

Piedmont High School Athletics Handbook for Parents and Students



Introduction

Athletic competition in the high schools throughout the United States is an American tradition and institution. Piedmont High School recognizes the interest in and enthusiasm for athletics that are shown by our students – both those who participate on the various teams and those who participate as spectators. Therefore, efforts must constantly be made by the Piedmont administration and faculty to keep the athletic program at its best in order to maintain PHS's heritage and tradition.

PHS is proud of its long athletic tradition. It is one which not only has been a winning tradition, but one which has, through the years, worked to instill values which apply not only to athletics, but to all of life in the student-athlete. Piedmont athletics means much more than merely winning: loyalty, pride, and integrity are virtues the Piedmont coach tries to instill in the athletes. The Piedmont athletic program must be filled with coaches who not only know how to coach a sport, but how to respect and teach the values exemplified at PHS.

The PHS Administration believes that the scope of athletics involves the coaches, the athletes, the school, and the community. It is necessary, therefore, that coaches, parents, and students know what is expected of them, not only during the season, but also throughout the school year.

Piedmont High School Mission Statement

It is the mission of Piedmont High School to provide quality preparation that challenges students to achieve honorably and realize their present and future potential. Four assets support this mission and high academic standards:

- A qualified, inventive and student-oriented staff;
- A generous, involved and supportive parent community;
- A K-8 program that prepares students effectively for the rigors of high school;
- A bright and motivated student body of high schoolers who are diverse in their talents and their contributions to our educational setting.

“Achieve the Honorable,” the long-standing motto of Piedmont High school means that all students demonstrate academic and personal integrity in their work. Being honest in all situations promotes learning, supports growth in intellect as well as character, and signifies each student's responsibility to respect peers, teachers, staff, and the administration.

PHS Athletic Philosophy

Athletic Programs is offered to students at Piedmont High School within the context of a larger educational system. The importance of academics is placed ahead of all extra-curricular activities. The athletic program is broad-based, supporting a variety of student interests. It encourages active student participation and respects the collaboration of students, staff and parents.

Interscholastic sport is a voluntary program. Thus, participation in PHS athletics is a privilege, not a right. Accompanying that privilege is the responsibility to conform to standards established for the PHS athletic teams. The privilege may be revoked when the athlete fails or refuses to comply with those standards.

PHS believes that participation in athletics, both as a player and spectator, is an important part of the educational experience. Such participation is a privilege that carries with it responsibilities to one's self, team, student body, school, and community. When participating, the athlete's conduct represents all these groups.

Athletics at Piedmont High School promotes lifelong learning experience through competition, physical skills, knowledge of the game, and teamwork:

- Foster development of sports skills and knowledge, game ethics and sportsmanship.
- Provide healthy competitive experiences for students.
- Develop physical fitness, mental alertness, moral qualities, social skills and emotional maturity.
- Provide diverse sports opportunities and experiences that enrich the high school experience and promote carryover to college sports and/or leisure time activities.
- Foster the concept of teamwork: mutual respect, responsibility, cooperation, positive interaction, commitment, communication, and sportsmanship.

PHS Athletic Administrative Goals

- Provide equal opportunity for all students to participate on athletic teams.
- Exemplify and require good sportsmanship by coaches, players and spectators at all times.
- Communicate responsibility and clearly to administrators, staff, students, parents, the news media and other schools.
- Administrate the athletic department responsibly and effectively.
- Support all rules and regulations specific to Piedmont High School, the WACC, the North Coast Section and the California Interscholastic Federation.

History

In the early 1920's, Piedmont students attended Oakland High School. By 1921, the Casino in the park served as a classroom while the Piedmont Church provided an "auditorium." Piedmont's first school housed 389 students. In 1922, the school board recognized the rapid growth and designed the school for 600 students. By 1929, the new school had over 1,100 students. School traditions were established early with the "Highlands" Scottish theme reigning over the school.

School Shield



The shield of Piedmont High School symbolizes the ideals and spirit of the school. These should be familiar to every student and to that end, the following description is given:

At the left hand edge of the scroll at the top of the shield is a winged sandal. This characterizes the athletic ambitions of the school. In classic mythology, the winged sandal enabled its possessor to perform unusual physical feats. The winged sandal provides inspiration for PHS athletic teams to triumph over opponents.

The classic torch of learning at the right edge of the scroll symbolizes intelligent leadership through scholastic achievement. It represents the idea that if one is to lead or serve others, s/he must possess the light of intelligence and truth.

In the left hand triangle, the helmet of knighthood represents a valorous manhood who is responsible for the preservation and perpetuation of the arts and sciences (so the helmet of knighthood stands as an inspiration to the Piedmont boys to achieve, personally, in their day, the ideals of Medieval Knighthood).

In the right hand triangle is a characterization of Minerva, the classic example of noble womanhood. Minerva represents wisdom and is an inspiration to the Piedmont girls to achieve the highest of noble and intelligent womanhood.

The stripes and bars are represented on the shield in the school colors of royal purple and white. White represents purity and suggests that Piedmont High students will strive to be pure in thought, speech, and act. Royal purple symbolizes legality and suggests to all Piedmont students the necessity of learning to rule their lives and ambitions by the mastery of their thoughts and actions.

The open book of learning at the lower edge of the shield sets forth the idea that knowledge and information, the great secrets of life and the world, are open to those who will learn. It

challenges students to make every effort to master thoroughly the lessons each school day brings. Upon the book is inscribed the motto of Piedmont High School, "Achieve the Honorable."

Scottish Theme

When Piedmont High School was first organized, a Scottish theme was chosen to base the school traditions upon for the following reasons:

- Piedmont is situated on a highland, just like one would find in Scotland.
- The Scottish have never been conquered by an invading force; a quality that Piedmont High School would instill in its school spirit.
- The Scottish prudence and view to the future, which served to inspire Piedmont students to plan and prepare for the future.

Based on the theme, the following names were chosen:

The Highlander = School newspaper

Clan-O-Log = Yearbook

The Piper = Food service

The Lassies = Scottish Dancers

School Song

(To the tune of "On, Wisconsin")

*We are Piedmont's fighting clansmen,
Bold and bonny bunch!
We eat thistles for our breakfast,
Granite for our lunch,
Munch, munch, munch....*

*We are Piedmont's fighting clansmen,
Come from highlands brown...
So fight, Piedmont,
Fight till every foe is down!*

Athletic Organization Structure

Rich Kitchens

Principal

Jeff Peters

Athletic Director

Fall Sports: Football = V, JV, F
Girl's Cross Country = V, JV
Boy's Cross Country = V, JV
Girl's Volleyball = V, JV
Girl's Tennis = V, JV
Boy's Water Polo = V, JV
Girl's Water Polo = V, JV
Girl's Golf = V
Cheerleading = V, JV

Spring Sports: Boy's Track & Field = V, JV
Girl's Track & Field = V, JV
Boy's Swimming = V, JV
Girl's Swimming = V, JV
Boy's Golf = V, JV
Boy's Tennis = V, JV
Boy's Lacrosse = V, JV
Girl's Lacrosse = V, JV
Baseball = V, JV
Softball = V, JV

Winter Sports: Boy's Soccer = V, JV
Girl's Soccer = V, JV
Boy's Basketball = V, JV, F
Girl's Basketball = V, JV
Cheerleading = V, JV

Athletic Trainer
Weight Room Supervisor
Strength & Conditioning Coach

Responsibility of the Athletic Director:

The Athletic Director's responsibilities are to provide leadership and direction in the interscholastic athletic program. Questions concerning coaching responsibilities, athletic events, eligibility, equipment, facilities, and finances should be directed to the Athletic Director.

Duties include:

- Works under the direction of the Principal
- Supervises and coordinates the PHS athletic program
- Develops the overall budget and manages the budget, receipts of funds and invoices and payment of invoices
- Assists coaches with purchase, distribution and collection of uniforms and equipment
- Recruitments, interviews, and recommendations of coaches to the Principal.
- Represents PHS at all league Athletic Director meetings
- Represents PHS at all Booster's meetings
- Administers all interscholastic policies and procedures working with the confines of the rules and by-laws of the WACC, NCS, and CIF.
- Evaluates coaches sufficiently in order to make future recommendations in terms of expectations and to make recommendations to the administration as to coaching assignments.
- Assists coaches with all athletic schedules and distributes to the administration, teachers, and other appropriate staff.

Responsibilities of the Athletic Director ...continued

- Obtains team rosters and distributes to administration, teachers and other appropriate staff.
- Recommends improvements to the athletic facilities.
- Attends home games when possible. When possible attends contests at the section or state level.
- Acts as tournament director/manager for all league or sectional playoffs involving PHS facilities.
- Assists coaches in organizing the assigning of officials.
- Assists coaches in rescheduling of athletic events.
- Assists coaches with scheduling of contests
- Resolves conflicts that may develop within the athletic department
- Maintains all student-athlete rosters
- Arranges commercial transportation when needed
- Communicates regularly with the principal
- Administers the NCS Scholar-Athlete recognition program
- Fosters good school, league and community relations
- Facilitation of pre-season coaches meeting to discuss duties and responsibilities.
- Assists coaches with inventory, purchases and storage of equipment and uniforms
- Assists with management of team managers, scorekeepers, statisticians, clock operators, and announcers.
- Assists coaches with set-up and storage of game equipment
- Assists with gate control as needed at sports events
- Coordinate with PUSD Maintenance staff and custodians for preparation of sports facilities
- Assists coaches with fundraising plans and events as needed
- Monitor the collection of gate monies and fundraising monies

Responsibilities of the Varsity Coach

The role of the coach is to teach lifetime lessons in a manner that is compatible with the Mission of Piedmont High. Coaches, through their own behavior and preparation, must instill values such as sportsmanship, teamwork, dedication towards a goal, sacrifice of one's personal gain for a team goal, self-discipline, and dealing appropriately with both success and adversity; coaches must not sacrifice these principles for better athletic performance or greater athletic success. Coaches must be aware that the values taught through athletic participation extend beyond the athletic field; coaches concern themselves with a student-athlete's academic, mental, and social growth. Coaches are demanding of their student-athletes behavior both on and off the field and never lose sight of their responsibility as role models and teachers. Coaches help their student-athletes realize that it is a privilege to participate in athletics and that appropriate conduct both on and off the field is imperative in retaining that privilege.

Head varsity coach of a sport has overall responsibility of all levels of teams of his/her sport: strategies, systems and placement of players on squads; fundraising; scheduling.

