

# 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, competition, and how to win and lose gracefully are integral parts of our athletic program. Although we believe individual coaches should be allowed freedom in techniques and methods of coaching, all coaches must follow the 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. Any changes should be filed in the handbook.

## **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.

## Expectations 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 on time.
- Be at all practices and games.
- Represent your high school in a positive manner at all times.
- Come prepared to be a part of the team.
- Come prepared to do your best.
- This includes proper nutrition, sleep and care of injuries and illness.
- 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.
- Remember, your level of effort and attitude define you . . . Not your win/loss record.

### **PARENT RESPONSIBILITIES**

- Understand that academics are priority #1.
- Attend seasonal sport night to learn about your student's team and meet the coaches.
- 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.
- Encourage your student-athlete to know and understand game rules as well as team rules.
- 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.
- Any events hosted by parents where students are present need to be alcohol and substance free.

- During home games, only student-athletes and their team are allowed on the field, in the dug-out, or on the court. **Animals are not permitted on school grounds.**

## **COACHES' RESPONSIBILITIES**

- Understand that academics are priority #1.
- Clearance cards - DO NOT LET ANY ATHLETE PRACTICE WITHOUT ONE.
- Team rosters which have been typed and alphabetized. Include grade level, position and phone numbers. If possible, email on a spreadsheet. A copy of the roster needs to be given to the ASB director and to all teachers and staff.
- Be alert to your student's academic performances
- Bus requests - filled out completely including street address of the school or location of the contest if it is off campus
- Provide schedules for practices, tournaments, and games
- Athletic schedule - include the date, day, opponent, site, release time from class, bus departure time and game time. If possible, email on a spreadsheet. Submit final schedule to Athletic Director as per timeline
- Communicate changes in season schedule in a timely manner
- Be on time, and come prepared for all practices and games
- Maintain current CPR/First Aid certificates and TB clearance
- Encourage all student-athletes to do their best
- Apply all school and team rules to all athletes equally
- Be professional in all actions and words
- Create a positive environment for our 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 Assistant Principal's secretary and need to be returned at the end of the season
- Return parent phone calls/emails in a timely manner.
- Explain vacation/absence policy
- Allow students time away from practice to make-up tests due to athletic competition or to attend tutoring
- We are refpay for all sports now
- Off campus walk on coaches must turn in their keys in order to get paid
- All coaches must get permission from their Athletic Director/Assistant Principal in charge of Athletics to use district facilities out of season
- Coaches keep the following on file:
  - a) Uniform inventory
  - b) Emergency cards ( must be taken to away contests)
  - c) Team roster and phone numbers
  - d) Official's payment cards
  - e) Copy of coaches handbook

## **ATHLETIC DIRECTOR RESPONSIBILITIES**

1. Budget
  - a. Establish with 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.
2. Scheduling
  - a. Schedule all athletic contests; submit transportation requests; secure officials as needed; schedule facilities use; develop playoff schedules; and schedule make-up contests
3. Boosters Club
  - a. Attend all meetings and functions for the Boosters Club; prepare requests for funds; keep records of funds allocated; and serve as liaison between coaches and Booster Club.
4. Conduct Coaches Meetings
  - a. 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
5. League and C.I.F. Responsibilities
  - a. 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.
6. Athletic Awards (Records)
  - a. 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
7. Student Eligibility Responsibilities
  - a. Maintains 2.0 probation waiver; Pledge records; suspensions and reinstatement hearings records; roster and drop lists/ineligible list and clearance cards
8. Selection of Coaching Staff
  - a. 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.)
9. Media
  - a. Submit press releases weekly; phone in scores – information as requested; provide access to contest – especially during football and all playoffs; keep coaches' home phone numbers for reporters and submit bulletin announcements.
10. Supervise
  - a. Night and afternoon athletic events as required.
11. Other Duties
  - a. Evaluate Head Coaches; maintain program focus and attend sports awards nights
12. Athletic Facilities
  - a. Coordinate all facility use requests from outside organizations in community and coordinate with grounds keeping personnel for field and gymnasium upkeep and maintenance

## **ACCOUNTABILITY**

1. Person to whom responsible
  - a. Building Principal
2. Evaluator
  - a. Building Principal /Assistant Principal
3. Persons responsible to Athletic Director
  - a. All Athletic Coaches

## **EXPECTATIONS AND GRIEVANCES**

Both parenting and coaching are extremely challenging in today's world. We must realize that at the core, coaches and parents have the same goal—to see that each young person has a positive experience and become well-rounded individuals. Together we can best help our athletes reach their potential.

