

Lower Lake High School Athletic Policies and Procedures

1. An activities certificate including sports physical must be on file before an athlete is allowed to practice/tryout. The Athletic Director will have an updated copy of this list for coach to see.
2. The coach is to provide a roster to the Athletic Director as soon as team membership is determined. The Athletic Director will determine eligibility of all athletes listed on the roster. Players may not be eligible for different reasons. They may need a waiver if they or a transfer or a foreign-exchange student, or that they may need to provide medical insurance or a physical form.
3. After submitting your initial roster, do not add players to your roster before they are cleared by the athletic director. They may be ineligible because of grades, transfer status, or for other reasons. The AD needs to know any time a coach wants to add an athlete and also if an athlete is deleted. Accurate rosters are very important.
4. If a coach believes that they have a transfer student on their team, please send him/her to meet the athletic director immediately. They are most likely ineligible until the paperwork is completed and even then they might still be ineligible for the year. The paper filing process takes time, so the sooner we can get the process going, the quicker you will hopefully have them on your team. Remember that foreign exchange students are also ineligible until completing the waiver process.
5. Ejection/Concussion policies must be signed by the players, parents, and coach. Coaches go over this with the athlete and make sure they understand the rules. Remember, the first dejection means the coach or player cannot participate in the following game on the schedule. A second ejection means that the player/coach is out for the remainder of this season.
6. Do not add volunteer coaches to your staff without prior approval by the athletic director. Certain requirements must be met even for a volunteer.
7. An athlete involved in one sport may not begin practicing for the next season until the previous season is completed without permission of both coaches. Students in Sports PE are an exception to this rule, as for Sports PE is an elective class during the scheduled school day.
8. Students must attend all periods of the school day in order to be eligible to participate in practice or games. Exceptions to this all are:
 - Tardy or absent under 30 minutes with out a parent note.
Example: an athlete comes 25 minutes late to class but has a parent noted excusing them is eligible to practice or play in a game.
 - Under two periods with a doctor's note.
Example: an athlete who misses one and one-half period is ineligible with a parent note but is eligible with a doctor's note.
 - Gone two periods or more-in eligible despite circumstances (only the principle can overturn this level of in eligibility.)

- Minimum days- Students must attend all classes.

9. Please contact the AD if you have any questions. Good Communications helps avoid potential problems.

School - 994-6471 x

Email – koda.livingston@konoctiusd.org

10. Official release and departure times to away contests will be listed in the bulletin. Teachers will release students according to the bulletin. Make sure student athletes are aware of this. It is very important that athletes leave class at the release time and no sooner. Coaches or students are not allowed to create their own release times.

11. We require all players to travel to and from all contest using school transportation arrange for by the athletic department. This may include the use of a bus, van, or parent drivers when they have completed the paperwork to be a certified driver. Students are not allowed to drive themselves with another student (non-adult) to or after the competition. Students may be released to their own parents or adult after the competition when direct contact is made prior with the coach.

12. In order to provide at least one day of respite from involvement in interscholastic athletics each week, no interscholastic games or practices of any kind can be held on a Sunday.

Violation of bylaw 310 will result in the following sanctions:

Practices: For every practice conducted on a declared day of respite, the violating school will be prohibited from conducting twice as many regularly scheduled practices.

Game: a game played on a declared day of respite will result in forfeiture of the game.

13. Coaches make sure that locker rooms are properly supervised at all times. Coaches are the first in and last out. Don't let someone in the locker room unless you supervise them until they leave. Opening the door and leaving them unintended leads to problems. The coach of the team that is the last to leave the locker room for practice or game should make sure that all doors are locked and secured. Again, failure to adhere to this policy incurs a risk of liability.

14. Never give your keys to a student to gain entry into facilities. Their mistake becomes your problem. An athlete that has to leave the practice early for any reason must be accompanied to the locker room by a coach.

15. Coaches must get the athletic director's approval when purchasing equipment, supplies, apparel, uniforms, etc. via the appropriate ASB procedure. We have had problems with equipment getting ordered when there is no money to pay for it. This will not be allowed.

16. Make sure you contact the media after competition. The outcome of the competition shall not determine whether or not news organizations are called. The following media information is provided below to make this task easier.

