

INSTRUCTION

Interscholastic Athletics and Activities

Coach's Duties

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

A. 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, the district and its employees may be liable for negligence.

B. Warn Participants

The coach will 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.

C. Supervise Participants

Coaches will create and keep daily practice plans for each practice. 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.

D. 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.

E. Maintain Records of Injuries

A report should be completed for each accident. Injury reports should be maintained for a period of five (5) years after the student's 21st birthday.

F. Assess Fitness of Participants

The coach will assess the physical fitness, the medical condition, and the skill level of athletes.

G. Provide Equal Protection and Due Process

While participation in interscholastic athletics and activities is a privilege, a participant whose participation will be terminated based on an alleged violation of the conduct code must be afforded the opportunity of a fair hearing.

H. Transport Athletes/Activity Participants Safely

A coach has a duty to see that athletes/activity participants are safely transported to and from contests.

I. 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, gender, size and experience.

J. Foresee Danger

A coach should be able to reasonably anticipate foreseeable dangers that may occur and take precautions protecting the children in their custody from such dangers.

K. Protect From Loss

A participant is required to present evidence that they are 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 sport or activity is expected to know the intricacies of the sport or activity that they are leading.

Athletic/Activity Code

The opportunity to participate in the district’s extracurricular programming is a privilege granted to all students of the district. Students in this voluntary program are expected to conform to specific conduct standards established by the representative organizations, administrative staff, athletic coaches and activity advisors. Provision is made for any student who has allegedly violated one or more of the conduct rules to grieve a disciplinary action. This code applies to middle and high school (grades 7-12) students from their initial notification of the code through their attendance/involvement in Port Townsend School District activities, and not solely for the sport or activity season. It is the district’s responsibility to annually notify students of the requirements of the Athletic/Activity Code. Students who are found to be in violation of these rules and policies while on school grounds, under school authority, or in coordination with law enforcement authorities will be subject to disciplinary action.

If the activity is governed by WIAA, students must abide by all WIAA rules and regulations including, but not limited to, the following:

- Out of Season Regulations (WIAA Handbook 17.5.0)
- Camps/Clinics (WIAA Handbook 17.9.0)
- Summer Activities (WIAA Handbook 17.10.0)
- Age Limits (WIAA Handbook 18.4.0)
- Residence Rule (WIAA Handbook 18.5.0)
- Enrollment Rule (WIAA Handbook 18.10)
- Physical Examination (WIAA Handbook 17.11.0)
- Illness or Injury During the Activity (WIAA Handbook 17.11.4)
- Academic Scholarship (WIAA Handbook 18.7.0)
- Transferring Student Requirements (WIAA Handbook 18.11.0)
- Season Limitation Standards (WIAA Handbook 18.14.0)

- Gender Identity Participation (WIAA Handbook 18.15.0)
- Amateur Standing Criteria (WIAA Handbook 18.23.0)
- Use of Illegal Substances (WIAA Handbook 18.25.0)

Link to WIAA Handbook: <http://www.wiaa.com/conDocs/Con1782/2018-19%20Handbook.pdf>

Students are not eligible to participate in any sport or activity until all the required items/forms are completed, submitted to the ASB activities office, and the student has been verified as approved for participation.

A. Enrollment

Students must be currently enrolled as a full time student in the Port Townsend School District, or in a local private school, local home school, or alternative online program.

B. Academic Scholarship

In order to maintain eligibility during the current semester, the student will maintain passing grades in a minimum of

1. 5 classes in a 6 period class schedule or the equivalent credits, or
2. 6 classes in a 7 period class schedule or the equivalent credits.

For the purposes of students enrolled in Running Start:

1. One 5-credit quarter course will equal one high school credit or
2. One 3-credit semester course will equal one high school credit.

Further guidance on Running Start equivalency (WIAA Handbook 18.7.1 – 18.7.5)

C. Progress Grade Checks

1. High School progress grade checks will occur approximately every three (3) school weeks. Middle School progress grade checks will occur approximately every two (2) school weeks. At the beginning of each school year the athletic director will establish a progress grade check calendar.
 - a. If a student fails to meet the academic requirement, they will be placed on *academic probation*.
 - i. Probation = Student *may* participate in practices and contests while on probation.
 - ii. The probation period will last until the next progress grade check.
 - b. If a student has already been placed on probation at any time during the current school year, they will become *ineligible*.
 - i. Ineligible = Student is expected to attend practices, but *may not* participate in any contests.
 - ii. The period of ineligibility begins one school day after the student is notified.
 - iii. A student will remain ineligible at least until the next grade check. A student will become eligible if they meet the academic requirements at that time.

