



SAN RAFAEL CITY HIGH SCHOOL DISTRICT

HANDBOOK FOR COACHES 2017-2018

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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SAN RAFAEL CITY SCHOOLS

ATHLETICS

_____ **High School**

2017-18 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 SRCS Coaches' Handbook and understand the contents. I know the Coaches' Handbook represents the CIF, NCS, MCAL and SRCS'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,
_____, are available to answer questions.

Print Name

Signature

Sport

Season

Date

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PHILOSOPHY

Athletics play an important part in the San Rafael City Schools. 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.

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 your school's administration. Mutually agree upon your job description with your AD. **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 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: As of December 31, 2016, 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. See the AD or SRCS Human Resources department for further information.

First Aid/CPR/Concussion Certification/Sudden Cardiac Arrest: 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.

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, 2017 (except Football which begins August 8)
Winter Sports	November, 2017
Spring Sports	February, 2018

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 Athletic Participation Form signed by the AD in your possession.** 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.** 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.

CIF/NCS/MCAL Transfer Eligibility: Any student who transfers between high schools is subject to the CIF transfer bylaws. A varsity-level transfer athlete who does not have a change residence will be required to "sit out" about 30 school days of each sport season previously played. ALL transfer athletes must request review of eligibility by the new school's principal or designee to determine eligibility for competition. Before participating in a league sport, CIF forms 207 and 510 will be required. Families should allow at least 20 business days for processing these forms, 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 SRHS/TLHS Athletic Directors 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 San Rafael City Schools or have an approved inter-district transfer and abide by the school district's policies for residency.

Transfer “Sit-Out” Dates for 2017-18:

Fall Sports: - The Monday of the NFHS week 14

2017: October 2

2018: October 1

Winter Sports: The Monday of the NFHS week 27

2018: December 31

2019: January 6

Spring Sports: The Monday of the NFHS week 40

2018: April 1

2019: April 6

The student who transfers to a school after School B's first game will have an SOP equivalent in calendar days to the SOP of all other students who transferred before the season started. The respective CIF Section Office will provide the actual date once the proper forms are received, reviewed and approved.

Eligibility Requirements:

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code [35160.5](#))

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale
2. Maintenance of minimum progress toward meeting high school graduation requirements

The Superintendent or designee may grant ineligible students a probationary period of one quarter (grades 7-8) and one semester (grades 9-12). Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

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 the student has graduated from the 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.

NEW PRACTICE RULES: New CIF/NCS recently approved new practice guidelines beginning with the 2014-15

school year limiting 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. [Click here to review the memo sent to all NCS members schools May 20, 2014 which includes the full text of the guidelines.](#) The new guidelines do not yet include restrictions that may be adopted by the State of California based on language in AB2127, authored by Assembly Member Cooley, which would mandate additional state law concerning concussions and full-contact practice in football.

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](#), page 52.

Sundays: No CIF/NCS/MCAL teams may play, practice, hold open gyms or any other activities on a Sunday.

Reporting Scores: Coaches **MUST** report all scores to MaxPreps at www.maxpreps.com. Marin IJ: Coaches, scorekeepers, parents or even players should post final scores on Twitter with a #hashtag identifier 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. See score reporting updates for 2012-13 at [Marin IJ Score Reporting](#). For postseason, call 415-382-7307 ASAP after games. Scores should also be reported on-line at [Cal Preps](#).

Application to Host: The NCS requires an [Application to Host](#) 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 **OR** coaches may bring a specific [Application to Host](#) applications to the NCS seeding meetings. 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. 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. Have the athlete's Athletic Participation Form with you at all times, even practices. Contact the parents of the athlete as soon as possible 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 AD.](#)

DISTRICT EXPECTATIONS

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

Teacher Coaches: When a coaching opening occurs, interested current SRCS 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' Handbook: Coaches are expected to be familiar with the SRCS 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 Assistant Superintendent for Human Resources who is the District's Title IX Coordinator. A description of the Uniform Complaint procedures is found on the SRCS website: www.srfs.org

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.

