

Student Athletic and Activity Code

Introduction

The opportunity to participate in interscholastic athletic and activity programs is offered to all students of the Port Angeles School District. These programs are considered a privilege and participation is completely voluntary. Therefore:

1. Students involved in athletics and activities shall abide by all rules established by the Port Angeles School District Board of Directors, the Washington Interscholastic Activities Association (WIAA), and the league of participation. Additionally, students involved in activities shall abide by all rules and regulations established by building administrators, coaches, and advisors.
2. Activity and athletic privileges can be revoked.

Academic achievement shall remain the first priority for students involved in an athletic or activity program. Therefore, in order to participate in School District sponsored activities:

1. Participants must be in compliance with WIAA and PASD Scholarship policies.
2. Participants must also be aware of and in compliance with team and activity policies as established and identified by coaches and advisors.

Students who volunteer to participate in athletic and activity programs should also be concerned about their health and how healthy decisions affect their performance in class, in activities, and in competition and performance. Participants are looked upon as role models and considered representatives of the Port Angeles School District. Students must conduct themselves in ways that reflect school and community ideals. Therefore, in order to participate in school district sponsored athletics and activities:

1. Participants must commit to adherence of all rules pertaining to participation, as outlined within the Port Angeles Student Athletics and Activities Handbook and as outlined by school district administrators, coaches, advisors, and the Board of Directors of the Port Angeles School District;
2. Students are to abstain from illegally using, possessing, selling, distributing or being under the influence of alcohol, anabolic steroids, illicit drugs, and tobacco products at all times during the athletic/activity season; and
3. As role models and representatives of the school, participants must show positive leadership by immediately removing themselves as soon as is personally safe to do so from any situation where such substances are being used by others.

Definition of Included Programs

All participants in school sponsored extra-curricular activities and athletics are subject to the athletics and activities handbook. Extra-curricular athletics and activities shall include, but are not limited to, the following:

1. WIAA recognized and sanctioned athletics and activities;
2. All non-athletic extra-curricular activities and competitions for which the school provides partial or total financial support; and
3. Activities that require practice, rehearsal, preparation, and/or competition during non-school hours.

Note: This excludes activities that are curricular in nature. Activities that are considered to be an extension of a classroom experience, require participation, and are subject to grading are excluded from this policy and the athletics and activities handbook.

The following activities of Port Angeles High School are considered to be extra-curricular and are not subject to grading. Therefore, participation in any of the activities listed requires adherence to the terms and conditions of the Port Angeles Student Athletics and Activities Handbook.

1. All non-graded extra-curricular athletics/activities;
2. DECA, FBLA, VICA, FCCLA District and State Competition;
3. Knowledge Bowl;
4. Debate Team;
5. Dance Team;
6. Cheer;
7. Participants in State Music Competitions;
8. Leadership;

The following middle school activities are considered to be extra-curricular and are not subject to grading. Therefore, participation in any of the activities listed requires adherence to the terms and conditions of the *Port Angeles Student Athletics and Activities Handbook*.

1. All non-graded extra-curricular athletics / activities;
2. National Junior Honor Society;
3. Club PRIDE;
4. Leadership; and
5. ASB.

Activity Duration

The policies outlined in the *Port Angeles Student Athletics and Activities Handbook* are in effect during the season of participation.

The season is defined as:

1. The first day of participation (defined by the WIAA Handbook or the Activity Advisor), through the state championships or awards banquet, whichever comes last.
2. The day of registration for a state competition, until the conclusion of the competition.

Pay to Participate

Definition and Rationale

Activities, clubs, and organizations for which the school provides partial or total financial support (including an advisor or coach who is paid) may be assessed fees to offset costs incurred to operate. Activities that are board graduation requirements, or are considered a service organization, are exempt. The need for participation fees will be determined on an annual basis and assessed as described herein. All fees must be paid (or an arrangement made for payment) by the first day of competition or performance by the student in order that the budgetary obligations associated with the activity can be met.

The following high school activities require a fee for participation:

1. All extra-curricular athletics;
2. Knowledge Bowl;
3. Debate Team;
4. Dance Team;
5. Cheer;
6. Participants in music programs that involve travel (excluding Pep Band);

The following middle school activities require a fee for participation

All extra-curricular athletics.

