

Shelton School District #309

Athletics and Activities

**STANDARD
OPERATING
PROCEDURES**

August, 2005

TABLE OF CONTENTS

Philosophy Statement	Page 4
General Policies and Standards	Pages 5-9
School Board Policy	Page 6
Administrative Structure	Page 6
Non-discrimination	Page 6
Code of Ethics	Page 7
Harassment	Page 7
Legal Duties	Page 8
Eligibility Standards for Interscholastic Activities	Pages 8-9
Discipline Philosophy and Procedures	Page 9
Operating Procedures	Pages 10-16
Athletic Eligibility Confirmation	Page 11
Practice Guidelines	Pages 11-12
Off-season Activities and Conditioning	Page 12
Summer Activities	Pages 12-13
Purchasing Equipment	Page 13
Transportation: Rules and Scheduling	Pages 13-14
Fundraising	Page 14
Coaches Clinics	Page 14
Tournaments, State Playoffs, and Campus Visitation	Pages 14-15
College Recruiters and/or Professional Scouts	Page 15
Awards and Letters	Page 15
Activity Conflicts	Page 16
School-Community Activity Conflicts	Page 16
Personnel	Pages 17-21
Employee of the District	Page 18
Supervision	Page 18
Coaching Qualifications	Page 18
Coaches Standards	Page 19
Trainings: Progressive Levels of Coaching Standards	Pages 19-20
Evaluations	Page 20
Coaching Expectations	Page 21

Injury, Health and Safety

Pages 22-30

Medical Procedures	Page 23
Head Injuries	Page 24
The Unconscious Athlete	Pages 24-25
Moving the Injured Athlete	Pages 25-26
Hot Weather Hints	Pages 26-27
Diet Hints for the Athlete	Pages 27-28
Contagious Diseases	Pages 28-29
Supplies to be on Hand at Field or Courtside	Pages 29-30
Cell Phone Availability and Check-out Procedures	Page 30
Inspection and Maintenance of Sports Facilities and Equipment	Page 30

Forms and Checklists

Pages 31 ---

Athletic Registration Form
Travel Permission
Accident Report
Return to Play – Verification of Injury Recovery
Letter Award Procedures
Athletic Facilities and Equipment Checklist
Coaches Pre-Season Checklist

Philosophy Statement

(Adopted by the Board of Directors in 2004)

The Shelton School District believes that vigorous and extensive athletics and activities are an integral part of the total school experience. Activities and athletics enrich learning opportunities, develop participant's skills and talents, teach the skills of cooperation and teamwork, and foster school spirit as well as community pride.

The athletic and activity programs of the Shelton School District are organized and coordinated in order to recognize and accommodate differing age related stages of skill development and participation while at the same time promoting excellence at the highest levels of competition. All district athletics and activities shall be aligned with the highest level of performance or competition to provide program consistency, promote and maintain the ideals of good sportsmanship, and provide opportunities for maximum participation. The district will attempt to maximize the number of participants to the extent possible. In an effort to increase opportunities for student participation, the district will, whenever possible, support and/or facilitate community-based programs. The district will promote staff leadership and participation in athletics and activities and will seek ways to provide incentives for staff involvement.

The athletics and activities program requires careful planning, supervision and periodic evaluation. Within the framework of the district philosophy and in conjunction with school district administration, each school building will organize appropriate activity and athletic programs and standards that ensure the health, safety and general welfare of all participants. All interscholastic activities and events shall be in compliance with State Law and the rules and regulations of their appropriate governing organizations.

General Policies and Standards

GENERAL POLICIES AND STANDARDS

Board Policy Statement

It is the policy of the Shelton School Board that the District's *Statement of Philosophy Regarding Athletics and Activities* will be recognized as the philosophical foundation for the District's athletics and activities program. Furthermore, the athletics and activities program will align with the emerging efforts by the district to ensure that all programs and activities are student-centered and are an integral part of the total school experience.

Administrative Structure

The Athletics and Activities Committee is established by the superintendent and committee membership is appointed thereof. The committee will fall under Central Office facilitation and will consist of:

- a Central Office administrator as coordinator/facilitator;
- school principals (or vice-principals, if so designated); and,
- the District's Athletic Director.

The committee will meet regularly on an on-going basis to: ensure that all athletics and activities align with the district's overall mission of learning; ensure that all activities (interscholastic and co-curricular) compliment one another across grade levels; coordinate facilities and other resources; problem-solve as issues arise; evaluate programs for effectiveness and conformity to statute; and, develop plans for communicating information related to athletics and activities to students, parents, and the community. An annual presentation will be made to the board for its consideration of an athletics and activities program for the school year. The superintendent shall establish detailed guidelines for the function of the committee.

Non-discrimination

The Shelton School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender and/or non-program-related physical, sensory or mental disabilities.

The Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is equal opportunity for all students in the District.

The Board shall designate a staff member to serve as Affirmative Action/Title IX compliance officer.

Code of Ethics

It is the duty of all concerned with school athletics and activities to:

- a. emphasize the ideals of good sportsmanship, ethical conduct, and fair play;
- b. teach and exhibit the values of athletic competition and activities;
- c. show courtesy to visiting teams, officials and clubs;
- d. respect the integrity and judgment of sports officials and others in authority;
- e. achieve a thorough understanding and acceptance of the current rules of the game, the standards of eligibility, and activity by-laws;
- f. encourage leadership, use of initiative, and good judgment of all participants;

Harassment, Intimidation and Bullying Policy

The Shelton School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Legal Duties

A summary of legal duties identified by our court system is as follows:

- a. *Duty to properly instruct:* includes knowledge and instruction of proper and correct techniques. Also includes proper methods and progression of skills in athletics.
- b. *Duty to warn of the inherent dangers in a sport or activity:* both participant and parents must be warned of the inherent dangers in a sport or activity as well as the dangers when using improper techniques in a specific sport.
- c. *Duty to provide proper supervision:* includes inadequate or poor supervision as well as lack of supervision.
- d. *Duty to provide a safe environment:* includes the provision of safe facilities and equipment that need to be properly designated, constructed, maintained, and used.
- e. *Duty to make health care available:* includes pre-injury care, emergency care and post-injury care. Pre-injury care includes a physical exam as well as proper training prior to turning out. Emergency care requires coaches to have first aid/CPR training. A written outline of an emergency care system is required. Immediate treatment and medical assistance must be provided. Post-injury care involves the return of the player/student to the activity including rehabilitation.
- f. *Duty to instruct and enforce rules and regulations:* district, state, and national rules must be taught and enforced.
- g. *Duty to classify and group participants for competition:* skill level, age, maturity, sex, size, and experience may be factors to be considered.
- h. *Duty to safely transport students:* includes the right of the student to be safely transported to and from contests, practices, and activities.
- i. *Duty to follow due process:* athletes/students have the fundamental rights guaranteed to all U.S. Citizens under the 14th Amendment of the U.S. Constitution.

