

September 8, 2017

Welcome to the Drake Mountain Bike Team for 2017/18!

We are excited to see the returning riders and to welcome the riders to the team.

The season is starting with a new event – a team ride and camping trip in Olema on October 14-15. This trip will be a great way to reconnect with your teammates from last year and get to know the new riders. Because this camping trip and all mountain bike team activities are considered field trips, everyone needs to complete a pile of paperwork before participating in any team activities.

All attached forms must be completed and returned by Saturday, September 17.

LATE OR INCOMPLETE SUBMITTAL = NO OLEMA CAMPING TRIP

This due date is imposed by the School District to allow for District Board approval of the camping trip.

Checklist of forms - Please complete all forms, even if you're not sure if you'll drive or attend:

- ☐ Notice and Permission to Participate & Release of Liability
- ☐ Field Trip Permission Form
- ☐ Adult Field Trip Waiver (include both parents/guardians on this form)
- ☐ Driver Certification Form (include both parents/guardians on this form)
 - ☐ • Attach copy of auto insurance policy declarations page showing name of policy holder, coverage levels, and effective dates
 - ☐ • If student will drive, include copy of student's drivers license
- ☐ Field Trip Release, Waiver of Liability, and Indemnity Agreement

Return entire packet to:

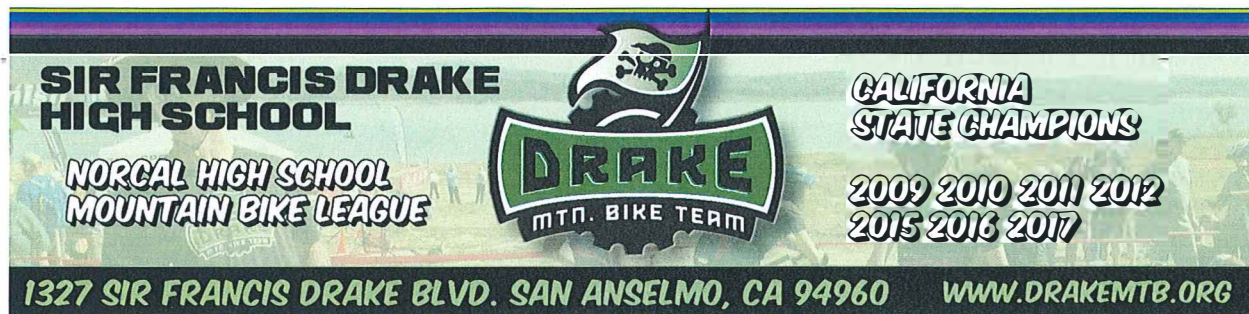
Mimi Bennett, Drake Main Office

or

Drake MTB Director (Lynn Valdivia)

Email: DrakeMTBDirector@gmail.com

Drop off at 26 Humboldt Ave, San Anselmo, CA



September 8, 2017

Re: **Drake High School Mountain Bike Club**

Dear Mountain Bike Rider Parent/Guardian:

The purpose of this letter is to provide you with important information regarding the Mountain Bike Club at **Drake High School** and to obtain your written acknowledgement that you have received this notification and understand the information contained herein.

Our records indicate that your son/daughter, _____, is a member of the **Drake High School** Mountain Bike Club. As such, the Tamalpais Union High School District ("District") is requesting that you sign the attached Notice and Permission to Participate and Release of Liability. This form explains the risks and dangers related to your child's participation in the Mountain Bike Club.

Furthermore, please be advised that the **Drake High School** Mountain Bike Club is organized, governed, and supervised in accordance with the provisions of District Administrative Regulation ("AR") 6145.5, which contains important limitations on the scope of the club's activities. A copy of AR 6145.5 is attached herein for your review.

When your student joins the **Drake High School** Mountain Bike Club and the Northern California High School Mountain Bike League ("NorCal League"), your student is automatically enrolled in an insurance plan from McKay Insurance Company which provides additional liability insurance coverage. In order to be fully insured, **Drake High School** Mountain Bike Club members must be in good standing and also submit the Agreement to Participate and Release of Liability forms.