Guarantee

The payment of fees does not guarantee the student will participate in every scheduled competition or activity. The fee is, however, required of all students who make or join clubs and teams. Students who quit or are dismissed for disciplinary reasons will not have the participation fee refunded. Requests for refunds due to injury or illness will be decided on a case-by-case basis, however, there will be no refunds if such requests occur after the first scheduled activity or competition.

Fee Structure

An annual, one-time fee of \$50 will be assessed to all students who participate in any of the activities identified. In addition, a season/semester fee of \$25 will be assessed per season in athletics, and per semester in activities, and is due prior to competition. No student shall pay more than \$100 per year in participation fees.

Communication

Parents or Guardians Communicating Concerns to Coaches, Advisors, and/or Administrators

Communication is based on trust and respect. We recognize that issues and problems are able to be solved through open, honest two-way communication. Coaches, advisors, athletic director, building administrators and district office administrators, including the Superintendent, are available to answer questions or discuss issues/concerns. Parents or guardians interested in contacting coaches or advisors should call the school office during school business hours to make an appointment or leave a message for the coach or advisor to return the call. Coaches and advisors will attempt to return calls as soon as possible, and if necessary, will schedule a meeting at the earliest mutually agreeable time. Parents or guardians should refrain from approaching coaches and advisors with issues/concerns outside of school business hours or during the actual contest, performance, or game day activities. Administrators, both at the building and in the Superintendent's office, also recognize how important communication is and are available to listen and discuss issues. It will always be the philosophy of the Superintendent's office to work toward resolving issues at the lowest possible level.

Port Angeles High School/Middle School Athletic and Activity Codes

High School

School programs should reflect the attitudes of the community which support them. If the community is to truly identify with its schools through the activities program, it is imperative that team members dress and behave in a manner which will inspire pride and approval by the community. Also, if students are to derive appropriate benefits from activities and/or programs, they

must be able to operate in a climate built on trust and dignity, free of disruptive behavior. Developing and maintaining a positive school/team spirit must be based on the creation of an appropriate atmosphere maintained by fair and equitable discipline standards. These rules and regulations apply to each student who participates during the defined activity season which begins with the first day of participation as identified by the WIAA Handbook, or as identified by the activity advisor. The season concludes with the awards presentation for that activity or as identified by the activity advisor.

Middle School

The purpose of the Middle School Athletic Program is to enhance the physical, social, emotional, and educational development of student athletes through sports that promote respect for self and others. The emphasis on student involvement will be developed through sports where all are welcome to participate by developing and maintaining a positive school/team spirit organized in an atmosphere of fair discipline and attainable academic standards.

The opportunity to participate in the interscholastic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific regulations established by the WIAA, district policy, coaches or advisors, and the specific league in which they are participating ("the league"). A student who violates any rule is subject to suspension or expulsion from the activity. In order to enforce Washington Interscholastic Activity Association (WIAA) regulations, "the league" rules and Port Angeles School District policies consistently throughout the district, and to provide students certain rights, the following procedural guidelines will be used:

Rules and Regulations

1. Eligibility - Port Angeles School District is a member of and complies with the eligibility rules of the Washington Interscholastic Activities Association. Respective coaches and advisors will make squad members familiar with these rules. A variety of activities offered are not subject to WIAA guidelines; however those guidelines will remain as a framework from which to operate all activity programs. As well, the school, the district and the advisor or coach will also develop policies from which activity programs will operate;
2. Academics - In order to participate in interscholastic activities, students must be passing all subjects;
3. Transportation - The Port Angeles School District will furnish transportation for participants to and from contests. All team and program members will utilize school provided transportation to and from all contests.

