

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 health hazards of tobacco use education. They will be suspended for 20% of the scheduled contests for the current season. The athlete is encouraged to continue to practice during the suspension.

Third offense – The student will be suspended for 50% of the scheduled contests for the current season. The student is encouraged to continue to practice during the suspension. 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 suspended from extracurricular activities for one calendar year. The student may practice with permission from the coach and a parent/guardian. The student must meet with the athletic director and an administrator prior to returning to participation.

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 must complete a drug/alcohol assessment at the expense of the student prior to return. They will be suspended for 20% of the scheduled contests for the current season. The student is encouraged to continue to practice during the suspension.

Second offense – The student must complete a drug/alcohol assessment at the expense of the student. The student must follow any recommendations as a result of the assessment prior to return. They will be suspended for 50% of the scheduled

contests for the current season. The student is encouraged to continue to practice during the suspension.

Third offense – One-year suspension. (Student may appeal to be reinstated after 90 days if steps below are followed). The student may continue to practice with permission from the coach and a parent/guardian during the process. 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; 2/24/20.