



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Athletic Rules and Regulations (Orange Book)

NUMBER: REF-

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ROUTING
High Schools
Principals
AP – Athletics
Athletic Directors
ESC – Operations

PURPOSE: RULES AND REGULATIONS GOVERNING INTERSCHOLASTIC ATHLETICS FOR CIF LOS ANGELES CITY SECTION LAUSD SCHOOLS

MAJOR CHANGES: Additional rules and regulations are included in the 2014-2015 Los Angeles City Section Gold Book. Copies are available at www.cif-la.org. This document is new for the 2014-2015 school year. The Orange Book only includes rules and policies that govern LAUSD Athletics. All CIF-Los Angeles City Section rules have been removed and can be found on the CIF website: www.cif-la.org.

FORWARD: The Los Angeles City Senior High Schools, along with member Charter Schools, constitute a section of the California Interscholastic Federation, (CIF), and as such, conduct their athletic program in conformance with the general policies of the CIF.

The rules and regulations contained within this bulletin have evolved over a period of many years and have helped achieve, to a high degree, their original purpose as expressed by the 1931 Codification Committee which stated, "Uniformity of direction and control in our interscholastic activities will encourage and stimulate wholesome, worthwhile competition and develop a spirit of friendly relationship and cooperation between schools and leagues."

As the governing body for high school athletics, the CIF-LACS, in conjunction with the CIF, is responsible for establishing a climate which:

- A. Fosters the partnership between academics and athletics and promotes the value of high school athletics.
- B. Assures that everyone involved with CIF activities is treated with dignity and respect.
- C. Encourages collaboration with the Superintendent and the Board of Education and member charter schools.

The Los Angeles Board of Education has adopted the principles of "Pursuing Victory With Honor." In addition, the CIF Los Angeles City Section has formed a partnership with LAUSD Youth Services. This partnership was formed under the auspices of CHARACTER COUNTS! Sports sm, a national partnership of educational and youth-serving organizations joined together in a collaborative effort to more proactively build character in young people by incorporating the



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operating principles.

SECTION 1: GENERAL RULES

INTRODUCTION

The Los Angeles Unified School District is subject to all rules and policies of the California Interscholastic Federation, (CIF), as well as those additional rules and policies approved by the CIF Los Angeles City Section. No rules and regulations in the State CIF and CIF-LA City Section Constitution and by-laws are copied in this Orange Book. Schools are responsible for securing and knowing this information.

NOTE: Possible penalties for infractions of any rules could include, but not be limited to:

- A. Loss of student eligibility, which could include game participation.
- B. Loss of team or individual playoff participation.
- C. Sanctions on coaches, which could include loss of practice and/or game time.
- D. Unauthorized practices in season or out of season will result in two days for one day.
- E. Sanctions on teams or school programs, which could include probation or suspension.
- F. Loss of tournaments or practice games.

The LAUSD may implement penalties on adults when the sole reason for a rule violation is the result of an error or violation committed by school athletic personnel. Violations by school personnel (principal, assistant principal, athletic director, or coach) will be considered lack of administrative oversight, and penalties may include, but not be limited to:

1. Recommendation to the principal to implement placement of probation on coach and/or athletic director's status.
2. Restriction on coach's attendance at contests.
3. Mandated re-take of the Coaching Education Workshop or similar professional development.
4. Recommendation to the principal to implement a restriction on supplemental assignment pay (based on pre-determined levels consistent with the violation); penalty may be applicable to both the coach and the athletic director.
5. Recommendation to the principal to dismiss the employee from the current position; penalty may be applicable to both the coach and the athletic director.

Rules in this publication (with very few exceptions) apply only to the athletic



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school year. This is defined as the period of time from the beginning of the first day of in season practice to the last day of CIF competition in same season of sport. (This definition also applies to year round schools.) In some cases, rules are applicable for the duration of the academic school year. Rules applicable to the CIF Los Angeles City Section may be more stringent than those of the CIF but in no case may they be less stringent.

1-1 PROFESSIONAL DEVELOPMENT DAYS

It is the policy of the Los Angeles Unified School District that no practice or games be scheduled on the specific days indicated as “Professional Development Days” for the single-track school year, except night playoff games when necessary. In addition, no tournaments that are hosted by LAUSD schools and scheduled on these days will be approved. When tournaments are hosted by non LAUSD schools, participation by LAUSD schools on Professional Development days must be approved by the Educational Service Center (ESC) administrator of operations. If teams break this rule penalty D (loss of practice or game is two for one).

1-2 LOSS OF INSTRUCTIONAL DAYS

Generally, no student will be allowed to miss more than one day of school for tournaments or other activities not part of the regular program. Prior approval for any activity requiring an overnight stay or loss of instructional time, must be approved by the principal and ESC administrator of operations, and granted by the Board of Education.

1-3 STARTING TIMES FOR CONTESTS

In general, afternoon contests begin at 2:30 or 3:00 p.m., (for most sports) unless other arrangements have been made between the participating schools or by league agreement and noted in the schedule of that sport. It is necessary in certain sports for contests to begin earlier due to extenuating circumstances, such as availability of golf courses. However, no non playoff contest may begin before 1:00 p.m. without prior approval of the principals from both schools and the coordinator of Interscholastic Athletics if an LAUSD school is involved in the contest.

