

REVISED 5-20-21



## **ATHLETIC DEPARTMENT HANDBOOK FOR COACHES**

1575 West 2<sup>nd</sup> Street, Los Angeles, CA 90026

213-241-4466

[www.belmontathletics.org](http://www.belmontathletics.org)

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## **Mission Statement:**

***It is the mission of the Belmont High School Athletic Department to inspire each student-athlete to extraordinary achievement every day through promoting scholarship, sportsmanship, and skill development.***

- Provide a comprehensive athletic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.
- The program serves as a positive, powerful, productive force for our, schools, community and most importantly the student-athlete. The program will provide an opportunity.

## **Athletic Department Objectives**

### **To provide an attractive program for the student-athlete:**

- ☐ Provide the student-athlete with an enjoyable and rewarding experience
- ☐ Make player safety and welfare our highest priority

### **To give quality instruction in the fundamentals of each sport offered:**

- ☐ Specific athletic skills and strategies
- ☐ Sportsmanship, ethical conduct and fair play

### **To be an integral part of the secondary school curriculum:**

- ☐ Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field
- ☐ To stress the importance of self-discipline in both the classroom, the community and on the field
- ☐ Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work
- ☐ To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition
- ☐ Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post secondary educational opportunities

### **To make the athletic program a source of both school and community pride:**

- ☐ Help each athlete to interact positively with faculty, community and fellow students
- ☐ Make the team a positive influence on all who come in contact with it
- ☐ To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations

**CIF LACS – 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 Characterism”). 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

## **ATHLETIC DIRECTOR JOB DESCRIPTION**

1. Responsible to the Principal of Belmont High School.
2. Serves as liaison between staff members and the administration.
3. Develops and monitors the school site Athletic Department budget.
4. Reviews staff requests and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Ensures that equipment is properly inventoried and maintained by coaches.
7. Approves departmental purchases.
8. Approves and developps athletic schedules.
9. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation, the League, and the LAUSD.
10. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches' job assignments.
11. Responsible for evaluating all new coaching candidates for jobs and will be a member of each selection committee.
12. Responsible for all recommendations for improvement of facilities, which shall be directed to the Principal.
13. Coordinates with the Head Groundskeeper/Head Custodian the repair and maintenance of athletic fields, track, gymnasium, courts and weight room.
14. Resolves conflicts that develop with in the Athletic Department.
15. Gives assistance to coaches and booster club in finding ways to support and finance the athletic program.
16. Submits a financial report to the Athletic Department and the Principal at the beginning of each school year.
17. Maintains a current file of student-athletes, physical forms, insurance form, parent consent forms, etc. and that current information has been updated in MISIS.
18. Works with the Principal for determining initial and continuing eligibility of student athletes.
19. Works with the Principal, Director of Student Activities, Cheerleading Advisors, and coaches involved in all athletic assemblies and spirit rallies.
20. Arranges for a paramedic at all JV and Varsity football home games.
21. Represents the school in all athletic business at District, League, Section and State meetings.
22. Responsible for scheduling student/parent meetings.
23. Responsible for the annual review of the Coaches' Handbook.
24. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
25. Schedule all non-league contests and buses.
26. Submits all student-athlete eligibility rosters, coaching rosters and other documents to CIF LACS and LAUSD as required in a timely manner.
27. Maintains all required certifications: American Red Cross/Heart Association Adult 1<sup>st</sup> Aid/CPR/AED, ASEP or NFHS Coaches Course, NFHS Sudden Cardiac Arrest Course, NFHS Concussion Awareness Course, and LAUSD Child Abuse Training.
28. Organizes a sports banquet at the conclusion of each season in which each time will participate.
29. Reviews and submits all transfer paperwork to CIF LACS for new student-athletes.
29. Performs other duties as the Principal may direct.



