

**ORANGE GLEN  
HIGH SCHOOL  
COACH'S HANDBOOK**

## Table of Contents

Mission Statement.....	3
Athletic Philosophy.....	3
Objectives.....	3
Hierarchy of Athletic Supervision.....	4
Role of Athletic Director.....	4
Qualities Sought in Head, Assistant, and Volunteer Coaches.....	4
District-Approved Coaches and Volunteers.....	4
Duties of Coaches.....	4
Special Regulations Governing Student Athletes.....	6
Athletic Clearance.....	6
Academic Eligibility Policy.....	6
Hazing and Bullying Policy.....	7
Important Contact Information.....	7
School Vans and Buses: Conduct and Procedures.....	8
Hazards, Injuries, and Reports.....	9
School Financial Information.....	9
Requesting a Cashbox.....	9
Budget Updates.....	9
Reimbursements.....	9
Reporting Fines.....	9
Associated Student Body (ASB).....	9
Definition of a club and club responsibilities.....	9
Advantages of a club.....	10
Benefits of ASB to Athletics.....	10
Fundraisers.....	10
Collaboration between ASB, Athletics and Cheer.....	10
Appendix A: Student Athletic Fund Policy.....	11
Appendix B: Sports Physical Clearance Process Check List.....	12
Appendix C: Assurance of Non-Discrimination.....	13

## **Mission Statement**

OGHS Athletics builds integrity, responsibility and accountability while creating a legacy of PRIDE. (Personal Responsibility In Developing Excellence). We embody commitment, tenacity, and sportsmanship. We are Orange Glen. We are Family.

## **Athletic Philosophy**

At Orange Glen High School, athletics are viewed as an extension of the curriculum. Participation is seen as an opportunity for students to learn many of the essential lessons, which are applied in other situations in life. Indeed, athletics provide an excellent opportunity to practice and develop the traits of sportsmanship, teamwork, perseverance, character, and physical fitness. These qualities are very important to success in life, careers, and in promoting our way of living.

We view coaches as educators and expect them to promote students' physical, mental, emotional, and moral development. Coaches are expected to model this kind of behavior. Participants should leave the contest and practice arena feeling a sense of accomplishment in having given all they were able to in the activity. We vest a high degree of responsibility in the Varsity Head Coach of a program to provide leadership and set the tone for conduct at all levels of the program.

## **Objectives**

The athletic program at Orange Glen High School strives to:

1. Teach the rules and playing strategies of various team and individual sports and improve and promote playing skills to the degree of being competitive in contests.
2. Develop the moral attitude of always playing within the letter and the spirit of the rules of the game and demonstrating fair play.
3. Promote and develop the spirit of teamwork.
4. Reinforce the satisfaction coming from knowing that one has given totally to the achievement of the objective.
5. Develop the attitude that winning comes through preparation and persistence rather than by chance.
6. Develop effective leaders and followers and demonstrate that each person fills both roles at various times and in different situations.
7. Promote physical fitness and a positive attitude toward life-long fitness and athletic participation.

## **Hierarchy Of Athletic Supervision**

### School Hierarchy

EUHSD Superintendent and School Board  
OG Principal and Assistant Principal(s)  
Athletic Director  
Head Coach  
Assistant Coaches  
Volunteer Coaches

### Sports Hierarchy

CIF- State  
CIF- San Diego Section  
North County Conference  
Orange Glen HS Administration  
Athletic Director  
Coaches

### **Role of Athletic Director**

The Athletic Director is the liaison between the OGHS Administration and the OGHS coaching staff and is the first level agent of board policy enforcement regarding all athletic programs. All matters pertaining to scheduling, filling or eliminating coaching positions, program changes, student-athlete issues, or budget items such as equipment, etc., should be addressed by the Athletic Director before school administration is involved.

