

## **Administrative Procedures for Board Policy #2151 Interscholastic Athletics**

### **COACH'S DUTIES**

In accordance with district policy and the coach's job description, the coach has the duty to:

#### **Instruct Participants**

The coach should employ the latest methods or proper instruction using sound progression in presenting motor skills. If an injury occurs while using an improper instructional method, negligence may be present.

#### **Warn Participants**

The coach should inform all athletes and their parents of the inherent risks involved in participation in the particular sport, including the very small risk of infection with a blood-borne pathogen. The coach must describe, using a variety of methods, the catastrophic and common non-catastrophic injuries unique to the sport.

#### **Supervise Participants**

The daily plan should show how the coach plans to conduct general supervision of the sport, and how he/she will supervise specific drills and other components of the daily practice. Adequacy of supervision should be reviewed in terms of quality and quantity. Factors to consider include, but are not limited to: the age of the students, the size of the students, the equipment involved, the maturity level of the students, the first aid equipment and training available, the appropriate certification of supervisors where required, and the safety training of the personnel involved.

#### **Provide Safe Equipment and Facilities**

Equipment should be properly fitted and maintained. Athletes should be instructed on how to conduct a daily inspection. Facilities should be free of hazards and inspected regularly.

#### **Maintain Records of Injuries**

A report should be completed for each accident. Injury reports should be maintained for a period of five years after the student's 21st birthday.

#### **Evaluate Fitness of Participants**

The coach has a duty to evaluate the physical fitness, the medical condition, and the skill level of athletes. Failure to evaluate and maintain records of those evaluations may be cause for negligence should an injury occur involving fatigue or lack of skill.

#### **Provide Equal Protection and Due Process**

While participation in co-curricular activities is a privilege, a participant who allegedly violates the conduct code must be afforded the opportunity of a fair hearing.

#### **Transport Athletes Safely**

A coach has a duty to see that athletes are safely transported to and from contests if contests are held at sites other than designated Centralia home sites..

### **Group Participants**

The coach has the duty to employ a recognized system of grouping for participants in a particular sport that will avoid unequal and unsafe participation, based upon skill level, age, maturity, sex, size and experience

### **Foresee Danger**

A coach should be able to reasonably anticipate foreseeable dangers that may occur if the activity is continued in a facility, or with equipment, or in a situation, and take precautions protecting the children in his/her custody from such dangers.

### **Protect From Loss**

A participant is required to present evidence that he/she is covered by an accident policy. A blanket catastrophic (“no fault”) insurance provides coverage for serious injuries.

The duties listed above are not meant to be comprehensive. In carrying out the duties of the assignment a staff member is expected to act as a reasonable professional would have acted under similar circumstances. A staff member who supervises a sports activity is expected to know the intricacies of the activity that he/she is leading.

## **SUMMER SPORTS ACTIVITIES/CLINICS**

Rules governing out-of-school and/or out-of-season student sports participation are as follows:

- A. A practice is defined as a teaching phase of a sport to any present, past or future squad member while a student in grade 7-12 during the school year or during the summer. The school may not sponsor, promote or direct activities which resemble out-of-season practices or contests during the school year or summer as outlined by the WIAA handbook.

A school staff member who sponsors, promotes or directs such activities during the summer vacation shall clearly indicate that he/she is operating independent of the school district. As such, the school district shall be free of liability associated with the activity.

- B. A 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 WIAA state tournament.
- C. The use of the school bulletin board, public address system or school newspaper for promotional purposes to announce sports clinics/camps shall fall within the same guidelines as applied to other commercial endeavors.
- D. School facilities to be used for summer activity and/or sports camps may be rented consistent with the rates, rules and regulations applicable for other commercial uses.

A user shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way such use of school facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents

## ACTIVITIES CODES

### GENERAL RULES

**Covered activities:** The program of activities shall include all interscholastic athletics, performing music groups, performing drama groups, student body offices, class offices, club offices, cheerleading, drill/dance team and any other activity organizations recognized by the A.S.B. to represent the school.

**Effective date:** The activity code for the individual activity is in force from the first day of the activity (turnouts, practices, meetings, etc.) until the last day of the activity—twenty-four hours a day, seven days a week.

**Academic standing:** Because the academic achievement of the students is our primary concern, students must be passing in all classes to participate in an activity. Additionally, student body offices and Honor Society have specific grade point requirements. The activities director or advisor will advise you of those requirements.

**Absenteeism and truancy:** On the day of practice, competition, or event, the student is expected to be in attendance all six periods of the school day to be eligible to participate that day. However, the student may be absent up to two periods only if excused by the attendance office. In addition, the activities director may give authorization for absences beyond two periods for exceptional causes (e.g., appointments with medical specialists).

