August 17, 2018

By U.S. Mail & E-Mail: JBorsos@cta.org

John Borsos
Executive Director
Sacramento Teachers Association
5300 Elvas Ave
Sacramento, CA 95819-2333

Re: Elementary Athletic Program

Dear Mr. Borsos:

Thank you for your emails of August 6th and 15th, 2018 regarding the District's request to meet with SCTA to negotiate any identified effects of the District's proposed implementation of the Elementary Athletic Program. In your August 15th email, you indicated that you and your team were unable to meet with the District on our requested date of August 15, 2018. You also indicated that you want to discuss implementation of the District's art and music programs and will not meet to discuss the Elementary Athletic Program unless the District agrees to accept art and music programs.

The District is committed to implementation of the Elementary Athletic Program beginning in the 2018-19 school year as it will enhance athletic opportunities for elementary school students and allow our students to develop values, attitudes, and skills necessary for personal growth and development.

While we understand that this is a very busy time of year, we again request that SCTA provide dates on which it will meet to discuss the Elementary Athletic Program during the week of August 27th. As stated in our August 6, 2018 email, the District plans to implement the Elementary Athletic Program with the start of the 2018-19 school year, by August 30, 2018. While the District shares SCTA's interest in discussing our art and music programs, the District will not allow those discussions to hold up negotiations on any effects of the Elementary Athletic Program that you identify.

Please provide me with dates by no later than August 24th that SCTA is available to negotiate any effects you have identified with the proposed Elementary Athletic Program. If SCTA declines to meet, or conditions meeting on this Program on the District agreeing to discuss other matters, the District will move forward with implementation.

Sincerely,

Cancy McArn

Sacramento City Unified School District

August 24, 2018

Delivered via Email: jborsos@cta.org

SCTA
Attn: John Borsos, Executive Director
5300 Elvas Ave
Sacramento, CA 95819

Dear Mr. Borsos,

As explained in its letter dated August 17, 2018, the District has committed to launching the Elementary Athletics Program in the fall of the 2018-2019 school year. The District takes very seriously its commitment to our students and the City of Sacramento, with which it has partnered to operate the Athletics Program. In order to meet these commitments, the Athletics Program has a strict timeline for effective implementation. Any delay will negatively impact the implementation of the Athletics Program and put in jeopardy this opportunity for our students. The District must promptly begin posting for coaching positions in order to create a pool of candidates from which principals can hire. In addition, we cannot delay needed communication to principals regarding next steps for the implementation of the Athletics Program.

The District is suggesting that the compensation for coaches hired for the Athletics Program be compensated at the Category F intramural stipend rate of $934, as listed on the current salary schedule. In order to avoid any unnecessary disruption of this important service to District students, we again request that SCTA provide a date certain prior to the first day of school, August 30, 2018, to discuss any potential impacts to its members.

Separately, the Arts programs are also very important to the District but, again, they are distinct from the Elementary Athletics Program that the District will be implementing. The District's long-term financial challenges are serious and require that the District address each of these programs individually. SCUSD remains committed to Arts programs that provide high-quality learning experiences and increase access to the Arts, particularly for student populations that are traditionally underserved in this area. The District will, therefore, engage in an Arts strategic planning process which will include a wide range of individual stakeholders and community members who play an invaluable role in creating, implementing, and advocating for high-quality arts education programming in our District.

To begin the process of developing the District's Arts strategic plan, the District has accepted invitations to pursue partnerships with regional, state and national Arts education leaders and Arts organizations that have experience in Arts strategic

planning. These partnerships include the E. Claire Railey Studios for the Performing Arts (CLARA) and the recently announced Sacramento Arts Education Consortium (SAEC), which is supported by Mayor Steinberg. Additional organizations expressing an interest in partnering on this effort include the Sacramento Metropolitan Arts Commission (SMAC), California County Superintendents Educational Services Association (CCSESA) Arts Initiative, California Alliance for Arts Education (CAAE), and The California Arts Project (TCAP), among others. These partnerships will serve to move the District closer to its goal of providing access to high-quality Arts education programs and instruction for SCUSD students. As a long-standing partner, we invite SCTA to participate in this effort and will communicate more details as they are developed.

So as to avoid delaying the implementation of the Athletics Program, we ask that you commit to a date and time prior to the first day of school, August 30, 2018, to discuss any potential impacts the proposed $934 stipend rate would have to your members. If SCTA declines to meet, the District will move forward with implementation of the Athletics Program on August 30, 2018.

Sincerely,

Cancy McArn
Chief Human Resources Officer

Sacramento City Unified School District

December 7, 2018

Sent Via Email to dfisher@saccityta.com

David Fisher
Sacramento City Teachers Association
5300 Elvas Avenue
Sacramento, CA 95819

Re: STRIDE Running and Elementary Basketball Programs

Dear Mr. Fisher:

This letter concerns the implementation of the District's STRIDE Running and Elementary Basketball Programs in response to your prior emails on the topic. In your November 14, 2018, Mr. Borsos questioned, "Isn't this the program that you were supposed to talk us about before implementation?" As we have indicated in prior correspondences, the District is committed to successfully commencing with its Elementary Athletics Program. We were grateful that SCUSD and SCTA were able to come to a speedy agreement regarding the Elementary Football Program, and are also eager to finalize our STRIDE Running and Basketball Programs along similar models. The proposed STRIDE MOU enclosed hereto was originally shared with SCTA on August 31, 2018, and numerous dates for follow up meetings to discuss any perceived related issues have been offered to SCTA, as indicated in the District's "Outstanding Items" letter of September 14, 2018. Also, the District requested that SCTA identify any issues it may have with the proposed STRIDE Agreement via its letter of October 12, 2018.

We also understood from SCTA's October 15, 2018, email that you have: "*had a productive discussion with principal Daniel McCord who put us in contact with Ellen Moore from the Sacramento Running Association and a Crocker parent to determine a mutually agreeable time to observe the program.*" As the information regarding the program has been shared numerous times, we welcome your further specific observations of the STRIDE program and any appropriate input you may have as the program continues to be fine-tuned. Furthermore, to clarify, the District has not started the basketball program, and thus no coaches have been hired. In terms of STRIDE, you were aware that some school sites had already begun the program as noted in your above email. We are operating at approximately twenty-eight sites and will be expanding quickly in the new year. *However,* we have not yet posted any coaching positions for STRIDE, while we await you agreeing to the enclosed MOU, which again was first shared on August 31 with you.

As was the case with Elementary Football, the STRIDE and Basketball coaches will be compensated at the Category F intramural stipend rate of $934, as listed on the current

salary schedule. In this regard, we have been very clear to all principals that they must offer these coaching opportunities to credentialed staff prior to any other broader posting of the positions. However, should you have any concerns with these programs, and in order to avoid any unnecessary disruption of this important service to District students, we request that you please identify any potential impacts upon the terms or conditions of employment of your members that may reasonably result from the implementation of these elementary sports programs.

Again, the Elementary Athletics Program presents a tremendous opportunity for our elementary students to participate in organized athletics that they may otherwise not have the opportunity to enjoy. We are more than happy to continue to discuss the program and any issues you may perceive regarding its implementation. In that regard, we have the following dates available for meeting: Monday, December 10th at 2:00 or 4:00 p.m.; Tuesday, December 11th at 2:00, 3:00, or 4:00 p.m.; or Wednesday, December 12th, 12:00 or 4:00 p.m.

Thank for your prompt consideration of the above. We look forward to providing this opportunity to our students.

Sincerely,

Jorge A. Aguilar
Superintendent

Attachments (2)

Memorandum of Understanding Between
Sacramento City Unified School District (SCUSD)
and
Sacramento City Teachers Association (SCTA)
Regarding Elementary School Athletic Basketball Program, 2018-19
December 3, 2018

The District has created an Elementary Athletic Program for the 2018-19 school year. When fully implemented, the Elementary Athletic Program (EAP) will consist of Flag Football, Basketball and Running (S.T.R.I.D.E.) programs at each of the District's 51 elementary schools.

Both SCUSD and SCTA recognize that a number of items still remain to be worked out and negotiated regarding the full implementation of the Elementary Athletic Program, but to ensure that the EAP begins as soon as possible the parties have reached the following interim agreement. The parties hereby agree:

1. The District will hire one Basketball coach position per elementary school (51) pursuant to the process outlined in paragraph 2 below. Hiring for the positions will commence on or after Tuesday, December 11, 2018, and upon execution of this Agreement.

2. In accordance with Article 12.9.3 B of the parties' collective bargaining agreement, the coaching position: "will be advertised first within the school in which the vacancy occurs. If there are no qualified applicants within the school, the position shall then be opened for other applicants from inside the District. If there are no qualified applicants from inside the District, the position shall be opened to outside of the District."

3. Any certificated staff member represented by SCTA shall be deemed to be qualified for a Basketball coaching position.

4. The District will provide training/mentoring to coaches at no cost to coaches through the Positive Coaching Alliance. Coaches will not be required to participate in training offered by the Positive Coaching Alliance, but coaches will be strongly encouraged to participate.

5. Elementary school Basketball coaches will be expected to coach 3 to 5 times per week, consisting of 2 practices and one game per week (for a total of 8 games, followed by a week-long playoff.) The Basketball season is anticipated to run from February 13, 2019 to April 10, 2019.

6. Elementary school Basketball coaches will be paid a Category F stipend of $934.00 for the 2018 season.

7. The District agrees that Basketball coaches will not be responsible for scheduling games or securing referees, and the District agrees to provide the equipment, trophies and uniforms necessary to successfully conduct the Basketball season. The District further agrees that school administrative and clerical staff will facilitate coaches in organizing volunteers for transportation and other needs to carry out the program.

8. Coaches and program staff will develop guidelines for school sites regarding participation in situations where the number of students electing to participate in the program exceed the number of uniforms per school (15 for Basketball).
9. This Interim Agreement applies to the Basketball 2019 season. The parties agree that this Memorandum of Understanding is preliminary and may be superseded after the parties have had the opportunity to discuss fully and negotiate other elements of the Elementary Athletics Program that may impact SCTA members.

For SCTA

For the District

_____

_____

Date: _____

Date: _____

Memorandum of Understanding Between
Sacramento City Unified School District (SCUSD)
and
Sacramento City Teachers Association (SCTA)
Regarding Elementary School Athletic Program (S.T.R.I.D.E.), 2018-19

December 3, 2018

The District has created an Elementary Athletic Program for the 2018-19 school year. When fully implemented, the Elementary Athletic Program (EAP) will consist of Flag Football, Basketball and Running (S.T.R.I.D.E.) programs at each of the District's 51 elementary schools.

Both SCUSD and SCTA recognize that a number of items still remain to be worked out and negotiated regarding the full implementation of the Elementary Athletic Program, but to ensure that the EAP begins as soon as possible the parties have reached the following interim agreement. The parties hereby agree:

1. The District will hire one (or two) S.T.R.I.D.E. coach position per elementary school (51) pursuant to the process outlined in paragraph 2 below. Hiring for the positions will commence on or after Tuesday, September 3, 2018, and upon execution of this Agreement.

2. In accordance with Article 12.9.3 B of the parties' collective bargaining agreement, the coaching position: "will be advertised first within the school in which the vacancy occurs. If there are no qualified applicants within the school, the position shall then be opened for other applicants from inside the District. If there are no qualified applicants from inside the District, the position shall be opened to outside of the District."

3. Any certificated staff member represented by SCTA shall be deemed to be qualified for a S.T.R.I.D.E. coaching position.

4. The District will provide training/mentoring to coaches at no cost to coaches through the Sacramento Running Association. Coaches will not be required to participate in training offered, but coaches will be strongly encouraged to participate.

5. Elementary school S.T.R.I.D.E. coaches will be expected to coach 3 to 5 times per week. The season is anticipated to run throughout the entire 2018-2019 school year, including a culminating track meet for District 6th grade student participants in the spring of 2019.

6. Elementary school S.T.R.I.D.E. coaches will be paid a Category F stipend of $934.00 for the 2018-2019 season.

7. The District agrees that S.T.R.I.D.E. coaches will not be responsible for coordinating the track meet, and the District shall provide the equipment, trophies and any uniforms necessary to successfully conduct the season. The District further agrees that school administrative and

clerical staff will facilitate coaches in organizing volunteers for transportation and other needs to carry out the program.

8. This Interim Agreement applies only to the 2018-2019 season. The parties agree that this Memorandum of Understanding is preliminary and may be superseded after the parties have had the opportunity to discuss fully and negotiate other elements of the Elementary Athletics Program that may impact SCTA members.

