

TAMALPAIS UNION HIGH SCHOOL DISTRICT

2018-2019

COACHES' HANDBOOK

Marin County Athletic League <http://www.mcalports.org/>
North Coast Section, CIF <http://www.cifncs.org/>
California Interscholastic Federation <http://www.cifstate.org/>



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TAMALPAIS UNION HIGH SCHOOL DISTRICT

ATHLETICS

_____ **High School**

2018-19 COACHES' HANDBOOK ACKNOWLEDGEMENT FORM

Please print page, sign and turn in to your Athletic Director prior to the start of your season of sport.

I have read the TUHSD Coaches' Handbook and understand the contents. I know the Coaches' Handbook represents the CIF, NCS, MCAL and TUHSD's philosophy and rules on inter-scholastic athletics.

I know that if I have any questions, my school's Athletic Director or the District Athletic Coordinator, Chris McCune (cmccune@tamdistrict.org) are available to answer questions.

Print Name

Signature

Sport

Season

Date

Table of Contents

2016-17 COACHES' HANDBOOK ACKNOWLEDGEMENT FORM 2

PHILOSOPHY 6

RELATIONSHIPS WITH ADMINISTRATION 6

COACHING REQUIREMENTS 6

- FINGERPRINT/TB CLEARANCE 6
- AGE 6
- CERTIFICATION 6
- ACTIVITY SUPERVISION CLEARANCE CERTIFICATE (ASCC): 7
- FIRST AID/CPR/CONCUSSION CERTIFICATION/SUDDEN CARDIAC ARREST/SAFETY TRAINING: 7

CIF/NCS/MCAL EXPECTATIONS 7

- SEASON OF SPORT MEETINGS 7
- SEASONS OF SPORT DATES: 7
- WARNING: 7
- ELIGIBILITY 7
- CIF/NCS/MCAL GENERAL ELIGIBILITY (CIF BYLAW 200): 7
- CIF/NCS/MCAL TRANSFER ELIGIBILITY 8
- TRANSFER "SIT-OUT" DATES FOR 2016-17: 8
- ACADEMIC ELIGIBILITY: 8
- RECRUITMENT 8
- ATHLETES WITH DISABILITIES: 8
- PARTICIPATION LIMITATIONS, CHANGING SPORTS, LEAVING THE TEAM AND LETTERING 8
- SCHEDULING GAMES: 8
- RESCHEDULING GAMES 8
- PRACTICE RULES: 9
- RULES OF SPORT 9
- CONSTITUTION AND BYLAWS: 9
- FORFEITS 9
- SUNDAYS: 9
- REPORTING SCORES 9
- APPLICATION TO HOST 9
- 911/EMERGENCY PLANS 9
- ACCIDENT REPORTS 9

DISTRICT EXPECTATIONS 9

- HIRING 9
- TEACHER COACHES 9
- QUALIFIED COACHES 10
- PROFESSIONALISM 10
- COACHES' HANDBOOK: 10
- DISCRIMINATION 10
- PAYCHECK 10
- SEXUAL HARASSMENT: 10
- CHILD ABUSE 10
- HAZING: 10
- ALCOHOL: 10
- COACHING STIPENDS 11
- KEYS 10
- EVALUATIONS 11
- DISMISSAL OF A COACH 11
- CONTRACTS: 10

INJURIES AND INJURY REPORTS:	11
INJURY TO COACH/WORKER'S COMPENSATION:	11
LIABILITY INSURANCE:	12
NATIONAL FEDERATION OF HIGH SCHOOL (NFHS) COACHES ASSOCIATION	12
COMPLAINTS:	12
ENDORSEMENTS:	12
PURCHASING	12
PRE-SEASON MEETINGS	12
VARSITY HEAD COACHES	13
COACHING EDUCATION:	13
SAFE EQUIPMENT:	13
UNIFORMS AND EQUIPMENT	13
INVENTORY	13
COMMUNICATION	13
LOCKER ROOMS	13
TRY-OUTS	13
MAKING CUTS	13
"MEET THE COACH" EVENTS	14
PRACTICES	14
PRACTICE SCHEDULES ON NON-SCHOOL DAYS	14
SCHOOL ATTENDANCE	14
EARLY RELEASES	14
MULTIPLE TEAMS IN THE SAME SEASON	14
MOVING UP OR DOWN FROM VARSITY	14
TEAM PARENT(S)	14
TRANSPORTATION	14
NO CHARGE FOR PARTICIPATION	14
OFFICIALS	15
OFFICIALS' NO SHOW	15
MUSIC DURING WARM-UPS OR CONTESTS:	15
BROADCASTING AND PRESS BOX:	15
DRONES:	15
PROBLEMS DURING GAMES AND PRACTICES	15
PROTEST OF A GAME	15
WEIGHT ROOM	15
AWARDS:	15
END-OF-SEASON OBLIGATIONS	16
THE PRESS	16
EMERGENCY PLANS:	16
ATHLETIC TRAINER (ATC):	16
FIRST AID KITS	16
BLOOD-BORNE PATHOGENS	16
CONCUSSIONS:	16
MRSA	16
HYDRATION:	16
H1N1 FLU:	16
PERFORMANCE ENHANCEMENT:	17
OTHER	17
BOOSTER CLUBS	17
FINANCIAL AID	17
FUND RAISING	17
OUTSIDE COMPETITION AND SUMMER LEAGUES:	17
FOOTBALL – CIF BYLAW 1901.C:	17

“OPEN GYM/FIELD” ACTIVITIES	17	
COLLEGIATE ATHLETICS:	18	
MARIN ATHLETIC FOUNDATION	18	
TUHSD ATHLETIC COUNCIL	18	
TUHSD ATHLETIC COORDINATOR	18	
RISK MANAGEMENT	19	
FOURTEEN LEGAL DUTIES OF ATHLETIC PERSONNEL (NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION):		19
DUTY OF CARE:	20	
SPORTSMANSHIP:	22	
TUHSD ATHLETIC CODE OF CONDUCT: BP6145/21, AR6145.21	22	
UNSPORTSMANLIKE ACTIONS: AR6145.21	22	
NCS/MCAL EJECTION POLICY	22	
COACHES’ EJECTION	23	
INAPPROPRIATE BEHAVIOR	23	
OFFICIALS	23	
MCAL SPORTSMANSHIP GUIDELINES	23	
RESPONDING TO PARENTAL CONCERNS ABOUT THEIR STUDENT’S ATHLETIC EXPERIENCE		25
TUHSD ATHLETIC CHAIN OF COMMAND	25	
CONCUSSION: A FACT SHEET FOR PARENTS/GUARDIANS AND COACHES		26
CONCUSSION: A FACT SHEET FOR STUDENT-ATHLETES	27	
TUHSD COACHES’ CODE OF ETHICAL CONDUCT	28	
TUHSD CODES OF ETHICS	29	
DIRECTIONS TO MCAL SCHOOLS	30	
JOB DESCRIPTION	31	
VARSITY HEAD COACH	31	
JOB DESCRIPTION	33	
LOWER LEVEL AND ASSISTANT COACHES	33	
JOB DESCRIPTION	35	
ATHLETIC DIRECTOR	35	

PHILOSOPHY

Athletics play an important part in the Tamalpais Union High School District. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students – spectators as well as participants – develop pride in their school.

According to BP 6145.2(a), the Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program helps also to promote the physical, social, and emotional well-being and character development of participating students. Within the District's financial and personnel constraints, the athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to ensure wide participation.

Athletic participation is a privilege granted to all students who voluntarily accept the rules and regulations outlined and as such is not required by the District. Enforcement of the athletic code is the responsibility of the school, coaches, parents, and athletes on a YEAR-ROUND BASIS.

RELATIONSHIPS WITH ADMINISTRATION

Build trusting relationships with school administration. Mutually agree upon your job description with your Athletic Director.

MAKE SURE YOUR PRINCIPAL AND AD ARE NEVER SURPRISED!

- Follow through on your commitments.
- Identify and communicate effectively with all stakeholders, including AD, coaching staff, parents and players.
- Anticipate and mitigate the potential risk of any athletic activity.
- Continually work to improve school sportsmanship.
- Ask for help when you need it.

The AD works closely with the Assistant Principal assigned to athletics and the Principal to assure the athletic program functions smoothly. The Principal approves all transfer requests and is the official representative to the MCAL. The Athletic Administrator represents the school on the TUHSD Athletic Council. The Principal and/or AP:

- Are ultimately responsible for the smooth conduct of the athletic program.
- Are included as steps in the Athletic Chain of Command.
- Assist the AD with coach hiring and evaluation.
- Work with maintenance for venue needs.
- Arrange athletic administrative supervision coverage as required.

COACHING REQUIREMENTS

Fingerprint/TB Clearance: No paid or volunteer coach may be in contact with any student prior to having been cleared by Human Resources (HR).

Age: All coaches, assistant coaches or volunteers must be at least 21 years old unless otherwise approved by HR..

Certification: All paid and volunteer coaches must be certified as having completed a CIF-recognized coaching education program. Coaches are responsible for providing proof of certification to the Athletic Director. Coaching education programs are provided through the MCAL each season or on-line through CIF. Further information is on the following websites:

[MCAL Coaching Education](#) or [CIF: Coaches](#) . New coaches must be certified before beginning their second season of coaching.

Activity Supervision Clearance Certificate (ASCC): As of July 1, 2010, coaches (including volunteers) are required to possess an ASCC which can be obtained from the California Commission on Teacher Credentialing after first having fingerprints cleared by the California Department of Justice (DOJ) and the FBI. Coaches with teaching credentials are exempt. The TUHSD fingerprint process serves as a substitute for this certificatom. See the AD or TUHSD Human Resources department for further information.

