

Summer Sports/Activities/Clinics/Camps (Summer Programs)

Summer Programs are permitted with approval of the building principal or designee. The district shall not be responsible or liable for non-school-sponsored Summer Programs. The superintendent shall establish rules for Summer Programs.

Cross Reference: Policy 2152

Richland School District #400
Adopted: June 24, 2003

1. Summer Sports/Activities/Clinics/Camps (Summer Programs)

Rules governing student participating in summer sports/activities/clinics/camps (Summer Programs) are as follows:

A school staff member who sponsors, promotes or directs such activities during summer vacation shall complete "Summer Programs Questionnaire" and obtain approval from the building principal or designee by May 1 of each year.

After the approval of the "Summer Programs Questionnaire" the following forms must be completed before the summer program begins: Workers Comp & Liability Coverage (Form # 1), Summer Camp Participant Expectations Form (Form # 2), Participant Anti-Hazing Agreement (Form # 3), Summer Camp Advisor/Coach Involvement and Responsibilities (Form # 4), Summer Camp Facility Expectations (Form # 5) and Summer Camp Bus Transportation Expectations (Form #6).

If the Summer Program is approved by the building principal or designee, district general liability protection will be provided. The school may announce by school bulletin that the district endorses Summer Programs after building principal or designee approval.

School facilities and equipment may be used for approved Summer Programs consistent with policy 4330, Community Use of School Facilities.

If student travel is required policies 2320, 3300, 8131 and/or 8132 shall be adhered to.

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.

Students shall be advised that participation in a Summer Programs shall not begin until the conclusion on the final WIAA state tournament of the school year. Participants in fall school sports program may not attend any Summer Programs in that sport after August 1 through the first fall sports turnout.

All approved Summer Programs shall be self-supporting, no district funds shall be used. Coaches' pay for approved Summer Programs will be based on extra curricular salary schedule converted to an hourly rate of pay and reporting of hours on a time sheet.

2. 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 present 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 Student Accident report shall be completed for each accident. The report shall be sent to the Financial Services Office. If the injury is serious the Financial Services Office must be contacted by telephone.

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 and to and from practices.

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.

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 Summer Program is expected to know the intricacies of the activity that he/she is leading.

Richland School District No. 400

SUMMER PROGRAMS

Information & Guidelines

- Summer Programs Questionnaire**

- Information & Acknowledgement—Workers' Comp and Liability Coverage**

- Sports Camp Expectations & Responsibilities**
 - **Summer Camp Participant Expectations (Form #2)**
 - **Participant Anti-Hazing Agreement (Form #3)**
 - **Summer Camp Advisor/Coach Involvement And Responsibilities (Form #4)**
 - **Summer Camp Facility Expectations (Form #5)**
 - **Summer Camp Bus Transportation Expectations (Form #6)**

SUMMER PROGRAMS QUESTIONNAIRE

Sport/Activity _____ Date Completed _____

Coach/Advisor/Teacher _____ School _____

Completed By _____

| | | |
|----|--|--|
| 1 | Location of activity/camp | |
| 2 | Dates of activity/camp | |
| 3 | Who is the sponsoring organization (e.g., Parks & Rec, RSD, Booster Club & other) | |
| 4 | Is RSD Equipment (e.g., uniforms, balls) be used—Yes or No | |
| 5 | Is a fee being charged for the students to attend the activity/camp—Yes or No If Yes, what is the fee? | |
| 6 | If yes, to question 5, how is money being handled (e.g., through ASB, Booster Club, Parks & Rec, Coach/Teacher and other) | |
| 7 | Are Coaches/Teachers/Students/Advisors being paid for their involvement in the activity/camp—Yes or No | |
| 8 | If Coaches/Teachers/Students/Advisors are receiving pay, who is providing the pay (e.g., ASB, camp/activity, Parks & Rec, Booster Club and other) | |
| 9 | How are students and coaches/teachers /advisors getting to and from the activity/ camp (i.e., what is the mode of transportation) If overnight follow policies 2320, 3300, 8131 & 8132)? | |
| 10 | What activities will students be involved in “after-hours” (e.g., playing video games, watching movies, team meetings & other) | |
| 11 | What “after hour” supervision will be in place and who is providing the supervision? | |

