

# SAN MARIN HIGH SCHOOL



## Coaches Guidebook

# TABLE OF CONTENTS

COACHING CERTIFICATIONS .....	3
NFHS Training (Free if done at MCAL office or \$50) .....	3
ASCC Clearance (Approx. \$106) .....	3
Concussion (Free).....	3
Sudden Cardiac Arrest (Free) .....	3
First Aid and CPR (Free if done at MCAL office) .....	3
ASSISTANT COACHES .....	4
NCS RULES .....	4
FINANCES.....	5
San Marin All Sports Boosters.....	5
Team Account .....	5
Fundraising.....	5
Expenses.....	5
PLAYER REQUIREMENTS FOR ELIGIBILITY.....	6
Academics .....	6
Attendance.....	6
Behavior .....	6
Athletic Registration.....	6
COACHING RESPONSIBILITIES.....	7
Meetings (MCAL, School, Parent) .....	7
Scheduling.....	7
Inventory/Storage of Gear .....	7
Keys .....	8
Transportation .....	8
Rosters .....	8
MAXPREPS .....	8
Access.....	8
Rosters .....	8
Schedules .....	8
Scores.....	8
School Colors and Logos .....	9
AD ASSIGNEMNTS.....	9
CONTACT INFORMATION .....	9
School Contacts.....	9
Emergency Contacts.....	9

## COACHING CERTIFICATIONS

### *NFHS Training (Free if done at MCAL office or \$50)*

All coaches whether paid or unpaid must complete the National Federation of High School's Coaches Education course. The course is offered in two ways.

The first is a free course taught by the MCAL Commissioner's office at Marin Catholic on the Saturday before the start of each season (Fall: generally early August, Winter: first weekend November, Spring: first weekend in February). The course is taught on a Saturday (8-3) and Sunday (8-12) for full completion of both NFHS Coaching Education and First Aid/CPR. You must register for the course beforehand. Please let Craig Pitti know the week prior if you plan to choose this option.

The second option is an online course offered by NFHS. **The cost is \$52 which you must pay for.** The course entitled *Fundamentals of Coaching* is a go at your own pace course to be completed online. There are tests required for each section of study in order to move onto the next topic. The course generally takes about 4-5 hours to complete. You can access the course at: <http://nfhslearn.com/courses/61026>

### *ASCC Clearance (Approx. \$106)*

The other requirement all coaches must have is an ASCC Certificate of Clearance. This is a state mandated fingerprinting requirement which checks the backgrounds of individuals from both their state and federal records. Fingerprinting is done by the NUSD Human Resources Department. **You need to contact Lillian Rincon at 415-897-4220 to setup an appointment to have this done.** Once the fingerprints have been completed you then need to apply for the ASCC certificate. NUSD HR Department will guide you through the process to obtain the certificate. The cost for the fingerprints is \$51 and the cost of the certificate is \$102. If you keep a copy of the receipts for both transactions, you can be reimbursed from your team account for your expenses. After completing these requirements, you may coach at any school and do not need to repeat the requirements for future employment at a different CA school.

### *Concussion (Free via NFHELearn.com)*

The NFHS has teamed up with the Centers for Disease Control and Prevention (CDC) to educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. This course highlights the impact of sports-related concussion on athletes, teaches how to recognize a suspected concussion, and provides protocols to manage a suspected concussion with steps to help players return to play safely after a concussion. Each state's requirements for concussion management are included as part of the course. You can access the course at: (<https://nfhslearn.com/courses/38000>)

### *Sudden Cardiac Arrest (Free via NFHELearn.com)*

Sudden cardiac arrest is the leading cause of death in young athletes. Sudden Cardiac Arrest is the number one cause of death in the United States for student athletes during exercise. Caused by a structural or electrical problem associated with the heart, Sudden Cardiac Arrest happens when the heart unexpectedly stops beating and pumping blood. This course is approximately 15 minutes in length. Individuals who successfully complete this course will receive a certificate of completion. You can access the course at: (<https://nfhslearn.com/courses/61032>)

### *First Aid and CPR (Free if done at MCAL office)*

Each coach is required to have an up to date first aid and CPR certification. This can be done along with the NFHS course through the MCAL office. First Aid and CPR may also be taken on your own through various organizations. Visit <http://www.mcalports.org/CoachingEducationProgram.htm> for more information.