First Aid/CPR/Concussion/Sudden Cardiac Arrest/Safety Training: Coaches must complete a valid CPR/first aid course and AB 1451, effective January 1, 2013, adds the requirement that coaches receive training on concussions when renewing their CPR/first aid every two years. **As of August 1, 2015, Sudden Cardiac Arrest training is also required every two years.** The training may be fulfilled through the free, online courses offered by NFHSlearn.com. **Please click here for the Concussion in Sports course.** **Please click here for the Sudden Cardiac Arrest Prevention course.** Print the certificates at the end of the course and bring to your athletic director. Coaches must also complete the 2-hour District Safety Training every other year.

CIF/NCS/MCAL EXPECTATIONS

Season of Sport Meetings: Head coaches of all sports are **required** to attend two MCAL meetings – one each at the beginning and end of the season. Rule changes, issues during the season and selection of all-league recipients take place at that time. **Schools are charged \$100 for each meeting where the head coach or school representative does not attend.**

Seasons of Sport Dates:

Fall Sports	August 13, 2018 (except Football which begins August 7) Football Only: Begins July 30 Girls' Volleyball Only: Begin August 6
Winter Sports	October 29, 2018
Spring Sports	January 28, 2019

Warning: Any contest in which an ineligible player competes is subject to forfeiture.

Eligibility: No student may try out, participate in practice or compete in an event unless they have been cleared by the Athletic Department for residential, academic and disciplinary eligibility as well as have a physician's clearance on file. **Do not accept a player for whom you do not have a current Register My Athlete clearance completed as certified by the AD.** **It is the responsibility of a coach to report immediately to the AD any known or suspected player ineligibility on your own team or an opponent's.** The AD will then investigate the situation. **Any competition in which an ineligible player participates will be forfeited and there may be additional penalties.** If a coach becomes aware of a player on their school or an opponent's team who may not be eligible, it is the coach's responsibility to inform the AD immediately.

CIF/NCS/MCAL General Eligibility (CIF ByLaw 200):

In order to participate in high school interscholastic athletics, students must:

- Provide information in regard to any aspect of the eligibility that is be true, correct, accurate, complete and/or not false or fraudulent.
- A student, whose 19th birthday is attained prior to June 15, shall not participate or practice on any team in the following school year
- Not exceed 8 semesters of enrollment after entering 9th grade.
- Meet transfer, academic and disciplinary eligibility standards
- Have an annual physical examination.
- Maintain amateur status.
- Attend a CIF member school.
- The Athletic Director is responsible for determining eligibility.

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CIF/NCS/MCAL Transfer Eligibility: Any student who transfers between high schools is subject to the CIF transfer bylaws. A **varsity-level first-time transfer** athlete who does not have a change residence will be required to “sit out” half of each sport season previously played. **Second time transfers** without a valid change of residence may be subject to **limited (non-varsity) eligibility** in sports they have played within the previous 12 months. ALL transfer athletes must request review of eligibility by the new school's principal or designee to determine eligibility for competition. See the AD for on-line completion of the appropriate forms. Families should allow at least 20 business days for processing these forms on line, especially at the beginning of the year. The athlete may miss part of the season of sport during the review and evaluation process. See the Athletic Director and/or visit [Transfer](#) for more information. Families should schedule an appointment with the AD for review of the transfer policies. Eligibility must be established prior to participation. Students must reside in the Tamalpais UHSD or have an approved inter-district transfer and abide by the school district’s policies for residency.

Transfer “Sit-Out” Dates for 2018-19: New for 2018-19: Sit out dates for ineligible transfer students will be 50% of the days of the sport. The dates will vary by sport. [Click here for the 2018-19 sit out dates.](#)

Academic Eligibility: BP6145, BP6145.2, AR6145 and AR6145.2

In order to participate in athletics, **students must earn a 2.0 “C” grade point average** on a 4.0 scale in all enrolled classes AND be on track for graduation. Students must be enrolled in and pass a minimum of 20 semester credits (4 classes).

Spring semester grades count for Fall eligibility on the first day of practice including incoming freshmen. Academic eligibility resets the 2nd working Tuesday after the end of EACH grading period (6 times per year). Incomplete grades or NM count as zero until made up. Only one academic probation period may be authorized over the four years in high school by the Superintendent or designee for students to participate in athletics whose GPA is between 1.5 and 1.99.

Freshmen are ineligible for athletic probation except when waived by the Principal under very exceptional circumstances. Academically ineligible athletes may practice with their team, but not compete. They may not be in uniform or on the court/field/bench with their team during competitions until they regain eligibility. They may sit in the stands to cheer the team on.

Recruitment: According to CIF, NCS and MCAL rules, no coach, parent or other agent may contact a student or his/her family on behalf of a school’s athletic team prior to that student’s enrollment at the school AND after May 1 while the student is in 8th grade. See The MCAL Constitution, By-law VIII, pp. 16-17 at [MCAL Bylaws](#) for the details of the recruitment policy. Recruitment violations may result in ineligibility of the athlete, forfeiture of contests in which he/she has participated and/or disqualification of the team from post-season play.

Athletes with Disabilities: Athletes with disabilities must be accommodated when trying out for any team. If you have any questions, please consult with your AD or athletic administrator regarding potential accommodations.

Participation Limitations, Changing Sports, Leaving the Team and Lettering

- Athletes are prohibited from participating in more than one school-sponsored athletic activity during any given season.
- An athlete may **not** drop one sport to go out for another after tryouts are complete and team selections have been made.
- When seasons overlap, an athlete may not go out for the new sport until his/her season is completed with the earlier team.
- To be eligible for the school letter, athletes must meet sport prerequisites and **MUST** complete the sports season in good standing with the team/squad and coaching staff.

Scheduling Games: **Coaches MAY NOT schedule games or change game sites.** Changes in game schedules MUST be made by agreement with both ADs. Coaches scheduling pre-season games must also consult with the AD prior to making the commitment to the other school.

Rescheduling Games: **Games may only be rescheduled by the AD.** Coaches should notify the AD immediately upon the possibility of the need to rescheduling a game. ADs may need to reschedule games due to weather or other emergencies. MCAL rules require that cancelled games must be rescheduled on the first available play date.

Practice Rules: CIF/NCS practice guidelines limit all athletic activities to no more than eighteen (18) hours of total practice/game time per week and no more than four (4) hours in any single day. See the [NCS Sports and General Rulings Handbook](#), section 200H, pages 12-15, for the complete practice regulation details.

Rules of Sport: Both NCS and MCAL have specific rules of sport. For the NCS Sports and General Rulings Handbook, see [NCS Sports and General Rulings Handbook](#). The MCAL Sports Handbook is available at [MCAL Sports Handbook](#).

Constitution and Bylaws: Both MCAL and NCS have a Constitution and Bylaws governing interscholastic sports.

- [MCAL Constitution and Bylaws.](#)
- [NCS Constitution and Bylaws.](#)

Forfeits: C.I.F. Member schools are expected to make every reasonable effort to fulfill their varsity schedule. League contests that are forfeited due to actions of intent or neglect that creates a competitive advantage for the school forfeiting the contests or a disadvantage to the other schools in the league shall be subject to sanctions and penalties. For NCS rules regarding forfeiture, see [NCS Constitution](#).

Sundays: No CIF/NCS/MCAL teams may play, practice, hold open gyms or any other activities on a Sunday. Team members may **volunteer** for charitable events on a Sunday so long as no sports-specific activity takes place.

Reporting Scores: **Coaches MUST report all scores to MaxPreps** at www.maxpreps.com. **Marin IJ:** The best way to report scores to the IJ is to email sports@marinij.com before 9:25 p.m. Coaches, scorekeepers, parents or even players may also post final scores on Twitter with a #hashtag identifier (#MarinBaseball #MarinSoftball #MarinTrack #MarinSwimming #MarinVolleyball #MarinPolo etc.), as soon as possible after each game. The IJ will display the Twitter feed on special web page devoted to each sport and publish the scores in the paper on the scoreboard page. Tweets could include the final score and a key performer of the day. Scores should also be reported on-line at [Cal Preps](#).

Application to Host: The NCS requires an [Application to Host](#), now filed online at [CIF Home](#), for post-season contests. Specific facility requirements are necessary for each sport. The [Application to Host](#) may be filled out generically by the AD at the beginning of the year for all sports the school is willing to host playoff contests.. There is a NCS protocol about which schools are eligible to host various rounds once playoff seeding is complete. Please check with your AD as you get close to possible NCS playoffs.

911/Emergency Plans: ADs will provide coaches with school emergency plans. **Please PRACTICE the emergency protocol with your team at least twice.** If an emergency occurs, call 911 immediately (check the best number from cell phones). Dispatch emergency personnel to the exact location you are on campus and the best entrance to use. A responsible person should stay with the athlete at all times. Do not move a seriously injured athlete. Know where the nearest AED is located. Call the athletic trainer if s/he is not already present. Have access to the athlete's emergency contact information on *Register My Athlete* at all times, even practices. Contact the parents of the athlete immediately in the event of an injury.

Accident Reports: It is the responsibility of the supervising coach to fill out an accident report as soon as possible and return it to the athletic director within 24 hours of an accident or injury. In general, a report of an accident should be filed if an athlete misses practice due to injury, doctor visit related to a sports injury or if, in the coach's opinion, the situation warrants a report. Communicate with the parents/guardians regarding injuries. **Report all accidents/injuries to the athletic trainer and the AD.**

DISTRICT EXPECTATIONS

Hiring: All hiring of coaches, assistant coaches and volunteer coaches must be accomplished through TUHSD hiring policies and practices. **Coaches or parents may not make hiring decisions for their programs.**

Teacher Coaches: When a coaching opening occurs, interested current TUHSD teachers with appropriate qualifications have priority over other candidates for the position. Teacher coaches are exempt from the Activities Supervision Clearance Certificate requirement. See the AD or Athletic Administrator for further information.

