

Coaches Handbook



San Marcos High School

KNIGHTS

San Marcos Unified School District

OUR MISSION / VISION

San Marcos High School believes in empowering the personal growth and honorable contributions of all Knights through high academic, personal, and social expectations of the entire school community.

San Marcos High School Coaches' Handbook

Purpose

The purpose of this Athletic Handbook is to establish a uniform procedure in the administration of athletic rules and regulations. This will allow us to administer a strong, consistent, and fair athletic program. As coaches, our approach should be to enthusiastically develop and guide the student athletes to their fullest potential. Athletic participation enables young adults to handle stress, learn self-discipline, and meet the challenge of facing other individuals mentally, physically, and emotionally. Lessons in sportsmanship, teamwork and competition are integral parts of our athletic program. Coaches are allowed freedom in techniques and methods of coaching. However, all coaches must follow SMHS Athletic regulations set forth in this handbook.

All coaches are expected to be familiar with the contents of this book and review the athletic code of student behavior with their athletes.

Mission Statement

Athletic competition is an integral part of the high school experience. San Marcos High School and CIF are uniquely positioned to foster student growth in values and ethics. San Marcos High School is a member of the San Diego Section of the California Interscholastic Federation (CIF). CIF's operating principles of —Pursuing Victory with Honor, provides the opportunity to dramatically influence the actions of the athletic community. San Marcos High School and CIF strive to strengthen the integrity of students and adults across the state by promoting the concepts of sportsmanship, honesty, and quality academics. These priorities advance the highest principles of character – trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Philosophy

The athletic program is built upon PRIDE. Pride that will not allow any athlete to give less than 100%. It is our belief that the athletic field is the best laboratory exercise a student can experience. An experience, that if properly conducted, will engender in the athlete, a feeling of personal worth, excellence of performance, self-respect and positive growth and development.

Roles and Responsibilities

STUDENT-ATHLETE RESPONSIBILITIES

- Understand that academics are priority #1
- Maintain a G.P.A of 2.0 or above (unweighted) at all times throughout your season of sport
- Competition in high school athletics is a privilege, not a right. Accompanying that privilege is the responsibility of the student to conform to standards established by the school teams and instituted by the CIF, CIF-SDS, SMUSD, and school athletic conference
- Be at all practices and games
- Represent your high school and community in a positive manner at all times
- Come prepared to be a part of the team and do your best
- Be positive
- If you don't understand something, ask
- Be respectful of yourself, your teammates, your coaches, your parents, the officials, and the fans at all times
- Take care of all equipment, uniforms issued, and return them in a timely manner at the end of the season
- Respect rules and policies
- Be an ambassador for San Marcos High School
- Students who are absent from school all day can not practice after school (School Rule)
- Students must attend at least four hours of class to be able to participate in practice or a contest on the same day

PARENT RESPONSIBILITIES

- Understand that academics are priority #1
- Attend parent meetings hosted by the coaching staff
- Help your student-athlete to understand that the team comes before the individual
- All sporting events are to be alcohol and substance free
- Schedule appointments, vacations, and college visits outside of school, tournaments, practice, or game time
- Be a positive role model in the stands as a spectator
- Refrain from criticism of players, coaches and officials
- Help your student-athlete to come prepared to do his/her best by encouraging them to be physically and mentally prepared. This includes proper nutrition, sleep, and care of injuries
- Encourage your student-athlete to communicate appropriately and respectfully with the coach.
- Pay admission fees when appropriate (GO FAN)
- Follow parent code of conduct outlined in the Athletic Clearance Packet
- During home games, only student-athletes and their team are allowed on the field, in the dug-out, or on the court

