all aspects of the interscholastic athletic policies, programs and activities in the district, including eligibility, season of sport, number of sports, personnel, and sports facilities. The Superintendent shall be responsible

to the Board for district compliance with federal and state law.

The Board expects all students participating in the interscholastic program to maintain good academic standing and demonstrate successful progress towards meeting the district graduation requirements.

### **Legal Reference:**

#### **EDUCATION CODE**

**200-262, 33352, 33353, 33353.5, 33354, 35179, 48930-48938, 49020, 49021, 49023. Administrative Code, TITLE 5, 5531, 5532. AR 6145.2**

### **Purpose and Scope**

The Interscholastic Athletic program is designed to provide student athletes with educational experiences not otherwise offered in the curriculum which will develop learning outcomes in areas of knowledge, skills and emotional patterns that will contribute to the development of better citizens.

### **Regulations**

The principal is responsible for the conduct of the extracurricular program in the school and has authority to operate athletic programs within the framework of rules established by the district.

The General framework for the inter school athletic program in the district is established by the California Interscholastic Federation. Regulations for inter school athletic competition may be found in various CIF publications.

Schools of the district shall be placed in leagues by the CIF, and league policies shall be determined by a constitution and bylaws which have been adopted by representatives (principal and or athletic director (2) from each school depending on the particular league.

### **Organization**

Superintendent or his/her designated representative  
Girls' and Boys' Athletic Directors

### **Conduct of Meetings**

Athletic Directors and the Principal or their designee will attend league meetings.

### **Athletic Handbook Revision**

To direct the compilation and publication of an athletic handbook for the district designated Athletic Directors, School Site Designees and Superintendent designees will meet. The designated staff will review and update the Athletic Handbook bi-annually.

Each school shall designate staff to provide leadership and supervision of student sports programs, as it relates to the OUHSD Athletic Handbook, District Policy and CIF regulations.

## **V. REPORT OF ACCIDENTS**

All accidents or injuries to students occurring in physical education, athletic practice or games at home or away shall be reported to the trainer or nurse as soon as possible. The coach shall be responsible for treating the injured athlete in an appropriate manner. The coach will complete and file an accident report form with the trainer or nurse at the end of that day or on the morning following the accident. (See OUHSD Accident Report Form)

## **VI. MEDICAL EXAMINATIONS, INSURANCE AND EMERGENCY INFORMATION AND CONSENT FORM**

### **A. PHYSICAL EXAMINATIONS**

An annual physical examination, or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics is required before a student may try out, practice, or participate in interscholastic athletic competition. (See Physical Form)

### **B. INSURANCE**

Student athletes will not be allowed to try out and participate in practice or contests unless they are covered by an adequate accident insurance policy. (Ed Code 32221 and 32221.5)

### **C. EMERGENCY INFORMATION AND CONSENT FORM**

All students shall have on file an Emergency Information and Consent Form and an Insurance Information form. District forms are available for these purposes and may be secured from the Athletics Office at each school.

## **VII. ELIGIBILITY**

### **A. ELIGIBILITY REQUIREMENTS**

Eligibility requirements for interscholastic athletic competition are outlined in the CIF Southern Blue Book, Article 20. District requirements for athletic eligibility are outlined in Board Policy 6145 and Administrative Regulations 6145. Athletic Directors and coaches should refer to the Blue Book when determining eligibility for a student athlete. Article 20 outlines the age

requirements (rule 203), the eight semester requirement (rule 204), scholastic eligibility (rule 205), residential eligibility (rule 206), transfer eligibility (rule 207), hardship waivers (rule 208), and foreign student eligibility (rule 209).

1. Athletes must be enrolled in a minimum of 5 classes , with only one class of athletics or P.E. the previous grading period counting in the GPA.
2. A student must achieve a 2.0 grade point average in all work attempted as determined by calculating quarter grades on a 4.0 grade scale. Upon failing to achieve a quarter grade point average of 2.0 or better, subsequently the student will become ineligible.
3. A student shall be athletically eligible only in the attendance area in which parents or guardian reside, with exceptions as provided by CIF rules.
4. Students furnishing false addresses or other false information related to eligibility are automatically ineligible for athletics for a period of one year. The school athletic program may be subject to review by the CIF and may forfeit all contests in which the student participated.
5. Summer school grades may help fall semester eligibility. If a student finds he/she is academically ineligible to participate in co curricular activities in the first semester of the school year, the student may request to the Registrar that current summer school grades be added to the grades received in the spring semester and that the current spring semester and summer school grades be used to determine eligibility for the first semester of the upcoming year.

**Grade point average can be improved under the following conditions:**

- a. Repeated Courses (must be the same course). If a student is repeating a course previously taken, the repeat grade replaces the previous grade and should be averaged along with all of the courses during the preceding grading period. In other words, if a student is taking a class during the summer to improve his G.P.A. with reference to a class that has already been taken, the new grade can be averaged with all grades that were accumulated in June.
- b. All other courses, except physical education, taken during the summer which do not meet the criteria in Section a. above, can be averaged with all grades that were accumulated in June.
- c. Classes that do not have a letter grade are to be eliminated from grade point computation.

Note: Summer school credits shall be counted toward making up Scholastic deficiencies incurred in the grading period (semester) immediately preceding. Summer school courses failed shall not impair an athlete's scholastic eligibility achieved in the semester immediately

preceding.

6. All questions regarding eligibility may be referred to the district administrator in charge of athletics for interpretation.

## **TRANSFERS**

Athletic eligibility rules outlined in the CIF Southern Section Blue Book will apply in all instances. All required CIF paperwork must be completed for all students who transfer to a new school from inside or outside the district boundaries.

1. The open enrollment policy for OUHSD students is detailed in Board Policy and Administrative Regulations 5116.1.

All students have the right to apply for a transfer to attend another school within the district other than their “home school” during the open enrollment period. Transfers approved within these guidelines do not mean that a student will be eligible for athletics. Required transfer eligibility paperwork must be filed with the CIF office to determine the eligibility status of each athlete.

Students within a specific high school attendance boundary have the first priority to attend high school.

For athletic activities, parents must provide transportation to the selected school.

Students moving into the district after the open enrollment period may apply for a transfer upon enrollment and be accepted on a space available basis.

Once enrolled, a student assured of continued space at that school. The school of attendance becomes the “home school”.

2. The guidelines for Interdistrict transfers are outlined in Board Policy 5117. Transfers approved within these guidelines do not mean that a student will be eligible for athletics. Required transfer eligibility paperwork must be filed with the CIF office to determine the eligibility status of each athlete.

## **VIII. GIRLS’ AND BOYS’ TEAMS**

Boys’ teams, Girls’ teams, and/or teams composed of boys and girls shall be conducted in accordance with the CIF rules.

When the school provides only one varsity team for boys in a particular sport, girls or

transgender will be permitted to try out for the student team. Transgender students must meet and comply with CIF bylaw 300D.

When the school provides only one varsity team for boys and a varsity team for girls in the same sport, girls shall not be permitted to qualify for the boys' team in that sport, nor shall boys be permitted to qualify for the girls' team in that sport.

## **IX. RECOGNIZED SPORTS**

The recognized sports in schools of the district for boys are basketball, baseball, cheer, cross country, football, golf, soccer, swimming and diving, tennis, track and field, volleyball, water polo and wrestling.

The sports recognized for girls are basketball, cheer, cross country, soccer, golf, softball, swimming and diving, tennis, track and field, water polo, volleyball, and wrestling.

## **X. TRANSPORTATION**

### **PURPOSE AND SCOPE**

To establish guidelines relative to the transportation of students on field or athletic trips. These guidelines are promulgated to assist all administrators, coaches, teachers, support activity representatives, club members and/or any other parties involved in transporting students.

#### **These guidelines are designed to:**

Ensure optimum safety and welfare of the students

Reduce liability to the school and district

Ensure compliance with state and federal regulations regarding pupil transportation statutes

### **STATEMENT OF POLICY AND STATUTES**

1. All transportation, except for privately owned and school-assigned vehicles, must be requested, coordinated and/or approved by the District Transportation Department.
2. School buses must be used when transporting more than twenty five (25) passengers including the driver.
3. Eight (7+driver=8), nine (8+driver=9) or ten (9+driver=10) passenger vans may be used for transporting students on school activities however; the number of

passengers transported may not exceed the manufacturer's specifications. Larger vans may not be used without violating pupil transportation laws. Students or passengers may not ride on the floors or storage area.