For SCTA   For the District

_____   _____

Date: _____   Date: _____

OFFICE OF THE SUPERINTENDENT
5735 47th Avenue • Sacramento, CA 95824
(916) 643-9000 • FAX (916) 399-2058
Jorge A. Aguilar, Superintendent

Sacramento City Unified School District

December 21, 2018

Sent Via Email (dfisher@saccityta.com)

David Fisher
Sacramento City Teachers Association
5300 Elvas Avenue
Sacramento, CA 95819

Re: Elementary Athletics

Dear Mr. Fisher:

As explained in the District's letter of December 7, 2018 the District is implementing its Elementary Athletics Program, specifically the STRIDE and Basketball Programs. The District offered three dates to meet to further discuss any issues you may have regarding how their implementation impacts your members. You stated that none of the offered dates work for your team, however, you did not propose any other meeting dates. Additionally, you did not identify any impact upon the terms or conditions of employment of your members from the implementation of these programs. Likewise, the District reached out to discuss any perceived issues and offered meeting dates in letters dated September 14, 2018, and October 12, 2018. To date, you have not accepted any proposed dates, nor have you offered alternative dates to meet and discuss this important program for our students.

Please inform us by January 7, 2019, if SCTA wishes to meet to discuss the Elementary Athletics Program, and if so, provide available dates for meetings during the week of January 14th.

Sincerely,

Jorge A. Aguilar
Superintendent

HUMAN RESOURCE SERVICES

P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016

Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

Via Email

January 18, 2019

Dear Mr. Fisher (*dfisher@saccityta.com*):

Regarding: Elementary Athletics for Basketball and STRIDE

This letter is in response to SCTA's request at the January 16, 2019, meeting with the Human Resources Team that the District propose additional meeting dates in writing regarding the Elementary Athletics STRIDE and Basketball Programs. The District has been offering to meet and discuss these important athletic programs with SCTA since at least the District's September 14, 2018 letter, and including its letters of December 7 and 21, 2018. We have also requested that SCTA identify how these programs impact any terms and conditions of the Association's members.

On January 7, 2019, you offered to meet with the District on January 17, 2019. SCTA and the District ultimately held a meeting regarding continuous improvement efforts on January 17, 2019. As explained in the December 7, 2018 letter, the District has been working to implement Basketball and the STRIDE Program but has refrained from hiring any coaches while we sought to consult with you and arrive at an understanding, such as that contained in the STRIDE MOU proposed to you on August 31, 2018. The December 7, 2018, letter also noted that the District planned to move forward with the STRIDE program early in the new year. Hence, the District plans to post for an eligibility pool for STRIDE and Basketball on January 24, 2019. Basketball is scheduled to begin on February 13, 2019. As such, we propose meeting to consult with SCTA regarding Basketball the STRIDE Program at the Serna Center on either January 23, 2019, at 2:00 p.m. or 3:00 p.m., or January 28, 2019, at 3:00 p.m. We will bring MOU's for Basketball and STRIDE that are essentially the same as that which was agreed to for Flag Football previously. If you have a proposal that is materially different than that previously shared by the District on August 31, 2018, please bring such to the meeting.

We look forward to meeting with you to discuss this important opportunity to bring elementary athletics to our students.

Ted Appel,
Assistant Superintendent, Labor Relations

Sacramento City Unified School District

Via Email (dfisher@saccityta.com)

January 30, 2019

Dear Mr. Fisher:

In regard to your email of January 25, 2019, please find the training manual for STRIDE for those that wanted to participate and volunteer in the program. The training was offered by Ellen Moore on August 27, 2018, August 28, 2018, August 29, 2018 and January 22, 2019.

Also, attached, please find the training manual for Basketball for those that wanted to participate and volunteer in the program. The training was offered by Stephen Bunch, Anthony Jones and Greg Purcell on January 16, 2019 and January 23, 2019.

SCTA and the District did meet on January 17, 2019 (Board Meeting Day) as reference in your email on Continuous Improvement, thus was not able to meet on this item.

Should you be interested in meeting to discuss this matter further, please provide suggested meeting dates, as well as an explanation of what concerns regarding terms and conditions of employment you may have. We look forward to hearing from you by February 4, 2019

Sincerely,

Ted Appel
Assistant Superintendent, Labor Relations

Enclosures: STRIDE Manual
               Basketball Manual

STRIDE
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
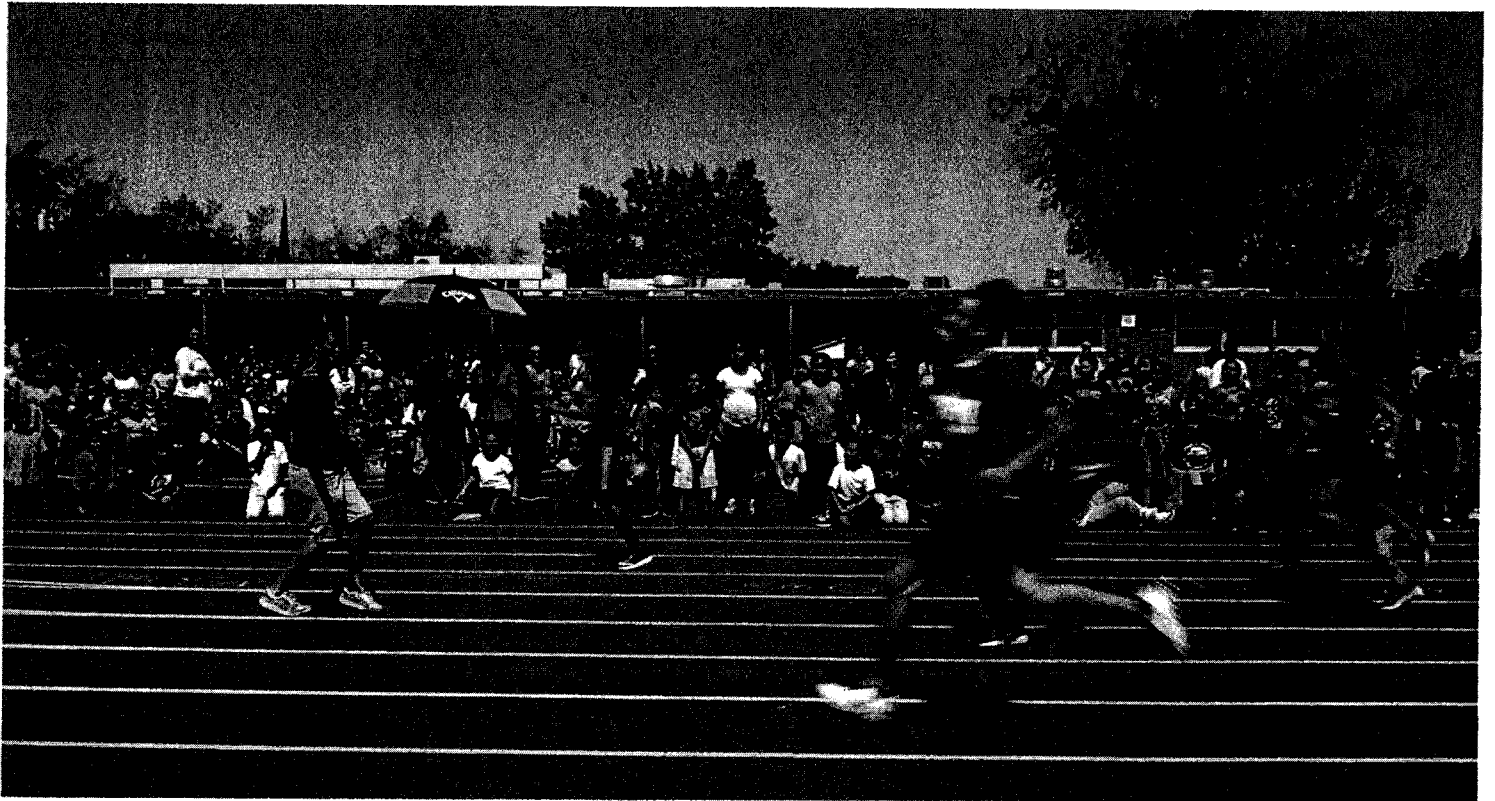
COORDINATOR
OPERATIONS MANUAL

2018/19

your guide to what's inside...

stay connected...

https://runsra.org/sra-kids/programs/stride-program/

ellen@runsra.org

SCUSD STRIDE
Sac City Tracks Running to
Improve Daily Education

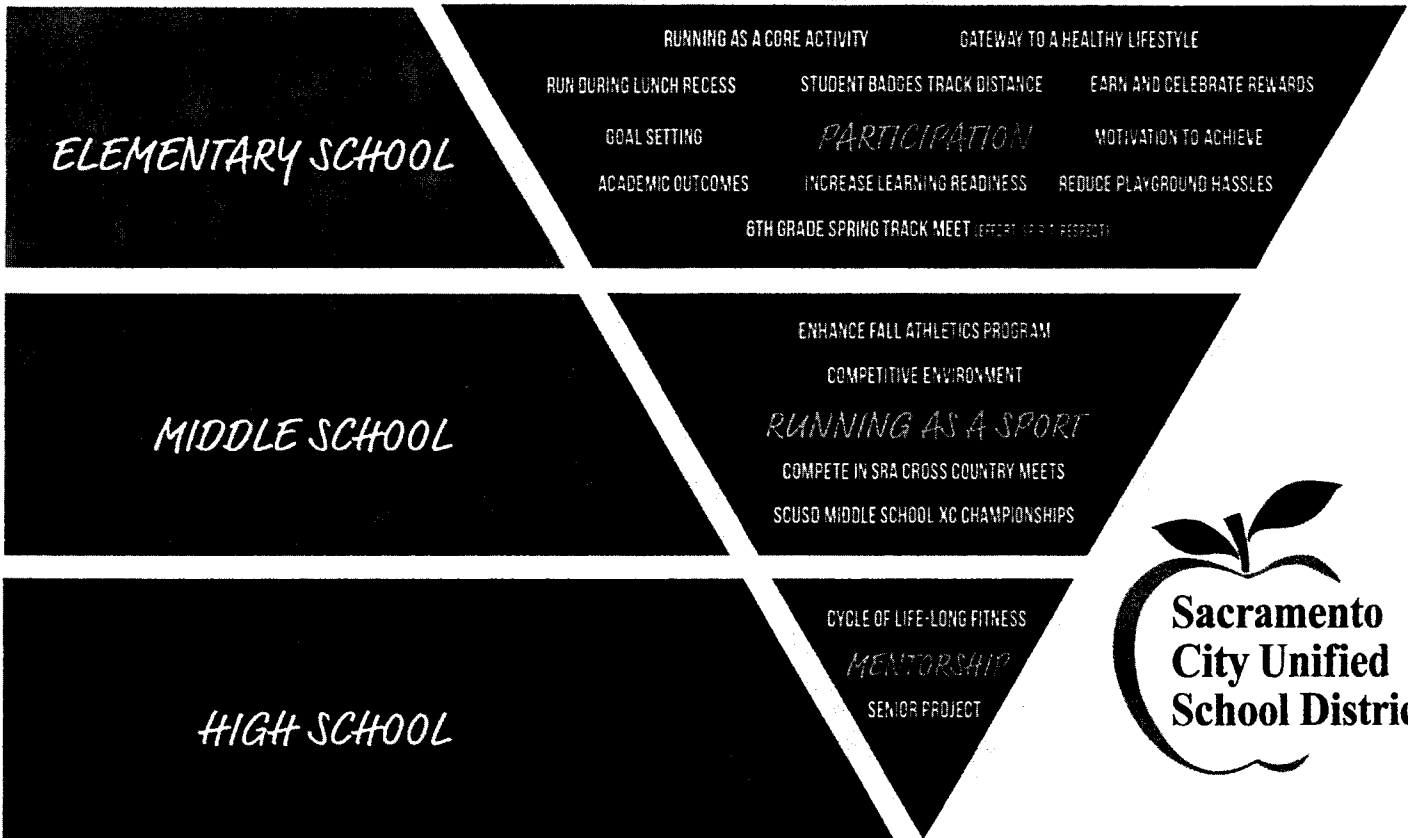**STRIDE** is a sustainable partnership between the Sacramento Unified School District and the Sacramento Running Association for a district-wide initiative to expose students to a healthy lifestyle through running.

Schools will be assigned a network that includes elementary schools, multi-grade schools, middle schools and high schools.

Using the networked school system, this initiative will integrate running/movement into the weekly elementary school schedule, the fall athletics middle school program and the high school senior project opportunity.