Qualified Coaches: All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship.

Professionalism: All coaches are expected to conduct themselves professionally in their role as a coach. Coaches should avoid personal social situations with their players. Coaches should refrain from inappropriate or abusive language.

Coaches' Handbook: Coaches are expected to be familiar with the *TUHSD Coaches' Handbook*. It is updated annually. Coaches should submit the form that they have read the *Coaches' Handbook* to the AD annually.

Discrimination: The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. All practices and contests must be free of any discrimination or harassment due to gender, race, color, religious creed, national origin, ancestry, age, physical or mental disability or sexual orientation. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females. Any **discrimination complaint** arising out of an interscholastic athletic activity must be reported to the site athletic administrators and/or the District's [Title IX Coordinator](#). A description of the Uniform Complaint procedures is found in the [Annual Parental Notice](#).

Sexual Harassment: Coaches must avoid any verbal or physical sexual harassment or abusive situations with players.

Child Abuse: Any school district employee is a mandated reporter if s/he becomes aware of known or suspected incidents of child abuse. See your AD or Athletic Administrator if you are in this situation.

Hazing: TUHSD does not tolerate any activities having the potential to embarrass, humiliate or injure any student as a condition of participation in any school activity. **COACHES ARE EXPECTED TO STRONGLY COMMUNICATE THIS POLICY TO THEIR TEAMS.** Perpetrators may be penalized by, but not limited to, removal from the team, suspension from school and/or criminal citation. Hazing should be reported to the athletic director or site athletic administrator immediately. Hazing includes, **but is not limited to**, any activity involving an unreasonable risk of physical or emotional harm such as:

- A punishing physical activity, exposure to elements or sleep deprivation.
- Consumption of alcohol, drugs, tobacco or any other excessive food, liquid or other substances.
- Actions of a sexual nature or simulations of actions of a sexual nature.
- Subjection to an extreme level of embarrassment, shame or humiliation.
- Violation of any federal, state or local law or any violation of District policies and regulations.

BP 5131(a) prohibits discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber-bullying, hazing or initiation activity, extortion or any other verbal, written, or physical conduct that causes/ threatens to cause violence, bodily harm, or substantial disruption to school activities.

Alcohol: The District expectation is that adults (coaches, volunteers, parents, others) will not consume or be under the influence of alcohol at any time when they are at any activity where they are responsible for supervision of students including practices, contests, tournaments, transportation to and from. No alcohol should be consumed by adults on any school-related overnight trip whether students are present or not.

Contracts: Coaches or parents are not authorized to sign contracts on behalf of the District for items such as pre-season schedules, purchases, transportation, field rentals or other District commitments. See the AD for contract arrangements.

Keys: Coaches are responsible for all keys issued. Keys should not be given to any other person. All keys must be returned to the AD at the end of the season. No keys may be used to access district property on Sundays or outside of scheduled practice or contest times. Stipend checks will not be issued until keys are returned.

Paycheck: Coaches will be paid in full at the end of each season after all inventory control, student bills and keys have been submitted.

Coaching Stipends: Below is the per season coaching stipend range approved effective July 1, 2007. Current district employees received a \$500 bonus over the posted coaching salaries. Coaching ranges were determined by recommendation of the TUHSD Athletic Council, which considered a combination of length of season, number of players, amount of equipment needed, risk of the activity and responsibility for the program.

Coaching Range	Effective 7/1/07	Positions
G	\$2,100	F Baseball, Cheerleading Asst., Cross Country, Golf, G Tennis, Swimming & Diving Asst., F & JV G Volleyball, Water polo Asst.,
H	\$2,300	JV Baseball, F & JV Basketball, F & JV Head & Asst. & Asst. V Football, JV Lacrosse, JV Soccer, JV Softball, B Tennis, Track Asst., V G Volleyball, V Water polo, Wrestling Asst.
I	\$2,500	V Cheerleading, V Soccer, Swimming & Diving, B Volleyball,
J	\$2,975	V Baseball, V Basketball, V Football, V Lacrosse, V Softball, V Track, V Wrestling

Evaluations: ADs will collect confidential input on coaches from the athletes at the end of each season. The input will be compiled anonymously and shared with the coach during a post-season evaluation conference with the AD. Site administration will also gather data including meeting school expectations, observations of practices and contests and other input. Recommendations may be made for the following season. Coaches with less than satisfactory evaluations may not be asked to return the following year. Coaches are hired on a year-to-year basis.

Dismissal of a Coach: The school/District has the authority to dismiss a coach anytime during the season or off season. Reason for termination could include, but is not limited to, any of the following:

- Not fulfilling the TUHSD expectations and responsibilities for coaches (included in this handbook).
- Not fulfilling the TUHSD job description (included in this handbook).
- By receiving an unsatisfactory evaluation
- By failing to be a good role model of the program for students, parents and the school.

Injuries and Injury Reports: All injuries sustained by athlete, coaches, officials, spectator or anyone associated with a District athletic activity should be reported to the Athletic Trainer and AD. An Injury Report Form shall be filled out by the coach/adult for each injury and turned into the principal's office within 2 days of the injury. All suspected concussions require a return-to-play note from a health care provider (see Concussions). Trainers are on campus from 2:00 p.m. to 7:00 p.m. and therefore should be available, in conjunction with the coach, to assess injuries that occur at practice, on campus (after normal school hours). If the severity of the injury warrants additional medical attention, the coach, trainer or another person should call 911 for emergency medical attention immediately.

If an injury prevents a student-athlete from continuing with practice; but, doesn't require immediate medical personnel, the parent should be contacted and asked to pick-up their son/daughter. In these cases, parents should always err on the side of caution and have their son/daughter assessed by their primary care physician or, in some cases, emergency room physicians particularly if a concussion is suspected.

Injury to Coach/Worker's Compensation: Coaches, both paid and volunteer, are covered by the Tamalpais Union High School District's workers' compensation program. If a coach sustains an injury at practice or during a game, the following procedures apply:

- Call the Kaiser advice nurse (whether or not you are a current Kaiser member) at 1 (877) 247-7710 **within 24 hours of the injury**. The advice nurse at this number is available 24/7 to assist you with first aid and/or directions for seeing a doctor at the Kaiser On-the-Job occupational health facility in Terra Linda, if needed, and for reporting a workers' compensation claim, if necessary.
- **Complete [Form DWC-1](#)**, also available from the Principal's secretary or athletic director, and send it to TUHSD Human Resources. This document will begin the workers' compensation claim process and **needs to be completed the day following the injury** when you return to your coaching assignment if you are absent. Human Resources

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will send this form to the District's workers' compensation administrator, York Insurance Services Group. York will then be responsible for managing your claim and may be contacting you with questions about your injury.

- If you have any questions regarding workers' compensation, please contact the TUHSD Assistant Superintendent for Human Resources, 415-945-3722.

Liability Insurance: Coaches are covered for liability insurance when they are in the act of coaching official district teams in season. In order to be covered outside of a team's season of sport, any team activities (open gym/fields, camps, etc.) MUST be registered through the TUHSD Community Education program. See [NFHS Coaches Association](#) below.

National Federation of High School (NFHS) Coaches Association: See [NFHS Coaches Association](#) for membership details. Coaches get automatic general liability, accidental medical and accidental death insurance coverage for official coaching activities by joining the NFHS Coaches Association, [NFHS Coaches Association Membership](#), for \$35/year (2018-19 dues). See [NFHS Insurance Coverage Summary](#) for details about insurance coverage. Membership benefits also include NFHS Coaching Today, an online publication developed by and for coaches, as well as other on-line coaching resources. Accredited Interscholastic Coaches (AIC) who have completed the NFHS Fundamentals of Coaching, First Aid for Coaches and Fundamentals of Coaching (Sport-Specific) or Teaching Sport Skills will receive an additional \$1 million of excess liability coverage. These courses can be accessed at www.nfhslearn.com. Membership is valid for one year from receipt of application and fees by NFHS.

Complaints: A coach with any complaints must follow the TUHSD Athletic Chain of Command beginning with the AD and site administration. A coach should not call MCAL or NCS Commissioners directly.

Endorsements: TUHSD coaches **MAY NOT use their position as a school coach or the name of the school to publicly endorse a third-party club program. Nor may they require an athlete to participate in a specific third-party club program as a condition of selection for a school team.**

Purchasing: Below are selections from board policies that relate to the purchasing of goods and services.

- BP 3000 (a) The Board of trustees recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to encourage advance planning through the best possible budget procedures...
- BP 3310 ... All purchases shall be made by formal contract or purchase orders. Confirming purchase orders will be used only in emergency situations or with prior approval from the Business Office.
- BP 3314 ... The district shall not be responsible for unauthorized purchases. The Superintendent or designee may authorize payment only for those goods and services that have been approved or ratified by the Board of Trustees in advance.

Please acquaint yourselves with these Board Policies, in particular, BP 3314 that states that the "district shall not be responsible for unauthorized purchases". An authorized purchase is one that is preceded by a formal contract or purchase order per BP 3310.

- All athletic purchases orders must go through the AD.
- Confirming purchase orders will be accepted only in the case of an emergency or with prior Business Office approval. An emergency is defined as a situation which if not corrected, may on the spot, negatively impact the classroom or business operation. The purchase of sports uniforms is not an emergency situation.
- If it is absolutely necessary for coaches to spend their own money and request reimbursement from the District, the signed Employee Expense Claim form needs to be submitted as approved by the AD only for small dollar amounts (under \$200.00) and accompanied by detailed original receipts.

