

ACADEMY FOR ACADEMIC EXCELLENCE

ATHLETIC DEPARTMENT

COACHING HANDBOOK

2026–2027



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AAE Mission

The Academy for Academic Excellence exists to prepare students for post-secondary success through a relevant, rigorous college-preparatory education. The Academy for Academic Excellence exists to develop disciplined thinkers prepared for post-secondary success through a rigorous education grounded in critical inquiry, analytical reasoning, and responsible citizenship.

COACH'S CODE OF ETHICS

Athletics is an integral part of the school's total educational program. All school activities, curricular and extracurricular, in the classroom and on the playing field or court, must be consistent with the school's goals and objectives for the intellectual, physical, social, and character development of its students.

Every AAE coach shall:

1. Show respect for student-athletes, officials, opposing teams, spectators, administrators, and other coaches.
2. Respect the integrity and judgment of contest officials.
3. Establish and model fair play, sportsmanship, professionalism, and proper conduct.
4. Establish student-athlete health, safety, and welfare as the highest priority.
5. Provide appropriate supervision of student-athletes at all times.
6. Use discretion and professionalism when providing constructive criticism or feedback to student-athletes.
7. Maintain consistency in requiring student-athletes to adhere to established team, school, league, and sport rules.
8. Properly instruct student-athletes in the safe use of facilities and equipment.
9. Never exert or recommend undue influence on a student to take lighter academic coursework for the purpose of maintaining athletic eligibility.
10. Never suggest, provide, or encourage a student-athlete to use illegal or prohibited substances or performance-enhancing substances.
11. Never improperly recruit student-athletes from another school.
12. Follow all established procedures regarding behavior, sportsmanship, and crowd control.
13. Refrain from profanity, vulgarity, inappropriate gestures, and other offensive or unprofessional behavior.
14. Support the CIF principles of Victory with Honor.
15. Accept and fulfill applicable CIF Southern Section obligations and requirements during postseason competition.
16. Understand that all coaches operate under the direction of the Athletic Director and are expected to follow Athletic Department directives.

17. Understand the AAE athletics administrative hierarchy:

Coach → Athletic Director → Principal → CEO

18. Follow all applicable AAE, LCER, league, CIF Southern Section, CIF State, and state requirements.

Student-Athlete Conduct and Language

19. Student-athletes are expected to demonstrate good sportsmanship, respect, and appropriate behavior at all times. Student-athletes shall refrain from profanity, vulgar or offensive language, inappropriate gestures, taunting, and any other disrespectful or unsportsmanlike conduct.
 20. This expectation applies during practices, competitions, team activities, travel, and interactions with teammates, coaches, officials, opponents, and spectators. Student-athletes represent AAE and are expected to conduct themselves in a manner that reflects positively on their team, school, and community.
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STUDENT-ATHLETE HEALTH AND SAFETY

The health and safety of AAE student-athletes shall be the highest priority of every coach.

All coaches are required to know, understand, and follow the Academy for Academic Excellence Emergency Action Plan (EAP).

Before supervising any practice, competition, conditioning session, or other team activity, coaches shall familiarize themselves with:

- The Emergency Action Plan.
- The location of the nearest AED.
- Emergency access points for their practice and competition venues.
- Procedures for contacting 911/Emergency Medical Services.
- Procedures for directing emergency responders to the location of an injured or ill student-athlete.
- Available emergency equipment and first-aid supplies.
- Student emergency information.
- Procedures for contacting the Athletic Director and school administration following a serious injury or emergency.

Coaches shall act within the scope of their training and certifications when providing emergency care.

When a potentially life-threatening emergency occurs, activation of emergency medical services shall not be delayed while attempting to contact a parent, administrator, or other school employee.

EMERGENCY ACTION PLAN RESPONSIBILITIES

All head and assistant coaches are responsible for reviewing the current AAE Emergency Action Plan before the beginning of their season.