1-4 LIMITATIONS ON PRACTICE

There shall be no directed, organized or supervised team meetings or practice sessions on Sundays or District shut down days, unless specifically granted. Voluntary practice on Saturdays is allowed. All Saturday and holiday practices must be approved by the principal. Student attendance at practice during Winter/Spring recess must be voluntary. The recommended length of



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any practice session is no longer than two hours and 30 minutes per day. These hours are to include all hours of daily practice outside of the instructional day:

- A. Schools may not furnish school uniforms and student body owned equipment for out of season activities. Use of school facilities must be arranged in the same manner as expected of any outside agency. Coaches need permits and insurance for use of school property when not in season.
- B. Practice sessions or contests for any interscholastic athletic activity may be curtailed or canceled during any declared air pollution alert or weather related emergency (including heat and humidity.)
- C. Saturday meetings may address injury evaluation and prevention, as well as practice.
- D. It is the policy of the Los Angeles Unified School District that no practice is to be scheduled on the specific days indicated as “Professional Development Days” for the single-track school year. All alternate school site PD’s must be approved by the instructional director for the corresponding school. Schools must maintain 14 total professional development days.

1-5 SCREENING DATES (Goldbook rule 315)

- A. Preview screening may be held for the purpose of identifying and evaluating athletes prior to the beginning of the official season of a sport.
- B. Screening is limited to a total of ten days of coach-athlete contact time per school, per sport.
- C. The ten days of screening time can be done at any time during the school year (summer screening is not permitted). These time periods will be determined by each school but must conclude before 6:00 pm, and will be documented prior to the season of sport. Coaches will be held accountable for filing the signed form with the school athletic director prior to the first screening date. Any exceptions to the documented time period must be cleared through the school athletic director. The school will be required to produce the signed form. If there is a discrepancy in the documented screening time, or if the form has not been filed, in-season practice will be suspended for each day of unauthorized screening.
- D. Only those students who are currently enrolled at a given school, those middle school students who will normally matriculate (residentially) to the high school, and those students whose names are entered into the school’s computer due to magnet school, open enrollment or charter school application, may participate in that school’s screening sessions. Middle school kids must matriculate before they can participate in any form of screening. This applies to Fall and Winter sports only. Exception: students enrolled in a six-year school.
- E. Screening must be conducted under conditions similar to those in physical education classes. Contact drills of any kind are not allowed. All coaches



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conducting preview screening must have an Emergency Card for each participant. These cards must be with the coach at all times. Students must have a current physical examination on file at the school prior to participation in preview screening activities.

F. Athletic footwear and other normal game equipment may be used.

1-6 ATHLETIC CLASSES

Specialized, off season, regularly scheduled physical education classes are permitted for all sports. These classes may not continue past the close of (or start before the beginning of) the class period and must be open to all students within the school. Any class held under these circumstances must be offered for credits, with the grade and credits entered on the student's official transcripts. Athletic assistants must be supervised by the certificated teacher who is present at all times and responsible for maintaining class grades and attendance at all times. If class meets off campus, a certificated employee must be present until the end of the school day.

1-7 WEARING OF EYE GLASSES

In all contact sports, it is mandatory for all students who wear glasses to wear a protective cage, have lenses of unbreakable material or wear contact lenses.

1-8 REPORTING OF INJURIES

All injuries to students engaged in athletics must be reported immediately by the school personnel in charge on the forms provided by LAUSD for that purpose, and on the "Confidential Athletic Injury Tracking Form" must be completed with an ISTAR report number within 24 hours.

1-9 RE-EXAMINATION AFTER ABSENCE FROM PRACTICE

- A. Students absent from athletic practice five or more days due to illness must be re-certified by the private physician indicating the diagnosis and a recommendation for return to participation.
- B. The student will be referred to the school nurse, who will determine eligibility and notify the coach. This must be done for all injuries that require medical attention.
- C. The provisions of the insurance carrier, with respect to the return of injured players to practice or competition, must be complied with at all times.



1-10 RALLIES AND DEMONSTRATIONS: NOISE PROCEDURES

- A. At the discretion of the principal, two rallies are permitted during the practice and league season of the sport, and there shall be no restriction in the number of rallies in playoffs. A rally is any mass meeting held indoors or outdoors with the intent of arousing group enthusiasm and which takes place during a regular class period. Spirit activities taking place during lunch or nutrition shall not be considered rallies under this rule. The holding of an off-campus rally, night rally, demonstration, bonfire, or other activity associated with the Interscholastic Athletics Program is prohibited.
- B. There shall be no demonstration after any athletic contest. A brief post-game rally on campus of a school which has traveled to a game is not prohibited.
- C. Decorating of automobiles is prohibited with the exception of homecoming. The use of live animals or fowls as mascots is prohibited.
- D. No artificial noise producers shall be used by students or spectators at any athletic contest. This shall include all horns, cowbells, whistles, amplifiers, megaphones, radios, etc. (Exception: Yell leaders may use megaphones and P.A. systems at outdoor sport contests only.) Organized pep clubs and bands may use cowbells, small megaphones and amplifiers during the pre-game and half-time intermission performances provided they are distributed and collected before and after games.
- E. No balloons or streamers may be used or displayed at any athletic contest. Goal posts may not be decorated at football games. Both the visiting and home drill teams will be permitted to use these items while marching during the half-time intermission, provided the visiting team transports its properties as a unit under the direct supervision of a faculty member, and further provided that none of these items appear in the bleachers. Paper and/or rubber bands, spirit towels or other similar items are prohibited at athletic contests where confinement or limited seating exists, (i.e. gymnasiums, swim stadiums, etc.); however, when athletic contests are held outside, these items may be used in proper and prudent taste.
- F. The school whose students sponsor, or are associated in any way with, violations of the above rules related to the Interscholastic Athletics Program, after review by the coordinator of the Interscholastic Athletics Office, may be subject to probation or suspension from further interscholastic athletic competition.