4. Two or more students in wheelchairs must be transported in an appropriately approved school bus.
5. No outside agency (e.g. clubs, travel companies, other districts, TV studios, community colleges, etc.) may transport OUHSD students without approval of the District Transportation Department.
6. All field trips are subject to established Board Policy, District Administrative Regulations and the California Education Code.
  - a. Board Policy (6153)
  - b. Administrative Regulations (6153)
  - c. California Education Code (Sections 32041, 35330, 35331, 35332)

## **TRANSPORTATION MEANS**

### **District owned/operated school bus**

- 1) District assumes liability.
- 2) Formal request to the District Transportation Department via school Athletic Secretary with Athletic Director approval.
- 3) Requests must reach District Transportation Department at least ten (10) working days prior to tri

### **Bus contract with private companies (Charter buses)**

- 1) Bus company has primary liability and District has secondary liability.
- 2) Formal request to the District Transportation Department via school Activities Office.
- 3) Request must reach District Transportation Department at least ten (10) working days prior to trip.

### **Vans-Sedans**

- 1) School District Owned/School-Assigned Vehicles (sedans, vans)
  - a) District assumes liability.
  - b) District vehicle approval pre-established
  - c) School scheduled, operated and funded
  - d) Request for use through school Athletic Secretary and Athletic Director Approval.
- 2) Operator must be an authorized licensed driver with a safe driving record and no DUI or reckless driving conviction within the last 5 years.
- 3) Driver approved by school administration
- 4) Only district approved-registered adults may drive these vehicles or be a passenger. However, no member or friend of the volunteer's family, except for students participating in the activity/field trips may ride in vehicles.
- 5) Each person transported must be in a seat equipped with a seat belt

**Contract for Lease/Rent/Loan from Commercial or Private Concern (sedan/van)**

- 1) All contracts must be District approved. When approved, District assumes responsibility.
- 2) Pre-approved vendor list provided by District Transportation Department in coordination with Purchasing and Insurance departments.
- 3) School scheduled, operated and funded (District purchase order is required to use site budget of District funds).
- 4) Operator must be authorized licensed driver with a safe driving record and at least 21 years of age. No DUI or reckless driving convictions within the last five Years.
- 5) Driver approved by the school administration and vetted by the district.
- 6) Only district approved-registered adults may drive these vehicles or be a passenger. However, no member or friend of the volunteer's family, except for students participating in the activity/field trips may ride in vehicles.

- 7) No vehicle may have seats installed for more than 10 passengers, including the driver.

### **Student Providing Own Transportation**

1. It is recommended that District transportation be used for activities involving freshmen/sophomore athletes, walk-on coaches, and large teams
2. Permission may be granted for athletes to drive vehicles or to provide their own transportation to contests, “home team or visitors,” at locations away from school site provided:
  - a. School administrators and athletic directors have approved.
  - b. Activity Parent/Teacher Permit Form submitted to appropriate school administrator (See Appendix C)
  - c. Students granted permission to transport themselves to a sport event may not transport other students.

### **School District Employee Privately Owned Vehicle**

- a. School administrator approval required
- b. Permission to Use Personal Vehicle in Transporting Students form required (see Appendix K)
- c. Minimum \$100,000 liability and medical insurance required (\$300,000 recommended).

### **Privately owned Vehicle Provided by Parents**

- a. School administrator approval required
- b. Permission to use Personal Vehicle in Transporting Students Form required (See Appendix B)
- c. Minimum \$100,000 liability and medical insurance required (\$300,000 recommended).

### **Financial Responsibility**

Each school must pay for that school’s transportation.

Each activity will pay for its transportation

Money will be banked in Associated Student Body (ASB) account or a principal approved, budgeted account

Principal shall establish specific procedures/guidelines for his/her school. Principal's guidelines shall be in concert with this document

## **Transportation Requests**

1. All transportation requests must be handed in to the Activities Office at least seven (7) working days prior to scheduled activity. (See appendices - district forms)
2. District Transportation Department must receive requests at least five (5) working days prior to the scheduled activity.
3. When possible, coaches will submit requests for the entire season at the beginning of the semester or sport season. (See appendices - District forms)

The OUHSD Transportation Office is contacted at, 805-385-2543, when the pick up and return times are unknown. Tournaments are examples (e.g. winning teams may play the following day at a specified time while losers may be required to play at another time or could be eliminated.) Coaches are required to inform the District Transportation Department of pickup and return times when determined.

## **District Insurance**

1. Any employee or authorized volunteer, while engaged in authorized activities within the scope of his/her assigned duties, is covered by District insurance for damages caused to persons or property. However, when privately owned vehicles are used on authorized school business, the driver's personal liability insurance will be considered primary when settling claims. District insurance will cover the unpaid excess up to the policy limits.
2. Collision damage to privately owned vehicles, owned by either employees or volunteers, is not covered by District Insurance.

## **XI. FIELD TRIPS**

### **A. STATEMENT OF PHILOSOPHY**

The athletic activities (field trip) is an integral part of the students' experience in

the Oxnard Union High School District. The staff is encouraged to involve students in learning experiences beyond the regular classroom/school environment. Field trips can provide a learning situation which enhances the educational opportunities available to all students.

## **B. STATEMENT OF POLICY**

The responsible staff member is to evaluate the purpose and the educational advantage of the athletic activity. Consideration is to be given to alternative educational experiences which provide equivalent benefit to the students.

Participation in the activity after the regularly scheduled school day and determination of the numbers of students involved are also to be considered. All field trips must adhere to the district's Administrative Regulation 6153 (Appendix D).

## **C. TYPES OF Athletic Trips/Activities**

### **Overnight Athletic Events**

The field trip is overnight; distance is not a factor.

The responsible staff member shall complete the District's Field Trip Request form (Appendix D) a minimum of 30 days prior to the event. (CIF post season team playoffs and or individual competition are exempt.)

At least one full-time employee of the Oxnard Union High School District must coordinate the field trip.

- a. The supervision ratio must be one adult chaperon for every 10 students.
  - b. The supervision staff must include males and females when both sexes are participating in the field trip.
  - c. The supervision staff who are not employees of the district must complete the Activity form (Appendix C) prior to the event and file the form with the administrative designee.
4. The students are required to complete and return the Activity Parent/Teacher Permit form (Appendix B, C, D) to the staff member

originating the field trip at least 48 hours prior to the activity.

5. The staff member originating the field trip is responsible for collecting and keeping on his/her person the Activity Parent/Teacher Permits (Appendix B,C, D) during the entire length of the event.
6. The transportation of students for the field trip must be provided through the Oxnard Union High School District's Transportation Office unless school-assigned vehicles can accommodate the numbers of students participating.
  - a. The Special Transportation Service must be submitted via the district digital transportation request system (District forms appendix f) at least 10 days prior to the event to secure bus transportation.
  - b. The use of personal vehicles to transport students is prohibited unless every effort to provide district transportation has been exhausted. In the event that personal vehicles must be used, the responsible staff member must complete the Permission to Use Vehicle in Transporting Students form (Appendix B).
  - c. The use of personal vehicles by students is permitted only when prior approval of the staff member initiating the trip and the site administrator has been secured. In such cases, the district's Activity Parent/Teacher Permit form (Appendix C) is completed and filed with the responsible staff member.
  - d. The adult chaperons who are not employed by the district and who are transporting students in their personal vehicles must complete the Activity form (Appendix C), and the Permission to Use Personal Vehicle in Transporting Students form (Appendix B) prior to the event, filing these forms with the DVF Coordinator and the responsible staff member, respectively.

The staff member initiating the trip is responsible for requesting a substitute teacher when one is required.

The department, team, or organization is financially responsible for the entire field trip, i.e., substitute teacher(s), transportation, students in need of financial assistance, etc.

## **E. FIELD TRIPS – ACTIVITY/ATHLETIC EVENTS – ADVANCE PLANNING**

1. The field trip is event/game related, singular and recurring events/games.
2. The advisor/coach is responsible for confirming the eligibility of all participants in accordance with the district's eligibility policy.
3. The advisor/coach is responsible for providing a student roster and schedule of events to the faculty at least one week prior to the first event.

The advisor/coach is responsible for providing a complete schedule of events for the school's master schedule.

The staff member responsible for the activity/athletic event is responsible for collecting and keeping on his/her person the authorized Activity/Athletic Clearance Card at every activity/athletic event.

The transportation of students for the field trip must be provided through the Oxnard Union High School District's Transportation Office unless school-assigned vehicles can accommodate the numbers of students participating.