During an emergency, coaches and staff should be prepared to perform the following responsibilities as appropriate:

1. Immediately assess the situation and recognize when emergency assistance is necessary.
2. Activate Emergency Medical Services by calling 911 when appropriate.
3. Provide CPR, First Aid, or other emergency assistance within the scope of the coach's training.
4. Retrieve and utilize an AED when indicated.
5. Send a responsible adult to the designated emergency access point to meet and direct EMS personnel.
6. Maintain appropriate supervision of all other student-athletes.
7. Provide emergency responders with relevant student emergency information when available.
8. Notify the Athletic Director or administrator as soon as reasonably possible after emergency care has been initiated.
9. Notify the student-athlete's parent/guardian in accordance with school procedures.
10. Complete all required school incident/injury documentation following the emergency.

The EAP shall be followed at both AAE facilities and off-campus athletic venues. Coaches should identify emergency procedures and AED locations when participating at an unfamiliar off-campus location.

SUDDEN CARDIAC ARREST AND AED RESPONSE

All coaches shall complete required Sudden Cardiac Arrest and AED-related training and follow current AAE, LCER, CIF, and applicable state requirements.

If a student-athlete collapses, becomes unresponsive, is not breathing normally, or otherwise demonstrates signs consistent with a potential cardiac emergency:

1. Immediately activate 911/EMS.
2. Begin appropriate emergency care within the scope of the coach's training.
3. Retrieve the nearest AED immediately.
4. Apply and use the AED according to its instructions and the coach's training.
5. Continue appropriate emergency care until EMS personnel assume responsibility.

Coaches shall know the location of the AED nearest their assigned practice and competition area before beginning athletic activities.

INJURIES AND MEDICAL EMERGENCIES

Coaches are responsible for recognizing potential medical emergencies and responding in accordance with their training and the AAE Emergency Action Plan.

Potential emergencies may include, but are not limited to:

- Sudden cardiac arrest.
- Head, neck, or spinal injuries.
- Suspected concussion.
- Heat-related illness.
- Severe bleeding.
- Difficulty breathing.
- Asthma-related emergencies.
- Severe allergic reactions.
- Seizures.
- Loss of consciousness.
- Serious fractures or traumatic injuries.
- Other potentially life-threatening conditions.

Coaches shall not attempt to diagnose medical conditions outside the scope of their training.

When there is uncertainty about the severity of an injury, coaches should prioritize the student-athlete's health and safety and seek appropriate medical attention.

Significant injuries and emergency incidents shall be reported to the Athletic Director or the administration and documented in accordance with AAE procedures.

COACHES' RESPONSIBILITIES

AAE coaches and athletic teams represent the Academy for Academic Excellence in the school and community. Coaches are expected to maintain professional conduct when interacting with student-athletes, families, officials, opposing teams, spectators, fellow coaches, and members of the public.

Coaches shall:

1. Put education first and athletics second.
 2. Make the safety and welfare of student-athletes the highest priority.
 3. Recognize the tremendous influence coaches have on young people and consistently model appropriate behavior.
 4. Respect and support officials at all times. Coaches shall control their emotions and avoid inappropriate displays of disagreement with an official's decision. Coaches shall not seek out officials during halftime or following a contest for the purpose of confrontation.
 5. Maintain appropriate control of the team bench and shall not permit student-athletes to engage in unsportsmanlike conduct.
 6. Model good sportsmanship for student-athletes and spectators.
 7. Permit only authorized individuals in designated team or bench areas.
 8. Never publicly criticize other coaches, student-athletes, school personnel, or officials.
 9. Contact officials for interpretations only at times permitted by the rules of the applicable sport.
 10. Address concerns regarding officiating through the appropriate league, school, or CIF procedures.
 11. Understand that foul or abusive language by coaches or student-athletes has no place in school athletics.
 12. Maintain appropriate supervision before, during, and after practices, games, conditioning sessions, and other team activities.
 13. Ensure student-athletes do not participate in unsupervised athletic activities under the coach's authority.
 14. Remain responsible for student-athletes until they have been appropriately released following team activities.
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PROGRAM INFORMATION AND PARENT COMMUNICATION

Each head coach shall provide student-athletes and families with appropriate information regarding the team and program.

