

Los Angeles Unified School District
John Marshall High School
3939 Tracy Street, Los Angeles, CA 90027
Phone (323) 671-1400 Fax (323) 665-8682

JOHN E. DEASY Ph.D.
Superintendent of Schools

Roberto Martinez
*Instructional Area East
Superintendent*

Daniel Harrison
Principal

Date: _____

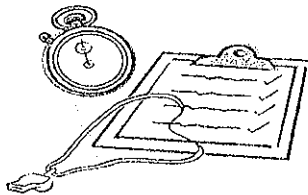
_____ will be working at John Marshall High School as a volunteer
Of the _____ team. Please process at this time

Thank you,
Wendy K. Triplett, Athletic Director

COACHING REQUIREMENTS

VOLUNTEER COACH- Allow at least 3 days before Calling
(213) 241-6591 for Results: Deborah Houston

- Fingerprinting has been cleared
- Negative TB test or Chest X-ray
- Certificate of having passed the Coaching Education Class (copy must be sent to Athletic Office)
- Current CPR certification (including defibrillator training) (Highly Recommended)
- Current First Aid certificate (Highly Recommended)
- Volunteer Assistant Coach Form on file at your school
- Volunteer Addition Form filled out and sent to the athletics office
- Signed Code of Conduct
- *NFHS Concussion Certificate*



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Interscholastic Athletics

To: Principal, _____ High School

From: Coach _____

Subject: VERIFICATION OF TITLE V COACHING REQUIREMENTS

Pursuant to Title V of the California Education Code, all athletic team coaches, regardless of certification, must demonstrate competency in the areas set forth below. Each person, in a paid coaching position, must complete and sign this form and provide necessary documentation related to first aid and emergency procedures prior to the assignment to a coaching position.

Conditions Related to Competency

1. Care and prevention of Athletic Injuries

First aid and emergency procedures as evidenced by one of the following:
(Check where applicable and attach a copy of documentation showing compliance with the category checked.)

- 1. I have completed a college-level course in the care and prevention of athletic injuries and possess a valid CPR card.
- 2. I have a valid sports injury certificate or first aid card and CPR card.
- 3. I have a valid Emergency Medical Technician (EMT) I or II card.
- 4. I have a valid trainer's certification issued by the National or California Athletic Trainers Association. (NATA/CATA)

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following: (Check where applicable)

- 1. I have completed a college course in coaching theory and techniques.
- 2. I have attended in-service programs arranged by a school district or county office of education.
- 3. I have served as a student coach or assistant athletic coach in the sport or game being coached.
- 4. I have coached in community youth athletic programs in the sport to be coached.

(OVER)

_____ 5. I participated in organized competitive athletics at the high school level, or above, in the sport to be coached.

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, league rules and regulations of the CIF.

_____ I know the rules and regulations as referenced above.

4. Child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following: (Check where applicable)

_____ 1. I have completed a college-level course in adolescent or sports psychology.

_____ 2. I have completed a seminar or workshop on human growth and development of youth.

_____ 3. I have been actively involved with youth in a school or community sports programs.

I certify that I am knowledgeable and competent in the four areas listed above as evidenced by the items checked.

Signed: _____
Coach

Date: _____

Social Security # _____

Employee # _____

LOS ANGELES UNIFIED SCHOOL DISTRICT VOLUNTEER ASSISTANT COACH APPLICATION



TO BE COMPLETED BY SCHOOL PERSONNEL:

Date application received: Month _____ Day _____ Year _____

Fingerprint Clearance Received (Required) Yes _____ No _____

Date of Skin Test or X-Ray: Month _____ Day _____ Year _____

Date of passing Coaching Education Class _____ (required beginning 1/1/09)

Date of CPR/First Aid Verification (Optional) _____

Administrator in Charge of Athletics _____
SIGNATURE

Please PRINT or TYPE the following information and return to:

Administrator in Charge of Athletics

First Name _____ Last Name _____

Address _____

City _____ Zip Code _____ Phone _____

Bus. Phone _____ Birth Date _____

Signature _____ Date _____

In case of emergency, please call: _____

Two References (not relatives):

1) Name _____ Phone _____

2) Name _____ Phone _____

Drivers' License Number _____

Education and Experience:

Grade Level Achieved _____ Foreign Language Spoken _____

Work Experiences _____

Employed? _____ If so, employed at _____

Volunteer Experience _____

The Los Angeles and California State Boards of Education require that all school volunteers and employees be tested for possible exposure to tuberculosis every four years. Volunteers must show proof of tuberculosis clearance within six months prior to volunteering. The initial examination must consist of a Mantoux skin test. If the Mantoux test is positive, a chest x-ray will be required. Volunteers may be tested by their own physician or visit a Los Angeles County Health Center. Volunteers whose applications are on file with the LAUSD Office of Volunteers are covered by Worker's Compensation Insurance.

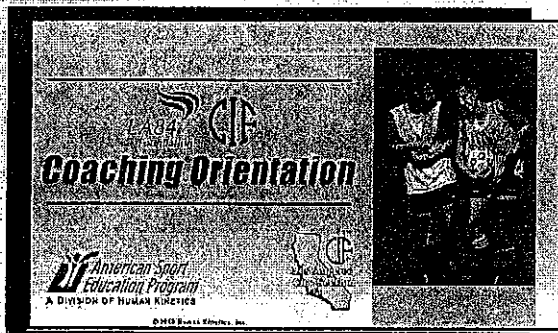
I certify under penalty of perjury and in conformance with Education Code section 35021 that I am not required to register as a sex offender pursuant to Penal code section 290.