- a. The Special Transportation Service form (Appendix C) must be submitted to the site administrator at least 10 days prior to the event to secure bus transportation.
- b. The use of personal vehicles to transport students is prohibited unless every effort to provide district transportation has been exhausted. In the event that personal vehicles must be used, the responsible staff member must complete the Permission to Use Vehicle in Transporting Students form (Appendix B).
- c. The use of personal vehicles by students is permitted only when prior approval of the staff member initiating the trip and the site administrator has been secured. In such cases, the district's Activity Parent/Teacher Permit form (Appendix C) is completed and filed with the responsible staff member.
- d. The adult chaperones who are not employed by the district and who are transporting students in their personal vehicles must complete the Volunteers form (Appendix "District Forms"), and the Permission to Use Personal Vehicle in Transporting Students form (Appendix B) prior to the event, filing these forms with the administrative designee.

The staff member initiating the trip is responsible for requesting a substitute teacher when one is required.

The department, team, or organization is financially responsible for the entire field trip, i.e., substitute teacher(s), transportation, students in need of financial assistance, etc.

## **F. SUPERVISION/DISCIPLINE OF FIELD TRIPS**

The rules and regulations for field trips are established for the health, safety and welfare of all participants.

1. The responsible staff member shall make certain that all students and chaperons understand their responsibilities.
2. The students and parents shall be aware of and understand all rules and regulations (Appendix 2)) that apply to the activity prior to departure.
3. The rules and regulations shall be enforced in a consistent manner during the activity.
4. The responsible staff member has the authority to take disciplinary action when infractions of rules occur. The final disciplinary action for rules/regulations violations shall be taken at a conference at the school site upon return from the field trip (see Appendix D).
5. The field trip participants must defer to the authority of the auxiliary/support agencies and personnel, i.e., bus drivers, airline personnel, hotel management, etc.

## **XII. NUMBER OF COACHES PER SPORT**

- A. The number of paid coaches per sport will comply with the agreement between the Board of Trustees and the District Educators' Association which is the printed extra-pay schedule in the district handbook (see Appendix - district forms). Additional unpaid voluntary coaches must be approved by the Board of Trustees upon recommendation of the school principal.

## **XIII. CERTIFICATION OF COACHES**

- A. All coaches must be certified according to district, CIF, and California law requirements.

B. All coaches must be cleared by the Human Resources Department prior to working with athletes, in order to get paid for coaching services (which includes submitting all paperwork, fingerprints and coaching certification).

All coaches must be paid through the Oxnard Union High School District payroll. They shall not receive compensation directly from parents, booster organizations, or foundations, nor receive bonuses for their performance or the performance of a team. Booster organizations may agree to pay for additional coaches as long as the stipend is what is stated in the negotiated teacher contract and that the total amount is submitted prior to the ASB Bookkeeper in advance.

#### **XIV. AWARDS**

A. It is the responsibility of the school administration to provide awards to student-athletes/teams at the conclusion of a season. This may include certificates, trophies, plaques, and/or letters.

B. Scholar-Athlete awards are given by each school to athletes that maintain an unweighted GPA of 3.2 or better.

C. School must adhere to the CIF Southern Section Blue Book rules regarding "Awards for CIF Competition," Article 80.

#### **XV. ATHLETIC CONTRACTS**

A. A contract is a mutual agreement of the parties concerned reduced to writing and signed by each of them. The signing of contracts for all non-league team contests is highly encouraged and should be completed if admission is charged. A league schedule duly adopted and recorded in the league's minutes will be regarded as a contract.

B. It is important that all schools confirm athletic contests in writing after they have been scheduled verbally by phone. This procedure will reduce the number of conflicts that seem to arise when contests are scheduled by phone. Appeals of athletic contests will carry added weight if the agreement for said contest is part of a written athletic contract.

C. Schools are responsible to fulfill their commitments made by previous school personnel. A change of administration, athletic director or coach, does not cancel out a schedule contest made the previous school year.

## **XVI. ATHLETIC SEASONS**

A. SEASON OF SPORT DEFINITION: CIF Southern Section Blue Book Rule 511. The season of a sport for a school is that period of time which elapses between first interscholastic contest and the final contest for that particular sport. The season of a sport for any individual student is that period of time which elapses between the student's first participation in an interscholastic contest and the student's final contest for a particular sport.

1. The "season of sport" shall be established for each sport by the highest CIF component level in which championship competition is conducted (i.e., State, Section, or League) in that sport. To participate in State level competition for any particular sport, a Section must comply with the CIF adopted "season of sport".
2. The basic sports seasons are:
  - Fall—August through November
  - Winter—November through February
  - Spring—February through JuneExact dates may vary from year to year and championship competition may extend beyond these limits.

B. SUMMER DEAD PERIOD: CIF Southern Section Blue Book Rule 2512.2 A summer dead period must be declared by the school principal for all sports. The dates of the dead period must be forwarded to the Southern Section Commissioner. The dead period must be the same for all levels and must be three (3) consecutive weeks between the end of school or the dates identified in the CIF Blue Book. No class could be offered which could circumvent the rule. There are no exceptions to the summer dead period. During the dead period, weight lifting ONLY would be permitted. No running or other type of conditioning would be allowed.

C. SUMMERTIME RULES: CIF Southern Section Blue Book Rule 2512 With the exception of summer dead period, from the end of school or the CIF identified date, whichever is first, until the beginning of the first official starting date for fall sports, there shall be no restriction on high school coaches association with high school students registered and/or attending their respective high school or entering them in summer competition, provided approval is received from the school principal and district. The coach must complete and submit the required paperwork for summer camps which includes an OUHSD Civic Permit.

## **XVII. OFF SEASON PRACTICE/COMPETITION**

With the elimination of the Association Rule, “There are no longer restrictions on what coaches can do with their students when the 6th period athletic class is over. Coaches will be allowed to remain with their students and continue to instruct them in the particular skills for their sport after their 6th period athletic class time has concluded.” (CIF Frequently Asked Questions)

The elimination of the association rule effectively limits restrictions on organized team practice, tryouts, spring practice and conditioning rules. However OUHSD guidelines still govern a coaches’ association with athletes.

As a result of this change, the following guidelines have been established:

A. Association with Athletes as an Extension of the School Day (School Related) Only students enrolled at the designated school will be allowed to participate. Athletes must be cleared to play, i.e. have health insurance, current physical, and parent permission. Coaches must maintain a current emergency card for each athlete. Outside the season of sport, coaches may receive a stipend through booster generated funds (paid through the district). If a coach has an athletic class, the stipend would be for the time spent with their team outside of the athletic class. Designated school/team programs may conduct off season tournaments and games on weekends including Sundays. (Games and matches defined as competition requiring officials.)

**No practices may occur on Sunday.**

Overnight travel must be Board approved through the regular field trip process. Absolutely no money should be paid directly to coaches by student athletes, boosters or parents.

Bus transportation will not be provided.

B. Association with Athletes through Outside Teams (Non-School Related) School coaches may associate with students outside the designated school day. All activities through outside teams must have an approved Use of Facilities form in order to use school facilities and pay the required fees.

All activities through outside teams must have proof of insurance.

No activities/teams may use school name including uniforms.

No student may be required to be a member of an outside team as a condition of participating in the school's team.

Any compensation for coaching services must be made through the outside organization. No restrictions shall be placed on travel, Sunday competition or eligibility requirements.

Important Note: Any coach participating with students in a non-school related activity must be completely aware of the CIF Rule 510—Undue Influence. A transfer of a student from his or her current school of attendance to any high school where the student participated during the previous 24 months on team, (AAU, American Legion, Club) that is associated with the new school (organized by or coached by any member of the coaching staff) shall be considered sufficient evidence of undue influence.

## **XVIII. SUMMER CAMPS**

A. Coaches are required to complete the following forms:

Civic Permits

Summer Activity Contract

Summer Activity Financial Statement

Maintain summer emergency/clearance card for each athlete participating

B. Coaches are required to have insurance if the camp/activity is for a non school-related group.

C. All camps/activities must follow CIF and district guidelines.

## **XIX. ADMINISTRATIVE SUPERVISION**

A. Activities held during the time period from approximately 3:00 p.m. – 5:30 p.m. on a week day, are the responsibility of the administration for the home/host team.

B. Any athletic contest being held after 6:00 p.m. will require one administrator from the home school to be present. League policies should be followed in regard to home and away school administrative supervision for all football, soccer, and basketball games.

C. Special supervisions should be arranged for games where a championship or school rivalry exists. Building principal should also note that events of this nature may cause special problems needing additional personnel.

## **XX. LOCKER ROOM SUPERVISION**

It shall be the duty of all coaches to see that locker rooms are properly supervised before and after practice sessions and games.