## ASSISTANT COACHES

Selection of potential assistant coaches is decision of the head coach of a particular sport. You must make sure to **inform the AD of any new assistant coaches** who may be interested in joining your staff. **The head coach is responsible for their choice of coaches and the actions of any assistant coaches.** The assistant coach then must complete the listed requirements above in order to begin coaching.

## NCS RULES

### Pre-enrollment Contact & Undue Influence

The North Coast Section which governs San Marin's participation in athletics has very strict guidelines regarding contact of players who have not yet enrolled at San Marin. There are two different areas that govern the eligibility of a potential student athlete: pre-enrollment contact and undue influence.

The first category requires any transfer student to disclose any pre-enrollment contact they may have had with a potential school. This includes any coaches, players or parents whom they know. While pre-enrollment contact is to be anticipated at most schools, the requirement is that the contact did not lead to the decision for a student to transfer. Students are not allowed to transfer for athletic purposes.

After disclosing any pre-enrollment contact a student may have had, it is up to NCS to determine whether there may have been undue influence to help a student determine which school to attend. If a school is found in violation of the rule, this would cause the student to become ineligible by NCS for a period of 1 year. Due to the nature of the penalties there are some rules which all coaches need to follow:

- 1) You cannot discuss athletics with prospective parents/players. If parents have questions about your program, philosophy, past history, etc. it is necessary for you to explain to them that they should contact the AD for any questions. As AD, I am allowed to answer general questions they may have regarding athletics.
- 2) You cannot exclusively involve prospective athletes in school functions/games. (ie. You can't allow prospective athletes in for free at games, practice with your players, exclusive access to watch a practice, play a halftime game, etc.)
- 3) You cannot use athletic team/competition pictures, team/coach accomplishments, etc. to advertise their school for purposes of visitation and/or enrollment.
- 4) You cannot coach a club/select team and end up with students transferring to the school after they have played for you. This is almost always considered undue influence of recruiting if the contact occurred anytime in the 24 months prior.
- 5) You cannot go over to hold a meeting at the middle schools to conduct signups for sports

When in doubt, please always use good judgement and direct the matter to the AD or contact the AD to ask about the issue before taking any action.

In early April, the AD will conduct feeder school visits and hold our annual Athletics Open House for all incoming 9<sup>th</sup> graders. This would be your opportunity to provide information which the general public can view. Also we can post information to the school's website. The key is whether people are voluntarily coming to receive information or you are choosing to seek out those to provide it for them. Obviously the latter is a NCS violation.

If you would like a further listing of NCS Pre-enrollment Contact Guidelines, you can look up the information at

<http://www.cifnco.org/constitution/files/2011-12%20NCS%20Constitution%20&%20bylaws.pdf>

Pages 42-73 cover eligibility requirements.

## FINANCES

### *San Marin All Sports Boosters*

The fiduciary oversight of all teams at San Marin is held by the SMASB. SMASB serves several purposes. They carry the insurance for your events, monitor and insure appropriate expenditure of funds, insure that our non-profit status is current with state and federal authorities, and we have the audit accountability in the event of a local, state, federal inquiry OR an inquiry from a private citizen on how the funds were spent.

SMASB also is a fundraising entity. Each year they have approximately \$20,000-25,000 worth of expenditures to be made for San Marin athletics. These expenditures are a combination of infrastructure upgrades and supporting team needs. If you have any questions about the role of SMASB or have an inquiry into what current year funds will be spent on, you can contact the SMASB President or attend their monthly meeting. Meetings are generally held the last Monday of each month in the SM Library at 7:00.