Eligibility Standards for Interscholastic Activities

To participate interscholastic activities in the Shelton School District, a student:

- a. must file a current Shelton School District Athletic Registration form each sport season;
- b. must be less than 20 years of age at the beginning of any sport season in high school and less than 16 years of age prior to June 1st of the previous school year in Jr. High school;
- c. must be in regular attendance the preceding semester, or trimester, and enrolled in school and in regular attendance during the first 15 days of the current semester (10 days for a trimester) in which the student intends to participate;
- d. must maintain a 2.0 grade point average and pass all classes (including advisory) during the current and preceding trimester/semester.
- e. may remain eligible to participate in sports up to seven (7) consecutive years after entering or being eligible to enter the 7th grade;

- f. cannot accept awards of intrinsic value other than those provided to the student's high school or its affiliates;
- g. cannot accept any merchandise totaling more than \$100 in a calendar year, nor accept a cash award, nor enter a competition under an assumed name, nor have signed a contract to play or have ever played professionally in any sport, nor have received salary or assistance from a professional sports organization;
- h. must be declared eligible by the Athletic Director or designee and provide evidence of eligibility registration to the coach or advisor of each activity.

Discipline Philosophy and Procedures

Philosophy: The athletic code is the guide for making it clear what rules and attitudes will be. The Shelton School District Board of Directors recognizes this and is assuming that coaches are enforcing this in spirit as well as in practice.

The head coach is usually the judge of what shall be done where rules are violated, but the Building Principal and Athletic Director will be informed when any serious violation occurs (i.e., athletic code infractions).

Procedures: Refer to the Shelton School District Athletic Code for violation procedures.

Operating Procedures

OPERATING PROCEDURES

Athletic Eligibility Confirmation

Coaches' Duties: It is the responsibility of the coach/advisor to ensure the following are on file in the Activities Office prior to allowing participation in an interscholastic activity:

1. Current athletic registration form for each sport season, with the following attached:
 - a. eligibility information (school, age, etc);
 - b. current proof of physical (valid for 2 years);
 - c. proof of insurance or a waiver;
 - d. indemnification agreement;
 - e. parental consent.
2. Emergency contact information. Information cards should be kept on file in the Activities Office as well as be kept on file by the head coach and available at practices and games.

Athletic Director's Duties: It is the responsibility of the Athletic Director to notify coaches/advisors when a student becomes ineligible for participation in an interscholastic activity.

Practice Guidelines

1. A practice is any attempt by a coach of a school team (contracted or volunteer) to teach any phase of a game or activity to their squad or have their squad or part of their squad engage in drills under the supervision of that coach, or from directions provided by that coach. (WIAA Handbook; 17.8.)
2. School sponsorship or promotion in a given sport must be restricted to the WIAA designated season for the sport. A school's coach (contracted or volunteer) may not sponsor, promote, coach or direct activities which resemble out of season practices or contests in the sport they coach to any of their squad members or future squad members (grades 7-12) until after the school year's final state tournament. (WIAA Handbook; 17.6.)
3. Coaches should distribute practice schedules (approved by the Athletic Director) to all team members and their parents at the beginning of the sport season. A note to students and parents should be made that unforeseen circumstances may preempt a schedule.
4. Coaches are responsible for ensuring that athletes fulfill the WIAA-required number of regular team practices before being eligible to compete in a contest. One day is equal to one practice for the purpose of meeting the minimum practice requirements. Practice on a game day shall not count as a required practice.
5. Coaches may allow Saturday and Sunday practices, but they cannot be made mandatory. A Sunday practice cannot be counted as one of the required practice days as outlined by WIAA for pre-competition.
6. Coaches are expected to meet with parents and players prior to the opening day of practice to issue equipment, review rules and regulations, review plans, and discuss any other necessary information. Only one meeting for this purpose is allowed prior to the opening day of practice.
7. Coaches are to approve with the Athletic Director the use of transportation for practices in the case of practices being held away from the school.

8. Coaches may participate in a jamboree only after the minimum practice requirements for team and individuals has been fulfilled.

Off-Season Activities and Conditioning

“Off –season” or “Out-of-Season” is defined as that time before or after a particular sport during the school year. The school year, for athletic purposes, begins with the first day of the fall sports season and ends with the first day following the spring sports tournaments.

1. Off-season conditioning and activities are permissible only when the activity is available to all interested students. A staff member of the Shelton School District may organize and supervise a year-round conditioning program to include weight training, running, running and exercising provided it does not include instruction in specific sport skills. Such a program does not count toward the practice requirement for in-season sports.
2. Open gyms: coaches or school personnel may conduct an open athletic program (gym, pools, field, track) in the off-season if the program is advertised and open to all members of the student body, and no specific coaching of drills occurs. Such activities do not count toward the practice requirement for in-season sports.
3. In-season sports have first priority for facility usage, including locker rooms.
4. Athletes cut from the in-season sport may immediately turn out for off-season conditioning.

Summer Activities

1. The District may choose to sponsor, promote, and direct activities during the summer (after the spring sports tournament and before August 1st).
2. Coaches wishing to conduct summer activities independent of the District must adhere to all facility use regulations as any other private user, including, but not limited to, proof of liability insurance, scheduling, supervision, fees, etc. Coaches may conduct summer activities only after the spring state tournaments and before August 1st – regardless of whether the coach is coaching through a private endeavor or sponsored by the District.
3. Coaches directing a program in an independent, private capacity may not use ASB funds to support their summer activities. In addition, any funds collected through the private program are to be kept separate from any school funds and cannot be accounted for through the District.
4. Coaches may not require students to participate in any summer activity as a condition for participation during the sport season. Furthermore, coaches shall make every effort to inform students of available sports camps and activities available during the summer, including private activities and district-sponsored activities.