## **XXI. SUSPENSION/DISMISSAL FROM A TEAM**

A. Dismissal from a team is the last action a coach should take in attempting to discipline a student. Suspension, additional work, counseling, etc. are alternative options of dealing with disciplinary infractions. The following reasons may warrant suspension/dismissal:

1. Ineligible – NOT Pass four classes and maintain a 2.0 GPA.
2. Ineligible- Fall below a 2.0 GPA on quarter or semester grades.
2. Violation of CIF or league rules governing eligibility (age, residence, etc.)
3. Suspension from school for reasons other than athletic, such as truancy, fighting, etc.
4. Smoking, vaping, chewing tobacco, use of drugs or alcoholic beverages.
5. Absent from practice or contests without a legitimate excuse.
6. Improper conduct on the bus as defined under regulations established by the district Transportation Department.
7. Stealing.
8. Use of obscene language and/or profanity.
9. Insubordination to either coaches or other school personnel.
10. Any other violation of the CIF Code of Ethics and/or the District Code of Ethics.

B. It is recommended that because of the seriousness and ramifications of suspension or dismissal that due process be followed as part of the action taken by school officials: (see Administrative Regulation 6145.2)

1. A twenty-four hour grace or “cooling off” period.
2. Communication with the head coach of the sport.
3. Notification to the athletic director/administrator.
4. Parents notified regarding circumstances and reasons for the action.
5. Athlete should be notified of his right to appeal.

C. The reasons for this policy are to alleviate irrational actions by coaches and misunderstandings by parents and the community.

D. Consequences may include suspension being enforced during Athlete’s next season of sport.

## **XXII. RECRUITING/UNDUE INFLUENCE (CIF Blue Book Rule 510)**

There shall be no recruiting of athletes among the high schools in the Oxnard Union High School District or from and of the feeder intermediate schools serving the district. Attempts by any person to secure or retain a student athlete, or to secure or to retain one or both parents or guardians as residents will be considered recruiting and will cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the school in the CIF-SS.

## **XXIII. AIR QUALITY**

A. The Superintendent/designee will notify the Principals if the air quality warrants cancellation or adjustments to the strenuousness of activities.

B. The principal is responsible for notifying the coaches and PE teachers of air quality alerts.

C. Coaches will follow all directives regarding the air quality for the health and well being of the athletes. In addition, coaches always need to be aware of the air quality and use common sense related to the strenuousness of activities.

## **XXVII. ACKNOWLEDGEMENT OF RISK**

Parents and students must be warned of the potential hazards of participating in athletics through [athletclearance.com](http://athletclearance.com). A digital signed acknowledgment of risk should be on file

for each athlete.

## **XXVIII. NEW PROGRAMS**

The addition of CIF sanctioned sports to a school program must be approved by the athletic director, the Principal, the District Athletic Council, the Superintendent, and the Board of Trustees prior to scheduling. A proposed budget that outlines the potential costs must be submitted prior to approval. There must be an adequate budget to support the new activity.

## **XXIX. EXPLOITATION OF STUDENT ATHLETICS**

There must be no exploitation of students for the purpose of winning athletic events. Student participation must be based on sound rules relating to his/her personal health and his/her total educational program. No pressure from any member of the coaching staff should be put on the student to influence him/her to select any one activity at the expense of another.

## **XXX. EMERGENCY CARE OF STUDENTS, STAFF, VISITORS**

### **A. Emergency Care Procedures**

1. Necessary obvious care given immediately. Do not move student until condition has been carefully evaluated. Send for trainer, head coach, or individual coach designated in charge of injuries to make decision whether a student is to be moved to the training room or if an ambulance or paramedics are to be called.
2. Parents/guardians are to be notified first unless case is a dire emergency. The head coach is responsible for having home phone numbers of all athletes on squad filed and available.
3. Advise parents/guardians to call the physician or emergency hospital at once so physicians will be available on arrival.
4. Transport student in parent's/guardian's car or school vehicle (accompanied by the parent/guardian) unless an ambulance or paramedics are necessary.
5. Trainer, head coach, or individual coach designated in charge of injuries decides if an ambulance or paramedics are necessary. Unless case is a dire emergency, parent/guardian **MUST** be consulted before calling an ambulance.

6. An accident report form must be completed within 24 hours for all accidents. Any injury requiring trainer, doctor, or absence from practice or game requires an accident report.

7. When an athletic squad travels out of town for a scheduled contest, the coach in charge should familiarize himself with local emergency procedures immediately upon arrival.

8. Students returning from doctor's care (injury or illness) must have a release (written and signed) by the doctor, before participating in any physical activity. Release to remain on file with the trainer or school nurse.

B. 911 needs to be called immediately for the following:

1. Severe bleeding
2. Stopped breathing
3. Unconsciousness
4. Concussion or skull fracture
5. Underwater for an unknown period of time
6. Severe injury to eye
7. Extended seizures
8. Severe blow to the head or abdomen
9. Dislocation of a major joint

C. Accident Report Forms

1. Athletic Injury Report to be coordinated by the athletic trainer. (see Appendix E)

2. Student Accident Report to be coordinated by the school nurse. (see Appendix E)

3. All accidents should be reported especially for any injury where 911 was called, or where the athlete was seen by doctor, trainer, or where the athlete was absent from school and/or athletics for an extended period of time.

D. Catastrophe (Administrators' Checklist)

1. Involve administrators into situation as soon as possible.
2. Immediately establish who will make the news releases. Within 24 hours a written release, reporting factual observations of all events leading to,

during, and following the injury, should be made.

E. Media

1. One spokesman for the school is best. Other district employees should respond to the media in their own words, “The school has one spokesman who is , in the best interests of the parents and coaches involved. Press releases are available and will be updated as more information is obtained.” Conflicting statements often result because of the words used. Many times hearsay statements are incorrect.
  - a. Warn staff to expect rude and abrasive members of the media.
  - b. Don’t debate, “set the record straight,” or have a question and answer period.
  - c. Don’t list sequential reports.
  - d. Make sure media understands your first responsibilities are to:
    - i. the family, and
    - ii. the athletes and coaches under your supervision.
  - e. Follow up every remark made to you pertaining to the tragedy.
  - f. Insist that all local requirements are done and on file:
    - i. Parents notified
    - ii. Accident report

F. Impound involved equipment, photographic record (i.e. game films, video tapes, photos, etc.) with identifying tag indicating date, event, occurrence, and the names of persons in chain of possession.

G. List of all witnesses, including name, address, phone, team roster, officials, and staff.

1. Inform coaches of the investigations that will be made.
  - a. Police
  - b. Coroner
  - c. Insurance
  - d. Attorneys
  - e. Media

All staff who witnessed the accident should immediately write down their interpretations of what happened; add to that interpretation as things come to mind; and then have the written report along when being questioned.

2. Future follow-up to family – keep family informed and comforted as much as possible

H. Assignment of Qualified Personnel at Each Athletic Contest to Render Emergency Medical Care

1. Qualifications. Recognizing that some sports have different demands, the qualifications for the person(s) to be present at each contest will vary. Following are the minimum qualifications for each class.

Class I: Medical doctor trained in sports medicine.  
Athletic trainer

Class II: Paramedic/EMT, Nurse, credentialed school nurse,  
Athletic trainer

Class III: Teacher, cleared coach, or classified staff with a current advanced first aid card, current cardiopulmonary resuscitation (CPR) instructor card; and, for aquatic events, a Life Guard with a current water safety instructor (WSI) card, or Athletic trainer

2. Assignments. It is recommended that in the following sports the appropriate class of qualified person be present at each athletic contest:

Class I: Football, lacrosse, soccer

Class II: Field hockey, wrestling

Class III: Badminton, baseball, basketball, cross country, golf, softball, swimming and diving, track and field, tennis, volleyball, water polo

## **XXXI. ATHLETIC RESPONSIBILITIES**

A. School Athletic Director

The athletic director will be accountable to the Principal for the school athletic program.

1. Booster Club will monitor head coaches' interaction with his/her booster club
2. Budgets
  - a. To work with school Principal and designated staff in the

- development of athletic budget for each year. (See Forms Appendix a – Sample budget sheet)
- b. To work with the head coach of each sport to establish equipment and services priorities, and to determine what will be ordered and the amount to be ordered. (See Appendix W – Sample Estimated Expenditures.)
  - c. To ensure all budgets are complete and on time.
  - d. To allow enough time for each coach to do an accurate budget.
3. CIF  
The AD will work with the CIF office in all matters.
  4. Coaches
    - A. To provide input in the hiring of coaches/
    - B. To work with the coach in all aspects of the program
    - C. To be loyal to each coach, letting him/her know exactly where he/she stands at all times, particularly in regards to carrying out rules and being organized.
    - D. To be available so that coaches can confer about problems, scheduling conflicts, etc. without interfering with their own program.
    - E. To assist in the organization of the sport before the beginning of the season.
    - F. To facilitate a congenial working relationship among all coaches.
  5. Dates to ensure each coach knows far enough in advance when Schedule deadlines--on all matters--must be met.
  6. Evaluation to evaluate each program at the conclusion of each season with the head coach and determine in what ways it may be Improved.
  7. Facility Usage work with the coaches and all other persons involved in after-school activities to avoid conflicts in the scheduling of the facilities, including practices and contests. Work closely with the administration on the scheduling of the athletic

facilities to ensure that the needs of the school programs are met before scheduling outside groups. Develop a schedule for all facility usage using the District Facility Use Guidelines (see XXXII).