COACHES' RESPONSIBILITIES

- Understand that academics are priority #1.
- Ensure that all athletes trying out and participating are cleared using the shared doc.
- Organize and hold tryouts to choose most competitive teams
- Team rosters imputed and alphabetized on the shared doc. Include clearance status, last name, first name, school id number, grade and sport. The shared doc will be sent to ASB for creation of sports certificates. Spelling must be accurate
- Roster changes need to be made on the shared doc and emailed to the A.D
- Review Pursuing Victory with Honor with entire program (Sportsmanship) communicate date to Athletic Director
- Stress the high level of sportsmanship that is expected of our athletes
- Be alert to your student's academic performances
- Bus requests are to be identified on your schedule. Identify the time for the bus to leave and what time it will be back on campus.
- Athletic schedule - **input schedules to shared doc using the correct format.** Ensure schedules are submitted to your officials assignor prior to deadline
- Communicate schedule changes in a timely manner to families and A.D
- Schedule changes need to be made on shared doc and emailed to A.D
- Be on time, and come prepared for all practices and games
- Maintain current CPR/First Aid certificates and TB clearance
- Apply all school and team rules to all athletes equitably
- Be professional in all actions and words
- Create a positive environment for your team
- Communicate your expectations of your athlete and team
- Communicate with individual athletes as to their role on the team
- Clearly communicate all CIF, Conference, and team rules to athletes and parents
- Keys may be obtained from the Office Manager or A.D and need to be returned at the end of the season
- Return parent phone calls/emails in a timely manner.
- **Locker room supervision before and after a contest**
- Explain vacation/absence policy
- Allow students time away from practice to make-up tests due to athletic competition or to attend tutoring
- All coaches must get permission from their Athletic Director/Assistant Principal in charge of Athletics to use district facilities out of season
- Communicate scores/results with media and post scores to CIF Home 2.0
- **At start of each season ask athletes if any of them have transferred from another school**
- Communicate all facilities issues to Athletic Director
- Coaches keep the following on file:
 - a) Uniform inventory
 - b) Team roster and phone numbers
 - c) Copy of coaches handbook

ATHLETIC DIRECTOR RESPONSIBILITIES

- Establish with the District an athletic department budget; develop/manage budget allocation to programs; order needed supplies, equipment, uniforms; and maintain inventory schedules for uniforms and equipment replacement.
- Coordinate all schedules with master calendar ; submit transportation requests; secure officials as needed; schedule facilities use as needed
- Act as the liaison between boosters and coaches ensuring proper protocol is followed for depositing funds and requesting funds
- Conduct Seasonal Coaches meeting, provide leadership to coaches; coordinate High School athletic philosophy; address problems and concerns of staff; select award winners; and implement needed clinic to certify First aid and CPR coaches' compliance
- Attend Athletic Director and principals conference meetings; supervise and conduct league coaches' meetings; provide coaches with minutes of all meetings; and host league meetings and league tournaments as required.
- Athletic Awards (Records)
- Submit data to local media of Academic teams (after each sport and season); select recipients of scholarships and department honors (end of year); and select recipients of C.I.F. Scholar Athlete awards
- Communicate eligibility list to coaches (min. 2.0), process paperwork for all transfer athletes
- Advertise; recruit and interview as needed; certify on-site and walk-on coaches; assure compliance with district employment policies and procedures; develop a Coaches' Handbook of Policies and Philosophy; maintain records of years of experience; assignment and placement on pay scale and provide in-service training for coaches (rules, regulations, conduct, etc.)
- Provide information and access to media when appropriate
- Supervise night and afternoon athletic events as required
- Evaluate Head Coaches; maintain program focus and attend sports awards nights
- Coordinate all facility use requests from outside organizations in community and coordinate with grounds keeping personnel for field and gymnasium upkeep and maintenance
- Create supervision schedule for contests as needed
- Evaluate and submit eligibility documents for all transfer athletes
- Organize and administer compliance with SDCIF office
- Coordinate with Maintenance and Operations to ensure facility is properly maintained

EXPECTATIONS AND GRIEVANCES

Issues are going to happen. Communicate all expectations to parents and athletes and the process for resolving those issues. Grievances should be heard by the coach first. If the grievance needs to be escalated it will then go to the Athletic Director, then to the Assistant Principal overseeing athletics and finally the Principal. The communication protocol must be followed to ensure efficient resolution of any issues. This protocol is also outlined in the Athletic Clearance Packet.

EXPECTATIONS OF SPECTATORS

- Be a positive force in the stands and always keep in mind that high school athletics is education based athletics.
- Let the players play
- Let the coaches coach
- Let the officials officiate
- Model positive fan behavior for everyone

COMMUNICATION YOU CAN EXPECT FROM COACH

- Philosophy of the coach
- Expectation of individual athletes and the team
- Location, dates and times of all practices and games
- CIF, Conference and school rules
- Modes of transportation
- Communication protocol

COMMUNICATION THAT COACHES CAN EXPECT FROM PARENTS

- Non-confrontational situations
- Appropriate concerns can be expressed directly to the coaches outside of practice, games, or the playing field
- Specific questions about philosophy or expectations of their child
- Notification of any absences prior to practices or games
- A phone call to set up an appointment to discuss a concern

APPROPRIATE TO DISCUSS

- Treatment of your child (mentally or physically)
- Ways to help your child improve
- Concerns about your child's behavior/academic problems
- Social issues with other student athletes