Duties include:

- Provide a balanced program which includes coaching the student athlete for lifelong skills. The coach should consider the skill, knowledge, fitness, social, and psychological aspects.
- Develop individual and team goals which motivate athletes to be well disciplined, communicate effectively, perform to the best of their ability, models good sportsmanship, and allows for leadership opportunities.
- Supervision of Team Members – Coaches are to set the expectation that their team members conduct themselves as ladies and/or gentlemen at all times. Each Coach is responsible for each student under his/her supervision at all times. Coaches are held responsible for the conduct of students under his/her care during all practices, weight rooms, games, road trips, locker rooms, and overnight trips. The coaches main concern should always be the physical well-being of each student under his/her care.
- Cooperation with other PHS coaches and adversaries-cooperation and flexibility are essential parts of the school athletic program. Coaches should cooperate with the coaches of their own sport and those of other sports on campus. Cooperation efforts should be given to parents, boosters, officials, media, administration, the AD, and community members. A stronger athletic program leads to stronger individual teams.
- Equipment – Each coach is charged with the responsibility of monitoring students to insure that they take care of issued uniforms, equipment and supplies. The coach is responsible for the collection and return of all uniforms, equipment, and unused supplies at the end of the season.
- Officials – Coaches are to set the example of respecting and supporting game officials at all times and sending their schedules to the appropriate officiating association.
- Organization – Coach should be well prepared for a variety of situations and events. Keep in mind media, meetings, transportation, schedule, and other levels of your sport.
- Communication – effective early communication between all parties is highly emphasized. This includes school, media, parents, athletes, and coaches.
- The main office cannot answer the questions of parents, students, and opposing coaches without up-to-date knowledge of the team's schedules. The attendance office cannot keep

the record of your team members clear if it does not know when they should and should not be dismissed. Please follow these guidelines to assure communication and record keeping:

- Email all last minute schedule changes, including changes in time and place to an AD Jeff Peters and Latanya LLoyd. Please email all changes in at the earliest time possible. If you see incorrect information printed in any paper or bulletin call in the mistake and correct the mistake immediately.
- All schedules must specify a dismissal time. If at all possible, your dismissal time should coincide with our bell schedule. Because of the block scheduling you must strictly enforce the dismissal time with you team so to avoid unnecessary cuts from class. The Athletic Director must approve dismissal times before the coach distributes the information.
- Policies – The coach should have knowledge of and be prepared to enforce all school and district rules, activity codes, WACC, NCS, and CIF rules and regulations
- Evaluation – All varsity coaches will be evaluated at the end of the season. At the end of each season the athletic director, principle, and coach will go over player evaluations from all student athletes. Coaches are to help facilitate player evaluations at the end of their season.
- Medical emergency and injuries – The coach is responsible for basic first aid care, summing emergency medical care and referring athletes to the athletic trainer and doctors when appropriate. All coaches need to be CPR certified.
- Security – It is the responsibility of every coach to closely monitor the security of school facilities. It is incumbent upon each coach to ensure that all facilities are locked after use, all equipment is returned to its proper storage facility, and the storage facility is locked. Any coach conducting practice on weekends and holidays must make arrangements with the Athletic Director.
- Use of School Facilities – Coaches should obtain a “Facility Use Permit” from the Athletic Director to schedule the use of any facility. The high school is heavily used by the community and scheduling of building and facilities is a necessity. The Use Permit must be in your possession while using the facility. This permit will be emailed to you by the AD. Off-season “open gyms” or other uses of school facilities must be approved by the Assistant Principal who will verify with the Athletic Director and an appropriate Use Permit secured. You should plan on submitting a use permit for in-season 5 months in advance to the Athletic Director. Verification of insurance and payment may be required for out of season use. All non-PHS activities should go through Terra Salazar in the district office.
- Conduct of Coaches – Coaches at PHS are expected to serve as role models in displaying appropriate behavior for and towards players, officials, parents, opponents, and spectators.
- All coaches must be fingerprinted, CPR certified, and NFHS certified by the **first day of practice/tryouts**. It is the responsibility of the V head coach to make sure all of these things are taken care of by assistants/JV coaches. If a coach has not covered the requirements of their contract, they will not be able to coach until they are completed, and will not be paid. This includes all new assistants and volunteers. (<http://www.nfhslearn.com>)

Player Commitment & Responsibilities

The commitment of an athlete is a tremendous undertaking. Commitment is that person living inside the student athlete who is proud of making the team but who also knows that making the team is not enough. The committed player wants to contribute, wants to play, wants to be as good as he/she possibly can be. And the committed athlete wants to win. Toward that end, he/she is going to work as hard as he/she can and give his/her all. The committed athlete knows he/she will have to sacrifice. Commitment is that person living inside the player who gets him/her out to practice when others are going home after school. Piedmont high athletics challenges its athletes to make a commitment. By the very act of committing him/herself, the athlete contributes to the team and his/her own growth. The athlete is signing up for a daily challenges. The athlete is being pushed to conquer new demands that the individual, team and coach have placed upon them.

TRUSTWORTHINESS

Trustworthiness Be worthy of trust in all I do.

Integrity Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

Honesty Live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability Fulfill commitments; do what I say I will do; be on time to practices and games.

Loyalty Be loyal to my school and team; put the team above personal glory.

RESPECT

Respect Treat all people with respect all the time and require the same of other student-athletes.

Class Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

Disrespectful Conduct Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education Be a student first and commit to getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role-Modeling Remember, participation in sports is a privilege, not a right; and you are expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

Self-Control Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

Player Commitment and Responsibilities ... continued

Healthy Lifestyle Safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco, drugs and performance-enhancing supplements or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game Protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

Be Fair Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others Demonstrate concern for others; never intentionally injure any player or engage in

reckless behavior that might cause injury to myself or others.

Teammates Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

Play by the Rules Maintain a thorough knowledge of and abide by all applicable game and competition rules.

Spirit of Rules Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Parent Commitment & Responsibilities

PHS is very pleased that your child has chosen to participate in the school's athletic program. The expectation is that this will be a positive experience for your child. An important ingredient in achieving this outcome is to ensure lines of communication are developed to allow for resolutions of questions before they become issues. As a parent you have a right to know what expectations are placed on your student. A **Coach / Parent Preseason Meeting** should provide you with the following information:

- Philosophy of the coach/program
- Schedules and practice times.
- Team requirements and rules.
- Injury procedures.
- Participants code of conduct
- Team budget and donation requests
- Fundraising opportunities

Avenues of Communication

There are situations that may require a **conference between the coach, the athlete, and the parent**. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern.

- When appropriate your child should first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach. The student-athlete must be present with the parent during the parent-coach meeting.

Times to be avoided:

- Either immediately prior to or right after a contest
- During an active practice session
- During a time when other students are present or when the discussion is readily visible by others
- When it is apparent that there is not sufficient time to allow for a complete discussion

Note: During the above situations a student should set up a time to meet with the coach.

- If the parent(s) need further discussion on the issue, the Athletic Director is the next contact.
- If a satisfactory resolution cannot be reached, the Principal is the next person a parent should contact.

Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times generally does not work well for any of the parties involved.

The following are appropriate concerns to discuss with coaches:

- Advanced notice of schedule conflicts.
- The treatment of your son / daughter.
- Ways to help your son / daughter improve.
- Concerns about your son / daughters behavior.

The following matters should be left to the discretion of the coaches:

- Playing time.
- Decisions regarding which athletes make or do not make the team.
- Team strategy and play calling.
- Other student athletes' conflict issues.

Please understand that participation in the athletic program is a privilege, not a right. We expect parents to support the concept of "being a student first", to represent the school, coaching staff and team with honor, and to set a good example for your child.

Game Behavior

The parent will not engage in any disrespectful conduct of any sort, including profanity, gestures, offensive remarks of sexual or racial nature, trash-talking, taunting and other actions that demean individuals, the school or the sport. The parent will expect their child to do the same.

Please understand that we expect that parents will not coach from the sidelines. Parents need to exercise self-control and not publicly question an official or referee's judgment or integrity. Please support every member of the team as if they were your own child. Parents are expected to reinforce the school's drug and alcohol policies.

9TH GRADE PARENT TIPS FOR SUPPORTING YOUR STUDENT-ATHLETES

- The biggest challenge for a 9th grader in sports is learning how to juggle sports with academics or sports with academics and performances and/or other outside interests.
- Participating in a sport forces students to practice managing their time. Check your assumptions that students might be doing well at this; don't leave it to chance.
- Watch for signs of over-emphasis on sports. Some kids put all their priority on the sport and will even exaggerate or amplify what the coach says she or he expects. They get trapped in some pretty bad patterns, such as sleeping overmuch. Athletes need support in problem-solving to set boundaries.
- Sports equates to self-esteem for many students, but there are academic standards. According to the Education Code in California, students must earn a 2.0 GPA each quarter to participate in athletics. There is no probation for academic problems. When the sports/academic conflict gets too far along, it is impossible to pull it back academically. Parents and coaches need to work with athletes on the front end of the season to establish reasonable participation patterns.
- Sports can be very emotional and personal to adolescents. Somehow they need reinforcement for the concept that academics are the reason for high school and that athletics is enrichment and part of being the well-rounded student...not the reverse.
- Sportsmanship is guided by good modeling from the coaches but also by league codes, North Coast Section codes (Ejection Policy) and state codes (Pursuing Victory with Honor.) Athletes may be suspended from play or lose their place on a team for poor sportsmanship, infraction of school rules or poor attendance. School consequences are outlined in the Activities Code in the PHS Student and Parent Handbook. PHS athletes are held to high standards because they represent our school culture and they are acting as school leaders in their athletic role.
- Coaches are the heart of our program. Most PHS coaches are off-campus coaches, which means they do not teach or work in the district. Coaches are guided by the school, by the Bay Shore Athletic League, by North Coast Section and by the California Interscholastic Scholarship Federation.
- Coaches spend a tremendous amount of time with athletes and generally become highly regarded by their players. They are passionate about their sports and committed to working with PHS athletes...they have full-time jobs in addition to coaching and they are human!
- Coaches communicate with parents in a variety of ways, including parent meetings and a variety of written communications. If you have questions about coaching style or decisions, the principal asks you to first contact the coach and have a discussion before calling an athletic director or the principal. Even though we all enjoy the role of the sideline coach, it is important modeling for our athletes to respect the judgment of coaches and engage in productive communication.
- The athletic directors and the principal attend some combination of practices and competitions as a way of understanding what's happening in each sport and how coaches

are performing. Coaches are familiarized with school expectations and a myriad of coaching details by the athletic directors.