Thank you for your attention to this matter. The District kindly requests that you sign the attached form at your earliest convenience, acknowledging that you have received this notification and understand the information contained herein.

If, after reading this letter or its enclosures, you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Seabury".

Liz Seabury
Principal, Drake High School

The purpose of this Notice is to provide you with important information regarding the Mountain Bike Club at **Drake High School** and to acknowledge your receipt of the Tamalpais Union High School District Mountain Bike Club letter dated September 8, 2017.

NOTICE AND PERMISSION TO PARTICIPATE

Please be advised that your son/daughter, _____, is a member of the **Drake High School** Mountain Bike Club, a student organization, governed and supervised in accordance with the provisions of District Administrative Regulation ("AR") 6145.5. The purpose of this form is to further notify you that participation in the Mountain Bike Club includes, but is not limited to, the following: (1) riding bicycles on street trails, dirt trails, gravel, off-road, downhill, uphill, or through obstacles, such as forests and fields; (2) repairing broken bicycle equipment, such as flat tires; (3) riding bicycles at high speed; and (4) riding bicycles for long distances. We kindly request that you sign this form to acknowledge that you have been notified of the aforementioned logistics with regard to the Mountain Bike Club and to further release the District from all liability as specified below.

Your son/daughter seeks to participate in the Mountain Bike Club. You agree to their participation by executing this form and hereby give permission to have your child participate in this off school grounds activity. Additionally, you further acknowledge that engaging in such an activity is inherently dangerous, that you are aware of the dangers with regard to such an activity and, further, that you release the District from all liability as specified below.

RELEASE OF LIABILITY

I, the undersigned, hereby release and discharge the District and its officers, employees, agents, servants and volunteers, from all liability arising out of or in connection with the above described activity or all liabilities associated with any and all claims related to such activity that may be filed on behalf of or for the above named minor.

For the purposes of this release, liability means all claims, demands, losses, causes of action, suits or judgment of any and every kind that occurs during the above described activity and that results from any cause other than intentional wrongdoing by the District.

Parent/Guardian Signature

Date

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I received the **Drake High School** notification dated September 8, 2017, regarding the **Drake High School** Mountain Bike Club and further acknowledge that I understand the information contained therein. Specifically, I acknowledge that my student, _____, will be required to join the Northern California High School Mountain Bike League in order to participate in the **Drake High School** Mountain Bike Club.

Parent/Guardian Signature

Date

Attachment: District Administrative Regulation (“AR”) 6145.5

GAMUT Online : Tamalpais Union HSD : Student Organizations And Equal Access AR ... Page 1 of 2

Tamalpais Union HSD | AR 6145.5 Instruction

Student Organizations And Equal Access

School-sponsored student organizations must be organized at the school, have a certificated advisor, be composed completely of current student body members and be approved by the Superintendent or designee in accordance with Board policy. They shall hold the majority of their meetings at school and have a democratic plan for the selection of members. Organization activities shall not conflict with the authority and responsibilities of school officials.

All clubs and organizations shall be subject to the following:

1. There shall be no religious indoctrination or orientation.
2. No student shall be required to participate in an initiation ceremony or activity to be a member of a club or organization.
3. Membership standards must be clearly stated and nondiscriminatory and open to all students who qualify.
4. Off-campus meetings and activities must be approved in advance by the principal or designee. There shall be staff supervision and conformance with District transportation regulations.
5. Dances shall be held on campus except for the Senior Ball and the Junior Prom. The location of any dance held off-campus must be approved in advance by the principal or designee. School staff shall supervise all dances and police protection shall be provided when deemed necessary by the administration.

Organizational activities shall not conflict with the authority and responsibilities of school officials.

Limited Open Forum

The Superintendent or designee shall not deny any student-initiated group access to school facilities during noninstructional time on the basis of religious, political, philosophical or any other content to be addressed at such meetings. The Superintendent or designee shall provide for a limited open forum on noninstructional time so that any such meetings do not interfere with regular school activities.

The Superintendent or designee shall identify the noninstructional time period(s) set aside for limited open forum meetings before or after actual classroom instruction times.