Purchasing Equipment

1. All ASB budgets are to be approved by the student senate.

2. All equipment purchases and expenditures must be accompanied by an ASB purchase request form signed by the coach, athletic director, principal, and student treasurer.
3. Three bids must be obtained for purchase requests over \$5,000. The requests must include the purchase specifications along with the responses from the vendors (minimum of three) who submitted bids.
4. Budget and inventory procedures:
 - a. inventory and budget needs for the entire program are to be turned in to the Athletic Director on the appropriate budget form by April 15th of each year;
 - b. schedule a meeting with the Athletic Director to be held no later than May 15 of each year;
 - c. prepare appropriate ASB purchase requests, obtain required signatures, and submit the orders to the ASB bookkeeper by May 31st of each year.

Transportation Rules and Scheduling

Rules for Athletes: The following rules will be enforced whenever it is necessary to travel to other schools for interscholastic contests:

1. All participants must travel to and from interscholastic contests in transportation provided by the school district. Except that a participant may return:
 - a. with their own parents if the parent meets the coach in person after the contest and requests to take his/her athlete (only) home in their own car;
 - b. in a private car, if the parent sends a written request to the principal or designee prior to departure and the principal gives approval to the coach in charge.
2. Participants will remain with their squad and under the supervision of their coach when attending away contests.

District Procedures: Athletes will be transported by school bus and driver whenever possible. Where exceptions become necessary, coaches will use the parent "Travel Permission Form" (see forms) procedure. Coaches are responsible for the conduct of all squad members authorized to make a team trip.

The head coach is responsible for making certain that at least one coach rides the bus with the team to the contest and back to the school except when:

- a. an adult substitute (approved by the principal) has been arranged; or
- b. emergency situations make it necessary for the coach to take special measures after a bus has departed from the school.

Scheduling Transportation:

1. Submit travel request forms to the Athletic Director for approval at least one week prior to the event.
2. Get vehicle keys and mileage log sheets from the bus co-op office.
3. Return vehicles to the bus co-op. Place keys and log sheets in drop box. If there are any mechanical or safety concerns, write them down and drop them in the box with the keys and log sheets. *Note: If the return time is after hours, be sure to get a gate key prior to departure.*

Fundraising

1. All fundraising must be accounted for through the ASB.
2. Any sport club or activity must have a constitution and a club budget, which must be submitted to the ASB on the appropriate form by the end of the third week of April each school year.
3. Fundraising projects must meet the guidelines of the ASB by-laws. Final ASB approval will be made by the ASB Senate, ASB Advisor, and the principal or designee.

Coaches Clinics

1. Requests by coaches to attend clinics, tournaments, visitation, etc. must be cleared by the principal if they involve release from school. Transportation requests must also be cleared by the principal. SAAA funds are available for clinics upon approval by the principal or designee.

Tournaments, State Playoffs, and Campus Visitations

1. Head coaches will be released from school to attend tournaments when their team, or members of their team, are participating in a WIAA-recognized tournament.
2. Assistant coaches will be released on a need-to-attend basis to attend tournaments. Each request will be treated individually by the building principal and athletic director. The decision will depend on the number of participants attending and other extenuating circumstances.
3. Staff member and participant expenses may be provided through district and ASB funds as appropriated by building budgets. The expense allowance rate will follow District 3 guidelines.
4. The coaches to be released to supervise students during state playoffs will be addressed as follows: the head coach will be released first and additional coaches will be released dependent on the distance to travel, number of students, over-night stay, or other unique criteria. If the number of participants does not warrant assistant coaches, an assistant may apply to use their professional leave to attend a state playoff.
5. High school head coaches and assistant coaches may apply for professional leave to visit college campuses, or attend state tournaments related to their coaching assignment.

College Recruiters and/or Professional Scouts

1. When visiting campus, all recruiters or scouts are to register their presence with the Athletic Director. If a coach receives a request and/or notification a college recruiter or scout will be visiting the school, the coach must notify the Athletic Director.
2. A recruiter or scout (at the time of a visit) is NOT to contact an athlete who is involved in an in-season sport without the consent of the head coach of that sport.
3. Students are not to be dismissed from a class for the purpose of conferring with recruiters or scouts without consent of the teacher whose class is missed.

Awards

1. At the secondary level, each coach will distribute the written criteria for earning a varsity letter to each member of each varsity team (Criteria attached: Letter Award Procedures – Standards). Coaches will award appropriate certificates to junior varsity participants, managers, etc. The head coach will notify the athletic director for the correct number of certificates and letter award recipients (that is: first year, second year, third year, and fourth year recipients).
2. Appropriate recognition for participation should be presented to all members of programs at the elementary and middle levels.
3. At the secondary level, if emblems, pins, plaques and trophies are to be presented, they will be provided by the booster clubs, community club, ASB, or other outside source.
4. Head coaches should schedule the time and date of a team's sports awards presentation program with the athletic director. This date should be scheduled as far in advance as possible to avoid conflicts with other activities or community use of facilities. Cafeteria arrangements should be made with the District's Food Service department.

Activity Conflicts

1. If a student athlete has an athletic/activity conflict (example: track meet/music concert; volleyball/dance team) and is forced to make a decision, neither the coach nor the teacher/advisor shall penalize that individual for his/her decision. Grades cannot be lowered nor can points toward a letter be subtracted.

School-Community Activity Conflicts

1. The schools will arrange athletic and activity schedules to have as few conflicts as possible with community activities.

Personnel

PERSONNEL

Employee of the District: No school team or individual contestant shall be eligible to represent a school in a contest unless the coach is an employee of the school district in which they coach and has been employed to coach in compliance with RCW 28A.405.020 and/or WAC 180-79-230(1) (iii). This requirement also applies to paid or volunteer assistant coaches who serve at all times under the supervision and direction of a regularly certificated person. Volunteer coaches may serve as assistants only upon approval and authorization of the school district Board of Directors.