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

Endorsements: SRCS 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 (BP3314).

1. The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interest, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased.
The Board authorizes for payment only those good and services that meet the following conditions:
2. The Superintendent or designee shall maintain effective purchasing and reimbursement procedures in accordance with the law. Employees who purchase materials, equipment, goods, and services shall follow these procedures and provide the necessary documentation and receipts are required.
3. All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchases the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the type of items that can be purchased under this purchase order, the individuals authorized to approve purchases, and the expiration date of the "open" purchase order.
4. The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.
5. The goods have been received in acceptable condition.

Payment of Bills

The Secretary to the Board shall release all district warrants on a timely basis in payment for materials or services received that have been approved by the Board in either the current budget or by prior Board action. A list of warrants is to be prepared and ratified by the Board on a monthly basis.

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.

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 a physical exam on file. 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.

"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 "New CIF Practice Rules" on page 8 or [here](#). 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: SRCS 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.

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:

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).

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.

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. Re mi nd er : a n o f f i c i a l ' s j u d g m e n t i s N O T g r o u n d s f o r a p r o t e s t .

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 (AT): The AT's responsibility is the health and safety of athletes. The AT has the final word on keeping an injured athlete out of play. All athletes suffering a concussion must be cleared through the AT 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 AT 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 trainer 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: Beat the Heat](#).

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. See [CIF: H1N1](#).

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. Also see Appendix

OTHER

Booster Clubs: The SRCS 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 Site 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. SRCS, 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.

“Open Gym/Field” Activities: Any out-of-season activity conducted by a coach using district facilities must be arranged through the SRCS Facility Coordinator. 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 SRCS [Facility Rental](#). To arrange a Community Education class at least six months ahead, see [Community Ed Class](#).

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.

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.

Commented [KK1]:

Injury to Coach

Coaches, both paid and volunteer, are covered by the District’s workers’ compensation program. If a coach sustains an injury at practice or during a game, the following procedures apply:

1. Call the advice nurse 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.
2. Complete Form DWC-1 (see next page), available from the school secretary or athletic director, and send it to 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 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.
3. If you have any questions regarding workers’ compensation, please contact the Assistant Superintendent for Human Resources.

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.

SPORTSMANSHIP:

SRCS 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)
- [The Role of the Parent in Sports](#) (a free on-line video course)

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: 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).

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.

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.

MCAL 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
- Reserve the front row of the student rooting section for the cheerleaders

NO

- Face painting except a small school logo, mascot or initials not to exceed 2 square inches in size
- Yelling, booing or heckling an official's decision
- Costumes, except for school mascots
- Artificial noise makers like air-horns, cowbells, clappers, megaphones and drums
- Laser pointers
- Throwing things into or out of the crowd
- Bringing basketballs into the facility
- Playing basketball during half-time or between games
- Re-entry into the gym once you leave
- Doors will close at the end of the third quarter.
- School personnel are authorized to eject any spectator who displays inappropriate behavior at any time

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

RESPONDING TO PARENTAL CONCERNS
ABOUT THEIR STUDENT'S ATHLETIC
EXPERIENCE

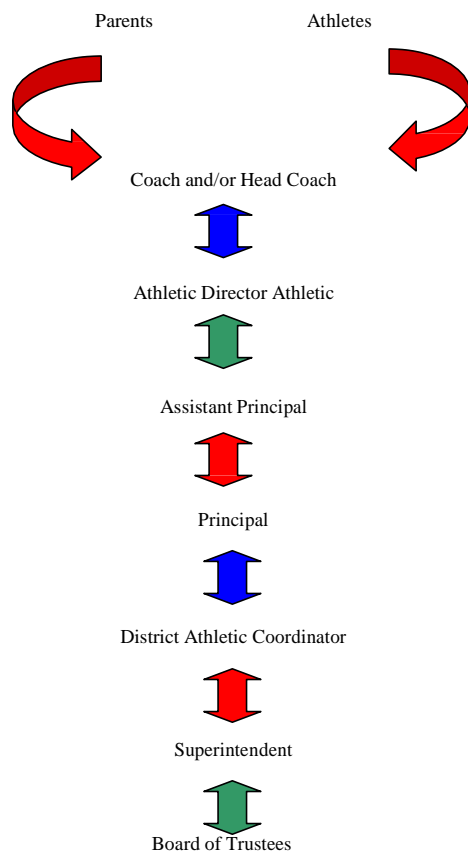
If parents have a concern, they are asked to express it at the appropriate time and place. Below is the SRCS Athletic Chain of Command. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that concerns will be addressed first with the coaches involved 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.