### *Team Account*

SMASB will manage your team account for all incoming and outgoing expenditures. All monetary contributions to your team must be handed over to SMASB to be deposited into your team account per CIF Rules. You can leave deposits with the front office who will put your funds into the SMASB box. Pickups are done generally each day.

Your team account can be used for purchases of all team needed supplies. San Marin has an account setup with T & B Sports in San Rafael. If you choose to purchase with them, they will bill the school and the bill will be turned over to SMASB who will pay the bill from your team account funds. You can also choose to purchase supplies from other vendors and turn in the receipts to be reimbursed from your team account.

Per CIF rules, you cannot use team account funds to pay assistant coaches, student assistants, or anyone for services they might provide your team. The only salaries that can be paid are the ones classified by NUSD. If you have someone who helps your team out and you feel they need to be compensated, you must discuss this with the AD and SMASB President first. The only potential payment can be in the form of a gift card. Do not make this purchase with permission from the AD and SMASB President first or you may not be able to receive a reimbursement for this. If you have further questions on funds you can contact the SMASB President.

### *Fundraising*

San Marin runs a Suggested Donation program for each sport on campus. We generally have a 60-70% contribution rate, but it drops significantly if you do not explain the importance of it to you parents at your team meeting. A SMASB board member is happy to come speak at your meeting about the program if you contact them in advance with the date and time of your meeting. Depending upon your needs and the percentage of contributions you receive, this program may or may not fund your yearly operations.

If you need additional funds for your purchases a separate fundraiser maybe necessary. NUSD requires schools notify them of all fundraising events. Therefore any fundraiser you are planning must be approved by SMASB before it is conducted. You may not begin a fundraiser without prior approval or NUSD may shut down the event or deny future events. Fundraising transparency is a NUSD Board mandated objective. We ask that you please make sure to follow their guidelines.

### *Expenses*

NUSD does not provide funding for supplies. Therefore each year make sure to budget for all needs. This includes equipment, uniforms, medical supplies, apparel and other necessary items you need to run your program. Each sport is responsible for their own budget. In sports with multiple levels, the varsity coach is responsible for that budget. It is essential that each varsity coach makes sure their team account is solvent to cover all purchases for the year.

## PLAYER REQUIREMENTS FOR ELIGIBILITY

### *Academics*

In order for athletes to participate in sports, they must meet the following NCS requirements:

- Must maintain a 2.0 GPA average at the completion of each grading period. Grading periods in the NUSD are generally a period of six weeks
- Must stay on track to graduate from high school. Therefore students must not fall behind by more than 20 units during their four years of school. Each semester of classwork is 5 units, so the failing of 4 or more classes will generally drop a student off track to graduation

If a student become ineligible, they may use a one-time academic waiver granted by the school. The waiver can be used at any time after freshmen year (freshmen may not use a waiver). The waiver is only good for one grading period, not the completion of a sport's season.

Examples:

	3rd Q GPA	4th Q GPA	1st Q GPA	2nd Q GPA	Eligible for Waiver
Student A	1.83	1.83	1.66	1.83	No
Student B	2.00	1.83			Yes
Student C	1.83	1.66	2.33	1.66	Yes
Student D	2.50	1.83	1.83		No
Student E	2.33	2.16	1.83		Yes

Students who have under a 2.0 GPA are now allowed to practice with your team. However, these students do not have the same privileges as other members of the teams. These students should not be issued a game uniform. At games these students should not sit on the team bench. In addition these students will not be excused from school for any early releases, they are required to remain in class, meaning they may not be able to travel with the team.