Exceptions to Riding the Team Bus

Principal/designee may excuse participants from travel to or from practices or contests with the club, team or activity, provided the coach or advisor has been notified of the arrangement and one of the following conditions is met: (1) *(both high school and middle school)* the participant is riding with his or her own parent or guardian, or (2) *(high school only)* a parental note allowing the participant to ride with another adult. Participants will not be allowed to travel without adult supervision even if they have a parental note;

4. Insurance - Each participant in athletics must have athletic insurance coverage. This coverage may be secured at the school office with the company currently sponsoring the insurance program. Waiver forms must be signed by the parent or guardian of those who are covered by insurance policies other than that offered by the school;

5. Physicals - Every prospective participant must have passed a physical examination as required by WIAA code prior to his/her sport season. Barring subsequent injury or major illness requiring medical care, one physical exam shall be valid for twenty-four (24) consecutive months to the date; [Refer to WIAA Handbook 17.11.0](#) Page 28
6. Injuries/Illness -
 - a. Report all injuries to the coach, immediately. Coaches are responsible for submitting a completed accident report to the athletic director in the building;
 - b. Secure an insurance injury claim form before going to the doctor about an injury. In an emergency, notify your coach as soon as possible; and
 - c. To resume participation following an illness and/or injury serious enough to require medical care, a participating student must present to the school officials a physician's written release. [Refer to WIAA Handbook 17.11.4](#) Page 28
7. Equipment - School equipment is not to be worn or used as personal property. When properly cared for this equipment will remain good for many years. Participants will be issued equipment that has been properly maintained and fitted. Each athlete is responsible for the equipment checked out to him/her. The equipment is the property of the Port Angeles School District and shall be inspected on a regular basis;
8. Appearance - While it is recognized that many people desire an individualistic approach to their appearance, each head coach or activity advisor will determine the guidelines he or she desires for their program;
9. Letter Awards (High School only) - Requirements to earn letters and awards will be published and distributed at the beginning of each sport season by each head coach or activity advisor where activity programs offer letter awards. To be eligible to receive letter awards, the participant must have adhered to the athletic and activity code, and completed the sports or activity season in good standing;
10. Attendance Regulations:
 - a. Students who are absent all or any part of a school day are not eligible to participate in any way that day unless permission is granted by the principal and/or their designee; and
 - b. Regular attendance and promptness at practice, rehearsals, events or any preparatory activity is imperative for success. Occasionally, it may be necessary for a student to be either absent or late; however, common courtesy dictates that the participant will notify the coach or advisor in advance.
11. Activity Participation Forms - Students will not be able to participate without completion of the Activity Participation Form and any other required document requested by the coach/advisor. Athletes, including cheer and dance, will need to have District Accident Insurance Form, Physical Examination Form and Emergency Card on file before competing. A notification from a health care professional will also be required before an athlete returns to activity after an injury or prolonged illness; [Refer to WIAA Handbook 17.11.4 / 17.11.5](#) Page 28
12. Infractions Which Will Result in Discipline or Suspension:
 - c. Unsportsmanlike conduct (including but not limited to: disruption, fighting, hazing, vulgarity, verbal abuse, etc.);
 - d. Destruction or defacing of school property;
 - e. Criminal acts committed while under school authority;

- f. Criminal acts committed while not under school authority;
- g. All students participating in activities are required to comply with all rules and regulations contained in Board Policies and Procedures 3200 - Students Rights and Responsibilities;
- h. A participant is expected to adhere to all other rules which are unique to a particular activity;
- i. Drugs, Alcohol or Tobacco (including anabolic steroids and legend drugs):
 - i. A student shall not possess, use, deliver, distribute, sell, offer to sell, be under the influence of, or show evidence of having used or abused any controlled substance or counterfeit substance or any illicit drugs or alcohol, or tobacco (including smokeless tobacco and look-alike products); and
 - ii. It is the expectation of students as leaders and role models that they not attend parties where alcohol or drugs are being used by minors. Students need to have the courage and self-discipline to leave, and if they choose not to, they will be held in violation.

The following guidelines will be followed when dealing with drug, alcohol and tobacco violations.

- i. Drugs, Alcohol or Tobacco;
 - First Violation (use, possession, distribution)

The student will be ineligible immediately and will be suspended from the sport or activity season for 14 calendar days and must successfully complete a district approved education intervention program. The 14 days begin at the time of self-report to the coach/administrator or on the day the discipline is imposed. During the suspension, if the student has agreed to participate in a district approved educational intervention program, the student athlete may practice but may not participate in contests, events, or activities. Students are allowed only one "first offense" during the entire high school career.

