

Rancho Cotate High School Parent & Student-Athlete Handbook



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One form dated after **June 1st** is suitable for all seasons for one calendar year.

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Rancho Cotate High School Athletic Code

Rancho Cotate High School firmly believes that positive behavior and responsible conduct within the community greatly enhance success in both athletics and academics. Participation in competitive athletics is crucial to a well-rounded high school education. To earn this privilege, student-athletes must commit to fulfilling their responsibilities on campus, in the classroom, and the community.

We're devoted to the idea that athletic success is best achieved through the collaborative efforts of athletes, parents, coaches, teachers, and administrators. Each stakeholder has a valuable contribution to our athletes' development and success. Our goal is to nurture an environment that fosters a deep appreciation for good sportsmanship and respect for others through athletic participation.

Rancho Cotate has a proud tradition of empowering its students to achieve greatness in sports. Athletes in our program are seen as ambassadors of the student body, high school, school district, and the local community. They are entrusted with upholding good citizenship at all athletic events and serving as outstanding examples on campus and in the community. Upholding the highest standards of good citizenship ensures a bright future for all our students and the community.

Both the Athletic Department and the student-athlete need to work together to uphold high standards of behavior. This collaboration can lead to implementing measures that promote accountability while fostering personal and academic growth for the student-athlete. Any form of lying, cheating, or stealing will be met with swift and decisive disciplinary action from the school administration and Athletic Department in collaboration with the coaches.

As a student-athlete, your actions and behavior reflect your character and can directly impact your team, coaching staff, student body, and alumni. Negative conduct will not be tolerated within the school or community.

The administration, Athletic Department, and coaches reserve the right to take swift and severe action within our board policy against any athlete whose behavior is deemed inappropriate or detrimental to the reputation of the institution or team. This includes any actions taken on social media or other similar technology. Such actions may result in suspension or removal from the team roster. It is, therefore, of the utmost importance that all student-athletes maintain the highest level of professionalism and exhibit exemplary conduct at all times.

Through the athletic code, we aim to inspire athletes to uphold the highest standards of sportsmanship, citizenship, character, ethics, morality, honesty, civility, responsibility, self-discipline, and tolerance. By adhering to these ideals, we can benefit not just ourselves but also our school and community.

Sports Online Clearance Packet

Instructions for Registering Your Athlete

Below are instructions for creating a parent/guardian user account and registering one or more athletes at RCHS.

Creating an Account

1. See your school's website for the correct link to SportsNet.
2. Click the Create an Account link near the bottom of the screen
3. Enter the required information and submit the form
4. Log in to the system with your email address and password
5. Follow the instructions inside the system

Before You Begin

- Make sure you have the following before attempting to register your child:
- Your child's student identification number
- The **exact spelling of your child's first and last name**, as it appears in official school records
- A scanned copy of your child's completed Pre-Participation Physical Exam on your computer (to be uploaded during registration)
- Your child's active health insurance coverage information, including the name of the provider and the policy ID

Registration Process

Be sure to carefully read the instructions on each screen and provide all required information. If you cannot finish in a single session, the information you have already submitted will be saved, and you can log back in later to finish.

Important: The school will not receive your submission until you complete the process, ending with your final electronic signature on the last available screen. Be sure to check your email for a confirmation message after you have finished.

Support:

- Please contact your child's school directly if you need specific information about your child's registration.
- For general assistance, please email our support team at support@sportsnetinc.com

STUDENT-ATHLETE PARTICIPATION

At Rancho Cotate High School, we firmly believe that academic success, athletic excellence, positive behavior, and responsible conduct within the community are non-negotiable. Our Athletic Department considers participation in competitive athletics a cornerstone of a well-rounded high school education earned through unwavering commitment and responsibility on campus, in the classroom, and beyond.

We assert that athletic success is only attainable through a unified effort among athletes, parents, coaches, teachers, and administrators. Any misconduct, including lying, cheating, or disrespect, will be met with immediate and severe disciplinary action.

We remind all student-athletes that their behavior reflects their character and directly impacts the team, coaching staff, student body, and alumni. We include and reserve the right to act swiftly against inappropriate behavior in person and on social media.

We expect each member of our athletic community to exemplify the highest standards of Honor, Integrity, and Courage to lead through sportsmanship. This is not just a guideline but a requirement for the preservation and betterment of our school and community.

Participation Limitations, Changing Sports, Leaving the Team, and Lettering:

Student-athletes are prohibited from participating in more than one interscholastic athletic activity during any given season, with some exceptions granted upon request. They are expected to honor their commitment to their team and only join another outside season sport once the current season is completed unless the principal approves extenuating circumstances.

To qualify for a school letter, athletes must meet sports prerequisites and complete the sports season in good standing with the coaching staff and team/squad.

Fees:

Students will not be charged any fees to participate in an athletic program.