INAPPROPRIATE TO DISCUSS

- Playing time
- Coaching

- Team strategy
- Play calling or substitutions
- Another athletes performance

STEPS FOR RESOLUTION

1. First contact the coach to set up a meeting
2. Schedule appointment with the Athletic Director
3. Schedule appointment with the Assistant Principal in charge of athletics

***Please know that any anonymous communication will be disregarded. This protocol is outlined in the Athletic Clearance Packet**

Procedures

Scheduling

1. All Athletic contests (football and contests out of San Diego County) not scheduled by the league coordinator may need a signed contract between both schools. The contest will not be considered final until the other school returns the signed contract. (the district has a 300 mile rule that requires board approval) The Athletic Director will prepare league schedule packages, which will be given to head coaches. Coaches should complete the schedule (use proper form) and return to the Athletic Director prior to the end of school. If the contest is played at a site other than the high school, be sure it is on your schedule. Contracts are only required for contests that charge for the event.
2. When a contest needs rescheduling, you must:
 - a) Communicate with opposing school, officials assignor and or officials
 - b) Communicate with Athletic Director to coordinate rescheduling of the game
 - c) Communicate the change to your program (parents and athletes)

Transportation

1. When school transportation is provided, all athletes will travel to the contest by bus only. Students should also return on the bus unless they are released to their parents. Under no circumstances will a student be allowed to return by any method except the school bus or the student's own parent. Any deviation from the above requires written approval from the Athletic Director. **Release to Parent from Athletic Contest form must be submitted to Athletic Director 24 hours prior to the game.**
2. **The following regulations apply on school buses and are enforced by the coach:**
 - a) All passengers must keep their hands, arms, head and feet inside the bus.
 - b) Unnecessary noise such as loud talking, shouting and singing will not be permitted. c) Eating, drinking, or chewing gum will not be permitted.
 - d) Passengers must obey the driver at all times. The driver needs and appreciates the courteous behavior of all riders.
 - e) Use of profane language and obscene gestures are forbidden.
 - f) Any type of footwear with cleats or spikes SHALL NOT be worn on the bus.
 - g) Special stops enroute may be pre-arranged at the discretion of the driver.
 - h) Do not bring children or family members on the bus. (district policy)
3. Be sure to contact transportation if you:
 - a) Cancel a contest/cancel a bus
 - b) Need to change anything from your original request
 - c) Confirm day of contest even though the Athletic Director confirms buses on Monday.

Locker Room Procedure

1. Team lockers will be issued only when final rosters are complete and proper procedure requested by the PE Staff is followed.

2. **Each coach or designated adult supervisor will supervise his/her athletes in the locker room before and after practice. The coach will not leave the locker room area until all athletes under his/her supervision are out.**
3. Instruct players to lock their lockers, valuables should not be left in lockers.
4. Supervision of the locker room cannot be accomplished from the coaches' office.
5. Before leaving for the day, each coach will insure that the locker room is orderly and that all doors are locked.
6. After practice, students are to remove shoes before entering the locker room or training room.

Eligibility / Clearance

1. **Clearance is required in the following areas to be eligible:**
a) Academic 2.0 b) Insurance c) Physical Examination and Medical Card d) Parent consent e) CIF Code of Ethics
2. Eligibility clearance forms are electronic and can be accessed through www.homecampus.com. All documents must be electronically signed. Student Athletes will submit a hard copy of their Physical and Online Confirmation Page to the Athletic Director either in the Assistant Principals office or Athletic Directors office.
3. All rules set down by the CIF are mandatory. Students are eligible for athletics if they have a 2.0 unweighted GPA for the last grading period. Students may apply for a waiver if their GPA is between 1.83-1.99. Students may use a waiver ONCE in their high school career.
4. **No student will be issued equipment or be allowed to practice or compete with the team until he/she is on the cleared list.**
5. **Any and all athletes new to your program (transfers) must see the A.D for CIF eligibility clearance**

Medical and Insurance

1. All students must have a medical examination completed before beginning practice for a sport. The district provides an opportunity for students to receive a medical exam. The time and place will be advertised.
2. All student athletes must have medical insurance coverage before they can begin practice. If the student's parent doesn't have insurance coverage, the student must purchase insurance through the Finance Office. Insurance will be required when completing the electronic clearance packet.
3. In the event a student cannot afford a physical or insurance, see the Athletic Director.