## COACH JOB DESCRIPTION

1. Serve as liaison between his/her coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the LAUSD as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of and attends all district/public/staff/departamental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees and conducts basic maintenance as required.
11. Provides proper safeguards for eminence and protection of assigned equipment.
12. Recommends policy, method or procedural changes to the Athletic Director.
13. Monitors the grades and conduct of his/her athletes.
14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
19. Recommends/selects equipment and uniforms within budget appropriations.
20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, window and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.
24. Instills in each player a respect for equipment and school property its care and proper use.
25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
26. Responsible for reporting scores and information after every contest to MaxPreps and the Athletic Director.
27. All coaches/teachers will supervise student-athletes in the locker room areas whether their teams are in-season or out-of-season. Staff will open the doors at the beginning of the use period and will inspect the condition of the locker room with respect to safety and potential vandalism. Coaches/teachers will circulate about the locker room and supervise the conduct of the youngsters while the locker room is occupied. When team members/students have left, staff will inspect the locker room again and ensure all doors are closed and locked before leaving the area. The opposite sex coach/teacher will remain outside the locker room door until his/her student-athletes are gone and the coach/teacher is required to follow the fore mentioned procedure.
28. Responsible for arranging for substitutes because of athletic events with the Principal's secretary or the Athletic Director as soon as possible.
29. Understands that all drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.
30. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely.
31. Performs other duties which may be assigned by the Athletic Director or Principal.
32. Conducts annual fundraising for program for designated amount.
33. Prepares a letter to parents for each season which explains coaching philosophy and provides the team's practice/game schedules.
34. Maintains all required certifications: American Red Cross/Heart Association Adult 1<sup>st</sup> Aid/CPR/AED, ASEP or NFHS Coaches Course, NFHS Sudden Cardiac Arrest Course, NFHS Heat Illness Prevention Course, NFHS Concussion Awareness Course, NFHS COVID 19 Course, and LAUSD Suicide and Child Abuse Training.
35. Maintains a first aid kit containing a parent-signed emergency card with proof of insurance stapled to it for each student-athlete. These items must be with the Coach at every game (home and away) and at each practice.
36. Organizes a team banquet to be held on the date TBD for each season, Fall, Winter, or Spring.
37. The paid, LAUSD employee coach of record, supervises and never leaves athletic department volunteers alone with student-athletes at anytime.
38. Identifies new student athletes and assists them in completing required transfer paperwork before submitting it to Athletic Director.

## **Athletic Bus Trip Basic Rules**

1. The paid Coach or Athletic Director's designee must supervise any field trip.
2. All students must have an emergency form with insurance card stapled to it, signed by their parent(s) prior to leaving.
3. The Coach must take roll – in duplicate. One list must be with the Coach on the field trip, and one list must be left with the Attendance Clerk prior to the trip departure.
4. All field trips must be approved by the site administrator.
5. The students must ride the bus in uniform going and returning to the school. If a student is being transported back from the event by his/her parent or legal guardian, a note must be submitted 24 hours in advance and approved by the Principal/Assistant Principal.
6. Only team personnel who have met clearance may ride the bus.
7. All LAUSD bus and school rules apply at all times.
8. Student-athletes may not leave the visiting venue to purchase food or for any reason. The Coach must vigilantly supervise his/her players at all times when at an opposing school.

## **Procedure Prior to First Practice**

Coaches must ensure that before practice begins:

1. Every student-athlete has completed the following forms and has been cleared: Physical Form, Proof of Insurance Form with student-athlete's insurance card, and Emergency Notification Form.
2. Every student-athlete is scholastically eligible as verified by the Athletic Director. Grade reports are available in the Counseling Office and on MISIS.
3. Practice times and locations are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office.
4. A current roster on required template with eligibility paperwork packet for each student-athlete is submitted the Athletic Director on or before the specified deadline.

## **Procedure Prior to First Contest**

Things to do:

1. Ensure that each student-athlete has at least a 2.0 GPA, current physical exam, insurance, and eligibility packet 100% completed.
2. Issue uniforms and equipment and keep records of all assigned equipment.
3. Submit a preliminary and final roster on required template prior to the first contest in writing to Athletic Director.
4. Read through Field Trip Basic Rules and make sure all emergency forms are in your possession.
5. Fill out a Trip Roll Sheet for each away contest. This is to be done in duplicate. One list goes with the Coach and one must be left with the Attendance Clerk prior to trip departure.
6. The LAUSD Private Automobile Driver Form (LS3, Rev. 05/2010) with certification of insurance must be on file for any adult transporting students to a school sponsored activity or to their home via private auto.
7. Maintain a first aid kit containing a parent-signed emergency card with proof of insurance stapled to it for each student-athlete. These items must be with the Coach at every game (home and away) and at each practice.