Information should include, as applicable:

1. How the team will be selected.
2. Basic requirements and criteria for making the team.
3. Practice dates, times, and locations.
4. Team expectations regarding dress, appearance, conduct, and equipment.
5. Equipment issued to student-athletes and expectations regarding its care and return.
6. Game/competition schedules.
7. Requirements for earning letters and awards, when applicable.
8. Booster club or parent-support information, when applicable.
9. Appropriate methods for contacting the coach.
10. Transportation expectations and procedures.
11. Attendance expectations.
12. Academic eligibility expectations.
13. Sportsmanship expectations.
14. Emergency and injury communication procedures.

Coaches shall use school-approved communication methods when communicating with student-athletes and families.

PAID OR VOLUNTEER HEAD COACH JOB DESCRIPTION

1. The Head Coach of each sport is under the direction of and reports to the Athletic Director.
2. The Head Coach is responsible for the organization and supervision of all coaches and student-athletes within the program.
3. The Head Coach shall be present and prepared to supervise student-athletes before practices, contests, and other scheduled team activities.
4. The Head Coach shall ensure that any individuals transporting student-athletes meet applicable AAE transportation requirements.

5. The Head Coach shall ensure that required off-site event documentation has been completed prior to leaving campus.
6. The Head Coach shall ensure that the program supports the objectives of the overall AAE Athletic Program and supports other school programs.
7. The Head Coach must be knowledgeable about applicable CIF, league, LCER, and school rules and shall ensure that coaches and student-athletes within the program comply with those requirements.
8. The Head Coach is responsible for complying with all applicable rules and procedures for fundraising activities.
9. The Head Coach shall maintain timely and professional communication with student-athletes, families, the Athletic Department, and administration.
10. Head Coaches shall report contest results to the Athletic Director and update or provide information necessary for applicable league, CIF, MaxPreps, school, or Athletic Department records as directed by the Athletic Director.
11. Coaches shall complete all required coaching education, certifications, and training.
12. The Head Coach shall abide by rules and regulations established by AAE, LCER, the Athletic Director, and this handbook.

Failure to fulfill coaching responsibilities may result in corrective action, up to and including removal from the coaching assignment, consistent with applicable school policies and employment requirements.

YEAR-ROUND RESPONSIBILITIES

If a Head Coach does not intend to return for the following school year, the coach should notify the Athletic Director as soon as reasonably possible and, whenever possible, no later than June 1.

Coaches intending to return should:

1. Formulate objectives for the upcoming season.
2. Remain current regarding coaching techniques, safety practices, and sport-specific information.
3. Remain knowledgeable regarding rule changes.
4. Follow CIF and school requirements regarding out-of-season activities and workouts.
5. Assist the Athletic Director as needed.
6. Attend required meetings called by the Athletic Director.
7. Maintain regular communication with the Athletic Department.
8. Complete all required certifications and training by established deadlines.
9. Review the current AAE Emergency Action Plan before beginning athletic activities.

SPORTSMANSHIP

AAE coaches shall strive to ensure that everyone under their direction demonstrates sportsmanship and represents the Academy for Academic Excellence with:

Honor, Courage, and Generosity.

Coaches are responsible for establishing a team culture that demonstrates respect toward opponents, officials, spectators, teammates, school personnel, and facilities.

INFORMATION FOR ALL COACHES

1. COACHING ELIGIBILITY AND CLEARANCE

All paid and volunteer coaches must complete applicable AAE/LCER personnel requirements and receive approval before beginning coaching duties.

Coaches shall complete and maintain all certifications, clearances, and training required by AAE, LCER, CIF, and applicable law.

Requirements may include, as applicable:

- Current TB clearance.
- Current CPR certification.
- Current First Aid certification.
- Fingerprint/Livescan clearance.
- School identification/employee requirements.
- Sudden Cardiac Arrest training.
- Concussion training.
- Heat illness prevention training.
- AED/Emergency Action Plan training.
- CIF-required coaching education.
- Additional training required by AAE, LCER, CIF, or applicable law.

No coach or assistant coach may supervise student-athletes until all required personnel clearances and approvals have been completed.

