



Athletic Department

220. S. Imperial Hwy. Anaheim, CA 92807

General Athletic Department Policies

Philosophy

We strive to create a character driven program where the concept of the student-athlete is exemplified in competitions, at practice, in the classroom, and within the community. This elevated standard of conduct applies to every athlete without exception, and it remains at the core of everything we do.

Participation in the program is a privilege and not a right. Decisions regarding daily operations will be made in the order of health/safety, team benefit, and then individual benefit. The coaching staff will determine team rosters, playing time, and competition levels. It is important to remember that decisions are made for the long-term welfare and benefit of the athletes, regardless of how difficult those decisions may seem at the present time.

Attendance

- A. All team members are expected to be at every practice. In the event of an excused or unexcused absence, the head coach will determine if the athlete is eligible to participate in the next competition. Most teams have required practices over school holidays, so please plan accordingly.
- B. If an athlete is going to miss a practice or competition, he/she must notify the head coach. A note or email from a parent will excuse an absence, and one must also be submitted to the attendance office if it occurs during a 5th or 6th period class.
- C. If an athlete is late to practice, he/she must bring a note from the staff member that detained them in order for it to be excused. Excessive absences or tardies, excused or not, will result in the athlete being removed from the team. Whenever possible, serve detentions and meet with teachers when practice is not scheduled.
- D. Each athlete is expected to fully participate in the entire practice, unless instructed by the coach. If an athlete is injured, ill, or has a written excuse from a parent, he/she will still dress-out, but the extent of their participation will be determined by the coach.



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Communication

- A. Contact information is listed under each sport at CanyonAthletics.org. In addition, it also contains the contact information for the Athletic Directors and their areas of responsibility. Please allow 24 hours for a coach to respond to an email or phone call, and be respectful of traditional work hours and weekends. It is not appropriate to confront a coach following a contest or during a practice. Please schedule a meeting unless it is an emergency.
- B. Complaints regarding an individual coach must be made directly to the coach by the complainant. Every effort should be made to resolve the problem at this level.
- C. Complaints not resolved with the individual coach must be submitted in writing to the Athletic Director. The written complaint must contain the following:
 1. The name of the coach or the specific sport, level of competition, and/or the general athletic concern involved.
 2. A brief but specific summary of the nature of the complaint and the facts surrounding the issue.
 3. The complaint must be signed by complainant.

Note: Because playing time and level or position placement are the sole responsibility of the coach, complaints regarding these items will not be heard beyond the Athletic Director.
- D. For complaints not tied to an individual coach, the first contact for concerns about any phase of the athletic program is the Athletic Director. This may be done either verbally or in writing.
- E. Complaints regarding an individual coach or program not resolved with the Athletic Director will be referred to the school's administrator in charge of athletics for resolution. The administrator in charge of athletics shall receive a copy of the written complaint and a written report of the efforts made to resolve the problem. The complainant shall receive a written response.



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- F. Complaints not resolved by the school's administrator in charge of Athletics and/or the principal may be referred in writing to the Superintendent for study and resolution.

Conduct and Sportsmanship

- A. All school activities must be congruent with the school's stated goals and objectives. It is within this context that the CIF developed their Code of Ethics, a document that must be signed by all student-athletes. A copy that outlines an athlete's responsibility is included in the OUSD Participation Packet. Be sure you fully understand your obligations.

- B. At athletic events, it is inappropriate for spectators to engage in:

- Violence
- Verbal abuse
- Vandalism
- Throwing objects
- Obscenity or obscene gestures
- Possession or use of alcohol
- Possession or use of illegal substances
- Harassment of officials

Any of these inappropriate spectator behaviors, whether committed by students or adults, can be cause for immediate removal from the event. A pattern of these behaviors shall result in being barred from future events.

- C. Canyon High School is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.
- D. According to the California Education Code, Bullying is defined as: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act that places a reasonable pupil, or pupils, in fear of harm to that pupil's or those pupils' person or property. In addition, it includes those that experience a substantial



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detrimental effect on his or her physical or mental health, or experience substantial interference with his or her academic performance. Again, The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Donation Policy, Amount, and Use

- A. The actual costs associated with running a successful program far exceeds what is allotted by the school or district. Each program will suggest a voluntary donation in an amount that is consistent with their budgetary needs. That amount may fluctuate annually based on the number of participants, equipment requirements, or scheduling logistics. However, any donation amount is appreciated and no student will be barred from participating in this activity or negatively impacted because of a failure to donate money to the program. If a program is not financially feasible given the timing and overall level of donations received, it may be modified or cancelled.
- B. Donation refunds will not be provided for students who quit, become ineligible for participation, or are dropped from the team as a result of disciplinary measures. Refunds may be issued, if requested in writing, in cases of injury that prevent playing with the team prior to the start of the season. Once a season has started there will be no refunds, as the funds will have already been committed to the team's budget.