Supervision - A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

Qualifications –

All Coaches -- The following is required for initial employment as a paid and/or volunteer interscholastic coach:

1. Pass the Washington State Patrol Criminal History background check required by RCW 43.43.830.
2. Have on file at the District Office the O.S.P.I. Moral Character Supplement Form 4010B.
3. Hold a valid current First Aid Certification Card or have completed a district-approved athletic training/sports medicine course equivalent to the Red Cross First Aid Card training, or be enrolled in that type of class.
4. Hold a valid CPR Certification Card or be enrolled in a CPR course.
5. Be a high school graduate.
6. Be at least 21 years of age.
7. Meet the qualifications of the coaching assignment as outlined in the job description (job descriptions attached).

Head Coaches – In addition to the above-noted requirements, the following is required of head coaches:

1. Annually attend the WIAA approved rules clinic for the sport being coached, or pass the WIAA approved sports rules test required of officials for the sport being coached prior to the end of the third week of the sports season.
2. Meet the qualifications of the coaching assignment as outlined in the job description (job description attached).

Coaches Standards

Coaches are primarily responsible for imparting valuable educational experiences to student participants. Therefore, coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools.

Trainings: Progressive Levels of Coaching Standards -- WIAA has identified three 'levels' of coaching experience: entry level, beginning level, and continuous level.

Entry level coach -- A coach in their first two years of coaching. To move to the beginning level, a coach must have three years of coaching experience and 30 hours of instruction to move to the next level.

Beginning level coach -- A coach who has completed one of the following prior to the start of their third year of coaching:

- High School: Accumulated 30 hours of coaches training.
- Middle School: Completed NFHS "Coaching Principles" class or 30 hours of coaches training.

Continuous level coach -- A coach who has three years of coaching experience at the beginning level and 15 hours of coaches training, or a coach who is a PE major or minor, a coaching major or minor, or coached 5 of 7 years prior to 1994-95. At this level, 15 hours of training is to be completed every three years.

Education compliance: Each school year, the Athletic Director will report coaching standards compliance for all paid and/or volunteer coaches at both the high school and junior high school. A school will be in compliance if eighty percent (80%) of their coaches meet coaching education standards. A school will provide to WIAA a plan of action to have all coaches in coaching education compliance.

Coaching education standards (knowledge and skills):

A. Medical aspects of coaching – health and welfare

1. Care and prevention of student injury
 - a. first aid
 - b. CPR certification
 - c. athletic training/sports medicine
 - d. chemical and substance abuse
 - e. injury rehabilitation

2. Kinesiology

3. Exercise physiology

B. Legal aspects of coaching – litigation and liability

1. School physical education, sports, or athletic law

2. Annual review of rule changes and application of rules

3. School board policies, WIAA rules, school law

C. Psycho/Social Foundations

1. Sociology and psychology of sports

2. Philosophy of interscholastic athletics and activities programs

- D. Coaching techniques
 - 1. Instructional methods and techniques as related to activities
 - 2. Instructional methods in physical education for handicapped
 - 3. Instructional methods in interscholastic sports
- E. Philosophy/sports management/pedagogy

Evaluations – Evaluations will be conducted for every coach and volunteer at the end of each sport season. The Athletic Director and/or an evaluation committee directed by the Athletic Director will evaluate head coaches. Head coaches will evaluate assistant coaches and volunteers. The Director of Administrative Services will evaluate the Athletic Director.

Head coaches, assistant coaches, and volunteer evaluations will be based on the coaching expectations that are outlined in the coaches' job descriptions. Coaching expectation categories include: coaching skills, organizational skills, professional relations, and personal characteristics. A formal feedback process from parents and students will be considered in the evaluation process. *Evaluations are to be completed for all interscholastic coaches – paid and volunteer – and submitted at the end of the sport season to the Human Resource office to be kept on file.*

The *Athletic Director evaluation* will be based on the duties outlined in the Athletic Director job description. Input from the high school and junior high school principals, as well as a formal feedback process from coaches, parents and students will be considered in the evaluation process. A mid-year evaluation will take place in February, followed by the yearly evaluation in May. Evaluations will be kept on file in the Human Resource Office.

Coaching Expectations

Coaching Skills:

- 1) Teaches fundamentals
- 2) Promotes physical conditioning with specific plan
- 3) Has valid First Aid and CPR card, or equivalent
- 4) Teaches specific safety procedures for activity
- 5) Prepares team for contest
- 6) Maintains discipline
- 7) Knows and abides by rules of activity
- 8) Develops quality program
- 9) Encourages appropriate traits of citizenship by being a positive role model
- 10) Provides positive leadership for students/staff

Organization Skills:

- 1) Care of equipment and facilities
- 2) Team supervision - home and away
- 3) Appropriate time committed during season
- 4) Delegates responsibility to assistants when appropriate
- 5) Organizes effective practice sessions
- 6) Practice plans
- 7) Ability to develop and manage budget
- 8) Effectively supervises managers
- 9) Responsibility for such details as: student eligibility, transportation, inventories, and awards
- 10) Follows district (coaching handbook), league, and WIAA policies
- 11) Goes over Student Athletic Handbook with team
- 12) Promotes participation of all team members

Professional Relations:

- 1) Communicates with fellow coaches
- 2) Cooperates with building administration
- 3) Cooperates with district athletic director
- 4) Supports and cooperates with other sports programs
- 5) Attends clinics and other professional meetings
- 6) Cooperates with media and responds to reasonable requests
- 7) Holds meeting when appropriate with parents and athletes prior to first contest to establish positive communication
- 8) Maintain good relations with players
- 9) Maintains professional relationships with officials

Personal Characteristics:

- 1) Is enthusiastic and self-motivated
- 2) Exercises fairness in dealing with players
- 3) Is punctual
- 4) Maintains sense of humor
- 5) Maintains poise and composure during practice
- 6) Maintains poise and composure during games
- 7) Appropriate appearance/dress

Injury, Health, and Safety

INJURY, HEALTH AND SAFETY

Medical Procedures

Minor Injury – Apply basic first aid as necessary.