8. Game Supervision attend and supervise athletic events (see XIX). ensure that facilities are arranged for contests which could include field preparation and marking, bleacher seating, officials, scorekeepers and timers.
9. Equipment and Inventory work with the head coaches to ensure that ordering and inventory of equipment follows district protocol, is done in a timely manner and stays within the budget.
10. Locker Room work with the P.E. department chairperson, school maintenance department, and coaches in determining storage needs, locker room usage, and damage to and upkeep of the facility.
11. Meetings
  - a. Attend all school, district, league and CIF meetings.
  - b. Conduct coaches meetings for every season of sport.
12. Rules

Inform all coaches of the rules in the CIF Southern Section Blue Book, league, athletic handbook, board policies, and eligibility rules and see that these rules are followed in all programs. Make these documents available to the coaches as needed.
13. Schedules

Ensure that every level in each sport has a complete schedule according to the CIF guidelines for maximum contests. Confirm all contests through CIF contracts.

#### Transportation

- a. Oversee all transportation needs for athletic events and ensure that the coaches order buses in a timely manner.
  - b. Oversee the notification of early release of athletes and ensure that coaches provide staff and attendance office with the names of the athletes and dates and times to be released.
15. Schedules, Umpires, Referees, etc.

Forward all schedules to the CIF offices and/or assignees and make certain officials have been appointed to all home games.

Oversee the payment of officials.

16. General Responsibilities
  - a. Complete all CIF paperwork in a timely manner.
  - b. Oversee athletic clearance, including physical, academic, eligibility, insurance, etc.
  - c. Monitor athletic eligibility outlined in Section VII of this handbook, Board Policy 6145, and CIF Southern Section Blue Book.
  - d. Provide leadership in the planning of sports awards banquets.
  - e. Supervise and evaluate the athletic trainer.
  - f. Oversee the payment of coaches.
  - g. Serve as a liaison for the community, feeder schools, and media.

#### B. Head Coach (All levels)

The head varsity coach will be accountable to the athletic director for all aspects of the program, including the direction and philosophy of the program as well as the Assistant and lower level coaches.

##### 1. Equipment/Ordering and Inventory

Ensure all equipment budgeted is ordered, when funds are available

Ensure all equipment, as it is received, is marked, inventoried, properly stored and that the head coach is aware it has been received.

Ensure that all equipment is marked properly, posted, and stored immediately after received.

Issue equipment at the beginning of the season, and collect it at the end of the season, noting the condition, wear and tear.

Ensure that equipment is re-marked at the end of the season when everything is inventoried.

##### 2. Assistant Coaches

Assist in hiring of coaches and in determining the level at which they will coach.

Evaluate coaches during and after the season. Each coach should know exactly where he/she stands at the end of the season with respect to his/her assignment for the following year.

Explain all rules, codes, etc. to the coaches, including CIF Blue Book, District Athletic Handbook, Athletic Code and due process, eligibility rules, athletic clearance process, bus responsibilities, expected conduct, injury and accident reports, and coaches training requirements.

### 3. Budget

Develop a budget for that season of sport. For sports with booster organizations, coaches need to work collaboratively with the parents on fundraising and booster budget.

Secure specifications, prices, amounts etc. for all of equipment ordered.

Maintain records of all items ordered and received.

### 4. Schedules

Select the teams to be played, location of games, strength of teams to be played and the length of contracts with other schools. Contact and gain verbal agreements with each school on proposed schedule and then initiate and complete the agreement with a contract. Give a copy of the schedule to the AD and activities office.

### 5. Players

Ensure that all athletes in your program are abiding by CIF rules and District athletic codes, including Pursuing Victory with Honor

Be responsible for player conduct on the court or field of play.

Be responsible for letting all athletes in your program know your team rules and expectations and hold all players accountable to the same set of standards.

### 6. Team Selection

Some sports require a limited number of participants because of facility restraints or limited team size. Limited opportunity sometimes requires that students are cut after try-outs. The team selection process should be very objective and the criteria for selection should be explained to all trying out. Any student who feels that the selection process was not objective has the right to due process.

(Refer to AR 6145.2)

## **XXXII. Guidelines for Team Selection**

Coaches will be responsible for the selection of the team. Students, parents, and boosters will not be a part of the process.

Coaches should have clearly defined criteria for selecting members of a team, which could include athletic ability, attitude, eligibility, and performance of skills for that sport.

Coaches should use the following procedure:

Advertise try-outs so that all students know the times and location of try-outs.

Provide late try-outs for those students currently out for another sport.

Post the names of the students who make the team.

Counsel and encourage those who do not make the team to go out for other sports and/or play on outside team to improve skills and then try-out again next year.

Establish and update team rosters and give to AD.

### **Professionalism Within the Program**

Head coaches should ensure that all of the coaches on staff in their program conduct themselves as professionals when representing the school and with students, on or off campus. In addition, head coaches should review the CIF Code of Ethics and district policies regarding maintaining appropriate relationships with students.

## **XXXIII. Evaluation**

Complete and turn in to the AD the list of athletes receiving a letter, participation and other awards on the date requested.

Assist in the evaluation of coaching personnel, facility usage, and budget and equipment needs for the future.

Determine the strengths and weaknesses of the program and how they will be addressed next season.

### **All-League Selections**

The head Varsity Coach is responsible for attending all league sport meetings and selection of players for all league consideration.

### **Booster Organization**

The Head Varsity Coach should work closely with the Booster organization, maintaining good relations between the parents and the program.

### **Locker Room Supervision**

Enforce locker room supervision before and after practice to ensure the safety of the athletes and their property.

## **XXXIV. GUIDELINES FOR USE OF ATHLETIC FACILITIES**

### **A. Responsibilities/Authority**

California law permits the governing board of a school district to grant the use of school buildings and grounds for public use. The Board establishes the terms and conditions of such use, subject to limitations, requirements and restrictions set forth in the California Education Code. The Board, Superintendent or designee has the authority to adjust fees or exempt any group or organization from fees.

Use of school property shall be under the supervision and control of a duly appointed representative of the school. All coaches and school district employees are responsible for the supervision of students, parents and community members while on school property and in the stadiums.

It is the responsibility of the site representative on duty to see that the rules and regulations are enforced and to report any violations or attempted violations of the Facility Use Agreement to the school Plant Manager and administration.

Any violation of the Facility Use Agreement by an organization or a revocation of a contract shall be reported to Senior Accountant and Chief Facilities Official.

Conditions stipulated related to consideration or allowance of an event, e.g., security, supervision, maintenance, etc. are totally at the discretion of the site and district.

### **B. Priority for Use of Athletic Facilities**

School site activities and programs

OUHSD district schools' activities and programs  
School support groups  
Local community youth programs  
Community recreational and cultural programs  
Public agencies and public affairs groups  
Non-profit special interest groups  
Profit-making or commercial events, and out of district groups

### C. General Regulations

The approval of a Use of Facility agreement is based upon the priority order of users outlined above and facility availability, not on a first come first served basis. School facilities are not available for use at any time without an approved facility use agreement. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1st of any given year. School users take priority. Efforts will be made to avoid conflicts. However, if necessary, Facility Use Agreements may be cancelled without notice due to an unforeseen need by the school. Fees will be adjusted or refunded. The school Principal or designee has complete discretion in approving or not approving facility use applications. Use of fields may be cancelled due to adverse weather or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded. No group, regardless of its character, may monopolize the use of school property or interfere with the educational program. Possession or use of tobacco, alcohol, intoxicants or narcotics shall not be permitted. The use of profane language, quarreling, fighting, or gambling shall not be permitted. The person or group receiving the Facility Use Agreement shall be financially responsible, in case of loss of, or damage to school property as a result of its use. Should school property be damaged or abused beyond normal wear, such damage shall be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings. Groups using the facilities are responsible for the behavior and decorum of their spectators, and enforcing all regulations. Groups shall be responsible for the condition in which the facilities, including the parking lots, are left. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness. Pets are not allowed on campus in any location at any time. All parking regulations will be enforced to ensure the safety of the participants. Charges for facility use are payable by the date established in the district billing or in advance, at the discretion of the district. Delinquency in payment of more than 30 days will result in cancellation of contract and will impact future facility use in the district. Facility Use Agreements will be cancelled or not renewed for violation of any of the above regulations. Cancellation or revocation of a contract is for one year in the district and will impact the organizations future ability to use facilities at other schools in the district.