SCHOOL/TEAM EXPECTATIONS

Pre-Season Meetings: All coaches are expected to attend the pre-season meetings held by the ADs. Attendance at these meetings will assure that each coach is aware of any new school or MCAL policies. It also gives coaches an opportunity to meet each other and share information and concerns.

Approved TUHSD BOT 7/08, 7/10, 7/12, 7/21/15

Varsity Head Coaches: Head coaches are responsible for the development program of lower level teams. They should mentor and give direction to lower level and assistant coaches about the philosophy and direction of the program. They should work with the ADs regarding purchasing decisions and development of the coaches of lower level programs. They are responsible for making sure that teams do not play more than the allowed number of games or they may be disqualified from playoffs.

Coaching Education: The National Federation of State High School Associations (NFHS) offers many on-line general coaching education and sport specific courses at their [NFHS Courses](#) website. The American Sport Education Program (ASEP) also has a website at www.asep.com. Coaches should be encouraged to explore these sites.

Safe Equipment: Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

Uniforms and Equipment: Coaches should notify the AD at least one season in advance of **essential** uniforms and/or equipment that will be needed for the upcoming season. The school will pay for basic equipment needed to participate in the sport. The coach and the AD should confer about all purchasing. **Purchase orders must be issued before purchases are made. Coaches cannot be expected to be reimbursed for purchases made without prior approval by the AD or those above the cash purchase limit of \$100.** Uniforms are expected to last several seasons. Varsity uniforms in good condition are expected to be passed down to JV or freshman teams. Player's names may not be on uniforms unless they are the personal property of the athlete.

Inventory: Coaches are responsible for keeping an accurate inventory of uniforms and equipment for their sport. Records should be kept of school property issued to any athlete. Athletes should be billed through the Athletic Department for school property not returned at the end of the season. A team parent may assist with inventory control. **Coaches will not be paid until all equipment has been accounted for.**

Communication: All coaches are expected to have good rapport as well as effective oral and written communication with team members and their families. Any team rules (written or otherwise) must be approved by the AD prior to distribution. **Keep all communications positive.** E-mail groups are a good way to distribute routine announcements quickly, but often are not effective for emotional issues. Please respond to parent phone calls as soon as possible, but no later than 48 hours after receipt. **Avoid profanity.**

Locker Rooms: **The coach is expected to supervise locker rooms during use by a team at home or away.** Locker rooms should not be left open without supervision during practice or games. No pictures or videos may be taken inside a locker room. Violation will result in school/team discipline.

Try-outs: Teams usually conduct try-outs for the team beginning on the first day of the season. No commitments for team membership may be made prior to the beginning of the season. All decisions for try-outs and playing time are the responsibility of the coach. All students, including freshmen, are permitted to try out for any sport provided they have academic, residential and disciplinary eligibility and have completed the athletic registration process. **If a student is currently playing on a team when try-outs for the next season's sports begin, that student will be allowed to try-out AFTER his/her current team's season is over.** Selection to participate on a team does not guarantee the student playing time during competition. Coaches shall accept as many students as possible on their teams. Expanded team membership may include students who work out with the team, but do not participate in competitions.

Making Cuts: Make clear your expectations for length of tryouts, Hold a pre-season meeting with athletes and parents to let them know your policies for length of tryouts and expectations such as attitude, coachability, skill level, ability to read the game, grade level, conditioning, etc. It helps if you meet with a player early about what s/he needs to do to improve. All cuts are at the coaches' discretion.

“Meet the Coach” Events: Coaches are expected to arrange an opportunity for parents to meet the coach and any assistants prior the first contest of the season. This meeting should include discussion of team policies and expectations and address any questions that may arise from parents. Coaches should distribute schedules and team expectations. If a team parent(s) has not already been identified, this is a good time to solicit that help. Inform the AD about the meeting time and place far enough in advance that administration can arrange a representative. Booster clubs might also like to attend.

Practices: See [NCS Sports & Rulings Handbook](#), section 200H, pages 12-15 for practice requirements. All athletes who make a school team are expected to attend ALL practices scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays. Practices or contests may not be held on Sundays. A coach may establish reasonable consequences that are consistently enforced for players who miss practice and/or contests.

Practice Schedules on Non-School Days: TUHSD gives authority to coaches to establish team policies that may include holding practice and/or games during non-school days that fall within their season of sport. When teams have established practice/game schedules that are communicated well at the beginning of the season, it is expected that athletes will comply. No practices or games may be held on Sundays. No athlete may be penalized for observing a religious holiday.

Playing time: Not all players get the same playing time. The nature of high school athletics and competition means putting the best team possible in competition. The coach must decide who the most qualified players are so the team gets its best chance for success. Thus, playing time is determined by the discretion of the coach. Part of a player’s maturation process includes putting one’s personal desires aside for the betterment of the team

School Attendance: To participate in an contest, an athlete must have attended a minimum of four (4) regular periods or two (2) block periods on the day of the contest (or on Friday for a Saturday contest). A school field trip is considered to be school attendance. This is a District policy which may be waived by the Principal in exceptional circumstances.

Early Releases: Coaches should notify ADs at the beginning of the season if an early release is required for athletes to get to a scheduled event on time. The AD is responsible for establishing the time of the release to minimize lost instructional time. Students have the responsibility to contact their teacher in advance to coordinate make-up work.

Multiple Teams in the Same Season: Athletes are not eligible to participate in more than one sport during any one season. Fall and Spring seasons do overlap with the prior season. Because of the overlap, coaches are required to give athletes coming late from another season of sport the same opportunity to try out for the team as other athletes were afforded.

Moving Up or Down from Varsity: During the pre-season, there is open movement between varsity and the lower level teams. Once the league season begins and an athlete suits up for varsity competition or is on the varsity roster, that player may no longer move down except during Spring break. For Spring sports only, players on a league lower level team may play in a tournament during the spring break as a varsity player and return to a lower level when the league schedule resumes.

Team Parent(s): Volunteer team parent(s) can assist with routine team chores such as arranging private transportation, inventory control, maintaining an e-mail group, arranging team dinners and banquets and being of other help to the team and coach. Do not rely on team parents for clear communication with the team.

Transportation: BP3541.1 and BP3541.1

The District may provide transportation for athletes to and from athletic events by contract with private transportation providers to the extent that funds are available for this purpose. Coaches should work with the AD as early as possible to make arrangements for out-of-county events. When funds are not available, the District will neither authorize nor arrange for the transportation athletes by private automobile. **Rather, students and/or their parents will be expected to assume responsibility and make their own arrangements for transportation to practices and contests. Coaches should tell athletes when and where they should meet for a competition. Coaches are never to provide transportation for students**. Team parent(s) can make arrangements for teams where district-provided transportation is unavailable.

No Charge for Participation: No team may require students to pay for essentials for participation on an athletic team except for personal items such as shoes, mouthpieces. School uniforms or equipment may not have athlete’s names on them. Team fund-raising may be pursued if a team voluntarily chooses to purchase additional items such as T-shirts, etc. Financial aid may be available if an athlete cannot pay for a personal item needed for team participation (see the AD).

Approved TUHSD BOT 7/08, 7/10; 7/12, 7/21/15

Officials: Athletic events shall be officiated by qualified personnel. Officials should be treated with respect during and after contests, even if there is disagreement with their calls. The head coach is responsible for the players and sideline demeanor of all coaches. Any physical confrontation of an official by an athlete, parent or coach may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.

Officials' No Show: Coaches are to inform the AD immediately if an official does not show to cover a game. No varsity game can take place without a certified league official. If a lower level official doesn't show, one of the following people can officiate the game, if mutually agreed upon by the coaches of both teams: school employee, assistant coach or head coach (given that an assistant coach is present to coach the team). A PARENT IS NEVER ALLOWED TO OFFICIATE A GAME.

Music During Warm-Ups or Contests: All team music must be appropriate for a school setting (no profanity, explicitly sexual, etc.) and of a reasonable volume (conversations should be able to be carried on). If outdoors, see the AD for the school policy for amplified music. Each school has different restrictions.

Broadcasting and Press Box: The NCS and MCAL Board of Managers grant broadcasting rights (TV, video, radio or Internet) for league and play-off games. Unless specifically assigned a game task, no students are allowed in the press box. Only adults may film from the top of the press box.

Drones: CIF/NCS rules provide that no events, practice or contests, may proceed with a drone present for safety and privacy. No drones may be used by athletic teams. Practices or contests must be stopped if a drone appears and suspended until it is gone.

Problems during Games and Practices: Please contact the AD immediately if any problems arise during games or at practice. No one wants to be surprised by the actions of another. If the AD receives a call or visit from a parent regarding some aspect of athletic life, s/he wants to be prepared in advance.

Protest of a Game: Game protests must be submitted by the Principal to the MCAL within 24 hours of the contest. Call the AD immediately to see if you have a case. If a protest is warranted, a written report of what happened is presented to the Principal. S/he will be the final judge as to whether the protest will go forward. Reminder: an official's judgment is NOT grounds for a protest.

Weight Room: If a team plans on consistently using the weight room, coaches are required to reserve a time according to the school's policy. All athletes must be properly supervised in the weight room by a certified coach. Expectations include, but are not limited to:

- Proper lifting techniques to ensure safety
- Keeping the area clean: wiping equipment, no food or drink other than water, avoiding litter
- All equipment returned to assigned places
- Proper behavior by athletes including language, profanity-free music, etc.