- Most decisions about schedules and scheduling are not school decisions; most of them are the responsibility of the league or the North Coast Section when it gets to playoff competition. Most schools work out arrangements with each other around issues such as facility use, final exam schedules and opportunities for good parent attendance. Schedules get changed for many reasons...particularly the weather in the winter season. Parents sometimes need to “go with the flow” and expect last minute adjustments. It is helpful when families work out a plan for communicating about the schedule and schedule changes among themselves. Sometimes coaches make changes and neglect to inform the school office.
- Enrollment in Athletic PE as a sophomore does allow a student to substitute a school sports for the PE requirement. This is not the case with out-of-school sports such as crew or rugby which are not part of the state’s governance for state sports. Some specialty sports do fall into the category of “Independent PE Study” in the district; there is a comprehensive application available from the student’s counselor which must be submitted to the principal by August 15 for consideration.
- Some students play more than one sport. The rule for cross-over seasons is that athletes must finish the first sport before they engage in the next. Coaches understand the need for cross-over athletes to have a tryout opportunity and no penalty for joining a team late because of the preceding sport.
- 9th grade athletes will have a Class 6 and Class 7 in their schedules. Sometimes they will need to leave either class early for games; fortunately the block schedule rotates. There is no way to guarantee that athletes will not have an academic subject in conflict with a sports schedule. They are responsible for making up work and/or checking with teachers ahead-of-time to get their assignments or make arrangements for make-up tests. Coaches are not allowed to hold practice during G-day tutorials; sports competitions may inadvertently fall during a schoolwide tutorial day.
- Student athletes generally spiral up through their sport of choice, from freshmen teams in some, to junior varsity and then to varsity. At the frosh or junior varsity levels, the emphasis is more on building skills and learning how to function as a team. At the varsity level, the play is incrementally more competitive with the possibility of league playoff opportunities, section level opportunities and then on to the state level. The tighter discipline of the team, the stricter schedules and the higher sophistication of the sport know-how are characteristic of varsity play. There is a responsibility for contributing to the best competition possible in the league at the varsity level.

Medical and Emergency Procedures

Physical Exams

Each school year, every athlete must have a physical exam. The exam must be dated after May 15th of the previous school year (e.g., dated after May 15, 2012 for the 2012-13 school year). The physician must sign the Piedmont High school physical exam document stating that the student athlete is fit and able to participate in school athletics. This document must be submitted to the PHS main office secretary no later than the Wednesday before each season start date. Do not give the medical form directly to coaches. Copies of the form will be given to the head coach on the first day of practice. If an athlete plans on participating in two or more seasons of sport, the athlete must notify the main office secretary, stating what other specific sports the athlete will be playing during the academic year, so that copies of the medical form can be moved to the correct file. It is also recommended a back up copy of the medical form is retained for the student athlete's family files. After the season is over the coach should promptly return the copies to the athletic director unless the student athlete request the forms for themselves. The form can be downloaded from:

PHS Athletic Registration Webpage:

<http://www.piedmont.k12.ca.us/phs/athletics/registration.php>

Medical Insurance and Parental Permission

Each school year, every athlete must receive parent permission and must provide medical insurance information to participate in PHS athletics. This information can be submitted online at:

PHS Athletic Registration Webpage:

<http://www.piedmont.k12.ca.us/phs/athletics/registration.php>

Click on "Athletic Registration Website" to provide permission and insurance information.

If the student athlete does not have their own medical insurance they must purchase medical insurance through the California Interscholastic Federation.

\$325.00 Participation Donation

A \$325.00 donation for each season of play can be submitted online through Visa or MasterCard at:

PHS Athletic Registration Webpage:

<http://www.piedmont.k12.ca.us/phs/athletics/registration.php>

Click on "Athletic Registration Website" to complete the donation information and to pay online.

- The donation is voluntary but encourage.
- The \$325.00 donation is for Piedmont High School coaching stipends. Stipends are paid to coaches in lieu of salaries or wages.
- The participation donation is requested for each student and for each sport played.

- The donation is tax deductible to the extent allowed by law; please check with your tax consultant.
- Note: Some teams may request additional fees or conduct team fundraising for sport specific needs.
- In the event a student athlete does not make a team, the money will be reimbursed.
- Scholarships can be requested online.
- If requesting a scholarship, please still fill out information on registration website.

Procedures for emergency injuries to athletes

Home facility-In case of an emergency occurring at a home facility or local to Piedmont, the first step would be to quickly assess the injury to the athlete. Decide whether you have an airway, breathing, circulation or major bleeding problems which would require **immediate** medical assistance. Have a responsible student or adult call the local 911 emergency number or Piedmont's emergency dispatcher at 510.420.3000 while you attend to the student-athlete. Next assess for other medical issues or trauma and the need for medical assistance. Your next call should be to get a hold of the parents to inform them of the incidence and what is being done. Coaches should always error on the side of caution. You are not a medical professional, but a good citizen who should act in the best interest of the child. At the end of the incident it is the responsibility of the coach to fill out the Accident Report Form, which must be submitted to the principal within 24 hours. You must also call the principal as soon as possible of any serious injuries. Office phone # is 510-594-2625. In the case of aggravating injuries contact the parents and also send the athlete to the school trainer for immediate assistance.

Full Name:
List All Sports that Apply
FALL Sport:
WINTER Sport:
SPRING Sport:
School Year:

Piedmont Unified School District
Piedmont High School
PHYSICIAN SIGNATURE MEDICAL FORM
(Submit Form to PHS Main Office)

This examination form **MUST** be filed at the school *before the student may try out or participate in* interscholastic athletics. One physical examination per school year is required of all students participating in interscholastic athletic contests.

Age ____ Date of Birth _____ Grade _____

Examining Physician Section: NOTE: TO BE VALID, the Medical examination MUST take place after May 15th of the school year of participation. The physician is required to carefully review the above parent statements before examining the student.

1. List any significant illnesses that your patient has had/or has: _____
2. Does this student take any medicines on a regular basis? ___Yes ___No?
If "Yes," please list why: _____
3. Physical examination normal except for the following: _____
4. Patient's blood pressure: _____ Resting heart rate: _____
5. Date of last tetanus shot _____ (within past 10 years.) Allergies: _____
6. In your opinion, can this student participate in sports? ___Yes ___No
Any Exceptions? _____

Stamp or Print (Doctor Must Sign this Form)

Physician's name: _____ **Date:** _____

Address: _____

Phone Number: _____ **Signature:** _____

Parent's (or Guardian's) Signature

Date

Transportation

Bus

Bus transportation will be allocated by the Athletic Directors. Location, distance, number of athletes, time of day, and day of the week will all be considered. Buses are very expensive and will only be available on a limited basis. If the coach can manage to use parent carpools for all events that is ideal. The Athletic Director will let you know which trips the department will cover and if you can manage carpools instead please let the Athletic Director know as soon as possible so we can cancel the bus trip without being charged. Also in case of last minute match cancellation please contact the Athletic Director immediately so the bus can be cancelled with a minimum charge.

Parent Carpool

Parent carpool is the best way to transport the athletes. It is recommended that you organize this in advance, so that your team is not stuck at the last minute needing an extra driver or even having the coach drive. When organizing, do not count yourself as a driver so in case of emergency you can drive. It is suggested to have your Booster liaison organize the parent carpools. This is a large organization project that is best left to a parent. Make sure the Booster liaison is updated to changes in the schedule so carpool information can also be updated

Student Drivers

Student drivers are not to be used. In extreme cases students may be allowed to drive only themselves to practices or games. If this situation does arise, written permission from the Principal is mandatory!

In an emergency circumstance, and only with documentation, student drivers may drive other students. Each parent is asked on the health and insurance documentation whether they would allow other student drivers to drive their child to events. The parent must agree to allow this or this option is not a possibility. Again mandatory Principal written approval is also required.

Scheduling Use Permits

Contact the facility use coordinator (athletic director) for all permits for PHS athletic events (practice, games, clinics, banquets, etc.) For all other events not associated with PHS athletics, contact Terra Salazar at tsalazar@piedmont.k12.ca.us.

Piedmont recreation department facilities also need to have use permits filled out with the recreation department. Notify the athletic director if this is needed.

Swimming and water polo need to submit use permits in with the swim club across the street and request for pool time at other local facilities when the community pool cannot cover the team needs. Additional facility use must be discussed with the Athletic Director before use.

Golf team need to discuss game and practice regiment with the local clubs for use and fees associated with the use. Discuss with the Athletic Director before use.

Officials

Officials' organizations are contracted by the league and must be used for all home games. Contracts are usually for 2-4 years. If problem persists with the officials and the organization the coach should contact the athletic director. Game schedule should be submitted to the official's organization (by coaches) several weeks before the start of the season of sport so officials can be allocated. All changes must be called into the officials' organization by the coach with advance warning. Last minute changes should be seldom or because of weather conditions. This still must be done by noon, and communicated to AD as well. Whenever fewer officials show then contracted, contact the athletic director so the bill may be adjusted properly.

Good officials are hard to come by these days. We need to do our best to keep officials and to treat them with the proper respect that anyone who is trying to do their best deserves. Setting an example for your team, parent, and fans is a high expectation we have of our coaching staff. Unsportsmanlike conduct by a coach towards an official will not be tolerated.

Regulations Governing the Season

Schedules and Early Dismissals Requests

The Administration recognizes the need for early dismissal mainly for away events and occasional for home events. Submit schedules with requested dismissal times to the athletic director at least a week before the first game. The administration will review the schedules and approve them, which will allow the student athletes to have "excused" absence. It also allows us to distribute the information to all the appropriate staff. If changes occur during the season please advise the athletic director and dismissal coordinator as soon as possible.

Signups and Tryouts

No students may tryout, practice, or play with a team until his or her medical form is submitted to the PHS main office and all personal/contact information is submitted on the PHS athletic registration website. Please make a copy of the medical form to keep on file, before submitting.

Team information meetings should be held before the season starts. This allows athletes to let the coach know they are interested as well as get some basic information about the up coming season. Fall sports should have a meeting at the end of May the school year before. The incoming freshmen will have a separate meeting with the athletic directors during this same time. If coaches have information they wish to hand out or collect please contact the athletic directors in the beginning of May. Winter sports should hold their meeting in October. Spring sports should hold their meeting in the beginning of January.