Try-outs:

High school sports are competitive. Try-outs will be held for the team, and selection to participate in a team does not guarantee playing time during competition. All decisions for team selection and playing time are solely the team coach's responsibility in consultation with the head coach for that sport. All students, including freshmen, can try out for any sport provided they meet academic and residential eligibility criteria and have a physical exam on file.

Participation Requirements to “Make the Team”

Guidelines for Player Selection and Team Participation will be used for tryouts and cuts to ensure a fair and transparent selection process for all student-athletes.

1. **Skill and Performance:** Selection for the team will be based on an individual's skills, performance, and capability to competently fulfill their respective roles as determined by the coaching staff. This includes but is not limited to technical abilities, tactical understanding, physical fitness, and overall contribution to the team.
2. **Commitment and Attendance:** A strong commitment to attending all team-related mandatory activities and consistently contributing to the best of one's ability is essential. Regular attendance at practices, games, and team meetings is crucial for maintaining team cohesiveness and effective performance.
3. **Academic Eligibility:** Your academic success is important to us. All players must maintain the required **Grade Point Average 2.0 (GPA)**, and remain academically eligible for team activities. Academic commitment and achievement are essential for a well-rounded student-athlete experience.
4. **Behavior and Conduct:** All players must adhere to the RCHS Athletic Code of Conduct. Respect for coaches, teammates, officials, and all individuals involved in the athletic program is always expected, both on and off the field.
5. **Safety and Well-being:** The well-being and safety of all team members is paramount. Competing with due regard for one's own well-being and that of teammates is essential. Any behavior or actions that jeopardize the safety and well-being of oneself or others will not be tolerated.

We aim to give every participant an equal opportunity to demonstrate their skills and commitment to the sport. These guidelines are designed to maintain the integrity of our athletic programs and uphold the values of fairness, respect, and sportsmanship.

Consequences for Violating Team Rules

When a student-athlete is subject to disciplinary action resulting in losing playing time or the opportunity to participate in athletic events, this consequence applies uniformly across all sports.

	3rd Degree Violation Tardiness	2nd Degree Violation Sportsmanship, School Rules, Safety, Respect, Unexcused Absence,	1st Degree Violation Violation of School Rules, Alcohol/Drugs, Hazing, Violation of RCHS Athletic Code. etc
1st Offense	<i>Warning</i>	A specific percentage reduction in playing time or the opportunity to participate in athletic events. (Admin/Parent notified)	Will be dismissed from the team after a thorough investigation and once due process is ensured. (Admin/Parent notified)
2nd Offense	A specific percentage reduction in playing time or the opportunity to participate in athletic events. (Admin/Parent notified)	An increased percentage reduction in playing time or the opportunity to participate in athletic events. (Admin/Parent notified)	
3rd Offense	An increased percentage reduction in playing time or the opportunity to participate in athletic events. (Admin/Parent notified)	Will be suspended from participating and will not be able to dress for the upcoming event. (Admin/Parent notified)	
4th Offense	Will be suspended from participating and will not be able to dress for the upcoming event. (Admin/Parent notified)	Will be dismissed from the team after a thorough investigation and once due process is ensured. (Admin/Parent notified)	

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SPORTS WARNING STATEMENT

Student-athletes and parents should know that all sports have inherent dangers. Although rare, death or catastrophic injury can result from participation in interscholastic sports, and all concerned should take care to minimize such dangers through appropriate equipment, proper training methods, and common sense. The NFHS and RCHS encourage athletes and parents in all sports to discuss risks and risk minimization with coaches, school administrators, and league/section officials.

PLAYING TIME

Not all players get the same playing time. The nature of high school athletics and competition means putting the best team possible in competition. The coach must decide who the most qualified players are so the team gets its best chance for success. Thus, playing time is determined by the coach's discretion. Part of a player's growth includes putting one's desires aside for the team's betterment.

CIF/NCS/NBL GENERAL ELIGIBILITY (CIF ByLaw 200):

To participate in high school interscholastic athletics, students must:

- Provide information regarding any aspect of the eligibility that is true, correct, accurate, complete and/or not false or fraudulent.
- A student whose 19th birthday is attained before June 15 shall not participate or practice on any team in the following school year.
- Not exceed 8 semesters of enrollment after entering 9th grade
- Meet transfer, academic, and disciplinary eligibility standards
- Have an annual physical examination
- Maintain amateur status.
- Attend a CIF member school.

The Athletic Director or Administrator in charge of athletics determines eligibility.

CIF/NCS/NBL TRANSFER ELIGIBILITY:

Any student who transfers between high schools is subject to the CIF transfer bylaws. A varsity-level first-time transfer athlete with no valid change residence will be required to "sit out" half of each sport season previously played. Second-time transfers without a valid change of residence may be subject to limited (non-varsity) eligibility in sports they have played.

ALL transfer athletes must request an eligibility review by the new school's principal or designee to determine eligibility for competition. Before participating in a league sport, CIF forms 207 and 510 will be required. Allow at least 20 business days for processing these forms, especially at the beginning of the year. The athlete may miss part of the sport's season during the review and evaluation process.