The Superintendent or designee shall ensure that student meetings are voluntary, with no direction, control or regular attendance by nonschool persons, and that students leave the meeting place in a clean, orderly and secure condition after their meetings.

School staff shall not promote or participate in these meetings, but may be assigned voluntarily to observe them for purposes of maintaining order and protecting student safety.

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. Any announcement of meetings shall clearly state that the group is not sponsored by the school or school staff. Such announcements may be posted in

accordance with Board policy and state law applicable to all students, but students shall not use the school's equipment or public address system to publicize the meetings of groups not sponsored by the school.

(cf. 5145.2 - Freedom of Speech/Expression)

Regulation TAMALPAIS UNION HIGH SCHOOL DISTRICT

approved: February 23, 1993 Larkspur, California

**PARENT/GUARDIAN PERMISSION FOR STUDENT PARTICIPATION IN OFF-CAMPUS
SCHOOL-SPONSORED EVENTS**

Student Name: _____ has my permission to take

part in the field trip to See Attachment 1 Drake MTB 2017/18 Trips on date(s) See Attachment 1

Sponsored by Drake Mountain Bike Team 2017/18 Staff Member in charge Coaches Rob Reed & Otis Guy

Transportation: _____ contract bus ☒ automobile _____ Other Bicycle

If automobile, driver is: _____ employee ☒ adult _____ student

Name of driver: _____

I understand that all students going on this trip will be responsible in conduct to the bus driver, staff member, and/or adult volunteers. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

Health Insurance Carrier covering the named student _____
I.D./Policy Number _____

Student Health needs or limitations, including allergies, asthma, etc., and any medications which the student is expected to self administer:

☐ My son/daughter has no special health needs nor any special medication.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical, or dental diagnosis, or treatment is advised by an attending physician, surgeon, or dentist or performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I understand that this trip _____ does ☒ does not involve swimming or wading activities.

~~My son/daughter _____ cannot swim _____ weak swimmer _____ average _____ strong swimmer.~~

~~I _____ do _____ do not give permission for my son/daughter to participate in swim activities.~~

I fully understand that participants are to abide by all District policies and regulations governing conduct during the trip.

I hereby acknowledge that I have been advised that the activities involved in this field trip
☒ are _____ are not considered by the District to be of "high risk" to the participants.

I grant permission for my son/daughter to participate in the field trip as outlined on this form. In granting permission, as stated in California Education Code 35330, I understand that I waive all claims and hold the Tamalpais Union High School District, its officers, agents and employees, and the State of California harmless from any and all liability or claims which may arise out of or in connection with my son/daughter's participation in this activity.

Parent/Guardian signature: _____ Date _____

Home Phone: _____ Work Phone: _____

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

Drake Mountain Bike Team - Club Activities for Field Trips					
	Activities	Location	Date	Day Trip or Overnight?	Description
1	Olema campout	Olema Campground 10155 CA-1 Olema, CA 94950	Oct 14-15, 2017	Overnight	Overnight camping trip Oct 14 noon - bike ride leaving from Drake High School to Olema Campground Oct 15 1pm - bike ride leaving Olema Campground to Drake High School
2	Team training rides	Local mountain bike trails	Weekly; starting Dec 1, 2017	Day trip	Tue and Thu - after school Sun - 9am Occasional Sat - 9am Led by coaches, asst coaches & ride leaders
3	Team indoor training rides	Pelo Fitness 171 Third Street San Rafael, CA	Weekly; starting Nov 1, 2017	Day trip	Weekly - Wed afternoon
4	West Point Inn campout	West Point Inn 100 Old Railroad Grade San Anselmo, CA	Jan 20-21, 2018	Overnight	Overnight camping trip Jan 20 noon - bike ride leaving from Drake High School to West Point Jan 21 1pm - bike ride leaving West Point Campground to Drake High School
5	Yoga	Marin Power Yoga 141 Tunstead Ave San Anselmo, CA 94960	Weekly; starting Jan 1, 2018	Day trip	Weekly - Mon 7pm
6	On campus meetings	Drake High School classroom or student center	Various starting Oct 1, 2017	Day trip	On campus meetings after school, including season kick off dinner
7	Biketoberfest	Downtown Fairfax, CA	Oct 14, 2017	Day trip	Staff booth to sell raffle tickets and team gear

