

CHINO HILLS HIGH SCHOOL

Coaching Handbook 2016-2017

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Welcome coaches to the 2016-2017 school year. Coaches at Chino Hills High School are expected to be role models and carry themselves professionally on and off the field. Some of the general duties are to teach and model sportsmanship, cooperation, work ethic, personal responsibility, and competitiveness to all student-athletes. As a coach you will also enforce district and program behavioral and academic expectations to student-athletes.

Chino Hills High School offers many sport teams.

Fall sports –Football, Volleyball, Girls Tennis, Boys & Girls Cross Country, Boys Water Polo, and Girls Golf.

Winter sports – Boys & Girls Basketball, Boys and Girls Soccer, Boys & Girls Wrestling, and Girls Water Polo.

Spring sports – Baseball, Softball, Boys & Girls Track and Field, Boys Golf, Boys Tennis, and Boys & Girls Swim.

Contact names and phone numbers

Jeff Schuld	606-7450 x 5465	Athletic Director
Joy Vaughn	606-7450 x 5470	Athletic Secretary
Marisol Magnalles/Vance Stearns	628-1201 x 1525	Transportation
Office of Security	628-1201 x 1760	M-F 7-5PM
James Costa	628-1201 x 1450	Maintenance/
Grounds		
Tammie McDorman	628-1201 x 1119	Human Resources

I. Coaches Hiring Process

A coach is defined as any person helping your program, in season or off-season that has direct access to the players on your team. This would include, but is not limited to, current coaching staff, former student athletes, parents, and outsourced trainers working on Chino Hills High School Campus.

It is imperative that all coaches be hired through Human Resources. We are not able to make any promises of employment at the school site. If you have a coach that you would like to help your program, please direct them to the Athletic Director for an interview. After the interview, they will be directed to Human Resources located at the school district they will need to speak with Tammie McDorman in the Human Resources office. She will advise them of the process they must go through prior to having any access to the students.

The candidate must meet the following requirements prior to having any access to student-athlete.

- 1) Meet with Tammie McDorman 628-1201 x 1119 - Tuesdays 10:00AM or Thursdays at 3:00PM
- 2) Sexual Misconduct Training/ Mandatory Reporting
- 3) Get fingerprinted and have them cleared.
- 4) Show proof of valid TB test, current CPR/First Aid/AED
- 5) Submit paperwork to CTC and obtain a valid coaching certificate must be renewed every 5 years.
- 6) Get board approved (deadlines for board approval are two weeks before meetings)

***Volunteers must complete all steps for clearance but do not need to be board approved.

- 7) At the culmination of clearance through the district, coaches will receive a CVUSD coaching identification card. Coaches are to have this on them at all times.

Any coach found having access to students prior to getting clearance by the district will be asked to leave and be suspended from coaching at Chino Hills High School for at least one year. It is very important that coaches are cleared.

II. Coaches Pay

The Athletic Department will assist in processing stipend paperwork. This includes end of season completion notices, collecting checks from boosters, collecting proper signatures and submitting paperwork to the district. District allocated payments will be disbursed to the designated coaches soon after the season concludes. The head coach must approve booster and or ASB paid coaches. The checks must be received from the boosters **30 days prior to payday**. If coaches are to be paid out of ASB funds, a purchase order and check must be requested **30 days prior to payday**. Purchase order and check request will be explained in detail under the finance section. These checks need to be turned into the athletic office. A tentative payday timeline is as follows:

Fall- December 1st

Winter- March 1st

Spring- June 1st

III. Professional Relationships

As a coach and a role model at Chino Hills High School, it is imperative that we uphold the highest standards on and off the field. It is our job to ensure that athletics are in a safe environment while they are involved at Chino Hills High School. The administration and Athletic Department realizes and understands that developing a good rapport with students is key in motivating them and helping them achieve in the classroom and on the athletic field. These relationships must be kept strictly professional at all times. Coaches need to respond to parents in a timely manner. Emails and phone calls need to stay professional in nature and are the only means of communication. A coach should never text a student athlete. An updated website with a calendar of events is recommended.

IV. Athletic Clearance

Athletes **must have** current physical and emergency information on file in order to participate in an extra-curricular athletic activity. This includes, but is not limited to, tryouts, pre-season workouts and summer workouts. The proof of clearance, an emergency contact name and number will be given to the head coach of the sport that the athlete is participating in. All athletes need to be registered athleticclearance.com. Coaches need to mandate that all players register on athleticclearance.com. Head coaches will set their team rosters once all players have registered. Once rosters are set emergency contact information will be printed out and delivered to each head coach by our athletic trainer.