For more information, see the Athletic Director and/or visit the transfer page at the North Coast Section website. [NCS CIF Transfer Eligibility Information](#)

ACADEMIC REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

To be eligible to participate in athletics at Rancho Cotate High School, students must meet the following criteria:

- *Be enrolled in at least 25 semester units of study/coursework and have passed and received at least 25 units of classroom credit in the previous grading period.*
- 1. Be progressing towards completing Rancho Cotate High School graduation requirements.
- 2. **Achieve a 2.00 GPA (non-weighted)**. Students who fall below the 2.00 GPA requirement may apply for a waiver of the academic requirement and be put on probation for the current grading period if they have a minimum of a 1.60 GPA. The student must achieve a 2.00 GPA by the end of the grading period to continue participating in the athletic program.
- 3. Summer school grades will replace grades in previous classes, raise a student's GPA, or earn credits for a class for which the student received a failing grade.
- 4. The Athletic Director will announce the dates upon which students become eligible or ineligible for athletic participation each grading period, usually the Monday after teachers submit grades.
- 5. All student-athletes who attain a 3.50 GPA (non-weighted) during their sports season shall be named CIF/NCS Scholar-Athletes.

For incoming ninth-grade students, the scholastic eligibility requirement is being promoted from the previous school to the ninth grade and attaining a **2.00 grade point average** during the last grading period at the previous school.

If a 2.00 GPA is not attained, the student-athlete must apply for an Academic Waiver and will be considered on Academic probation.

An athlete can only receive two waivers while enrolled at Rancho Cotate High School. Academic probation must be obtained through a signed waiver signed by the Parent, the Athletic Director, or the site Administrator designee.

GENERAL INFORMATION

PRACTICE SCHEDULES ON NON-SCHOOL DAYS:

CRPUSD gives coaches authority to establish team policies, including holding practice and/or games during non-school days within their sport's season. When teams have established practice/game schedules that are communicated well at the beginning of the season, athletes are expected to comply. No practices or games may be held on Sundays, and no athlete may be penalized for observing a religious holiday.

ISSUING AND COLLECTION OF UNIFORMS AND EQUIPMENT:

Each student is responsible for the proper care and safekeeping of all uniforms and equipment issued. Lockers must be secured before and after practices or competitions. Please follow the care instructions for all garments. Uniforms and equipment should be returned to the coach at the end of the season. Student-athletes will be charged for replacing any lost or damaged school property. Transcripts will not be issued until all bills/uniforms owed to the school have been paid/returned in reasonable condition.

LOCKER ROOMS:

Athletes are expected to use the locker rooms appropriately when changing. They are responsible for the security of their belongings by always locking them in the locker. Athletes should behave appropriately with language and demeanor. No pictures or videos may be taken inside a locker room. Violation will result in school/team discipline.

TRANSPORTATION FOR ATHLETICS:

The District may provide transportation for athletes to and from athletic events by contract with private transportation providers to the extent that funds are available. When funds are unavailable, the Superintendent or designee will neither authorize nor arrange for the transportation of the students by private automobile. **Read and review the specific language here: [CRPUSD Board Policy](#)**

Directions for Students and Parents on Coordinating Make-Up Work for Athletic Events

To ensure that students remain academically responsible while participating in athletic events, they need to communicate with their teachers in advance to coordinate make-up work. This guide provides clear instructions for students and parents on effectively contacting teachers to arrange for any missed assignments, tests, or other academic responsibilities.

Steps for Students

1. Notification of Absence

- As soon as you know about your upcoming athletic event, notify your teacher of your expected absence. Ideally, this should be done one week in advance.

2. Written Communication

- Send an email to your teacher. Include the following information:
 - Your name and grade.
 - The date(s) and time(s) you will be absent.
 - The reason for your absence (e.g., participation in a specific athletic event).
 - A request for the assignments, tests, or projects you will miss and the deadline for their completion.

Sample Email Template:

Subject: Upcoming Absence for Athletic Event - [Your Name]

Dear [Teacher's Name],

I hope this message finds you well. I will be absent from class on [Date(s)] due to my participation in [specific athletic event].

I would like to request information on the assignments, tests, or projects that I will miss during my absence. Could you please provide me with the necessary materials and the deadlines for completing them?

Thank you for your understanding and support.

Best regards,
[Your Name]
[Grade/Class]

3. Follow-Up

If you are still waiting to receive a response within a few days, politely follow up with a second email or speak to your teacher to ensure your request was received.

4. Gathering Materials

Once you receive the information from your teacher, gather all the necessary materials and instructions for the make-up work.

5. Plan Ahead

Create a schedule to complete the make-up work by the given deadlines. Prioritize your assignments and manage your time effectively.

6. Check-In

If you have any questions or need clarification on the make-up work, do not hesitate to ask your teacher before the day of your absence.