### **Qualities Expected in Head, Assistant, and Volunteer Coaches**

1. Understanding the role of athletics in students' lives and in the functioning of the school.
2. High moral character to serve as a role model to students.
3. Caring, compassion, and empathy for students.
4. Possesses both a knowledge of the sport and the psychology of coaching adolescents.
5. The ability to work cooperatively with school officials, parents, other schools and their coaches, and participants.
6. Loyalty to Orange Glen High School, its officials, and the program coached.
7. Organizational abilities necessary to the development of the program, within the rules of established school policy and practice.
8. Willingness to assume responsibility.

### **District- Approved Coaches and Volunteers**

NO PERSON outside of the immediate school board-approved coaching staff and volunteers shall practice with a team. No person who has graduated or withdrawn from high school is eligible to participate in practices, scrimmages, and/or contests unless he/she has been cleared by the district.

### **Duties of Coaches**

Head Coaches have the following responsibilities:

1. Follow the CIF operating principles: Ethics in Sports and Sixteen Principles of Pursuing Victory With Honor. See Appendix A.
2. Refrain from the use of any obscene, vulgar, or abusive language.
3. Govern the conduct of the participants when they are under his/her jurisdiction, including time on the buses and in restaurants. Coaches must have a written agreement with student athletes and their parents (Team Contract). This agreement must include but is not limited to attendance policies, expected behavior at practice, on the bus, during contests, etc. Also included should be guidelines for discipline (first offense, second offense etc.) This agreement should remain in the possession of the coach for the duration of the season with both the parent and athlete signatures. Coaches must keep a written record of missed practices if they intend to dismiss an athlete for attendance violations.
4. Properly attend to and report all injuries sustained by participants, cooperate fully in the treatment of those injuries, and make a full and proper report of the injury on the form provided by the school within 24 hours.
5. Communicate with parents both proactively and in response to parent inquiries.

6. Be respectful toward opposing coaches and players, fans, officials, and other personnel.
7. Be thoroughly familiar with and abide by the rules of the game.
8. Keep the Athletic Director/ Assistant Athletic Director and Athletic Trainer informed as students join or leave the team.
9. Be familiar with and strictly enforce the school's ineligibility policy. Coaches should monitor grades and encourage students with their school work.
10. Work closely with the Athletic Director in scheduling contests, scrimmages, practices, and other activities. No coach is permitted to make any firm schedule commitments independent of the consent of the Athletic Director or school administration.
11. Work closely with the Athletic Director and obtain permission of school administration to schedule the use of facilities for practices, scrimmages, clinics, or other activities. The coach is then expected to closely adhere to the schedule so that other groups may use the facility as scheduled. Once permission has been granted by the Athletic Director, a Facilities Request form be completed and submitted to the School Receptionist.
12. Procure the proper authorization from the principal before making any purchases involving either school or athletic fund money. The coach is liable for payment of any purchases made without proper authorization. This consideration applies equally to purchase of services. All purchases must be in accord with the Student Athletic Fund Policy. See Appendix A. Purchase orders are to be submitted in a timely manner in accordance with established school office procedures.
13. Take responsibility for the inventory and custody of all related equipment and uniforms and arrange for their storage during the off-season.
14. Take custody of and provide security for all necessary keys. Keys may not be duplicated or loaned to unauthorized personnel. All keys must be returned to the Principal's secretary at the end of the season or upon request. No keys may be kept beyond the sports season without the explicit approval of the Athletic Director or school administration.
15. Make provision for the proper care of all equipment and facilities used in the activity and advise the Athletic Director, school administration, or head custodian of necessary repairs or maintenance.
16. Be sure that all participants ride the district-approved transportation between Orange Glen High School and the competing school except as provided by arrangements made with the Athletic Director. Athletes may only be released to parents or guardians at the game site with the permission of the Head Coach.
17. Be present to supervise participants at all times during the activity. This provision includes being present when students arrive and being present until all students have left. Supervision is especially important in the locker rooms and on school buses.
18. Maintain regular correspondence with the Athletic Director and school administration regarding the program coached.
19. Take responsibility for the direction of all levels of the sport coached (V/ JV/ F).
20. Communicate clearly with parents and participants about any off-season requirements necessitating the presence of the student.
21. Inform the athletes and their parents of any costs associated with participating in the sport or activity.
22. Keep school administration and the Athletic Director apprised of any foreseeable long-range needs in terms of equipment, scheduling, coaching vacancies, or program structure.