SRCS ATHLETIC CHAIN OF COMMAND



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](#)

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

Justin Siena High School, 4026 Maher St., Napa CA 94558

Take 101 North to Hwy 37 East toward Napa/Vallejo. Slight left at CA-121 (Sears Point) toward Napa/Sonoma. At 9.2 miles, turn right continuing on CA-121 toward Napa. Stay on CA-121 until CA-29. Left on CA-29 5.3 miles. Left at Trower Ave. Right at Maher Street

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

SAN RAFAEL CITY SCHOOLS

San Rafael, 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 SRCS 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.

SAN RAFAEL CITY SCHOOLS
San Rafael, California

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 SRCS 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.

SAN RAFAEL CITY SCHOOLS

San Rafael, California

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 \$100,000 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.
- Be 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 SRCS Facilities Coordinator.
- Plan and organize the athletic awards programs.
- Act as a resource for student athletes for collegiate athletic eligibility information.
- Make all arrangements for post-season play, including application process for all contest.

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.

Appendix Section I:

SAN RAFAEL CITY HIGH SCHOOL DISTRICT
ATHLETIC PARTICIPATION CLEARANCE FORMS

and

SAN RAFAEL CITY HIGH SCHOOL DISTRICT
PHYSICAL EVALUATION CLEARANCE FORM

The Athletic Participation Clearance Forms that follow must be completed and signed by parent, student and physician and returned to the Athletic Director prior to any athletic participation.

Forms that must be returned to School Athletic Director:

- **SECTION I: ATHLETIC PARTICIPATION CLEARANCE FORM**
- **SECTION II: CIF PRE-PARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM (completed by physician and returned to school athletic director)**

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	Signs observed by teammates, parents and coaches:
<ul style="list-style-type: none">• Headaches or feeling of pressure in head• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or drowsy• Change in sleep patterns• Amnesia• Sadness, anxiety or confusion• Concentration or memory problems	<ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays or events• Unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Behavior or personality changes• Seizures or convulsions• Loses consciousness

You should also inform your child's coach if you think that your child may have a concussion. Remember, it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:
<http://www.cdc.gov/ConcussionInYouthSports/>

_____ Student-athlete Name Printed	_____ Student-athlete Signature	_____ Date
_____ Parent or Legal Guardian Name Printed	_____ Parent or Legal Guardian Signature	_____ Date

**SAN RAFAEL CITY HIGH SCHOOL DISTRICT
ATHLETIC PARTICIPATION FORMS**

SECTION 1: ATHLETIC PARTICIPATION CLEARANCE FORM

Parental Permission: I/we consent to the following:

A) _____ has my/our permission to participate in the following sports this school year.

(Student name)
M F Grade Level _____ Fall _____ Winter _____ Spring _____
Circle Name of sport Name of sport Name of sport

- B) **Has your student attended another high school within the past 12 months? If so, please complete.** _____ **I/we are aware of the CIF/NCS/MCAL transfer policy as outlined on the back of this page.**
- C) The above named student resides in the San Rafael City High School District, or has an approved inter-district transfer, and will
- D) I have read and understand all the information on this form and in the SRCHSD Parent-Student Guide to Athletics which is available at www.srcs.org and each school's athletic website.
- E) I/we permit the above named student to compete in interscholastic athletics and travel to away competitions. If he/she is injured, the coach and/or school official is authorized to have him/her treated.
- F) If above named student is participating in swimming and/or water polo sport, I authorize the team coach to be in charge of supervision and safety at away contests at the pool.
- G) I am aware that academic eligibility for fall sports is based on June grades. **Entering 9th grade athletes must attach a June report card with this form.** See the SRCHSD Parent-Student Guide to Athletics for academic eligibility information.