Awards: Your AD will let you know the school's policy regarding number of awards per team and expense limitations. Coaches may recommend athletes for awards including:

- Varsity only: MCAL athlete of the year, first and second team honors.
- Block letters: See the AD for your school's policy.
- Team Awards: Usually certificates rather than trophies unless trophies are purchased by a booster club.
- Senior Awards, especially if the booster club hosts a Senior Athletic Award Night.

End-of-season Obligations: All coaches are expected to complete certain responsibilities before coaching assignments are finalized. Failure to comply may affect future assignments and, possibly, final coaching stipend payment.

- End-of-season recognition and awards for team members.
- Inventory of school property and bills for school property that is damaged or not returned.
- Proper storage of school property until the next season.
- Recommendations to the AD for needed purchases before the next season.
- Return of all keys.

The Press: Coaches are expected to exhibit positive sportsmanship and professionalism when talking to the press and to model winning with grace and losing with dignity for their team. Avoid criticizing officials or the opposing team.

Emergency Plans: The coach must have read and understand the Emergency Response Plan provided by the AD for any emergency (injury, earthquake, etc.) that may occur at a practice or contest at home or away. The emergency plan should be carried in the team's First Aid Kit.

Athletic Trainer (ATC): The District, in conjunction with the athletic booster clubs, contracts with UCSF PlaySafe for ATC services from 2:00-7:00 on week days. The ATC's responsibility is the health and safety of athletes. The ATC has the final word on keeping an injured athlete out of play. All athletes suffering a concussion must be cleared through the ATC with a note from a health provider before returning to play. S/he is available to consult with coaches on appropriate training routines, tape/ice athletes, work with a medical provider in rehab of an injury. The ATC will cover as many home games as possible and be available at the home site for emergencies during regular hours.

First Aid Kits: Coaches will be issued fully-stocked first aid kit at the beginning of the season. Be sure to have your first aid kit close by at all times. Keep your kit stocked. See the AD or ATC for more supplies. Some coaches keep a copy of the Athletic Participation Clearance Form in their first aid kits.

Blood-Borne Pathogens: All coaches should follow blood-borne pathogen protocol when handling any situation where there is bleeding. Gloves should be always used whenever dealing with any body fluids. Whenever a player incurs an injury or wound that produces bleeding or other body fluids, the practice or game shall be stopped in accordance with CIF guidelines and the player shall be escorted away from the playing field for appropriate treatment. The player shall not return to the practice or game until the bleeding has stopped and the wound is properly covered. All items exposed to blood should be bagged. No player who is bleeding or has blood on his/her clothing should be allowed to continue to practice or play until it has been treated or clothing changed.

Concussions: A concussion is a serious brain injury that can effect on physical and cognitive performance long afterwards. If an athlete is suspected of sustaining a concussion or head injury in an athletic activity, s/he shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. (Education Code 49475) Follow the physician or athletic trainer's advice about return to play. Multiple concussions may cause long-term brain dysfunction. Use the adage: "When it doubt, keep him/her out." Coaches are encouraged to take the on-line elective course, [Concussion in Sports - What You Need to Know](#).

MRSA: MRSA (methicillin-resistant staph aureus) is a staph infection that is resistant to many common antibiotics and hard to treat. It can be transmitted through poor hygiene, sharing of personal items, improper wound care and some other transmission sources. No cases have been reported in the MCAL schools. However, it is important to follow good hygiene precautions. For more information, see the CIF Sports Medicine alert at [CIF: MRSA](#).

Hydration: Coaches should stress the importance of hydration during athletic activity, particularly during hot weather. Frequent water breaks should be allowed. See [CIF: Hydration](#) and [CIF: Heat Illness](#).

H1N1 Flu: Teams should follow good hygiene in hand washing before and after practice. Any player exhibiting signs of flu should be encouraged to stay home without penalty to avoid transmitting flu to other team members. Follow the advice given by the school if an outbreak should occur.

Performance Enhancement: Athletes and Parents sign the following in the Athletic Participation Form: “As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524). By signing below, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We also recognize that under CIF Bylaw 200 D, there could be penalties for false or fraudulent information. We also understand that the (insert/school district name here) policy regarding the use of illegal drugs will be enforced for any violations of these rules.” See [CIF: Performance Enhancement](#) for additional information.

OTHER

Booster Clubs: The TUHSD athletic departments are fortunate to have very supportive athletic booster clubs. Some are formed to support a specific school sport. These groups play a large part in creating a positive experience for all student athletes. Head coaches should contact the AD to make a funding request to a school-wide booster club. If a sport has its own booster club, the head coach is expected to attend all meetings and, along with the AD, be responsible for the conduct of the booster club in accordance with CIF, NCS, MCAL, District and school policies for the benefit of the athletic program.

Financial Aid: See the AD or Athletic Administrator if an athlete needs financial aid to obtain something personal required for participation in a sport (i.e. cleats, mouthpiece, etc.). Each school has a different process for assisting families, but financial need should not preclude participation in athletics.

Fund Raising: Teams may feel the need to raise money to support their activities. Any such fund-raising activity must be completely voluntary and approved by the AD and the Associated Student Body (ASB) prior to commitment. Funds donated by families for the sport account cannot be accrued to a specific athlete. All funds must go directly into ASB accounts and purchases must be made from those same accounts. In no case should team money be kept by a coach or parent or deposited into private accounts. All money raised must be for the benefit of the team and no individual can make a profit. No food sales (such as candy) may be made during the school day without prior approval.

Outside Competition and Summer Leagues: The District encourages well-rounded athletes who play a variety of sports in which they are interested. Participation in out-of-season club sports or open gym may not be a requirement for selection to a school team. Coaches representing a District school may not endorse a club team. According to CIF Rule 600,, no student-athlete may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, 3-3 tournaments, college classes, etc. Since participation in a non-school event of the same sport will render an athlete ineligible and force the forfeiture of any contest, student-athletes must check with the Athletic Director if there is any doubt as to whether a competition is permissible according to NCS and CIF by-laws. Tam District schools, MCAL, NCS, and CIF do not sponsor summer league teams. Although participation is allowed, it is not officially or unofficially associated with the above-mentioned groups. The parent assumes full responsibility for medical expenses and any liability that may occur as a result of participation on a summer league team.

Football – CIF Bylaw 1901.C: Effective in May, 2016, team camps and other off-season activities are allowable with the following equipment only: football pads, blocking sleds and football shoes.

“Open Gym/Field” Activities: Any out-of-season activity conducted by a coach using district facilities must be arranged through the TUHSD Facility Coordinator or as a Community Education class. Such activities must be open to any willing participant. No off-season coach may use district equipment or facilities without paying the same fees as would be charged to any other community user. See your AD for Open Event Registration Forms and information. To rent facilities, see [TUHSD Facility Rental](#). To arrange a Community Education class at least six months ahead, see [Community Ed Class](#).

Collegiate Athletics: To assist prospective collegiate athletes, please go to [College-Bound Athletes](#) on the TUHSD Athletics web page. Coaches should be familiar with college athletic eligibility requirements.

Marin Athletic Foundation: The MAF (www.marinathleticfoundation.org) is a non-profit fund-raising and social organization whose goal is to support athletics in Marin County. MAF events include the MAF Hall of Fame dinner, the MAF Golf Tournament and the MAF Outstanding Student Athlete recognition dinner.

TUHSD Athletic Council: The TUHSD Athletic Council represents all three comprehensive schools and is composed of athletic directors, athletic administrators, presidents of the athletic booster clubs, and two members of the Board of Trustees. The Athletic Council meets four times each year to recommend athletic policies to the Board of Trustees. Items for consideration may be brought forward through the site athletic booster club.

TUHSD Athletic Coordinator: The TUHSD Athletic Coordinator's responsibility is to support the District's athletic program and the athletic directors. The District Athletic Coordinator, Chris McCune, can be reached at 415-945-1022 or cmccune@tamdistrict.org. The TUHSD website is www.tamdistrict.org/athletics.

RISK MANAGEMENT

Fourteen Legal Duties of Athletic Personnel (National Interscholastic Athletic Administrators Association):

Planning: Creating and following plans for practices and contests. Keeping a paper trail of practice plans and their implementation.

Supervision: Coaches must be where the athletes are. They must provide appropriate supervision of athletes while engaged in all aspects of athletic activity as well as supervision for a reasonable period of time before/after the athletic activity including in locker rooms.

Selection and Training of Coaches: Coaches should be selected who are capable of providing adequate supervision, technique instruction, medical assistance, etc. Continuing sport-specific education of the personnel includes conferences, clinics, NFHS/ASEP courses, etc.

Technique Instruction: Athletes must be instructed in proper sport-specific techniques by qualified coaches who emphasize safe techniques, risk prevention, progression of skills and multiple methods of instruction (handbook, demonstration, and practice).

Warnings: Athletes and parents must be warned of the assumption of risk when engaging in a sport. Detailed sport-specific inherent dangers should be communicated in writing and signed by the parents.

Safe Playing Environment: All personnel should inspect the athletic venues and report any observed hazards immediately. Event security measures should be planned and implemented.

Protective Equipment: Appropriate, properly fitted equipment of adequate quality should be provided. The criteria for distribution and instruction for use should be safety-focused. Coaches should enforce consistent use of safety equipment.

Evaluating Conditioning: Coaches must provide adequate cardio and strength conditioning as well as progression of skills and experiences to safely participate in the sport. Coaches must also take preventive measures regarding use of performance-enhancing drugs and supplements.

