

Interscholastic Activities

Purpose

This procedure guides coaches, staff, students and parents in their responsibilities while managing and/or participating in school interscholastic activities (competitive sports, games, events or exhibitions).

Scope

This procedure applies to the Superintendent, administrators, the athletic director, coaches, staff, students, parents and guardians, volunteers and community members.

Procedure

1. COACHES DUTIES

- 1.1. In accordance with district policy and the coach's job description, and in collaboration with the Athletic Director and school administration, each coach is responsible for the totality of operation of his/her respective interscholastic activity ("sports") program, as described in the following sections and in accordance with the Washington Interscholastic Activities Association (WIAA) Handbook. The duties listed below 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 act 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.
- 1.2. **Instruction of Participants**
 - 1.2.1. The coach should employ current methods and proper instruction when working with students to develop motor skills. If an injury occurs while using an improper instructional method, the district and its employees may be liable for negligence.
 - 1.2.2. The coach will ensure that participants and their parents have received, completed and/or returned to the school all instructional, informational and consent/agreement forms required for participation in the school athletic program, which may be included in an "athletics packet." Designated school staff will be responsible for retaining and maintaining athletic program records and student/parent forms.
- 1.3. **Warning of Risks of Participation**
 - 1.3.1. The coach should inform all athletes and their parents or guardians ("parents") of the inherent risks involved in participation in the particular sport. The coach must describe, using a variety of methods, the common non-catastrophic and catastrophic injuries unique to the sport.
 - 1.3.2. A participant is required to present evidence that he/she is covered by medical insurance in an amount equivalent to or better than the Washington State Industrial Insurance Fee Schedule for physician services

and hospitalization or will obtain such coverage through the insurance plan offered to students by the school, which will include coverage for serious or catastrophic injuries.

- 1.3.3. Prior to the first practice, the coach will ensure that each participant and his/her parents have received and read information regarding concussion, head injury and sudden cardiac arrest.

1.4. **Supervision of Participants**

- 1.4.1. The coach will plan how he/she will 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 and should include factors such as: 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.
- 1.4.2. A coach should be able to reasonably anticipate foreseeable dangers that may occur, and take precautions protecting the children in his/her custody from such dangers.

1.5. **Equipment and Facility Maintenance**

- 1.5.1. 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.

1.6. **Fitness and Skill Assessment**

- 1.6.1. Prior to the first practice in WIAA-governed activities, the coach will ensure that each participant has provided documentation of medical examination and approval for participation in the athletic activity by a medical authority licensed to perform a physical examination. To resume participation following a student's serious illness or injury requiring medical professional intervention, a written release form from a medical authority licensed to perform physical examinations must be received by the coach/school.
- 1.6.2. 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. The system of grouping will be based upon skill level, age, maturity, sex, size and experience.

1.7. **Care of Participants and Record of Student Injuries**

- 1.7.1. The coach is responsible, based on his/her own observations and/or any relevant communication received from the student or parents, to reasonably assess whether the student's current physical fitness or skill

level may adversely affect the student's ability to safely commence or continue participation in the activity.

- 1.7.2. A Student Accident Report Form 3418F1 and/or a Head Injury Report Form #3418F2 should be completed for each injury requiring medical intervention that occurs while participating in the activity, as appropriate and in accordance with Policy 3418-Response to Student Injury or Illness. Injury reports should be maintained in the student health file in accordance with Procedure 3231P1-Student Records.

1.8. Equal Protection and Due Process

While participation in interscholastic activities is a privilege, a student whose participation has been or will be suspended or terminated based on ineligibility, an alleged violation of the code of conduct, team rules, WIAA rules or regulations, or coach's expectations will be afforded the opportunity of a fair hearing and due process to the extent required by district policy and state law.

1.9. Safe Transportation

A coach has a duty to see that athletes are safely transported to and from contests and to and from practices (if practices are held at sites other than the immediate school grounds) by a reasonably safe means in district-provided transportation.

2. ATHLETIC CODE

- 2.1. The opportunity to participate in an interscholastic athletic program is a privilege granted to all students of the district. Participants in this elective program are expected to conform to specific conduct and academic standards established by the principals, athletic director, coaches, and school and district policies.
- 2.2. The rules of conduct, described in the following sections, will be applicable during a sports season. A student who is found to be in violation of any rules is subject to removal from the team or program. A student who has allegedly violated one or more of the conduct rules may appeal a disciplinary action as specified in section 3.
- 2.3. **Academic Standing**
- Student athletes must meet any academic progress requirements set forth by the school to be eligible for participation in an interscholastic activity.
- 2.4. **Use and/or Possession of Alcoholic Beverages, Tobacco**
- An athlete who is found to be using or in possession of alcohol or tobacco products as described in district policies 4215-Use of Tobacco, Nicotine Products and Delivery Devices and 5201-Drug-Free Schools, Community and Workplace will be subject to discipline in accordance with school policy and may not participate in team practices or contests for one (1) to three (3) weeks (first offense). If the student violates the rule twice during the sports season, he/she will be dropped from the team for the season.