## **EXPECTATIONS OF SPECTATORS**

- Applaud at the end of the contest for all performances of all participants, as they shake hands with each other, regardless of the contest outcome.
- Show concern for injured players regardless of team affiliation.
- Encourage people around you to display only sportsmanlike conduct.
- Refrain from blaming the loss of contest on officials, coaches, or participants. Leave with a positive attitude.

## **COMMUNICATION YOU CAN EXPECT FROM COACH**

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

## **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

## **INAPPROPRIATE TO DISCUSS**

- Playing time
- Coaching
- Team strategy
- Play calling or substitutions
- Another athlete

## **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.**

## **PARENT VOLUNTEERS**

There are 2 classifications under this heading: parent volunteer coaches and parent volunteer liaisons. You will find the difference listed below.

### **PARENT VOLUNTEER COACHES**

- All coaches require San Marcos Unified School District approval and must go through all of the applicable paperwork as all coaches employed by the district
- You, the coach, will need to establish guidelines for communication with your staff and other parents in regards to student confidentiality
- Additionally the parent should be cleared by the Athletic Director and or Assistant Principal in charge of Athletics

### **PARENT LIAISONS**

**These may be team parents for each level for communication purposes, snack bar coordinator, snack bar purchaser and the actual team liaison who attends the Athletic Council monthly meetings.**

Team Liaison is responsible for the following:

- Coordinate communication between coaches, parents and administration.
- Responsible for collecting, depositing and maintaining accurate records of all monies received from donations and fundraising events for San Marcos High School athletic programs.

- Establish budgets for the following year with coach based on projected expenses and recap of the season just completed.
- Under no circumstances should parent liaisons decide on team awards, change schedules or bus schedules or have any say on team selection.
- Assist Boosters in planning senior night and also the end of the season awards banquet.
- Assist in filling out booster check requests and make sure that invoices or receipts are attached to the request.
- 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, Site Administration and the SMUSD Food Service Office.

## **GOALS**

The athletic program has the following goals:

1. To work with others. In our society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed above the personal desires.  
To be successful. Our society is very competitive. You do not always win, but we succeed when we continually strive to do so. You learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel and always give
2. your best effort. 3. To develop sportsmanship. To accept any defeat like a true sportsman, knowing we
3. have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including fair play, emotional control, honesty
4. cooperation, dependability, and respect.
5. To improve. Striving for improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal.
6. To enjoy athletics. It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
7. To develop desirable personal health habits. To be an active, contributing citizen. it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition had been completed.
8. To encourage good scholarship.
9. To encourage athletes to participate in as many sports during the school year as
10. possible including two sports or two activities during the same season if they are capable, i.e.: girls' soccer and cheerleading.

## **Coaching Job Description**

The principles outlined below are essential to support a well-organized, productive, and healthy athletic program.



**To be of maximum effectiveness, the coach will:**

1. Obtain proper certification as mandated by California State Law, which includes first aid, CPR, injury prevention, and drug awareness.
2. Review the athletic code of student conduct prior to discussion with the team.
3. Implement all drug prevention programs adopted by the school and district.
4. Discuss with the team the dangers of drug use including anabolic steroids.
5. Make the welfare of the student his/her main consideration.
6. Be aware of the direct and significant influence he/she wields and work to keep this influence positive for the athlete.
7. Understand that winning can become an obsession to the extent that the very ideals the coach strives to teach, and for which athletics are supposed to stand, are suppressed and lost.
8. Respect and support the officials at all times.
9. Keep control of your team at all times and do not permit any squad member to engage in unsportsmanlike behavior.
10. Set an example for good sportsmanship for players and spectators.
11. Be aware that he/she is responsible for the behavior of his/her players traveling to and from during all interscholastic contests and be prepared to take actions necessary to control any undesirable outbursts as quickly as possible.
12. Match your athletes by maturity, skill and experience.
13. Coaches ensure that proper skills are being taught by documenting and keeping all practice plans and instruction.
14. Understand and sign the CIF Code of Ethics.
15. Adhere to conference and CIF guidelines. (Conference rules and CIF green book distributed to each head coach).