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1-11 STUDENTS

- A. Principals are authorized to excuse members of the student body from school in conformity with the principles established by the LAUSD.
- B. The established time for excusal should permit students to reach the place of the contest safely and be seated for the start of the contest.
- C. Students of the visiting school should not be excused early to attend the contest. Should any students from the visiting school present themselves at the home school, they must pay the general admission fee. Adjustments in this rule may be made by mutual agreement of the schools involved when contests are scheduled at night.
- D. Home school students cannot be charge admission during instructional hours of school.

1-12 ENROLLMENT

- A. Contact by individual coaches with potential PWT, magnet and open enrollment students is limited to procedures established by the District's Integration Planning and Management Guidelines.
- B. Any student who transfers from one high school to another, must obtain a Pupil Accounting Report (PAR) (or similar document if out of LAUSD) which indicates the next school of attendance.
- C. Any student who matriculates from a middle school in LAUSD must be listed in the high school's computer or, in the case of Open Enrollment or charter school, must show a letter of acceptance from the receiving school, or be listed for acceptance at the receiving school.
- D. City of Angels is the official LAUSD Independent Study Program. A student may attend the City of Angels and compete for their residential school with principal permission. (CIF rule 306)

1-13 LAUSD STEROID STATEMENT AND POLICY

There has been a growing use of performance enhancing products or substances used by student athletes. One in particular is the product known as Ephedrine. Ephedrine is a central nervous system stimulant and decongestant, often used for relieving bronchial asthma. The Federal Drug Administration claims that the misuse of Ephedrine or Ephedrine-containing products may result in serious adverse effects, such as, heart attack, stroke, seizure, psychosis, and death. Because of misuse and adverse reactions, the International Olympic Committee and the National Collegiate Athletic Association elected to ban the use of Ephedrine-containing products by amateur athletes. To protect the safety and health of student athletes of the Los Angeles Unified School District, the use of any performance enhancing product or substance, including but not limited to, Ephedrine, by its student athletes for purposes of enhancing their athletic performances or to expedite



physical development is strongly discouraged.

1-14 PHYSICALS

- A. Before a student may tryout for an interscholastic athletic team, evidence of having an appropriate physical examination, including examination of the teeth, must be on file at the school for each year of competition. See “Pre-participation Physical Evaluation and Medical Clearance of Students Participating in Interscholastic Athletics and Select Auxiliary Units”, Bulletin No. 4948.0 2/1/10, Student Health and Human Services for additional information). A physical examination is valid for one calendar year from the date it was given.
- B. This requirement may be satisfied by passing an annual examination completed and signed by a licensed physician or surgeon and stamped by the office where it was performed, or by a nurse practitioner, as long as it is counter-signed by the physician, or with the physician’s signature stamp. All examinations must be done by using Board of Education approved health examination forms. (An examination by a chiropractor is not acceptable.) The school health staff must approve the form to insure that it is fully completed.

1-15 ACADEMIC ELIGIBILITY

- A. In order to be eligible, any student entering from the 8th grade into a CIF four-year high school, a junior high or a junior high under the provisions of Bylaw 303, must have achieved an unweighted 2.0 grade-point average, on a 4.0 scale, in enrolled courses at the conclusion of the previous grading period. Incoming freshmen are allowed a probationary period for eligibility during the first 10 weeks of the school year.
- B. Beginning in 2015-16 school year all students must also be on track to graduate in regards to the LAUSD A-G requirements. A-G requirements will be evaluated on the final June report card beginning Spring of 2015 for Fall 2015 eligibility. Sophmores will maintain eligibility if they are behind one or less A-G requirements. Juniors will maintain eligibility if they are behind two or less A-G requirements. The Class of 2016 will not have to adhere to any A-G requirements. The class of 2017 and all future classes will have their A-G compliance calculated annually on their final Spring report cards.



1-16 ELIGIBILITY ROSTERS

- A. All schools must, prior to the date set by the Athletics Office for each season, send to the Athletics Office, one copy of the Certificate of Eligibility (roster) for every sport contested at a given school during that season. For 2014-15, the dates for submission are August 25 (Fall), November 17 (Winter) and February 23 (Spring.) All rosters must be done using the current MISIS System if available at schools. Copies of Eligibility Rosters must also be sent to all schools in the league for that sport, and must be time stamped prior to sending. Rosters must be signed by the coach, assistant principal and athletic director (or assistant athletic director), with no proxy signatures.
- 1) After rosters have been submitted, changes in eligibility status must be submitted to the Athletics Office prior to the student's participation. Rosters must include all students eligible to participate for the host school; this includes multi-school agreements, City of Angels and schools divided into multiple school codes.
 - 2) In the event that schools do not comply with Rule 1-16-A, the principal will be notified and forfeits will be implemented five school days after the date that eligibility rosters are due for 2014-15. Failure to promptly fulfill this requirement shall result in all future contests to be FORFEITED by that team until the proper eligibility rosters are received by the Athletics Office.
 - 3) Students participating in interscholastic athletic events who are not listed on eligibility rosters after the deadline date for submission shall be ineligible, and will cause that team's contest(s) to be forfeited and in individual sports, all points earned by that individual shall be forfeited to the opponent. Omission of the name of a student who was otherwise eligible, will be considered "lack of administrative oversight" and the penalties stated on page one of the Orangebook may be invoked.

1-17 STUDENT BODY CARD

Schools using season tickets or student body cards must submit to the Student Body Finance Section:

- a) A specific statement itemizing the various activities included in the ticket and detailing the amounts charged for each item of admittance.
- b) A proposed budget showing the probable income and anticipated expenditures for each activity included in the student ticket.