- Second Violation

A student who again violates any provision of WIAA regulations, district policy, or "the league" rules, shall be ineligible and prohibited from participating in any activity program for a period of one calendar year from the date of the second violation.

A student who has been suspended from participation, following a second violation, may request consideration for reinstatement *following* the remainder of the current sports or activity season plus the following school sports season. A written request shall be made to the principal or designee that includes the student's plan to remedy the cause of their suspension. The student shall demonstrate to the satisfaction of the principal and a committee consisting of athletic director, coach or advisor, drug and alcohol counselor, health professionals and/or other specialists that they have completed and/or are continuing to participate in educational and treatment programs, are making satisfactory progress in such programs, have complied with all conditions of the sanctions imposed upon them, and do not pose a risk of further violations. The decision of the Committee on granting reinstatement shall be final. There is no guarantee a student will be reinstated. There will not be an appeals process after this step. The provisions of this policy shall apply to all students who are suspended on its effective date, regardless of the date of their suspension.

(If a student is suspended from school, they cannot practice or attend activities during the suspension.)

- Third Violation

A student who violates any provision of WIAA regulations, district policy or "the league" rules for a third time shall be permanently prohibited from participation in any activity program.

- ii. Legend Drugs/Steroids - A violation of RCW 69.41.020 through 69.41.050 and Controlled Substances (RCW 69.50) shall be considered a violation of the eligibility code and standards, and shall subject the students to disciplinary actions. **Legend drugs** mean any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed by prescription and/or are restricted to use by practitioners only. The following penalties will be administered for illegally using legend drugs: [Refer to WIAA Handbook 18.24.0](#) Page 54

- First Violation

The Participant shall be immediately ineligible for interscholastic competition in the current interscholastic program for the remainder of the season. Ineligibility shall continue until the next season in which the student wishes to participate. In order to be eligible to participate in the next interscholastic activity season, the student shall meet with the school eligibility board consisting of coaches or advisors and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the interscholastic activity program.

A student who seeks and receives help for a problem with use of legend drugs (RCW 69.41.020) identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with the athletic and activity code by the student may allow him/her to have eligibility reinstated in the activity program, pending recommendation by the school eligibility authority.

- Second Violation

A student who again violates any provisions of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.

- Third Violation

A student who violates for a third time RCW 69.41.020 through 69.41.050 shall be permanently ineligible for interscholastic competition. [Refer to WIAA Handbook 18.24.2](#) Page 54

- iii. Definitions:

- Student Activity Expulsion: An action which denies the student participation in any activity until the expulsion has been terminated.
- Student Activity Probation: A trial period during which the student remains part of the team/group as long as she/he attempts to correct deficiencies.
- Activities Eligibility Committee: A committee consisting of the athletic director, neutral coach or advisor, central office staff member and community member who

meet on appeal requests. The District Activities Eligibility Committee will review written requests for eligibility from students, make findings of facts on such requests and rulings of eligibility.

13. Student Appeals Process

Coaches/advisors have the right to discipline members for violations of team, school, district rules or WIAA rules. Permanent expulsion from a team shall be done by the principal or designee upon recommendation of the advisor or coach. Parent or guardian shall be notified by letter and/or phone.

When infractions are alleged to have occurred within an activity program, the following process shall be followed:

- a. Sanctions shall initially be imposed by the principal of the school affected, or his/her designee, based upon the recommendation of the coach, athletic director or other staff members and upon such investigation as the principal determines to be necessary. The sanctions shall be imposed in a written decision. The student and the student's parent or guardian shall be notified of the imposition of sanctions by letter and/or phone. The student and the student's parent or guardian shall have the right to request an informal conference with the building principal or his/her designee after the imposition of sanctions within three school days of receipt of the imposed written decision. In the case of drug, alcohol, or tobacco violations, the sanctions, in addition to the 14 days suspension and mandatory attendance in a district approved intervention class, may also include conditions requiring that the student participate in other educational or treatment programs, perform community service, make restitution, or other appropriate conditions;
- b. The student or the student's parent or guardian shall have the right to have the imposition of a sanction reviewed by a hearing officer appointed by the superintendent. A request for such review shall be made to the superintendent within three school days of the date of receipt of the written decision of the principal or his/her designee. The hearing officer shall conduct a hearing on the request for review, within seven school days of the request, and shall create a record for review. Within three school days of the hearing, the hearing officer shall issue a written order, based upon findings of fact, which shall affirm, reverse, or affirm with additional or altered conditions the decision of the principal or his/her designee;
- c. The student or the student's parent or guardian shall have the right to appeal the decision of the hearing officer to the superintendent. A request for such review shall be made to the superintendent within three school days of the date of receipt of the written decision of the hearing officer. The superintendent shall review the appeal solely on the written record and decision of the hearing officer. Within three school days of the appeal, the superintendent shall issue a written decision, which shall affirm, reverse, affirm with additional or altered conditions, or remand to the hearing officer for further factual determination; and
- d. The student or the student's parent or guardian shall have the right to appeal the decision of the superintendent to the school board. A request for such review shall be made to the superintendent within three school days of receipt of the decision of the superintendent. The board shall review the appeal at its next regularly scheduled meeting or within seven school days (*whichever is sooner*), solely on the written record and decision of the hearing officer and the decision of the superintendent. The board may affirm, reverse, affirm with additional or altered conditions or remand to the hearing officer for further factual determination.

Failure to comply with any of the above timelines will render the suspension decision final.

Athletics and Activities /Academic Eligibility**High School**

1. Students attending Port Angeles High School are required to maintain passing grades (no F's) in all classes in which they are enrolled (a minimum of 5 classes for seniors who are on track to graduate and principals approval) in order to remain eligible for competitions or performances. Grades will be checked a minimum of every six weeks at triad and semester. Students can practice but may not participate in contests, events, or activities while academically ineligible. The opportunity for an academic improvement plan will be provided;
2. The most recent triad or semester grade report will determine a student's eligibility to participate in extra-curricular activities;
3. A grade of "NC" and "S" will count as a passing grade for the purpose of this policy. A grade of "U" or "I" will not count as a passing grade;
4. Students who are ineligible because of a 1st or 2nd triad grade can become eligible as soon as they document that they are passing class(es);
5. Students who fail 1 final semester class are ineligible until the Monday following the third week of the following semester. Students may become eligible by passing all of their classes after three weeks into the new semester.
6. Students who fail 2 or more final semester classes (Students not meeting this standard will be ineligible from the end of the previous semester through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester. [Refer to WIAA Handbook 18.7.6](#) Page 41; PASD is allowed to be more restrictive than that of the WIAA.
7. Students are responsible for documenting their grades in restoring their eligibility. Students who falsify this documentation lose their eligibility for the remainder of the semester; and
8. The record at the end of the semester shall be final, except for those credits earned in a regular, accredited summer school program and accepted by the school district. [Refer to WIAA Handbook 18.7.4](#) Page 41
9. Student athletes must pass all classes to participate in athletics and activities.
10. Previous semester grades will determine academic eligibility. Student's final spring grades shall be enforced in the fall semester. This includes the transition from 8th grade to 9th grade.

Middle School

1. Students attending Port Angeles Middle Schools are required to maintain passing grades (no F's) in all classes in which they are enrolled (a minimum of 5) in order to remain eligible for competitions or performances. Grades will be checked every two (2) weeks. Coaches and advisors, in conjunction with building principals, will be responsible for developing grade check calendars to be distributed to each participant. Students who are not passing all classes at the grade check will be declared ineligible until they achieve passing grades. Students can practice but may not participate in contests, events, or activities while academically ineligible; and
2. Final semester grades will be subject to the PASD standard of passing all classes to determine academic probation. Middle school probationary period shall be during the first three (3) weeks of the succeeding semester.

Participation on Non-School Sponsored Teams during the Season

[Refer to WIAA Handbook 18.22.0](#) Page 52

During any sport after joining a school squad, students may not participate on college and/or professional teams in that sport. Students are not to be given special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities, such as reduced practice times, special workouts, late arrivals, or early dismissals. Students shall not compete in the uniform of their school at non-school events.