I understand and acknowledge that some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following:

- | | | | |
|--------------------|----------------------------|---------------------|--------------------------|
| 1. Sprains/strains | 3. Concussions | 5. Paralysis | 7. Communicable diseases |
| 2. Fractured bones | 4. Head and/or back injury | 6. Loss of eyesight | 8. Death |

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered incidental to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this **VOLUNTARY ACTIVITIES ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK** information; that all information provided is truthful and that I understand and agree to its terms.

1. Parent/Guardian Signature _____ **Date** _____
Address: _____ **e-mail:** _____
Street City Zip
Phone: Mother (h) _____ (w/c) _____ Father (h) _____ (w/c) _____

2. Medical issues of which the school/coach should be aware:

3. In case of injury/emergency (when parents/guardians are not available) notify:

Name/relationship _____ Phone(s) _____

Insurance Carrier _____ 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.)
 - a. 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).

- I have read and understand the rules and regulations of the NCS/MCAL Ejection Policy. Athletes may not participate in any contest until this document is filed with the school.
- I have read the SRCHSD Athletic Code of Conduct and understand what is expected of me as an athlete.

- A. Participation in athletics is a privilege. The administration and/or coach have the authority to revoke that privilege when the athlete does not comply with any team and/or school rules. *Suspension/Expulsion: After 30 days the student's further participation for that period is determined by the site Principal.
- B. If a coach drops a player for disciplinary reasons, the student will be ineligible to participate in another sport during the season of sport in which the student was dismissed.
- C. If a student quits a seasonal sport after the second scheduled event of that sport, without coach's approval, he/she is ineligible to participate in any other sport during that sport season.
- D. Vandalism of school property will result in a minimum of thirty (30) calendar days suspension from all athletic team participation.
- E. Possession or use of alcoholic beverages, drugs or steroids will result in the following: A minimum five (5) calendar day suspension with enrollment in and completion of a mandatory drug and alcohol counseling program. Enrollment in the program must be completed within the five day suspension period; however, completion of the program may be subject to program availability. The student will remain on probation until actual completion of the program, but can resume full athletic participation following completion of the 5 day suspension. A second offence will result in a minimum of thirty (30) calendar day suspension from all athletic team participation.
- F. A grade point average of less than 2.0 will result in suspension until the following grading period.

- Show respect for myself, teammates, coach, opponents, and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting.
- Avoid hazing of any description. Penalties may include, but are not limited to, removal from the team, suspension and/or criminal charges.
- Attend school a minimum of four (4) regular or two (2) block periods before I will be allowed to practice/play on any given day.
- Maintain a minimum of a 2.0 GPA and must be passing at least four classes according to SRCHSD, MCAL and NCS policies.

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CONDITIONS OF PARTICIPATION FOR STUDENT-ATHLETES:

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 San Rafael City Schools' policy regarding the use of illegal drugs will be enforced for any violations of these rules.

TRANSPORTATION FOR ATHLETICS: BP 3541.1(a) and BP 3541.1(b) 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. When funds are not available, the Superintendent, or designee, will neither authorize nor arrange for the transportation of the students 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 are never to provide transportation for students.**

_____ Signature of Athlete	_____ Date
_____ Signature of Parent/Caregiver	_____ Date
Approval to participate (initials of Athletic Director or Asst. Principal)	_____ Fall _____ Winter _____ Spring

SECTION II. CIF PRE-PARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

Name _____ ☐ Male ☐ Female Age _____
Date of Birth _____

Sports: Fall _____ Winter _____ Spring _____

CLEARANCE STATUS:

- ☐ Cleared for all sports without restriction
- ☐ Not cleared ☐ Pending further evaluation
- ☐ for any sports
- ☐ for certain sport _____

Reason _____

Recommendation _____

I have examined the above-named student and completed the pre-participation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete and his/her parents/guardian.