V. Transfers

Communication with athletes that are not students at Chino Hills High School must go through the athletic department.

No one associated with the athletic program at the new school may perpetrate any violation of Bylaw 510 or have inappropriate pre-enrollment contact as outlined in Bylaw 207.B or 510 prior to their enrollment in the new school as defined herein. Further explanation of bylaw 510 can be found on page 121 of CIF Bluebook which covers – undue influence, pre-enrollment contact, failure to disclose pre-enrollment contact and athletically motivated transfers

VI. Academic Eligibility and Integrity

Athletes must maintain a 2.0 grade point average; pass four classes must maintain a satisfactory in citizenship in order to meet academic eligibility requirements that are set by the Chino Valley Board of Education. Academic eligibility will be determined at the end of each six-week grading period. Athletes that fail to meet academic eligibility requirements may practice **but cannot dress for any games, they will not be able to travel.** This district does not offer a probationary period, therefore if a student falls below a 2.0 and does not meet the requirements they are **immediately ineligible.** Eligibility will be determined by the athletic department, based on the roster submitted by the coach of the sport on the dates set by the board of education. Each season has set dates for eligibility. These dates will be posted in the athletic office. Students must attend school for the **whole day** to participate in any sport, an exception to this rule will be made for the student who can verify, with written documentation, that he/she missed school in order to keep an appointment with a medical doctor, court appearance, or any other reason for which the site principal deems appropriate. Please see board policy on pages 8-16c. Coaches please ensure that all athletes are aware of this policy.

VII. Use of Facilities

Facilities use must be scheduled through the athletic department and placed in School Dude. Coaches need to request practice times for facility use to the athletic department. Please communicate all changes in practice times so that we can get the best use out of our facilities. The “in season sport” program has priority. If more than one on-campus activity wishes to use the same facility, please try and workout the conflict amongst one another. If a conflict cannot be resolved, the “in season sport” will take precedence. If both sports are in season, the team with the next competition will take precedence. Please be courteous to your fellow coaches.

VIII. Fundraisers

Clubs and sports are encouraged to hold fundraisers. All fundraisers must have proper documentation and be board approved. Coaches need to submit a fundraising form along with a fundraising flyer to ASB two months prior to start date. Approval needs to happen at the site then the district before any announcement or advertisement from the sport program. Athletes cannot be excluded / penalized from games or events because they failed to fundraise. All fundraiser forms and flyers must be turned into Debbie Long in the ASB office. See the example of a fundraising form on page17.

IX. Athletic donations

Athletes can be asked for a donation to play a sport. Spirit packs are optional and can be purchased. School issued uniforms are available to each athlete at no cost. Any fees that are charged for these spirit packs or uniforms must be accepted as a donation only. Athletes that cannot afford a donation must receive the same uniform and spirit packs that all other athletes have access to. These athletes must not be treated any differently, nor should their financial status hurt their playing time.

X. Transportation of Athletes

a. General

Athletic transportation will be provided by CVUSD. Most athletic teams will be transported by either school bus or charter bus. These buses are assigned based on availability; we are not able to request charter buses. In some cases coaches are permitted to drive athletes in district issued vans to competitions. Coaches must be cleared through the district in order to drive these vans. The coach needs to fill out proper paper from risk management, which includes a copy of your DMV report and copy of your car insurance. In no circumstance should a coach take an athlete in their personal vehicle without proper clearance. If parents are driving any athletes other than their own child to a competition, they must be cleared through the district office. The form is on the district website under risk management. The athletic department strongly encourages all students to use the district transportation for all sporting events. In the event that a student needs to be transported by a guardian, the athletic department must receive written notification prior to the event. A 1465 form needs to be on file in the athletic office. The 1465 form can be picked up at the athletic office or parents may download the form from the CVUSD website. See attached examples of the 1465 forms page 18, 19 and 20. Follow the flow chart per district.

b. Overnight Student Travel

In accordance with board policy, all overnight trips and trips that are 250 miles one way must be board approved one month prior to the date of travel. See the examples of the travel forms on page 21.

c. Weekly Transportation

The athletic department will setup dismissal times and departure times for all competitions that require travel. The coach needs to check Home Campus website a week in advance to check dismissal and bus times. The Home Campus website is the athletic department reference point. This website can be accessed by viewing athletic schedules from the Chino Hills Athletic website. It is imperative that all coaches communicate this information to the players and parents at all levels. If an error exists, it must be brought to the attention of the athletic department immediately.

d. Reporting Scores.