**Suspension:** Students who have out of school suspension will be ineligible for practice games and events for that particular day(s). Students will be deemed ineligible during this time. Driving to their event in a private vehicle for the purpose of competition or designated activity will not be allowed. Any student who has detention time to make up and does not make the time up by the due date, will be deemed ineligible for competition and will not be able to participate in the days practice sessions, interscholastic events or other designated school events.

**Travel:** Unless permission is granted by a coach or chaperone, students must return on designated school provided transportation. Students may be released to parents/guardians only after written authorization is presented to the coach/advisor by the parents/guardians prior to departure for home. We urge parents and guardians to make limited use of this option and only for exceptional reasons.

**Individual activities:** A student shall observe any additional rules stipulated by the coach/supervisor of each particular activity, provided that such rules do not alter or reduce any provision of this code. Additional rules not covered on this discipline guideline must be approved by the activities director and distributed in writing to participating student, parent, and activities director prior to the first day of turnout for the particular activity.

**A.S.B.:** Students turning out for activities must purchase an ASB card. Those clubs, which receive ASB monies, may also be required to purchase an ASB card for

membership. Students should check with the club advisor to see if this requirement is in effect for their club.

### **ADDITIONAL RULES FOR ATHLETES**

**Physicals:** Every prospective participant must have passed a physical examination by a licensed physician/licensed independent practitioner prior to his/her sport season. Unless injured, one physical will suffice for each twelve (12) month period. Athletes must have a physical dated after June 1st of each year to participate in high school interscholastic sports.

**Injuries:** Every injury must be reported to the coach immediately. If your injury requires medical treatment and you have purchased the accident insurance through the school, you will need a special form to submit with your medical bills for payment. In non-emergency situations, obtain this form from the office prior to going to the physician/licensed independent practitioner. In an emergency, contact the activity director as soon as possible following treatment for the proper form and instructions on how to submit your claim.

**Insurance:** Each participant must have medical insurance coverage. This coverage may be purchased at the high school with the company currently sponsoring the accident insurance program. Students covered by insurance companies other than that available through the school must submit a form signed by the parent/guardian confirming coverage.

**Eligibility:** Centralia School District is a member of and complies with the eligibility rules of the Washington Interscholastic Activities Association. If you are new to the district, check with the activity director to verify eligibility for athletics.

**Fines/Obligation:** Students are required to pay all outstanding school fines or obligations before they will be allowed to participate in any sports.

**Quitting a sport:** An athlete who wishes to change from one sport to another during the same season must have the written approval of the athletic director and both coaches involved.

### **ATHLETIC VIOLATIONS - DISCIPLINARY ACTION FOR ALL ACTIVITY PROGRAMS**

**Alcohol and drugs:** A student will not be in possession, sell, distribute or use, in any amount, forms of alcohol, illegal drug, or any controlled (legend) drug (including marijuana/cannabis), or including anabolic steroids, unless prescribed by a physician. Legend drugs are defined as any drugs, which are required by state law or regulation of a State Board of Pharmacy to be dispensed on prescription only or are restricted to use by practitioners only. Students abiding by the CHS Athletic Code will have five minutes to leave the scene where minors are present at a residence or establishment that has alcohol, tobacco, and/or drugs.

**First Offense:** Permanent activity season exclusion. If the violation is for possession or use, the exclusion will be reduced to 20% of the season provided the student and parent agree to obtain assessment, follow recommendations and get a UA. (All assessments and UA's will be at a cost to the student/parent). Another UA will be required at the end of the 20 % exclusion. If the follow-up is positive, it will be considered a 2nd offense and fall under the 2nd offense guidelines.

An athlete that voluntarily comes forth and indicates that he/she has a drug/use problem will be

given a UA and if positive, will be referred to counseling. Participation and competition in athletics and activities during this time will not be curtailed until the 20 % exclusion period is concluded where another UA will be administered. From this point on, the student will fall under the same guidelines as everyone else.

**Second Offense:** Exclusion for one calendar year from date of second violation for any activity.

**Third Offense:** A third legend drug offense will result in permanent exclusion from any WIAA member school athletic/activity program.

1.
  - a) Use or possession of tobacco
  - b) Theft or malicious damage to property: The theft of, or malicious damage to, the property of Centralia School District, any other school district, or any public/private property during a school sponsored activity.

