

TAMALPAIS UNION HIGH SCHOOL DISTRICT

2010-2011

COACHES' HANDBOOK

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



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TAMALPAIS UNION HIGH SCHOOL DISTRICT

ATHLETICS DEPARTMENT

_____ **High School**

COACHES' HANDBOOK ACKNOWLEDGEMENT FORM: Please turn in to your Athletic Director prior to the start of your season of sport.

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

I know that if I have any questions, my school's Athletic Director and the District Athletic Coordinator, Sue Chelini (schelini@tamdistrict.org) are available to answer questions.

Print Name

Signature

Sport

Date

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PHILOSOPHY

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

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.

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 of age unless otherwise approved by Human Resources.

Certification: As of December 31, 2008, 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: <http://www.mcalports.org/CoachingEducationProgram.htm> or http://www.cifstate.org/education_programs/coaching/coaches/index.html . 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 TUHSD Human Resources department for further information

NCS/MCAL EXPECTATIONS

Season of Sport Meetings: Head coaches of all sports are **required** to attend two 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 during these meetings. **Schools are charged \$100 for each meeting where the head coach or school representative does not attend.**

Seasons of Sport Dates:

Fall Sports	August 16, 2010
Winter Sports	November 8, 2010
Spring Sports	February 7, 201

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 Clearance Form 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.

Scheduling Games: Coaches may only schedule games or change game sites with the agreement of the AD in advance. 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 of rescheduling a game. ADs may need to reschedule games due to weather or other emergencies. Cancelled games **must** be rescheduled on the first available play date.

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 registration at the school. See The MCAL Constitution, By-law VIII, page 16 at http://www.mcalports.org/const_by_laws/Bylaws.pdf 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.

Rules of Sport: Both NCS and MCAL have specific rules of sport. For the **NCS Sports and General Rulings Handbook**, see http://cifnics.org/sports_general_rulings/files/sptbk.pdf. The MCAL Sports Handbook is available at <http://www.mcalports.org/SportsHandbook.htm>.

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 <http://cifnics.org/constitution/files/Constitution.pdf>, paged 52.

Reporting Scores: After each contest, varsity coaches should report scores to the Prep Central at the Marin Independent Journal (Prep Central -- John Schwartz, jschwartz@marinij.com, 382-7300; Dave Curtis, dcurtis@marinij.com, 382-7384 or Ian Ross, iross@marinij.com, 382-7383) They should also be reported on-line at <http://calpreps.com/freemanratings1.htm>.

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** to the NCS seeding meetings. There is a NCS protocol about which schools are eligible to host various rounds once playoff seeding is complete.

DISTRICT EXPECTATIONS

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

Discrimination: 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.

Sexual Harassment: Coaches must conduct themselves in a manner avoiding any verbal or physical sexual harassment situations.

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

Hazing: No athlete maybe subjected to any derogatory or demeaning treatment as a condition of joining a team.

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

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

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

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

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

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

Evaluations: ADs will collect confidential input on coaches from the athletes at the end of each season. The input will be compiled anonymously and shared with the coach during a post-season evaluation conference with the AD. Site administration will also gather data including meeting school expectations, observations of practices and contests and other input. Recommendations may be made for the following season. Coaches without satisfactory evaluations may not be asked to return the following year. Coaches are hired on a year-to-year basis.

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.

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

BP 3000 (a) The Board of trustees recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.....

BP 3310 ... All purchases shall be made by formal contract or purchase orders. Confirming purchase orders will be used only in emergency situations or with prior approval from the Business Office.

BP 3314 ...The district shall not be responsible for unauthorized purchases. The Superintendent or designee may authorize payment only for those goods and services that have been approved or ratified by the Board of Trustees.