2. STUDENT ELIGIBILITY

A. Academic Eligibility

1. To try out for a sport at the beginning of the school year, a student must have earned a minimum **2.0 GPA on a 4.0 scale** in all classes during the previous grading period.
2. To remain eligible throughout the sports season, students must earn **70% or higher in each class, reviewed weekly**.
3. Coaches will be notified of student-athletes' eligibility status.
4. Students participating in applicable special education programs will be evaluated in accordance with school and CIF requirements.

Coaches shall not independently determine, modify, or promise athletic eligibility. Eligibility determinations shall be made through the appropriate school and Athletic Department process.

B. Grade Changes

1. Athletic eligibility resulting from a grade change must comply with school and applicable CIF policies.
2. Student-athletes may not complete additional work after a grading period solely for the purpose of changing athletic eligibility when prohibited by applicable CIF or school rules.

C. Athletic Clearance

Before a student may try out for or participate in an AAE athletic team, the Athletic Department must complete and verify all required athletic clearance documentation.

This includes, as applicable:

1. Required consent forms.
2. Parent/guardian authorization.
3. Current sports physical.
4. Verification of academic eligibility.
5. Any additional AAE athletic clearance requirements.

Coaches shall not permit an uncleared student to participate in tryouts, practices, conditioning, or other athletic activities requiring athletic clearance.

3. TRANSFER STUDENT ELIGIBILITY

Eligibility for transfer students shall be determined in accordance with current AAE, league, CIF Southern Section, and CIF State requirements.

The Athletic Director or designee shall make or coordinate eligibility determinations.

Coaches shall not promise or guarantee athletic eligibility to a transferring student or family.

A STUDENT PARTICIPATING IN CIF-SANCTIONED ATHLETICS MUST MEET APPLICABLE CIF STANDARDS IN ADDITION TO AAE ATHLETIC AND ACADEMIC REQUIREMENTS.

4. TRYOUTS

When tryouts are required, the Athletic Department and Head Coach shall establish and communicate the approved tryout schedule.

Before participating, students must have completed all required athletic clearance requirements, including:

1. Athletic authorization/parent or guardian consent.
2. Current sports physical.
3. Academic eligibility verification.
4. Any other required AAE athletic clearance documentation.

No student shall participate in tryouts, practices, conditioning, or other athletic activities requiring clearance until the Athletic Department has verified the student's eligibility.

Team selections shall be conducted fairly and consistently using appropriate sport-specific criteria established by the coaching staff.

5. FUNDRAISING

All athletic fundraising activities must comply with AAE/LCER policies and procedures for fundraising by school programs, clubs, and organizations.

Fundraising activities must receive appropriate approval before coaches, student-athletes, or families begin collecting money or soliciting donations.

Coaches must communicate with the Athletic Director before beginning any team fundraising activity.

6. TRANSPORTATION

All athletic transportation shall comply with current AAE/LCER transportation and off-site activity procedures.

Coaches shall coordinate transportation needs and requirements with the Athletic Director.

Any individual authorized to transport student-athletes other than their own children must satisfy applicable AAE/LCER driver requirements.

Requirements may include:

1. Required background/fingerprint clearance.
2. Valid driver's license.
3. Required proof of automobile insurance, including applicable coverage requirements.
4. Acceptable driving history.
5. Required AAE/LCER driver or off-site documentation.

Complete required off-site and attendance documentation in accordance with current AAE procedures.

Vehicle Safety Rules

1. Student-athletes shall ride only in authorized vehicles.
2. All occupants shall wear seatbelts when the vehicle is in motion.
3. The number of occupants shall never exceed the number of available passenger restraints/seatbelts.
4. Student-athletes shall conduct themselves appropriately while traveling.
5. Drivers shall operate vehicles lawfully and safely at all times.
6. Every passenger must have a designated, safe, and secure seat.
7. Coaches/drivers shall have access to appropriate emergency information for student-athletes.
8. Drivers shall not engage in distracted driving or use handheld devices while operating the vehicle.
9. School vehicles shall contain required safety/emergency equipment.
10. School vehicles shall be returned clean and orderly.
11. Coaches shall immediately notify the Athletic Director of significant transportation problems, accidents, breakdowns, or cancellations.