Participation in running programs promotes an active lifestyle, teaches kids to set goals while working to achieve them, and helps to develop self-confidence. STRIDE emphasizes participation and health education as we strive to create an inclusive environment where our community's kids make the connection between fitness and fun.

ELEMENTARY SCHOOL

RUNNING AS A CORE ACTIVITY   GATEWAY TO A HEALTHY LIFESTYLE

RUN DURING LUNCH RECESS   STUDENT BADGES TRACK DISTANCE   EARN AND CELEBRATE REWARDS

GOAL SETTING   *PARTICIPATION*   MOTIVATION TO ACHIEVE

ACADEMIC OUTCOMES   INCREASE LEARNING READINESS   REDUCE PLAYGROUND HASSLES

6TH GRADE SPRING TRACK MEET (EFFORT EFRT RESPECT)

MIDDLE SCHOOL

ENHANCE FALL ATHLETICS PROGRAM

COMPETITIVE ENVIRONMENT

RUNNING AS A SPORT

COMPETE IN SRA CROSS COUNTRY MEETS

SCUSD MIDDLE SCHOOL XC CHAMPIONSHIPS

HIGH SCHOOL

CYCLE OF LIFE-LONG FITNESS

MENTORSHIP

SENIOR PROJECT

Sacramento City Unified School District

At the elementary school level, STRIDE will allow the over 20,000 students in SCUSD the opportunity to be exposed to the idea of running and overall movement as a core activity and a gateway to a healthy lifestyle.

It is widely recognized by organizations and agencies like the California Department of Education, the Center for Disease Control and Prevention and the New England Journal of Medicine that there is a positive correlation between fitness and academic achievement and that childhood obesity has tripled in the last 30 years.

SCUSD and the SRA strongly believe that physical activity is not only one of the most important factors for a healthy body, but it is the basis of dynamic and creative intellectual activity.

HOW

GOALS / OUTCOMES

- Participation.
- Running/movement as a core activity and a gateway to a healthy lifestyle.
- Increase learning readiness.
- Reduce playground hassles by providing an organized and easily supervised activity for lunch recess time.

PROGRAM DETAILS

- Running/movement opportunities available a **minimum of two days per week** on campus at all SCUSD elementary schools for 1st through 6th graders during **lunch recess**.
- Student badges will be scanned during exercise to track distance covered per session.
- Tracking data can be downloaded and shared with program leaders and educators for potential academic lessons as well as teaching students about goal setting, motivation and achievement.
- Students are eligible for rewards that will be distributed in 10-mile increments.
- Culminating end-of-program spring track meet opportunity:
  - All 6th graders may participate in the spring track meet at their assigned network high school.
  - Focus on effort, spirit and respect.
  - Student-athletes are exposed to events ranging from 100 meters to 400 meters plus relays, jumps (high, long, hurdles), throws (shot put, turbo javelin, discus), yoga and aerobic/coordination activities.
- Opportunity to enhance existing programs on campus: PE integration, PE ideas with 6th graders for track meets, opt-in running programs.

STAFFING

STRIDE coordinator

- Coordinates on-campus program.
- Direct line of communication with SRA for program management.
- Works with SRA and software partner to upload class rosters and create student badges.
- Identifies running space, schedule and process for post-lunch movement/running on campus.
- Schedules weekly movement/running opportunities for all 1st-6th graders.
- Scans (and/or assigns assistant scanners) student badges during all movement/running opportunities.
- Syncs scanners to software and distributes data to teachers and administrators.
- Distributes rewards during the school year.
- Manages celebration opportunities throughout the year.
- Works with SRA to coordinate school participation in 6th grade Olympic Day events.

STRIDE SUPPORT CONTACTS

Program Management

Ellen Moore	SRA	ellen@runsra.org	916-737-2627

Stride Track Software

Melissa Hanson	Stride Track	melissahanson@stridetrack.com	888-552-3196

STEP 1 – March 2018 ✓
Formalize partnership between Sacramento Running Association and SCUSD.

STEP 2 – May 2018 ✓
SRA/SCUSD present program at meeting with principals.

STEP 3 – June 2018, before end of 2017-18 school year ✓
Schools identify and communicate key on-campus personnel (STRIDE coordinator).

STEP 4 – July 2018 ✓
SRA order supplies and create implementation documents.

STEP 5 – August 2018 ✓
SRA schedule and execute education seminars for each network's campus STRIDE coordinators.

STEP 6 – August 2018 ✓
SRA distribute supplies/software to each school.

STEP 7 – August 2018
Schools/SRA identify running space, schedule and process for post-lunch running/movement on each campus.

STEP 8 – September 2018
Schools print, create and store student badges.

STEP 9 – September/October 2018
SRA/SCUSD schedule and execute kick-off event at each school.

STEP 10 – September 2018 - June 2019
Students run/move, STRIDE coordinator/site managers track/scan.

STEP 11 – September 2018 - June 2019
STRIDE coordinators download data and distribute to campus administrators/teachers.

STEP 12 – September 2018 - June 2019
STRIDE coordinators distribute rewards to students.

STEP 13 – September 2018 - June 2019
Schools celebrate accomplishments of students during the year.

STEP 14 – March - June 2019
SRA/schools coordinate participation in spring track meets for 6th graders.

SACRAMENTO RUNNING ASSOCIATION

The Sacramento Running Association (SRA) is a community-based non-profit that promotes the sport of running in the greater Sacramento area. The SRA spends over $1 million annually to manage events and programs to benefit local runners of all ages and abilities. Established in 1982, the SRA manages Sacramento's largest single-day sporting event, the California International Marathon.

PROGRAM LAUNCH

STUDENT-ATHLETES

- Every student in 1st through 6th grades is a student-athlete!
- Participation is the goal, movement is the key.

RUNNING SPACE / PROCESS

- Running/movement opportunities available a **minimum of two days per week** on campus at all SCUSD elementary schools for 1st through 6th graders during **lunch recess**.
- Identify and permanently or temporarily delineate space on campus.
- Consider inclement weather and usage on designated surface.
- Try to keep space to 1/10 mile-lap or bigger. The longer the lap, the better!
- Ensure student badge rack is accessible to scanner staff and student-athletes prior to running session.
- Separate badges by grade-class-student identifier (number).

MOVEMENT OPPORTUNITIES

- Goal: 20 minutes of running/movement per session.
- After lunch, during lunch recess.
- Other opportunities to run: During PE, before school, during other recesses, after school, at very start of school day.
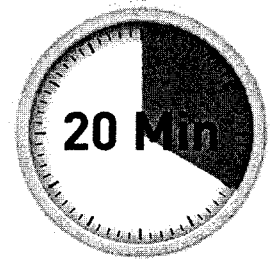
STAFFING

- Ensure proper scanning coverage during all running/movement opportunities.
- Ideal ratio: 3 scanners for every 100 student-athletes running at same time.
- Solicit help from campus personnel similar to rotating yard duty supervision on many campuses.
- Encourage student-athletes who are unable to run/move on any given day to help with scanning.
- Ask for assistance from parent community as needed.

TIMELINE

- Ready when you are!
- Goal: Establish schedule/process, finalize class rosters, send Stride Track roster spreadsheet, print/laminate badges and start program as early as September 10.

STRIDE TRACK SOFTWARE

- 1 license per campus.
- Utilize Quick Start manual as needed (attached)
- Login information provided - Change your password upon initial login.
- Coordinators may add users as needed if you have assistance with uploading and processing awards or want to give teacher's viewing access. Details are included in the Quick Start manual.

MOTOROLA SCANNERS

- Scanners provided to all campuses - Based on student enrollment.
- Utilize Quick Start manual as needed (attached).
- Campuses may consider buying lanyards to attach to the bottom of scanner for ease of use.

STUDENT ROSTER MANAGEMENT

- Schools need to finalize class rosters before starting STRIDE as best possible.
- Once class rosters are finalized, an excel or csv file should be sent to Ellen Moore - one worksheet for entire school with separate columns for student last name, first name, grade, and teacher should be included.
- After Stride Track does initial load of class rosters into software, schools can make changes as needed.
- Utilize Quick Start manual as needed (attached).

STUDENT BADGES AND STORAGE

- Once class rosters are loaded, campuses need to print and laminate the student badges.
- Recommendation: Select the 10 per sheet option with the student name above the barcode as that fits best into the rack.
- Always print the student badges on white paper and use heavy laminate as student-athletes may be rough with the cards.
- Student badge cards can always be re-printed if damaged, lost or there is a change in student information.
- The student badge will include the student first name, last name, grade, teacher and ID (unique identifier generated by software).
- Recommendation: Campuses are encouraged to give each student a number per class that can be added to the top of the student badge for easy identification. You can also use a colored circle sticker per grade so cards are easily sorted and restored on the rack.
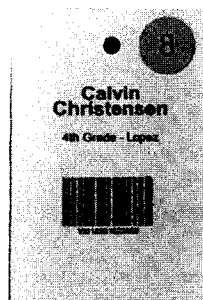
STUDENT DATA TRACKING

- Additional Idea: You may want to consider having a plastic bin/bucket per grade for the student-athletes to drop their badge in after each run. With a good volunteer, this step can help ensure the badges are then stored back on the rack properly.
- Campuses are encouraged to store the cards on the rack by grade, teacher and then student # or last name (A-Z).
- Ensure that the student badge rack is accessible to all potential scanner staff and student-athletes prior to running opportunity.
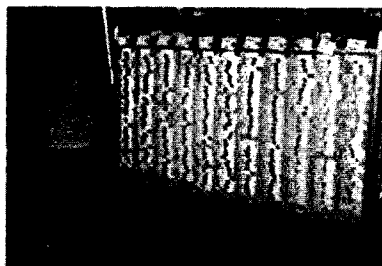
UPLOAD AND DOWNLOAD

- Recommendation: Upload scans off the scanner daily (after each running opportunity) and then delete the scans after a successful upload is complete.
- Utilize Quick Start manual as needed (attached).
- Explore reports to find what works for you! Lots of different options available for how you can view and utilize the data.
- If you have a mass upload from a running opportunity or event that is NOT recorded on the scanner but is stored another way, contact Melissa at Stride Track and she will assist with that process.
- If you have a school goal you want to establish and advertise, contact Melissa at Stride Track and she will add it to your campus license. When contacting Melissa, always include your site ID.

SUPPORT

- Do not be afraid to use Stride Track's customer support!
- Privacy - Not sharing data, no advertising, no collecting info from runners at any time.

STRIDE TOKENS

- Every student-athlete should receive a chain with their first green token.
- Student-athletes receive 1 green token for every 10 miles completed.
- Student-athletes receive 1 gold token for every 100 miles completed.
- Software will track data and mileage for all student-athletes and automatically calculate rewards due and rewards already earned.
- Identify process on your campus for distribution of tokens (i.e. hand out per class every week or month, give cache to teachers to manage and distribute how they want, recognize students during school event/assembly for 100-mile token).
- Recommended process: Print Award Eligibility Report every Friday, cut out slips per teacher, bag necessary tokens per class, put in teacher cubbie/box. Consider holding assembly for 100-mile achievements and recognizing eligible students.
- Each campus is being given enough tokens for 13 green and 1 gold per enrolled student.

RE-ORDER

- If you run out of tokens, please contact Ellen Moore.
- ellen@runsra.org
- 916-737-2627

ADDITIONAL IDEAS

- Campuses are free to reward student-athletes for mileage tracked in additional ways or with additional items.
- Can utilize Stride Track distance certificate at the end of the school year to present to students to recognize total individual distance for the year - Actions > Award Processing > Distance Certificates.
- Idea sharing opportunity!

10 miles = 1 green
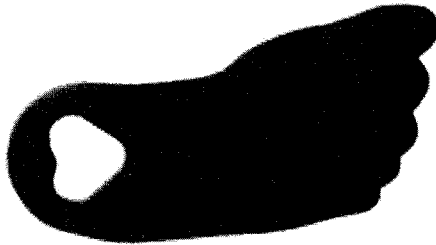
100 miles = 1 gold
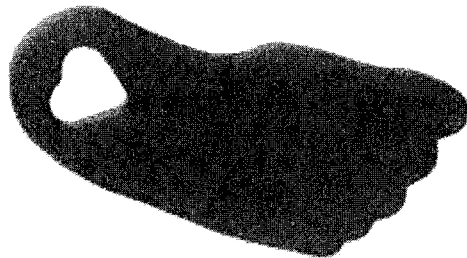
SUPPORT AND CELEBRATE

SRA CAMPUS EVENT

- SRA will conduct a short on-campus event/assembly for every participating school in the fall.
- Best if the event is held outside, on the blacktop, for all 1st through 6th graders.
- Events will run approximately 15 minutes.
- If possible, schools should provide mobile sound/mic system.
- Sign-up online ASAP. **https://runsra.org/sra-kids/programs/stride-program/**
- You will be contacted by the Sacramento Running Association to confirm the exact date/time of your campus event after your sign-up form is submitted.