Eligibility

- A. The California Interscholastic Federation (CIF) is the governing body that oversees all sports at Canyon High School. They have specific rules regarding enrollment, conduct, academics, etc., that we are required to follow. Those rules are reviewed annually and occasionally undergo changes based on membership votes. The latest version of CIF Eligibility Rules can be found at www.cifss.org.
- B. All student-athletes must maintain a minimum 2.0 GPA during the grading period closest to their season of sport to remain eligible to compete. Those that fall below that threshold are granted a one-time probationary period during which they can remain eligible. Coaches reserve the right to retain or drop ineligible athletes based on the best interests of that particular student.



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- C. All student-athletes must receive medical clearance before participating in any afterschool sport. An MD or DO must complete, sign, and stamp the Medical Clearance Form that is contained in the OUSD Participation Packet. That packet should be submitted directly to the Athletic Director, or Athletic Trainer for approval.
- D. All student-athletes that participate in OUSD approved sports must have medical insurance. Several programs are available if an athlete unable to provide their own coverage. Please see an Athletic Director for additional details.

Equipment and Uniforms

- A. Each team will issue uniforms and team gear that is specific to their sport. Athletes are responsible for the checkout and return of school issued items at the end of each season. Lost or damaged items will be billed to the student at the current replacement cost. A written notification will be received in the mail with the itemized cost.
- B. Lockers are available for students that are currently in a sport and will be issued after the coach submits a roster to the Equipment Managers. Athletes should not place high value items in the lockers and should check to ensure items are secured prior to leaving the locker room.

Competition Day Expectations

- A. Games often take place off campus and sometimes require student-athletes to be released early from class. A weekly report is given to the staff indicating the release times and parents can access that information on CanyonAthletics.org. It is the responsibility of the athlete to know the dismissal time, bus departure time, and team protocol for travel. In addition, students are responsible for gathering and completing any missed work in accordance with the rules of that particular class.
- B. Athletes are expected to attend each game/contest. They should keep in mind that attendance has a direct impact on the team and any missed competitions should be cleared with the coach in advance. The coach



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reserves the right to remove an athlete from the program if attendance becomes an issue.

- C. Athletes represent the school at all times, but especially during competitions. Conduct on the bus, while visiting other campuses, and during competitions is a direct reflection of the program and the school. Athletes that violate team rules, or the CIF Code of Conduct will be subject to discipline.

Grades

- A. Participation in each athletic program falls under the physical education curriculum and athletes will receive credit for each semester of successful completion. Because of this, athletes will also receive a grade that will be recorded on their transcript.
- B. Grades are calculated based on participation and any assignments that may be given by the coach. Athletes that are absent, or unable to participate due to medical limitations, may request an alternative assignment from their coach.

Injury and Illness

- A. Athletes are required to report any injury or illness to the coach immediately. The coach, in conjunction with the Athletic Trainer, will evaluate the issue and determine if it is safe for the athlete to return to practice or play. An athlete may be held out of a practice or competition regardless of parent opinion if the coach or Athletic Trainer feels that doing so protects the welfare of the student-athlete.
- B. In some cases, the athletic training staff will refer a student to another medical entity for further evaluation; the parent/guardian always retains the right to remove a student athlete from participation.
- C. An OUSD Injury Report will be generated for any incident that occurs during a school activity and requires referral to a physician, transport to a medical facility, or restricted future activity. In addition, written medial clearance will be required for that athlete to return to participation. Athletes must submit all injury and release notes to the Athletic Trainer or Athletic



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Director. Additional information regarding injury and illness policies can be found at CanyonAthletics.org under the Athletic Training tab.

Off-Campus Passes

- A. An off-campus pass may be issued to members of a team that practice or have regular competitions later in the evening. The pass allows a student-athlete to leave campus, only with their parent's consent, and return after school for that activity. A form is required, and parents can elect to not grant permission. Students that do not have an off-campus pass will be supervised in a study-hall type activity by their coach or other school staff member until the end of the school day.

Off-Season Activities

- A. Most programs conduct off-season training programs that are specific to their sport. Although students are encouraged to participate in multiple sports, some elect to stay in the off-season program. In this case, athletes should remember that they will continue to be held to the team's grading policy if that program takes place during 5th or 6th period. In addition, all other expectations outlined in this policy remain in effect.

Post Season Awards and Recognition

- A. The function of each sport is unique, and therefore, each team sets its own criteria regarding how awards are issued. The head coach will determine varsity letter winners and any other award categories presented at the banquet.
- B. The Athletic Department sponsors a Scholar Athlete Award that can be earned at any competitive level. Athletes achieving this award need to have earned a 3.5 GPA during the grading period that took place during their season of sport.
- C. All-League awards are presented based on the criteria outlined in the Century League Constitution. Typically, the coaches from the league vote on each category and the number of All-League selections is unique to each sport based on the number of participants.



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- D. All-County, All-CIF, and All-State awards are generated by those governing bodies and are not controlled by the school or team.