Approved By _____
Name
Title
Date

Principal Approval _____
Name
Date

RETURN TO ATHLETICS/ACTIVITIES OFFICE---FORWARD A COPY TO BUSINESS OFFICE

Richland School District No. 400

Information Regarding Off-Season Activities/Athletics
(Workers' Comp & Liability Coverage)

- 1. All off-season activities and athletic programs** that have prior approval via the normal Richland School District No. 400 (RSD) process, as established by the WIAA, RSD Board of Directors, Site Administrators and Central Office Administrators, will be covered by the RSD Liability Insurance; in addition, the **RSD employees** acting within the scope of their duties will be covered by the RSD Liability Insurance.
- 2. All RSD employees** working in the capacity of their regular season activity/athletic supervisory/coaching role in an off-season program will be covered as an employee under the RSD Workers' Comp. Insurance as long as they are not receiving compensation from a source other than the Richland School District;
- 3. Any RSD employee or person** who is working in a supervisory/coaching capacity in any off-season activity and who is receiving compensation from a source other than RSD (for example: City Parks & Rec., Booster Club, University or other "camp" sponsor, etc.) is **NOT COVERED** by the RSD Workers Comp. Insurance. It is the person's responsibility to make sure they are covered for workers' comp benefits by the organization providing compensation.

Acknowledged by:

Advisor/Coach/Supervisor's Signature

Date

School Administrator's Signature

Date

SUMMER CAMP PARTICIPANT EXPECTATIONS FORM

We are pleased that your daughter or son has decided to attend an overnight summer camp. We believe that by bringing together the students in our school in a camp environment, we can make huge progress in preparation for our next school year. During the camp, we count on the students to behave in a mature and responsible manner and to remember that they are representing their school and community at all times. Because we wish to ensure the safety of your student as well as other participants, we have developed the following behavioral expectations that we would like you to review with your student.

All camp attendees are expected to:

1. Attend all camp activities at the designated times and places. Students who cannot commit to the entire camp may not attend, unless prior arrangements are made with the Activities Director, Athletic Director or Coach. For the duration of the camp, students cannot deviate from the stated schedule. Students may not accompany anyone else with alternate plans during the sports camp.
2. Always display the appropriate mode of attire and behavior that is representative of any student. Students may dress casually, but appropriately, when not participating in the camp activities, practices or games. Students wearing controversial clothing will be asked to change. No clothing with ads for alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference to these items is allowed. Students will refrain from the use of electronic devices, including cell phones and hand-held games during any meeting, workshop or general session.
3. Respect the rights and safety of others. Students exhibiting irresponsible behavior that endangers the health, safety, or welfare of themselves, or any student engaging in inappropriate conduct as determined by the Richland School District and the Camp Coordinators, will be sent home immediately at his or her own expense.
4. Inform an adult if a problem arises. The safety and well being of all students attending this camp is of the utmost importance. For this reason, if at any time during the camp an incident occurs that makes the student feel threatened or intimidated, he or she should tell his or her advisor, coach or a Camp adult staff member.
5. Be courteous to the hosts. As guests at the camp, students should observe any reasonable requests or rules made by the hosts. All students must remain in assigned quarters for the duration of the sports camp. Once a student reaches the time of evening bed-check, they are expected to stay in their rooms.
6. Stay only in their assigned rooms and take care of that room. Students must notify their advisor/coach if they are having serious difficulties in a room. If necessary, another room will be assigned. Students should keep their rooms clean and neat during the camp. Students are responsible for any damage to the room during their stay there.
7. Understand that the use, sale, or possession of tobacco, alcohol, or illegal drugs as well as the possession of any type of weapon is strictly prohibited. Any student found possessing or under the influence of any illegal drug or alcohol, or possessing a weapon will be expelled from the camp, turned over to their advisor/coach and sent home immediately at participant's expense. The student's school principal and parents will be notified of the infraction. Participants should also be aware that they are subject to federal, state and local laws, and may be prosecuted by the appropriate authorities for alcohol or drug related offenses.
8. Stay in a safe, supervised environment. Unsupervised students may not leave the camp at any time.
9. Respect the property of others. Students are not to take objects from the camp areas or any property visited. Students are expected to leave the facilities cleaner than when they arrived. Students must take great care not to do any damage to the facilities that they use during camp.
10. Fill out all RSD clearance forms for camp.
11. Campers must travel to and from camp in RSD provided transportation unless prior arrangements are made with the Activities Director, Athletic Director or Coach. Campers may not transport themselves to camp. Campers may travel with a parent, or travel with a parent of another camper with their parent's, advisor's, Activities Director's, coach's or Athletic Director's prior permission and appropriate paperwork. There shall be NO driving of any motor vehicle (including motorcycles and mopeds) by student campers during the camp. Campers may not ride in a motor vehicle being operated by a student.