First Offense:                    20% activity season exclusion  
Second Offense:                Permanent activity season exclusion

2.
  - a) Violation of transportation department bus rules
  - b) Unsportsmanlike conduct causing removal from game, meet, match or activity:

First Offense:                    One (1) activity exclusion  
Second Offense:                Permanent activity season exclusion

3. Conduct bringing discredit and/or disgrace to the school

First Offense:                    One (1) activity exclusion  
Second Offense:                50% activity season exclusion  
Third Offense:                   Permanent activity season exclusion

**Note:**

1. An exclusion begins immediately upon determination of violation of this code and continues through all levels of appeal unless, either the principal, athletic director, assistant superintendent or school board of directors elects to postpone such action.
2. An exclusion for any first offense will not carry over from one sport/activity season to another. The exclusion ends when the season ends. A second violation in the same category as the first violation in any one school year will constitute a second offense and have the same disciplinary action as a second offense for that category in the new activity. Students begin every September with no violations except in the case of an alcohol or drug violation. Alcohol/drug violations are accumulative throughout a student's high school career. (One alcohol/drug violation as a freshman and one as a junior are two (2) violations).
3. In the interest of safety, an athlete will be required to participate in practices while on temporary exclusion unless ineligible on particular days under attendance/suspension rules.
4. Students must complete an activity season as an eligible participant to receive any letter,

plaques, certificates or awards from the school.

### **ACADEMIC STANDARDS FOR ALL ACTIVITY PROGRAMS**

Students must be passing in all classes to participate in any activity. Grade checks will be made at each mid-quarter, quarter and semester. Students who receive a warning of failing any class at grade check will be on probation for two weeks. This probation will begin on the Monday following the issuance of the grade. If still failing after two weeks, he/she will be held out of games, shows, banquets, competitions and/or conferences until passing in all classes. The student will become eligible immediately after bringing a passing grade report to his/her coach, the athletic director or the activities director. (The coach has the option to ask for a written note from teachers concerning the student's status in his/her classes.) ASB and Class officers must sign the Athletic/Activity code.

A student who has been warned in a class during the semester will be declared ineligible if failing at any subsequent grade check for that particular class during the semester.

Semester failures will allow students to participate in turnouts/practices but will hold them out of games, events, shows, banquets, conferences and/or competitions for a period of two (2) weeks for one (1) failure, four (4) weeks for two (2) failures and five (5) weeks for three (3) failures. If the student is passing all classes, he/she will be eligible on either the 3rd, 5th or 6th Monday of the new semester.

### **YOUR RIGHTS OF APPEAL**

Any student (and/or their parent/guardian) who is denied participation in an activity because of a violation of this activity code may request a hearing before a board of appeals if they believe they have information, which could alter the penalty assigned.

To request a hearing, you must give written notice that you wish to appeal the exclusion to the activity director within three school business days of the notification of exclusion. The request for the hearing may be a brief note and should include a telephone number where you can be reached in the daytime. You will have the opportunity to present any information or witness on your behalf directly to the board of appeals. You may either mail or hand deliver your request to the activity director or his office.

The activities/athletic director will convene the board of appeals within two school business days of receiving your written request for a hearing and will notify you of the day, time, and place. The board of appeals will make its decision within twenty-four hours of the hearing to uphold, modify or repeal the denial of participation.

The board of appeals will be composed of:

1. One teacher (non-coach) - appointed by the activities/athletic director.
2. Two coaches not involved in the student's sport/activity - appointed by the activities/athletic director.
3. One community member - appointed by the activities/athletic director.
4. Either the assistant principal or the activities/athletic director, whichever one did not assign

the original exclusion penalty to the student making the appeal.

In the event you disagree with the decision of the board of appeals, you may continue the appeal in administrative order to the principal, the assistant superintendent and the school board of directors. A new written request for a hearing is required at each new level. In order for your appeal to be considered, you must submit your written request within the specified time and must wait to be notified of the day, time and place of the hearing. If you have a question about proper procedures in the appeal process, you may contact any administrator for information.

Each level of appeal has the authority to uphold, modify or repeal the penalties assigned under this code; however, a temporary exclusion will generally have been completed before there is time to carry the appeal past the activity board of appeals, since the exclusion penalty begins immediately upon notification by the activity director and continues through all levels of appeals unless either the principal, assistant superintendent or school board of directors rules otherwise.

Certain provisions of this code comply with the rules of the Washington Interscholastic Activities Association. If you wish to appeal a ruling concerning residency requirements for eligibility, permanent exclusion in a WIAA member school for a third legend drug offense, or exclusion as a result of unsportsmanlike conduct resulting in removal from a game, you must make your appeal to WIAA. Contact the athletic director for information on how to make an appeal to WIAA.

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