### *Attendance*

A student must attend a minimum of 4 classes in a school day in order to play in a contest that day or participate in practice. For contests that take place on Saturdays, Friday will count for this requirement. The only exception to this policy are funerals and doctor's appointment with verification of the appointment. Being sick is not an excuse from this requirement (if you are too sick to attend school for 4 periods, then per NCS rules you are too sick to play in a sporting event)

### *Behavior*

All students are expected to maintain expected San Marin behavior policies both in the classroom and on the field/on the court/in the pool. Any violation of school behavior policies needs to be reported to the AD and/or the school administration for disciplinary review. NUSD also has a 40 day suspension policy from athletics for any violation of their alcohol and drug policies while at any school event both on or off campus.

### *Athletic Registration*

Each athlete needs to register on FamilyID.com before they are allowed to practice. Students need to register for each sport they play. Students must also turn in a Physicians Clearance Form, signed by a doctor after June 15. **Forms and links to registration can be found online at SanMarinAthletics.org.**

Coaches should not allow an athlete to participate in any team activities until they are registered on FamilyID and have been marked "APPROVED" by the athletic director.

Coaches will be emailed a link to view students who have registered for their program. Please save this link and use it to verify that athletes are cleared and eligible to participate.

## **COACHING RESPONSIBILITIES**

### *Meetings (MCAL, School, Parent)*

MCAL - All varsity coaches are required to attend the MCAL preseason and postseason meetings (lower level coaches are not required to attend). The meetings are held at the MCAL Office, 375 Doherty Drive next to Redwood High School. MCAL fines schools \$50 for any absence to a league meeting. You can look up your meeting dates at:

<http://www.mcal sports.org> and click on Meeting Schedule on the left side column. The AD will also send off meeting reminders to you before each season.

School - The principal and AD will also hold a mandatory, annual sports kickoff meeting prior to the start of the fall season for all coaches (date and time TBA). All coaches at each level are required to attend this meeting.

Parent - It is essential that each coach holds a preseason parent meeting to cover your expectations, team rules, school policies, fundraising, etc. If you would like a member of SMASB to explain the Suggested Donation forms to your team, please contact SMASB with sufficient notice.

### *Scheduling*

Each varsity coach is required to complete their team's schedule. Varsity coaches are responsible for scheduling their lower level teams (for many logistical reasons, lower level coaches cannot schedule their own games). Coaches should confirm that their schedules are correct on MaxPreps.com (see: MAXPREPS below for more information.)

NCS has a mandated maximum number of contests that can be scheduled. Please refer to:

[http://cifncs.org/sports\\_general\\_rulings/files/sptbk.pdf](http://cifncs.org/sports_general_rulings/files/sptbk.pdf)

Check pages 6 & 7 for your maximum number of scrimmages and contests.

If you are looking for potential contests to schedule, you can check the NCS website at:

[http://www.cifncs.org/games\\_wanted/index.php](http://www.cifncs.org/games_wanted/index.php)

The MCAL league schedule is set by the MCAL Commissioner each year. Those schedules can be found at:

<http://www.mcal sports.org/Schedir.htm>

**Only an AD can cancel/reschedule a contest. In sports where rain will postpone a contest, the ADs from each school will make the decision before a contest starts and the officials will make the decision once a game starts.**

### *Inventory/Storage of Gear*

Varsity coaches are responsible for the inventory and storage of all gear at the conclusion of each season. Please make sure to keep all of your supplies, uniforms, equipment in your designated storage shed or cabinets.

If you anticipate stepping down from your position at the conclusion of a season, a full inventory list must be provided before final payment is dispersed.

## *Keys*

All keys for school facilities are maintained by the Office Manager. In order to receive your paycheck, all keys must be turned in at the conclusion of each season.

## *Transportation*

NUSD does not provide transportation to sporting events. It is the parent's responsibility to make sure they have arranged for their son/daughter to get to and from each game. If you would like to rent a bus through the district for an away game, you can contact the AD. The cost must be covered by your team account, as the district does not pay for transportation.

Any parent who drives members of your team to an event must be approved by the district. Please direct parents to the front office (415-898-2121) for information.