Safety Concerns

- A. The overall welfare and safety of our student-athletes is paramount. The proper use of equipment, adult supervision, and the reporting of incidents are critical components to maintaining a safe environment for student participation. Parents, athletes, and spectators are encouraged to report any unsafe practices to the coach or Athletic Director immediately.

Spirit Wear and Apparel

- A. A basic uniform will be provided, or can be purchased, for all sports. Additional items may also be made available by the team or on CanyonAthletics.org. Selling spirit wear is a great way to generate support for a program and often serves as a very efficient fundraiser. We encourage parents, siblings, and fans to take part.

Transportation

- A. Transportation will be provided for school sponsored activities that take place during the regular school day. Bus departure and return times can be found on each individual team page of CanyonAthletics.org. Please keep in mind that return times are often an estimate and the length of the contest, or traffic, can alter that projection.
- B. In some cases, parents are asked to drive students to a trip or contest. This can only be done with the prior approval of the school district. The coach or Athletic Director can supply the application form and adults may not transport students to a school activity without completing this approval process.
- C. Based on the competition time or location, some families may elect to provide their own transportation. This is allowed by the school district if the Voluntary Transportation Request form is completed within the OUSD Participation Packet. Athletes can only be released to their parent/guardian following a contest. Parents must check out with the coach prior to departure from any venue.



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Cross Country Team Specific Policies

Donations

- A. The program is asking for a donation in the amount of \$200.00. This money will be used to cover race entries, equipment, and stipends for additional coaches that the school district does not cover. Your financial support is greatly appreciated and it helps us provide a quality program at all levels.
- B. Please note the athletic department refund policy listed below. There will be no refunds issued after the program has started on July 7th.

Practice

- A. Practice takes place daily, including Saturdays. In the case of rain, the team will practice. Dress accordingly (jacket, extra socks, etc.).
- B. Athletes are required to wear appropriate attire to every practice and competition. If you cannot wear it in a CIF competition you will not wear it to practice.
- C. If you are going to miss practice, you must notify Coach Bendzick at pbendzick@orangeusd.org. A note from a parent will excuse an absence. If you are late to practice, you must bring a note from the teacher/counselor that detained you in order for it to be excused. Excessive absences or tardies, excused or not, will result in the athlete being dropped from the team.
- D. Each athlete is expected to fully participate in the entire practice; including warm-up, assigned mileage, stretching and conditioning. Any athlete who disengages from any part of the practice (without approval from the coach staff) will be benched or ask to leave. More than three occurrences could result in dismissal from the team.
- E. All athletes must dress for every practice. If you are injured, ill, or have a written excuse from your parents, you will still dress-out but the extent of your participation will be determined by the head coach.
- F. Some of our workouts take place on the roads and trails of the surrounding community. You are required to report to the head coach following any off campus session, and misconduct will not be tolerated. In addition, you are expected to never run alone, use sidewalks and crosswalks, yield to vehicles, obey all signs, and report any unusual occurrences immediately upon your return. Unsafe running habits will be grounds for immediate dismissal from the team.



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Meet Day Expectations

- A. Team members are expected to attend every meet they are entered in, unless excused by the head coach in advance.
- B. All athletes are expected to have their uniform and warm-ups on before leaving for the meet. Anything missing will result in the athlete missing that meet.
- C. All athletes are expected to stay to the end of every meet. You will be dismissed after the team meeting, and very few exceptions will be allowed. Attendance will be taken at the end of the meet and points will be applied accordingly.
- D. All athletes must ride the bus when provided. When riding the bus, you can leave with **your** parent or guardian at the end of the meet only after checking-out with the head coach.

Eligibility for Awards

In order to earn any end of the season award, the athlete must meet the following criteria.

- A. The athlete must complete the season. Anyone who fails to compete in an end of the season meet for which they qualified will be considered to have quit the team.
- B. To earn a Varsity Letter an athlete must.....
 - 1) Commit to competing in all league meets and all championships.
 - 2) Place as one of the top seven competitors on the team in at least three meets. This is based on times and can be done while competing on any level.
 - 3) Run under 19:00 minutes for the girls and under 16:30 for the boys.



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Team Policies Acknowledgement

I hereby acknowledge that the Canyon High School Team Policies Handbook contains important information, and I understand that I should consult the Coach, Athletic Directors, Principal, or Assistant Principals regarding any questions not answered in the handbook.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the team policies may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, replace, or eliminate existing policies.

I have had an opportunity to read the handbook, and I also understand that it is my responsibility to comply with the policies contained in this handbook. I further agree that if I remain with Canyon High School following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Canyon High School Team Policies Handbook on the date indicated below and I accept all terms contained therein.

Signature of Athlete

Date

Athlete's Name - Printed

Signature of Parent/Guardian

Date

Parent/Guardian's Name - Printed

Please attach donation check of \$200.00 made payable to the Canyon Athletic Foundation.