Your signatures below indicate that you have read and discussed the above guidelines with your student and are in agreement with these expectations.

Parent/Guardian Signature Date

Student Signature Date

School/Facility Name Camp Title

Location of Camp Dates of Camp

Richland School District # 400

Participant Anti-Hazing Agreement

The Richland School District (RSD) recognizes that membership in co-curricular student organizations can significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, the RSD adamantly prohibits any form of hazing by any student extra-curricular or co-curricular organizations. All new member orientation, initiation activities, and other group activities are expected to refrain from hazing in any form. Further, these activities should support the attainment of all purposes stated in the goals and objectives of the RSD.

No student activity, student team, individual student, volunteer, or employee shall conduct nor condone hazing activities. Hazing activities are defined as:

"...any action taken or situation created, intentionally, whether on or off RSD property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol or other drugs; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any such activities carried on outside or inside of the confines of the RSD; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement and/or the regulations and policies of the RSD, or applicable state and/or federal law(s)."

Any individual or organization suspected of authorizing or tolerating the occurrence of a hazing incident will be subject to an investigation by either the RSD or law enforcement officials. The investigation may be followed by formal charges or a formal disciplinary hearing in accordance with the student or employee conduct due process procedures outlined in the RSD policies and procedures and/or contracts. The express or implied consent of participants or victims will not be a defense.

All student organizations that are a part of the RSD must agree to the rules and policies of the RSD. The acceptance of this agreement will allow the organization to exist and represent their school and district.

I have been informed of and will comply with the RSD Anti-Hazing Policy.

Student Signature Date

Parent Signature Date

Camp Attending

Dates Attending

Summer Camp Advisor/Coach Involvement and Responsibilities

Summer camps are a major event for students and advisors/coaches in our state. In order to insure success for these events, the support and involvement of advisors/coaches is critical to the success of the camp. We ask that advisors/coaches who participate in overnight camps assist in the following ways:

1. Advisors/Coaches are expected to meet and/or exceed all the expectations in Richland School District policy 5220 Responsibilities of the Teacher while supervising at a camp.
2. All students are to be accompanied and supervised by an advisor/coach (who is a RSD employee over the age of 21) from their school at a required ratio of one advisor/coach for every 10-12 students.
3. Advisors/Coaches will review the overnight Camp **Participant Expectations Form** with their athletes before departing and retain a copy for their own records.
4. Advisors/Coaches will hold a required parent meeting to review all expectations prior to departing for camp.
5. Advisors/Coaches are expected to attend and supervise at all camp activities and meals. Advisors/Coaches must have a supervision plan in place before leaving for camp that ensures that all students will have supervision at all times at camp. Coaches/Advisors must room overnight in the same facility as the campers.
6. In case of an emergency, the Camp Sponsor must be able to locate the necessary advisors/coaches. The advisors/coach's locations must be on file with the Camp Sponsor at all times.
7. Advisors/Coaches shall provide a means of being contacted (cell phone, etc.) while at an overnight camp.
8. Advisors/Coaches are responsible for communicating any room problems to the Camp Sponsor.
9. All camps are an alcohol-free event for advisors/coaches from the time they depart for camp until they return from camp, 24 hours a day.
10. Advisors/Coaches shall notify the Activities Director and/or Athletic Director and/or Principal within 24 hours if any significant misbehavior occurs at camp. Teams must attend camps within 300 miles of the Tri-Cities in the event that the school administration needs to travel to the site to investigate or discipline inappropriate student behavior. Camps over the 300 mile rule may be considered by administration.
11. All activities planned by the advisors/coaches conducted away from the camp shall be approved in advance by the Activities Director or Athletic Director and/or Principal. Activities such as white-water rafting are never permissible.
12. Any exceptions or situations not in keeping with the above expectations need to be approved by the Activities Director or Athletic Director and/or Principal PRIOR to departure to the overnight camp.