Name of physician (print/type) _____ MD or DO

Signature _____ State License Number: _____

Date of Physical _____ Date of Expiration _____

Physician's Address _____

Phone _____

EMERGENCY INFORMATION

ALLERGIES:

OTHER INFORMATION:

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Appendix – Section II:

Section IV: SRCS Athletics-Related Board Policies and Administrative Regulations

- 1. Temporary Athletic Team Coaches, BP 4127, 4227, 4327**
- 2. Temporary Athletic Team Coaches, AR 4127, 4227, 4327**
- 3. Steroids, BP 5131.63**
- 4. Steroids, AR 5131.63**
- 5. Steroids, Exhibit 5131.63**
- 6. Athletic Competition, BP 6145.2**
- 7. Athletic Competition, AR 6145.2**

All Personnel BP 4127(a) 4227

4227

TEMPORARY ATHLETIC TEAM COACHES 4327

The Board of Education recognizes the importance of qualified temporary athletic team coaches to the district's sports program and to the success of students in sports and interscholastic athletic activities.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that all coaches possess an appropriate level of competence, knowledge, and skill.

Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position. (Education Code 44919)

By December 31, 2008, all district coaches, including volunteer coaches, shall have completed a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Coaches shall bear the expense of the program. (Education Code 49032)

All coaches shall be subject to Board policy and administrative regulation, as well as CIF bylaws

and codes of ethical conduct.

Volunteer Coaches

Volunteer athletic team coaches who do not meet the district qualification criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

TEMPORARY ATHLETIC TEAM COACHES (continued)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44424 Conviction of a crime

44808 Liability when students are not on school property

444919 Classification of temporary employees

49030-39033 Performance-enhancing substances

CODE OF REGULATIONS, TITLE 5

55531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997)14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376

Management Resources:

CSBA POLICY BRIEFS

Steroids and Students: What Boards Need to Know, July 2005

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Policy SAN RAFAEL CITY SCHOOL DISTRICT

adopted: December 8, 2008 San Rafael, California

All Personnel

AR 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

At the first regular Board of Education meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. (5 CCR 5594)

Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year that the district conforms with state requirements governing the employment of temporary athletic team coaches. (5 CCR 5594)

Competencies

The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area as evidenced by one or more of the following:

- a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
- b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
- c. A valid Emergency Medical Technician (EMT) I or II card
- d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
- e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards

2. Coaching techniques

AR 4127(b) 4227 4327

TEMPORARY ATHLETIC TEAM COACHES (continued)

The Superintendent or designee shall establish qualifications in coaching theory and techniques in the sport or game being coached as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation.

4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology as it relates to sport participation as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

AR 4127(c) 4227 4327

TEMPORARY ATHLETIC TEAM COACHES (continued)

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Additional Competencies for Noncertificated Personnel

In addition to the competencies listed above, the Superintendent or designee shall determine that a noncertificated person employed as a temporary athletic team coach: (5 CCR 5592)

1. Has not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.
2. Is free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

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

AR 4127(d) 4227 4327

TEMPORARY ATHLETIC TEAM COACHES (continued)

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 standards 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 postsecondary 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 nonprescriptive 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
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates

Regulation **SAN RAFAEL CITY SCHOOL DISTRICT**
approved: December 8, 2008 San Rafael, California

Students BP 5131.63(a)

STEROIDS

The Board of Education recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every reasonable effort to prevent students from using steroids or other performance-enhancing supplements.