Please acquaint yourselves with these Board Policies, in particular, BP 3314 that states that the “district shall not be responsible for unauthorized purchases”. An authorized purchase is one that is preceded by a formal contract or purchase order per BP 3310. All athletic purchases orders must go through the AD. Confirming purchase orders will be accepted in the case of an emergency or with prior Business Office approval. An emergency is defined as a situation which if not corrected, may on the spot, negatively impact the classroom or business operation. The purchase of sports uniforms is not an emergency situation.

If it is absolutely necessary for coaches to spend their own money and request reimbursement from the District, the signed Employee Expense Claim form needs to be submitted as approved by the AD only for small dollar mounts (under \$200.00) and accompanied by detailed original receipts.

Coaches’ Handbook: Coaches are expected to be familiar with the TUHSD Coaches’ Handbook. They should submit the form that they have read the Coaches’ Handbook to the AD annually.

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 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 www.nfhslearn.com website. The American Sport Education Program (ASEP) also has a website at www.asep.com. Coaches should be encouraged to explore these sites.

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 coach and the AD should confer about all purchasing. **Coaches cannot be expected to be reimbursed for purchases made without prior approval by the AD or those above the cash purchase limit.** 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.

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.

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 the current team's season is over.** Selection to participate on a team does not guarantee the student playing time during competition

"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. Benchwarmers might also like to attend.

Practices: All athletes who make a school team are expected to attend ALL practices scheduled by the coach. Practices are usually limited to 2 hours plus a reasonable warm-up time every weekday. Practices may be held on Saturdays and during school holidays. Practices or contests may not be held on Sundays. A coach may establish reasonable consequences that are consistently enforced for players who miss practice and/or contests.

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

School Attendance: In order to participate in an athletic 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

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.

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.

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.

Transportation: BP3541.1(a) and BP3541.1(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. Coaches should work with the AD as early as possible to make arrangements for out-of-county events. 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 should tell athletes where they should meet for a competition and what time. Coaches are never to provide transportation for students unless they have District field trip forms approved by administration.** Team parent(s) can be responsible for making 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 (see the AD) may be available if an athlete cannot pay for a personal item needed for team participation.

Locker Rooms: The coach is expected to supervise locker rooms during use by a team at home and away. Locker rooms should not be left open without supervision during practice or games.

Blood-Borne Pathogens: All coaches should follow blood-borne pathogen protocol when handling any situation where there is bleeding. Gloves should be used. 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. It can have an effect on physical and cognitive performance long after it appears the athlete is well. Follow the physician or athletic trainer's advice about return to play. Multiple concussions can cause long-term brain dysfunction. Use the adage: "When in doubt, keep him/her out." Coaches are encouraged to take the on-line elective course, "Concussion in Sports - What You Need To Know" by visiting the National Federation of High Schools website at <http://nfhslearn.com/electiveDetail.aspx?courseID=15000>

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 http://www.cifstate.org/health_safety/MRSA/MRSA%20students_parents.pdf

Hydration: Coaches should stress the importance of hydration during athletic activity, particularly during hot weather. Frequent water breaks should be allowed. See Preseason Heat-Acclimatization Guidelines for Secondary School Athletics on the CIF website at http://www.cifstate.org/health_safety/pdf/PreseasonGuidelines%20Statement%200709.pdf

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.

Officials: Officials should be treated with respect during and after contests, even if there 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 may be considered an assault. The athlete may lose athletic eligibility for their entire high school career under CIF Bylaw 211.

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.

RISK MANAGEMENT

Fourteen Legal Duties of Athletic Personnel:

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

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.

OTHER

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

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

Fund Raising: Teams may feel the need to raise money to support their activities. Any fund-raising activity must be approved by the AD and the Associated Student Body (ASB) prior to commitment. All money 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.

“Open Gym/Field” Activities: Any out-of-season activity conducted by a coach using district facilities must be arranged through the TUHSD Facility Coordinator or as a Community Education class. 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 <http://www.tamdistrict.org/facilityuse/index.htm>. To arrange a Community Education class at least six months ahead, see <http://www.tamdistrict.org/commed/newclassapp.pdf>.