Steps for Parents

1. Support Your Child

Assist your child in drafting and sending the initial email to their teacher. Ensure they provide all necessary information and request the make-up work politely and professionally.

2. Monitor Communication

Encourage your child to check for teacher responses and follow up if necessary.

3. Help with Organization

Aid your child in organizing the make-up work and managing their time to ensure all assignments are completed on schedule.

4. Contact Teachers if Needed

If your child encounters difficulties communicating with their teacher or completing the make-up work, please contact the teacher to discuss any concerns or issues.

Additional Tips

- **Use School Platforms**—Use Google Classroom, PowerSchools, or the ParentSquare app to check for posted assignments or announcements related to the classes you will miss.
- **Stay Proactive:** Regularly check in with your teachers about your progress and any additional help you need.
- **Respect Deadlines:** To avoid penalties, submit all make-up work by the deadlines provided by your teachers.

TEAM VOLUNTEERS:

Coaches appreciate it when one or more volunteers assist with team chores such as arranging transportation, organizing equipment, maintaining an email group, arranging team dinners and banquets, and providing other assistance to the team and coach.

EVENT ADMISSION:

Home or away varsity contest admission may be charged if the school provides gate control and supervision. Students with ASB cards may enter games free at home but may be charged a reduced admission fee at away schools.



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STUDENT-ATHLETE HEALTH AND SAFETY

Social Media Guidelines for Student-Athletes

The following are the expectations and guidelines for student-athletes and their parents regarding social media use. It emphasizes the importance of using social networking sites in a positive and sportsmanlike manner, reflecting the values of the team, school, Rancho Cotate High School, and CRPUSD Schools.

1. Positive and Sportsmanlike Conduct

- Student-athletes and parents are expected to use social media in a manner that reflects positively on themselves, their team, and their school. All posts should uphold the values of sportsmanship, respect, and integrity.

2. Privacy and Public Nature of Social Media

- Assume that anything posted on social media will be public and accessible to anyone. Inappropriate posts related to athletics, including but not limited to trash-talking, taunting, profanity, hazing, harassment, or bullying, may result in disciplinary action by the team and/or school.

3. Compliance with CIF Rules

- It is against CIF (California Interscholastic Federation) rules to use social media to influence or engage any student not currently enrolled at your school to transfer for athletic purposes. Violations of this rule will be subject to disciplinary action.

4. Appropriate Use of Images

- Only appropriate pictures should be posted on social media, and always with the permission of the individuals in the photographs. Under no circumstances should pictures or videos be taken in locker rooms.

5. Conflict Resolution

- Social media is not the appropriate platform for solving team problems. Issues should be addressed directly with coaches, teammates, or school officials through proper channels.

Every post, picture, link, quote, tweet, status, or comment becomes part of your digital footprint and can impact your reputation, especially during the recruiting process, job applications, or other significant life events.

Consequences for Violations

Failure to adhere to this social media policy may result in disciplinary actions, including but not limited to:

- Suspension or removal from the team.
- School disciplinary measures as per the student code of conduct.
- Reporting to CIF for potential violations of CIF rules.

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HAZING

Definition of Hazing

Hazing is defined as any act or method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in relation to such an organization which causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic or other similar contests or competitions.

Rancho Cotate High School and CRPUSD Schools strictly prohibit any form of hazing. This policy applies to all student-athletes, student organizations, and any activities associated with the school's athletic programs or student organizations.

Prohibited Conduct

The following actions are considered hazing and are prohibited under this policy:

- Any form of initiation or pre-initiation activities that involve physical harm, bodily danger, or the likelihood of such harm.
- Activities that cause personal degradation or disgrace, resulting in physical or mental harm.
- Any actions that could be interpreted as causing bodily danger, physical harm, or mental distress, even if the activity is intended as a joke or amusement.

Reporting and Consequences

Reporting Hazing Incidents: Any student, staff member, or parent who witnesses or is aware of a hazing incident must report it immediately to the Athletic Director, school administration, or other designated officials.

- Investigation: All reported incidents of hazing will be promptly and thoroughly investigated by school authorities.
- Disciplinary Actions: Students found to be involved in hazing activities will face disciplinary actions, which may include suspension, expulsion from the team or organization, and other school-imposed penalties. Legal action may also be taken if warranted.

Commitment to a Safe Environment

Rancho Cotate High School and CRPUSD Schools are committed to providing a safe and supportive environment for all students. Hazing in any form is incompatible with our values and goals. All members of the school community are expected to contribute to a culture of respect, safety, and positive engagement.

Education Code 32051: Hazing; prohibition; violation; misdemeanor

- No student or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Persons violating this policy shall be subject to district discipline, misdemeanor penalties, and forfeiture of entitlements.

CERTIFIED ATHLETIC TRAINER (ATC):

CRPUSD has a certified athletic trainer at each high school who is a healthcare professional. Our trainers work closely with doctors to prevent injuries, provide emergency care, diagnose and treat injuries, and help students recover.