### **Post-season Procedures**

1. All Head Varsity Coaches are accountable for all equipment inventories, including JV equipment.
2. Evaluation of all Head Varsity Coaches will be done by the Athletic Director or Assistant Athletic Director and a post-season meeting will be held to discuss the evaluation.
3. Varsity Head Coach will evaluate JV Coaches and make recommendations to the Athletic Director.
4. All Coaches will remain supervising their team during period 7. LAUSD Athletic Assistants are required to remain with their team until the championship final is played in their sport.
5. Plan banquet and submit request for certificates, pins, and letters to the Athletic Director.
6. Return building/gate keys to main office as required.

### **Procedure for Removal of Players from Team Roster**

1. Coach has conference with player and parent.
2. Player is given chance to remediate/apologize/pay restitution etc., if situation is warranted. Coach must document on paper incidents where player behaved inappropriately.
3. Athletic Director is notified.
4. Principal/Assistant Principal is notified.
5. Decision is made to remove or retain student-athlete from roster.

## **EMERGENCY ACTION PLAN FOR BELMONT ATHLETICS**

1. Call 911 and have student-athlete's emergency card and insurance card on hand.

2. Instruct Emergency Medical Services (EMS) to report to:

**Belmont High School**

1575 West 2<sup>nd</sup> Street  
Los Angeles, CA 90026

**Roybal LC (Baseball)**

1200 Colton Street  
Los Angeles, CA 90026

**Miguel Contreras LC (Swimming)**

322 Lucas Avenue  
Los Angeles, CA 90017

Instruct EMS to enter at:

**Belmont Erdmann Stadium/Montgomery Field and Gymnasium (Arima Court)**- Loma Drive/Beverly Boulevard access gate next to flagpole and scoreboard. (AED and spine board located in Taping Room near front door of Arima Court (#925 key).

**Belmont Softball Diamond**- Corner of Loma Drive and Crown Hill Terrace.

**Roybal Baseball Diamond**- Access road on southbound side of Beaudry Avenue, just south of Temple Street.

**Contreras Swim Complex**- Access gate on south bound side of Bixel Avenue, just north of 3<sup>rd</sup> Street.

3. Give cross streets and answer all questions posed by the EMS operator.

4. Provide appropriate medical care until EMS arrives. Upon arrival, provide EMS personnel with all pertinent information captured on the emergency card and insurance card. Answer all questions posed by the EMS personnel.

5. Note:

1. If parent is not present, a LAUSD employee will accompany student-athlete to hospital in ambulance.
2. Notify parent.
3. Notify Administration.
4. Notify Athletic Director.
5. Provide EMS with Emergency card/insurance card information.
6. Complete LAUSD Injury Report and give to Athletic Director.

### **Emergency Phone Numbers**

Good Samaritan Hospital: 213 977-2121

Fire-Rescue-Police: 911

School Nurse: 213-241-4328

## **Visiting Bus Drop Off Locations**

**Belmont Erdmann Stadium/Montgomery Field and Gymnasium (Arima Court)-** Loma Drive/Beverly Boulevard access gate next to flagpole and scoreboard.

**Belmont Softball Diamond-** Corner of Loma Drive and Crown Hill Terrace.

**Roybal Baseball Diamond-** Access road on southbound side of Beaudry Avenue, just south of Temple Street.

**Contreras Swim Complex-** Access gate on south bound side of Bixel Avenue, just north of 3<sup>rd</sup> Street.

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1200 Colton Street  
Los Angeles, CA 90026

### **Miguel Contreras LC (Swimming)**

322 Lucas Avenue  
Los Angeles, CA 90017

# Forms

COACH'S NAME	PHONE NUMBER	EMAIL ADDRESS

[illegible]



Interscholastic Athletics Department  
CONFIDENTIAL ATHLETIC INJURY TRACKING FORM  
(Required for LAUSD Athletes Only)

ATTACHMENT E

It is the responsibility of the Coach to complete this form. Use a separate form for each incident or student. Copies of this form must be given to the School Nurse and Assistant Principal/Athletics NO LATER than 24 hours following the injury or incident. A copy must also be forwarded to the LAUSD Athletics office.