1-18 MEDICAL ATTENDANT

- A. A licensed physician should be present at every football scrimmage, non league game, league game, and playoff game. Arrangements for such service shall be made by the home school. In the event a physician is not available, a school nurse, certified LAUSD nurse practitioner, certified athletic trainer, or emergency medical technician (EMT) paramedic must be at the game to assist until an ambulance or emergency help arrives to treat serious injuries. An “emergency medical technician 1” cannot serve as the medical attendant unless the EMT1 has been cleared through LAUSD, and whose name is on file in the Athletics Office. If more than one medical attendant is present at the contest, and a medical decision regarding a student athlete must be made at the contest, the following hierarchy will be in place: the decision of the physician will take precedence, followed by the certified athletic trainer, paramedic, and emergency medical technician, followed by the school nurse.

SECTION II: COACHES

2-1 GENERAL COACHING INFORMATION

- A. Athletic coaches must adhere to the policies of the Los Angeles Unified School District, the rules of CIF and the National Federation of High School Associations.
- B. As of December 31, 2008, legislation was passed in California mandating that all coaches of athletic teams, paid or volunteer, meet the requirements to qualify for a coaching position by the first day of the start of the season of sport.
- C. All coaches must be 21 years of age by the first day of the start of the season of sport (LAUSD Bulletin – Selection and Supervision of Athletic Coaches).
- D. LAUSD Bulletin 3856.5 Guidelines for Supplemental Assignments Differentials – All assignments are written to terminate at the end of a semester or school year.
- E. All coaches must be cleared by the Athletics Office before they can have any involvement with athletes.
- F. Sideline passes are the responsibility of each school for all football contests. These are to be worn by ALL personnel on the sideline, except uniformed police officers, school administrators, and adults with press passes. All sideline passes are restricted to the team box. Paid and volunteer coaches must meet all coaching requirements. Any person, except those specifically exempt above, is restricted from the sidelines.
- G. Lower level teams must play at least 50 percent of the Varsity schedule



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in order for that position to be funded. Only non league games and leagues games will be calculated into this equation.

- H. Forfeitures will result for schools that have not processed coaches. See attachment A for forfeiture dates.

2-2 PAID COACH - Requirements

- Fingerprinting
- Negative TB test or check x-ray
- Current CPR certification (including defibrillator training)
- Current First Aid Certificate
- Certificate of having passed the Coaching Education Class
- Signed Code of Conduct
- Concussion
- Hazing and Bullying

2-3 VOLUNTEER COACH

- A. Student teachers, certificated school volunteers, and volunteers cleared through the District process, may function as assistants, always under the immediate supervision of the assigned coach.
- B. All volunteer coaches must have a current Volunteer Assistant Application on file at the school and must be fingerprinted and cleared prior to assisting at any LAUSD school. All schools are required to provide a list of all processed Volunteer Coaches on a seasonal basis.

- Fingerprinting
- Negative TB test or Chest x-ray
- Certificate of having passed the Coaching Education Class
- Current CPR certification (including defibrillator training) (Highly Recommended)
- Current First Aid Certificate (Highly Recommended)



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- Concussion
- Signed Code of Conduct

SECTION III: BUS TRANSPORTATION

All reductions and changes implemented for athletic transportation due to the decrease in funding must be followed. Notations have been made within this chapter to reflect current policies for the 2014-15 school year. To provide the maximum number of buses for athletic purposes with a minimum of interruption to school schedules, it is necessary to regulate the travel of LAUSD teams. These regulations are intended to assist the Transportation Branch in providing buses to leave the schools on athletic trips as late as possible, consistent with school-to-home transportation requirements.

3-1 BASIC POLICY

- A. One bus will be furnished to transport visiting athletic teams to each date athletic contests scheduled by the Athletics Office. No buses are provided for tournaments scheduled by school personnel. Schools are encouraged, and in some cases will be required, to send more than one team on the same bus if both sports teams are traveling to the same opponent's site, or to "shuttle" different teams when possible. Spectators and/or non-participating athletes that are not members of the team are not authorized to ride the team bus.
- B. It is the policy of the Los Angeles Unified School District that no practice or games be scheduled on the specific days indicated as "Professional Development Days" for the single-track school year, except night playoff games when necessary. In addition, no tournaments that are hosted by LAUSD schools and scheduled on these days will be approved. When tournaments are hosted by other CIF Section schools, participation by LAUSD schools on Professional Development days must be approved by home schools ESC instructional director.

3-2 CHANGES IN SCHEDULE

When a change in schedule is made, the proper on-line request should be made to the Transportation Branch at least fifteen days in advance of the contest or notify the Athletics Office in order to ensure the availability of a bus.



3-3 BUS ALLOCATION

- A. Each school for the 2014-15 school year will be able to order one bus for each league game (at home if necessary) and away game per sport, except golf or any teams with less than ten athletes. The Athletics Office also will provide for two non league game buses (except in football) that are not a tournament game or an invitational event.
- B. Teams that do not have a roster on file in the Athletics Office will not be provided an athletic bus.

3-4 ATHLETES MUST RIDE BUSES

- A. When a bus is furnished to transport athletic teams to contests, only those participants traveling by bus will be eligible to compete. Students assigned to bus travel must return by bus. Travel by private car is not permitted unless specifically approved in writing by the principal/designee of the school and must be done prior to the event. This notification may need to be made available to the opposing school, if requested. If there are any students that have been approved to take private transportation, the team coach or other supervisory personnel from the sending school must arrive at the playing site at the same time or prior to, the student athletes. If a student does not travel by the bus provided and has not received prior permission in writing from the principal/designee and/or completed the appropriate paperwork, and subsequently participates in the contest, the student shall be considered an ineligible athlete, and forfeiture rules will apply. Additional private auto documentation is required providing proof of license and insurance; see LAUSD Bulletin 5310 Guidelines on Use of Privately Owned Vehicles for Authorized School District Business and Activities.
- B. The rule above may be waived during the season, as well as in City playoffs and championships, if the need for private transportation is the result of involvement in the college entrance tests, or when used to decrease the number of buses used at the school. When triple-header games are scheduled in the sport of basketball, varsity players are allowed to travel to and from the contest in private cars if prior approval has been granted by the principal and all required paperwork has been filed at the school as per current LAUSD transportation guidelines.
- C. Effective on all school buses operated by or for the Los Angeles Unified School District, no pupil shall be permitted to leave a bus between home and school except for a nonrecurring emergency. Such activities as regular Scout meetings, music lessons, etc., are not sufficient reasons for exceptions to this rule. Any exceptions shall be approved in writing by the individual school principal.