- c. Students must meet WIAA eligibility requirements at formal semester grading periods.
 2. Students who are enrolled in Running Start, are homeschooled, private schooled, or in an alternative educational program must provide the school with proof of satisfactory progress (grades) every six weeks. If status changes, a student drops a class or changes an educational program, they must contact the counseling office immediately because it will change their eligibility status.
 3. Those students/athletes with an IEP or a 504 plan who qualify for programs with learning disabilities may be eligible and participate as long as they make satisfactory progress and effort consistent with their ability based upon the goals described in their individual educational program (IEP). IEP or 504 student eligibility will be determined on an individual basis and according to the IEP and/or 504 plan.
- D. Physical Appearance
An athlete will maintain the dress and grooming standards of the team. The first offense will result in a verbal warning. Repeated offenses will result in removal from the activity for five (5) school days.
- E. 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 five (5) school days.
- F. Attendance at School
Any student who has an unexcused absence for any or all periods of a school day may not participate that day. This includes participation in practices or competitions/contests. Excused absences are defined in district policy.
- G. Violation of Law or Rules
When a student is found guilty of an offense committed while on school grounds, under school authority, or in coordination with law enforcement authorities, the corrective action will depend upon the nature of the violation.
- H. Repeated Offenses
If a student repeatedly violates one of the above rules, they may be removed from the team for the remainder of the sports season.
- I. School Suspensions
Students are expected to be exemplary in citizenship and behavior, both in and out of school and are expected to follow the laws of the state and country. Participants who are suspended from school may not participate or attend practices, games or performances during suspension.
- J. Drugs, Alcohol, and Tobacco
It is the expectation of the Port Townsend School District that students participating in the extracurricular program will not use controlled substances, alcohol, tobacco, or

participate in illegal acts. If students find themselves present when drugs and/or alcohol are being used illegally, the students will leave the situation immediately.

Students will not possess, use, sell, or deliver drugs, alcohol or tobacco at any time on or off school grounds.

The possession, use, sale or delivery of alcohol or any controlled substance not prescribed by a physician for such possessor or user; being under the influence of alcohol or any controlled substance not prescribed by a physician for such possessor or user; or being in the possession of drug paraphernalia will subject the student to the following disciplinary action.

1. Use of Tobacco/Vaping/Vape Products

The Port Townsend School District in conjunction with the Department of Health recognizes that the use of tobacco products is a potential health hazard and is addictive in nature. The use or possession of tobacco by students involved in extracurricular activities is not acceptable in any form by students in activities in the Port Townsend School District. Participants who violate this regulation will be subject to the following action:

First offense – The student will be counseled on the hazards of tobacco to their health. In order to continue participation, students will need to write an essay on the hazards of tobacco and outline a future plan of action.

Second offense – The student will participate in counseling on the health hazards of tobacco use. They will be suspended for fourteen calendar days (two weeks) from practice and competition.

Third offense – The student will be suspended for 45 school days (1/2 semester) from the activity. A plan of action to prevent future violations of this regulation will be required in order to return to the activity.

Fourth offense – The student will be excluded from extracurricular activities for one calendar year. The student must appear before the review board to request further participation in activities.

2. Use of Alcohol

Alcohol use by minors is illegal and the use or possession by students is unacceptable. Participants who violate this regulation will be subject to the following action:

First offense – The student will be suspended for fourteen calendar days (two weeks) from practice and competition, and must complete a drug and alcohol assessment at student's expense prior to returning to activity.

Second offense – The student will be suspended for 45 school days (1/2 semester) from the activity. Must complete a drug and alcohol assessment and be involved in a treatment program at the student's expense if the student continues in an extracurricular activity.

Third offense – One-year suspension. (Student may appeal to be reinstated after 90 days if steps below are followed). At the student's expense, they must complete a drug and alcohol assessment, be involved in a treatment program and provide random drug and alcohol testing results in order to compete in the next activity or season. Failure to comply with these steps will result in continued full year suspension.

Fourth offense – Suspension for remainder of the student's public school career. Student may appeal at the end of one calendar year. Review board will look at progress student has made in making a determination for reinstatement or continuation of suspension. Any further offense from the date of the fourth offense will result in the student being permanently ineligible for interscholastic competition.

3. Legend Drugs and Controlled Substances, including Marijuana

Penalties for the **possession, use or sale** of legend drugs (RCW 69.41.020-050) and controlled substances/analogs (RCW 69.50/69.50.101) will be as follows:

First violation – A participant will be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the activity/season. Ineligibility will continue through the next activity or sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in b) below.