23. Coordinate all program fund raisers and submit any pertinent financial records to school administration as requested. Fundraiser approval for the following year should be requested before the end of each current school year.

24. Support school district procedures, policy, and the decisions of District Administration.

25. Submit all requests for Administrative or School Board approval of summer camps, field trips, clinics, etc., in a timely manner. Board approval is required when students are transported by school vehicles and/or the team is operating under the school's name outside of San Diego County.

26. Coaches should try to schedule practices when custodians will be present on campus. In the event that practices must be held when custodians are off duty it becomes the responsibility of the head coach to make sure that all lights are turned off, doors and gates are locked, etc. All practices will be scheduled through the Athletic Director.

27. Coaches are required to submit the results of ALL games and contests, Win or Lose.

28. If a coach or athlete is ejected from any game, match or meet, the Athletic Director should be notified by the head coach no later than the next day. A discussion will occur between the Athletic Director and the individual ejected to discuss sanctions imposed by CIF and possibly the district.

29. Assistant Coaches are responsible:

a) To assist the head coach in carrying out his/her responsibilities.

b) To demonstrate an appropriate loyalty to the head coach.

c) To accept the role appropriated by the head coach.

d) To serve in the capacity of the head coach in the head coach's absence.

e) To carry out duties assigned by the head coach related to the benefit of the program.

30. The Head Coach of the varsity team is the supervisor of all levels of that particular sport. As such, the head coach is responsible for setting the philosophy of the total program and the selection of coaches at all levels, subject to the approval of the Athletic Director and OGHS Administration

### **Special Regulations Governing Student Athletes**

1. Students may not participate in practice or contests on the day of suspension from school.

2. Student athletics is governed by the school's ineligibility policy as well as discipline policies.

3. Coaches may establish and impose reasonable rules of discipline. While coaches are expected to establish and communicate regulations and consequences prior to the start of the season, discretion is allowed for situations that are not reasonably anticipated.

4. A student who commits a significant disciplinary infraction, as determined by the OGHS Administration, on the day of a contest will not represent Orange Glen that day without specific administrative approval. A Friday infraction may impact the weekend games at the discretion of the OGHS Administration.

### **Athletic Clearance**

Student athletes must be cleared by the school's Athletic Trainer prior to trying out for a sport (See Appendix C). Once a student has been cleared, the school's Athletic Trainer will provide him/her a sticker that reads "Sport" to be placed on the student's ID card. In collaboration with the Athletic Trainer, Head Coaches are responsible for verifying that a student has been cleared prior to that student participating in that sport-- including tryouts, practices and contests.

### **Academic Eligibility Policy**

CIF rules require that each student maintain a 2.0 overall grade point average (GPA) in order to compete in interscholastic sports. A student who fails to achieve a 2.0 GPA will be placed on probation for six weeks in order to improve his/her grades. If, at the end of the following six weeks, the student's GPA remains below a 2.0, they will become ineligible to participate. Please note that the probationary/ineligible period can take place before the season begins, making a student-athlete probationary or ineligible at the beginning of their season of sport. Additionally, if a student is not passing four classes at the end of any six-week grading check, they will automatically become ineligible without a probationary period.

### **Hazing and Bullying Policy**

Orange Glen High School does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

### **NEW LAW: AB 86 (as of 1/1/2009)**

-Defines bullying as one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act.

-Gives "school officials grounds to suspend a pupil or recommend a pupil for expulsion for bullying, including, but not limited to, bullying by electronic act."

-Amends Section 48900 of the Education Code to read: (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

-Defines an "electronic act" as "the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager."