3-5 BUSES FOR FOOTBALL

- A. The Transportation Branch will attempt, wherever needed, to furnish a large bus. It will be the policy, except in unusual circumstances, to furnish one team bus for any school for the football teams on any one day. All requests exceeding the one bus rule must be referred to The Athletics Office, with reasons for the exception. This request must be received by The Athletics Office, five days prior to the event when possible. Schools are encouraged, and in some cases will be required, to utilize one bus to shuttle both the JV team and the Varsity team when a double-header is played, and when geographically possible. The JV team will be required to board the bus for the return to the home school no later than the start of half-time of the varsity football game.
- B. Each school will choose three dates during the football season for which they will be provided one auxiliary bus to transport their band, drill and cheer groups to away games. This bus can be shuttled to transport multiple groups to the same event if the destination is within a 30 minute drive time. The school site will be responsible for funding any additional transportation for auxiliary groups for these selected games and all additional dates requested.

3-6 SUPERVISION

- A. A District employee is to supervise all LAUSD Athletic trips. All participants must be screened before being transported to contest to ensure only approved members are allowed on the bus. A school site employee must remain on the bus and supervise participants during transport.
- B. It is strongly recommended that a certificated supervisor be present at all practice, and contests. However, in emergency situations when a certificated supervisor is not available, principals may allow an appointed staff member, who will be identified as the "Contest Supervisor," to supervise the contest. A team shall not be recognized unless accompanied by a contest supervisor, who shall be responsible for the conduct of the team.
- C. The responsibility for supervision is to be determined by the schools involved in the contest; however, it is required that an administrator/designee from each school is present at all contests that begin at 5:00 p.m. or later. The supervisor must maintain a visual on the contest at all times. The supervisor must remain until the contest is over and all athletes and spectators have departed.
- D. For contests held off-campus, an administrator or contest supervisor representing each school must be present. If the home school administrator or designee is not present at an off-campus site, the game will not start. If after 30 minutes from the established game time no home school



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administrator or designee is present, the home school shall forfeit the contest. Violations by the visiting school administration will be reported to the Interscholastic Athletics Office. Supervisors must remain on the premises until all athletes and spectators have departed.

3-7 PRACTICE BUSES

Consideration will be given only in exceptional cases for bus transportation to move teams for practice purposes to distant, non-school recreational grounds. Requests must be a minimum of two miles and submitted to the coordinator of Interscholastic Athletics a minimum of 15 days in advance. These buses are not available for preview screening or on Professional Development Days. No buses will be provided between 2:00 and 4:30 p.m.

3-8 TRANSPORTATION FOR INTERSCHOLASTIC ATHLETIC TEAMS

Transportation of interscholastic athletic teams to contests shall be by LAUSD school bus, contract bus, or approved LAUSD charter bus companies, in accordance with rules and regulations of the Los Angeles Unified School District, except as otherwise approved by the Athletics Office. In some situations, such as during playoffs, the use of a bus may not be required or requested. Schools must follow all District procedures regarding transporting students to/from a school activity.

- A. A minimum of ten team members plus coaches are required for scheduling a bus for an athletic team.
- B. Schools are encouraged, and in some cases will be required, to send more than one team on the same bus if both sports teams are traveling to the same opponent's site.
- C. Bus transportation for games scheduled on Saturdays will not be paid through the District's transportation budget without prior approval from the Athletics Office.
- D. If a trip is longer than 75 miles one way a charter bus may be required. All charter bus companies must be on the approved LAUSD list and paid for by the requesting school.

3-9 DELAYED BUS

In case of a delayed bus, a team will have a 20-minute warm-up after arrival when playing another LAUSD opponent.



3-10 TRAVEL REQUIRING PRE-APPROVAL

Athletic travel requiring pre-approval can be divided into three categories:

- A. Out of Los Angeles County (not overnight) – All athletic travel outside Los Angeles County must have the prior approval of the principal, and the local district superintendent District Form #34-EH-57 (Request for Field Trip/Excursion) must be completed and submitted to the ESC administrator of operations no later than 30 days prior to travel.
- B. Overnight – Requests for overnight travel must be submitted to the local district superintendent at least 45 days prior to travel. A letter describing departure and arrival times and dates, accommodations, type and nature of the competition, supervision arrangements, type of travel, and the number of instructional days missed, must accompany Form #34-EH-57 (if out of Los Angeles County) and if a tournament, an approved request for Sanction Event form must also be included. If approved by the ESC administrator of operations, a copy of the request must be forwarded to the coordinator of Interscholastic Athletics.
- C. Local (Any contest that is within normal driving distance, with departure and return on the same day.) Refer to the LAUSD Field Trip Handbook for additional information.