Parent/Student Notification

1. The School Board recognizes that certain risks are associated with participation in athletics. Each parent or guardian shall be informed that dangers in athletics exist in spite of reasonable supervision and training. Rules and corrective actions related to rule violations shall be distributed to each participant and his/her parents or guardians prior to the beginning of an athletic/activity season;
2. A meeting will be held each spring for the parents or guardians of incoming 7th graders at the middle schools and incoming freshmen at the high school. At this meeting parents or guardians of prospective athletes will be informed of athletic and activity procedures of the Port Angeles School District; and
3. Any student wishing to become involved in a sport or interscholastic activity will be required to sign and return to the school a statement showing they have read, understand, and agree to comply with the Athletic and Activity Code. Students will be reminded of these policies at team and program meetings prior to the start of each activity season. These informational meetings will be conducted by the coach or advisor.

Pre-Season Parent Meetings

Parent meetings do much to promote athletics and prevent future problems. These meetings, though not mandatory, are strongly encouraged to take place prior to the start of each activity season. The Athletic Director will begin these seasonal meetings in the PAHS Auditorium (16 minutes) then break off into individual sport meetings. Suggested topics include, but are not limited to:

Expectations of players, Attendance standards, Safety concerns, Nutrition and health care, how parents or guardians can help with their student and the program

Practice times and facilities

Philosophy of the program	Eligibility information (forms and fees)
Information specific to that sport or activity	Practice and event schedule
Availability of the coaches and advisors	History of the program
Equipment care, Athletic and Activity code	Criteria for awards at the end of the season

Safety Guidelines

Coaches will inform each athlete of the specific safety guidelines of that individual sport. This information will be made available and be conveyed to parents or guardians.

Transfer and Foreign Exchange Students

The Port Angeles School District will follow WIAA guidelines with regard to all transfer and foreign exchange students.

Hiring and Training Coaches/Advisors

The coach/advisor must be properly trained and qualified for an assignment. A coach's guide which outlines the coaching assignment will be distributed to each coach. Inservice training opportunities will be afforded each coach so he/she is trained to attend to the first aid needs of participants. [Refer to WIAA Handbook 23.0.0](#) Page 62

Volunteer Coaches

Volunteer coaches or advisors may serve as assistants only upon approval and authorization of the school district Board of Directors. Volunteers serve under the supervision and direction of a regularly certified person. [Refer to WIAA Handbook 23.1.0](#) Page 62

Student Athletes

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will show respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- I will graduate on time.

Coach Core Principles

Coaches will: promote principles of dignity and respect, and the ethical behavior in all activities; promote positive and healthy activities in a safe environment; encourage students to achieve excellence in academics and athletics; provide diverse activities in an equitable and fair manner; use sportsmanship; leadership, and service to build confidence and character that will last a lifetime.

Head Coach

1. Reports to Athletic Director;
2. Supervises assistant coaches and overseas all specific sport teams;
3. Basic responsibility is to carry out the objectives of the PASD athletic and activities programs;
4. Responsibilities are listed below:
 - a. General Responsibilities:
 - i. Set up performance objectives for the sport season;
 - ii. Keep abreast of new knowledge, innovative ideas and techniques by attendance at clinics, workshops, reading in the field, and by encouraging assistant coaches to do the same. Stay current with WIAA coaching clock hour requirements;
 - iii. Have understanding and knowledge of rules and regulations regarding his/her sport as presented in the WIAA handbook. Mandatory attendance of specific sport on-line rules clinic via WIAA; General Rules, Specific Rules by Sport, and Concussion Training.
 - iv. Keep abreast of rules and rule changes of his/her sport;

- v. Recommend membership in a professional organization, such as Washington State Coaches Association; this is negotiated reimbursement between the PAAAA & PASD.
- vi. Follow purchase order procedures; and
- vii. Maintain current First Aid/CPR certification.

b. Seasonal Responsibilities:

i. Pre-Season:

- Facilitate a pre-season parent information meeting;
- Set up assignments and responsibilities of all assistant coaches
- Understand the accident reporting used by the district, insurance companies and those set up by the Athletic Director;
- Provide Athletic Director with accurate program roster information;
- Arrange for a systematic issuance of school equipment (all equipment MUST be numbered and inventory kept by numbers); and
- Make sure all voluntary coaches have filled out the coaching form and it is on file in the Athletic Directors office. All volunteer coaches should meet with the Athletic Director before working with any athletes.