DATA USAGE

- Use the tracking data!
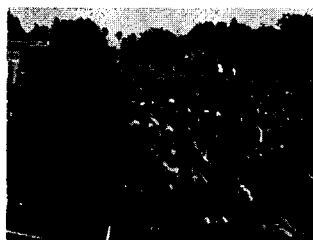- Academic outcomes: increase learning readiness, geography, mathematics, computer science, health.
- Cognitive components: goal setting, self-confidence, reduce playground hassles, emotional and social benefits.
- Share data with teachers and administrators.

REWARDS CELEBRATION

- Consider celebrating your campus and student-athletes' success with an assembly or other campus event.
- Create challenges on your campus amongst student-athletes, grades and classes (i.e. first student to 100 miles, first class with all students reaching 10 miles, first grade to run 1,000 miles).
- Celebrations can help foster a culture of participation and reward hard work and growth.
- Coordinators are encouraged to utilize the Parent Note function with the software program to encourage parental oversight and interest in the STRIDE program and their student's participation throughout the year.
- Idea sharing opportunity!

COORDINATOR COMMUNICATION / MESSAGE BOARD

- SRA will distribute information, updates and ideas in the form of a newsletter to all coordinators during the year.
- Coordinators are encouraged to post ideas and questions on the private designated message board.
- **http://scusdstride.proboards.com/**
- All coordinators will receive a message board invite to become a member of the online forum.
- Idea sharing opportunity!

COMMUNICATIONS PLAN

- Encourage social media engagement on your campus.
- @runsra_cim , @officialSCUSD
- #sacSTRIDE , #runSTRIDE , #runSCUSD , #runSRA , #runlocal
- Include program details in campus communications and newsletters to parents and campus community.

WHAT

- Culminating end-of-program spring track meet opportunity.
- Focus on effort, spirit and respect.
- Student-athletes are exposed to events ranging from 100 meters to 400 meters plus relays, jumps (high, long, hurdles), throws (shot put, turbo javelin, discus), yoga and aerobic/coordination activities.
- A comprehensive training manual aimed at helping coordinators/PE teachers prepare the student-athletes for the meets will be provided by the SRA.

WHO

- All 6th graders at participating STRIDE schools.
- Student-athletes will receive school-specific shirts for day of competition and participant ribbons for all track events.
- Special STRIDE awards will be given out throughout the meets to student-athletes exemplifying the tenets of the events - effort, spirit and respect.
- Elementary campuses will be grouped by elementary sports divisions and will compete against other schools in their division.

WHEN

- Each elementary campus will be assigned a date in late spring, most likely in the final few weeks of the academic year.
- The meets will be held during the school day.
- Bus transportation from participating school to the meet location and back will be provided.

WHERE

- Each elementary campus will be assigned for competition at their network/division comprehensive high school .
- Meets will be held at CK McClatchy, John F. Kennedy, Luther Burbank, Hiram Johnson, West Campus to be held at Johnson, and Rosemont.

Lions Division
High Schools
1. McClatchy
2. Arthur Benjamin Health Professions

Middle
1. California

Multi-Grade (Elementary and Middle)
1. Leonardo da Vinci

Elementary
1. Bret Harte
2. Crocker/Riverside
3. Ethel Phillips
4. Hollywood Park
5. Leataata Floyd
6. Oak Ridge
7. Sutterville

Warriors #1 Division
High School
1. Hiram Johnson

Middle
1. Kit Carson
2. Will C. Wood

Elementary
1. Camellia Basic
2. Earl Warren
3. Elder Creek
4. Ethel I. Baker
5. New Joseph Bonnheim Community Charter
6. Nicholas
7. Pacific
8. Peter Burnett
9. Tahoe Park

Titans Division
High School
1. Luther Burbank

Middle
1. Fern Bacon

Multi-Grade (Elementary and Middle)
1. John Still

Elementary
1. Bowling Green
2. Cesar Chavez
3. Edward Kemble
4. HW Harkness
5. Parkway
6. Rosa Parks
7. Susan B. Anthony
8. Woodbine

Cougars Division
High Schools
1. John F. Kennedy
2. Sacramento New Technology
3. School of Engineering and Sciences

Middle
1. Sam Brannan

Multi-Grade (Elementary and Middle)
1. Alice Birney Public Waldorf
2. Genevieve Didion
3. Martin Luther King Junior

Elementary
1. Caroline Wenzel
2. John Bidwell
3. John Cabrillo
4. John Sloat
5. Matsuyama
6. Pony Express

Warriors #2 Division
High School
1. West Campus
2. The Met

Middle
1. Sutter

Multi-Grade (Elementary and Middle)
1. Fr Keith B. Kenny

Elementary
1. Caleb Greenwood
2. David Lubin
3. Mark Twain
4. Phoebe Hearst
5. Theodore Judah
6. Washington
7. William Land

Wolverines Division
High Schools
1. Rosemont
2. George Washington Carver

Middle
1. Albert Einstein

Multi-Grade (Elementary and Middle)
1. AM Winn Public Waldorf

Elementary
1. Abraham Lincoln
2. Golden Empire
3. Hubert H. Bancroft
4. Isador Cohen
5. James W. Marshall
6. OW Erlewine
7. Sequoia

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Quick Start Guide

(Updated 8/22/18)

LH Connected • 2930 Geer Rd. Suite 181 • Turlock, CA 95382 • 888-552-3196

Contents

Logging In

To log in, go to http://www.stridetrack.com/ and click the **Login** link and choose **Member Login**. Enter your user name, site ID, and password. Login information will be issued to you by StrideTrack. You can change your password upon logging in to the system if desired.

Creating Runner Groups

SCUSD STRIDE Note: All Runner Groups (Classes) will be pre-loaded for every campus.

Before runners can be added to the system, you must set up at least one runner group. Typically, runner groups are organized by grade level and teacher. However, you may select your own structure. First, navigate to the **Runner Edit** menu and select **Edit Runner Groups.**

Actions ▾   Runner Edit ▾   System Administration ▾   Roo

Add/Edit Runners   nner Summary

Edit Runner Groups

🗐 Export to E   Runner Bar Codes and Notes

Last Name   :   First Name   :   Group
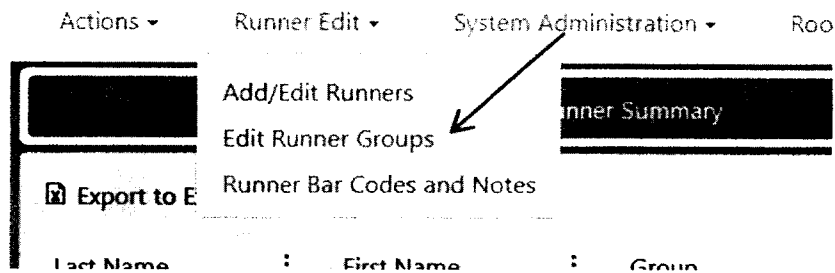
You will be presented with the following screen, which will allow you to define your groups. Select your school by clicking on the school name. Enter **1st Grade** and then click **Create group below...**

Runner Groups

▸ Fig Tree Elementary   (1)   **Select top group**

(2)   **Enter group name**

1st Grade   (3)   **Click "Create group below"**

Create group below Fig Tree Elementary ➕

Enter New Name   Update Group Name

Delete/Disable 🗑
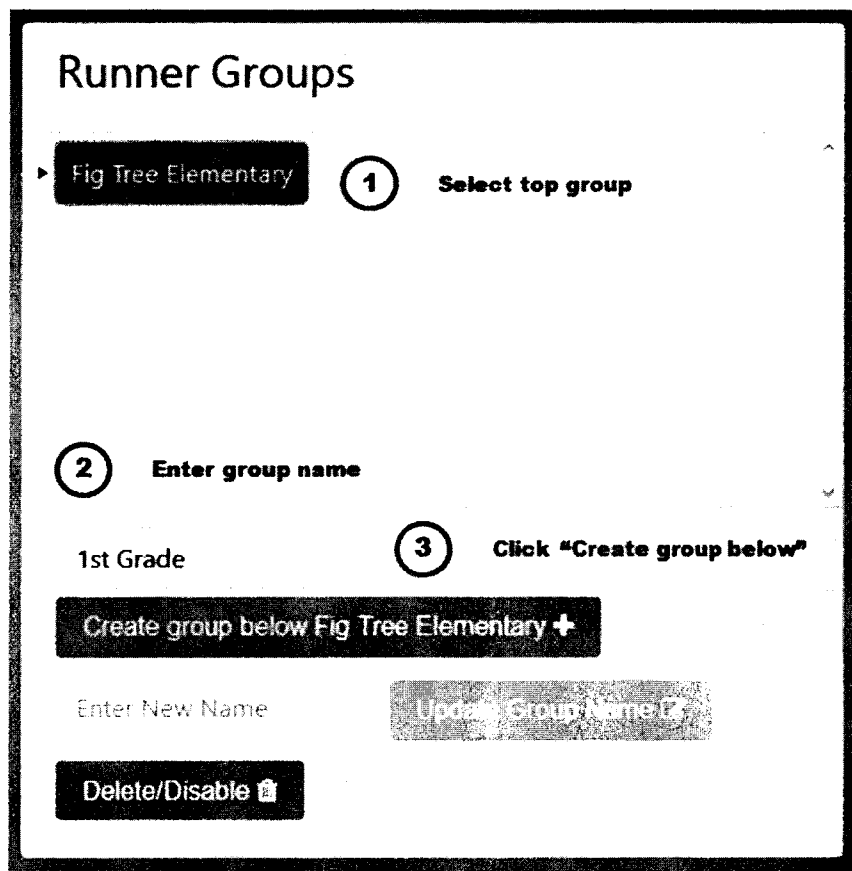
Select the newly created *1st Grade* group. Enter a teacher name such as **Brown** and then click
Create group below…

Runner Groups

▼ Fig Tree Elementary

▸ 1st Grade   ①   **Select top group**

②   **Enter group name**

Brown   ③   **Click "Create group below"**

Create group below 1st Grade ✚

1st Grade   Update Group Name ☑

Delete/Disable 1st Grade 🗑
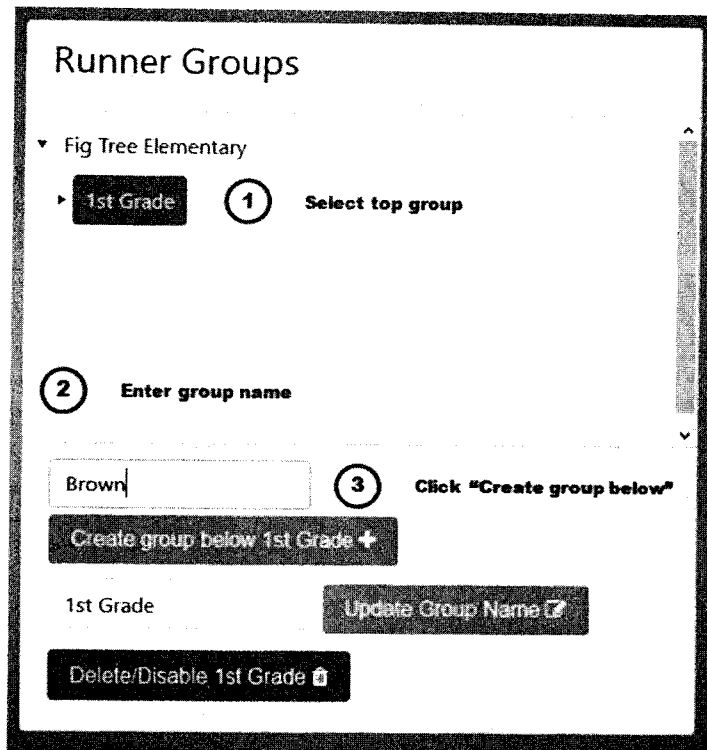
Congratulations. You have added a runner group. Follow the same steps above to add additional groups.

SCUSD STRIDE Note: You may edit a Runner Group (Class) as needed if, for example, a teacher leaves and a new teacher fills that class position.