### Important Contact Information

Dave Mussatti (Administrator for Athletics)	760-291-5025 <a href="mailto:dmussatti@euhsd.org">dmussatti@euhsd.org</a>
Jason Patterson (Athletic Director)	760-291-5030 <a href="mailto:jpatterson@euhsd.org">jpatterson@euhsd.org</a>
Amanda Pfielschiefter (Asst. Athletic Director)	760-291-5303 <a href="mailto:amcclure@euhsd.org">amcclure@euhsd.org</a>
Leah Sturdevant (Athletic Trainer)	760-291-5032 <a href="mailto:lsturdevant@euhsd.org">lsturdevant@euhsd.org</a>
Brenda Hernandez (Cashier)	760-291-5015 <a href="mailto:bhernandez@euhsd.org">bhernandez@euhsd.org</a>
Janette Duenas Kingi (Front Desk)	760-291-5000 <a href="mailto:jduenaskingi@euhsd.org">jduenaskingi@euhsd.org</a>
Richard Maus (Head Custodian)	760-484-7732 <a href="mailto:rmaus@euhsd.k12.ca.us">rmaus@euhsd.k12.ca.us</a>
Bus Barn (Transportation)	760-480-3066 (office) 760-644-0548 (Linda) 760-497-9678 (Robert for Nights and Weekends)
Union Tribune	<a href="mailto:sports@utsandiego.com">sports@utsandiego.com</a>
Emergency Numbers	760-839-4722 (Esc. Police Department) 760-839-6237 (Esc. Fire Department) 760-839-9111 (Emergency w/ Cell Phone) 911 (Emergency w/ Land Line)

### School Vans and Buses: Conduct and Procedures

1. Students are expected to be seated while the van/ bus is in motion.
2. The following acts are prohibited in the school van/ school bus:
  - a) The possession or use of drugs, alcohol, all tobacco products, including electronic cigarettes.
  - b) Throwing objects on the van/ bus or from the van/ bus.
  - c) Any unnecessary noise that may distract the driver including the playing music players.
  - d) Profane or objectionable language or obscene gestures.
  - e) Extending arms, legs, or head out the windows.
  - f) Causing damage to the van or bus. Students will be billed for the cost of repair.

- g) Opening the emergency door except by direction of the driver or in emergency when the driver is incapacitated.
  - h) Eating or drinking on the bus except at approved times.
  - i) Carrying objects aboard the van/ bus that cannot be conveniently held on the lap.
3. The Head Coach will submit their finalized schedule to the AP Secretary (Sandy) at least two weeks prior to reserve the vans. The AP Secretary will respond by returning the schedule with approved dates and those with conflicts.
4. If you are signed up for the van, the Head Coach will receive notification (phone call/ e-mail) at least 3 days prior to the scheduled event if there has been a change in availability.

### **Hazards, Injuries and Reports**

Immediately inform the Athletic Director of any defect in grounds or equipment which would be considered an "attractive nuisance" or hazard and could contribute to an injury to any student. Do not practice under such conditions. The Athletic Director will report it immediately and action will be taken to remedy the situation.

Insist that athletes report all injuries to a coach. Coaches may administer first aid procedures only if the Athletic Trainer is unavailable. AN ACCIDENT FORM MUST BE COMPLETED AND FILED WITH THE ATHLETIC TRAINER ANY TIME AN ATHLETE UNDER YOUR SUPERVISION IS INJURED. These forms are with the Athletic Trainer. An injured student should only be released to his/her parents, legal guardians, family doctor, or school doctor.

### **School Financial Information**

If you have any questions or would like to review your account, please email the cashier at [bhernandez@euhsd.org](mailto:bhernandez@euhsd.org) to set up an appointment.

**Requesting a Cashbox-** If you need a cashbox for a snack bar or gate charge, please e-mail cashier at the Monday before the event at [bhernandez@euhsd.org](mailto:bhernandez@euhsd.org)

**Budget Updates-** These will be in your mailbox in the beginning of the every month. Please review there for expenses that have occurred on your account.