SECTION IV: CONTESTS

4-1 REPORTING INCIDENTS

- A. Incidents at contests such as fights or other disruptive acts on the field, court, in the gymnasium, stands, locker room, bus, or other areas in or nearby the school, before, during or after the contest, which would cause concern in the community, continued problems between the schools involved, or problems with students or spectators at either school, must be reported to the Athletics Office immediately. Outside of the regular office hours, please call the Athletics Office at (213) 222-5947. In addition, each school involved in the incident must call their corresponding operations coordinator. All incidents that require on site emergency medical attention must be reported immediately.
- B. When such incidents occur, communication between the principals or designee must take place before the submission of a written Incident Report to the Athletics Office and submission of an ISTAR Report. The written report must be exchanged between schools involved. This form can be found on the Interscholastic Athletics website at www.lausd.net. Home school must complete an ISTAR with written reports including statements uploaded within 24 hours after the incident indicating all actions taken and must be signed by principals of school involved. It is very important that this document be submitted with clear, concise and



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complete information. Gather written statements from witnesses, participants and staff. Please be as specific as possible in regard to the actions taken at the school, and use additional pages if necessary. All of the above information will assist in determining whether further action is necessary.

C. ACTION:

- Call the Athletics Office and your operations coordinator
- Fill out attached Incident Report
- Administrator complete ISTAR report and upload additional documents and statements
- Submit reports to operations coordinator, Athletics Office, and opposing school administration

IN THE EVENT OF AN EMERGENCY PLEASE CONTACT SCHOOL POLICE
AT (213) 625-6631

4-2 EXPENSES

League rules and school site administration determine if tickets are to be sold for athletic events (not including CIF LA City Section playoffs). Schools have the option of paying working staff for events where tickets are sold. It is highly recommended that working staff is only paid if a school is charging admission for contest. Working staff includes but is not limited to site director, announcer, school supervision, security, timers, scorer, ticket sellers and ticket takers. The recommended fee for these positions is \$35 per event.

4-3 OUT OF SEASON CONTEST

Per California Interscholastic Federation (CIF) rules, fundraising or expenditures related to out-of-season *competitions/events* are not allowed. Out of season fundraising other than *competitions/events* are allowed, along with expenditures for supplies and equipment as long as they are not used for an out of season competition/event. See Bul – 6264.0 for full details. Also see Attachment B “Student-Athlete and Coach Liability Waiver”.



IMPORTANT LAUSD ATHLETIC DATES

ATHLETIC ELIGIBILITY ROSTERS DUE DATES AND FORFEIT DATES

ELIGIBILITY ROSTER DUE DATES		FORFEIT DATES
FALL	Monday, August 25, 2014	Monday, September 3, 2014
WINTER	Monday, November 17, 2014	Monday, December 3, 2014
SPRING	Monday, February 23, 2015	Wednesday, March 4, 2015

SUPPLEMENTAL & TITLE V DUE DATES		FORFEIT DATES
FALL	Monday, August 18, 2014	Monday, September 3, 2014
WINTER	Monday, November 3, 2014	Monday, December 3, 2014
SPRING	Tuesday, February 9, 2015	Monday, March 4, 2015

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES ELIGIBILITY DATES

SINGLE TRACK SCHOOLS

Fall Semester	Wednesday, October 15, 2014 Friday, December 19, 2014
Spring Semester	Friday, March 25, 2015 Thursday, June 4, 2015

2014-2015 PROFESSIONAL DEVELOPMENT DAYS – SECONDARY SINGLE TRACK

District Allocated Bank Time Tuesdays	Mark Reporting End Dates
August 19, 2014 September 2, 2014 September 16, 2014 September 30, 2014 October 14, 2014 October 28, 2014 November 18, 2014 December 9, 2014 January 13, 2015 January 27, 2015 February 10, 2015 February 24, 2015 March 10, 2015 March 24, 2015	<p style="text-align: center;"><u>Fall Semester</u></p> 5-Week: September 14, 2014 10-Week: October 10, 2014 15-Week: November 17, 2014 20-Week: December 19, 2014 <p style="text-align: center;"><u>Spring Semester</u></p> 5-Week: February 13, 2015 10-Week: March 20, 2015 15-Week: May 1, 2015 20-Week: June 4, 2015



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Interscholastic Athletics

LIABILITY ADVISORY

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This document is meant to serve the purpose of clarifying the rules and providing information regarding the liability of school personnel conducting any athletic activities that take place out of season. The seasons of sport (as defined by CIF) are:

- Fall:** August - November (football, girls' volleyball, cross country, girls' tennis, boys' water polo, girls' golf)
- Winter:** November - February (wrestling, basketball, soccer, girls' water polo)
- Spring:** February - June (baseball, softball, swimming, track and field, boys' volleyball, boys' tennis, boys' golf, lacrosse)

- **Seasons may be extended due to playoff success. See playoff brackets on www.cif-la.org**

MAY SCHOOL TEAMS COMPETE IN OUT OF SEASON LEAGUES?

Every year, questions arise about the "legality" of out of season leagues. School teams as such, may compete **only** in CIF sanctioned activity and there is **no such activity, with the exception of the LA Watts Summer Games.** Therefore, by definition **NO SCHOOL TEAM** may participate in any other out of season competition.

WHAT IS A SCHOOL TEAM?

A school team is one that represents a school, uses school equipment and/or facilities, is funded by a school district (either district office funds, funds raised on behalf of the school's athletic program, school's athletic team, school's booster club or ASB funds), is under the direction of a person who is assigned by the school district, and/or identifies itself as being a school team in name or by use of school uniforms. In short, direct terms; **a school team cannot compete or practice out of season.**

MAY STUDENTS PARTICIPATE IN OUT OF SEASON COMPETITION?

The foregoing is specific; however, it does **not** say that students must refrain from out of season athletic activity. Students may participate in **non-school** sponsored athletic competition out of season so long as they do not violate amateur standing requirements. Undergraduates (grades 9 – 11) may **not** participate in high school All-Star games between September 1st and the last CIF sanctioned event for that school year.

MAY SCHOOL COACHES ASSOCIATE WITH HIGH SCHOOL STUDENTS FROM THEIR SCHOOL OUT OF SEASON?