Runner Groups

▼ Fig Tree Elementary

  ▼ 1st Grade

    Brown

    Bryans

  ▸ 2nd Grade

  ▸ 3rd Grade

Enter Name   Add Group ✚

Enter New Name   Update Group Name ☑

Remove Group
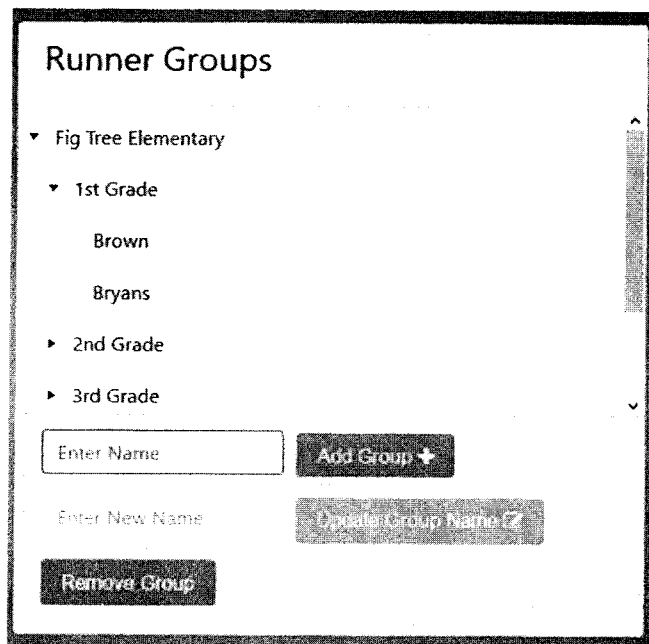
Managing Runners

SCUSD STRIDE Note: All Runners will be pre-loaded based on class rosters provided by each campus. Edits, adds and deletions after the initial roster upload must be managed by the campus.

Adding a runner is straightforward, navigate to the **Runner Edit** menu and select **Add/Edit Runners.**

Runner Edit ▾   System Admi

Add/Edit Runners

Edit Runner Groups

Runner Bar Codes and Notes
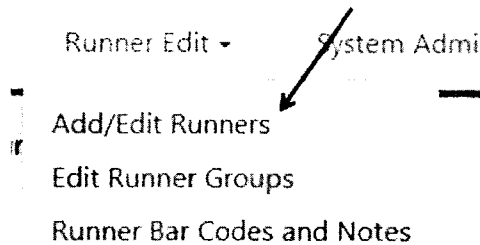
To add a new runner click **Add New Runner.** Enter runner first and last name, use pull down arrow to select their group and click **Update.** A runner id number is automatically generated. This will be used on the runner bar code card.

First Name		Last Name		Group		Alternate ID		Total		Runner ID		Editing Options
				Unassigned ▾				0				✔ Update ⊘ Cancel

+ Add New Runner

Editing a runner's name and group by clicking **Edit**.

+ Add New Runner

First Name		Last Name		Group		Alternate ID		Total		Runner ID		Editing Options
Frederick		Baker		3rd Grade - Garcia				15.75		10012251637850		✏ Edit Delete
Elsie		Barton		3rd Grade - Grayson				10.121		10019662073673		✏ Edit Delete

You can **delete** a single runner by clicking **Delete**.

Confirmation

Delete Frederick Baker?

Delete Runner   Cancel
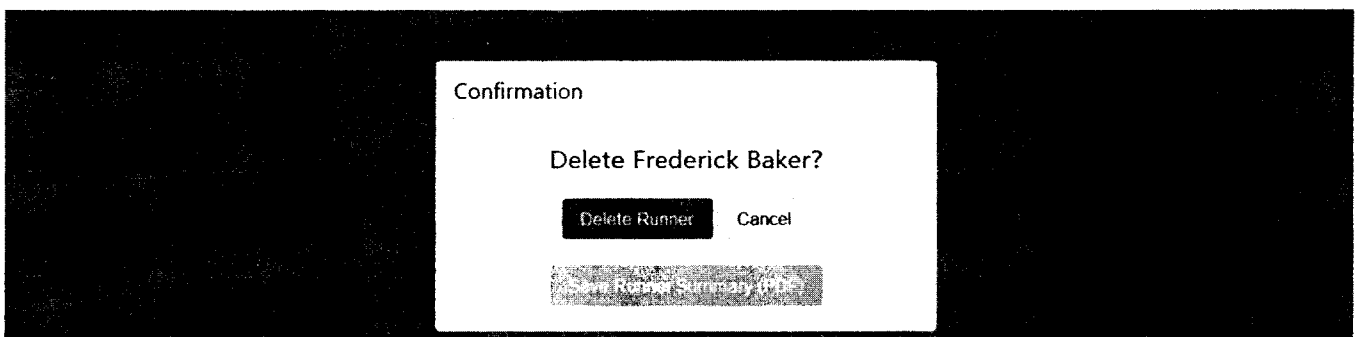
Managing Runner Awards

SCUSD STRIDE Note: All SCUSD provided rewards will be pre-loaded for every campus.

Runner awards can be defined at any distance for the site default unit of measure. This site has been set up with 'miles' as the default unit of measure for awards and reporting of distance. Runner awards are defined by distance, award name, award item, and award is recurrence. For example, if your school awards runners every 5 miles, you would add an award as shown below. If you award at specific distances such as marathon (26.2 miles), you might choose a non-recurring award.

ier Edit ▾   System Administration ▾   Roc

User Management

Awards Management

✦ Add New Award

Priority	Award Name	Award Item	Award Distance (mi)	Recurring	Active	Editing Options
1.0001	100 Mile Award	Trophy	100	No	Active	✏ Edit Delete
1.0002	Marathon	Certificate and 26.2 Tag	26.2	No	Active	✏ Edit Delete
1.0003	50 mile award	50 mile charm	50	No	Active	✏ Edit Delete
1.0004	Half Marathon	13 mile tag	13.1	No	Active	✏ Edit Delete
1.0005	10 miles	Certificate & Toe Token	10	No	Active	✏ Edit Delete
1.0006	5 mile	Toe Token	5.00	Yes	Active	✔ Update ⊘ Cancel

StrideTrack is designed to award only 1 award per defined distance. The order of priority is managed using the priority column. For example, if your school awards runners for every 5 mile increment, the 10 mile mark and 50 mile mark, a student having run 51 miles total would receive eight 5 mile awards, a 10 mile award, and one 50 mile award. They would not receive a 5-mile award at the 10 mile mark or 50 mile mark.

To define award priority, drag-and-drop the awards up or down in the table, listing the highest priority award at the top.

✦ Add New Award

Priority	Award Name	Award Item	Award Distance (mi)	Recurring	Active	Editing Options
1.0001	100 Mile Award	Trophy	100	No	Active	✏ Edit Delete
1.0002	Marathon	Certificate and 26.2 Tag	26.2	No	Active	✏ Edit Delete
1.0003	50 mile award	50 mile charm	50	No	Active	✏ Edit Delete
1.0004	Half Marathon	13 mile tag	13.1	No	Active	✏ Edit Delete
1.0005	10 miles	Certificate & Toe Token	10	No	Active	✏ Edit Delete
1.0006	5 mile	Toe Token	5	Yes	Active	✏ Edit Delete

Scanner Set Up and Charging

Zebra CS3000

Scanner set up
No set up is necessary with the CS3000 scanner. Proceed to page 16 to learn how to enter a running event using bar code scanner output.

Charging
To charge the Zebra CS3000 scanner, connect it to a host computer via the USB host cable. Charge time is approximately 3 hours for a fully discharged battery. When the battery is fully charged the LED light will turn green.

On average, a scanner will require a charge about once per week.

Using the Scanner
There is no on/off button. When you are ready to scan, just touch the + button until you see the red laser. When successfully scanning a barcode, you will see the red laser emitting from the scanner, you will notice the light is green on the scanner and you will hear one beep noise.

It is important that you do NOT touch the − button while scanning. The − button deletes scanning data and should only be used after a successful data upload to the software and when that data needs to be deleted.

To learn more about your Zebra CS3000 visit the manufacture's website at:
www.zebra.com

LED Light

Scan Button

Delete Button

Mini-USB Port
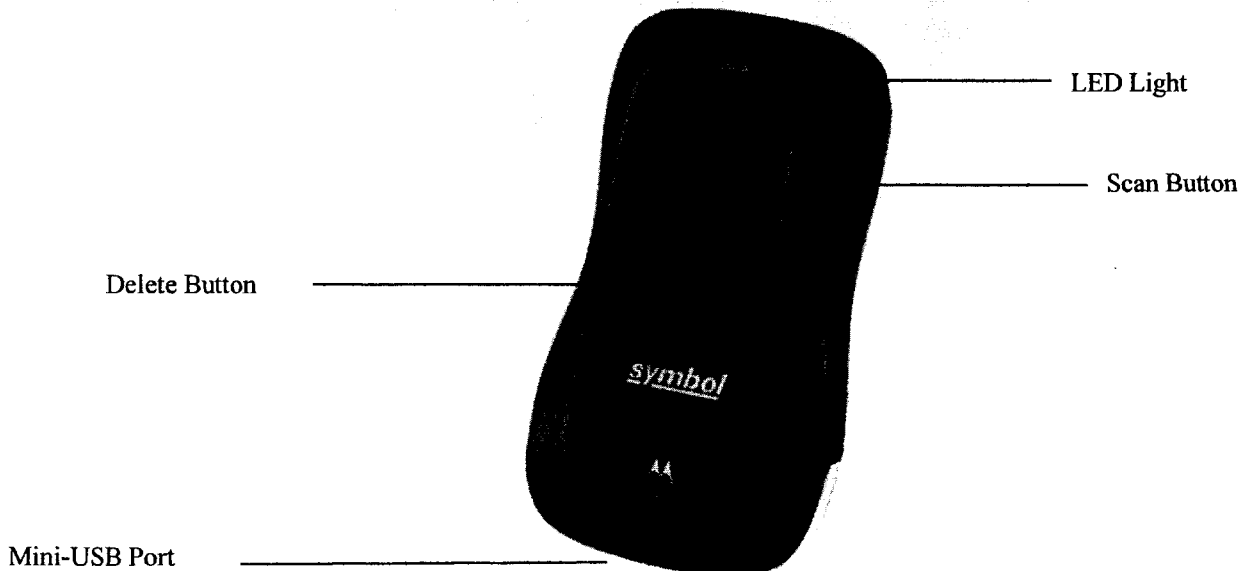
Creating Runner Bar Code Cards

In order to use the bar code scanner with the system you will need to generate a runner bar code card for each runner. As noted earlier, when adding runners to the system, each runner received a unique runner id number. Here you can create a report for all runner bar codes. You may choose to print on a variety of common Avery address labels, or laminate bar codes for each runner. Bar codes work by reflecting the contrast between dark and light. **Bar code cards must be printed in BLACK ink on WHITE stock using a LASER printer.**

ns ▾	Runner Edit ▾	System Adminis

ners
Add/Edit Runners
Edit Runner Groups
Runner Bar Codes and Notes
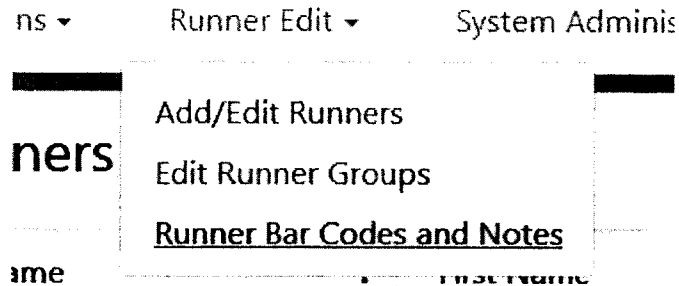
Bar code cards can be printed in 4 different sizes, as small as an Avery type mailing address label and as large as a standard name badge holder (3"x4").

SCUSD STRIDE Note: STRIDE recommended size is 10 badges per sheet.

Nicole Davis

3rd Grade - Mrs. Rogers

10006101215720

Name Badge

10011118751634
Gretchen Hill
1st Grade - Brown

10015252106725
Malcolm Wagner
1st Grade - Brown
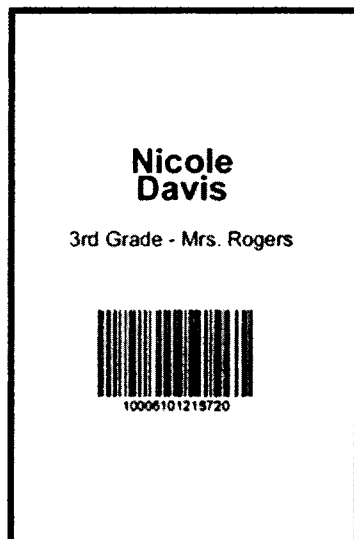
Mailing labels

Parent Notes
From this screen, you may also generate parent notes. The parent notes are a great way to share the STRIDE Program with your campus' parents. The note provides an easy tutorial on how parents can access their students' mileage data.