Starting Dates

An organized practice shall be defined as a practice, which is attended by the coach and players and at which the coach directs, instructs, and drills the players, and or team. Organized practices are for league seasons and shall not begin before the seasonal starting dates.

Length of Tryouts

All student athletes should be given a tryout long enough for the coach to evaluate the player's talent and ability to contribute to the program. If the athlete is coming late from another sport or is trying out for two sports at the same time, accommodations should be made for an adequate tryout but a minimum requirement will no longer be imposed. Make sure to communicate with the freshmen about their specific tryout procedures in these circumstances. Any athlete that is participating in two sport tryouts should notify both coaches.

2 Sport Rule at PHS:

PHS Two Sport Policy (2012):

A student athlete is not allowed to play two sports during the same season. Example: You cannot play football and cross-country in the same fall season. However, a student is allowed to compete in a JV or Varsity sport in one season and start a JV or Varsity sport in another season, at the same time. However, the student athlete must complete their prior seasons obligation. Example: finish the girls varsity basketball season (winter) and begin the girls varsity softball season (spring). The student must inform his/her coaches at least a month in advance of the start of either season. This policy will only be upheld if both head coaches sign off in agreement on this form.

*This policy can be revoked by the PHS/MHS administration if the student's grades drop because of their two sport requirements.

*Please see 2 Sport Policy Document.

With or without the policy, every student athlete is guaranteed a tryout with his or her new athletic team.

Cutting from Teams

In many cases making a team at Piedmont high is very competitive. While some sports have a no cut policy, many others have a limited number of positions available. Therefore, the student athlete trying out for a team must realize that he or she may not make the team. Coaches should make sure that athletes understand the specific of their team's situation and what the coach is looking for out of the athlete during tryouts.

Cut list should be posted on the sports information board with who made the team or who is still in the running to make the team. A special notation should be made where athlete may contact the coach to ask why he or she did not make the team. Piedmont encourages its coaching staff to speak to these individuals especially with those athlete who were previously on the team.

Placing of Underclassmen on Teams and moving Underclassmen to Higher Levels

Generally Varsity is for juniors and seniors, Junior Varsity is for sophomores and Frosh is for freshman. Seniors must play on the Varsity team or must be cut. Frosh teams are only for freshmen. Bringing younger player up to the higher level teams must be considered very carefully. Every team will have different concerns and it is highly recommended that the coach discuss these decisions with the athletic director when the issue arises. Many factors need to be considered when making this decision.

Post-season play competition can also lead to bring younger athletes up to the next level. If the athlete is planning on going out for a sport for the next season of play, the athlete has the choice to not move up for post-season play. He or she must immediately go out for the next season sport once his or her teams' previous season is over.

Captains

It is recommended that the coach chooses the captains for the team. It is okay to have the team vote for captain, but sometime this turns into a popularity contest rather than someone who will lead the team in the direction that you want the team to go. Consider both options or a combination when choosing the captains.

It is important to bring the captains together with you on a regular basis to discuss how things are going and your expectations of them. The coach should guide the captains through their leadership role. This is a learning experience for the student-athlete. Assumptions should not be made that the student-athlete will always be able to lead in a fashion that is worthy or expected unless the coach teaches the captain properly.

Vacations

Your schedule of practices and games should take into consideration vacation days of the school. We want athletes to be dedicated to their team. They made a commitment for the season and the time, but family is also important. Many of our students are loaded with commitments and we want our student to have the opportunity to be well rounded individuals without being punished for it. Please take in consideration each individual circumstance of conflict and come to a decision with the athlete early in the season so athlete knows the conflicts immediately and the consequence of those choices. Each holiday during the season should allow for sometime that the student may be gone without being punished for it in any way. Include this information in writing to students and parents well in advance so problems can be understood early. The only holiday situations which you may require kids to be there if not and have consequences for them is in a playoff situations. The major holidays to consider are Thanksgiving week, Winter Break, February Break and Spring Break.

Awards

Here are the awards the school provides for the kids.

1. Varsity Letter. Each athlete should only get one of these throughout his or her career at Piedmont High. So if they were on another Varsity team they should have received a letter and will not get one from you. We have tried to put the correct amount of letters you will need but it is hard for us to keep track. If you have extras please return them. If you need more call in who still needs a varsity letter and the AD will take care of it.
2. Emblems should be given to Varsity member every time they participate on a Varsity squad.
3. Participation awards should be given to every student athlete every season they participate. Fill out, as you would like. Sometime you can find a parent who can write calligraphy to fill them out for you.
4. The scholar athlete awards are given to those students with an unweighted GPA of 3.5 and above. Fall is 1st quarter, winter is 1st semester, and spring is 3rd quarter. You have been provided with a list so you can fill out the certificates.
5. Varsity teams may also get a team scholastic certificate if their team has the highest GPA average in NCS. They will then get a scholastic team award for you to fill out. Sometimes these come later than the banquet, so if you know your team won we may not have the certificates yet to distribute.
6. You should also get league awards at the post-season meeting. All-league awards and League title banner should be supplied. Turn the banner into the school after your banquet.
7. Team awards are handled by the coach and must be part of your team budget.

Maps and Directions

Maps and directions to school are located at the front desk of the assistant principal secretary. You may go in and see her to make copies for convenience. Remember not all athletic events are held on the campus of the school in which you will be competing. It is always a good idea to double check times and locations with the school the week of the event.

Coach/ Parent Meeting

Preseason

It is very important to have a parent meeting at the earliest possible date of the final roster. Parents should have a chance to be well informed as the student athletes were. Coaches should assume that the athletes will tell the parents all information and athletes may don't always ask questions which the parents may want answers to. It is also important for the coach to be able to talk with parents directly and this is a good opportunity just as schools have back to school night for teachers, coaches schedule their own version of back to school night. The first step would be to have a parent interest meeting or at least send a letter to the parents of all the athletes who have signed up to try out a few weeks before tryouts begin. This should be a copy of all relevant paper work as well as an introductory letter with information similar to that you gave potential athlete at your preseason interest meeting for potential athletes. Make sure you include your number so parents may contact you with questions.

This is an example of an agenda of a pre-season meeting for the parents or topics to cover in your introductory letter to all potential athletes parents.

Example Agenda

1. Introduction and welcomes
Coaches, Support staff, Trainer, Athletic Director, Assistants
2. Procedures for selecting the team and how the cuts will be made.
Physicals, Insurance, Emergency Information, NCS Ejection, Code of Ethics
3. Determinants for the starting line-up and playing time.
4. Staff's coaching philosophy and style of play.
5. Exceptions for attending practice sessions, including those over weekends and holidays.
6. Responsibility for issued uniforms and equipment.
7. Procedures for reporting and attending to injuries.
8. Academic requirements for eligibility.
9. Expectations for sportsmanship by the athletes.
10. Responsibility of serving as a role model within the school.
11. Criteria for lettering and other awards.
12. Game and practice schedule
13. Parent responsibilities
14. Fundraising
15. Budget
16. Team Handbook

Parent Commitment & Responsibilities

PHS is very pleased that your child has chosen to participate in the school's athletic program. The expectation is that this will be a positive experience for your child. An important ingredient in achieving this outcome is to ensure lines of communication are developed to allow for resolutions of questions before they become issues. As a parent you have a right to know what expectations are placed on your student. A **Coach / Parent Preseason Meeting** should provide you with the following information:

- Philosophy of the coach/program
- Schedules and practice times.
- Team requirements and rules.
- Injury procedures.
- Participants code of conduct
- Team budget and donation requests
- Fundraising opportunities

Avenues of Communication

There are situations that may require a **conference between the coach, the athlete, and the parent**. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern.

- When appropriate your child should first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach. The student-athlete must be present with the parent during the parent-coach meeting.

Times to be avoided:

- Either immediately prior to or right after a contest
- During an active practice session
- During a time when other students are present or when the discussion is readily visible by others
- When it is apparent that there is not sufficient time to allow for a complete discussion

Note: During the above situations a student should set up a time to meet with the coach.

- If the parent(s) need further discussion on the issue, the Athletic Director is the next contact.
- If a satisfactory resolution cannot be reached, the Principal is the next person a parent should contact.

Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times generally does not work well for any of the parties involved.

The following are appropriate concerns to discuss with coaches:

- Advanced notice of schedule conflicts.
- The treatment of your son / daughter.
- Ways to help your son / daughter improve.
- Concerns about your son / daughters behavior.

The following matters should be left to the discretion of the coaches:

- Playing time.
- Decisions regarding which athletes make or do not make the team.
- Team strategy and play calling.
- Other student athletes' conflict issues.

Please understand that participation in the athletic program is a privilege, not a right. We expect parents to support the concept of “being a student first”, to represent the school, coaching staff and team with honor, and to set a good example for your child.

Game Behavior

The parent will not engage in any disrespectful conduct of any sort, including profanity, gestures, offensive remarks of sexual or racial nature, trash-talking, taunting and other actions that demean individuals, the school or the sport. The parent will expect their child to do the same.

Please understand that we expect that parents will not coach from the sidelines. Parents need to exercise self-control and not publicly question an official or referee's judgment or integrity. Please support every member of the team as if they were your own child. Parents are expected to reinforce the school's drug and alcohol policies.

Activities Code

Activities Covered by the Code

The Principal shall determine which school activities are subject to the activities code and shall make clear to each activity director, coach, club sponsor, etc. whether the code applies to his/her activity. The following considerations shall guide the Principal in making this determination:

1. All school sports as well as cheerleading are covered by this code.
2. All activities which are extra-curricular in nature are covered by this code. The principal shall inform all activity sponsors in a timely manner as to whether their particular activity is covered by the code.
3. Activities which include only occasional lunchtime meetings are not covered by this code unless so stipulated by the principal or the advisor of the activity. If, however, a club or activity of this nature participates in off-campus events in which students are representing Piedmont High School, student participation in the activity is covered by this code in two ways:
 - a. A student ineligible to participate in extra-curricular activities because of earlier violations of the code will not be eligible to participate in the club off-campus activity.
 - b. A student who violates this code in the course of participating in the off-campus activity will be declared ineligible for other extra-curricular activities as provided for in this code and may be declared ineligible for continued membership in the club at the discretion of the Principal.
4. *Attendance* at school dances, including the Homecoming Dance, Senior Picnic, Junior Prom, Spring Fling dance, the Winter Ball, and all other dances throughout the year is covered by the Activities Code. Students who are ineligible may not attend these events. (Attendance at the Senior Ball may be permitted to ineligible seniors by applying for probation through the Assistant Principal. No underclassmen are eligible for this process) Attendance as an audience member at athletic and dramatic events is not, however, covered by the code. Students who are ineligible to participate in extra-curricular activities are eligible to attend these events unless forbidden to do so for school disciplinary reasons not related to the activities code.
5. A student may not run for elective ASB office or try out for Spirit Squad if the student is ineligible at the time of the election or tryout. ASB officers who are declared ineligible may be removed from the ASB at the Principal's discretion.