### D. Application Guidelines for Use of Athletic Facilities

Facility Use Agreements must be renewed each school year and will be contingent upon

the facility use needs of the school and district as outlined in the general provisions and the priority for use. All applications shall be made at least 15 working days in advance of the first date requested. A submitted application does not ensure approval of the request. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1st of any given year. A certificate of insurance along with an Additional Insured Endorsement must be submitted to the district office at least 10 working days prior to the date of use. The certificate must show a minimum of 1 million dollars of liability insurance, name Huntington Beach Union High School District as the certificate holder and additional insured, and cover the period of intended use of the facility. Cancellation of the agreement by the user must be submitted in writing to the school at least two working days prior to the date of use. All charges for use of athletic facilities will include custodial services, and other personnel as deemed necessary for the use of specific facilities. Added charges may be applied at the contracted overtime rate. This is in addition to the costs associated with the use of the facility, i.e. electricity costs.

E. Protocols for:

### **Pools**

A district wide Pool Use meeting will be held by the end of March each year to establish the use by the various district schools and programs.

All pool regulations must be displayed and adhered to by users.

The presence of a LifeGuard or a WSI certified adult is required for use. The user is responsible for providing safety and first aid equipment.

Locker room facilities will not be available to outside users.

The use of equipment, such as clocks and timers, is available for school and district use only. Outside groups are required to provide their own equipment.

Use of pools may be cancelled due to adverse weather, maintenance emergencies, or pool equipment malfunction as determined by school or district personnel. Any prepayment of fees will be refunded.

### **Fields**

Use of fields may be cancelled due to adverse weather or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.

Fields will be unavailable for use due to regularly scheduled maintenance and/or rest and reseeding.

Vehicles are always prohibited from driving and parking on any fields for any purpose. All parking regulations will be enforced to ensure the safety of the participants.

Groups shall be responsible for the condition in which the facilities are left, including the parking lots. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.

Restroom facilities are not provided by the school. Users must provide an adequate number of port-a-potties based upon the number of participants. The users are responsible for arranging the delivery, service, payment, clean-up and removal of all port-a-potties. Delivery, location, and pick-up must be coordinated with the school.

The use of equipment, such as P.A. systems, scoreboards, clocks, and timers, is available for school and district use only. Outside groups are required to provide their own equipment.

If the user requires fields to be lined, this service needs to be arranged for two (2) working days prior to the event. All fields will be lined by district staff and the user will be charged appropriately for this service.

Synthetic Fields – No food (including gum, sunflower seeds) or drinks allowed on the field, except water. Shoes appropriate for synthetic turf field are required. Spectators must sit in designated seating areas. Sport or lawn chairs are not allowed on the field. Supervision of the spectators and students are the responsibility of the “home” school. Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the stadium manager. Violation of any of the above regulations will result in immediate revocation of the use agreement contract.

Gyms -

Use of gyms may be cancelled due to adverse weather, unforeseen circumstances, or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.

Locker room facilities will not be available to outside users.

All parking regulations will be enforced to ensure the safety of the participants. Groups shall be responsible for the condition in which the facilities are left. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.

Seating, other than those provided by the school, are not allowed on the gym floor at any time.

No equipment, such as special lighting or scissor lifts, will be allowed in the gym without prior approval of the Principal or designee.

No food or drinks (with the exception of water) will be allowed in the gym at any time. Only persons wearing tennis shoes will be permitted to play on the gym courts. Street shoes of any type are not allowed on the courts.

Bicycles, skateboarding, roller skating, or pets will not be permitted in the gymnasium. Floor covering may be required for certain activities. The school Principal or designee will determine whether this is necessary and the school will place the floor covers prior to use. The use of equipment, such as P.A. systems, scoreboards, clocks, and timers, is available for school and district use only. Outside groups are required to provide their own equipment.

Access to the gymnasium will be provided by school district employees. Keys will not be issued to users.

The gymnasiums will be closed for scheduled maintenance during the summer and as needed, gymnasium closures will be coordinated with the site staff.

## **Stadiums**

It is understood that groups that use the stadium facility will be charged for district stadium personnel at the appropriate rate. It is also understood that no food or beverages, except water, will be allowed on the track or field at any time. Shoes appropriate for all-weather track and synthetic turf field are required. Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the appropriate home school personnel. Violation of these rules will result in immediate revocation of the facility use contract.

### **Definitions:**

The STADIUM SCHOOL is the school where the stadium is located.

The HOST SCHOOL (including high school teams outside OUHSD) is the school using the stadium.

Outside organizations include any group not associated with OUHSD, such as community youth sports groups.

District Stadium Maintenance Supervisor manages the school stadium and oversees the maintenance; prepares and oversees activities; verifies authenticity of the rental agreements; recommends, enforces district operations policies and procedures.

### **F. General Responsibilities:**

The STADIUM SCHOOL shall be responsible for scheduling the stadium. The STADIUM SCHOOL reserves the right to use the stadium during the school day, until 3:00 p.m. All events after the school day, including games and practices, will be scheduled by the STADIUM SCHOOL and put on a stadium calendar. All schools and programs will adhere to this schedule.

The STADIUM SCHOOL is responsible for closing and securing the stadium from outside use or spectators. Practices will be closed to the public and the school that is using the field or track for practice is responsible for ensuring that the public (including parents) is not admitted.

The STADIUM SCHOOL shall staff the facility with at least two stadium personnel to assist the HOST SCHOOL during their allotted time.

Any overtime or other expenses required for the event by the HOST SCHOOL must be approved in advance by the STADIUM SCHOOL and shall be charged to the HOST SCHOOL.

The HOST SCHOOL shall have access to the stadium only under the assistance of the STADIUM SCHOOL staff.

**The STADIUM SCHOOL'S responsibilities include:**

Lining the field

Turning on the field lights

Opening gates, team rooms, press box, and concessions as applicable

Putting up the flags of the United States and California

Supplying and opening the restrooms, and providing access to team rooms and press box where applicable. The district will be responsible for the cleaning and stocking of the stadium restrooms. The district restrooms will be closed during the daytime (teams will use the site restrooms) and open at night for practices and events.

Providing all yard markers, end zone markers, down marker, and scoreboard console

Setting up the field before the game (i.e. yard markers, end zone markers, etc)

Securing all gates prior to the event

Maintenance of the artificial turf before, during and after events

Securing the field and all equipment after the event

Setting up sound system, if required by HOST SCHOOL

The HOST SCHOOL shall provide one person to assist the STADIUM SCHOOL/District Stadium Maintenance Supervisor. The HOST SCHOOL'S responsibilities include:

Controlling all gates and access roads

Cleaning the fields after the game/event (i.e. yard markers, end zone markers, etc)

Cleaning the stadium the morning following the game/event, including the restrooms.

**Use by outside organizations:**

There will be no outside organizations permitted to use the district stadiums during the first year in operation. Any exceptions will require the approval of the Superintendent. The use by outside groups will be reevaluated at the end of the year from opening.

There will be no locker room access by the organization.

A district stadium employee will be present during the event(s) and the outside organization will be billed for this service.

The STADIUM SCHOOL will be responsible for cleaning the facility and the outside organization will be charged accordingly.

The outside organization will be responsible to provide appropriate supervision of the facility and spectators, in consultation with the District Stadium Maintenance Supervisor and STADIUM SCHOOL.

The outside organization will provide a person to work with the stadium employee on preparation of facility.

### **General Guidelines for Athletic Use of Stadiums (Football, Soccer, Track and Cross Country)**

A district wide stadium use meeting will be held by the end of February each year to establish the use by the various District schools and programs.

Every attempt should be made to balance the number of Thursday and Saturday night games by district teams during the current year and over multiple seasons.

The STADIUM SCHOOL may play all levels of games during the day on the stadium field or track if conditions permit.

All storage required by the HOST SCHOOL shall be housed at their school. Accommodations will be made for concession storage if it is determined that there is available space.

All costs required for services shall be charged to the HOST SCHOOL at the specified rates in the employee contracts or for students at the prevailing student wage.