Entering Running Event

Runner distance or laps can be entered into StrideTrack manually or in a batch using the Zebra CS3000 scanner.

Manual Entry

To manually enter distance for a runner select **Enter a run** from the **Action** menu.

Under the **Simple Entry** tab, select one or more runners by using the mouse and the ctrl or shift key. Then enter the details about the event by selecting the **date**, the **lap quantity**, the **lap distance**, and the **lap unit-of-measure**. In the following example, four runners completed 5 laps around a .25-mile track. When finished, click **Submit.** You will receive a confirmation pop up box letting you know the upload is complete.

← → C ⌂	🛈 🔒 https://www.**stridetrack.net**/StrideTrack/#/RunningEventEntry			··· ♥ ☆	± 🔊 ▯ ≡

| Actions ▾ | Runner Edit ▾ | System Administration ▾ | Reports | Help ▾ | | David ⏻ |

Simple Entry	Batch Entry	Batch File Entry	Delete Running Event

Runners

Last Name	:	First Name	:	Group	:	Runner ID	:
Baker		Frederick		3rd Grade - Garcia		10012251637850	
Barton		Elsie		3rd Grade - Grayson		10019662073673	
Bender		Katherine		1st Grade - Bryans		10012960196335	
Bender		Hazel		1st Grade - Brown		10018095676766	
Bowden		Christina		3rd Grade - Garcia		10016702498427	
Bowman		Kelly		5th Grade - Davis		10019383656521	
Chandler		Keith		5th Grade - Davis		10013776895202	
Chen		Paige		1st Grade - Brown		10015573239899	
Christian		Jennifer		5th Grade - Davis		10012199073594	
Chung		Kristina		1st Grade - Bryans		10015033109639	
Chung		Donald		3rd Grade - Garcia		10017837881695	
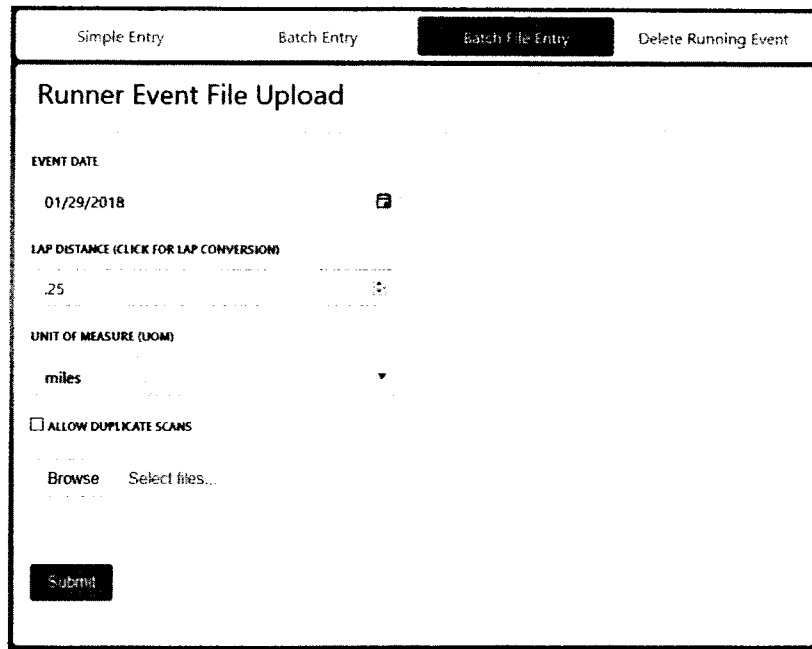
Event Details

EVENT DATE

02/05/2018

LAP QUANTITY

5

LAP DISTANCE

.25

LAP UNIT OF MEASURE

miles ▾

Submit

Batch File Upload Using the Zebra CS3000 Scanner

Select **Enter a run** from the **Action** menu.

1. Click the **Batch File Entry** tab
2. Connect your USB cable to the computer.
3. Plug the other end of the cable into the scanner.
4. The scanner will beep when the connection has been made.
5. Select the **date of event, lap distance, and lap unit of measure.** Each scan of the bar code signifies 1 lap. In this example, each runner is logged at 0.25 mile per lap.

Simple Entry	Batch Entry	Batch File Entry	Delete Running Event

Runner Event File Upload

EVENT DATE

01/29/2018

LAP DISTANCE (CLICK FOR LAP CONVERSION)

.25

UNIT OF MEASURE (UOM)

miles

☐ ALLOW DUPLICATE SCANS

Browse   Select files...

Submit

For normal events, you will NOT click the **Allow Duplicate Scans** option. That is to prevent accidental duplicate scans of the same barcode in succession. You may click that option if only one student is running and being tracked so their barcode will appear back-to-back due to the absence of another barcode in the sequence.

6. Click the **Browse** button to search for the CS3000 scanner. The scanner will appear as an external drive on your computer. In this example, the CS3000 appears as the E: drive

File Upload   ✕

←   ⌄ ↑ ▬ › CS3000 (E:)   ⌄ ⟳   Search CS3000 (E:)   🔎

Organize ▾   New folder   ▦ ▾   □   ❷

Name

★ Quick access
                        Parameters
🗗 Dropbox   Scanned Barcodes

☁ OneDrive

🖳 This PC   Select a file to preview.

▬ CS3000 (E:)

🌐 Network

               ‹   ›

File name: BARCODES.TXT   ⌄   All Files (*.*)   ⌄

                                          Open   Cancel
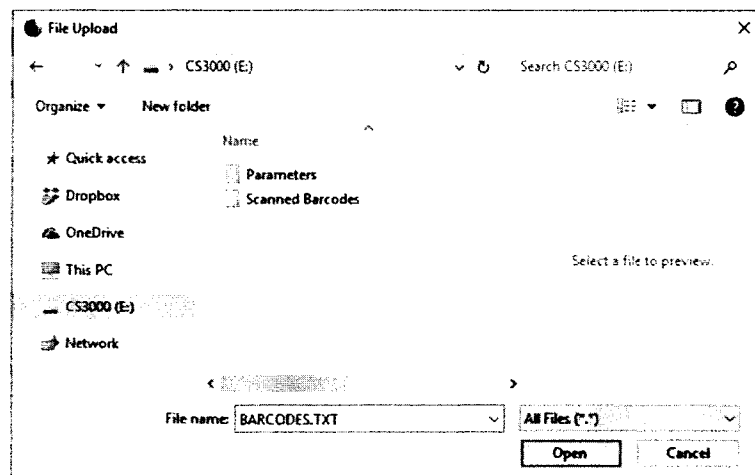
7. Navigate to the **Scanned Barcodes folder**, highlight the **BARCODES** file and click open. Note that the dates on the data files most likely will NOT match the date of the event. That is ok!
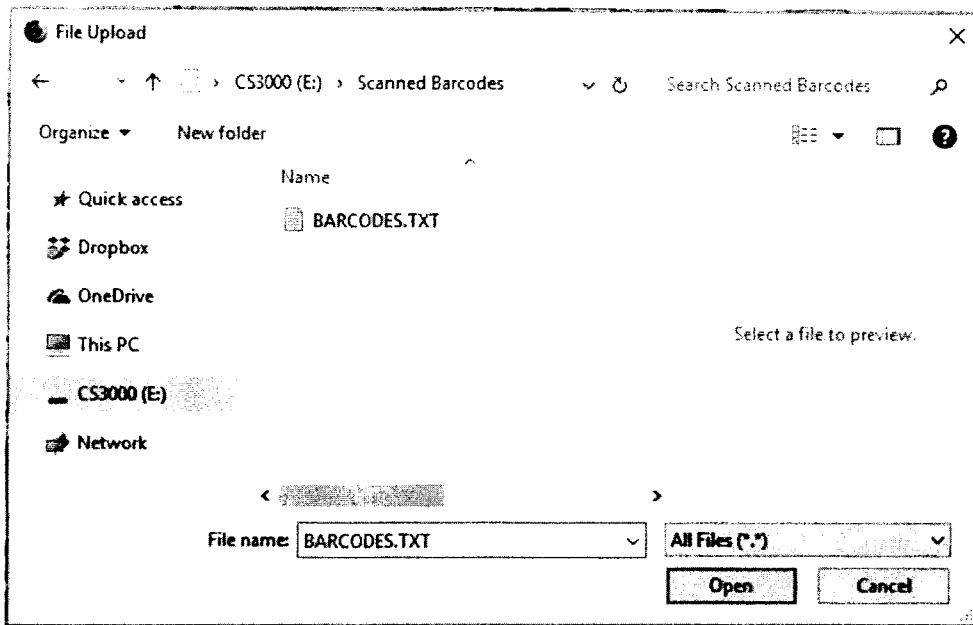
8. After the file has been attached, click submit:

Once the file has been uploaded, you will receive a confirmation similar to the following:

Successfully Uploaded Runs

Runner ID	Distance
10012251637850	0.50 miles
10012960196335	1.00 miles
10013776895202	0.75 miles
10015573239899	0.75 miles
10016702498427	0.75 miles
10018095676766	0.50 miles
10019383656521	0.75 miles
10019662073673	1.00 miles

Close

SCUSD STRIDE Note: STRIDE programs will NOT use the Batch Entry tab as that applies to a different type of scanner than the one we are using. STRIDE programs will utilize the Batch File Entry and the Simple Entry.

IMPORTANT: When you are satisfied that you have successfully uploaded scans from the scanner you must erase the stored scans from the scanner by either:

1. **Deleting the BARCODE file from the scanner.**
2. **Unplugging the scanner from the cable and holding the (-) scanner button for approximately 10 seconds. The scanner will blink an amber color and when completed, the scanner will make 2 high pitched beeps.**

Generating Award for Runners

Select *Award Processing* from the Actions menu

Select the runners you wish to generate awards for and click *Submit Selected Runners for Awards*

First Name	:	Last Name	:	Group	:	Award Item	:	Award Name	:	Quantity	:	Dista...	:	Unit of Meas...	:
Frederick		Baker		3rd Grade - Garcia		Toe Token		5 mile		1		5		miles	
Katherine		Bender		1st Grade - Bryans		Certificate & Toe Token		10 miles		1		10		miles	
Keith		Chandler		5th Grade - Davis		Toe Token		5 mile		1		5		miles	
Malcolm		Wagner		1st Grade - Brown		Toe Token		5 mile		1		5		miles	
Paige		Chen		1st Grade - Brown		Certificate & Toe Token		10 miles		1		10		miles	
Christina		Bowden		3rd Grade - Garcia		Toe Token		5 mile		1		5		miles	
Christina		Bowden		3rd Grade - Garcia		13 mile tag		Half Marathon		1		13.1		miles	
Hazel		Bender		1st Grade - Brown		Certificate & Toe Token		10 miles		1		10		miles	
Kelly		Bowman		5th Grade - Davis		13 mile tag		Half Marathon		1		13.1		miles	
Kelly		Bowman		5th Grade - Davis		Certificate & Toe Token		10 miles		1		10		miles	

☐ Hide Previous Awards On Report Output   Select All Runners

An Acrobat PDF will be generated. This award sheet will be generated in group or class order, runner order, sorted alphabetically.

Runner Awards for Mitchell Elementary
4/26/2015

1st Grade - Mr. Jones

Runner Name	Total Distance (mi)	Current Award(s)		Award Item(s)		Previous Award(s)	
Gretchen Goldstein	28.5996	1 Miler	15	Toe Tag	15	1 Miler	12
		Marathon	1	Trophy and 26.2 Tag	1	Half Marathon	1
						1st mile	1
Ethel Rodgers	15.25	1 Miler	10	Toe Tag	10	1 Miler	3
		Half Marathon	1	Large Toe Tag	1	1st mile	1
		5 mile	1	Certificate	1		
Faye Sparks	7.0	1 Miler	2	Toe Tag	2	1 Miler	3
		5 mile	1	Certificate	1	1st mile	1

A confirmation message will display after the report is generated. If for any reason you have issues printing or saving this output, you will be given the option to cancel the award generation to be resumed at a later time. If you have successfully printed and saved the awards report you need to confirm the awards by clicking the Confirm Awards button. This is a very important. If you do not confirm the awards StrideTrack will assume runner awards were not issued and runners will remain in the awards eligibility queue.

Award Confirmation

If the generated awards appear correct and you have saved and/or printed them, confirm the awards.

Otherwise, cancel the awards.