Students in grades 7-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine. (Education Code 49030)

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete pledges not to use androgenic/anabolic steroids and dietary supplements banned by the U.S. Anti-Doping Agency and the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

BP 5131.63(b)

STEROIDS (continued)

Legal Reference:

EDUCATION CODE

49030-49034 Performance-enhancing supplements

51260-51269 Drug education, especially:

551262 Use of anabolic steroids; legislative finding and declaration

CIVIL CODE

11812.97 Warning statement; posting in athletic facilities

HEALTH AND SAFETY CODE

1110423.2 Dietary supplements

Management Resources:

CALIFORNIA INTERSCHOLASTIC FEDERATION BYLAWS

California Interscholastic Federation Constitution and Bylaws 2005-06

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

National Center for Drug Free Sport: <http://www.drugfreesport.com>

National Institute on Drug Abuse: <http://www.nida.nih.gov>

U.S. Anti-Doping Agency: <http://www.usantidoping.org>

Policy SAN RAFAEL CITY SCHOOL DISTRICT

adopted: December 8, 2008 San Rafael, California

Students AR 5131.63

STEROIDS

The district shall not accept a sponsorship from any manufacturer or distributor whose name appears on the label of a dietary supplement that contains substances banned by the U.S. Anti-Doping Agency and the substance synephrine. Such supplements shall not be sold, distributed, or marketed at a school-related event. (Education Code 49031)

Marketing includes, but is not limited to, direct product advertising, provision of educational materials, product promotion by a district employee or volunteer, product placement, clothing or equipment giveaways, or scholarships. Marketing shall not include the inadvertent display of a product name or advertising by a person who is not a manufacturer or distributor. (Education Code 49031)

School personnel and coaches may provide only nonmuscle-building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes, provided that they do not contain any dietary supplements prohibited by the U.S. Anti-Doping Agency and the substance synephrine. Permissible nonmuscle-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

School personnel, including coaches, shall follow the manufacturer's recommendations when discussing the use of any drug or food supplement with a student athlete. In order to minimize the health and safety risks to student athletes, school personnel shall not supply or recommend any drug, medication, or food supplement to enhance an athlete's performance.

Notice

The principal or designee shall ensure that the following warning, reproduced in 10-point bold type, is posted in every locker room of schools with classes in grades 7-12 and contained in any contracts for the lease or rental of the school's athletic facilities: (Civil Code 1812.97)

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function.

Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

Regulation **SAN RAFAEL CITY SCHOOL DISTRICT**

approved: December 8, 2008 San Rafael, California

Students E 5131.63

STERIODS

**AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN
REGARDING USE OF STEROIDS**

Name of student athlete

As a condition of membership in the California Interscholastic Federation (CIF) and in accordance with Education Code 49030, the Board of Education of the San Rafael City School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription from a licensed health care practitioner to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student's violation of the district's policy regarding steroids may result in discipline against him/her including, but not limited to, restriction from athletics or suspension or expulsion from school.

Signature of student athlete

Date

Signature of parent/guardian

Date

Exhibit **SAN RAFAEL CITY SCHOOL DISTRICT**
version: December 8, 2008 San Rafael, California
Instruction BP 6145.2(a)

ATHLETIC COMPETITION

The Board of Education recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

Sportsmanship

The Board values the quality and integrity of the athletic program and the ethical well-being and character development of the student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct, as adopted by the California Interscholastic Federation (CIF) in its publication "Pursuing Victory with Honor."

Students and staff may be subject to disciplinary action for improper conduct.

California Interscholastic Federation

The Board maintains membership in the CIF and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for the site-level decisions, as appropriate.

The Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the BP 6145.2(b)

ATHLETIC COMPETITION (continued)

implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to the CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletics.

Student Eligibility

The first priority of student athletes shall be a commitment to their education and performing well in the classroom.

Eligibility requirements for participation in the district's interscholastic athletic program are the same as those set by the district for participation in extracurricular and cocurricular activities.

In addition, the Superintendent or designee shall ensure that students participating interscholastic athletic governed by the CIF satisfy CIF eligibility requirements.

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

Students shall have a medical clearance before participating in the interscholastic athletic program. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition.

Supervision

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training, and preparation for competition. Athletic events shall be officiated by qualified personnel.