**Reimbursements-** Please follow the Purchase Order Procedure (See Appendix A). The vendor name will be the coach being reimbursed. This needs to be filled out with approval before the items are purchased. If items are purchased without approved, coaches are at risk to NOT be reimbursed. After the purchase order is approved, **ORIGINAL** receipts need to be submitted. Please keep in mind that you are spending public funds. Coaches **cannot** buy gifts, gift cards, cards, etc. for volunteers with this money. This is gifting of public funds.

**Adding fines for uniforms and/or equipment not returned-** Please email the cashier with a list of the students, their student ID numbers, and the dollar amount to charge for each uniform item. This will trail them until their senior year. If a fine is not paid, they will not be allowed to walk in the graduation ceremony. The uniform item needs to be returned directly to the coach. Once the item is returned to you, please e-mail to remove the fine. **ONLY A COACH CAN REMOVE THE FINE.**

## **Associated Student Body (ASB)**

**Definition of a club and club responsibilities-** An individual club is under the primary student body organization (ASB), with its own focus and organizational requirements. Students in these clubs are primarily responsible for their organization, they have student club leaders hold formal meetings, develop budgets, plan fund-raisers, decide how funds are spent, and approve payments. The students make the decisions, the school administration, ASB bookkeeper, and club advisor(s) assist and advise. Every club is required to have a club application, a constitution, and record their minutes from each meeting.

**Advantages of a club-** Students who join clubs can participate in experiences that benefit the entire school. Clubs provide students the opportunity to interact and impact the community. Students will learn leadership lessons, have positive role models and an outlet from school or home life, meet new friends, and have numerous learning opportunities.

**Benefits of ASB to Athletics-** ASB can help simplify the financial aspects of high school sports. The ASB bookkeeper can track all purchases and develop an accurate balance of funds available for each club. It helps keep the club organized and out of any possible financial trouble. It also helps coaches get reimbursed for their money spent on the club.

**Fundraisers-** Fund-raising events should contribute to the educational experience and should not conflict with the school's educational program. Students can not be required to fundraise or forced to meet a specific amount, it must be voluntarily. Students cannot be excluded from an activity funded by ASB funds because they did not participate in raising funds. All fundraisers must start with the completion of a 'fundraising request form,' available in the cashiers office. This form will go to the ASB class for approval. Once approved, the advisor may begin any purchase orders needed for products that need to be purchased. Any fundraiser cannot occur during school hours. This is defined as 30 minutes before and 30 minutes after school (before 7:15 am and after 3:05 pm). No raffles or games of chance are allowed as fundraisers.

**Collaboration between ASB, Athletics and Cheer-** By incorporating all of these clubs, we can help build the school into a safe and fun community. We will develop an environment kids will strive in and also lift school spirit. These clubs can work together to help improve their own organization through teamwork and leadership.

## Appendix A

# Orange Glen High School Purchase Order Process

### STEP 1: Submitting A Request

**ALL** areas on the Purchase Order Form must be completed, approved and returned to Cashier's Office **BEFORE** a purchase is made.

- **Date, Club Name, ASB Account #** - This tells us what account line to charge (All Club or Sports Team account is considered an ASB account because it involves student funds)
- **Vendor Name, address, and phone number**- this tells us who to pay
- **Description and quantity of items to be purchased** – this tells us what you intend to purchase
- **Signatures**- Please be sure that a student on your club/team signs the form, along with your signature as advisor

### STEP 2: Approval Process

1. **Submit the completed form** – submitting the completed form to the cashier
2. **Fund Verification** – Cashier will research the ASB account to verify there is enough fund to cover the expense. The purchase order will not be issued if there are not enough funds available.
3. **Assistant Principal approval & signature**
4. **Assigned a Purchase Order Number** - You are NOT assigned a Purchase Order Number until an administrator signs the approval.
5. **Return of the Purchase Order Form to advisor** - The Cashier will return the White and Pink copy of the purchase order form with number, along with the purchase order (PO) request
  - Yellow Copy – Cashier's Office
  - Pink Copy – Advisor's record
  - White Copy – Vendor if they request a hard copy
6. **Contact the vendor/company** - you may then contact the company or vendor with the Purchase Order Number. Your purchase order may only be used once unless you tell the cashier in the beginning. You, as the advisor, are responsible for any faxing of the purchase order to vendors.