Transportation Emergencies

In the event of a vehicle accident or medical emergency during team travel:

- Ensure the immediate safety of student-athletes.
 - Contact 911 when emergency assistance is necessary.
 - Follow the AAE Emergency Action Plan and applicable transportation procedures.
 - Notify the Athletic Director/administration as soon as reasonably possible.
 - Maintain supervision of student-athletes.
 - Complete required incident documentation.
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7. OVERNIGHT TRIPS

All overnight athletic trips must receive prior administrative approval.

Submit requests to the Athletic Director at least one month before the scheduled event, whenever possible.

Obtain final approval through the appropriate administrative process.

No coach shall independently commit the school or team to overnight travel without appropriate approval.

8. ENVIRONMENTAL AND INCLEMENT WEATHER SAFETY

Student-athlete safety takes priority over practices and competitions.

Coaches shall follow current AAE, LCER, CIF, league, and applicable health and safety procedures regarding environmental conditions.

Conditions requiring modification, postponement, suspension, or cancellation may include:

- Extreme heat.
- Lightning or thunderstorms.
- Poor air quality.
- Wildfire smoke.
- Excessive wind.
- Unsafe playing surfaces.
- Extreme cold.

- Other environmental hazards.

Coaches shall provide appropriate hydration and rest opportunities and follow applicable heat-illness prevention procedures.

Coaches shall contact the Athletic Director regarding questionable weather or environmental conditions.

The Athletic Director and/or school administration will make final decisions regarding school-directed cancellations or postponements, except that a coach should immediately stop activity when an imminent safety hazard exists.

Student-athletes shall not be required to continue participating in conditions presenting an immediate and unreasonable threat to their safety.

9. FACILITY USAGE

1. Requests for the use of athletic facilities must be coordinated through the Athletic Department and in accordance with applicable school facility procedures.
2. Teams currently in season will be given priority for athletic facility usage whenever possible.
3. Coaches shall not independently promise or reserve AAE athletic facilities for outside individuals or organizations.
4. Coaches are responsible for ensuring that facilities are appropriately supervised and left clean and secure following team use.
5. Coaches shall promptly report facility damage, hazards, or unsafe conditions.

10. SCHEDULING

1. The Athletic Director oversees athletic scheduling.
2. Coaches may assist the Athletic Director in identifying non-league opponents, tournaments, invitationals, and other appropriate competitions.
3. Game dates, times, locations, and schedules may be changed when necessary.
4. Coaches shall not independently add, cancel, or reschedule contests without Athletic Director approval.
5. The Athletic Department will communicate approved schedule changes to coaches.
6. Coaches shall communicate schedule information and approved changes to student-athletes and families in a timely manner.

11. TOURNAMENTS

Participation in tournaments and invitationals must receive Athletic Director approval before the team is committed to participate.

The Athletic Department will coordinate tournament entry fees and payment arrangements in accordance with applicable school financial procedures.

When AAE hosts a tournament, the Athletic Department will coordinate event operations in conjunction with the coaching staff and administration.

Financial transactions, entry fees, officials, facilities, awards, and other tournament expenses shall follow AAE/LCER procedures.

Only eligible and properly cleared AAE student-athletes may represent AAE in athletic competition.

12. TEAM ROSTERS AND EMERGENCY INFORMATION

Once a roster has been finalized, the Head Coach shall submit the roster to the Athletic Department through the current approved process.

Coaches shall immediately notify the Athletic Director of roster changes.

Coaches shall have appropriate access to emergency information for student-athletes participating in practices, competitions, and team travel.

No student may participate until all required athletic clearance and emergency information has been completed and verified.

Coaches shall protect confidential student information and use emergency information only for legitimate school and safety purposes.