The only personnel permitted to operate the track, sound, and scoreboard equipment shall be trained adults assigned by the schools and district staff.

The HOST SCHOOL shall be financially responsible for all repairs and/or replacement of lost or damaged equipment in the stadium (see section --- for maintenance repair procedures).

CIF Play-offs games are to be scheduled between the STADIUM SCHOOL and the HOST SCHOOL as soon as the game date is known.

CIF Play-off games will take priority over previously scheduled night practices by athletic teams or bands or outside organizations.

Practice use in the stadium(s) during the day time will be limited to the STADIUM SCHOOL (until 3:00 p.m.) Afternoon and evening practices by district groups must be submitted for stadium usage approval by the STADIUM SCHOOL as soon as possible.

All costs required for services shall be charged to the HOST SCHOOL. The HOST SCHOOL will provide at least one administrator at all events in the stadiums, except at team or band practices.

If tickets are sold, the HOST SCHOOL will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection. For outside school teams, the STADIUM SCHOOL will assist with this provision.

At large events, the HOST SCHOOL will provide adequate police and other adult supervision to ensure appropriate crowd control and parking; specified rates in the employee contracts or for students at the prevailing student wage.

There will be NO vehicles or carts allowed in the stadium areas (track and/or field) that are not authorized by the stadium manager or being used for maintenance of the stadium. The sport of golf, lacrosse, or field hockey will not be allowed to use the stadium fields because of the potential damage that could be caused by the “sticks”. Stadiums may be unavailable for use at various times due to regularly scheduled maintenance.

Use of stadium fields and/or track may be cancelled due to adverse weather, unforeseen circumstances, or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.

#### General Guidelines for Use of Stadiums by District Bands (Practices, Tournaments, and Festivals)

A district wide meeting will be held by the end of the school year to schedule dates for band programs to practice in stadiums and/or under the lights ensure that the various schools have access to stadium use. An assistant principal from each school will bring proposed dates to the meeting to work out a schedule that meets the needs of the band programs at all schools.

A reasonable attempt will be made to schedule times for all district bands to use the stadiums, ensuring equity for all programs.

The only personnel permitted to operate the sound/scoreboard equipment shall be trained adults assigned by the schools.

The school using the stadium shall be responsible for all repairs and/or replacement of lost or damaged equipment in the stadium.

All costs required for services shall be charged to the school using the stadium.

The school using the stadium for an event, such as a tournament or festival, will provide at least one administrator, except at team or band practices.

If tickets are sold, the school will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection

There will be NO vehicles or carts allowed in the stadium areas (track and/or field) that are not authorized by the stadium manager or being used for maintenance of the stadium.

### **Supervision of Events in the Stadiums**

The HOST SCHOOL will provide at least one administrator at all events in the stadiums, except at team or band practices.

If tickets are sold, the HOST SCHOOL will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection. For outside school teams, the STADIUM SCHOOL will assist with this provision

At district graduations and other large events, the HOST SCHOOL will provide adequate police and other adult supervision to ensure appropriate crowd control and parking.

### **Stadium Fields Use Guidelines**

Stadium Use Guidelines -contact will be distributed to all participants along with athletic contracts and/or facility use requests. This signed agreement must be returned prior to use.

The HOST SCHOOL and the district Stadium Maintenance Supervisor is responsible for the safety of those attending the events. The Stadium Maintenance Supervisor has the final authority on all issues pertaining to the stadium operations. In the event of stadium usage not addressed within this document, or possible exceptions to it, the Stadium Maintenance Supervisor and designated HOST SCHOOL administrators have final approval. Rules regarding stadium use include:

All spectators will need to be seated in the stadium bleachers during the course of any event. There will be no loitering by anyone underneath the bleachers on or around the railing and fence areas of the athletic field.

FOOTWEAR on Field Turf areas that is permitted include shoes with the standard molded plastic cleats and/or flat soled shoes, such as running shoes, sneakers, and tennis shoes.

FOOTWEAR on Atlas Track surfaces – pyramid shaped spikes, sized between 1/8” – 3/16” in length is allowable.

Metal cleats of any kind or the newly designed V cleats are prohibited.

The following are the approved and permitted activities on any of the OUHSD Stadiums. Access must be provided for individuals in wheelchairs and crutches, as per ADA, and schools will need to work with the district Stadium Maintenance Supervisor to meet this requirement and provide proper protection for the artificial surfaces.

Football

Graduations

Physical Education Classes

Soccer

Band

Physical Exercise (Jogging)

Track and field

ALCOHOL, TOBACCO, NARCOTICS AND FIREARMS ARE PROHIBITED BY LAW, in the stadiums and on school property.

GLASS CONTAINERS AND BOTTLES are not allowed in the stadium.

Teams may have only water on the sidelines – no electrolyte drinks are allowed.

INDIVIDUAL COOLERS, ICE CHESTS, FOOD OR BEVERAGES other than bottled water are not allowed on the field or track (it includes nuts or seeds of any kind and any kind of energy drinks for athletes and cheerleaders). There is to be NO DUMPING OF ICE OR WATER on the field or track.

Food will not be permitted to be brought into the stadium. Food sold in the concession areas within the stadium is permitted outside of the track and field area and in the bleachers.

BACKPACKS AND LARGE BAGS are subject to search upon entering the stadium. ANIMALS, SKATEBOARDS, FRISBEES, ROLLERBLADES, and BICYCLES are not allowed in the stadium.

No group or individual, other than authorized staff are allowed in the stadiums, unless authorized for use or by previous arrangement through the facility rental agreement.

All equipment such as training tables, staging, chairs, with legs must have protective base under it and must have prior approval with the Stadium Manager for use in the stadium.

ALL vehicles and carts are strictly prohibited on artificial surfaces.

Uses of heavy equipment or staging are restricted and require the approval of the Facilities Maintenance Supervisor.

Batons, short and tall flags must have prior approval by the Stadium Manager for use in the stadium.

Band props must have prior approval of the Stadium Manager for use in the stadium. Sharp wheels or edges on equipment and scaffolding are prohibited.

Fireworks are not allowed in Stadium, but can be set off outside of the stadium(s) for homecoming and other celebrations. Approval is needed prior to the event to ensure the safety of others and compliance with the necessary fire codes.

Animals, with the exception of service animals, are not allowed in Stadium. Distribution of sales material is not allowed.

No tents or banners will be allowed to be staked into the artificial surfaces, nor will any tent or banner be allowed to be tied off to light poles or bleacher railings. Cheerleading signs/posters and sponsor ads may be tied to the fence or bleachers, but they must be temporary in nature and removed after each event. NO TAPE.

Spectators are not allowed on the playing field or track at anytime and must remain within the confines of bleachers and designated spectator areas, including games, tournaments, festivals, and graduations.

Absolutely no climbing or jumping over the rails from bleachers to the field will be allowed.

Only necessary personnel are allowed in the press box to include: coaches, video crew, and press.

Press and visiting T.V., radio and other media must make prior arrangements with the HOST SCHOOL to use the press box.

### **Prohibitions on the artificial Field Turf areas**

Play area will be kept free from glass, cigarettes, fireworks and any sharp objects that will risk damage to the field and injury to players.

Play area will be kept free from debris, leaves, paper and wind blown material.

Smoking is strictly prohibited in the stadium and district property

Use of the recommended footwear on all play areas will be strictly enforced

### **Prohibitions on the Atlas Track play areas**

Track surface areas will be kept clean from dirt, sand and debris

Vegetation will be controlled where roots and grass can break apart the base asphalt and loosen the track surface

Vehicular traffic is strictly prohibited. When necessary, plywood and/or tarps will be used to protect the artificial surfaces. Prior approval of the stadium maintenance supervisor is required to use a vehicle of any kind in the stadium.

Joggers will not be permitted to use the inside two lanes of the track. (signs will be posted) Reinforced vinyl tarps must be used when teams need to cross the track into the infield.

All footwear must be cleaned prior to entry into the stadium. Mud and dirt from cleated shoes is a major source of soiling and staining of the artificial field surface.

### **Routine Maintenance for the Atlas Track surface areas.**

Cleaning – the track will always be kept clean. Cleaning will be accomplished by vacuuming, pressure washing with water or blowing-off the track surfaces. Mechanized sweepers will not be used on track surfaces.

Vegetation control – the use of approved herbicides will not harm the Atlas surface and can be used to control vegetation growth.

Soil sterilants will be applied every year to prevent encroachment of vegetation into the base asphalt or track surface. This is important along the edges of the runways and end zone areas.