ii. During Season:

- Instruct each athlete as to the requirement of being eligible to participate in athletics at Port Angeles School District. (Both school and state regulations);
- Assume responsibilities for constant care of equipment and of the facilities being used;
- Assume supervisory control over phases of teams in the program;
- Organize and schedule practice sessions on a regular basis. Submit practice schedule to the Athletic Director; advise Athletic Director of changes in schedule;
- Apply discipline in a firm and positive manner; and
- See that building regulations are understood and enforced.
 - There will be coach supervision of locker and shower area before and after practices.
 - Encourage players to leave valuables at home.
 - Lock all doors when not in use.
 - Check and secure all doors at the end of turnout.
- Emphasize safety precautions and be aware of the best training and injury procedures.
- See that all athletes who have been to a doctor have a written release from the same doctor before returning to a practice or game.
- Instruct all players concerning rules and rule changes, new knowledge, innovative ideas and techniques.
- Conduct self and his/her team in an ethical manner during games and contests.

iii. End of Season:

- Arrange for a systematic return of all school equipment and hold the athlete responsible for all equipment not returned;
- Update inventory and turn in to the Athletic Director of the building;
- Arrange for issuing letters and special awards earned;
- Arrange for cleaning, repairing, storing, and inventorying all equipment;

- Be concerned with the care and maintenance of the facility by making recommendations concerning additions and improvements to the Athletic Director in your building;
- Submit recommendations for next year's schedule;
- Maintain records of team and individual accomplishments; and
- Conduct assistant coach evaluations and submit to Athletic Director in your building.
- Make parent / guardian post season feedback forms and student post season feedback forms available to all participants. At or before the banquet.

Coaches Code of Ethics

A coach is to properly educate students through participation in interscholastic competition. Port Angeles School District acknowledges the following guidelines:

- The coach must be aware that he or she has a tremendous influence either good or bad, in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- The coach will uphold the honor and dignity of the profession. The coach shall strive to set an example of high ethical and moral conduct in all contact with student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public.
- The coach shall be acquainted thoroughly with the contest rules and is responsible for their interpretation to team members.
- Coaches shall actively use their influence to enhance sportsmanship and citizenship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

WIAA Penalty Process

The 2013-14 school year marks the implementation of a new WIAA penalty code and process which places more emphasis on the violating school's proposing a penalty for a violation. The new process also includes the utilization of a review panel for assistance. The process for developing a penalty starts with the offending school's administrator contacting the league president and determining the parameters for developing the offending school's proposal for penalty and any other remedies. If there is a doubt about a proposal, the WIAA staff must be contacted for assistance. The WIAA staff may assist or seek guidance from members of the review panel. [Refer to WIAA Handbook 28.5.0](#) Page 73 and 74

The underlying themes of the new code are many fold:

1. It provides a guideline with steps that factor in the frequency and severity of rules violations(s);
2. It allows the potential of developing a penalty for those who violated the rule(s) with penalizing student participants as the last resort. This includes the possibility of penalizing a coach.

Beyond these issues, the new process stipulates that only the WIAA Executive Board may remove a team from postseason competition. Additionally, should a violation be discovered within ten (10) days of the start of postseason competition, the appeal goes directly to the WIAA Executive Board. For reference, the penalty chart can be found on the [WIAA website](#) on the A.D. Home Center page.

CONCUSSIONS: RCW 28A.600.190

Concussions are one of the most commonly reported injuries in children and adolescents who participate in sports. Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness, but the vast majority occurs without loss of consciousness.

Continuing to play with a concussion or symptoms of head injury leaves the young athlete especially vulnerable to greater injury and even death

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.

A youth athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The health care provider may be a volunteer. A volunteer who authorizes a youth athlete to return to play is not liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct. This section may be known and cited as the Zackery Lystedt law

1. We have a permission form for parents and students to sign, allowing participation in the test, and stating the purpose for the test and how it may be used if the student is suspected of having a concussion. PASD is making baseline testing mandatory at PAHS.