Marin Athletic Foundation: The MAF is a non-profit fund-raising and social organization whose goal is to support athletics in Marin County. Events they sponsor include a Fall Sports Mixer for all coaches, ADs and athletic administrators, the MAF Hall of Fame dinner, the MAF Golf Tournament and the MAF Student Athlete recognition dinner.

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

TUHSD Athletic Coordinator: The TUHSD Athletic Coordinator’s responsibility is to support the District’s athletic program and the athletic directors. The District Athletic Coordinator, Sue Chelini, can be reached at 415-945-1014 or schelini@tamdistrict.org.

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’s 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.”

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.

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.

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.

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.

The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.

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.

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.

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.

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.

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:

The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character.

The physical capabilities and limitations of the age group coached as well as first aid.

Coaching principles and the rules and strategies of the sport.

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.

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.

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.

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:

TUHSD and MCAL have adopted the **16 Principles of “Pursuing Victor with Honor”** (see page 9). 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.**

TUHSD Athletic Code of Conduct: AR6145.21(b)

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 Clearance form.

Spectators will:

Show cordial courtesy to visiting teams and officials.

Emphasize the proper ideas of sportsmanship and conduct

Unsportsmanlike Actions: AR6145.21(f)

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

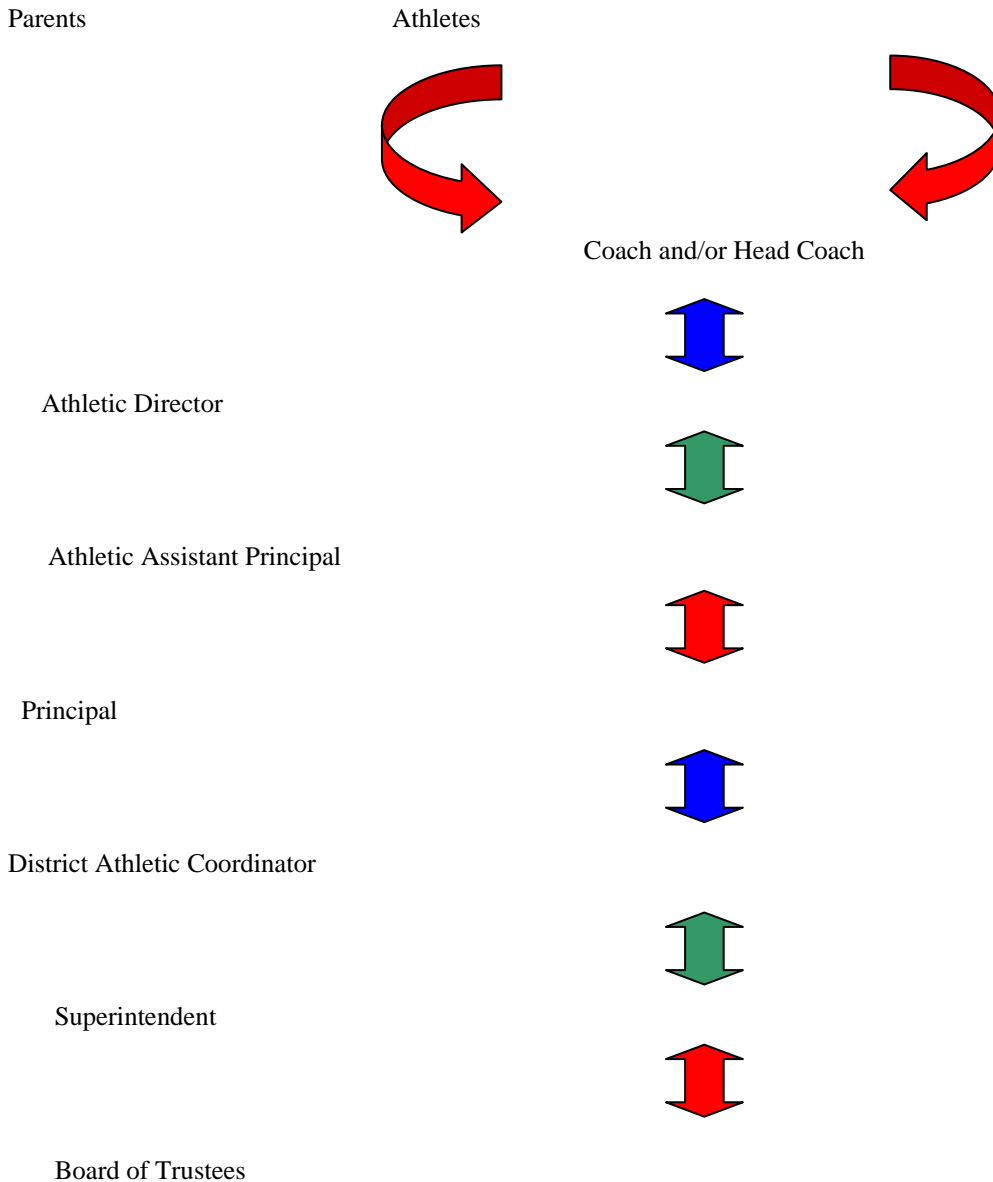
RESPONDING TO PARENTAL CONCERNS ABOUT THEIR STUDENT’S ATHLETIC EXPERIENCE

If parents have a concern, they are asked to express it at the appropriate time and place. Below is the TUHSD Athletic Chain of Command. We ask that parents refrain from confronting coaches immediately after games or at practices. It is expected that concerns will be addressed first with the coaches involved before proceeding through the Athletic Chain of Command. Anonymous letters or phone calls will NOT be treated with any credibility.

No athlete should have consequences in practice, amount of playing time or other treatment due to expression of a concern about his/her athletic experience by either the athlete or a parent.