2.5. Use, Possession and/or Solicitation of Controlled Substances or Legend Drugs

An athlete who is found to be using, in possession of, or soliciting controlled substances (including marijuana/cannabis) or legend drugs (drugs obtained through prescription) will be removed from the team for the balance of the sports season. Eligibility for future participation will be in accordance with WIAA rules, as applicable.

2.6. Physical Appearance

An athlete will maintain the dress and grooming standards of the team and the school. The first offense will result in a verbal warning. Repeated offenses will result in removal from the activity until standards are met on approval of the coach.

2.7. Unsportsmanlike Conduct

An athlete will exhibit appropriate conduct in practices and/or contests. The first offense will result in a verbal warning. Repeated offenses will result in removal from the activity for two (2) to five (5) school days, at the discretion of the coach.

2.8. Attendance at School

If an athlete receives an unexcused absence for any portion of the day, the athlete will be ineligible to participate in the activity/contest on that day.

2.9. Absence from Practice

An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. Repeated absences from practice will result in ineligibility for participation in future contests and/or removal from the team.

2.10. Violation of Law on School Grounds

When a student is found guilty of an offense committed while on school grounds or at a school activity, the corrective action will be appropriate to the nature of the violation in accordance with district discipline policies and procedures.

2.11. Repeated Offenses

If a student repeatedly violates one of the above rules, he/she may be removed from the team for the remainder of the sports season.

3. APPEAL PROCESS FOR DISCIPLINARY ACTION

When infractions occur within the athletic program, the following process for appeals of disciplinary action to be taken may be followed:

- 3.1. A Building Hearing Committee composed of the building principal and/or designee, athletic director, and coach will be constituted to hear any appeals of disciplinary action taken against student athlete(s). Upon the imposition of penalty for infraction(s) of any rules or regulations related to interscholastic athletics, any aggrieved student and his/her parents will have the right to an informal conference with the Building Hearing Committee to request that they refrain from enforcing the

decision of the coach or ask the coach to reconsider. If the student(s) and parents do not make a written request for this informal conference within five (5) school days of the imposition of the penalty, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request.

- 3.2. If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the Superintendent within three (3) school days of the appeals decision. The Superintendent, after hearing the case in detail, will render a decision within ten (10) school days of the hearing.
- 3.3. The aggrieved party may appeal the Superintendent's decision to the Board of Directors within three (3) school days. The Board of Directors, after hearing the case in detail, will render a decision on the case within ten (10) school days of the hearing. This decision will be final.

4. OUT-OF-SEASON SPORTS ACTIVITIES/CLINICS

- 4.1. A practice is defined as the teaching phase of a sport to any present, past or future squad member while the student is in grades 7-12. Practices can take place 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.
 - 4.1.1. A school staff member who sponsors, promotes or directs such activities during the summer vacation will clearly indicate that he/she is operating independently of the school district. As such, the school district will be free of liability associated with the activity.
- 4.2. Out-of-season activities are strictly regulated by the Washington Interscholastic Athletics Association. For all WIAA-governed activities, coaches and students are directed to refer to and abide by the rules and regulations prescribed in the WIAA Handbook regarding out-of-season or summer sports practices and clinics/camps.
- 4.3. The use of the school bulletin, public address system or school newsletter for promotional purposes to announce sports clinics/camps will fall within the same guidelines as applied to other non-school sponsored endeavors.
- 4.4. School facilities to be used for out-of-season, summer activities and/or sports camps may be rented consistent with the rates, rules and regulations applicable for the user's classification (Class A, B or C) described in Form 4260F2-Use Classifications and Fee Schedule, and in accordance with Policy 4260-Community Use of School District Facilities.
- 4.5. A Valley School District facility user will 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 from such use of school facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity group or organization, or the purposes it represents.

Supporting Documentation

WIAA Handbook

3418F1-Student Accident Report

3418F2-Head Injury Report

3418F3-Authorization for Emergency Medical Treatment

3423F1-Concussion Information Sheet

3423F2-Fact Sheet for Athletes

3423F3-Fact Sheet for Coaches

3423F4-Fact Sheet for Parents

3423F5-Sudden Cardiac Arrest Information Sheet

3423F6-Student-Parent Acknowledgement of Concussion and Sudden Cardiac Arrest Information

2151F1-Valley School Athletics Participation Form

2151F2-VSD Agreement-Assumption of Risk

2151F3-Valley School Football Safety Guidelines

2151F4-Valley School Volleyball Safety Guidelines

2151F5-Valley School Basketball Safety Guidelines

2151F6-Valley School Baseball/Softball Safety Guidelines

2151F7-WIAA Physical Form

2151F8-VSD Athletic Code

Document History

Action:	Date:
New	April 20, 2016
Revised	
Revised	