Advisor/Coach Agreement: I have read the expectations as outlined above. I have also reviewed the overnight Camp **Participant Expectations Form** with my students. By submitting this form with my signature, I am committing to the advisor's/coach's responsibilities and expectations as identified by the Richland School District.

Signature of Advisor/Coach

Date

Camp Attending

Dates of Camp

April 2007

Summer Camp Facility Expectations

Summer camps are a major event for students and advisors/coaches in our state. In order to insure success for these events, the support and involvement of advisors/coaches is critical to the success of the overnight camp. We ask that advisors/coaches who participate in overnight sports camps assist in the following ways:

1. Advisors/Coaches must explain expectations for behavior in the host facilities to the students prior to leaving for camp.
2. Upon arrival at camp, advisors/coaches are to review behavioral expectations in the host facility with the students.
3. Advisors/Coaches shall disperse themselves among the students at the host facility in a manner so as to ensure proper supervision of the students at the facility.
4. Coaches shall ensure that the facility is left in the same condition as when athletes first arrived. There shall be no trash left in the rooms, hallways, etc. from the athletes.
5. Advisors/Coaches shall periodically inspect students' rooms during the camp in order to ensure that students are properly taking care of the host facility.
6. Advisors/Coaches shall ensure that conduct at the host facility is not a distraction to others staying at the site.
7. Any exceptions or situations not in keeping with the above expectations need to be approved by the Activities Director or Athletic Director and/or Principal PRIOR to the start of the camp.

Advisor/Coach Agreement: I have read the Summer Camp Facility Expectations as outlined above. I have also reviewed the CAMP PARTICIPANT EXPECTATIONS FORM with my students. By submitting this form with my signature, I commit to the advisor's/coach's responsibilities associated with the Richland School District's expectations for advisors/coaches.

Signature of Advisors/Coach *Date*

Camp Attending *Dates of Camp*

Summer Camp Bus Transportation Expectations

Summer camps are a major event for students and advisors/coaches in our state. In order to insure success for these events, the support and involvement of advisors/coaches is critical to the success of the overnight camps. We ask that advisors/coaches who participate in overnight camps requiring transportation to the camp assist in the following ways:

1. Sufficient numbers of advisors/coaches must ride on the same bus transportation that all students ride. Students are to be accompanied on the bus and supervised by an advisor/coach (who is a RSD employee over the age of 21) from their school at a recommended ratio of one coach for every 12-15 students on the bus.
2. Advisors/Coaches shall disperse themselves among the students on the bus and sit in a manner so as to ensure proper supervision of the students on the bus.
3. Advisors/Coaches shall ensure that the bus is left in the same condition as when students first boarded it. There shall be no trash left on the bus from the students. Sunflower seeds are prohibited on busses.
4. Advisors/Coaches shall inform students of their expectations in relationship to student behavior on the bus before the bus leaves the pick-up point.
5. Advisors/Coaches shall ensure that bus conduct never is a distraction to the bus driver.
6. Any exceptions or situations not in keeping with the above expectations need to be approved by the Activities Director or Athletic Director and/or Principal PRIOR to the start of the camp.

Advisor/Coach Agreement: I have read the Summer Camp Bus Transportation Expectations as outlined above. I have also reviewed the SUMMER EXPECTATIONS FORM with my students. By submitting this form with my signature, I commit to the advisor's/coach's responsibilities associated with the Richland School District's expectations for advisors/coaches.

Signature of Advisor/Coach

Date

Camp Attending

Dates of Camp