Vehicular traffic – all vehicular traffic will be kept off the track surfaces unless access is approved by the stadium maintenance supervisor. The following vehicular traffic procedure will be strictly enforced:

- Ensure that the vehicle and/or equipment are free from leaks of fuel, oil, hydraulic fluid, etc. Any fluids that drip or fall will damage the track surface.
- Protect the edges of the track surface where crossing by using 1”x1” or 2”x4” lumber for reinforcement.
- Wheels shall only be turned while the vehicle is in motion. Never turn the wheels when stationary.
- Use 1” plywood as underlayment anytime the vehicle or equipment is stopped for operations on the track surfaces.
- Use 1” plywood as underlayment for any stabilization booms or outriggers to disburse the weight.

Cleated foot traffic protection – Reinforced vinyl tarps will be used to protect the track surface from cleated foot traffic and light cart vehicles/equipment crossing the track. Joggers are to keep off the inside lanes (#1 & #2 lanes). These lanes receive 90% of the

wear on most tracks. “No Jogging Signs” will be posted.

Spikes – pyramid shaped spikes, sized between 1/8” – 3/16” in length be used with all Atlas track surfaces.

To help maintain the life of the Atlas Track surface, every five to six years it is recommended that a spray application of binder to the track and event areas along the re-application of striping and markings.

### **Routine Maintenance for the Field Turf surface areas.**

Debris removal – Windblown debris will be removed from the playing surfaces on a regular basis (mud, dirt, rocks and sand).

Repetitive training drills and activities are rotated wherever possible to insure optimum performance of the field.

Brushing and grooming of the field will be done by qualified district staff as needed with the stadium designated tractor/sweeper equipment. The purpose of this equipment is to straighten the flattened expose fibers and to loosen the top portion of the infill. Frequency and speed of grooming is recommended to be every 4 to 6 weeks during heavy use in two directions at right angles to each other at maximum speed of 4 mph.

Removal of weeds and moss – weeds and grass can affect the playability of the field and eradication will be needed by using biodegradable weed killer that will not leave residue that can damage the fiber and coloring of the field. Routine grooming and maintenance will also prevent the moss from growing.

Removal of stains – use the manufacturer recommended scrub detergent to safely remove oil and other stains from the surfaces. The detergent acts quickly to clean and decontaminate the turf areas.

**BODILY FLUIDS** – Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the stadium manager. The staff will use the manufacturer recommended scrub cleaner and conditioner that is formulated to remove bodily fluids (blood, vomit, etc) from synthetic turf surfaces. The recommended scrub cleaner and conditioner will digest the host material, eliminate bacteria, deodorizes the field surface and is environmentally friendly.

Field protection system – to protect the field against possible punctures from sharp objects (chairs, tables, staging, etc) a reinforced vinyl tarps covered with one layer of plywood and/or the use of plywood and interlocking rigid-tiles systems that are available. Prior to use of any equipment to support activities/ vents other than the approved sports activities

must be approved by the stadium maintenance supervisor.

ADDITIONAL PAINTED LINES AND MARKINGS ARE STRICTLY PROHIBITED.

In extreme hot weather conditions it will be necessary to cool the field area with the built-in water cooling system. This will only be done by qualified district personnel.

## **XXXV. CONCLUSION**

Each student athlete and their parent/guardian are required to read and sign this policy. The signed athletic policy acknowledgement form must be given to the coach and must be on file with the school's Athletic Director, before a student athlete participates on any athletic team in the Oxnard Union High School District.

## **Appendices**

### **1. CIF Blue Book**

Link: <https://cifss.org/resources/blue-book-contents/>

### **2. CIF Code of Ethics - Athletes**

Link:

<https://cifss.org/wp-content/uploads/2015/07/Code-of-Ethics-Athletes-17-18.pdf>

### **3. CIF Code of Ethics - Coaches**

Link:

<https://cifss.org/wp-content/uploads/2015/07/Code-of-Ethics-Coaches-17-18.pdf>

### **4. OUHSD Board Policy:**

#### **a. BP 3452 Student Activity Funds:**

<https://www.oxnardunion.org/board-of-trustees/board-policies/#1509031803800-761fc42f-5d74>

#### **b. BP 3156 Emergencies and Disaster Preparedness Plan:**

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Board-Policy-35161.pdf>

#### **c. BP 3515.4 Automated External Defibrillators**

<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2013/09/BP-3515.4-Automated-External-Defibrillators.pdf>

#### **d. BP 5145.12 Search and Seizure:**

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/03/BP-5145.12-Search-Seizure.pdf>

#### **e. BP 5131 Student Conduct:**

[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000\\_b-p5131.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5131.pdf)

#### **f. BP 5116.1 Intra District Transfer Policy:**

<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/BP-5116.1.pdf>

- g. BP 5118 Open Enrollment Act Transfers:  
[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000\\_b-p5118.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5118.pdf)
- h. BP 5113 Absences and Excuses:  
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP-5113-ABSENCES-and-EXCUSES-Board-Approved-9-10-14.pdf>
- i. BP and AR 5116.1 Intradistrict Open Enrollment  
BP:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/BP-5116.1.pdf>  
AR:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-5116.1.pdf>
- j. BP 5117 Interdistrict Attendance  
<https://www.oxnardunion.org/board-of-trustees/board-policies/#1509031806275-dbc493df-3019>
- k. BP 5143 Accident Insurance:  
[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000\\_b-p5143.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5143.pdf)
- l. BP 5132 Dress and Grooming:  
[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000\\_b-p5132.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5132.pdf)
- m. BP 5131.6 Alcohol and Other Drugs:  
[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000\\_b-p5131-6.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-5000_b-p5131-6.pdf)
- n. BP 5131.62 Tobacco:  
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP-5131-62-TOBACCO-Board-Approved-08-27-14.pdf>
- o. BP 5144 Student Discipline:  
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Final-BP-5144-1-SUSPENSION-EXPULSION-DUE-PROCESS-Board-Approved-8-27-14.pdf>
- p. BP 6142.7 PE Local Governing Board Policy:  
<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2019/05/BP-6142.7.pdf>
- q. BP 6143 Adoption of Courses of Study:  
[https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000\\_b-p6143.pdf](https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-p6143.pdf)
- r. BP and AR 6145 Extracurricular Activities:  
BP:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/BP-6145.pdf>  
AR:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.pdf>
- s. BP 6145.4 Athletic Competition  
<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies->

[6000\\_b-a6145-4.pdf](#)

- t. BP and AR 6145.2 Athletic Competition  
BP:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/BP-6145.2.pdf>  
AR:<https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.2.pdf>
- u. BP 6146.1 General Graduation Requirements:  
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2015/06/6146.1-a-approved-51618.pdf>
- v. BP 6153 School - Sponsored Trips:  
[http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000\\_b-a6153.pdf](http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-a6153.pdf)

**Athletic Regulation(s):**

- a. Athletic Competition:  
<http://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/AR-6145.2.pdf>

**Education Code:**

- a. <http://leginfo.legislature.ca.gov/>

**Health and Safety Code(s):**

- a. HSC 11007:  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=HSC&sectionNum=11007](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=11007).
- b. California Education Code 32051 - Hazing Laws:  
<https://law.justia.com/codes/california/2005/edc/32050-32051.html>

**District forms:**

- a. Extra pay schedule:  
[https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000\\_b-a6145-4.pdf](https://sk309-wpengine.netdna-ssl.com/wp-content/uploads/2014/08/policies-6000_b-a6145-4.pdf)
- b. Volunteer Permission/Temporary Coaching Form:  
<https://www.oxnardunion.org/human-resources/resources/forms/>
- c. Transportation permission form:  
<http://www.vcssfa.org/Forms/Transportation-Forms>
- d. Activity permission form:  
<http://www.vcssfa.org/Forms/Field-Trip-Forms>
- e. Field Trip form:  
<http://www.vcssfa.org/Forms/Field-Trip-Forms>
- f. Student Injury Forms:  
<http://www.vcssfa.org/Forms/Medical-Forms>
- f. Transportation Requests:  
<https://ewa.edulogweb.com/OxnardCA/edulog/eFTremote/>

**Penal Code:**

- a. <https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=PEN&tocTitle=+Penal+Code+-+PEN>

**Forms:**

- a. Sport Program Budget Sheet:

<b>(School Sport)</b>			
<b>20__ - 20__ Budget</b>			
<b>Prepared: (year, date)</b>			
<b>Item</b>	<b>Amount</b>	<b>School Allocation</b>	<b>Fundraising</b>
<b>Personnel</b>			
<b>Equipment</b>			
<b>Tournament Fees</b>			
<b>Summer Fees</b>			
<b>Total Program Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Number of Athletes In Program</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Cost Per Athlete</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>