Injuries

1. **Emphasize to your athletes that they must report all injuries to you.**
2. All injured athletes should see the trainer for diagnosis of injury and plan return to play
3. If there is any doubt about the ability of the injured athlete to get home safely, call his/her parents or guardian. It is better to be safe than sorry. Your concern will be greatly appreciated by the parents.

4. If a doctor restricts an athlete because of an injury, be sure the doctor clears him or her in writing before the athlete is allowed to participate.

Equipment and Supplies

Control of equipment is a major responsibility of each coach. To maintain the maximum control of equipment and supplies, the following regulations will be followed:

1. It is the responsibility of each coach to arrange for the issue and collection of uniforms and equipment for his/her team with the Athletic Director..
2. Individual athletes will be signed out with the equipment. If a student fails to return his/her equipment, he/she will not be allowed to participate in another sport until the equipment is returned or paid for. A graduating senior will not be issued a diploma until the equipment is returned.
3. At the close of the season, each head varsity coach will work with the trainer and Athletic Director for an accurate inventory.
4. In an effort to cut cost and eliminate waste, training supplies will be handled only by the trainer.
5. Neither the high school nor school district is responsible for lost or stolen items.

Finances

1. Under no circumstances will coaches make any purchase with district funds without a properly authorized Purchase Order form, which has been processed through the Athletic Director.
2. If a coach has site team funds (student raised money), which are not under the Athletic Department, ASB regulations apply to the expenditure of these funds.
3. Team accounts with SMHSABC (non-student raised money) can be accessed by the head coach.
4. Requests for funds from SMHSABC will be made by the head coach to the Booster Club treasurer.
5. Receipts for reimbursement from SMHSABC must be submitted to treasurer as items are purchased
6. Failure to follow financial procedures may result in the coach being financially responsible for the items purchased.
7. All checks to boosters are made out to **San Marcos High School Athletic Booster Club** (must be spelled out)

Out of Season Sports

1. If a student is out for a team sport, no other coach is allowed to use the student for athletic activities unless both coaches agree to share attendance at practices.
2. It would be best not to approach a student about a matter of this nature until his/her coach has given them consent.
3. A student may not participate on an outside team of the same sport during his season of high school competition.

4. Any out of season workouts or practices must be done under club status. All coaches and players must have club registration cards and the team must have club status through an outside organization.

Awards and Banquets

1. It is the coaches responsibility to ensure rosters are accurate and up to date. ASB will use the rosters generated by the Athletic Director to create certificates for the student athletes at the end of the season.
2. Each coach is responsible for his/her awards program. To insure that the program goes smoothly, the coach should:
 - a) Reserve a date and location prior to the start of the season. If you would like to use a room on campus please communicate this to the Athletic Director
 - b) Notify athletes and parents at least one month in advance
 - c) Complete arrangements for awards at least a week in advance
 - d) Pick up awards in advance so you have time to check them and sign certificates distributed by ASB

End of Season

1. Attend post season conference meeting to determined all league teams
2. Contact your advisory rep if you have an athlete who should be considered for the All CIF team
3. At the conclusion of a season schedule post season meeting with A.D to review the season and discuss needs and wants of the program
4. Plan for and communicate with A.D no contact period and out of season workouts/activity
5. Coaches need to return all coaching keys to the Athletic Director.

SOCIAL MEDIA

In order to meet the growing needs of our 21st century learners, San Marcos High School recognizes the need to incorporate Social Media into the curriculum. Social Media is a term that describes Internet-based technology communication tools with a focus on interactivity, user participation and information sharing in multiple ways. Social Media refers to venues such as Blogs, Video/Photo posting sites, social networks, forums and online customer support chat sites. Some typical Social Media sites include Facebook, Twitter, LinkedIn, Blogs, YouTube and Flickr.

Staff and students are encouraged to participate in the use of Social Media. Except for the purposes of reviewing curricular and extracurricular information shared on social media sites, District staff does not regularly monitor postings made by students. Parents and students are responsible for all content shared. To ensure proper use of the system, the Superintendent or designee may monitor the District's use of Social Media at any time without advance notice or

consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

Social Media Guidelines for Staff

- **Be transparent.** You must identify yourself with your real name and state you are a member of San Marcos High School on every site you create for use in your classroom, sports team, extra curricular activity or any other district business. Interaction with students is only permitted within district sites. If you have a personal Social Media site, you should ensure there is a clear distinction between your district site and your personal site. **Having a conversation on a personal Social Media site (Facebook, MySpace etc.) with any SMUSD student is not allowed.**
- **Be judicious.** Make sure that you are not sharing confidential information concerning San Marcos Unified School District, its staff, students or parents.
- **Perception is reality.** By identifying yourself as a San Marcos High School staff member or student, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district's professional standards.
- **Your responsibility: What you write is ultimately your responsibility.** Participation in Social Media on behalf of San Marcos High School is not a right but an opportunity. Ultimately, what you publish is yours and so is the responsibility. Please treat it seriously and with respect.