**Merchandise needs to be shipped to Orange Glen High School – 2200 Glenridge Rd, Escondido CA 92027**

### STEP 3: When Merchandise is received

1. **Submitting Invoice/Receipts** – After receiving the merchandise and an invoice, please submit all paperwork to the cashier in a timely manner (3days)
  - PO Request
  - Original PO form

- **ORIGINAL** invoice - EUHSD will not pay off copies or duplicated receipts.
2. **Issue a check request to ASB – cashier will issue and send a check request for the vendor to ASB**
  3. **ASB review – ASB class meets every other day. They will discuss and review the paperwork (payee, signatures, backup paperwork) in their class minute**
  4. **ASB Treasure signature – if ASB class approves it.**
  5. **Assistant Principal Signature – the Cashier will submit the ASB approved form to Assistant Principals office for signatures**
  6. **District Office – sending signed form to district office**

**STEP 4: Check is issued by the District Office**

## Appendix B

# Orange Glen High School

## Athletic Clearance Process

1. **VISIT** school website <http://www.orangehigh.org/> and click Athletics. Find Athletic Registration and Clearance section and the link to start the process.
2. **REVIEW** the tutorial video for a quick reference instructional guide.
3. **CREATE AN ACCOUNT.** Click the “register” link to start an account. Provide a valid email address & password. *Note: You must include a valid email address because email verification is required prior to registration.*
4. **VERIFY** your account by reviewing your email and clicking on the link. If the email is not in your inbox, make sure you check your junk or spam folder. After you click on the link, you will be able to start the clearance process.
5. **LOGIN** at [www.athleticclearance.com](http://www.athleticclearance.com) using the username & password you created via the instructions above.
6. **SELECT** the “New Clearance” button (upper left corner) to get started.
7. **COMPLETE** any required fields for student information, educational history, medical history and consent.
8. **PRESS** submit and you have now completed the first step of the clearance process. You will receive a second email for the next steps.
9. All of this data will be electronically filed with OGHS athletic department. **REMINDER:** OGHS athletic department may send three emails over the course of this process:

1. AthleticClearanceAccountActivationbyAthleticClearance(whenyouregisteran account)
2. OrangeGlenClearanceConfirmationbyAthleticDepartment(aftercompletedall required information online)
3. StudentClearancebyAthleticDepartment(afterreturnedallrequireddocumentsto the Athletic Trainer

10. If you do not receive a CONFIRMATION EMAIL, after creating an account, request help from athletic department or your head coach.

11. After completing & submitting the online registration process, OGHS Athletic Department **requires** a **PRINTED SIGNATURE FORM** for verification of consent. This form must be returned to the athletic trainer at OGHS.

12. The clearance process is both an online and paperwork process. The actual medical physical will be returned directly to the athletic trainer at OGHS.

You must bring the following items to the Athletic Trainer for Final Clearance

- Physical Form – Pre-participation Physical Evaluation (must be stamped and dated)
- Print and signed confirmation email from AthleticClearance.com
- Student ID card

## Appendix C

# Assurance of Non-Discrimination

Escondido Union High School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, pregnancy, marital or parental status or association with a person or group with one or more of these actual or perceived characteristics. ([EUHSD BP 0410, BP/AR 5145.3, BP/AR 4030, BP 5131.2](#))

Dr. Olga West, Assistant Superintendent of Human Resources  
Equity and Title IX Compliance Officer  
302 N. Midway Drive, Escondido, CA 92027  
Office: (760)291-3281  
Email: owest@euhsd.org