They also work with students who have medical conditions, referring them to healthcare providers and making sure they can safely participate in sports. If a student has a concussion, they need clearance from the athletic trainer and a healthcare provider before they can play again. The Athletic Trainer also advises coaches on training, helps injured students, and is available for emergencies during games.

INJURIES AND INJURY REPORTS:

Remember to report any injuries that happen during school sports to the athletic trainer and athletic director as soon as possible. The coach or another adult should fill out a form for each injury and submit it to the principal's office within two days.

If someone has a concussion, they need two notes from a doctor before they can start playing again. Our athletic trainer is available on campus during specific hours to help with injuries during practices and games. The athletic trainer, coach, or authorized designee should contact the student's parents if an injury occurs.

If it's an emergency, they should call 911. If the injury isn't an emergency but the student can't keep playing, the parents should be called to pick them up. In those cases, it's best to have the student checked out by a doctor, especially if there might be a concussion.

MRSA:

MRSA (methicillin-resistant staph aureus) is a staph infection resistant to many common antibiotics and hard to treat. It can be transmitted through poor hygiene, sharing of personal items, improper wound care, and other transmission sources. A few cases have been reported in MCAL schools. It is essential to follow good hygiene precautions.

For more information, see the CIF Sports Medicine alert at CIF MRSA.

CONCUSSIONS:

All sports have the possibility of injury. The most potentially serious and difficult-to-diagnose injury is a concussion or multiple concussions. Parents and athletes should take them seriously and consult a physician for medical advice. **All student-athletes will be required to complete base-line testing as per our Concussion Protocol. This baseline testing will be provided and conducted by RCHS and collected by our Athletic Trainer.**

An athlete suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return until he/she is evaluated by a licensed healthcare provider trained in the management of concussions and receives the healthcare provider's written clearance to return to the activity.

(Education Code 49475). [NFHS Concussion In Sports Course](#)

SUDDEN CARDIAC ARREST:

Sudden Cardiac Arrest (SCA) is not a heart attack. It's an abnormality in the heart's electrical system that abruptly stops the heartbeat. An undetected congenital or genetic heart condition causes it. Its first symptom may be death. To learn more about this severe medical condition to CIF: SCA or Sudden Cardiac Arrest (an online NFHS course).

[Sudden Cardiac Arrest NFHS Course](#)

BLOOD-BORNE PATHOGENS:

All players should be aware of blood-borne pathogen protocol when there is bleeding. Whenever a player incurs an injury or wound that produces bleeding or other body fluids, the practice or game shall be stopped per CIF guidelines, and the player shall be escorted away from the playing field for appropriate treatment. The player shall not return to the practice or game until the bleeding has stopped and the wound is properly covered. Gloves should always be worn when dealing with any body fluids.

PERFORMANCE ENHANCEMENT SUPPLEMENTS

The athletic staff discourages using any non-prescription drug, medication, or food supplement solely for performance-enhancing purposes.

For more information, please see [CIF Performance Enhancement](#)

STUDENT-ATHLETES BILL OF RIGHTS

Athletes' Bill of Rights

NONDISCRIMINATION AND EQUIVALENT OPPORTUNITIES:

Rancho Cotate High School's athletic department shall be free from discrimination and prohibited practices by state and federal law. The Superintendent/designee shall provide equivalent athletic opportunities for males and females.

OUTSIDE COMPETITION AND OUT-OF-SEASON TEAMS:

According to CIF rule 600, no student-athlete may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, 3-3 tournaments, college classes, etc.

Since participation in a non-school event of the same sport **will render an athlete ineligible and force the forfeiture of any contest.** All student-athletes must check with the Athletic Director if there is any doubt as to whether a competition is permissible according to NCS and CIF by-laws.

RGHS, NBL, NCS, and CIF do not sponsor out-of-season teams.

Although participation is allowed, it is not officially or unofficially associated with the above-mentioned groups. The parent assumes full responsibility for medical expenses and any liability that may occur as a result of participation on an out-of-season team. Participation on out-of-season teams is no guarantee of selection for a school team.

PARENT/GUARDIAN CODE OF CONDUCT

Parents and guardians greatly influence their children's views on academics and athletics. Your role as a leader will impact your child and our community for years. Ultimately, sports are a platform for individuals to challenge themselves, improve their skills, and develop life skills. The school establishes a value system that is nurtured, and young people develop these values through involvement in the classroom and other activities.

Trustworthiness, citizenship, caring, fairness, and respect are lifetime values taught through athletics. These principles foster good sportsmanship and character and help the spirit of competition thrive, promoting honest rivalry, respectful relationships, and graceful acceptance of results.