Legal Reference: (see next page)
BP 6145.2(c)

ATHLETIC COMPETITION (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
270-271 Athletes' Bill of Rights
17580-17581 Football equipment
332221.5 Required insurance for athletic activities
33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program
33354 CDE authority over interscholastic athletics
335160.5 District policies; rules and regulations
335161 Powers and duties generally
335179 Interscholastic athletics
448900 Grounds for suspension and expulsion
48930-48938 Student organizations
49020-49023 Athletic programs; legislative intent, equal opportunity
49030-49034 Performance-enhancing substances
60850-60859 High school exit examination

PENAL CODE

2245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
55531 Supervision of extracurricular activities of students
5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31-106.42 Discrimination on the basis of sex in education programs or activities prohibited

COURT DECISIONS

Kahn v. East Side Union High School District, (2004) 31 Cal.4th 990t

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

A Guide to Equity (Equity Handbook)

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws, 1996-97

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Equal Opportunity and Access: <http://www.cde.ca.gov/re/di/eo>

California Interscholastic Federation: <http://www.cifstate.org>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

Policy **SAN RAFAEL CITY SCHOOL DISTRICT**

adopted: December 8, 2008 San Rafael, California

Instruction AR 6145.2(a)

ATHLETIC COMPETITION

CIF Communicable Disease Precautions

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hand and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency direct mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin condition should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guideline in the immediate control of bleeding and when handling bloody dressing mouthguards and other articles containing body fluids.
10. Refer to the specific sport rules for additional information.

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

The Superintendent or designee may provide single-sex teams where selection for the teams is based on competitive skills. (34 CFR 106.41; 5 CCR 4921)

AR 6145.2(b)

ATHLETIC COMPETITION (continued)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a team, regardless of sex, sexual orientation, or other protected group status. (5 CCR 4921)

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922)

1. Whether the selection of sports and levels of competition offered effectively accommodate the interests and abilities of both sexes

To help ensure that the district's athletic program effectively accommodates the interests and abilities of both sexes in athletics, the district shall use the following criteria: (Education Code 230)
 - a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
 - b. When the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex
 - c. When the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and a continuing practice of program expansion as required in item #b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances

AR 6145.2(c)

ATHLETIC COMPETITION (continued)

5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms and practice and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator
2. Includes a copy of the Athletes' Bill of Rights pursuant to Education Code 271
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to provide for every participant's health and welfare
4. Provides information about insurance protection pursuant to Education Code 32221.5
5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions
6. States the Board of Education's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship. A student may be subject to suspension or expulsion if he/she engages or attempts to engage in having.

AR 6145.2(d)

ATHLETIC COMPETITION (continued)

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

For the addition or deletion of sports teams, the following procedures shall be followed:

1. Interested parties shall obtain an Application for Proposed Addition or Deletion of a Sport form from the site principal. All related information is available in the school administration office; information shall be distributed on a yearly basis through school newsletters and the annual budget process.
2. Interested parties shall complete form and submit to site principal by the last business day prior to December 31 for consideration for the subsequent year.
3. All requests shall be evaluated by the principal and athletic director and submitted with the site request for personnel and programs of the annual budget process.
4. All applications shall be reviewed by the district Title IX officer to ensure compliance.
5. All requests for teams will be considered by the district's cabinet in concert with all other personnel and programs requests. Any teams recommended by cabinet will be advanced to the Board as a part of the district's annual budget process.
6. Approval is contingent upon available funding, qualified personnel, compliance with Title IX, and districtwide programming needs.