2. PASD athletic eligibility forms contain waivers for FERPA and HIPPA, the HIPPA waiver is clear that the student athlete is only allowing the District to share medical information that is submitted by the athlete him or herself to the PASD. If a prospective athlete refuses to provide further medical information about injuries potentially effecting eligibility to play, after being requested by the District for such information, that athlete will be deemed ineligible until such information is provided. There is a concussion statement, "When in doubt, hold them out" which contain language to make the student athlete and parents aware that the athlete will not be eligible to play if a coach believes there are signs of a concussion, and that the athlete will not be returned to play until he or she has been cleared by an approved doctor. In this case, we will also explain to parents that the baseline software can be used by our team doctor to help make an eligibility determination for return to play. (RTP)

SAMPLE

Section 1.01 PARENT OR GUARDIAN FEEDBACK FORM

A. Evaluate the degree to which you believe your son or daughter changed on the following characteristics:

(Circle one - Improved, No Change, Declined, Don't Know)

Physical fitness	I	NC	D	DK
Learning to cooperate	I	NC	D	DK
Self-Confidence	I	NC	D	DK
Desire to continue playing this sport	I	NC	D	DK
Self-esteem	I	NC	D	DK
Learning specific skills of this sport	I	NC	D	DK
Leadership skills	I	NC	D	DK
Sportsmanship	I	NC	D	DK
Learning to take initiative	I	NC	D	DK
Learning to compete	I	NC	D	DK

B. Evaluate how you feel the coach did on the following items:

(Circle one - Excellent, Good, So-So, Weak, Poor, Don't Know)

Treated your son/daughter fairly	E	G	SS	W	P	DK
Kept winning in perspective	E	G	SS	W	P	DK
Took safety precautions	E	G	SS	W	P	DK
Organized practice/contests	E	G	SS	W	P	DK
Communicated to you	E	G	SS	W	P	DK
Effective in teaching your son/daughter	E	G	SS	W	P	DK
Encouraged your son/daughter	E	G	SS	W	P	DK
Recognized your son/daughter as a unique individual	E	G	SS	W	P	DK
Held your respect son's/daughter's respect	E	G	SS	W	P	DK

C. Please give any additional comments in the space below and on the back. (Perhaps you have some constructive criticism or praise you want to offer). If you would like a personal contact as a result of your concerns expressed by this survey, please leave your name and number.

Parent Signature

Date

SAMPLE

Section 1.02 STUDENT-ATHLETE

Section 1.03 Post-Season Feedback Form

A. Evaluate the degree to which you believe you changed on the following characteristics:
 (Circle one - **Improved**, **No Change**, **Declined**, **Don't Know**)

Physical fitness	I	NC	D	DK
Learning to cooperate	I	NC	D	DK
Self-Confidence	I	NC	D	DK
Desire to continue playing this sport	I	NC	D	DK
Self-esteem	I	NC	D	DK
Learning specific skills of this sport	I	NC	D	DK
Leadership skills	I	NC	D	DK
Sportsmanship	I	NC	D	DK
Learning to take initiative	I	NC	D	DK
Learning to compete	I	NC	D	DK

B. Evaluate how you feel the coach did on the following items:
 (Circle one - **Excellent**, **Good**, **So-So**, **Weak**, **Poor**, **Don't Know**)

Treated you fairly	E	G	SS	W	P	DK
Kept winning in perspective	E	G	SS	W	P	DK
Took safety precautions	E	G	SS	W	P	DK
Organized practice/contests	E	G	SS	W	P	DK
Communicated to you	E	G	SS	W	P	DK
Effective in teaching you	E	G	SS	W	P	DK
Encouraged you	E	G	SS	W	P	DK
Recognized you as a unique individual	E	G	SS	W	P	DK
Held your respect	E	G	SS	W	P	DK

C. Please give any additional comments in the space below and on the back.
 (Perhaps you have some constructive criticism or praise you want to offer).
 If you would like a personal contact as a result of your concerns expressed by
 this survey, please leave your name and number.

 Student Athlete Signature

 Date

FLOW CHART FOR DRUG/ALCOHOL/TOBACCO VIOLATIONS