As a parent/guardian of a student-athlete attending Rancho Cotate High School and CRPUSD, your goals should include the following:

1. Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of an athletic contest.
2. Encourage our students to perform their best, just as you would urge them to excel in their classes.
3. Participate in positive cheers that encourage our student-athletes while discouraging any cheers that would redirect that focus, including those meant to ridicule, embarrass, taunt, or demean an opponent or official.
4. Refrain from any activity before, during, or after a contest meant to ridicule, embarrass, taunt, or demean an opponent or official.
5. Learn, understand, and respect the rules of the game, the officials who administer them, and their decisions.
6. Respect the task our coaches face as teachers and support them as they strive to educate our youth, both in life and in learning more about themselves.
7. Respect our athletic opponents as student-athletes and acknowledge them for striving to do their best.
8. Develop a sense of dignity and civility under all circumstances.

If a parent/guardian or student is removed from a contest, they must complete the Sportsmanship Class on the CIF NFHS website AND return the Sportsmanship Certificate to your Athletic Director, who will forward it to the League Commissioner. [NFHS Sportsmanship Course](#)

Steps for Addressing Parent Concerns

Parents are expected to follow the outlined steps when expressing concerns about Rancho Cotate High School's athletic programs to ensure effective and respectful communication.

1. Adhere to the “24-Hour Rule”

- Avoid confronting coaches immediately after games or at practices. Wait at least 24 hours before initiating any discussion about concerns.

2. Initial Communication with the Coach - Athlete’s Responsibility: The athlete must first speak directly to the coach about their concerns.

- Arrange a Meeting:
 - Meeting Requirements: Meetings must include the parent, coach, and athlete. The coach will respond to parents as quickly as possible to schedule the meeting.
 - If the issue is unresolved, the parent should arrange an appointment with the coach.

3. Escalation to the Athletic Director

- Unresolved Issues: If the parent or the coach is unsatisfied with the outcome, they should communicate directly with the Athletic Director.
- Follow Chain of Command: Ensure that the chain of command is followed when escalating the issue. The Athletic Director will facilitate further discussions if necessary.

4. Professional Communication Standards

- Verbal and Written Communication: All forms of communication must be professional and respectful. Verbal abuse or inappropriate language will not be tolerated.
- Email Use: Use email with discretion, especially when emotions are involved. Direct, face-to-face communication is usually more appropriate in these situations.

5. Documentation and Follow-Up

- Document Concerns: Keep a record of all communications and meetings related to the concern.
- Follow-Up: Ensure that follow-up actions are taken as agreed during meetings. Continue to follow the chain of command until the issue is resolved.

Contact Information

If you need to arrange a meeting or escalate a concern, please contact:

- Athletic Director: Matt Transue - Email: matthew_transue@crpusd.org

NCS/NBL EJECTION POLICY:

Ejection of a player from a contest for unsportsmanlike or dangerous conduct.

- **Penalty:** The player shall be ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.)—illegal participation in the next contest by a player ejected in a previous contest.
- **Penalty:** The contest shall be forfeited, and the ineligible player shall be ineligible for the next contest—second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
- **Penalty:** The player shall be ineligible for the remainder of the season. When one or more players leave the bench to begin or participate in an altercation.
- **Penalty:** The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.)

Coaches are responsible for determining their players' cause of ejection and enforcing the Ejection Policy.

Confusion over the cause for a player's ejection shall not be the basis for allowing a student who has been ejected under an applicable rule to avoid the sanctions required by the Ejection Policy (either prohibition from participation or forfeiture) should a student who violates the Ejection Policy play in a subsequent contest.

NCS: Any player ejected for fighting must complete the NFHS online Sportsmanship course. The athlete not allowed to participate in the next game is also not eligible to participate until they complete the course. It is free and provides a certificate to be printed when the course is completed.

[NFHS Sportsmanship Course](#)

UNSPORTSMANLIKE ACTIONS:

In addition to the official's call, unsportsmanlike conduct will be dealt with by reprimand and counseling by the coach and/or appropriate other school officials. Actions of this nature may lead to benching or suspension or withdrawal of athletic privileges and school disciplinary intervention if the rules/policies are violated.

INAPPROPRIATE BEHAVIOR:

Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:

1. Repeated berating, humiliating or taunting of our coaches, players or spectators.
2. Repeated berating, humiliating or taunting of our opponent's coaches, players or spectators.
3. Repeated berating and harassment of game officials.
4. Racist, sexist or profane remarks directed at any coach, player, official or spectator.

*See the **RC**HS Athletic Code*

Every player must register **annually** on SportsNet.Inc using the Athletics link on our school website before participating on any team.

The physical form requires a physician's signature certifying the athlete's health, so plan ahead.

One form dated after **June 1st** is suitable for all seasons for one calendar year.

OFFICIALS:

Officials should be respected during and after contests, even if athletes disagree with their calls. Any physical confrontation of an official by an athlete may be considered an assault. Under CIF Bylaw 211, athletes may lose athletic eligibility for their entire high school career.