School of Incident:		ISTAR #	
Head Coach:	Supervising Adult:		Sport:
Date of Incident:	Time of Incident:	Level (JV, Var, etc.):	
Name of Student:	DOB:		Age:
Gender: <input type="checkbox"/> F <input type="checkbox"/> M	Grade:	School of Attendance:	
Student Address:			
Student Home Phone:		Cell:	
Parent/Guardian Name:			
Nature/Injury/Body Part affected:			
Suspected Concussion*? <input type="checkbox"/> Yes <input type="checkbox"/> No			

*\*If a Concussion is suspected/diagnosed, a "Concussion Injury Report" must be completed. Also, CIF State Bylaw 313 states: A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.*

ACTIONS TAKEN (Indicate N/A if not applicable)	DATE	TIME	COMMENTS
Parent/Guardian Notified (and by whom)			
School Nurse Notified			
911 called/Taken to Emergency Room by Paramedics			
Taken to Emergency Room by Parents			
Referred to Licensed Health Care Provider			
Athletic Director Notified			
Assistant Principal/Athletics Notified			
Principal Notified			
Follow up with parent conducted (and by whom)			
Cleared without restriction by Health Care Provider			
Copy of this form to School Nurse			
Copy of this form to Asst. Principal/Athletics			
Copy of this form to Principal			
Copy of this form to LAUSD Athletics office			
School obtained witness statements			

A student absent from athletic practice or competition for *five or more consecutive days due to illness or injury* must present a written statement from the licensed health care provider indicating the diagnosis and a recommendation for return to athletic participation. The *school nurse* will determine eligibility and notify the coach. Any student returning from a serious injury with written approval from the licensed health care provider *must be referred to the school nurse for evaluation prior to resuming competitive athletics* (BUL-4948.2).

Coach's Signature:	Date:
Name of Coach (please print):	

BUL-4948.2

Rev 12/2015  
January 4, 2016



LAUSD ATHLETIC EVENT



INCIDENT REPORT

Reporting School: \_\_\_\_\_ Sport: \_\_\_\_\_

Visitor: \_\_\_\_\_ Home: \_\_\_\_\_

Where Played: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor and Employee # that was assigned to game: \_\_\_\_\_

(Complete only if incident involved spectators)

Crowd Control: # of spectators anticipated \_\_\_\_\_  
# of spectators present \_\_\_\_\_

# of school police on duty \_\_\_\_\_

# of other law enforcement officers on duty \_\_\_\_\_

# of certificated staff on duty \_\_\_\_\_

# of other supervisors on duty \_\_\_\_\_

(Provide written statements from witnesses)

Explanation of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrator's statement of actions taken with individuals and/or teams (attach additional pages if needed):

During the incident: \_\_\_\_\_

\_\_\_\_\_

After the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-up Actions: (Include names of coaches and students and jersey numbers of students, if applicable)

Corrective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preventive: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: (Name and Title) \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

School: \_\_\_\_\_

**SUBMIT TO ATHLETICS OFFICE  
WITHIN 24 HOURS  
AFTER INCIDENT**

Copy sent to: \_\_\_\_\_ Opposing School AD  
\_\_\_\_\_ ESC Operations  
\_\_\_\_\_ Athletics Office

School sends to the following:

ISTAR Report Number (Please write the number) \_\_\_\_\_

Administrator in charge of Athletics (opposing school) \_\_\_\_\_

Fax: 213-241-5846

Rev/2013

# LOS ANGELES UNIFIED SCHOOL DISTRICT



BULLETIN NO. 5310.0

ATTACHMENT C

## PRIVATE AUTOMOBILE DRIVER CERTIFICATION OF LIABILITY INSURANCE

I hereby certify that I have automobile liability insurance which covers the driver and all passengers in the automobile, and I have ascertained that my policy will cover me and all passengers riding in the automobile in connection with the transport of students, other employees or tangible goods for the following LAUSD authorized employment duties or school activity:

Covered Auto \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

My insurance company is: \_\_\_\_\_

(Policy#) \_\_\_\_\_

My insurance agent/broker is: \_\_\_\_\_

(Telephone) \_\_\_\_\_

My driver's license number is: \_\_\_\_\_ Issue State: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Age: \_\_\_\_ (18-25) \_\_\_\_ over 25

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_

(Site Administrator/Supervisor)

Date: \_\_\_\_\_

LS3, Rev. 05/2010



BELMONT HIGH SCHOOL ATHLETICS BASIC INVENTORY  
PROGRAM: DATE:

<u>ITEM DESCRIPTION</u>	<u>AMOUNT</u>
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BELMONT HIGH SCHOOL VARSITY LETTER REQUEST FORM

COACH:

SPORT:

STUDENT-ATHLETE'S NAME:

GRADE

LIST ALL SPORTS IN WHICH STUDENT EARNED A VARSITY LETTER

COACH'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_