Conduct

Students participating in extra-curricular activities assume responsibility for knowing and following this code and for accepting the penalties if they violate the code. Students participating in activities are expected to:

1. *Behave in ways that will bring credit and honor to Piedmont High School and to themselves, their teachers, coaches, parents and fellow students. Appropriate conduct is expected both on and off campus at all times. Students are expected to abide by the school's academic integrity policy.*
2. *Attend all classes regularly.*
3. *Play fairly and cleanly in athletic competitions. Students will follow regulations, cooperate with officials, and display good sportsmanship in both wins and losses.*
4. *Not use alcohol or illegal drugs.*

Eligibility

Participation in extra-curricular activities is a privilege extended to students who are progressing adequately toward their primary goals at Piedmont High School--the goals of getting a good education and of preparing for the pursuit of a higher education and/or a satisfying career. Eligibility for extra-curricular activities is determined by the student's grades and by student adherence to the code of conduct outlined below. Final determination of eligibility in any particular case is determined by the Principal.

Grades

To be eligible for participation in extra-curricular activities, a student must have met the following grade requirements during the last regular grade reporting period preceding the student's participation in the activity:

1. The student must have received a passing grade in courses representing at least 20 period units.
2. The student must have attained at least a 2.0 grade point average in all coursework attempted.
3. The student must not have received a "U" citizenship grade in more than one course.
4. In the event of an Incomplete grade, the conditional grade submitted by the teacher will be used in determining eligibility until the Incomplete is cleared.

A "U" citizenship grade in Library study hall is counted against a student in determining extra-curricular eligibility. Interim progress reports, whether positive or negative, do not affect eligibility, which is based solely on regular grade reports unless the student is eligible only on a probationary basis. (See "Probation," pages 32-34)

An equivalent course taken in summer school may help to re-establish eligibility if a 2.0 GPA is achieved when the grade for the made-up course is substituted for the grade which caused the student to have less than a 2.0 gpa in the first place. A "U" citizenship grade on the June report card may be cleared if the course for which the grade was assigned is repeated in summer school, and if the student's conduct during the course was satisfactory. An academic grade in an equivalent correspondence course may also be used to substitute for a poor grade in a regular course for purposes of determining eligibility. However, no correspondence course, whether taken during the regular year or summer school, can clear an unsatisfactory citizenship grade.

Prohibited Activities with Specific Penalties

Behavior: Behavior which in the judgment of the Principal seriously discredits the student or the school, whether this behavior is on or off campus, is prohibited. On-campus behavior which warrants suspension from school and off-campus behavior which warrants citation by the police will be reviewed by the Principal in order to determine whether the student's continued participation in extra-curricular activities is appropriate. In response to such behavior the Principal may impose penalties ranging from a brief suspension from extra-curricular activities to a full suspension from activities for current and/or future semesters.

Attendance:

1. Absences on the day of an event.

a. A student participating in extra-curricular activities may not have any unexcused absences on the day of an extra-curricular event in order to participate in the event.

b. Failure to attend at least 1/2 of a student's assigned classes prior to time for dismissal for the extra-curricular event, even when the absences from these classes are excused by the parent, will make the student ineligible to participate in the event. In compelling circumstances, the Principal may make exceptions to this rule.

c. For purposes of determining eligibility for extra-curricular events, excuses for eighteen year olds excusing themselves on the day of an event will not be accepted unless accompanied by documentation such as a medical appointment slip, etc.

d. These provisions will apply to events such as games or performances and not to practices or rehearsals unless the advisor of the activity is so notified in advance by the Principal.

e. Provisions a&b above will be monitored in the following way.

The administration will monitor student attendance on a spot-check basis on the day of an event and may declare a particular student ineligible for that day's event on the basis of the facts discovered. In making spot-checks, it is expected that particular attention may legitimately be paid by administrators to the attendance of students who have had a poor record of compliance with school attendance rules.

When a student is discovered to have violated a-b above and still participated in the event(s) in question in the previous week, the student will be declared ineligible for the next similar event. In the case of a sport, the next similar event will mean the next game in the schedule. In the case of a dramatic or musical performance, the Principal will exercise discretion in assigning a penalty, which may range from detention to a declaration of ineligibility for future dramatic or musical events.

2. Students will become ineligible for all extra-curricular participation at the quarter if 2 **unexcused** absences in any one class or 4 **unexcused** absences in all classes combined in a quarter. This provision will be monitored by the school administration in the following way: Any student who is in danger of being declared ineligible because of this rule will be notified in person, time permitting, by the school administration when one further cut will cause this rule to be enforced. This rule will then be enforced when a further cut has taken place after such notification has occurred. In the event the school administration has not issued such a warning, eligibility will be revoked without warning after a student accumulates 4 **unexcused** absences in one class at the quarter, or 8 **unexcused** absences in all classes in the quarter.

3. Whenever a student accumulates 4 **excused** absences in any one class at the quarter or 20 **excused** absences in all classes, the Principal may review that student's attendance, extra-curricular and academic record and will make a determination whether it is in the student's or the school's best interests for the student to be allowed to continue in extra-curricular activities. The Principal will consider the reasons for the absences and the pattern of the absences in making this determination.

Sportsmanship: Coaches and activity sponsors will punish minor violations of good sportsmanship themselves and will report serious violations to the Principal. The Principal may impose a penalty ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

Alcohol and Drugs: The school does not condone *any* use of alcohol or illegal drugs by students. The category of illegal drugs includes steroids not prescribed by a physician as well as such mind altering substances as marijuana, cocaine, LSD, psychedelic mushrooms, etc. The school also recognizes the difficulty of monitoring student use of these substances outside of the school day or outside of school events. Therefore the rules below address primarily the use of illegal drugs or alcohol that is broadly school related. The following specific rules will guide the school administration in dealing with use of alcohol and drugs by students involved in extra-curricular activities:

1. When the Principal is presented with convincing evidence that a student has done any of the following, the student shall be suspended from all extra-curricular activities:

- Possessed, consumed, or under the influence of alcohol in any amount or possessed, used, or under the influence of illegal drugs or possessed drug paraphernalia at any time during school or at any school sponsored event,

- Possessed, consumed, or under the influence of alcohol in any amount or possessed, used, or under the influence of illegal drugs on the day of an extra-curricular event prior to or during that event, even if such use did not take place during school,

- Possessed, used, or under the influence of illegal drugs or alcohol at any time on the grounds of any school in the Piedmont Unified School District, or

- Knowingly been present in a group of persons using alcohol or illegal drugs during the school day or on school or PUSD grounds at any time without immediately absenting him or herself from such a group upon discovery of such illegal use,

The following rules shall guide the suspension from extra-curricular activities:

a. Athletes will be dropped for the remainder of the sports season.

b. Creative arts performers in an *extra-curricular* creative arts program may be dropped through the final performance of that program.

c. School officers will be removed from office and from the leadership class.

d. A student not currently involved in any extra-curricular activities at the time of the infraction will be suspended from all extra-curricular activities for six weeks from the date of the infraction or from the date of the discovery of the infraction, whichever is later. If the suspensions referred to in lines a-d above occur with less than six school weeks left in the remainder of a season/activity in which the student *is* involved, the student shall also be suspended from any further extra-curricular activities until a date six school weeks from the date of the original suspension.

e. When students go on overnight events such as athletic tournaments, they are to understand that the entire trip from time of departure to time of return, whether by school bus or private vehicle, is part of the event, and any use or possession of alcohol or illegal drugs during this time will be deemed to be a violation occurring during school time. Rules governing chaperones' procedures on such trips and definitions of what constitutes possession of illegal drugs or alcohol may be found on page 17 of this handbook.

2. All directors of extra-curricular activities and all coaches *must* report all instances of alcohol or drug use (as outlined above) on the part of students involved in their activity or sport to the principal.

Use of Tobacco

The school strongly discourages the use of tobacco by students. Students smoking or chewing tobacco or using any products containing tobacco or nicotine on school grounds or at any school sponsored activity are subject to school discipline. They are also subject to whatever team discipline their coach or activity director may feel is appropriate because of the nature of their activity. They are not, however, subject to any exclusion from extra-curricular activities by the school administration unless their use of tobacco on school grounds results in their repeated suspension from school itself.

Probation

Under specific circumstances, three types of probation are available to students who have been declared ineligible. These are as follows:

Probation for Incoming Freshmen

Incoming freshmen with less than a 2.0 g.p.a. or more than one citizenship “U” on their final 8th grade report card who wish to participate in a sport may request a probationary eligibility period during the first quarter of their 9th grade year only. Interested freshmen may apply to the assistant principal for this probationary status. If granted probation, the student's behavior and academic progress are monitored until the progress report of 1st quarter. While the student participates in practices and benched during games permission to begin to participate in games will depend on the information on the progress report. Freshmen granted this status also do a minimum of one work detail for the team coach during this time. Details are available from the assistant principal.

Ineligible with Permission to Work Out with Team

Students who are ineligible for participation in athletic competition solely because of academic or citizenship grades are sometimes allowed to practice with the team even though they cannot suit up or play in the games or travel with the team if such travel means missing classes. Permission to do so must be sought first from the individual coach, and then from the Principal or designee, who shall determine whether it is in the student's or the school's best interest to permit this exception. If granted this permission, a student who becomes ineligible midseason and who is receiving P.E. Athletics credit for playing a team sport may, at the discretion of the principal, receive full credit. No partial credit will be issued for a partial season.

Regular Probation

All students who have been declared ineligible solely because of unsatisfactory citizenship grades or because of excessive unexcused absences may apply for probationary eligibility for extra-curricular activities under the circumstances outlined below. (Students with less than a 2.0 academic average may not apply for this probation.) The intent in establishing this probationary

system is to alter self-destructive student behavior or attendance problems in a positive direction while simultaneously providing for full student participation in extra-curricular activities.

1. A student may apply for probation for the current quarter if he/she has no more than 3 citizenship "U's" on his/her most recent report card. (This refers to regular quarter grades only, not to interim progress reports.)