SERIOUS INFRACTIONS -- EDUCATION CODE 48900

A. Infractions of Education Code 48900 for which students may be suspended are listed in the Parental Annual Notice section "Excerpts From California Education Code."

B. A pupil may be suspended or expelled for acts listed above and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period, whether on or off the campus.
 4. During, or while going to, or coming from, a school-sponsored activity.
-

Communication Protocol for Athletic Coaches and Student-Athletes

Overview

This protocol establishes guidelines for communication between athletic coaches and student-athletes at Rancho Cotate High School. To ensure safety, transparency, and professionalism, all communications will be conducted exclusively through the ParentSquare app and overseen by the school administration.

Objectives

- **Safety and Protection:** Ensure the safety of all parties involved.
- **Transparency:** Maintain clear and professional communication.
- **Accountability:** Allow for administrative oversight.

1. Platform Use

- **Use of ParentSquare:** All communications between coaches and student-athletes must be conducted via the ParentSquare app. No other forms of communication (e.g., personal emails, text messages, social media) are permitted for official school-related matters.
 - **Students will need to download the StudentSquare app.**
- **Official Accounts Only:** Both coaches and student-athletes must use their official school-issued ParentSquare accounts.

2. Content of Communication

- **Relevant Topics:** Communications should be limited to relevant topics such as practice schedules, game information, performance feedback, health and safety guidelines, and academic support.
- **Professional Language:** All messages should be respectful, clear, and professional. Offensive, inappropriate, or informal language is strictly prohibited.
- **Time Constraints:** Communications should be sent during reasonable hours, typically between 7:00 AM and 9:00 PM. Exceptions are made for urgent matters (e.g., game cancellations).

3. Oversight and Monitoring

- **Administrative Access:** The school administration will have access to all communications on ParentSquare to monitor interactions and ensure compliance with this protocol.
- **Regular Audits:** The administration will conduct periodic reviews of communication logs to maintain accountability.

4. Training and Implementation

- **Training Sessions:** All coaches and student-athletes will undergo training on the proper use of ParentSquare/StudentSquare and the importance of adhering to this protocol.
- **User Support:** Technical support and guidance will be available for users encountering difficulties with the app.

Every player must register **annually** on SportsNet.Inc using the Athletics link on our school website before participating on any team. The physical form requires a physician's signature certifying the athlete's health, so plan ahead. One form dated after **June 1st** is suitable for all seasons for one calendar year.

5. Confidentiality and Privacy

- Respect Privacy: While the administration will oversee communications, they will respect the confidentiality of sensitive information, intervening only when necessary to address issues or violations.
- Data Security: All communication data will be securely stored and only accessible to authorized personnel.

6. Reporting Issues

- Incident Reporting: Any concerns or incidents related to communication should be promptly reported to the administration via a dedicated reporting form available on ParentSquare.
- Follow-Up: Reported issues will be investigated promptly, and appropriate actions will be taken based on the findings.

7. Compliance and Consequences

- Adherence Required: Strict adherence to this protocol is mandatory for all coaches and student-athletes.
- Disciplinary Actions: Non-compliance will result in disciplinary actions, which may include suspension of communication privileges, involvement of parents/guardians, and other measures as deemed appropriate by the administration.

Conclusion

This protocol creates a safe, transparent, professional communication environment for athletic coaches and student-athletes. By adhering to these guidelines and exclusively using the ParentSquare app, we can ensure that all interactions are conducted respectfully and responsibly, fostering a positive and supportive athletic community at Rancho Cotate High School.

Rancho Cotate High School

ATHLETIC TRANSPORTATION POLICY

If parents/guardians provide transportation to or allow another adult or their student-athlete to provide transportation to scheduled interscholastic athletic events, including practices, they must be aware that the following policies are in effect:

- Where a parent or guardian provides transportation to their son or daughter to or from a scheduled event, including practices, the parent or guardian shall assume all resulting liability, and the school shall assume no liability.
- Where a parent/guardian or another adult designated by a parent/guardian transports students other than their own to or from a scheduled event, including practices, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.
- Where a student transports himself/herself to or from a scheduled event, including practices, the parents/guardians of that student shall assume all resulting liability, and the school shall assume no liability.
- Where a student transports other students to or from a scheduled event, including practices, the parents/guardians of the transporting student shall assume all resulting liability and the school shall assume no liability.

TRANSPORTATION LIABILITY WAIVER

I have read the Athletic Transportation Policy and agree that I shall assume all liability for negligently caused injuries resulting from the following situations:

- Where I transport my student-athlete to or from a scheduled event;
- Where I transport other students to or from a scheduled event, or I, as a parent/guardian, permit another adult to transport my student-athlete home from a scheduled event and have explained to the designated individual that they will assume all liability;
- Where my student-athlete transports himself/herself to or from a scheduled event or
- Where my student-athlete transports other students to or from a practice or scheduled event.
- I also agree that Rancho Cotate High School shall assume no liability for negligently caused injuries resulting from the above situations or any other situation where contracted transportation is not used to transport athletes.