## **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.

## **Scheduling**

1. All Athletic contests (football and contests out of San Diego County) not scheduled by the league coordinator must be in written contract form. 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. Fall schedules are printed during the summer and there will be no additions after school has opened in late August. There are always changes to schedules
3. When a contest needs rescheduling, you must:
  - a) Notify the Athletic Director and get approval.
  - b) Place an announcement in the weekly sports update.
  - c) Notify Transportation and the Receptionist

## **Eligibility**

1. Clearance is required in the following areas to be eligible:
  - a) Grades b) Insurance c) Physical Examination and Medical Card d) Parent consent e) CIF Code of Ethics
2. Eligibility clearance forms are acquired from the Athletic Director or Financial Secretary and are returned to the front office or AD office when complete. When necessary requirements have been met the athletes name will be added to a shared cleared list. This list is shared with all coaches and is live
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.

## **Code of Standards**

1. Each team is an individual situation 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 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.

## **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. All coaches are expected to help supervise when physicals are offered at the school.
2. All student athletes must have medical insurance coverage before they can begin practice. Students may have a waiver of insurance signed by the parent or guardian. If the student's parent doesn't have insurance coverage, the student must purchase insurance through the Finance Office.
3. In the event a student cannot afford a physical or insurance, see the Athletic Director.

## **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.

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) Give a time for a previous TBA stated on your schedule before your contest.
  - c) Confirm day of contest even though the Athletic Director confirms buses on Monday.

## **Injuries**

1. Emphasize to your athletes that they must report all injuries to you.
2. All injuries must be reported on an "Injury Report" form and submitted to the trainer. This should be done the same day of the injury whenever possible or the very next day. Forms are available from the trainer or the nurse.
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 in writing before the athlete is allowed to participate.

## **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 his/her consent.
3. A student may not participate on an outside team of the same sport during his season of high school competition.

## **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 trainer.
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.

### **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.
7. The gymnasium is to be entered only through the designated entry points. Neither the high school nor school district is responsible for lost or stolen items.

### **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.

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

### **Finances**

1. Under no circumstances will coaches make any purchase 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. Any individual sport requests to ASB will come from the Athletic Director.
4. Team accounts with the Foundation (non-student raised money) need coach and Athletic Director signatures for expenditure.
5. Requests for funds from the Foundation must be made through the Athletic Director and team liaison.
6. Failure to follow financial procedures may result in the coach being financially responsible for the items purchased.

### **End of Season Reports**

1. At the conclusion of a season, the coach will provide the Athletic Director with:

- a) Varsity, JV, and Frosh season ending statistic booklet (available at awards ceremony)
  - b) Newly set records (individual and team) so the record boards can be updated. (Varsity only)
  - c) List of letter winners, certificate winners, and trophy award winners. The list is confidential.
  - d) List of All-League selections, All CIF, All State, etc.
2. At the conclusion of the season, coaches should see the Athletic Director for final season clearance signature and then sign the Extra Duty Pay form available from the Assistant Principal's Secretary and return keys.
  3. Coaches need to return all coaching keys to the Assistant Principal's Secretary.
  4. Head Varsity coaches are to set a date for a season ending conference with the Athletic Director to discuss their program, JV and Frosh staffing, and equipment inventory. Prior to this meeting, the head coach should have met with his lower level coaches to aid in their evaluation and growth.