2. A student may apply for probation for the current quarter if he/she has not been on regular probation at any time in the past two years or on freshman probation during the current year.

The application for regular probation shall consist of a letter written by the student and addressed to the Principal, stating

- (a) the reasons that probation is being requested,
- (b) why, in the student's view, he/she has received the unsatisfactory citizenship grades, or why the particular behavior or attendance problem leading to a declaration of ineligibility took place, and
- (c) how his/her behavior will be changed to avoid unsatisfactory grades in the future.

The letter must be signed by the student and by the student's parent or guardian. While the application is being considered, the student will be ineligible for participation in any games, performances, or events. The Principal will determine at the time of the application whether the student may or may not practice with the team while the application is being considered, if that is an appropriate issue.

The application for probation must be filed within one week of the original declaration of ineligibility (except in the summer when school is not in session), whether that ineligibility was declared on a schoolwide list based on grades posted for a regular grading period or was declared in the middle of a quarter because of excessive cutting or other behavior by a particular student.

The student's behavior between the declaration of ineligibility and the consideration of the application for probation shall be a factor in the Principal's decision whether to grant the probation. The intent of this aspect of the rule is to alter the student's behavior as soon as possible in midstream. It is hoped this will discourage a student with already poor attendance from continuing the poor attendance pattern for a long period of time before he/she applies for probation just in time for the beginning of a particular sports season or other extra-curricular event.

If the Principal grants the student's request for probation, he/she shall state in writing to the student the expiration date of the probationary period, the penalties which shall accompany the probation (such as being benched for a limited number of games or events), and the conditions under which the probation will be revoked. It is to be expected that the administrator will impose conditions pertinent to individual student problems and will require public service to the school or community throughout the sport or activity season from each student approved for probation.

A student who is granted probation will be monitored by the assistant principal for the entire sport or activity season. Students on probation will present to the assistant principal a weekly

evaluation of their work signed by each teacher. After reviewing these evaluations, the assistant principal will determine whether the student is eligible for the next game or event and will issue a permission slip to those deemed eligible, which must be presented by the student to the coach or activity director. No coach will permit a probationary student to participate in a game or event unless the student presents such a valid permission slip approved by a school administrator.

BSAL Notice Concerning Sportsmanship

The member schools of the Bay Shore Athletic League aspire to high standards of sportsmanship. Coaches, players, spirit squads, fans and school officials are responsible for safe and orderly athletic contests that promote fair play and healthy competition. In games, these expectations must be honored:

- Athletes are alcohol and drug free.
- Opposing teams receive respect.
- The integrity and judgments of officials are appreciated.
- Game rules are observed.
- Players, coaches, fans and officials exhibit composure.
- Contests are free of trash talk, taunts and abusive gestures.
- Spirit signs and cheers show only positive support for teams.
- Noise-makers are never used

Piedmont High School Athletic Department Transportation Policies

1. The PHS Athletic Department budgets \$12,000 total toward transportation costs for the fall, winter, and spring sports seasons.
2. Teams qualify for athletic department funding toward transportation costs by meeting the following criteria:
 - a. Each traveling team must consist of at least 30 student-athletes (this can be a combination of Varsity/JV athletes).
 - i. Frosh programs will not qualify toward the number of participants on a traveling team because of the extensive amount of time that the student athletes would be required to wait until their return home.
 - b. Considerations are also made for teams that must transport additional equipment that might not otherwise fit in carpools.

For the 2011 – 2012 athletic seasons, the following teams qualify for transportation funding from the PHS Athletic Program:

Team	Contests	Number of buses	Approximate Cost
Varsity Football	2	2	\$1200.00
JV Football	2	2	\$1200.00
Track & Field	2	2	\$1200.00
Cross Country	2	2	\$1200.00
Varsity/JV Boys Lacrosse	2	2	\$1200.00
Varsity/JV Girls Lacrosse	2	2	\$1200.00
Swimming	2	2	\$1200.00
Totals:	14 contests	14 buses	\$8400.00

With \$8400.00 in approximate transportation costs, this leaves a remainder of \$3600.00 in the budget. These additional funds will be used in the following manner:

1. To pay for transportation overruns for the scheduled contests.
2. To pay for NCS travel costs when needed/appropriate.

**Piedmont High School
Athletic Department
Transportation Policies**

3. Teams needing additional transportation services have the following options:
 - a. Use fundraising monies to secure additional buses.
 - b. Request funds from the PHS Athletic Boosters during their grant cycles.
 - c. Request funds from team parents as part of the initial team/parent meeting at the beginning of the season.
 - d. Carpool

4. If a team raises funds to secure additional buses, the coach and/or parent liaison must contact the athletic director to assist in ordering the bus. Please note that buses can range anywhere from \$500 - \$2500 depending on distance, time, and current gas prices.

5. To order any additional buses, please fill-out the form below and submit it to the PHS Athletic Director with at least 3 weeks notice. Buses get secured by a variety of organizations very quickly. We cannot guarantee bus availability. All bus orders must be submitted to the Athletic Director. He will process your request and order the bus. Team coaches and/or parent liaisons do not order buses.

Piedmont High School
Athletic Department
Bus Order Form

Team	Date of Contest	Destination (School and City)	Time of Departure from PHS	Time of Return to PHS	# of Occupants (including athletes and coaches)	Cost & Paid for By?
1.						
2.						
3.						
4.						
5.						

PHS Coach Checklist

Personnel Department:

1. If you are a new coach or a returning coach, make sure you talk to Kim Randlett and Suzanne Binder in the district office about the hiring process, paychecks, etc. Coaching contracts are one year contracts and must be completed each year prior to the start of tryouts.
2. All coaches, assistants, volunteers, or any other adults that come in contact with your players must be certified and fingerprinted. If you want to hire an assistant coach, please check in with the AD first.
3. The AD cannot collect your paychecks. If you are unable to collect your paycheck, give a self-addressed envelope to the district office.

Coaching Certification:

1. You must be certified as a coach (Fundamentals of Coaching) through the website: <http://www.nfhslearn.com>.

Team Parents and Team Liaisons:

1. Know your team Booster Liaison and know your Team Parents. Have team parent's help out with **fundraisers**, carpooling, team dinners, end of the year banquet coordination, **budget**, passing out and collecting uniforms, senior night, all important dates, etc.

Budget (ASB Funds):

1. Go over budget with Athletic Director-know how much money you can spend. **Nothing can be purchased without the AD's approval.**
2. Each team essentially has two accounts-a fundraising budget and a Team budget. The team budget is a certain amount from the district every year. This money does not roll over year to year.
3. Fundraising budget: this money rolls over year to year. It is always smart to have a surplus year to year in case you need to order new uniforms, etc.
4. Ordering equipment: After finding vendor, have them send the bill to Piedmont High School, 800 Magnolia, Piedmont, CA 94611, **Attn: Jeff Peters**. If you have equipment sent here and do not state "**Attn: Jeff Peters**," you may not get the equipment. I will pay bill when equipment is received.
5. If vendor will not let you buy equipment without paying after equipment is shipped and received, find a different vendor. **If vendor needs a PO from the district, find a different vendor.** This process takes too much time.

6. You must develop a budget. The budget should list all projected revenues and expenditures including fundraisers, tournaments, banquets, buses, what's expected from parents, etc.
 - Only expenditures listed on your budget sheet will be approved. All other expenditures, unless emergency equipment needs, will not be approved.
 - The AD **will not be able to pay for anything out of your account until the budget sheets have been received.** Once received, they must be approved, at which point the info should then be shared with all of your parents at your parent meeting illustrating what revenues are expected and what items will be purchased. This will help in anticipating how much parents will be asked to pay for their son/daughter to play your sport.
7. Budget must be approved by the AD before given out to parents.
8. Coaches cannot buy coaches gear with ASB funds.

Boosters:

1. Check in with AD before asking Boosters for special needs. Make sure team parent and liaison are involved.
2. Grant Cycle: Grants needs to be given to AD before each grant cycle (fall, winter, spring). Check-in with AD for these dates.

Concussions:

1. All head and neck injuries-do not let the athlete play until they have seen the trainer. Coaches must fill out an Incident Report document found in the main office for all head and neck injuries and submit to the principal.
2. Coaches, please make sure to have all of your players fill out the PHS Concussion Information Sheet found on the PHS website and attached the PHS Coaches Checklist #1.

Impact Testing:

1. Impact Concussion Testing-Schedule with the PHS trainer ASAP in room 48. All coaches must do this. Form can be found in the AD's office and is part of the "Coaches Checklist 1."

Incident Reports:

1. If a player receives a concussion, broken tooth, or blow to the head of any kind, please fill out an Incident Report found in the PHS main office. Please submit this to Principal Kitchens.

Tryouts:

1. Season overlap-players cannot attend two practices in one day, unless cleared by coaches. Please enforce this rule and make alternative tryout dates as needed.
2. All players should be given a chance to tryout. If it is late in the season, they most likely will not earn PE credit.

Fundraisers:

1. No fundraiser can take place without prior approval.
2. Before your season begins, you will need to develop a fundraising document and submit to me. The document should list the following information:

Type of Fundraiser
Date of Fundraiser
Projected amount to be earned
What players/parents/coaches are involved
3. Example Fundraisers to schedule: bake sale, car wash, clinic, etc., to build fundraising surplus. All money should be given to AD to deposit into your fundraising account.
4. The fundraiser document must be approved by the AD before given out to parents at your parent meeting.
5. **There can never be a financial responsibility for athletes to fundraise.**

Meetings:

1. You must attend all WACC coaches meetings-preseason to go over schedules and postseason to discuss All League players. **Know all meeting dates. Coaches are in charge of their own game schedules and making sure game times are accurate.**
2. Schedule a preliminary meeting with your players. Schedule a preliminary meeting with the player's parents. Discuss all important details of the year (budget, banquet, drivers, fundraisers, money parents expected to pay, bus costs if needed, uniforms, etc).
3. At preseason meeting, develop preliminary roster-have all players sign in.
4. Give preliminary roster to AD-email this information if possible.
5. At preseason meeting, remind all players they must turn in Medical Form to the main office and fill out information on the athletic registration website or they cannot participate. They will not be CLEARED to play.
6. Tryouts: Players cannot participate if they are not cleared to play. They can sit and watch practice.

7. Tryouts: You will be given a Tryout List through email of all students that are cleared to play. Any player not on the list cannot play.
8. If a player comes to practice and hands you a medical form, they can participate, but a copy must be given to the main office.
9. Contact all of your players who are not cleared to play. A Coach reminder is always helpful.
10. All students are guaranteed a tryout-even if they miss the scheduled tryout at the beginning of the season.

