



North Coast Section Office, 5 Crow Canyon Court, Suite 209, San Ramon CA 94583

P 925-263-2110 F 925-263-2120

[www.cifnco.org](http://www.cifnco.org)

## ADMINISTRATOR-IN- CHARGE REGISTRATION

### FROM THE NCS SPORTS HANDBOOK AND GENERAL BYLAWS:

**Bylaw 604H Administrator in Charge:** Each school, with the exception below, which is participating in the NCS/Les Schwab Tires team championship series, (football, volleyball, water polo, basketball, soccer, baseball, softball) must have an administrative level representative or designee, in addition to the team coach, in attendance before, during, and after the event each time that the school competes. The school's principal must indicate in writing the name of the person (certificated faculty member or certified coach under Title V for public schools, contracted faculty/approved coaching staff members for private schools) provided the person is not coaching (neither the head coach or an assistant coach) who is the Administrator-in-Charge (responsible for crowd control, student behavior, and injury care) whenever that school's team is participating in the respective NCS event. This letter shall be presented to the Site Director when the person reports to the Site Director as instructed at the orientation meeting.

Note: The Administrator-in-Charge Registration form may be signed by any school administrator (vice principal and assistant principal) and/or the school athletic director.

**Exception:** *Any school traveling more than 150 miles, one way, is not required to send an administrator-in-charge in the sports of volleyball, baseball or softball. Under this exception the coach of the traveling school is responsible for crowd control, student behavior and injury care.*

**PENALTY FOR VIOLATION:** NCS staff will determine the penalty prior to the playing of the contest. A school that does not provide the required Administrator-in-Charge may forfeit.

*(Board of Managers 10/21/05)*

\_\_\_\_\_ High School will be represented by  
School Name

\_\_\_\_\_ at the NCS \_\_\_\_\_  
Name Sport

Championship Series contest to be conducted on \_\_\_\_\_  
Date

at \_\_\_\_\_.  
Location

This individual meets the requirements of bylaw #604H as detailed above.

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_

\_\_\_\_\_ Date

**NOTE:**

THIS FORM MUST BE PRESENTED TO THE SITE DIRECTOR BY THE PERSON IDENTIFIED ABOVE NO LATER THAN 15 MINUTES PRIOR TO THE SCHEDULED START OF THE CONTEST.