At the end of every game the coach needs to input the scores into the Husky Athletic website. www.chhuskies.com. This input will automatically post all varsity scores to Home Campus, build a game article on our site, tweet the score and send the score directly to the Daily Bulletin. Posting on Maxpreps is optional but also recommended.

Tournament results and game times must be reported to the athletic department by email or phone call immediately following the end of a game. Failure to do so may result in transportation delays for the next game.

XI. Logo Information

Only approved logos and colors are to be used by Chino Hills High School athletic teams. If a team fails to meet this requirement, they will be forced to reorder uniforms or team gear at the team's expense. Uniforms already in stock are okay to use at this time but at the time of replacement, the new logo needs to be used. See the attached logos for future ordering. See pages 19 & 20.

Our School colors are: Navy Blue, Forest Green, & Silver (accent color) please order your uniforms and spirit wear accordingly.

XII. Finances

a. **ASB**

All clubs and sports have access to an **ASB** account. This account is to be used for all monies that are earned through fundraisers or donations. Head coaches can access this money by getting purchase orders or check requests through the finance office. Purchases through this account must be approved by **ASB 30 days prior** to the purchase. See the example of a purchase order form on page 24. Summer purchases should be submitted prior to the end of the school year.

Please make sure you follow up with the finance office on all check requests after they are submitted. All money collected should be issued receipts (you will need to pick up a receipt book from Stacy) all deposits should be made immediately and funds should not be taken home or kept in vehicles. See the example of a deposit form on page 25. Any other questions with Finances please contact Stacy Daniels @ ext. 5455 stacy_daniels@chino.k12.ca.us

b. **Booster Subcommittees**

Booster subcommittees such as Football boosters, Baseball boosters, and Aquatic boosters are designed to support the athletic program. Boosters subcommittees operate under the guidelines of General boosters. General Boosters are a separate ran organization and are not apart of Chino Hills High School. Therefore each subcommittee is also separate from Chino Hills High School. The head coach of the athletic program needs to be well informed of all booster club activities. The booster program governs all money and expenditures must be approved though them.

XIII. Varsity Head Coaches- Pick up your end of season packet in the Athletic office. All items need to be turned in 3 weeks before banquet. Coach Responsibilities, ASB account: get a receipt book, turn in money, open POs, fill out check requests with invoice, and pay for tournaments.

XIV. Chino Hills High School Athletic Training Office

Athletic Trainer Ms. Akacia Ford

Room 165 Hours 11:30AM - 7:00PM, Monday-Friday

Email - akacia_ford@chino.k12.ca.us

* Coaches send your injured athletes to CHHS Athletic Training Room 164. Ms. Ford will communicate back to coaches and or parents of athletes. When an athlete is hurt please send another player with them to the training room.

* All athletes need to have medical insurance information on file. Completing athletic clearance.com

* New concussion return to play protocol - see page 26&27

* Season of Sport Calendaring: Tryout dates need to be given to the athletic department.

* Once teams are set, rosters need to be submitted to athletic office with student's full legal name and grade level. If athletes are dropped or added to the team the athletic office needs to know as soon as possible. **DO NOT** drop an athlete without consulting the athletic office.

* Weight room training time may be booked for both during season and off-season workouts. Contact Larry Moore in the Physical Education department. Also see Mr. Moore for team uniforms and equipment check outs.

* Hazing is not allowed. Any player or group of players found to have been involved with the planning or involvement of the hazing act will have consequences to be determined by administration.

Please give the code of ethics to all your athletes to sign and turn them into the athletics office. Pg. 28

Sign and return the coaches code of ethics to Jeff Schuld at the end of this meeting. Pg. 29

Coaches Check List:

Turned in tryout dates: _____

Turned in rosters: _____

Turned in athletes code of ethics: _____ (page 25)

Turned in coaches code of ethics: _____ (page 26)

Receipt book from Stacy: _____

Met with Stacy re: ASB account: _____

Met with Boosters: _____

Opened P.O's _____

Turned in check requests for tournaments: _____

Ordered uniforms: _____

Ordered spirit wear: _____

Turned in all 1465 travel forms: _____

Picked up end of season packet: _____