Evaluating Injury/Incapacity: Coaches should recognize signs of sports injuries and incapacitating conditions. Proper procedures should be in place for decisions regarding when an athlete is allowed to return to action from an injury. Athletes returning from a concussion MUST have a written clearance from a physician. Coaches must not exercise excessive coercion for an athlete to participate. Coaches must have a valid CPR/First Aid certificate and must have the First Aid Kit all practices and events.

Matching/Equating Athletes: The coach must exercise reasonable care to match and equate athletes for safe participation based on size, skill level, age, strength, experience and incapacitating conditions.

Medical Assistance: Athletics personnel must provide immediate medical assistance in the event of an injury or other medical crisis. Appropriate medical equipment must be on hand including a First Aid Kit, AED, etc.

Emergency Response Plan: Athletic personnel should have ready and be able to activate an effective medical response plan. Coaches should always carry medical treatment consent forms at practice and contests. Coaches should know how to access 911 and the address of the site as well as the closest cross street or location at the venue.

Safe Transportation: Coaches should never transport student athletes. When no bus is provided, parents are responsible for arranging transportation.

Insurance Disclosure: The school does not have a duty to provide insurance coverage, but it is responsible for communicating clear and accurate information about the extent of coverage provided to student-athletes (or the lack thereof).

Duty of Care: A coach may be found to have breached a “duty of care” to an athlete only if the coach intentionally injures the student or engages in conduct that is reckless in the sense that it is “totally outside the range of the ordinary activity” involved in the sport (Kahn v. Eastside UHSD). Based on the analysis set forth in Kahn, the type of conduct that could be deemed to be reckless includes the following:

- Encouraging an athlete to return to a contest after the student has suffered concussion-like symptoms.
- Using taunts or ridicule to “push” a reluctant athlete to perform an activity not previously performed, under circumstances where injury could occur as a result of attempting to perform the activity when not prepared to do so.
- Requiring an athlete to practice in extreme heat or weather conditions.
- Requiring an athlete to complete an activity after they report being in pain.

16 PRINCIPLES OF “PURSUING VICTORY WITH HONOR”

The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.” It is the duty of School Boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”

1. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
2. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
3. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
4. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
5. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
6. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
7. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.
8. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
9. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
10. School Boards, superintendents, and school administrators of CIF-member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of:
 11. The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.
 12. The physical capabilities, coaching principles and the rules and strategies of the sport, limitations of the age group coached as well as first aid.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance-enhancing substances, as well as a demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

“Pursuing Victory With Honor” and the “Six Pillars of Character” are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.

Approved TUHSD BOT 7/08, 7/10; 7/12, 7/21/15

SPORTSMANSHIP:

TUHSD and MCAL have adopted the **Principles of “Pursuing Victory with Honor”** (see page 18). The District desires the best experience for all our student athletes. Coaches, players and fans are expected to and held accountable for representing their school with dignity and class. **Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events.**

Coaches, players and fans are expected to and held accountable for representing their school with dignity and class. Anyone (athlete, student or adult) not conducting themselves in a positive manner may be ejected from an event and/or suspended from future events. Coaches, parents and athletes are encouraged to view two sportsmanship videos:

- [Sportsmanship](#) (a free on-line video course)
- [Positive Sport Parenting](#) (a free on-line video course)

TUHSD Athletic Code of Conduct: BP6145/21, AR6145.21

Players will:

- Show respect for teammates, coach, opponents and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting.
- Be in attendance at school a minimum of four (4) periods (or block schedule equivalent) before being allowed to practice or play on a given day.
- Have a minimum of a 2.0 GPA according to school and NCS policy.
- Sign a contract agreeing to the above expectations.

Coaches will:

- Be consistent, attempt to instruct in a positive manner and use appropriate language at all times.
- Not tolerate unsportsmanlike behavior actions by players, assistants or volunteer coaches.
- Place the safety and welfare of players as their highest priority.
- Allow no student to practice or play in competition without a completed Athletic Participation Form.
- Spectators will:
 - Show cordial courtesy to visiting teams and officials.
 - Emphasize the proper ideas of sportsmanship and conduct

Unsportsmanlike Actions: AR6145.21 Unsportsmanlike conduct will be dealt with by reprimand and counseling by the coach or appropriate other school officials. Actions of this nature may lead to benching or suspension or withdrawal of athletic privileges and school disciplinary intervention if the rules/policies are violated.

NCS/MCAL Ejection Policy:

1. Ejection of a player from a contest for unsportsmanlike or dangerous conduct.
Penalty: The player shall be ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.).
2. Illegal participation in the next contest by a player ejected in a previous contest.
Penalty: The contest shall be forfeited and the ineligible player shall be ineligible for the next contest.
3. Second ejection of a player for unsportsmanlike or dangerous conduct from a contest during one season.
Penalty: The player shall be ineligible for the remainder of the season.
4. When one or more players leave the bench to begin or participate in an altercation.
Penalty: The player(s) shall be ejected from the contest-in-question and become ineligible for the next contest (non-league, league, invitational tournament, post-season {league, section or state} playoff, etc.).
5. Coaches are responsible for determining the cause of ejection for any of their players and are responsible for enforcement of the Ejection Policy. Confusion over the cause for a player's ejection shall not be the basis for allowing a student who has been ejected under an applicable rule to avoid the sanctions required by the Ejection Policy (either prohibition from participation or forfeiture) should a student who is in violation of the Ejection Policy play in a subsequent contest (BOM 10/24/97).

Approved TUHSD BOT 7/08, 7/10; 7/12, 7/21/15

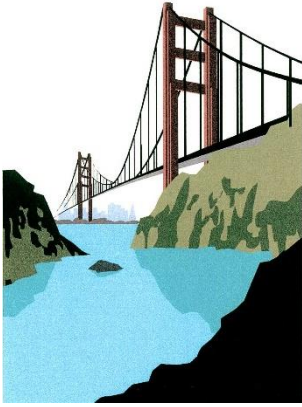
6. 2015: NCS member schools have added an additional requirement for players ejected for fighting. Any player ejected for fighting shall be required to complete the NFHS online sportsmanship course (above). The athlete, who is not allowed to participate in the next game, is also not eligible to participate until they complete the course, which is free and allows for a certificate to be printed when the course is completed. Coaches who are ejected are also required to complete the NFHS sportsmanship course and are not eligible to coach in the next game, or any game until the course is completed and the coach can provide proof that the course was completed

Coaches' Ejection: A coach who ejected from a contest by an official must leave the venue and grounds immediately and will not be allowed to coach or attend the next contest. The coach may also be subject to school disciplinary procedures. Also see paragraph above for NCS policy instituted in 2015.

Inappropriate Behavior: Certain behaviors are considered inappropriate and unacceptable. The school and athletic department reserve the right to refuse admission or remove persons, including adults, who exhibit such behaviors including, but not limited to:

- Repeated berating, humiliating or taunting of our coaches, players or spectators.
- Repeated berating, humiliating or taunting of our opponents coaches, players or spectators.
- Repeated berating and harassment of game officials.
- Racist, sexist or profane remarks directed at any team, coach, player, official or spectator.

Officials: Officials should be treated with respect during and after contests, even if there is disagreement with their calls. Any physical confrontation of an official by an athlete may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.



Marin County Athletic League

Sportsmanship Guidelines

PLEASE

- Encourage **YOUR** team by positively cheering for them.
- Sit in the area designated for your school.
- Welcome the visiting team and officials with good sportsmanship and respect.
- Never interfere with officials, a team warming up or playing a game.
- Stay off the court at **ALL** times including half time of any contest.

SHOW GOOD SPORTSMANSHIP BY REFRAINING FROM:

<ul style="list-style-type: none"> • Turned backs • Newspapers in front of face • Cheers based at harassing the other school • Yells directed toward a cheerleader or player on the opposing team • Derogatory chants based on ability, age, ethnicity, gender, race, religion, sexual orientation or socio-economic status. 	<ul style="list-style-type: none"> • Profanity • Yells directed toward the opposing school • Yells directed toward the official(s) or booing a call by the official • Harassing the other team's players • Offensive signs • Responding to the other school's inappropriate cheers • Sitting in the opponent's cheering section
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KNOW WHEN ATTENDING AN EVENT

- **ALL** school, district, MCAL, NCS, & CIF rules will apply.
- **ALL** types of noisemakers are prohibited at all indoor contests, including post-season MCAL & NCS play.
- Re-entry will not be allowed into a facility once you leave.

School personnel are authorized to eject any spectator who displays inappropriate behavior at any time. An official may award a technical to a team for inappropriate behavior on the part of a coach, team OR spectator.