Parent/Guardian Signature

Date

REQUEST FOR ALTERNATE ATHLETIC TRANSPORTATION

This is to be completed and signed in a situation where a bus is available but the parent/guardian requests an alternate form of transportation.

Sport: _____

Student Name: _____

My child, named above, will not be riding the team bus/van on _____ because my child will be: _____

- ___ 1. Riding with his/her parent/guardian.
- ___ 2. Riding with a designated adult, _____, other than his/her parent/guardian.
- ___ 3. Driving.
- ___ 4. Riding with a designated minor, _____.

Parent/Guardian Signature

Date

Athletic Director/Head Coach Signature

Date

**This form must be returned to the Athletic Director or Head Coach
NO LATER THAN 1 DAY
before the event.**

RANCHO COTATE HIGH SCHOOL

BOOSTERS CLUB:

Join the Rancho Cotate High School Athletic Boosters!

The athletic department at Rancho Cotate High School is incredibly fortunate to have the unwavering support of a highly dedicated athletic booster club. The Boosters' consistent and enthusiastic involvement significantly enhances the positive experience of all student-athletes.

Our Athletic Boosters are more than just supporters – they are the heartbeat of our sports community! Their tireless efforts provide invaluable resources, opportunities, and experiences that elevate our student-athletes' journeys, both on and off the field.

Why Join the Boosters?

- **Make a Difference:** Your involvement helps fund essential equipment, facility upgrades, travel expenses, and special events directly benefiting our students.
- **Community Spirit:** Joining the Boosters is a fantastic way to connect with other parents, alumni, and community members who share a passion for supporting our students.
- **Support Excellence:** Your support ensures that our athletic programs remain competitive and provide our athletes with the highest level of training and development.
- **Inspire and Be Inspired:** Witness firsthand our student-athletes' dedication and hard work and feel the pride of contributing to their success.

How to Get Involved

Becoming a Booster is easy and incredibly rewarding. Here's how you can join:

1. **Attend Meetings:** Join our monthly Booster meetings to stay informed and contribute your ideas.
2. **Volunteer:** Participate in events, fundraisers, and activities that support our teams.
3. **Donate:** Regardless of size, financial contributions make a huge impact.
4. **Spread the Word:** Encourage the involvement of friends, family, and community members.

Contact Information

If you are interested in getting involved, please contact the Athletic Director for more information.

ranchocotateathleticboosters@gmail.com

Athletic Director

Responsibilities and Duties of the Athletic Director

1. Leadership and Administration

- Oversee the athletic program, including scheduling, budgeting, and compliance.
- Develop and enforce athletic policies, procedures, and guidelines.
- Ensure compliance with school district, state, and national athletic regulations, including CIF rules.

2. Staff Management

- Support site Administration with hiring, supervising, and evaluating coaches and athletic staff.
- Provide professional development opportunities for coaching staff.
- Address and resolve staff issues and conflicts.

3. Student-Athlete Welfare

- Promote academic achievement and personal development of student-athletes.
- Ensure the safety and well-being of student-athletes during practices, games, and travel.
- Implement programs to support student-athlete health, including injury prevention and management.

4. Program Development and Promotion

- Develop and implement strategies to enhance the athletic program.
- Coordinate and promote athletic events, including marketing and public relations efforts.
- Foster positive relationships with parents, alumni, and community members to support the athletic program.

5. Budgeting and Fundraising

- Prepare and manage the athletic department budget.
- Oversee the allocation of funds for equipment, facilities, and team expenses.
- Coordinate fundraising activities and work with ASB and the Booster Club to secure additional resources.

6. Facilities and Equipment Management

- Support the District with the maintenance and scheduling of athletic facilities.
- Ensure that all equipment is safe, up-to-date, and properly maintained.
- Coordinate with facilities management for improvements and repairs as needed.

7. Event Coordination

- Organize and manage home and away athletic events, including transportation, scheduling, and staffing.
- Ensure proper game-day operations, including security, ticketing, and concessions.

8. Compliance and Reporting

- Maintain records and prepare reports on athletic program activities, participation, and compliance.
- Ensure all athletes meet eligibility requirements and maintain accurate rosters.
- Communicate with school administration, CIF, and other governing bodies regarding compliance issues.

9. Conflict Resolution

- Address conflicts involving coaches, student-athletes, parents, and other stakeholders.
- Implement and oversee the grievance process for resolving disputes.

10. Community Engagement

- Act as the liaison between the school, community, and media regarding athletic program news and updates.
- Develop and maintain positive relationships with local businesses, sponsors, and media outlets to promote the athletic program.

By fulfilling these responsibilities and duties, the Athletic Director ensures the smooth operation and success of the athletic programs at Rancho Cotate High School.

- **Matt Transue**, Athletic Director, can be reached at matthew_transue@crpusd.org