13. ATHLETIC UNIFORMS AND EQUIPMENT

1. Coaches shall maintain accurate records of uniforms and equipment issued to student-athletes.
 2. When coaches issue numbered uniforms, they shall maintain an accurate roster identifying assigned uniform numbers or provide it to the Athletic Department.
 3. Coaches shall ensure that uniforms and equipment issued to student-athletes are appropriately documented.
 4. Student-athletes are responsible for properly caring for school-issued uniforms and equipment.
 5. Coaches shall coordinate the collection and return of uniforms and equipment at the conclusion of the season.
 6. Students who fail to return school property may be subject to applicable AAE/LCER material return procedures.
 7. Coaches shall inspect equipment and report damaged or potentially unsafe equipment.
 8. Do not use unsafe equipment until it has been appropriately repaired, replaced, or approved for use.
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14. REQUIREMENTS FOR VARSITY LETTERING

To earn a Varsity Letter, a student-athlete should:

1. Be an active team member and participate appropriately in team activities.
2. Finish the season as a member of the Varsity team. An exception may be made when a coach moves the student-athlete to another level for additional playing opportunities.
3. Participate in at least **80% of team practices**.
4. Suit up and be available for at least **90% of applicable contests, matches, meets, or competitions**.
5. Maintain the AAE Code of Athletic Standards and finish the season in good standing.

The Head Coach retains appropriate discretion to award a Varsity Letter to a student-athlete who does not meet every numerical requirement when circumstances warrant.

15. AWARDS

Coaches shall submit required award information to the Athletic Department by established deadlines.

Student-athletes who successfully complete the season in good standing but do not meet Varsity Letter requirements may receive a Certificate of Participation or other applicable recognition.

Student-athletes must maintain AAE athletic standards to receive athletic awards.

Varsity Recognition

Recognition may include:

- Varsity letter and sport symbol for the first qualifying year.
- Appropriate recognition for subsequent years in the same sport.
- Sport symbol when the athlete has previously lettered in another sport.
- Outstanding athlete/team awards as approved by the Athletic Department.
- Certificate or other appropriate recognition.

Junior Varsity/Lower-Level Recognition

Recognition may include:

- Certificate of Participation.
- Outstanding athlete/team awards as approved by the Athletic Department.

The Athletic Department may adjust award procedures based on current school practices and available awards.

16. ATHLETIC AWARDS CEREMONIES

The Athletic Department will coordinate athletic awards ceremonies and recognition events.

The Athletic Director will communicate dates, times, locations, and procedures.

Coaches shall provide requested award information, athlete names, program information, and ceremony materials by established deadlines.

When requested, coaches shall submit an outline or copy of their planned awards presentation to the Athletic Department.

17. AWARDS AND TROPHY DISPLAY

1. Athletic trophies and awards shall be displayed in locations designated by school administration.
 2. The Athletic Department will oversee athletic trophy and awards displays.
 3. Notices, flyers, or other materials shall not be placed on or within designated trophy displays without approval.
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18. STUDENT-ATHLETE SUPERVISION

Student-athletes must be appropriately supervised during all school-sponsored athletic activities.

Coaches shall:

1. Arrive before or at the required reporting time for student-athletes.
 2. Provide active supervision during practices, conditioning sessions, competitions, and team activities.
 3. Not leave student-athletes unattended during scheduled athletic activities.
 4. Maintain appropriate supervision following practices and contests until students have been released according to school/team procedures.
 5. Maintain professional boundaries with student-athletes.
 6. Follow AAE/LCER requirements regarding student transportation, communication, locker rooms, changing areas, and off-campus activities.
 7. Immediately report significant safety, behavioral, or supervision concerns to the Athletic Director or administration.
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19. CONCUSSION AND RETURN-TO-PLAY SAFETY

Coaches shall complete all required concussion education and follow applicable AAE, LCER, CIF, and state requirements.

A student-athlete who demonstrates signs or symptoms consistent with a possible concussion or head injury shall be removed from athletic activity and managed in accordance with current school and legal requirements.

Coaches shall not independently clear a student-athlete to return when medical clearance is required.

When in doubt, the health and safety of the student-athlete shall take priority over participation.

20. HEAT ILLNESS PREVENTION

Coaches shall take reasonable precautions to protect student-athletes from heat-related illness.