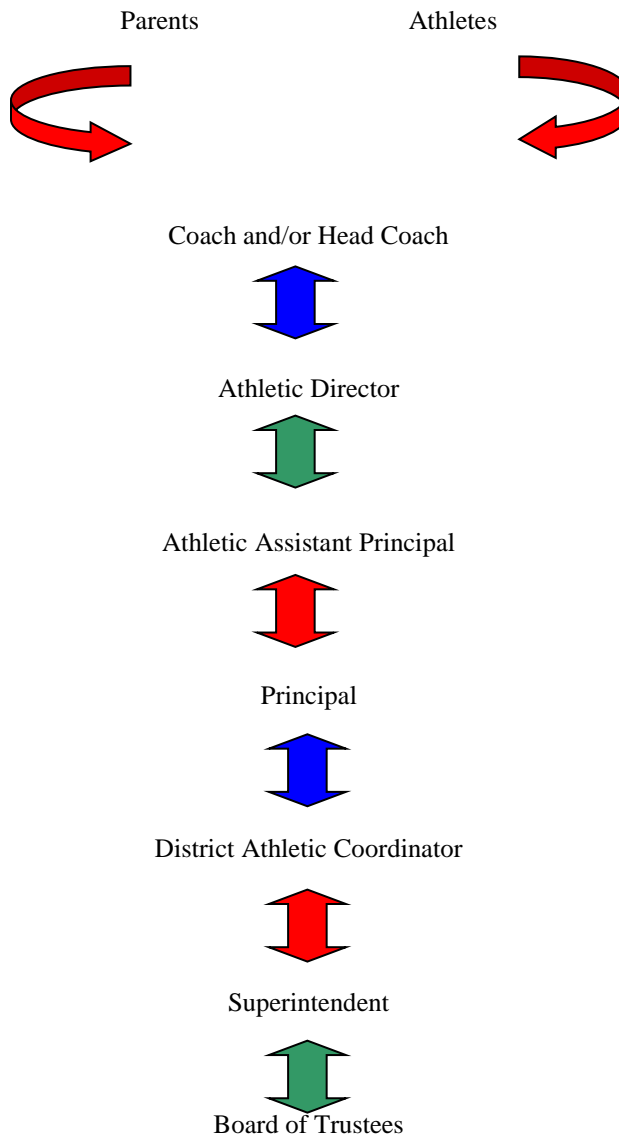
RESPONDING TO PARENTAL CONCERNS ABOUT THEIR STUDENT’S ATHLETIC EXPERIENCE

If parents have a concern, they are asked to express it at the appropriate time and place. Below is the TUHSD Athletic Chain of Command. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that concerns will be addressed first with the coaches involved before proceeding through the Athletic Chain of Command. Anonymous letters or phone calls will NOT be treated with any credibility. No athlete should have consequences in practice, amount of playing time or other treatment due to expression of a concern about his/her athletic experience by either the athlete or a parent.

Parents and athletes are asked to follow these steps in order until they feel the issue is resolved.

- Have the athlete speak to the coach. Sometimes the coach is unaware of the athlete’s concerns or feelings.
- Arrange an appointment for the parent to speak with the coach. Coaches will respond as quickly as possible.
- If either parent or coach is not satisfied, call or write the Athletic Director and follow the Chain of Command.

TUHSD ATHLETIC CHAIN OF COMMAND



CONCUSSION: A Fact Sheet for Parents/Guardians and Coaches

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body from contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

CIF Bylaw 313. Play It Safer

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student-athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Don't feel right.
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT CAN HAPPEN IF MY CHILD KEEPS PLAYING WITH A CONCUSSION OR RETURNS TOO SOON?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

WHAT YOU SHOULD DO IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313. Now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student-athletes.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit [CIF: Concussions](#) & [CDC: Concussions](#).

CONCUSSION: A Fact Sheet for Student-Athletes

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body from contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head: Undercutting, flying elbows, stepping on a head, checking an unprotected opponent and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.
- Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing videogames may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

DON'T HIDE IT! Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

REPORT IT. TELL YOUR COACH – TELL YOUR PARENTS! Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

GET CHECKED OUT. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

TAKE TIME TO RECOVER. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit [CIF: Concussions](#) & [CDC: Concussions](#)

Approved TUHSD BOT 7/08, 7/10; 7/12, 7/21/15

Coaches' Handbook - 27

TUHSD Coaches' Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standard of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association (cf. 5131.63 - Steroids)
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

All Personnel

TUHSD CODES OF ETHICS

BP 4119.21, 4219.21, 4319.21: The Board of Trustees expects District employees to maintain the highest ethical standards, to follow District policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the District and the goals of the educational program.

In order to promote the highest ethical standards in an educational setting, the Board of Trustees prohibits any employee of the District from engaging in an inappropriate relationship with a student while that student is enrolled in a District school.

The Board encourages District employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

(cf. 9271 – Code of Ethics)

Legal Reference:

CODE OF REGULATIONS, TITLE 5
80331-80338 Rules of Conduct for Professional Educators

CODES OF ETHICS

AR 4119.21, 4219.21, 4319.21

Tamalpais Union High School District employees interact with students in a number of settings. A District employee's actions are a reflection on the District. Therefore, the District requires employees to exercise the highest level of professionalism in all interactions with students.

To assist District employees, the following guidelines have been developed. Employees of the District must exhibit professional and appropriate behavior with students including:

- Maintaining a professional barrier between the employee and students
- Teaching and demonstrating responsible citizenship
- Being a good adult role model
- Exhibiting a caring, honest and professional attitude

Examples of prohibited employee behaviors with students include, but are not limited to:

- Intentional embarrassment of students
- Sharing confidential information with students
- Accepting gifts or favors that might impair or appear to impair professional judgment
- Flirting with students
- Discussing their personal life or personal matters inappropriately with students
- Making personal telephone calls, writing personal notes, writing personal emails, writing personal text or instant text messages or writing personal blog notices to students that are unrelated to school business
- Referring students to web pages that portray inappropriate or unprofessional images or behavior
- Meeting with a student off campus if the meeting is unrelated to school business
- Sexually harassing a student
- Engaging in sexual relationships with students

If an employee is concerned about the appropriateness of a contact with a student, the employee is advised to confer with his/her supervisor for guidance.

Employees who violate this policy may be subject to discipline.

Policy

adopted: November 6, 2007

Approved TUHSD BOT 7/08, 7/10; 7/12, 7/21/15

Coaches' Handbook - 29

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

DIRECTIONS TO MCAL SCHOOLS

The Branson School, 39 Fernhill, Ross CA 94904

Take the Sir Francis Drake Blvd exit from Hwy. 101 going west (right turn). Drive 3 miles. Turn left at Bolinas Avenue (road does not go to the right). Drive 1 block. Turn left at Shady Lane. Drive 1 block. Turn right at Fernhill Avenue. Drive one and a half blocks. School is on the left. Drive through the gate

Marin Catholic High School, 675 Sir Francis Drake Blvd., Kentfield CA 94904

From Hwy. 101, take Sir Francis Drake Blvd exit. Go WEST 1.8 miles. Marin Catholic is on the left.

Novato High School, 625 Arthur Street, Novato CA 94947

From Hwy. 101, take the Rowland Avenue exit. Turn left on Rowland Blvd. Turn right on S. Novato Blvd. Turn left on Arthur.

Redwood High School, 395 Doherty Drive, Larkspur CA 94939

From the North: Drive south on Highway 101, take the Lucky Drive exit. Head west toward the city of Larkspur, pass Gold's Gym, and continue straight at signal. Drive one block and turn left on Lucky Drive to stop sign. From the South: Drive north on Highway 101, Take Lucky Drive exit. Turn right on Frontage Road. Go to first signal and drive under freeway. Turn right at Tamal Vista to signal. Turn left at Fifer and left again on Lucky Drive to stop sign. You will first see the east parking lot for some fields. Go around the school and enter the west lot for the gym, football, baseball and track.

San Marin High School, 15 San Marin Drive, Novato CA 94945

From Hwy. 101, take Atherton Avenue exit in Novato. Left on Atherton Avenue. After the overpass, slight right on San Marin Drive.

San Rafael High School, 185 Mission Avenue, San Rafael CA 94901

From Highway 101, take the Central San Rafael exit to Second Street/ Turn east on Second Street. Go past the Montecito Shopping Center. Turn into the school parking lot on the left. Alternate for gym: Take Central San Rafael turnoff. Turn right on Mission. Parking is more difficult on this side of the school.

Sir Francis Drake High School, 1327 Sir Francis Drake Blvd., San Anselmo CA 94960

Going west on Sir Francis Drake Blvd, Drake High School is on the left between the San Anselmo hub and Fairfax.

Tamalpais High School, 700 Miller Avenue, Mill Valley CA 94941

From the North: Take the first Mill Valley exit - East Blithedale/Tiburon - Exit 131. Turn right on East Blithedale. Proceed to the third stop light Camino Alto (approximately 0.8 mile). Turn left on Camino Alto. Proceed to 3rd stop light. School is located at the end of Camino Alto where it meets Miller Avenue. Turn left on Miller and make a right hand turn after the school gymnasium into the school parking lot. From the South: Take the Golden Gate Bridge north to 1st Mill Valley exit - Stinson Beach/Highway 1. Follow exit under Richardson Bay Bridge. Continue on road to 2nd signal light at Highway 1. Stay to the right and continue on Almonte Blvd. which becomes Miller Avenue and four lanes. The school is on the left. The school parking lot is located on the left after the playing fields.

Terra Linda High School, 320 Nova Albion Way, San Rafael CA 94903

From Hwy. 101, take Terra Linda exit to Freitas Parkway. Continue West on Freitas Parkway (past Safeway) to Las Gallinas Avenue. Turn left on Las Gallinas. Go one block to Nova Albion Way. Turn right on Nova Albion Way and continue past Vallecito School. Continue until you see Terra Linda High on the right
Larkspur, California

JOB DESCRIPTION
VARSITY HEAD COACH

DEFINITION:

The Varsity Head Coach builds a competitive program and instructs athletes in the fundamental skills, strategy and physical training necessary for athletes to realize a degree of individual and team successes in the sport. The Varsity Head Coach reports to the Athletic Director. The Varsity Head Coach may advise, coordinate and support a staff of lower level, assistant and volunteer coaches in the sport.