### **Awards and Banquets**

1. It is the coaches' responsibility to submit to the ASB Office a list of award winners (certificates, letters) at least 2 weeks before the awards program:
  - a) ASB will provide for the funds, donated from the Athletic Boosters Club, for certificates and letters.
  - b) The coach should check with the ASB Office to pick up his/her awards at least one day before they are needed.
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 on campus, select a date during the 2-week period reserved on the ASB, and facility use calendar specifically for sports awards banquets. Notify ASB, Athletics Secretary and the Athletic Director. Check with the Athletic Director for permission to go off campus.
  - b) Complete Facility Use and Work Order forms in the Athletic Director's office a minimum of 2 weeks before your awards banquet program.
  - c) Notify athletes and parents at least one week in advance.
  - d) Complete arrangements for awards with ASB.
  - e) Pick up awards from ASB in advance so you have time to check them and sign certificates.

### **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.



## **Directions to North County Schools:**

Carlsbad High School	3557 Monroe Ave. Carlsbad 434-1729 West on Palomar Airport Rd. North (right) on El Camino Real West (left) on Chestnut North (right) on Monroe to Lancer Way
El Camino High School	400 Rancho del Oro Oceanside 757-8550 Hwy 78 West; El Camino Real exit North (right) on El Camino Real East (right) on Mesa Drive North (left) on Rancho del Oro
Escondido High School	1535 North Broadway Escondido 291-4000 Hwy 78 east until it meets Broadway L on North Broadway
Fallbrook High School	2400 Stagecoach Lane Fallbrook 723-6300 Hwy 78 east to 1-15 north Exit Pala Oceanside/Hwy 76 North (right) on Mission Road East (right) on Stagecoach Lane
La Costa Canyon High School...	3451 Camino de los Coaches Encinitas 436-6136 L on Rancho Santa Fe Rd East on Camino de los Coaches Right at traffic signal to school
Mission Hills High School	1 Mission Hills Ct., San Marcos, CA 92069 (760) 290-2700
Mt. Carmel High School	9550 Carmel Mountain Road San Diego Hwy 78 east to I-15 south exit Rancho Penasquitos Blvd west School on right hand side.
Oceanside High School	150 Horne Street Oceanside 722-8201 Hwy 78 west North on I-5 Exit Mission Ave. west Left on Horne Street
Orange Glen High School	2200 Glenridge Rd Escondido 291-5000 Hwy 78 east; freeway ends, continue east Turn south (right) on Citrus Turn west (right) on Glenridge
Poway High School	15500 Espola Road Poway 858-748-0245 Hwy 78 east to 1-15 south Exit Pomerado Road east (right) East (left) on Espola Road

Ramona High School	1401 Hanson Lane Ramona 787-4000 Hwy78 east; 1-15 south; Exit Bear Valley Pkwy east(right) East (right) on San Pasqual Rd. East (right) on Hwy 78 Right on Hanson Lane
Rancho Bernardo High School	13010 Paseo Lucido San Diego 858-485-4800 Hwy 78 east to I-15 south Camino Del Norte east (right) Left on Paseo Lucido
Rancho Buena Vista High School	1601 Longhorn Drive Vista 727-7284 Hwy 78 west Exit Vista Village south(left) Right on Hacienda Left on Melrose Right on Longhorn Dr
San Pasqual High School	3300 Bear Valley Pkwy Escondido 291-6000 Hwy 78 east to I-15 south Exit Via Rancho Pkwy east (right) School on right
Torrey Pines High School	3710 Del Mar Heights Rd Encinitas 858-755-0125 Palomar Airport Rd. west I-15 south Exit Del Mar Heights Road east
Valley Center High School	31322 Cole Grade Road Valley Center 751-5500 Hwy 78 east to 1-15 north Exit Old Castle Rd east until it deadends Left on Cole Grade Road
Vista High School	One Panther Way Vista 760-726-5611 Hwy 78 west Right on Vista village Drive Left on South Santa Fe Rd. Right on Bobier Left on Panther Way
Westview High School	13500 Camino Ruiz San Diego 858-780-2000 Hwy 78 east to 1-15 south to Hwy 56 west (becomes Black Mt. Rd) South on Camino Ruiz

**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.

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**Name (Printed)**

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**Sport**

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**Signature**

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**Date**