PARENT LIAISONS

These may be team parents for each level for communication purposes, snack bar coordinator, snack bar purchaser and general event planner for the program. This is at the coaches discretion.

Team Liaison is responsible for the following:

- Coordinate communication between head coach and parents of the athletes
- Assist in collecting and maintaining accurate records of all monies received from donations and fundraising events for San Marcos High School athletic programs.
- Under no circumstances should parent liaisons decide on team awards, change schedules or bus schedules or have any say on team selection.
- Assist in planning senior night and also the end of the season awards banquet.
- Assist with uniform inventory, distribution and collection at the conclusion of the season if asked by coaching staff.
- All Snack Bars must get approval from the Athletic Director.

Miscellaneous

1. All coaches are to contact the newspapers to provide information and scores of your

contest. (List of phone numbers provided)

2. It is the coaches' responsibility to follow through on requests from the Athletic Director within the requested time frame (i.e., schedules, bus requests, budget requests, etc.)
3. The head coaches must clear all assistant coaches (paid or unpaid) with the Athletic Director. They must meet certification policy.
4. **Manage and maintain the facility at all times for games and practices**

On site coaches are responsible for obtaining their own substitutes when an away contest requires your early dismissal. If you have a problem finding someone to cover your class, let the front office know.

Code of Standards

1. Each program is an individual entity and could have its own standards that are more restrictive than district or school policy. Violating team standards will result in disciplinary action and possible removal from the team at the discretion of the coach and the school administration.
2. If a student is suspended from school; he/she is suspended from all group activities until reinstated to classes.
3. Students shall not:
 - a) Smoke or be in possession of tobacco (including chewing tobacco)(Ed. Code 48900,48901)
 - b) Drink or be in the possession of alcoholic beverages(Ed. Code 48900, HS Code 11-53)
 - c) Use or be in the possession of dangerous drugs (Ed. Code 48900, HS Code 11053) d) Use or be in possession of anabolic steroids.

32050 - Hazing is defined as bodily danger, physical harm or personal degradation or disgrace resulting in physical harm or mental harm to any student.

Activities that involve student hazing are strictly forbidden. Those activities include, but are not limited to the following: initiations, induction's, pranks, acts of violence, unwanted physical touching, ridicule, verbal abuse, and sexual battery. It is our responsibility as coaches to build leadership traits in our players, so our older athletes are role models and lead our younger athletes by positive example. Acts of hazing should be immediately reported to the coach, Athletic Director, Counselor or Assistant Principal.

California Education Code

44923 - Termination of Extra Assignment of Full-time Permanent Employee In the event a permanent employee of a school district has tenure as a full-time employee of the district, any assignment or employment of such employee in addition to his full-time assignment may be terminated by the governing board of the district at any time.

44924 - Waiver of Benefits Agreement Null and Void Except as provided in Sections 44937 and 44956, any contract or agreement, express or implied, made by any employee to waive the benefits of this chapter or any part thereof is null and void.

Notwithstanding provisions of this or any other section of this code, governing boards of school districts may employ persons in positions requiring certification qualifications on less than a full-time basis.

San Diego Section C.I.F.
Pursuing Victory With Honor

Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Good Citizenship

Sixteen Principles of Pursuing Victory With Honor

1. 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."

2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership-foster good character by teaching, enforcing, advocating, and modeling these "six pillars of character."

3. 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.

4. 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.

5. 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.

6. 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.

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

8. 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.

9. School Boards, superintendents, principals, school administrations, 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 the pressure to win.

10. All employees of member school must be directly involved and committed to the

academic success of student athletes and the character building goals of the school.

11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student athlete's refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting, and inappropriate celebrations.

12. 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 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as first aid and CPR. 3) Coaching principles and the rules and strategies of the sport.

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 programs must actively prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all laws and regulation, including those related to gambling and the use of drugs.

15. Schools that offer athletic programs must safeguard the integrity of their program. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interest. In addition, sports programs must be prudent, avoiding undue financial 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.

San Marcos High School Coaches Handbook Guidelines Agreement

I have received and read a copy of the San Marcos High School Coaches Handbook, and I agree to abide by the guidelines described therein.