DUTIES AND RESPONSIBILITIES: The Varsity Head Coach will:

GENERAL RESPONSIBILITIES:

- Maintain coaching certification required by Title V including current CPR and First Aid certification.
- Refrain from inappropriate recruiting activities as defined by CIF, NCS and MCAL.
- Be familiar with CIF, NCS, MCAL and District policies as they apply to the sport.
- Verify season schedules, transportation and requirements for tournaments, playoffs and special sport events with the AD.
- Establish the fundamental philosophy, skills and techniques to be taught by the staff in that sport.
- Use positive communication strategies with staff, athletes and parents. Avoid inappropriate language.
- Expect and model good sportsmanship in all aspects of practices and contests.
- Uphold the “16 Principles of Pursuing Victory with Honor”.
- Attend pre-season and post-season MCAL coaches meeting of the sport.
- Attend clinics and coaches meetings when requested.
- Delegate duties, when appropriate, to assistant coaches and/or team parents.
- Be present at all practices and contests.
- Maintains discipline, resolves grievances and works to increase morale and cooperation within the team.
- Follow appropriate procedures for post-season MCAL and NCS playoff participation.
- Understand and follows the District Athletic Chain of Command.
- Adhere to the TUHSD Codes of Ethics.
- Arrange all sport staff meetings and create scouting assignments when appropriate.
- Never criticize, admonish or argue with the Varsity Head Coach or any staff member within eyes or ears of athletes or parents.
- Performs other duties which may be assigned by the Athletic Director or Principal.

ATHLETE RESPONSIBILITIES:

- Enforce athletic eligibility regulations and report any questions to the AD.
- Maintain a file of Athletic Participation Clearance forms available at every practice and contest.
- Provide training rules and any other unique regulations of the sport to each athlete.
- Give constant attention to an athlete’s grades, conduct and communication.
- Be aware of safety at all times for each participant at practices, contests and when traveling.
- Initiate programs and policies concerning injuries, medical attention and emergencies and complete appropriate paperwork on time when an injury occurs.
- Instruct athletes in fundamental skills and strategy of the sport.
- Provide a program for physical conditioning of athletes appropriate to the sport.
- Determine appropriate discipline and due process procedures when enforcement of discipline is necessary. Contact parents when enforcement of discipline is necessary.
- Direct student managers, assistants and statisticians.

- Report scores of contests to the MCAL and Marin Independent Journal and maintain a positive working relationship with the press.
- Maintain a record of team statistics and requirements for lettering for the Varsity Head Coach.
- Assist athletes in the college athletic recruitment process.

FINANCE, UNIFORMS AND EQUIPMENT RESPONSIBILITIES:

- Be responsible for operating within budget appropriations and following fiscal procedures.
- Properly mark and identify all school property before issuing or storing.
- Be accountable for all uniforms and equipment inventory and billing athletes for any school property not returned.
- Arranges for issuing, storing and reconditioning and submits annual end-of-season inventory of uniforms and equipment.
- Permit athletes to be in authorized areas of the building only at appropriate times.
- Supervise locker room(s) before and after practices and contests, checking on general cleanliness of the facility.
- Secure the facility (doors, lights, windows, locks) before leaving.
- Instill in each player a respect for equipment and school property.
- Participate with the AD in budget planning for the next season.
- Recommend equipment guidelines as to type, color or technical specifications.

PUBLIC RELATIONS

- Organize parents, coaches and guests for pre-season meetings.
- Promote the sport positively within the school and outside the school through the news media.
- Be the liaison to any booster club within the school organized for that sport.
- Notify news media concerning schedules, tournaments and results.
- Be responsible for the quality, effectiveness and sportsmanship of any oral or written release to media.
- Be responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Ability and experience to organize and supervise a total sports program.
- Knowledge of the sport.
- Previous experience coaching the sport.
- Substantial knowledge of and ability to apply rules of the sport. And at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with athletes, parents, and administration.

BOT Approved: July 8, 2008

JOB DESCRIPTION
LOWER LEVEL AND ASSISTANT COACHES

DEFINITION:

Lower level and assistant coaches report to the Varsity Head Coach and to the Athletic Director. They supervise the athletes and team assigned and may assume control over all athletes in the program when such control is needed. The goal is to carry out the philosophy, skills and techniques as outlined by the Varsity Head Coach. They will instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES Lower Level and Assistant Coaches will:

General Responsibilities:

- Maintain coaching certification required by Title V including current CPR and First Aid certification.
- Refrain from inappropriate recruiting activities as defined by CIF, NCS and MCAL.
- Be familiar with CIF, NCS, MCAL and District policies as they apply to the sport.
- Use positive communication strategies with staff, athletes and parents. Avoid inappropriate language.
- Be present at all practices and contests.
- Expect and model good sportsmanship in all aspects of practices and contests.
- Uphold the “16 Principles of Pursuing Victory with Honor”.
- Attend clinics and coaches meetings when requested.
- Attend all sport staff meetings and carry out scouting assignments by the Varsity Head Coach.
- Maintains discipline, resolves grievances and works to increase morale and cooperation within the team.
- Understand and follows the District Athletic Chain of Command.
- Adhere to the TUHSD Codes of Ethics.
- Assist the Varsity Head Coach in scheduling and managing the venue, when necessary.
- Performs other duties which may be assigned by the Varsity Head Coach or Athletic Director.

Athlete Responsibilities:

- Enforce athletic eligibility regulations and report any questions to the Varsity Head Coach and AD.
- Maintain a file of Athletic Participation Clearance forms available at every practice and contest.
- Provide the Varsity Head Coach’s training rules and other unique regulations of the sport to each athlete.
- Give constant attention to an athlete’s grades, conduct and communication.
- Be aware of safety at all times for each participant at practices, contests and when traveling.
- Follow the Varsity Head Coach’s programs and policies concerning injuries, medical attention and emergencies and complete appropriate paperwork on time when an injury occurs.
- Instruct athletes in fundamental skills and strategy of the sport.
- Follow the Varsity Head Coach’s program for physical conditioning of athletes appropriate to the sport.
- Work with the Varsity Head Coach to determine appropriate discipline and due process procedures when enforcement of discipline is necessary. Contact parents when enforcement of discipline is necessary for athletes under direct supervision.
- Report scores of contests to the MCAL and maintain a positive working relationship with the press.
- Maintain a record of team statistics and requirements for lettering for the Varsity Head Coach.

Finance, Uniforms and Equipment Responsibilities:

- Be responsible for operating within budget appropriations and following fiscal procedures.

- Assist with properly marking and identifying all school property before issuing or storing.
- Be accountable to the Varsity Head Coach for all uniforms and equipment inventory issued to team members and billing athletes for any school property not returned.
- Assist with arrangements for issuing, storing and reconditioning and submits annual end-of-season inventory of uniforms and equipment.
- Recommends to Varsity Head Coach any budgetary items necessary for the sport for next year.
- Permit athletes to be in authorized areas of the building only at appropriate times.
- Supervise locker room(s) before and after practices and contests, checking on general cleanliness of the facility.
- Secure the facility (doors, lights, windows, locks) before leaving.
- Instill in each player a respect for equipment and school property.
- Participate with the AD in budget planning for the next season.
- Recommend equipment guidelines as to type, color or technical specifications.

Public Relations:

- Assists with organizing parents, coaches and guests for pre-season meetings and attends these meetings.
- Promote the sport positively within the school.
- Report scores of lower level teams to the MCAL.

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Knowledge of the sport.
- Previous experience coaching the sport is desirable.
- Substantial knowledge of and ability to apply rules of the sport. And at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with athletes, parents, and administration.

BOT Approved: July 8, 2008

JOB DESCRIPTION
ATHLETIC DIRECTOR

DEFINITION:

The Athletic Director provides overall leadership and coordination among the various interscholastic sports in the athletic program.. The Athletic Director is under the direct supervision of the Principal or Designee (Athletic Assistant Principal). The Athletic Director supervises coaches and others involved in the athletic program.

DUTIES AND RESPONSIBILITIES. The Athletic Director will:

- Lead a quality athletic program.
- Promote principles of “Pursuing Victory with Honor”.
- Show initiative and exhibits a strong work ethic.
- Respond daily to an avalanche of voicemail, email and other correspondence.
- Hire, supervise, evaluate and checkout coaches for 41 teams.
- Monitors coaches for completion of the required CIF Coaching Certification (Title V).
- Supervise student athletes and fans.
- Manage an almost \$200,000 budget.
- Inform administration of potential athletic issues.
- Respond to parent concerns.
- Resolves conflicts that may develop between coaches, parents and athletes.
- Are responsible for certifying eligibility of athletes including transfers and academic eligibility,
- Communicate regularly with all constituencies including the press.
- Represent administration at booster meetings.
- Monitor equity issues such as ADA, Title IX, sexual harassment and hazing.
- Reduce the District’s exposure to liability.
- Maintain the athletic facilities.
- Interpret and enforce District, school, Marin County Athletic League (MCAL), North Coast Section (NCS) and California Interscholastic Federation (CIF) rules and policies consistently.
- Develop schedules for up to 41 team games including game management, site venue, contracting for officials and transportation, when provided.
- Monitor daily practices.
- Investigate athletic complaints along with administration.
- Delegate responsibilities as needed.
- Complete athletic paperwork and maintain athletic records.
- Maintain confidentiality.
- Are responsible for inventory of athletic uniforms and equipment.
- Act as site manager for all league and section playoff activities assigned to the school.
- Coordinate the use of athletic facilities with the TUHSD Facilities Coordinator.
- Plan and organize the athletic awards programs.
- Act as a resource for student athletes for collegiate athletic eligibility information..

KNOWLEDGE, ABILITIES, SKILLS REQUIRED:

- Demonstrated ability to organize, plan, coordinate and direct a variety of complex programs.
- Experience in athletics and coaching.
- Knowledge of and ability to apply MCAL, NCS and CIF rules.
- Ability to communicate effectively, both orally and in writing.
- Effectiveness in working with administrators, coaches, students and the community

TUHSD BOT Approved: July 8, 2008