- a) To be eligible to participate in the next interscholastic sports season, the student athlete will meet with a school eligibility board. This board, appointed by the building principal, will be comprised of one district administrator, the athletic or activity director/coordinator, two district staff members, and two members of the coaching staff. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete's case. The school principal will have the final authority as to the student athlete's participation in the interscholastic sports program.
- b) A participant who seeks and receives help for a problem with use of legend drugs or controlled substances and controlled substance analogs will be given the opportunity for assistance through the school and/or community agencies. In no instance will participation in a school-and/or community-approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow them to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

Second violation – A participant who violates this section for a second time will be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

Third violation – A participant who violates this section for a third time will be permanently ineligible for interscholastic competition.

Students in violation of this section or any other WIAA rules may appeal to the WIAA District Eligibility Committee as per the WIAA policy language (19.0.0 Student Appeals of Ineligibility).

Appeal Procedure for Disciplinary Action

When discipline is imposed under the Athletic/Activity Code, the following appeal process may be invoked:

- A. Any student, parent, or guardian who is aggrieved by the imposition of discipline will have the right to an informal conference with the athletic/activity director/coordinator to request that they refrain from enforcing the decision of the coach/advisor or ask the coach/advisor to reconsider. The coach/advisor will be notified of the initiation of the appeal procedure as soon as possible. If the student and parents do not make a written request for this informal conference with three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference will be held within three (3) school days of the request.
- B. Following the athletic/activity director/coordinator conference the student, parent, or guardian will have three (3) school days to present a written appeal to the Athletic/Activity Appeal Committee. This committee, appointed by the building principal, will be comprised of one district administrator, the athletic or activity director/coordinator, two district staff members, and two members of the coaching staff. The Athletic/Activity Committee will hear the appeal within five (5) school days of its receipt of the appeal and render a written decision within three (3) school days after hearing the appeal.
- C. The aggrieved party may present a written appeal to the superintendent within three (3) school days of the Appeal Committee decision. The superintendent will hear the aggrieved and district representative(s), review the data and other evidence collected, and render a written decision within ten (10) school days of the hearing.
- D. The aggrieved party may appeal the superintendent's decision to the Board of Directors within three (3) school days of the superintendent's decision. The Board will hear the appeal at its next regular meeting and render a decision within ten (10) school days of the hearing. This decision will be final.

Date: 3/24/97; 3/25/02; 11/22/04; 6/20/19.

INSTRUCTION

Interscholastic Athletics and Activities

The Board recognizes the value of a program of athletics and other activities as an integral part of the total school experience to all students of the district and to the community. The program of interscholastic athletics and activities will include all activities relating to competitive sport contests, games or events, or exhibitions involving individual students or teams of students of this district when such events occur within this district or with any schools outside this district.

Students who wish to participate in the district's athletic and activity programs are required, as a condition of participation, to abide by the procedures which support this policy and other district policies, the regulations of the Washington Interscholastic Activities Association (WIAA), and rules established by individual coaches and advisors.

Students who are found to be in violation of the rules and policies while on school grounds, under school authority, or in coordination with law enforcement authorities will be subject to disciplinary action.

The Board expects that:

- A. All interscholastic activities and events will be in compliance with the rules and regulations of the Washington Interscholastic Activities Association (WIAA). The schools of the district will not participate in any out-of-season athletics that are not sanctioned by the WIAA. The district will not be responsible or liable for non-school-sponsored programs or for programs that are organized, promoted or participated in by staff members without school approval. The district will not be responsible for or control and incur liability for summer and/or out-of-season activities unless specifically sponsored by the school district. The superintendent will establish rules defining the circumstances under which school facilities may be used and announcements of summer sports leagues and/or clinics may be communicated to students.
- B. An athletic coach must be properly trained and qualified for an assignment as described in the coach's job description.
- C. Coaching stipends and all gifts to a coach that exceed five hundred dollars (\$500.00) in a season will be approved by the Board of Directors.
- D. In-service training opportunities will be afforded each coach so that they are trained to attend to the health care needs of participants. Prior to a sports season, the coach will prepare a plan for handling medical emergencies at practice sessions and games (home and away).
- E. Participants will be issued equipment that has been properly maintained and fitted.
- F. All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the district, will be inspected on a regular basis.
- G. Nonprescribed medications, including such items as analgesic balms, vitamins and salt tablets, must be approved by the superintendent or their designee before they may be available for use by coaches and/or athletic trainers. After athletic

training medications have been approved, the coach and/or trainer must secure authorization from the parent and the student's medical provider before the medications may be used during the athletic season. If such release is not on file, the nonprescribed medications may not be used. This provision does not preclude the coach and/or trainer from using approved first aid items.

A sign will be posted that warns students that eligibility to participate may be denied if anabolic steroids are used for the purpose of enhancing athletic ability.

