



# TAMALPAIS UNION HIGH SCHOOL DISTRICT

## Memorandum

To: TUHSD Mountain-biking coaches, Advisors, & Site Administrators of Clubs  
From: Corbett Elsen, Chief Financial Officer  
Date: June 1, 2021  
Re: New 'Sponsored Club' status for three TUHSD Mountain-biking clubs (MTB)

The purpose of this memorandum is to memorialize and provide written guidelines for clarity and common understanding given the new agreements related to the three TUHSD mountain-biking clubs at Redwood, Tamalpais and Archie Williams high schools changing to 'sponsored club' status beginning in the 2021-22 school year.

This memorandum was written with the three current mountain-biking coaches and reviewed with the three site MTB club advisors and site administrators responsible for overseeing clubs (ASB) at each comprehensive site.

If new issues arise in the future that may hinder the agreements outlined in this memo, the District and school MTB clubs agree to proactively meet to resolve any potential issues in a collaborative, problem-solving manner.

## Background Information

Prior to 2021-22, the three MTB clubs officially operated as 'student-initiated, non-sponsored' clubs, per TUHSD Board Policy (BP) and Administrative Regulation (AR) 6145.5, where the following criteria apply:

- Student-initiated groups shall have equal access to school facilities during non-instructional time without regard to religious, political, philosophical, or other content based condition;
- Student-initiated group meetings are voluntary, with no direction, control, or regular attendance by non-school individuals;
- School staff shall not promote or participate in the meetings, but may volunteer to observe for purposes of maintaining order and protecting student safety;
- Student-initiated group meetings shall not incur the expenditure of public funds beyond the incidental cost of providing the meeting space; and
- All announcements of meetings shall specify that the student-initiated group is not sponsored by the School or District.

Over a period of many years, some of the practices of the MTB clubs (i.e. staff advisors, regular attendance at group meetings by non-school individuals, etc) began to misalign with their official 'non-sponsored' status and began to operate more like a 'sponsored club'. As a result, the District has decided to officially change the status of the three MTB clubs to 'Sponsored Club' to align the current and desired operations with District policy (BP/AR 6145.5).

## Changes for MTB Clubs in 2021-22

Given the new 'sponsored club' status, there are two significant changes for the MTB clubs:

1. MTB clubs may use the school name in the official club name, mascot, logo and on the uniforms
2. Students meeting the eligibility requirements may receive a Varsity letter, as determined and processed by the club advisor
3. Additional risk management requirements (see below)

## Not Changed in 2021-22:

The general operations of the MTB clubs will continue to function in the same manner as they have for previous years except those changes explicitly stated above and the additional risk management measures delineated later in this memo. A sample of operations that will continue in the same manner include:

- Competitions
- Staff Advisors
- Use of school facilities consistent with other clubs and Board Policy
- Club presence in the school yearbook
- Allowed to apply for foundation grants in accordance with individual foundation policies
- Allowed to continue past practice of 'warranted absences' for valid MTB club competitions
- Follow all field trip procedures and submit all field trip forms in a timely manner for site and district review and formal Board approval, per BP 6153
  - All current TUHSD field trip procedures, timelines and forms are on the District website under 'Staff', then 'Staff Resources' (<https://www.tamdistrict.org/domain/1176>)

## Additional Risk Management requirements for 2021-22:

Given the new MTB status as a 'sponsored club', there are new and additional risk management steps required for all involved students, coaches and volunteers.

- **Students:** Two forms must be completed by each students' parent/guardian prior to participation each school year and return to Club Advisor:
  - [MTB Club Participation and Physical Evaluation Clearance Form:](#)
    - i. Located on the District website under 'Staff', then 'Staff Resources', then under 'Field Trip Resources': (<https://www.tamdistrict.org/domain/1176>)
- **Coaches and Volunteers:**
  - Per state law, the District must require all club coaches and volunteers to complete prior to start of the season:
    - i. Background Check (fingerprinting via Department of Justice database)
    - ii. Annual mandated training on sexual harrassment prevention, child abuse prevention and mandated reporting (web-based and asynchronous)
    - iii. Proof of Negative Tuberculosis (TB) text result (valid within 3 years) or 10 min phone assessment with TUHSD School Nurse
  - Contact the TUHSD Human Resources department to register for trainings and acquire necessary forms
    - i. Email: [DOHumanResources@tamdistrict.org](mailto:DOHumanResources@tamdistrict.org)
    - ii. Phone: (415) 945-1030 or (415) 945-1028
- **Note:** TUHSD MTB clubs have historically met similar requirements via NICA's (National Interscholastic Cycling Association) risk management program, but now must also complete the District's risk management requirements given the new MTB 'sponsored club' status