Persons who coach school teams during the school year may also associate with students out of season. They may coach, organize, transport, and otherwise be involved with students out of season, as **private citizens** or **employees** of a recreation department or other **non-school entity**. They may **not** coach out of season teams as an employee of the school (district), use or issue school equipment or school uniforms, and they may **not** use school funds for entry fees, transportation, officials, or salary for themselves or others. They may **not** use school facilities on a different basis than any member of the general public may use them.

MAY SCHOOL COACHES ASSOCIATE WITH HIGH SCHOOL STUDENTS FROM OTHER SCHOOLS OUT OF SEASON?

Persons who coach school teams during the school year may also associate with students in out of season athletic activity. Since neither the CIF nor LAUSD regulates athletic activities out of season, coaches **may** associate with students who do not attend the school where the coach is employed. However, the coach **MAY NOT** provide any information to a student from another school, which can be inferred as an inducement of that student to transfer. This is a violation of CIF rule 510 regarding undue influence, and is applicable at any time during the calendar year.

LAUSD OUT OF SEASON LIABILITY

COACHES' SIGNATURE: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Interscholastic Athletics

LIABILITY ADVISORY

This document is to serve the purpose of providing information to students and parents regarding the participation of students and/or school coaches in out of season activities. The seasons of sport (as defined by CIF) are:

- Fall:** August - November (football, girls' volleyball, cross country, girls' tennis, boys' water polo, girls' golf)
- Winter:** November - February (wrestling, basketball, soccer, girls' water polo)
- Spring:** February - June (baseball, softball, swimming, track and field, boys' volleyball, boys' tennis, boys' golf, lacrosse)

- **Seasons may be extended due to playoff success. See playoff brackets on www.cif-la.org**

The California Interscholastic Federation does not sanction out of season athletic competition. LAUSD schools are not permitted to sponsor or to assist teams that participate in out of season competition, with the exception of the LA Watts Summer Games.

Many students and parents are not aware that out of season competition is not school sponsored because such teams are often composed exclusively of participants who attend the same school, and the school's coach, acting as a private citizen, is coaching the out of season team. In view of the possibility that liability might be incurred by the school district in the event of injury, the LAUSD Interscholastic Athletics Office strongly urges that the school use the enclosed notice to inform parents that the school, the Los Angeles City Section and/or the Los Angeles Unified School District are not responsible for the supervision, transportation, or conduct of these summer athletic competition activities.

Coaches should be made to understand the potential liability that they may be assuming when they act as private individuals in transporting and/or coaching out of season teams. The Interscholastic Athletics Office recommends that the principal or athletic director have each coach sign a statement in which the coach acknowledges that he/she understands the potential liability he/she may be assuming when coaching outside of the sponsorship of the school. Furthermore, that as representatives of the school, coaches will not influence students to participate in out of season programs as a condition or prerequisite for participation during the season of sport.

It is strongly recommended that schools send the following notice to parents and guardians of students involved in the interscholastic athletic program.

NOTICE TO PARENTS/GUARDIANS

OUT OF SEASON TEAMS

High School does not sponsor any out of season athletic teams, nor do such teams have sanction for these activities from the California Interscholastic Federation, Los Angeles City Section, or the Los Angeles Unified School District. Participation on out of season athletic teams is a voluntary and private activity on the part of students, and is not a requirement for participation on the school's athletic teams during the season of sport. The school is not responsible for the supervision, transportation, or conduct of these out of season athletic competition activities. The school is not responsible for injuries that might occur while participating on out of season athletic teams.

An out of season athletic team may be coached by a regular school employee; however, such coach is not employed by the school in the capacity of an out of season athletic team coach, and the coach is serving either as a private individual or employee of an agency other than the school district.

PARENT/GUARDIAN SIGNATURE: _____



To: Athletic Directors
High School Principals

From: Los Angeles School Police / Interscholastic Athletics Office

Date: July 15, 2014

Subject: **Police Officer and Security Deployments for Athletic Events-REVISED**

It is the goal of game management at the school site to maintain a safe game environment for all students and spectators. The Los Angeles School Police Department with the assistance of Interscholastic Athletics Office would like to offer a few reminders to encourage appropriate behavior and maintain a safe game environment. When determining the number of police officers and security personnel, all safety concerns should be taken into consideration, such as the historical rivalry between the schools, current community safety issues, student behavior and stability, local police agency involvement and the anticipated attendance. This assessment should be completed in collaboration with the school administration and School Police.

Recommendations should be considered when making the final decision for the total number of Police Officers, School Security Offices and the design of an Event Action Plan (EAP) for your game. To reduce the expenses for the event, campus security personnel should be used to supplement the police presence with concurrence from school police. It must be noted, the larger the anticipated crowd, the more consideration for campus security personnel. When using campus aides or other personnel for security, it is important to provide them with bright colored jackets that identify them as School Security or Event Staff. Please keep the following points in mind:

- A. An appropriate combination of school supervision, school security and school police, who are proactive and alert to possible challenges and disruptions, will improve your ability to maintain a positive game environment.
- B. The EAP and strategic positioning of all personnel is critical to maintaining a highly visible presence of supervision and will minimize potential problems. Areas of extra concern and that should be identified and monitored are pre-game ticket booths and entrances, game intermission concession areas, field access during the last five minutes of the contest and end of game egress. During the game, the monitoring of bleachers should be performed from several positions, to include, ground level, bleacher entrance locations, and from press box



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D (continued)

and/or top of the bleachers. The EAP should include an itinerary and/or timeline along with positioning instructions for the school police and school security.