Lake County Record Bee -263-5636, ext. 35

Santa Rosa Press Democrat - (800) 660-5060, ext. 4

(Calling the Santa Rosa Press Democrat is a coastal mountain Conference league rule).

17. Coaches must fill out an accident report within 24 hours for all injuries in practices or games. Forms can be obtained in the front office (office 1). If the injury is severe, (broken bones, concussion, etc.), please get a written release from the doctor and turn it into the athletic director before allowing that player to resume practice or competition.

18. All fund-raising activities must be submitted for ASB approval at least one week prior to the fund-raising event. Unless the event is a booster sponsored fund raiser, you must have ASB approval.

19. Transportation arrangements will be made by the athletic director. Please do not call the Transportation Department to make your own arrangements. This practice will help to avoid conflicts and place the blame on the athletic director and of the coach if an error occurs.

20. Keep a physical binder/folder with you at all practices and games.

21. All rescheduling of competitions resulting from weather postponements, etc., will be done by the athletic director, unless delegated to the head coach. A coach should never change the starting time or date of the competition unless approved by the athletic director in advance.

22. It is the coaches' responsibility to make certain that after returning from a road trip, the players, scorekeepers, and statisticians are not left to fend for themselves to get home. Please wait until everyone has been picked up before you leave.

Eligibility

Recently, it has become more difficult for a transfer student to become eligible at their new school as a result of numerous rules changes. The athletic director is the only one that can handle transfer students. If you have someone on your team that you know is new to the school, even if they transferred in the previous year, please send them to the AD for eligibility clarification. We do not want to have to forfeit any games if it is found out too late.

1. Because a successful season can be ruined by an ineligible student athlete playing, the coach must help closely monitor the eligibility of team members. Although the athletic director will determine all students' eligibility status, the coach must understand responsibility they have as well.

2. Eligibility requirements originated from two sources:

- C.I.F eligibility requirements
- Lower Lake High school eligibility requirements

In general, the coach should keep the following in mind:

1. The student must have passed a minimum of 20 units during the previous semester. This rule does not apply to incoming freshmen.
2. The student must be currently passing 20 units of class work.

3. The student will be allowed one probationary period per school year. The student will go on probation by:

- Receiving below a 2.0 grade point average at any grading period. During a sport in which they are participating.
- Having below a 2.0 grade point average at the end of the second semester will carry into the following school year if the athlete participates in a full sport this does apply to incoming freshmen.

4. The student will become ineligible by:

- Receiving below a 2.0 grade point average at any grading period during a sport in which they are participating after having already been on probation.

5. The student must be living with the parent/guardian within the boundaries of the school attendance area. If not, the student must be eligible under an inter-district transfers.

6. Coaches need to continually monitor the progress of athletes on academic probation.

7. The athletic director will notify all coaches of students who were on academic probation, and of those students that have become ineligible.

8. Students are ineligible for practices or games if they are suspended out of school or four in school suspension.

Other important information

1. Following December 31, 2008, all coaches must have completed the C.I.F coaching education program. According to C.I.F, the purpose of the C.I.F coaching education program is to enhance the experience of student athletes by assuring that their coaches meet a minimum level of professional training. Once you complete the course, you are certified for life. You can take the course online by going to www.nfhslearn.com and taking the "fundamentals of coaching course". Coaches must pay for this course out of their own pocket. As of January 1st 2013, all coaches must take the "concussion of sport" course through the NFHS web site above. This course is free.

2. Meeting with students at the junior high to get signups or to promote your program is illegal.

3. Coaches never promote your program or talk to a student or their parents about coming to Lower Lake High School, unless they are already a student at our high school. Recruiting is a serious violation and sanctions can be imposed upon our school. By law, the principal is the only person who can talk to prospective Lower Lake High student about our sports programs. It is illegal for anyone else to do this. Please make sure that all of your assistant coaches are aware of this as well. If someone approaches you about your program, tell them that you would love to have the principal talk to them about our programs.

4. We have had problems with student/athletes playing on community sports teams during their season of sport. This is against C.I.F policy and is never allowed. The rule states that the high-school must forfeit all games in which that student played for the community. Soccer is an exception to this rule. Please make sure that your athletes are aware of this.