Medical Emergency - When an obvious injury of a serious nature arises the following procedures shall be adhered to in providing medical attention:

1. If the injury is serious, yet **NOT** life threatening:
 - (a) Call 911.
 - (b) Give first aid.
 - (c) Get parent's home number from Athletic Registration form.

- (d) Get the name of the student's doctor from Athletic Registration form.

With the above information (c,d) make every effort to contact parent(s).

Permission to take the athlete to the doctor's office or hospital is found on registration physical form. Ask the parent to call the doctor's office or hospital to give the release for treatment.

- 2. If the injury **IS** serious and/or life endangering:
 - (a) Call for ambulance immediately - 911.
 - (b) Give emergency first aid.
 - (c) Call parent and have them meet with the doctor at the hospital.
Information regarding doctors and emergency numbers must be on a Medical Emergency Card, prepared by each head coach.
- 3. If number 1 or 2 should occur, or the athlete sees a doctor for any other type of injury the coach shall:
 - (a) Report the injury on an Accident Report Form, have the principal sign, and send it to the District's Risk Manager. Obtain an insurance claim form from the main office if the athlete is using school insurance.
 - (b) Details are recorded on the insurance claim form and sent to the parents.
 - (c) Instructions from the doctor must be obtained and carried out before permitting the student to return to active participation. Use the Return to Play Form in the back of this manual.

Head Injuries

In the event that a head injury occurs, the procedures regarding aid are as follows:

- (1) Call 911.
- (2) Cover the patient and let him/her lie on his/her side with the face slightly downward.
- (3) Secure an adequate air passage by allowing the tongue to fall forward.
- (4) Call the parents and have them meet with the physician at the hospital. Information regarding the parent's emergency number, physician, etc., should always be in the coach's kit on the field.

When a head injury has occurred, the general guidelines are as follows:

- (1) If the athlete is temporarily dazed or shaken up, keep him/her out of the game until assured that he/she is rested and clear; continue to observe his/her behavior in the game when he/she has returned.
- (2) If brain concussion has occurred and there has been a period of unconsciousness, even though brief, remove the athlete from the game and do not permit him/her to return. Do not allow participation in further games until written clearance has been secured from the athlete's physician.

The Unconscious Athlete

There are a number of conditions that may cause unconsciousness. Some of these conditions are listed below:

Heat stroke - Collapsed with dry, warm skin indicates sweating mechanism failure and rising body temperature. ***This is an emergency; delay could be fatal!*** Immediately cool the athlete by the most expedient means (immersion in cool water is the best method). Obtain medical care at once. The player should not return to participation without consent of physician.

Heat exhaustion - Weakness with profuse sweating indicates state of shock due to depletion of salt and water. Place in the shade with the head level lower than body. Give sips of diluted salt water. Obtain medical care at once. The player should not return to participation without the consent of a physician. (See "Return to Play" form.)

Impact blow to solar plexis - Rest the athlete on his/her back and moisten the face with water. Loosen clothing around the waist and chest. Do nothing else except obtain medical care if needed. The player may return to participation if further medical care is not indicated.

Impact blow to head - Head injuries in sports are usually subtle in nature. That is, the player may be briefly dazed or slow up to get up. He/she may feel groggy or dizzy for only a few moments. Such a player should be benched for a minimum of a half hour, preferably the day, and not returned to play until alert, fully in command mentally, and free of headache or mental confusion.

Beyond the complaints of the athlete such as headache or dizziness, the following simple observations can be conducted to determine if there is an expanding intracranial lesion:

- (1) State of consciousness - How impaired are movements?
- (2) Pupils - Inequality of size.
- (3) Heart - Unusual slowing.
- (4) Eye Movements - Nystagmus (dancing eyes).
- (5) Outstretched arms - Drift unilaterally.
- (6) Finger to nose test (eyes closed) - Asymmetry.
- (7) Heel to knee test (eyes closed) - Asymmetry.
- (8) Romberg test (standing with eyes closed) - Falling.
- (9) Tandem walk (heel to toe walking in a straight line) - Inability to perform.

Moving the Injured Athlete

STOP (stop play immediately at the indication of an injury).

LOOK (look for obvious deformity or other deviation from normal).

LISTEN (listen to the athlete's complaint).

ACT (move the athlete only after serious injury is ruled out).

Serious injuries can occur: (1) in practice when a physician may not be immediately at hand, and (2) in sports that are not so hazardous as to require the regular attendance of a physician. In such instances it may be necessary to move the injured player in accordance with sound principles, although it would be preferable to do so only on a physician's instructions.

Principle One - Avoid being hurried into moving an athlete who has been hurt. Meriting re-emphasis is the admonition that to protect the athlete at the time of the injury, move him only after serious injury is ruled out. Few injuries in sports require breakneck speed in removal of the players; the game officials will respect the judgment and caution of responsible personnel.

Principle Two - Obtain medical supervision before moving an athlete with a suspected neck or spinal injury. An athlete's inability to move or feel an extremity, even if momentary, is sufficient cause for the first aid provider to be determined in his conservatism. Moving a player with such an injury can cause further damage and result in permanent disability, if not death. The game can wait.

Principle Three - Have near at hand for ready use at the site of participation: (1) a stretcher, (2) a telephone and (3) safe means of transportation to the nearest hospital. The stretcher may be in conflict with the heroic stoicism an injured player mistakenly wants to display. But with any serious injury, attempting to walk or run off the field may be sufficiently aggravating to delay unnecessarily the effective return of that athlete to competition. In the case of a concussive head injury, the lying down position is a wise precaution against aggravation of possible internal bleeding before medical care can be reached. The immediate availability of a vehicle for rapid transit can be a lifesaver. Rapid communication with an assigned physician is frequently necessary.

Principle Four - If the player can be moved, support the injured joint or limb. If in the lower extremity, avoid weight bearing. An assistant of 140 pounds is little help in this regard when helping a limping 220-pound player away from the zone of action. If the upper extremity is involved, giving support against gravity will bring the player to medical care with the least pain and risk.