## *Rosters*

Tryouts- Each student who would like to go out for a team is entitled to tryout if they have received a yellow clearance slip on the day of tryouts. Please make sure to properly communicate tryout dates for teams through school announcements, flyers and/or a meeting held at school during break or lunch. Even when a team runs late into your season due to NCS Playoffs, you must allow them at least one day to tryout when they are finished.

Cuts- Making cuts in sports is never an easy thing, but it can be a better alternative than to overfill a roster with no playing time. It is a coach's decision as to who will make the final roster. As your support, we will not field parent complaints regarding roster decision and playing time. However, it is imperative that you have a full scale process with some sort of feedback and transparency for an athlete to understand the decision. Without this, you can potentially open yourself up to complaints that we would struggle to defend. This would be like a teacher giving a D without any understanding what constituted the grade.

# **MAXPREPS**

## *Access*

You will be emailed an invitation from MaxPreps.com (sent by the AD) that will allow you to create an account. This account will be used to upload your rosters, schedules, and scores.

## *Rosters*

Coaches are required to upload their rosters to MaxPreps. This can be done online at MaxPreps.com or through the MPCoach App (available on both Apple and Android)

## *Schedules*

Coaches are required to upload your schedule to MaxPreps prior to the start of your season. This can be done online at MaxPreps.com or through the MPCoach App (available on both Apple and Android.) **Any changes should be made through the AD responsible for your team.**

## *Scores*

Scores for every game need to be updated on MaxPreps.com. This can be done online at MaxPreps.com or through the MPCoach App (available on both Apple and Android)



## School Colors and Logos

Our school colors are Dark (hunter/forest) Green and Athletic Gold.

Only the interlocking "SM" logo and Running Mustang Logos (see right) should be used. For electronic copies of the logos please ask the AD.



Uniform base colors should be Green, Gold or White/Gray depending on your sports home/away policies.

## AD ASSIGNMENTS

PITTI			DAVIS		
FALL	WINTER	SPRING	FALL	WINTER	SPRING
Cross Country (B/G)		Baseball	Cheer	Basketball (B/G)	Lacrosse (B/G)
Football		Softball	Golf (G)	Cheer	Track & Field (B/G)
Tennis (G)		Swimming (B/G)		Soccer (B/G)	Golf (B)
Volleyball (G)		Tennis (B)		Wrestling	
Water Polo (B/G)		Volleyball (B)			

## CONTACT INFORMATION

### *School Contacts*

Title	Name	Email	Phone
Athletic Director	Craig Pitti	<a href="mailto:cpitti@nUSD.org">cpitti@nUSD.org</a>	415-577-6531
Athletic Director	Dennis Davis	<a href="mailto:ddavis@nUSD.org">ddavis@nUSD.org</a>	707-529-3483
Booster Treasurer	Mark Schmidt	<a href="mailto:smasbtreasurer@gmail.com">smasbtreasurer@gmail.com</a>	
Office Manager	Lisa Walera	<a href="mailto:lwalera@nUSD.org">lwalera@nUSD.org</a>	415-898-2121
Athletics Registrar	Lisa Ferrigno	<a href="mailto:lferrigno@nUSD.org">lferrigno@nUSD.org</a>	415-898-2121
Vice Principal (Disciplinary Issues)	Mike Casper	<a href="mailto:mcasper@nUSD.org">mcasper@nUSD.org</a>	415-898-2121
Vice Principal (Academic Issues)	Leslie Norinsky	<a href="mailto:lnorinsky@nUSD.org">lnorinsky@nUSD.org</a>	415-898-2121
Principal	Adam Littlefield	<a href="mailto:alittlefield@nUSD.org">alittlefield@nUSD.org</a>	415-898-2121

### *Emergency Contacts*

Title	Name
Ambulance	415-460-6020
Novato Police Department	415-897-4361
Novato Fire Dispatch	415-878-2690
Emergency	911