Coaches are responsible for:

- Providing appropriate access to drinking water.
 - Providing appropriate rest and recovery opportunities.
 - Monitoring environmental conditions.
 - Recognizing signs and symptoms of heat illness.
 - Modifying activities when environmental conditions create increased risk.
 - Activating the EAP and obtaining emergency assistance when serious heat illness is suspected.
 - Following applicable AAE, LCER, CIF, and state heat-safety requirements.
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21. INJURY AND INCIDENT REPORTING

Any significant student-athlete injury, medical emergency, behavioral incident, transportation accident, or other serious event occurring during an athletic activity shall be reported to the Athletic Director or administration as soon as reasonably possible.

When emergency medical assistance is required, coaches shall prioritize emergency care and EMS activation before administrative notification.

Coaches shall complete all required AAE/LCER injury or incident documentation in a timely manner.

Coaches shall not make statements on behalf of AAE to news media or outside organizations regarding significant incidents unless authorized to do so.

22. COMMUNICATION AND PROFESSIONAL CONDUCT

Coaches are representatives of the Academy for Academic Excellence and are expected to communicate professionally.

Communication with student-athletes and families shall:

- Relate to legitimate team, school, or athletic purposes.
- Use school-approved communication methods whenever required.
- Maintain appropriate professional boundaries.
- Avoid inappropriate, discriminatory, threatening, vulgar, or harassing language.
- Protect confidential student information.
- Include the Athletic Director or administration when circumstances warrant.

Refer concerns involving student-athletes, parents/guardians, officials, opposing schools, or other coaches that the coach cannot appropriately resolve to the Athletic Director.

23. SOCIAL MEDIA

Coaches shall maintain professional conduct when using social media in connection with AAE athletics.

Coaches shall not:

- Post confidential student information.
- Post inappropriate photographs or videos of student-athletes.
- Publicly criticize student-athletes, families, officials, opposing schools, coaches, or AAE personnel.
- Engage in inappropriate direct communication with student-athletes.
- Represent personal opinions as official positions of AAE or LCER.

Team social media accounts and athletic promotional content shall comply with applicable AAE/LCER procedures.

24. ATHLETIC DEPARTMENT CHAIN OF COMMUNICATION

The Athletic Department's administrative chain is:

Coach → Athletic Director → Principal → CEO

Coaches should first bring athletic concerns, scheduling questions, eligibility questions, facility issues, parent concerns, and program-related matters to the Athletic Director.

Serious emergencies, mandated reporting concerns, or situations requiring immediate administrative intervention shall be handled in accordance with applicable school procedures and should not be delayed solely to follow the normal communication chain.

25. COACH ACKNOWLEDGMENT

Each coach is responsible for reading and understanding the AAE Coaching Handbook and applicable Athletic Department procedures.

By accepting a coaching assignment, the coach acknowledges responsibility for complying with applicable:

- Academy for Academic Excellence policies and procedures.
- Lewis Center for Educational Research policies and procedures.
- Athletic Department policies and directives.
- League rules.
- CIF Southern Section and CIF State requirements, when applicable.
- Emergency Action Plan procedures.
- Student-athlete health and safety requirements.
- Coaching certification and training requirements.

Coaches must ask the Athletic Director for clarification whenever they are uncertain about a policy, procedure, rule, safety requirement, or coaching responsibility.

COACH ACKNOWLEDGMENT FORM

I acknowledge that I have received access to and reviewed the Academy for Academic Excellence Coaching Handbook.

I understand that I am responsible for complying with the policies, procedures, expectations, and safety requirements applicable to my coaching assignment.

I acknowledge that I have reviewed the Academy for Academic Excellence Emergency Action Plan and understand my responsibilities in the event of an athletic emergency.

I understand that I am responsible for knowing the location of the AED and emergency access procedures applicable to the facilities where I supervise student-athletes.

I understand that student-athlete health and safety is the highest priority and that I am expected to immediately activate emergency procedures when circumstances warrant.

I understand that questions regarding athletic policies, eligibility, scheduling, facilities, safety procedures, or other Athletic Department matters should be directed to the Athletic Director.

Coach Name: _____

Sport/Team: _____

Head Coach / Assistant Coach / Volunteer: _____

Coach Signature: _____

Date: _____

Athletic Director: _____

Date: _____