Principle Five - If the player is to be moved, move him away from the proximity of the crowd. An emergency medical station near but not at the site of action will minimize the natural tendencies of the athlete to attempt unauthorized return to play. Equally important, it will give the physician the opportunity to make a quiet, unrushed initial evaluation of the severity of the injury.

Principle Six - Post conspicuously and have understood by all supervisory personnel, the step-by-step directions for emergency first aid procedures. The physician closest to the school's sports program can help develop the best practical plan for fitting the community's resources to the supervisory coverage of games and practices.

Hot Weather Hints

Early fall football practice frequently is conducted in very warm and highly humid weather in many parts of the United States. Under such conditions, special precautions should be observed. Otherwise, the athlete is subject to:

Heat Cramps - depletion of electrolytes

Heat Fatigue - depletion of salt and water due to sweating

Heat Exhaustion - excessive depletion of salt and water

Heat Stroke - overheating from breakdown of the sweating mechanism

Heat cramps are only temporarily disabling, but the moment of occurrence may be significant.

Heat fatigue dulls the athlete's skillful alertness and makes him more vulnerable to injury. The two heat illnesses can result in serious physical harm and even death; both are preventable.

Heat exhaustion and heat stroke are preventable only by careful control of various factors in the conditioning program of the athlete. An athlete health history examination prior to participation in practice is a basic. With the start of fall practice, it is essential to provide for gradual acclimation to hot weather activity. Equally important is the need to adjust salt and water intake to weather conditions.

As the athlete becomes accustomed to hot weather activity, he perspires more freely (thus dissipating body heat) and excretes less salt (thus conserving sodium and potassium). With a graduated training regimen, such acclimation can be expected to take place over a period of about one week.

The old idea that water should be withheld from athletes during workouts has no scientific foundation. In fact, such restriction, by depleting water in the body, can lead to heat fatigue and serious heat illness. During exercise in the heat, it is essential to replace - at least hourly - the water lost by perspiration.

Salt also needs to be replaced daily, particularly during the acclimation period. Extra salting of the athlete's food within bounds of taste will accomplish this purpose. Salt tablets, particularly on an empty stomach, can be irritating and may be poorly absorbed.

Even after acclimation, it is advisable to alternate periods of strenuous exercise with periods of rest during hot weather. Also, it is important for the coach to observe his athletes carefully for signs of lethargy, inattention, stupor, awkwardness or unusual fatigue. Symptoms of water and salt depletion may include sluggishness, headache, nausea, hallucinations, and/or weak and rapid pulse. If heat illness is suspected, prompt attention to these recommended emergency procedures might have vital importance.

HEAT STROKE: Collapse - with dry warm skin and rapid weak pulse - indicates sweating mechanism failure and rising body temperature. *This is an emergency; delay could be fatal!* Immediately cool athlete by the most expedient means (spraying or sponging with cool water is a good method). *Obtain medical care at once!*

HEAT EXHAUSTION: Weakness - with profuse sweating and rapid pulse - indicates state of shock due to depletion of salt and water. Place the person flat on his/her back in the shade with head on the ground, level or lower than body. Give sips of diluted salt water if conscious. *Obtain medical care at once!*

Diet Hints for the Athlete

A well balanced diet of carbohydrates, proteins, fats, minerals, roughage and vitamins is essential to attaining and maintaining peak athletic performance.

Diet for the Athlete

1. Types of Foods
 - A. Whole grain foods at most meals
 - B. fruit: 2-3 servings daily
 - C. Vegetables in abundance
 - D. Nuts/legumes: 1-2 servings daily
 - E. Fish, poultry, eggs: 0-2 servings daily
 - F. Dairy or calcium supplements: 1-2 servings daily
 - G. Red meat and butter: sparingly
 - H. White rice, white bread, potatoes, pasta, and sweets: sparingly

Recent studies in nutrition have proven without a doubt that a fair number of our high school students do not eat an adequate diet. Likewise, a fair number of high school athletes are deficient in one or more aspects of the well-balanced diet. The popularity of the "drive-in" has taken nutrition out of the home and put it in the hamburger and milkshake stand - a woefully deplorable situation. Coaches and team physicians would do well to spend a session early in the season instructing the squad in the fundamentals of an adequate diet.

2. Caloric Requirement for the Athlete

Varies with age, rate of growth, size, and physical activity. A 15-18 year old male student requires 25 cal./pound, plus 10% more for his physical output. The 150-pound boy requires about 4,000 to 5,000 calories.

3. Pre-Game Feeding

- (a) On Thursday and especially on Friday preceding a Friday or Saturday game, instruct the squad to eat a diet higher in carbohydrates and lower in protein. Protein is not the best fuel for working cells - carbohydrates are - consumption of a carbohydrate-rich diet will improve capacity for prolonged exercise.
- (b) A meal before game time should be given three or more hours before the event, and feed mainly carbohydrates, i.e., toast with honey or jelly, cereals, fruits in heavy syrup, Jell-O with fruit. Avoid steak, bacon, eggs, etc.
- (c) Liquid feedings are of some value for athletes with nervous stomachs who habitually vomit just prior to game time. Instant Carnation is as good as any and the cheapest.

4. Half-Time Liquids

Plenty of cold water is usually sufficient. Real hot weather - special formula liquids may be helpful. Sweetened liquids sometimes are indicated - orange juice, tea with sugar, soft drinks, etc.

Contagious Disease and Contact Sports

With proper care and precautions, transmissions of contagious diseases can be reduced or eliminated.

In the area of interscholastic activities, specifically contact sports such as wrestling and football, some alarm has been expressed regarding the presence contagious diseases in sweat, saliva and bleeding from minor injuries. Precautions - the same as those taken in health care institutions - should be taken to insure that no transmission could occur.

Wear gloves, wear gloves, wear gloves! All equipment, with which a contestant will come in contact, should be wiped down with a weak solution of Clorox (at least 10%) or other acceptable disease fighting solutions.