- H. The Board recognizes that certain risks are associated with participation in interscholastic sports. While the district will strive to prevent injuries and accidents to students, each participant and their parent(s) or guardian(s) will be required to sign a statement which indicates that the parent(s) and the student acknowledge the risks of injuries resulting from such participation and give assurance that the student will follow the instructions of the coach.
- I. Each participant will be required to furnish evidence of physical fitness prior to becoming a member of an interscholastic team. A written report will be completed when a student is injured while participating in a school-supervised activity. A participant will be free of injury and will have fully recovered from illness before participating in any activity.
- J. Each student participating in interscholastic athletic activities is required to have or obtain medical insurance for expenses incurred as a result of injuries sustained while participating in the extracurricular activity. Students will provide evidence of medical coverage or will obtain such coverage through the insurance plan offered to all students participating in activities in the district. No student will be denied the ability to participate solely because the student's family, by reason of low income, is unable to pay the entire amount of the premium for such insurance. The superintendent or their designee may approve partial or full waiver of premiums to permit all students to obtain the required medical insurance.

The superintendent will annually prepare, approve and present to the Board for its consideration a program of interscholastic activities for the school year. The superintendent will prepare rules for the conduct of student activities including, but not limited to, use of alcoholic beverages; use of tobacco; use or possession of illegal chemical substances or opiates not prescribed by a physician; physical appearance; unsportsmanlike conduct; absence from practice; or any infraction of civil law. Rules and disciplinary actions related to rule violations will be distributed to each participant and their parents prior to the beginning of an interscholastic activity season.

Nondiscrimination

The district will not exclude any person from participation in the interscholastic program, deny any person the benefits of such a program or otherwise discriminate against any person in any interscholastic program on the basis of the categories identified in the district's Nondiscrimination policy. The district recognizes the value of extra-curricular athletics for all students and will adhere to Washington State and federal law regarding gender equity and opportunity.

The district will provide necessary funds for recreational and athletic activities for both genders, although the aggregate expenditures are not required to be equal for members of each gender and

expenditures for separate male and female teams are not required to be equal. The district will review annually and ensure equity and compliance with Title IX are prioritized.

All students should have the opportunity to participate in WIAA activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records, although most athletic activities are classified as male or female.

The district will provide equal athletic opportunities designated for both genders within each school for interscholastic athletics. In determining whether equal athletic opportunities designated for both genders are being provided, the district will consider the following factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both genders;
2. Provision of equipment and supplies;
3. Scheduling of games and practice time, including the use of playfields, courts, gyms and pools;
4. Travel and per diem allowances, if any;
5. Opportunity to receive coaching and academic tutoring, if offered;
6. Assignment and compensation of coaches and game officials;
7. Provision of locker rooms and practice and competitive facilities;
8. Provision of medical and training facilities and services, including the availability of insurance; and
9. Publicity and awards.

Annual athletic evaluation

The district will evaluate its interscholastic program in each school at least once each year to ensure that equal opportunities are available to members of both genders with respect to participation in interscholastic programs. The evaluation will include consideration for the factors listed in the above paragraph, Nondiscrimination.

Student athletic interest survey

Every three years, the district will administer to each school that operates interscholastic athletics the survey developed by the office of the superintendent of public instruction to determine male and female student interest in participation in specific sports. The district will consider the survey results when planning and developing recreational and athletic activities offered by the district and when determining whether equal opportunities are available to members of both genders.

Facilities

The district will provide separate facilities (e.g., showers, toilets) for male and female students or schedule the facilities equitably for separate use.

Cross References:	Policy 2121	Substance Abuse Program
	Policy 3210	Non Discrimination
	Policy 3413	Student Immunization
	Policy 3414	Infectious Diseases
	Policy 3416	Medication at School
	Policy 3418	Emergency Treatment
	Policy 3422	Competitive Sports – Concussion and Head Injuries
	Policy 4260	Use of School Facilities
	Policy 6510	Safety
	Policy 6512	Infection Control Program
Legal References:	RCW 28A.400.350	Liability, Life, Health, Health Care, Accident, Disability, and Salary Insurance Authorized – when required - Premiums
	RCW 28A.600.200	Interscholar Athletic and Other Extra-Curricular Activities for Students, Authority to regulate- Delegation of authority - Conditions
	RCW 64.41.330	Public Warnings -School Districts
	RCW 69.41.340	Student Athletics – Violations - Penalties
	WAC 392-190-025	Recreational and athletic activities
Management Resources:	WIAA Handbook	
	Policy News, October 2007	
	April Issue 2013	
	December Issue 2014	

Date: 3/24/97; 3/25/02; 11/22/04; 2/4/08; 3/8/10; 6/20/19.