Parents and athletes are asked to follow these steps in order until they feel the issue is resolved. Have the athlete speak to the coach. Sometimes the coach is unaware of the athlete’s concerns or feelings. Arrange an appointment for the parent to speak with the coach. Coaches will respond as quickly as possible. If either parent or coach is not satisfied, call or write the Athletic Director and follow the Chain of Command.

TUHSD ATHLETIC CHAIN OF COMMAND



CONCUSSIONS: A FACT SHEET FOR COACHES AND PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

Is caused by a blow to the head or body from contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.

Can change the way your brain normally works.

Can range from mild to severe.

Presents itself differently for each athlete.

Can occur during practice or competition in ANY sport.

Can happen even if you do not lose consciousness.

CIF Bylaw 313. PLAY IT SAFER

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

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

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

Amnesia.

Confusion.

Headache.

Loss of consciousness.

Balance problems or dizziness.

Double or fuzzy vision.

Sensitivity to light or noise.

Nausea (feeling that you might vomit).

Don't feel right.

Feeling sluggish, foggy or groggy.

Feeling unusually irritable.

Concentration or memory problems (forgetting game plays, facts, meeting times).

Slowed reaction time

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

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

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

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

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

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

For more information and resources, visit www.cifstate.org/health_safety/ & www.cdc.gov/concussion

CONCUSSIONS: 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 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 www.cifstate.org/health_safety/ & www.cdc.gov/concussion/

All Personnel

CODES OF ETHICS

BP 4119.21, 4219.21, 4319.21

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

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

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

(cf. 9271 – Code of Ethics)

Legal Reference:

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

CODES OF ETHICS

AR 4119.21, 4219.21, 4319.21

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

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

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

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

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

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

Employees who violate this policy may be subject to discipline.

Policy
adopted: November 6, 2007

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

DIRECTIONS TO MCAL SCHOOLS

The Branson School, 39 Fernhill, Ross CA 94904

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

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