Confirm Awards   **Cancel Awards**

After confirming awards you will see there are "no pending awards". As your runners meet new milestones they will be put back into the awards eligibility queue.

| Award Eligibility | Award Certificates | Distance Certificates | Re-Print Awards |

First Na... ⋮	Last Na... ⋮	Group ⋮	Award Item ⋮	Award ... ⋮	Quantity ⋮	D... ⋮	Unit of ... ⋮

There are no pending awards.

☐ Hide Previous Awards On Report Output   Select All Runners   Submit Runners for Awards

Award Certificates

StrideTrack provides the ability to create two different certificates based on either your incentive program (award certificate) or runner's cumulative mileage (distance certificate). The example below outlines how to generate the award certificate.

ID	First Na...	Last Na...	Group	Award Item	Award ...	Di...	Unit of ...	Award Date
10012251637850	Frederick	Baker	3rd Grade - Garcia	13 mile tag	Half Marathon	13.1	miles	2018-08-19 20:20:19.0
10012299459122	Patrick	Song	1st Grade - Brown	13 mile tag	Half Marathon	13.1	miles	2018-08-19 20:20:19.0
10012983319240	Gary	Parks	4th Grade - Lopez	13 mile tag	Half Marathon	13.1	miles	2018-08-19 20:20:19.0
10013916639130	Jason	Cross	4th Grade - James	13 mile tag	Half Marathon	13.1	miles	2018-08-19 20:20:19.0
10015702797887	Paul	Woods	3rd Grade - Garcia	13 mile tag	Half Marathon	13.1	miles	2018-08-19 20:20:19.0
10010006205113	Sandy	Raynor	1st Grade - Bryans	Toe Token	5 mile	5	miles	2018-08-19 20:20:19.0
10010409880923	Jerome	Johnston	3rd Grade - Grayson	Toe Token	5 mile	5	miles	2018-08-19 20:20:19.0
10010593574103	Sherri	Melton	1st Grade - Bryans	Toe Token	5 mile	5	miles	2018-08-19 20:20:19.0
10010621967632	Beth	Walton	3rd Grade - Grayson	Toe Token	5 mile	5	miles	2018-08-19 20:20:19.0
10011118751634	Gretchen	Hill	1st Grade - Brown	Toe Token	5 mile	5	miles	2018-08-19 20:20:19.0

Show awards from within: ● 5 days ○ 30 days   Certificate Signature [   ]   Signed Title [   ]   Select All Runners   Generate Award Certificates

1. Click on **Award Processing** from the Actions menu.
2. Select the Award Certificate tab.
3. Highligh the certificates you would like to print.
4. Enter your certificate signature and title.
5. Generate Award Certificate button.
6. An Acrobat PDF will be generated similar to the one below.

CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Faye Sparks

Mitchell Elementary

HAS SUCCESSFULLY COMPLETED

6.0 miles

26 April 2015

Signed Mr. Green, Principal

1st Grade - Mr. Jones

Generating Reports

StrideTrack provides school, group and individual based reports that can be launch from the reports menu option.

Actions ▾   Runner Edit ▾   System Administration ▾   Reports   Help ▾
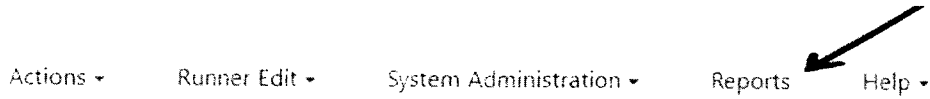
Click on **Print Reports** to view the available report options. For some reports, you will be prompted for additional information such as start and end dates.

Reports

RUNNER TOTALS BY DATE RANGE Runner totals by date range	**RUNNER TOTALS** Runner total distance sorted by name or group	**RUNNER TOTALS** Runner distance totals sorted by name or group
	RUNNER TOTALS BY GROUP Runner totals by group for a date range. A new page is created for each group.	**RUNNER EVENT DETAILS** Runner events by date range
GROUP TOTALS REPORT Distance totals by group	**GROUP TOTALS BY DATE RANGE** Distance totals by group in a date range	**GROUP PARTICIPATION** Runner participation by group
GROUP PARTICIPATION Runner participation by group	**RUNNER METRICS REPORT** Runner Min/Max/Avg run distance for a date range	

Report Parameters

Sort By
- ◉ Last Name
- ○ Distance
- ○ Group

Sort Order
- ◉ Ascending
- ○ Descending

Start Date

End Date

Submit Report

Creating User Accounts

Each StrideTrack account will have at least one **Administrator** and any number of **Assistant** roles. The Administrator role provides a user with the ability to add and delete of other users, runners, awards, and groups. In addition Administrators can print bar codes, modify passwords, and delete other Administrators and Assistants.

The **Assistant** role allows the input of runner laps and generation of awards. This role is good when you want to limit user's access.

Select **User Management** under the **System Administration** menu to modify or add user accounts.

dit ▾   System Administration ▾   Reports

User Management

Awards Management
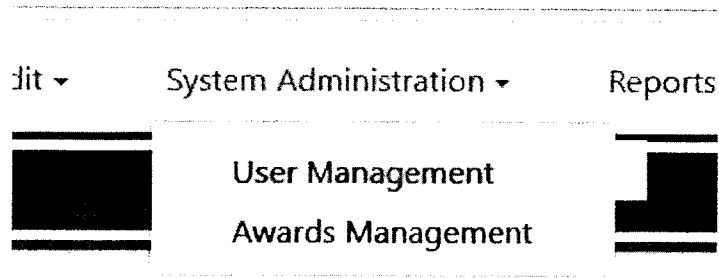
Enter all required information and click **Update**

+ Add New User

User ID	First Name	Last Name	Email	User Type	Phone	Password	Editing Options
|						●	✓ Update ⊘ Cancel
dave	David	Huter	ilikerunning@aol.com	Administrator	(209) 858-7985	●●●●●●●●●●●	✏ Edit Delete
test	Trial	Run	testrun@aol.com	Administrator	000-000-0000	●●●●●●●●●●●	✏ Edit Delete

Viewing Runner Totals
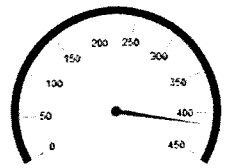
Viewing runner totals and school totals is accomplished on-screen. From the **Home Screen**, you can view runner totals by clicking view.

Last Name	First Name	Group	Runner ID	Distance (mi)	Details
Baker	Frederick	3rd Grade - Garcia	10012251637850	15.75	View
Barton	Elsie	3rd Grade - Grayson	10019662073673	10.121	View
Bender	Katherine	1st Grade - Bryans	10012960196335	11.121	View
Bender	Hazel	1st Grade - Brown	10018095676766	10.25	View
Bowden	Christina	3rd Grade - Garcia	10016702498427	15.371	View
Bowman	Kelly	5th Grade - Davis	10019383656521	12.871	View

Runner Summary — Fig Tree Elementary Progress — Export to Excel

Current Progress

413.22 (mi)
School Goal: 0

A pop-up box will display the runner distance, individual run events, and awards.

Runner Details for Frederick Baker 15.75 (mi)   ✕

Run Date	Distance (mi)
2018-03-01	1.5000
2018-04-23	1.0000
2018-05-01	1.2500
2018-07-18	8.5000

Awards

Award	Award Item	Quantity	For Distance
5 mile	Toe Token	1	5.0
10 miles	Certificate & Toe Token	1	10.0
Half Marathon	13 mile tag	1	13.1

Viewing School Totals

From the **Home Screen** click on the tab that reflects the site performance by month and in total.
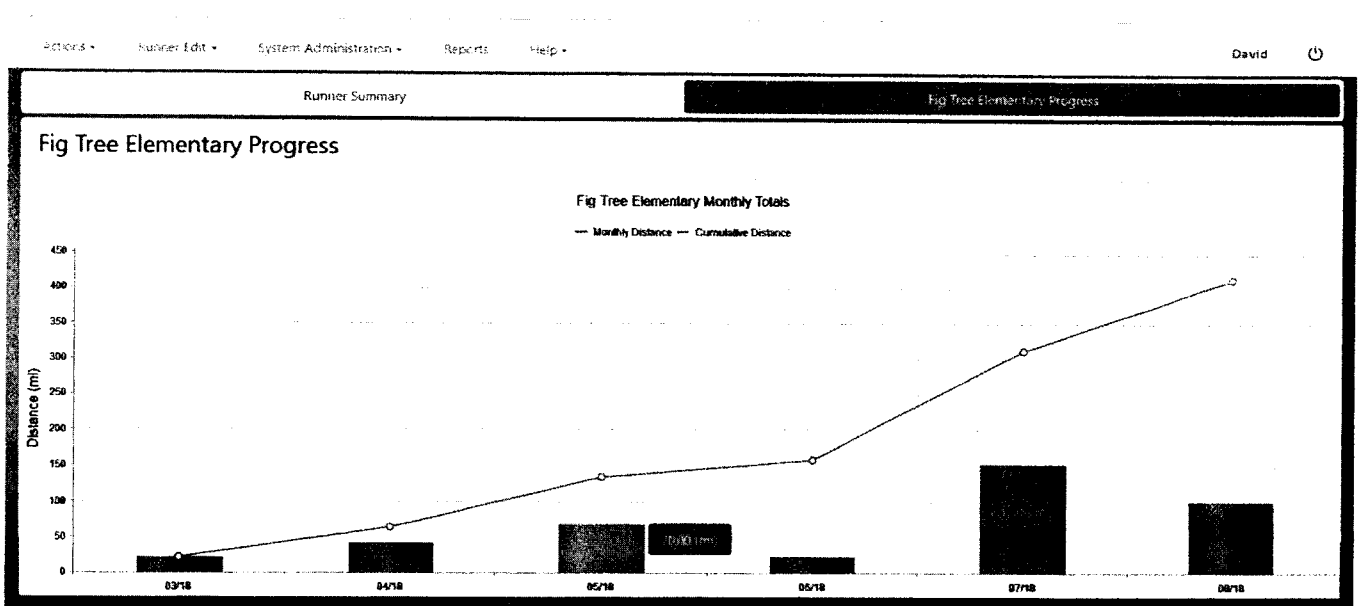
Runner Login

All runners can log in to the StrideTrack system to see their progress. From the log in page, they simply enter their runner id number from their bar code card into the system. Runners are limited to viewing their personal progress, class, and school progress.

StrideTrack® Quick Reference Barcodes

Scan the barcode below to clear the data off the scanner. Only scan the barcode after you have completed the upload process.
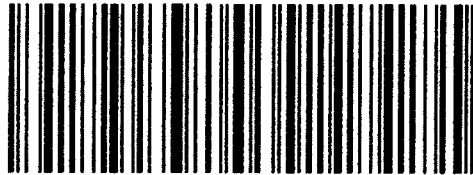
Clear Data

SCUSD BASKETBALL RULEBOOK

SCUSD ELEMENTARY SPORTS BASKETBALL LEAGUE

SCUSD GENERAL RULES

- Players must be currently registered in the current season to participate in any league activities. This includes the completion of waiver, medical release forms, and code of ethics signed by the player's parent(s) or guardian(s).

- Players must wear their Sacramento City Unified School District Elementary Sports issued uniform in order to participate in games.

- Parents are not allowed to be on the court except for a player being injured. Parents may not be on the team's bench/sideline unless they are a certified coach and cleared through Sacramento Unified School District.

SCUSD ELEMENTRAY SPORTS BASKETBALL LEAGUE SPECIFIC RULES:

All SCUSD ELEMENTARY SPORTS basketball games will be governed by Sacramento City Unified School District Elementary Sports Rules and will follow the National Federation of State High School Associations (NFHS) rule book, unless otherwise noted. All rules, changes, or exceptions to rules are subject to SCUSD ELEMENTARY SPORTS program staff's final decision.

(A) GENERAL INFORMATION

1. All players must be registered in the **Sacramento City Unified School District Elementary Sports** basketball program before participating in any league activities. This includes the completion of waiver release forms and code of ethics signed by the player, participant's parent(s) or guardian(s).
2. Teams are comprised of FIFTEEN (15) players.
3. A standard intermediate size ball (28.5"), will be used for all games.
4. Each team should be allocated time for two practices each week.
5. Parents, families, and friends must sit in the bleacher's during the game.

6. Each team is allowed one head coach and one assistant coach who have completed the Sacramento City Unified School District coaching requirements. These are the only two people that can be on the bench and must be in proper coaches' attire.