- If a wrestler sustains a minor bleeding injury, the match should be stopped and the bleeding stemmed using a fresh disposable towel, gauze, or similar equipment. By using a spray bottle, any blood on the mat, the opponent, the official(s), or other people should be wiped off on a paper disposable towel after being sprayed with a 1:10 solution of laundry bleach in water (1 part of laundry bleach to 10 parts water).
- Blood spots on the opponent's uniform should be sprayed with the same solution, and then sprayed again with plain water to minimize the bleaching action on the uniform. The spray bottles, disposable paper towels, spray solution, plain water and other supplies shall be immediately available for these purposes.

- Contaminated disposable paper towels should be sealed in plastic bags for disposal. Incineration is preferable if available, however, it is not required. Cloth towels, if used at all, should be immediately immersed in the Clorox (or other) solution described above.
- Anyone treating bleeding athletes should wear disposable gloves. Contaminated gloves should be disposed of in the same manner as the disposable towels.
- If any of the blood has gotten on the opponent's uniform, unless the opponent has an open cut or unskinned area on his body, it is not necessary to clean the uniform at this point. If there is an open cut or an unskinned area, then the uniform also should be wiped with Clorox solution. If an official gets blood on his/her person, he/she should do the same as competitors: use the Clorox solution to wipe the area of the blood.

These precautions applicable to wrestling can also be utilized in other interscholastic activities any time there is a bleeding problem. Of course, no matter what the activity, if the bleeding problem is severe enough, then the competitor should not be permitted to continue.

Athletes known to be infected with a communicable disease should not be allowed to participate in contact sports where risk of transmission to the other is present.

Supplies to be on Hand at Field or Courtside

Basic First Aid Kits
Clipboard with emergency information
Gate keys (if gate is locked)
Coins for pay telephone
Identification cards
First aid cards
Ice chest
Crushed ice
Plastic bags with ties
2" ace bandages in ice
4" ace bandages in ice
6" ace bandages in ice
Drinking cups and drinking water
Towels
Kleenex
Crutches
Sling
Neck Collars
Knee Splints
Stretcher
Air Splints (assorted for extremities)
Spine board (only if properly trained personnel use it)
+Trainer's Angel
+PVC Pipe Cutter
+Screwdrivers (1 regular, 1 Phillips)
+Sharp Box Knife

+items for football only - for use in removing facemask from helmet

Cell Phone Availability and Check-out Procedures

In order to provide communication with emergency responders, administrators, and parents, cell phones are available for check out from the Shelton High School office and the Oakland Bay Jr. High School office. These phones should be checked out prior to travel to an away contest or when practices or events are held in an area where normal phone communication is unavailable.

The phones should be returned to the office before the beginning of the school day following the outing or event.

Inspection and Maintenance of Sports Facilities and Equipment

The District's Athletic Director shall ensure that all athletic facilities and equipment are inspected each year using the *Athletic Facilities and Equipment Checklist* provided by the District's insurance company as the guide to inspection. The checklist is to be completed and submitted to the District's Risk Management Coordinator at the Central Office no later than June 30th of each year. The completed checklist should include comments regarding the mitigation of findings.

In addition, coaches and volunteers should immediately report any damaged or malfunctioning equipment or faulty facilities to the Athletic Director.

Forms and Checklists

Shelton School District
ATHLETIC FACILITIES AND EQUIPMENT CHECKLIST

Site: _____

Inspected by: _____

Date: _____

AQUATIC

Cond.
OK

Needs
Attn.

Comments

1. Signage

- Water depths noted.
- Pool configuration noted.
- Warning against running, horseplay; no use unless staff present.

2. Water Condition

- Chemical balance.
- Free of debris.

3. Emergency Equipment

- 20 in. diameter approved ring buoys.
- 50 ft. rope length.
- 12 ft. rescue poles.
- First aid kit.
- Bright colored float line at depth change.
- Emergency phone access with 911 posted.
- Spine board.
- Emergency procedure sign posted.

4. Lifeguard Stands

- Moveable vs. permanent so every inch of pool can be observed.
- Off deck storage area for lap counters, float boards.

BASEBALL/SOFTBALL

Cond.
OK

Needs
Attn.

Comments

1. Protective Equipment

- Pads, helmets, masks.
- Warning label on helmets.
- Backdrop netting.

-Sliding pads.	_____	_____	_____
2. Bats			
-Dents/cracks-aluminum bats.	_____	_____	_____
-Ends securely attached on aluminum bats.	_____	_____	_____
-Cracks/splinters-wood bats.	_____	_____	_____
3. Shoes			
-Proper cleat length.	_____	_____	_____
4. Pitching Machine			
-Proper grounded cords.	_____	_____	_____
-Safety screen for operator.	_____	_____	_____
-Rules for use.	_____	_____	_____
-Visible warning label.	_____	_____	_____
5. Bat Rack Location	_____	_____	_____
6. Backstops and Fences Checked for Protrusions And Holes in Screens	_____	_____	_____

BASKETBALL

**Cond.
OK**

**Needs
Attn.**

Comments

1. Backboards and Rims			
-Rectangular boards padded.	_____	_____	_____
-Suspension cables.	_____	_____	_____
-Ceiling attachments.	_____	_____	_____
-Backboard support structure integrity.	_____	_____	_____
-Flex rims.	_____	_____	_____
2. Posted Safety Rules			
-Illustrations showing common injuries and how to avoid.	_____	_____	_____
-General safety conduct rules.	_____	_____	_____
3. Foreign Objects			
-10 ft. clearance around court of any portable equipment.	_____	_____	_____
-Padding for permanent hazards such as fire extinguishers, close bleachers, etc.	_____	_____	_____

FOOTBALL

Cond.
OK

Needs
Attn.

Comments

1. Player Equipment

- Helmets.
- Helmet warning label.
- Protective pads.
- Four point chin straps.
- Uniforms adequate ventil.
- Shoes/cleats.
- Mouth guards.

2. Field Equipment

- Corner flags soft, pliable, bright color.
- Goal posts padded.
- Sideline markers soft and pliable.
- Fields lined with non-caustic chalk/marble.
- Player benches safe distance from playing field.

3. Blocking Sleds

- Padding.
- Leaf springs.
- Attaching hardware.
- Welds.
- Rust-free.

4. Safety zones outside of playing field established.

GOLF

Cond.
OK

Needs
Attn.