Name (Printed)

Sport

Signature

Date

Quick Facts

1. Out of season activities (practices/contests) with current SMHS Athletes or others must be conducted as a club with each player and coach having a club membership (i.e AAU)
2. While in season athletes can not participate on an outside team in the same season of sport.
3. If an athlete wants to participate in a camp or workout not related to the high school team please direct them to the Athletic Director for approval. (penalty for not adhering to this process will be forfeiture of games or possibly suspension)
4. All coaches paid or voluntary must be go through the mandatory coaches clearance process (see Athletic Director)
5. Athletes may not move down a level but can move up a level in the same week. (example: A player who plays on the JV on can move to the Varsity in that week; A player who plays on the Varsity can not move down in that week.)
6. **Coaches/Representatives from your program can not have contact of any kind with any 8th grade player until they have been promoted from 8th grade. Eighth graders can go to any high school therefore contact with them would be considered a CIF violation.**
7. Rule 510.1 High School Coaches are not permitted to have conversations with student or parents not enrolled in the coaches school that relate to the students enrollment in school or promotion of the high school program. **If approached direct students or parents to the Athletic Director.**
8. Rule 510.1 Prospective students may not attend practices or be invited to attend any athletic event as part of the shadow program
9. Rule 510.1 Coaches can not contact incoming 9th grade registered student prior to May 1
10. **Outside vendors who come to our campus must be approved by the district prior to the event.**
11. Once your tryout is complete and before your first contest please ask your program's athletes (excluding 9th graders) if anyone is new to the school. We will need to do transfer paperwork on them.
12. All athletes must be cleared through the Athletic Director (complete the electronic clearance packet) prior to your tryout or first practice.
13. To purchase equipment through athletics you must provide the Athletic Director with a quote. Once you have submitted a quote, it can not change once a req has been created.
14. Any schedule changes must be made on the shared document and the specific change must be emailed to the Athletic Director.

15. If you need an early release for a contest the time must be noted on the schedule in the "release" column.
16. If you need a bus for a contest, the time of departure from campus and the time the bus will return back on campus must be noted on your schedule in the correct column.
17. Rosters must be imputed on the shared document. If there are any changes to your roster they must be made on the shared document and email the Athletic Director.
18. Student Athletes must have a 2.0 to compete in contests.
19. **You are responsible for locker room supervision before and after games and practices.**
20. Checks should never be made out to you personally. All finance should either go through your ASB account or your SMHSABC Booster account.
21. **Email the Athletic Director any and all requests or changes.**
22. **Gender Identity Participation** - all students have the opportunity to participate in CIF activities in a manner consistent with their gender identity, irrespective of the gender listed on a student's records. **If anyone asks you about a specific athlete...."We do not discuss our athletes personal information with anyone"**
23. **Plan on communicating Athlete of the Week to me every Monday. I will reach out to 2 programs a week, 1 male and 1 female.**
24. **Bylaw 212 Amature Status and Individual Endorsment**
 - No use of school uniform or school logo/insignia
 - No monetary payment exceeding 250\$
25. **Elimination of CIF SDS Bylaw 600.1:** (Athletes can practice with outside teams during their same season of sport but they can not play in a contest for the outside team)
26. **CIFSDS REVISION OF BYLAW ARTICLE XI: SCHOOL UNIFORMS** (Beginning in the Fall of 2025, uniforms may only contain the player's name, school name, school nickname, mascot, and/or school logo. In the San Diego Section, the school nickname is limited to the official name or mascot, and alternative nicknames are not permitted. Additionally, all teams must wear uniforms conforming to the NFHS rule book guidelines for each sport.

Overnight Tournaments / State Meets

These are considered field trips by the district and must be board approved prior to the event. We need to get the field trip proposals in 2 weeks prior to the event (tournament/contest). You can find the forms at the school website by clicking on Staff and going to Field Trips and Transportation. Follow the steps once you are there.

Step 1. Complete and submit the Field Trip Proposal Form

Step 2. Download and complete your portion of the Field Trip Packet

Step 3. Once the Field Trip is approved, make copies of the completed Field Trip Packet for all athletes attending the event. Athletes will need to get parent permission and teacher permission prior to the field trip.

Step 4. Once the trip is approved please communicate with Rosanna Alvarez in the finance office to discuss funding for student athletes on going to the trip. The school will reimburse students at a certain dollar amount. Athletics can reimburse coaches at a certain dollar amount.

All field trip packets must be submitted to the coach attending the event/contest prior to the field trip