Rosters:

1. Make sure to give AD's your updated roster with student year (senior, junior, etc) before the first game. **(Please use template in this packet).**
2. Report any roster changes to your AD and to commissioner.
3. Submit all rosters to the NCS/CIF website.

Schedules:

1. Make sure to give AD's your updated schedule with **dismissal times** before the first game (a copy of an example schedule is included in packet). **Please use this as a template.**
2. Report any schedule changes to your AD and referees.
3. Submit all schedules to assignors (refs) at beginning of season.

Field Trips:

1. If students are traveling a long distance, staying over night, or missing a large quantity of school, please fill out a filed trip form, which can be obtained in the AD's office. The forms must be submitted to the principal. This must be approved before the season begins by the AD and principal and before any information is sent to the team. **All forms can be obtained from AD upon request.**
2. Forms:
 - a) Field Trip Form-all athletes and athlete parents need to fill out with signature. Document should be kept on you during trip at all times.
 - b) Request for Field Trip Approval Form-Must be filled out before season begins; itinerary and budget should be attached. Documents should be submitted to principal.

- c) Private Car Travel Check Form: Must be filled out by all drivers (students can not drive) and given to AD.

Forms:

1. At preseason meeting, remind all players they must turn in the Doctor's Signature Form (Med. Form) to the main office. Insurance information, participation information, and the \$325 donation by credit card can only be submitted online. Athletes will not be CLEARED to play if this is not completed. The Doctors Signature Form can be downloaded off the PHS website and athletic registration link is found on the PHS website as well.
2. Periodically, the AD will update coaches on medical forms submitted and who is cleared to play. Med. forms will be put in coaches boxes-please check your box each week and always keep the med. forms on you during practice and games.
3. Ejection forms will be given to coaches at the beginning of the season.

Captains:

1. Team captains: it is always smart to have a meeting with your captains on a weekly basis to discuss important team matters.

Transportation:

1. Transportation: If a bus is needed, please let your AD know a week or two in advance. Buses are expensive so carpooling is a cheaper, better resource. Only teams that fulfill the PHS bus transportation policy will be allowed to order a bus. All others must pay out of their own fund or submit a grant request to boosters.
2. If you have a surplus in your fundraising account, you may use these funds to order a bus. Ordering must be done at least two weeks in advance.
3. **Private Car Travel Check Form:** Can be obtained from AD. This form must be filled out by all drivers (coaches and parents, no students) and be given to AD to keep on file.

End of the year Banquet/PHS Awards:

1. Let the AD know the date of banquet so you get your Varsity Letters, certificates, and emblems.
2. All V and JV players earn certificates
All V players earn emblems
New Varsity players earn V P's (only if this is their first year of playing any V sport)
3. **Make sure to get all of the awards to your players.**

4. Campus facilities can be reserved for banquets/meetings through the AD.

Scholar Athletes:

1. At the end of each quarter, grades are gathered and GPA's are accumulated. The AD will submit information to NCS and scholar team and scholar athletes will be awarded. If this information is known before your banquet, you will be given the certificates, if not they will be handed out at school.
2. **Make sure to get all of the awards to your players.**

Evaluations:

1. At end of year, Coach Evaluations will be given to coaches to give to players. A player (captain) should return the filled out forms back to the AD. Please make sure the players have time to fill these out before or after practice.

Uniforms:

1. End of year, collect all uniforms and keep track of what is missing. Uniforms can be stored in dance studio.
2. Uniforms are purchased by team and should only be purchased if necessary and every 4-6 years.
3. Jacket/Hats/Etc.: Students should only have to buy one jacket over their 4 years in high school. The jacket should not be personalized-no number, no name. It should be generic so it can be bought from any company.
4. Uniforms can be stored at school by the AD (let the AD know) or by a team parent.
5. Have team parents assist with this process. Make sure all uniforms are accounted for. Let AD know if uniforms are missing and how much each missing uniform costs. (Students cannot graduate if uniforms are missing and/or not paid for).

Supplements:

1. No supplements of any kind.

NCS/CIF website and reporting scores:

1. Check NCS website to submit needed forms for playoffs.
2. Make sure you are registered on the NCS/CIF website. <http://www.cifncc.org/>

3. Report game scores to AD and to WACC Commissioner Dave Kiesel:
drkiesel@gmail.com

Keys:

1. If you were given keys, you must return all keys to the AD at the end of the season. **You will not be given another copy. Do not make copies.**

Hazing:

1. Absolutely **no hazing** of any kind. If you hear of anything put a stop to it ASAP and inform your Athletic Director. No player or players can be singled out.

Facility Permits:

1. Facility Use Permits should be requested through the AD. The AD will email you the permit once it is approved. Please keep the permit with you.
2. Keep the facility use permit with you during practice/games.

Student Athlete Eligibility:

1. No probation for students who use alcohol and drugs. They will be off the team. One time probation for grades under a 2.0.
2. **Make sure to check-in with the AD or vice principal about the ineligible list. It will either be emailed to you or put in your boxes in the main office every quarter. However, never assume that a player is eligible-be proactive and check-in with the AD, principal, or vice principal.**

Team Parents/Liaisons:

1. Make sure to always communicate with your team parent/liaison ahead of time to make sure everyone is on the same page. This is of utmost importance so all information is communicated to your players and parents and athletic director-they should help you formulating your fundraisers and budget.

Miscellaneous:

1. Review Piedmont High School Coaches and Parent Handbook and Coach Checklist.
2. Coaches can not use PHS parent or student addresses, e-mail addresses, telephone numbers, etc. as means to solicit for outside activities or events.
3. Make sure when entering tournaments you are aware if the teams you are playing are club teams or high school teams. Club teams are not allowed.
4. Communicate, be organized, be on top of all dates, be early or on time, and ask questions. **If a situation arises where a conference between the coach, the**

athlete, or the parent is needed, please refer to the “Avenues of Communication” page of the Piedmont High School Athletic Handbook.

Cutting Players:

1. If your sports will make cuts, please state this at your preseason meeting to players and make it clear to parents. If your sport has put together a policy document, it should reflect our school policy (coaches' handbook) and you should add something about cuts as well. Please let me see the document as well. When making the actual cut, please do it face to face with the reason why the player was cut and how they could improve.

Team Policy:

1. If you create a team policy document, it should reflect the PHS Coaches Handbook found on the PHS website under athletics. If you have questions about this, you can meet with the AD to put this document together. Before sending out the document, please email it to the AD for editing.

Coach Contracts:

1. How the process works:

- a. Varsity head coach notifies AD what coaches are coming back and if there are any new coaches.
- b. AD and principal fill out contract stating stipend fee for each coach. Form is signed by AD or principal.
- c. AD will put contracts in coaches' boxes and let the Varsity head coach know it is ready for pick-up.
- d. Varsity head coach disperses contracts to all other coaches in the program. On contract, coaches will circle 1, 2, or 3 stating how many times they want to be paid out of their stipend during their season of sport.
- e. Coaches will then submit contract to district office to Kim Randlett. (krandlett@piedmont.k12.ca.us).
- f. When submitting contract, coaches will need to verify they are CPR certified by showing certificate of completion or CPR card to Kim Randlett.
- g. When submitting contract, coaches will need to verify completion and/or start date of coaching certification from the <http://www.nfhslearn.com> website.



PHS Coaches Checklist



Important Contact Information

School Website:

<http://www.piedmont.k12.ca.us/phs/>

dlow@piedmont.k12.ca.us

510-594-2630

PHS Principal:

Rich Kitchens

rkitchens@piedmont.k12.ca.us

510-594-2625

PHS Sports Team Dismissal

Coordinator:

Che Adams

cadams@piedmont.k12.ca.us

Latyna Lloyd

Lloyd@piedmont.k12.ca.us

Vice Principals:

Karyn Shipp

kshipp@piedmont.k12.ca.us

510-594-2762

PHS Main Office Fax:

510-450-0425

Anne Dolid

adolid@piedmont.k12.ca.us

510-594-2647

PHS Main Office Number:

510-594-2626

PHS Morning Main Office

Administrative Assistant:

Barbara Broadnax

bbroadnax@piedmont.k12.ca.us

510-594-2630

PHS Athletic Director:

Jeff Peters

jpeters@piedmont.k12.ca.us

510-594-2744

Personnel Office

Suzanne Binder

sbinder@piedmont.k12.ca.us

WACC Commissioner:

Dave Kiesel

510-589-8084

drkiesel13@gmail.com

Kim Randlett

krandlett@piedmont.k12.ca.us

NFHS Fundamentals of Coaching

<http://www.nfhslearn.com>

Facility Use (for PHS programs only)

Jeff Peters

jpeters@piedmont.k12.ca.us

Facility Use (for all outside users)

Terra Salazar

tsalazar@piedmont.k12.ca.us

PHS Afternoon Main Office

Administrative Assistant:

Darlene Low

NCS/CIF Website: All important info for league and NCS can be found here.
<http://www.cifncs.org/>

BSAL Website: BSAL Schools Information and Contact Numbers
<http://bsal00.home.comcast.net/~bsal00/index.html>

WACC Assignors:

Baseball:

Northeast Bay Umpires Association
Fred McDonald
Fredmac38@sbcglobal.com
510-655-9762
510-912-2045
Chris Hack
umphack@gmail.com
510-703-2522

Basketball:

East Bay Basketball Officials
Association
Marcella Dobbs
mdobbs@ebboa.org
510-981-5122
Fax: 510-724-6939

Football:

East Bay Football Officials Association
Sam Moriana
510-521-4121

Fax: 510-521-8411
smoriana@comcast.net
fredmac38@sbcglobal.net

Soccer:

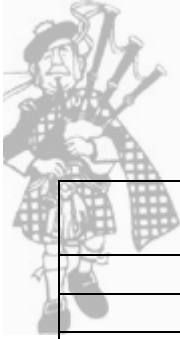
East Bay Interscholastic Soccer Officials
Sal Crespie
510-206-8615
Fax: 925-681-0920
scrispi@astound.net
Website: www.ebisoa.org

Softball & Volleyball

Mid-County Officials Network
Dan Hughey
510-301-2928
Fax: 925-937-7118
refumpoffmcon@comcast.net

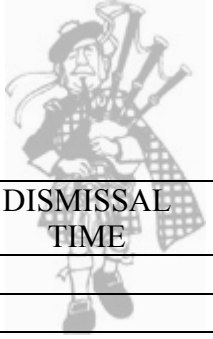
Eastshore Bus Company

eastshorecharterlines@yahoo.com
510-451-9042



PHS Highlanders

Schedule
Piedmont High School



DATE	Opponent	Time of Game	LOCATION	DISMISSAL TIME

Head Coach:
Email:
Contact:

Asst. Coach:
Email:
Contact:

Principal:
Email:
Contact:

Athletic Director:
Email:
Contact:



PHS Highlanders



Roster
Piedmont High School

Coach:
Email:
Phone:

Names in Alphabetical Order	Grade	Year on Team	Parents	Address	Contact #	Email



Piedmont High School

800 Magnolia Avenue • Piedmont CA 94611 • 510.594.2626

Achieve the Honorable



ImPACT Permission Form

School: Piedmont High School

Date of Activity: _____

Sponsor's Name: Piedmont High School Athletics

I hereby grant permission for: _____
(Students Name)

...to participate in the ImPACT testing program under direct supervision of the PHS Head Athletic Trainer. I understand that neither the Piedmont Unified School District nor any of its employees will assume responsibility for results or interpretation of any such ImPACT test. I also understand that neither the Piedmont Unified School District nor any of its employees will assume responsibility for any additional cost associated with the follow-up test or evaluation related to the ImPACT Program subsequent to my child's concussive injury.