Regulation **SAN RAFAEL CITY SCHOOL DISTRICT**

approved: December 8, 2008 San Rafael, California

Instruction E 6145.2

**SAN RAFAEL CITY SCHOOL DISTRICT
APPLICATION FOR PROPOSED ADDITION OR DELETION OF A SPORT**

_____ Additional Sport _____ Additional Level _____ Deletion

Sport: _____

Person(s) presenting this proposal:

The selection/deletion of this sport effectively accommodates the interest and abilities of both genders: ___ Yes
_____ No

Season of new/deleted sport (fall, winter, spring): _____

Levels to be offered/discontinued (Freshmen, JV, F/S, etc.): _____

Anticipated number of students participating: _____

Describe competition: League in which this sport will compete: _____

List start up cost, (first time cost) *if applicable*, to get this sport underway.
(Include initial equipment, uniforms, etc. (**Be specific**) :

<i>Item</i>	<i>Anticipated Cost</i>

How many coaching stipends are necessary to support this sport, *if applicable*?
Anticipated stipend total cost: \$

Liability Insurance coverage: Please explain:

What will be the impact on the athletic facilities (usage of gym, fields, etc.?)

Practice:

Play:

Please provide reasons and justification supporting the addition/deletion of this sport to the San Rafael High School District Athletic Program:

Support of this request:

Signature of Site Administrator: _____ Date: _____

Signature of Athletic Director: _____ Date: _____

SAN RAFAEL CITY SCHOOLS

EXTRA PAY SCHEDULE FOR COACHES AND ATHLETIC DIRECTORS
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Effective 2004-2005

FOOTBALL:		SOCCER:	
Varsity	\$2,503	Varsity (Boy)	\$1,964
Assist. Varsity	\$1,946	Varsity (Girls)	\$1,964
Assist. Varsity	\$1,946	JV (Girls)	\$1,466
JV	\$2,112	F/S Soccer (Boys)	\$1,466
Assist. JV	\$1,730		
Frosh	\$1,730	CROSS COUNTRY:	
Assist. Frosh	\$1,521	Cross Country (Boys)	\$1,667
		Cross Country (Girls)	\$1,667
TENNIS:		VOLLEYBALL:	
Tennis (Girls)	\$1,642	Varsity Volleyball (Girls)	\$2,081
Tennis (Boys)	\$1,640	F/S Volleyball (Girls)	\$1,466
WATER POLO:		CHEERLEADING:	
Water Polo (B & G)	\$2,081	Cheerleading (Fall)	\$1,989
Water Polo (JV)	\$1,408	Cheerleading (Winter)	\$1,989
BASKETBALL:		Golf:	
Varsity (Boys)	\$2,503	Golf (Coed)	\$1,521
Varsity (Girls)	\$2,503		
JV (Boys)	\$1,789	WRESTLING:	
JV (Girls)	\$1,789	Wrestling	\$2,081
Frosh (Boys)	\$1,268	Assist. Wrestling	\$1,170
Frosh (Girls)	\$1,268		
		BASEBALL:	
SWIMMING:		Varsity	\$2,287
Varsity (Girls & Boys)	\$2,287	JV	\$1,789
Assist. (Girls & Boys)	\$1,408		
		SOFTBALL:	
TRACK:		Varsity (Girls)	\$2,287
Varsity (Girls & Boys)	\$2,287	JV (Girls)	\$1,789
Assist. Track (Boys)	\$1,463		
Assist. Track (Girls)	\$1,463	LACROSSE: (self-funded)	
		Varsity	\$1,964

2005 California Education Code Sections 270-271 Article 10. Athletes' Bill of Rights

EDUCATION CODE SECTION 270-271

270. By July 1, 2006, the department shall post on its Web site, in both English and Spanish and at a reading level that may be comprehended by pupils in high school, the information set forth in the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

271. The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 270:

(a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.

(b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.

(c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.

(d) You have the right to apply for athletic scholarships.

(e) You have the right to receive equitable treatment and benefits in the provision of all of the following:

- (1) Equipment and supplies.
- (2) Scheduling of games and practices.
- (3) Transportation and daily allowances.
- (4) Access to tutoring.
- (5) Coaching.
- (6) Locker rooms.
- (7) Practice and competitive facilities.
- (8) Medical and training facilities and services.
- (9) Publicity.

(f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.

(g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.

(h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.

(i) You have the right to pursue civil remedies if you have been discriminated against.

(j) You have the right to be protected against retaliation if you file a discrimination complaint.