(B) ATTIRE
1. All players must wear athletic style footwear with non-marking soles. No hard-soled shoes, socks, or bare feet are allowed on the court. Players without appropriate game jersey or footwear will not be allowed to participate.
2. All players will wear and tuck in their jerseys during play, and all shorts/pants need to be worn and tied at waist level. An official may stop the game in order to have a player fix their jersey. If one player continues to have a "uniform issue," and has been warned at least 2 times, then the official may charge/use one of their team's time outs as an additional consequence.
3. Participants are not allowed to wear jewelry (except for medical bracelets that must be fully covered), casts or any other items deemed as dangerous by the official(s). Any medical protective devices (i.e., knee braces) made of plastic or including metal parts (hinges, etc.) must be completely covered by at least ½ inch neoprene sleeves.

(C) TIME REGULATIONS

1. **Officials** shall have a pre-game discussion with both teams and/or their coaches. The discussion shall include and is not limited to:
   a. Expected player conduct, rule clarification, and confirmation of substitution sheet being turned in.
   b. Coaches should shake hands at the end of the pre-game meeting.

2. **All games will be 40 minutes long, (2) 20-minute half's, divided into eight (8), five (5) minute periods.** The scorekeeper will set the clock to run for five minutes, and when the five minutes runs out, the coach will substitute/rotate their players. SUBSTITUTION TIME IS NOT A TIME OUT.
   a. There will be one-minute break between quarters and a two-minute break between halves.
   b. There is a (5) minute warm-up prior to the start of each game. Five-minute warm-up and half-time may be shortened if game times are running behind.
   c. If at the end of regulation, the score is even, then the game will be determined by **Overtime** (see C-5).

3. **Time Outs:**
   a. Each team shall be given, **two** 60 seconds long time-outs per half. A technical foul will be assessed for any additional time-outs called by a team.
   b. One (1) full time out will be allowed for each overtime period.
      ✓ Unused time outs may NOT be carried over to the overtime period.
      ✓ No timeouts given for Sudden Death overtime.
   c. The clock will stop on all time-outs.
   d. Either the head coach or a player on the court may ask the official for a time-out.

e. Time-outs may only be called during a dead-ball situation or by the team in control of the ball during play.

4. **Game Play:**
   a. **If the score is within ten points or less, standard high school rules are applied during the final 2 minutes of the game:**
   b. Clock will stop on all dead ball situations.
   c. Standard foul calls apply.

5. **Overtime (Regular Season & Post Season Play)**
   a. Only one (1) 2-minute overtime period stopped time will be played during regular season play.
   b. If a second overtime period is needed, it will be a sudden death - the first team to score wins.
   c. <u>All free throws to be attempted in Overtime</u>.
   d. Every overtime period will begin with an opening jump.
   e. If overtime is needed (**POSTSEASON PLAY ONLY**), a 5-minute overtime period <u>with the clock stopping (only) in the final (2) two minutes</u> will be played.
   f. Teams are given (1) 60-second time out in the 1st overtime period, (1) 30-second timeout each overtime period after.
   g. If at the end of the first overtime period, the score is even, (**POSTSEASON PLAY ONLY**), two-minute stop time overtime periods will be played until a winner is declared.

6. **Co-Ed Mercy Rule**
   a. At any point during a contest if the **point margin is 20 or greater** the team ahead **may not <u>double team</u> or <u>apply any full court pressure</u> (defense to retreat to half court);** all violations will result in a technical foul.

(D) GAME RULES
1. **Substitutions:**
   a. All players should play an equal amount of time.
   b. A team must have four (4) players to start the game. A team can finish with as few as three (3) players if they lose players due to disqualification, injury, or some other unforeseen circumstance.
   c. Before the game starts, coaches must turn in their substitution pattern sheet to the score table.
   d. Each player must be assigned a number on your sheet.
   e. After each 5-minute period, the players on the bench will be substituted into the game for the players who were on the court.
   f. Based on the number of players a team starts a game with; then that is the numbered rotation pattern that the coach will use to substitute his players for the first three quarters (15 players, 15 player rotation pattern) – if applicable.
   g. Players will be numbered (#1 – 15) by the coach before each game (If a team has 12 players on their roster then they will be numbered 1-12).

h. Players numbered 1 – 5 will start the game. After the first quarter (5 minutes), players numbered 6 – 10 will then enter the game. After the second quarter (5 minutes), players numbered 11 – 15 will then enter the game

i. If a player is injured during the game they will be replaced by the next numbered player (i.e. during a 12-player rotation patter, player #6 is injured in the 2nd quarter. Therefore, player #11 would be the sub for player #6 because players 7-10 are already on the court.)

2. **Jump ball:**
   a. Will determine the first possession
   b. Other jump ball/held-ball situations will be played from out-of-bounds with each team alternating possession.
   c. First possession of the 2nd half will go to the team who does not control the opening possession.

3. **Defensive Rule:**
   a. Teams can play man to man or zone defense.
   b. Teams are allowed the double teaming of a ball handler outside of the key.

4. **Full court pressing is only allowed:**
   a. Teams can only press in the **last five-minute** period of each game.
   b. A delay of game warning will be given once (1) before a technical foul is assessed for full court pressure prior to the last five-minute period.

5. **Scoring:**
   a. A successful attempt beyond the three-point line, is awarded (3) points. (2) points are awarded for field goals made within the three-point line. (1) point is awarded for each made free throw.

6. **Fouls and Free Throws:**
   a. A player who commits (5) five personal fouls over the course of a 40-minute game, fouls out and is disqualified for the remainder of the game.
   b. All common fouls will be taken out of bounds until you reach the 7th foul.
   c. On the 7th team foul, the offensive team will be in the bonus and will shoot 1 and 1.
   d. There is NO DOUBLE BONUS
   e. Players in marked lane spaces may move into the key when the ball is released by the free throw shooter.

7. **Technical Fouls:**
   a. At any time, a technical foul is called during a game, two points will be automatically awarded to the opposing team and they will also get possession.
   b. A player who receive a technical foul, must sit out for (3) three minutes.
   c. A player with two (2) technical fouls in the same game will be automatically ejected from that game and is ineligible to play in the next game.
   d. If at any time a coach receives two (2) technical fouls and is ejected, will need to meet with SCUSD Elementary Sports staff before they can participate in the next game.

(E) SPORTSMANSHIP AND ROUGHING

1. The SCUSD Elementary School Sports Program Basketball League play rules and the Elementary School Sports Program Code of Conduct will be used to control rule violations, control unsportsmanlike conduct, and improper behavior.
2. Coaches are responsible for the actions of their players and fans. Officials may ask the coach to address unsportsmanlike conduct by parents and spectators.
3. The official will assess a technical foul for unsportsmanlike conduct (any acts of elbowing, cheap shots, trash talking, or any unsportsmanlike act) and the player will be sat out or ejected from the game at the officials' discretion.
4. SCUSD Elementary School Sports Program will not tolerate irate parents, coaches, or fans; they will be directed to leave if an official or staff member believes their conduct is unsportsmanlike.
5. Any coaches, players, or fans ejected from the game are also suspended from the game the following week. SCUSD Elementary School Sports Program Basketball League staff will deal with all suspensions on an individual basis. All decisions are final.

(F) INJURED PLAYERS & BLOOD RULE

1. Any player with a bleeding wound and/or blood-stained clothing must leave the game until all bleeding is stopped, all wounds properly covered, and all blood- and blood-stained clothing is removed.

2. A player with a bloody injury or blood on his/her uniform must leave the game. The player may not return to the game until the wound is no longer bleeding, the wound is covered, and the uniform is changed.

   ✓ **In the event of any head injury, Emergency Medical Services may be called, and the player must sit out the rest of the game (possible the rest of the season).**

3. In all other injuries, the person injured is required to sit out at least one play, and/or at the official's discretion. **The Sacramento City Unified School District Elementary School Sports Ambassador has the discretion to not allow a player to return due to injury.**

(G) CONCUSSIONS

The Sacramento City Unified School District Elementary School Sports program is committed to the health and safety of our participants; therefore, we have developed this information and consent form to educate you about concussions.

1. A concussion is a brain injury that is caused by a blow to the head or body that can be from contact with another player, the ground or a piece of equipment.
2. It can change the way your brain normally works and can range from mild to severe.
3. It can look different for each student athlete and can occur during practice or competition.
4. You do not have to lose consciousness to have a concussion.

SCUSD ELEMENTARY SPORTS BASKETBALL LEAGUE
PLAYER ROTATION SHEET

DATE: _____   Team Name: _____   Head Coach _____

Assigned #	Player Name	Jersey #	5:00	10:00	15:00	20:00	Half Time	5:00	10:00	15:00	20:00
1			X								
2			X								
3			X								
4			X								
5			X								
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

- **All players should play an equal amount of time.**
- A team must have four (4) players to start the game.
- Before the game starts, coaches must turn in their substitution pattern sheet to the score table.
- Each player must be assigned a number on your sheet.
- After each 5-minute period, the players on the bench will be substituted into the game for the players who were on the court.
- All games will be **40 minutes long, (2) 20-minute half's, divided into eight (8), five (5) minute periods.** The scorekeeper will set the clock to run for five minutes, and when the five minutes runs out, the coach will substitute/rotate their players. **SUBSTITUTION TIME IS NOT A TIME OUT.**
- Each team shall be given, **two 60-second-long time-outs per half.**
- The clock will stop on all time-outs.
- There will be a 2-minute break at halftime.
- If at the end of regulation, the score is even, then the game will be determined by Overtime.

SCUSD Elementary School Sports Basketball Scoresheet

Date: _____

SCORING: A successful attempt beyond the three-point line is awarded (3) points. (2) points are awarded for field goals made within the three-point line. (1) point is awarded for each made free throw.

Team:_____   Color_____

Player	Number	Fouls	First Half	Second Half	Totals
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			

Time Outs: 1 2 3 4   Team Fouls (per half)   1 2 3 4 5 6 7 8 9 10   1 2 3 4 5 6 7 8 9 10

Running Score 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

Team_____   Color _____

Player	Number	Fouls	First Half	Second Half	Totals
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			
		1 2 3 4 5			

Time Outs: 1 2 3 4   Team Fouls (per half)   1 2 3 4 5 6 7 8 9 10   1 2 3 4 5 6 7 8 9 10

Running Score 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

- **All games will be 40 minutes long, (2) 20-minute half's, divided into eight (8), five (5) minute periods.**
- Each team shall be given, **two 60-second-long time-outs per half**.
- A player who commits **(5) five personal fouls, fouls out** and is **disqualified for the remainder of the game.**
- Technical Foul: (2) two points automatically awarded to the opposing team and they will also get possession.
- One (1) 2-minute overtime period stopped time will be played (regular season). 2nd overtime period is Sudden Death - **first team to score wins**.
- There is NO DOUBLE BONUS

Referee:_____   Scorer:_____   Timer:_____

Download the SportsEngine Mobile App

The SportsEngine mobile app is available for iOS and Android devices and is available on the Apple App Store and on Google Play.

For Your iPhone Device

To install the SportsEngine app on your iPhone, do the following:

Step 1: On your device, open the **App Store**.

Step 2: Search for SportsEngine.

Step 3: Tap the **Get** button to begin installing the app.

Step 4: Open the app on your device.

Step 5: On the **Settings** tab, tap **Account** and tap the **Sign In** button to sign into your SportsEngine account.

For Your Android Device

To install the SportsEngine app on your Android, do the following:

Step 1: On your device, open Google Play.

Step 2: Search for SportsEngine.

Step 3: Tap the **Install** button to begin installing the app.

Step 4: Open the app on your device.

Step 5: On the **Settings** tab, tap **Account** and tap the **Sign In** button to sign into your SportsEngine account.

Find and Follow Teams in the Mobile App

Follow teams in the SportsEngine Mobile App to add them to the **Teams** tab so that they are easy to find again.

Teams that you are a member of will appear in the Teams tab by default when you log in.

Get the Team ID

Because there are so many teams using SportsEngine, we recommend searching for a team using the Team ID rather than the team name.

1. Navigate to the team page on the organization's website
2. Locate the grey bar with the phone icon near the top of the page
3. Copy or write down the **Team ID**
4. Search for the team in the SportsEngine app using the Team ID

Not all organizations have the Team ID listed. If you don't see it, please contact a team admin for the Team ID or search using the team and organization name.

Mobile Team ID: 1716735
Share this Team >

Search for a Team

1. Open the SportsEngine app and log in
2. Tap the **Teams** tab
3. Tap the **Search** icon in the top right
4. Enter the **Team ID** or team name and tap search

Follow or Unfollow a Team

Tap the **Star** icon next to a team name to add it to or remove it from the Teams tab.