Date

(Printed Name of Parent/Legal Guardian)

(Signature of Parent/Legal Guardian)

REQUEST FOR PHS BOOSTER CLUB FUNDING



Name/Description of Project:

Name of Applicant/Contact Person: _____

E-mail Address: _____ **Voice Mail:** _____

E-Mail Address: _____ **Voice Mail:** _____

Principals Endorsement: _____

Coach Endorsement: _____

Athletic Director Endorsement: _____

Program/Sport/Group to be Served: _____

Description of item(s) requested or project to be completed:

Explain the cost of the request:

***If possible, please attach picture of item.**

**Piedmont High School Athletic Department
Coaches Evaluation by Student Athletes**

Sport: _____ **Level:** _____ **Coach:** _____ **Date:** _____

Please answer the following questions honestly, expressing your true feelings about each topic. This evaluation is important to the success of our athletic department. We need accurate feedback that reflects your experience. There is no need to sign your name on this form. We appreciate your time.

Answer the following question about the program at Piedmont High.

	Poor /Average /Great		
1. Has the program helped to improve your fitness level?	1	2	3
2. Has the program improved your technique?	1	2	3
3. Have you learned about strategies?	1	2	3
4. Did the program provide adequate injury care and prevention?	1	2	3
5. Rate the team fundraiser?	1	2	3
6. Rate the team parent meeting at the beginning of the season?	1	2	3
7. Rate the team banquet at the end of the season?	1	2	3
8. How well were the program goals and expectations clearly promoted?	1	2	3
9. The program made you feel that winning was not the only thing?	1	2	3

Answer the following questions about your head coach at Piedmont High.

How well:

1. Did the coach encourage commitment?	1	2	3
2. Did the coach maintain team discipline?	1	2	3
3. Did the coach garner respect?	1	2	3
4. Did the coach act honestly?	1	2	3
5. Did the coach give feedback at practice?	1	2	3
6. Did the coach have a developed practice plan?	1	2	3
7. Did the coach give constructive game day and half time talks?	1	2	3
8. Did the coach give well deserved praise?	1	2	3
9. Did the coach give opportunities to players to make 1 st string?	1	2	3
10. Was the coach organized?	1	2	3
11. Did the coach have good attendance and punctuality?	1	2	3
12. Did the coach use effective communication skills?	1	2	3
13. Did the coach use appropriate language?	1	2	3
14. Did the coach show he/she was approachable?	1	2	3

15. Does the coach show interest in all the players in the program?	1	2	3
16. Did the coach model good sportsmanship?	1	2	3
17. Did the coach demand good sportsmanship from the players?	1	2	3
18. Did the coach interact with officials in a professional manner?	1	2	3
19. Did the coach interact with opponents professionally?	1	2	3
20. Did the coach maintain poise in unexpected situations?	1	2	3
21. Did the coach show enthusiasm?	1	2	3
22. Did the coach maintain your confidence as a player?	1	2	3
23. Did the coach maintain good team spirit?	1	2	3
24. Did the coach create a fun hardworking atmosphere?	1	2	3

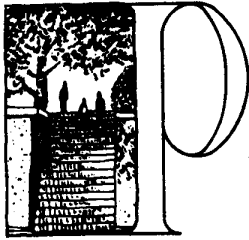
What would you like the coach to improve upon or change for next year?

What would you like to see sustained about your program?

What are the coaches strengths?

What positive and constructive criticism do you have about any assistant coaches?

Any Additional Comments:



PIEDMONT UNIFIED SCHOOL DISTRICT

PIEDMONT HIGH SCHOOL

800 Magnolia Avenue • Piedmont, California 94611-4087 • (510) 594-2626
FAX (510) 450-0425

RICHARD KITCHENS

PRINCIPAL • 594-2625
RKitchens@piedmont.k12.ca.us

ANN DOLID

ASSISTANT PRINCIPAL • 594-2647
ADolid@piedmont.k12.ca.us

KARYN SHIPP

ASSISTANT PRINCIPAL • 594-2762
KShipp@piedmont.k12.ca.us

Piedmont High School Coaches' Evaluation Form

Coach: _____

Date: _____

Sport: _____

Season: _____

You are meeting expectations as outlined for PHS Coaches in a manner that is:

_____ Satisfactory or Better

_____ Needs Improvement (Please see item #3 to review specific areas of improvement)

_____ Unsatisfactory

1. Please review the *Coaches Evaluation by Student Athletes*.

2. As observed by the administration and athletic director, your areas of strength as a coach are:

3. As observed by the administration and athletic director, your areas for growth or improvement as a coach are:

Piedmont High School Coaches' Evaluation Form

Coach: _____

Date: _____

Sport: _____

Season: _____

General Comments if Necessary:

Responsibility of the Varsity Coach: (Please review PHS Coaches Handbook and PHS Coaches Checklist documents).

Head varsity coach of a sport has overall responsibility of all levels of teams of his/her sport: strategies, systems and placement of players on squads; fundraising; scheduling.

Duties include:

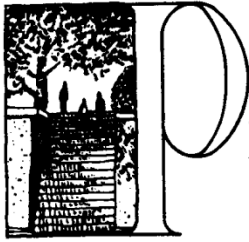
- Provide a balanced program which includes coaching the student athlete for lifelong skills. The coach should consider the skill, knowledge, fitness, social, and psychological aspects.
- Develop individual and team goals which motivate athletes to be well disciplined, communicate effectively, perform to the best of their ability, models good sportsmanship, and allows for leadership opportunities.
- Supervision of Team Members – Coaches are to set the expectation that their team members conduct themselves as ladies and/or gentlemen at all times. Each Coach is responsible for each student under his/her supervision at all times. Coaches are held responsible for the conduct of students under his/her care during all practices, weight rooms, games, road trips, locker rooms, and overnight trips. The coaches main concern should always be the physical well-being of each student under his/her care.
- Cooperation with other PHS coaches and adversaries-cooperation is an essential part of the school athletic program. Coaches should cooperate with the coaches of their own sport and those of other sports on campus. Cooperation efforts should be given to parents, Booster, officials, media, and community members. A stronger athletic program leads to stronger individual teams.
- Equipment – Each coach is charged with the responsibility of monitoring students to insure that they take care of issued uniforms, equipment and supplies. The coach is responsible for the collection and return of all uniforms, equipment, and unused supplies at the end of the season.
- Officials – Coaches are to set the example of respecting and supporting game officials at all times.
- Organization – Coach should be well prepared for a variety of situations and events. Keep in mind media, meetings, transportation, schedule, and other levels of your sport.
- Communication – effective early communication between all parties is highly emphasized. This includes school, media, parents, athletes, and coaches.
- Policies – The coach should have knowledge of and be prepared to enforce all school and district rules, Activity codes, BSAL, NCS, and CIF rules and regulations
- Evaluation – Coaches will submit a self-evaluation at the end of each season. At the end of each season the Athletic Director and coach will go over evaluations from self, Athletic Director and student athletes.
- Medical emergency and injuries – The coach is responsible for basic first aid care, summing emergency medical care and referring athletes to the athletic trainer and doctors when appropriate.
- Security – It is the responsibility of every coach to closely monitor the security of school facilities. It is incumbent upon each coach to ensure that all facilities are locked after use, all equipment is returned to its proper storage facility, and the storage facility is locked. Any coach conducting practice on weekends and holidays must make arrangements with the Athletic Director.
- Use of School Facilities – Coaches should obtain a “Facility Use Permit” from the Athletic Director to schedule the use of any facility. The high school is heavily used by the community and scheduling of building and facilities is a necessity. The Use Permit must be in your possession while using the facility. Off-season “open gyms” or other uses of school facilities must be approved by the Assistant Principal who will verify with the Athletic Director and an appropriate Use Permit secured. You should plan on submitting a use permit for in-season 9 months in advance to the Athletic Director. Use permits for off season should be submitted 3 months in advance to Julie Hollinger in the district office. Verification of insurance and payment may be required for out of season use.
- Conduct of Coaches – Coaches at PHS are expected to serve as role models in displaying appropriate behavior for and towards players, officials, parents, opponents, and spectators

Signature of Coach

Date

Signature of Athletic Director

Date



PIEDMONT UNIFIED SCHOOL DISTRICT

PIEDMONT HIGH SCHOOL

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PHS Two Sport Policy (2012):

A student athlete is not allowed to play two sports during the same season. Example: You cannot play football and cross-country in the same fall season. However, a student is allowed to compete in a JV or Varsity sport in one season and start a JV or Varsity sport in another season, at the same time. However, the student athlete must complete their prior seasons obligation. Example: finish the girls varsity basketball season (winter) and begin the girls varsity softball season (spring). The student must inform his/her coaches at least a month in advance of the start of either season.

*This policy is only needed if there are scheduling conflicts. If there are no conflicts, it is up to the student athlete and family to make the decision to participate in both sports.

*This policy can be revoked by the PHS/MHS administration if the student's grades drop because of their two sport requirements.

Student Athlete Signature

Parent Signature

Coach Signature

Sport

Coach Signature

Sport

Athletic Director Signature

Principal Signature