ADULT FIELD TRIP WAIVER
NOTICE AND MEDICAL AUTHORIZATION
(To Be Completed by Staff and Volunteers Attending Field Trip)

Field Trip See Attachment 1 for Drake Mountain Bike Team 2017/18 Trips

Volunteer/Staff Member Name (Print): Parent(s)/Guardian(s) attending any trip:

Sponsoring group Drake Mountain Bike Team Date See Attachment 1

Staff Member in charge Coaches Rob Reed & Otis Guy

As stated in California Education Code Section 35330, I understand that I hold the Tamalpais Union High School District, its officers, employees, and agents harmless from all liability and claims arising out of or in connection with my participation in this activity.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. I understand that the resulting expenses will be my responsibility.

Medical Insurance Carrier _____

Policy Number _____

In the event of illness or accident, please notify:

Name _____ Phone _____

Signature of Participant _____ Date _____

*Parent(s)/Guardian(s) attending any field trips

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

SCHOOL DRIVER CERTIFICATION FORM FOR FIELD TRIPS OTHER THAN ATHLETIC EVENTS

Driver: Employee ☐ Parent/Guardian ☒ Adult Volunteer ☐ Student ☐
(Student driver must obtain parent permission)

Fill out below if your child will drive on any trip. A copy of child's drivers license MUST be provided. District prefers adult drivers only.

I hereby give my permission for my child named below to serve as a volunteer driver.

Parent Signature _____ Date _____

Name _____ Date of Birth _____

Address _____ Phone _____

Student Driver's License No./Expiration Date _____

Date License Issued _____ The Student Driver Needs to be Accompanied by a
Driver 25 Years or Older if Transporting Other Students Under 20 Years Old YES ☐ NO ☐

Vehicle Information

Name of Owner _____

Address _____ Phone _____

Vehicle Year _____ Make _____ License Plate _____

Registration Expires _____ Seat Capacity _____ No. Seat Belts _____

Insurance Information – Please attach a copy of the policy declaration page/coverage

Declaration page must
include name, policy
effective dates, &
coverage amounts

Insurance Carrier _____

Policy Number _____ Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence and \$300,000 medical coverage. If you transport students often, it is recommended that your liability coverage be \$300,000 per occurrence.)

Name of Agent _____ Telephone number _____

Driver Certification Statement

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

Name _____ Date _____

Revised: 2/2/99
Revised: 1/23/07
Revised: 5/22/07

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

FIELD TRIP RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

The Tamalpais Union High School District is required to obtain the waiver and release described below pursuant to the terms of California Education Code section 35330, which provides as follows: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waving such claims."

By signing below, I give my consent to have my child _____ voluntarily attend the field trip to See Attachment 1 for Drake MTB on See Attachment 1 2017/18 Trips

I understand that this field trip is not a required activity of my child's class. While field trip attendance is encouraged, it is not required.

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, AND DISCHARGES DRAKE HIGH SCHOOL AND THE TAMALPAIS UNION HIGH SCHOOL DISTRICT, their officers, employees, board members, and agents (herein referred to as "releasees") from all liability to my son/daughter, the undersigned, their personal representative, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on the account of injury to the person or property of, or resulting in death of my son/daughter, while my son/daughter participates in the field trip to See Attachment 1 for Drake MTB 2017/18 trips on See Attachment 1.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS DRAKE HIGH SCHOOL AND THE TAMALPAIS UNION HIGH SCHOOL DISTRICT, and each of them from any loss, liability, damage or cost the undersigned may incur due to the participation of my son/daughter in the field trip to See Attachment 1 for Drake MTB 2017/18 trips on See Attachment 1.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE caused by or incurred by my son/daughter while my son/daughter is participating in the field trip to See Attachment 1 for Drake MTB 2017/18 on See Attachment 1.

4. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, THE UNDERSIGNED HAVE READ, UNDERSTAND AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT.

Signature of Parent or Guardian

Date