Comments

1. Protective cages

- Nets.
- Frame.
- Mats.

2. Signage

- Safety rules and regs.
- Illustrations of how someone could be injured.

_____	_____	_____
_____	_____	_____

3. Equipment

- Shaft dents or other metal stress.
- Loose grip material.

_____	_____	_____
_____	_____	_____

SOCCKER

**Cond.
OK**

**Needs
Attn.**

Comments

- Non-caustic chalk for lines.
- Protective equipment: shin and elbow.
- Pad condition.
- Goal cage welding/connections secure.
- Goal netting condition.
- Goals secured to ground.
- Safety zones outside the playing field identified.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STRENGTH TRAINING

**Cond.
OK**

**Needs
Attn.**

Comments

- Adequate space between stations.
- Weight machine cable condition.
- Weight machine cable connectors.
- Weight machines securely anchored to floor and wall.
- Weight machines have limiters to prevent extreme range of motion.
- Weight machine pulleys properly lubricated.
- Weight machines free from structural cracks, breaks, dents, or bends.
- Weight machine foot pedals and hand grips non-slip.
- Free weight collars and thread's condition.
- Free weights properly stored in racks.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

-Extra plates, bars, and collars stored in cabinets.	_____	_____	_____
-Preset weight barbells and dumbbells welded to bar.	_____	_____	_____
-Bench structure condition.	_____	_____	_____
-Bench cover material easy to clean.	_____	_____	_____
-Bench connector condition.	_____	_____	_____
-High density shock absorbing floor in free weight area.	_____	_____	_____
-Signs illustrating proper use posted near stations.	_____	_____	_____
-Warning labels in conspicuous location on the apparatus.	_____	_____	_____

TRACK AND FIELD

**Cond.
OK**

**Needs
Attn.**

Comments

-Track is free of debris.	_____	_____	_____
-Track is free from wear “depressions.”	_____	_____	_____
-Hurdles stored off track when not in use.	_____	_____	_____
-Hurdles locked at specific height.	_____	_____	_____
-Hurdle counterweights properly located.	_____	_____	_____
-High jump landing pit meets rule specifications.	_____	_____	_____
-Long jump landing pit meets rule specifications.	_____	_____	_____
-Pole vault landing pit meets rule specifications.	_____	_____	_____
-Foam landing pits protected from weather and vandalism.	_____	_____	_____
-Long and triple jump landing are free of glass, rocks and other debris.	_____	_____	_____
-Throwing events landing areas roped off.	_____	_____	_____
-Throwing event release area protected from excess unwarranted ‘traffic’.	_____	_____	_____
-Shoe cleat length appropriate for surfaces.	_____	_____	_____

VOLLEYBALL

**Cond.
OK**

**Needs
Attn.**

Comments

- Clearance around court free from obstacles. _____
- Poles padded. _____
- Support cables padded. _____
- Official's stand padded. _____
- Cables free from fraying. _____
- Anchor plates secured to subfloor. _____
- Connector's condition. _____
- Protective equipment condition- knee and elbow pads. _____

WRESTLING

**Cond.
OK**

**Needs
Attn.**

Comments

- All walls, thermostats, fire extinguishers, switches, etc covered w/protective pads. _____
- Mats securely anchored. _____
- mat sections securely taped. _____
- Loose furniture, timers and other objects kept away from mats. _____
- Protective equipment condition: knee pads, helmets, ear protectors. _____

RETURN TO PLAY FORM

Student: _____ School: _____

Address: _____

Phone Number: _____

Injury/Illness Information:

Date of Injury: _____

Location: _____

Nature of Activity:

Practice _____ Competition _____ Other _____

Sport: _____ Position Played _____

Coach: _____ Phone Number: _____

Description of Injury: _____

Medical Treatment or Procedure: _____

Recommendations:

No restrictions as of _____

No practice or play until _____

Expected return to activity _____

Light running only - no contact _____

Regular practice but no contact _____

Athlete needs to return to me for additional care - Yes _____ No _____

Additional comments: _____

Physician (please print)

Physician Signature

Phone #

Date

COACHES' PRE-SEASON CHECKLIST

TO: Head Coaches
FROM: Bill Hicks, Athletic Director

Please complete these items and review them with the Athletic Dir, prior to your first turnout:

- (1) _____ Check for valid First Aid and CPR certifications. Head coaches are responsible for turning in copies of valid First Aid/CPR cards - for their entire staff - to the Athletic Director.
- (2) _____ Attend available WIAA sponsored rules clinics.
- (3) _____ Notify the Athletic Director in writing of any unsafe playing conditions in your area.
- (4) _____ Establish procedures for filling out student accident reports for appropriate injuries. (Refer to the Standard Operating Procedures [SOP] manual).
- (5) _____ Establish emergency procedures per the S.O.P.
- (6) _____ Notify all volunteer coaches on your staff to complete the Volunteer Registration Form, available at the Athletic Director's office or on the District website.
- (7) _____ Notify paid coaches on your staff that do not teach in the Shelton School District that they must fill out a complete hiring packet – including fingerprinting - available at the District's Human Resources Office.
- (8) _____ Make certain that all of your athletes are cleared by the Athletic Director prior to their first practice.

Please complete these items and return this form to Athletic Director before your first contest:

- (9) _____ Review WIAA coaching regulations (in and out of season) with all coaches.
- (10) _____ Review the athletic code with your entire team and warn players and parents of the potential risk of injury inherent to your sport. Have all athletes and parents sign and submit a "Cautions, Considerations, and Responsibilities" Form.
- (11) _____ Review with your team and turn in updated lettering criteria to the Athletic Director.
- (12) _____ Review with your team and place on file with the Athletic Director a list of team rules other than those covered in the Athletic Code that could lead to suspension of team members. These rules must be signed by parents and athletes and placed on file with the head coach.
- (13) _____ Discuss hazing/harassment with your team, covering definition, examples, and District policy.
- (14) _____ Verify that all team members have an ASB card or have paid a user's fee.
- (15) _____ Notify appropriate Junior Highs of ninth grade participants and dates of contests.

Your signature below indicates that all of the above items have been completed.

Signature: _____

Date: _____