- C. All EAP's and security/police deployment plans shall be discussed, reviewed and agreed upon by site administrator or designee and school police personnel at least two days prior to a planned athletic event.
- D. On the day of the event, the site administrator or designee shall meet with school police and/or deployed security personnel at least 30 minutes prior to the start of an event to review and discuss final security deployment plans and last-minute adjustments based on any updated information.
- E. The ultimate decision for the number of *non-police* campus security aides rests with the school *site administration*. The final decision for the deployment of *police officers* at any athletic event where the purpose of deploying police officers is to maintain public/school safety rests with the *Chief of Police*.
- F. The minimum number of police officers for ANY athletic event when an administrator chooses to hire police officers shall be two officers. Deployment numbers for police officers shall be determined on a game-by-game basis, with considerations as outlined in the opening paragraph of this notice. When only two officers are deployed, officers will work in pairs and maintain eye contact with each other at all times, and be in a position to render immediate backup to each other.
- G. Hiring authorization request for police officers must be approved and signed by the principal or designee (Refer to Attachment A).
- H. In the event of an emergency and the need arises for additional officers to respond to a spontaneous, unplanned incident, the cost for those additional officers will be covered by the school police. Should overtime occur as a result of an arrest or unanticipated incident, payment for additional costs will be the responsibility of school police.
- I. At larger events, an appropriate pre-designated location with communication access should be used as the Command Post (CP). This location should have direct viewing of the spectators.
- J. Using the public address system to communicate the desired behavior of all spectators should be part of the protocol for every game. It is recommended that these announcements be made before, during and after the game. During the last five minutes of a game, warning reminders should be announced to restrict field/court access to participants. Spectators should never be allowed access to the field or court at the conclusion of the game.



ATTACHMENT D (continued)

- K. District radios should be recharged prior to game time to avoid power failures and inactive radios. Communication should be limited to required communication. Identifying location, situation and type of emergency is critical to determining appropriate response.

For all School Police deployment questions for athletic events, please contact the Los Angeles School Police Department's Commanding Officer of Operations Support Division at 213-202-8668 or email at athleticerevents@laspd.com.

For the 2014-2015 school year, it will be school site responsibility to fund police officers at school events when requested by the site administrator.

SELECTED GAMES DEPLOYMENT FUNDING (formally referred to as "Critical" game funding)

Identified "Selected Deployment" football games will be assigned four (4) officers minimum (**2 officer minimum for basketball**), and based on an evaluation by the School Police and the Interscholastic Athletics Office and/or the site administrator, additional officers may be deployed using the factors stated in this document. On all "Selected Games", the **school will be responsible for paying the first four officers. School police will augment up to four additional officers for each selected game.** Costs for any additional officers needed above eight, based on deployment criteria will be split between the school site and school police.

Example: it is determined that a selected game requires the deployment of six police officers-the school site will be responsible for funding four positions, and school police will fund two. Should a selected game require eight officers, the school site will fund four and school police will fund four. Should a selected game require the deployment of more than eight officers, the school site and the school police department will split each additional deployment of two officer teams above eight officers. A game requiring the deployment of 10 officers would have the school site paying for 5 officers and the school police paying for five.

NOTE: The above cost sharing for "Selected Games" funding does NOT include those games pre-identified such as "Dorsey-Crenshaw", "Garfield-Roosevelt" of playoffs and finals. Funding for those games will be determined when deployment planning takes place.

Officers are hired for a four (4) hour shift at football games. For Basketball, officers are hired for a (4) hour shift during the regular season and a three (3) hour shift during the playoffs (one game). Officers start time must begin after their normal shift has expired and should be informed that overtime will not be allowed without school administrator and School Police prior approval. All overtime requests will be reviewed by the Los Angeles School Police Commanding Officer. Travel time is not covered by the school for officers. The shift begins on their arrival to the school / contest facility.

Scheduling opponents outside of the LAUSD:

When opponents are scheduled outside the LAUSD, School Police will not authorize critical game status. It is expected for both schools to collaborate and share the expense for the agreed number of



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D (continued)

officers. Both schools are expected to provide fifty percent of officers from their school district or community.

Areas of responsibility are described for School Supervision and Police working athletic events:

SCHOOL SUPERVISION DUTIES

- Sell tickets and collect tickets for admission
- Search spectators when needed
- Control entrances to field / gym
- Control where spectators sit
- Stay with visiting team and help with accommodations
- Stay with visiting team until bus leaves
- Patrol spectator area
- Monitor separation of opposing school spectators
- Monitor and respond to unsportsmanlike behavior and unruly fans
- Control crowd during an incident/injury
- Respond to any injury along with medical personnel
- Provide information and description to police of individuals involved in incidence
- Assist Police when requested
- Report any/all concerns to School Police Area Supervisor
- At end of game, escort teams on field/court during hand shake, to locker room and/or buses
- Make sure all visiting personnel and athletes have left the facility safely.

POLICE DUTIES

- Officers should schedule roll call 30 minutes prior to the start of the contest.
- The Officer-in-charge (OIC) for the event should brief all officers on the Event Action Plan (EAP) with designated areas of responsibility for each officer.
- Officers will work in pairs and minimize the time in groups larger than two (2).
- Be visible in area(s) where tickets are sold.
- Be visible to entering spectators.
- Patrol spectator area / maintain high visibility in areas of concern.
- Assist supervision staff when requested
- Respond to unruly fans / on field / court incidents
- Respond to any emergencies involving players, spectators, school personnel, etc.
- Escort box office personnel to office.
- Monitor exit of all spectators and athletes.
- Assist in the exit of buses and monitor spectator traffic.
- When necessary, provide vehicle escort to freeway entrance or safe location for visiting team buses.
- Report any concerns to School Police Area Supervisor and/or Watch Commander.
- Handle arrest or violation of the law

This information was developed through collaboration between the Los Angeles School Police and the Interscholastic Athletics Office.