My Signature _____ Date _____

Head Coach's Signature _____ School _____

Principal's Signature _____

Improve your performance as a coach



LA84 Foundation's CIF Coaching Orientation
Online Course
ASEP • 2010
\$38.00 (retail)

ACT NOW! Thanks to funding provided by the LA84 Foundation, the **first 250 coaches** in the LA City Section can purchase the course at the **discounted price of \$18** (a \$20 savings)! Be sure to use **Promo Code G444** when placing your order. See reverse side for ordering information.

The **LA84 Foundation** and the **American Sport Education Program** in conjunction with the **California Interscholastic Federation** are pleased to offer an online training opportunity for high school coaches in the Los Angeles Unified School District. The **LA84 Foundation's CIF Coaching Orientation course** brings together material from the ASEP Coaching Principles, Sport First Aid, and Coaching Technical and Tactical Skills courses, and includes an entire unit covering CIF-specific information on policies, procedures, rules, and reporting. The **California Interscholastic Federation and the California Department of Education** have reviewed this course and recognize it as meeting California coaching education requirements.

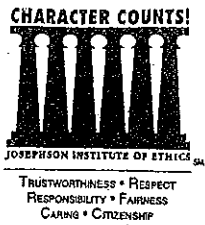
LA84 Foundation's CIF Coaching Orientation is designed to help coaches

- Start to develop a personal coaching philosophy and coaching objectives.
- Recognize a coach's role in helping players develop good character.
- Evaluate and improve communication skills.
- Describe how to build team chemistry and manage athletes' behavior using positive discipline and team rules.
- Recognize how to work effectively with administrators, officials, parents, and the media.
- Recognize what motivates high school athletes, and explain how to integrate this knowledge with innovative approaches to learning in order to be an effective teacher.
- Create plans for teaching technical and tactical skills, and describe how to teach and practice these skills.
- Identify educational resources for learning about and keeping abreast of sport-specific skills and the latest technological advances in a sport.
- Recognize legal responsibilities related to managing risk.
- Explain responsibilities for ensuring the safety of athletes, including working with members of the athletic health care team, handling medical and weather emergencies, providing safe athletic facilities and equipment, and coordinating physical exams and medical records.
- Recognize a coach's role in promoting physical fitness with athletes.
- Develop instructional plans for the season and for individual practices.
- Understand CIF-specific requirements on policies, procedures, rules, and reporting.

The course averages four to six hours to complete. Coaches conclude the course with two online tests, one for the course and another for the CIF-specific unit, and receive results immediately after submitting their tests. A certificate of course completion is printable from the ASEP Web site.



Visit www.ASEP.com/ASEP_content/org/LACS.cfm



CIF – High School Code of Conduct for Interscholastic Coaches

Preface

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of CharacterSM"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS.

1. *Trustworthiness* — be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
 - ☐ *Integrity* — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
 - ☐ *Honesty* — don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
 - ☐ *Reliability* — fulfill commitments; I will do what I say I will do; be on time.
 - ☐ *Loyalty* — be loyal to my school and team; put the team above personal glory.
2. *Primacy of Educational Goals* — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
3. *Counseling* — be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of 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.
4. *College Recruiters* — be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

5. *Respect* — treat all people with respect all the time and require the same of student-athletes
6. *Class* — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a

hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

7. *Taunting* — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. *Respect Officials* — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. *Respect Parents* — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. *Profanity* — don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. *Positive Coaching* — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. *Effort and Teamwork* — encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. *Professional Relationships* — maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. *Life Skills* — always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.

15. *Advocate Education* — advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. *Advocate Honor* — prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. *Good Character* — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. *Role-Modeling* — be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. *Personal Conduct* — refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. *Competence* — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. *Knowledge of Rules* — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. *Positive Environment* — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. *Safety and Health* — be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
24. *Unhealthy Substances* — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. *Eating Disorders* — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. *Physician's Advice* — seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. *Privilege to Compete* — assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. *Self-Control* — control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. *Integrity of the Game* — protect the integrity of the game; don't gamble. Play the game according to the rules.
30. *Enforcing Rule* — enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. *Protect Athletes* — put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. *Access* — help make your sport accessible to all diverse communities.
33. *Improper Commercialism* — be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

34. *Fair and Open* — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

35. *Safe Competition* — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. *Caring Environment* — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

37. *Honor the Spirit of Rules* — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. *Improper Gamesmanship* — promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Teacher-Coach Signature

Date

VOLUNTEER COACH FINGERPRINTING LOCATIONS

CALL FOR AN APPOINTMENT

- 1. Central Youth Services
5607 Capistrano
Woodland Hills, Ca 91367
(818) 587-4364 or 587-4300**
- 2. Valley Classified Office
6505 Zelzah Ave. – Bungalow 1245
Reseda, Ca. 91335
(818) 654-1600**
- 3. South Youth Services
2060 West 156th St.
Gardena, Ca. 90249
(310) 515-3010**
- 4. East Youth Services
1500 14th St.
Los Angeles, Ca. 90021
(213) 763-1476**
- 5. West Youth Services
2635 Colby Ave.
Los Angeles, Ca. 90064
(310) 478-2093**
- 6. NO APPOINTMENT NEEDED FOR
333 S. Beaudry Ave. 15th Floor**

YOU WILL NEED TO BRING WITH YOU

- 1. \$56 (Money Order Only)**
- 2. TB results taken within the last 60 days**
- 3. Social Security Card**
- 4. Current Photo ID (name must match exactly with the social security card)**
- 5. Letter from the school stating that you will be a volunteer.**