

ATHLETIC DIRECTOR'S DUTIES:

Administer Athletic Program. The Athletic Director (A.D.) will organize and administer the overall athletic program and see to the implementation of the philosophy of interscholastic athletics for the Ocean Beach School District. The Coaches under the direction of the A.D. will create an athletic program that provides a positive and rewarding learning experience for all participants.

Provide Leadership for Coaches. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members. Selection and evaluation will be based on Board policy regarding coaches duties.

Fosters Relationships. In order to have positive support for the athletic program the Athletic Director will foster good school/community relations by keeping the community aware of and responsive to the athletic program.

Organize Athletic Events. Assumes responsibility for the organization and scheduling of all athletic events and contacts in conformity with the WIAA standards.

Implement Rules and Regulations. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.

Administer Athletic Budget. Prepares and administers the athletic program budget.

Administer Facilities Usage. Makes arrangements for non-school use of playing fields and facilities used for athletic purposes.

Implement Title IX. Provides leadership in the implementation of Title IX rules in school athletics.

Work With Booster Club. Developing good working relationships with the Booster Club promotes better understanding of the goals and functioning of the athletic program. The Athletic Director is a liaison to the Booster Club and assists with fundraisers and encourages all coaches and team members to participate in these activities.

Coach's duties

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

Promote Sportsmanship and Ethical Behavior. The highest standards of sportsmanship and ethical behavior is expected from our coaches and anyone under their direction. The coach will model and promote leadership, teamwork, fair play, and commitment to excellent performance for athletics and academics.

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, negligence may be present.

Warn Participants. The coach should inform all athletes and their parents of the inherent risks involved in participation in the particular sport. The coach must describe, using a variety of methods, the catastrophic and common non-catastrophic injuries unique to the sport.

Supervise Participants. The daily plan should show how the coach plans to conduct general supervision of the sport, and how he/she will supervise specific drills and other components of the daily practice. Adequacy of supervision should be reviewed in terms of quality and quantity. Factors to consider include, but are not limited to: the age of the students, the size of the students, the equipment involved, the maturity level of the students, the first aid equipment and training available, the appropriate certification of supervisors where required, and the safety training of the personnel involved.

Provide Safe Equipment and Facilities. Equipment should be properly fitted and maintained. Athletes should be instructed on how to conduct a daily inspection. Facilities should be free of hazards and inspected regularly.

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

Evaluate Fitness of Participants. The coach has a duty to evaluate the physical fitness, the medical condition, and the skill level of athletes. Failure to evaluate and maintain records of those evaluations may be cause for negligence should an injury occur involving fatigue or lack of skill.

Provide Equal Protection and Due Process. While participation in co-curricular and extra-curricular activities is a privilege, a participant who allegedly violates the conduct

code must be afforded the opportunity of a fair hearing.

Transport Athletes Safely. A coach has a duty to see that athletes are safely transported to and from contests and to and from practices if practices are held at sites other than the immediate school grounds.

Group Participants. The coach has the duty to employ a recognized system of grouping for participants in a particular sport that will avoid unequal and unsafe participation, based upon skill level, age, maturity, sex, size and experience.

Foresee Danger. A coach should be able to reasonably anticipate foreseeable dangers that may occur if the activity is continued in a facility, or with equipment, or in a situation, and take precautions protecting the children in his/her custody from such dangers.

Protect from Loss. A participant is required to present evidence that he/she is covered by an accident policy. 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 sports activity is expected to know the intricacies of the activity that he/she is leading.

Summer Sports Activities/Clinics

Rules governing out-of-school and/or out-of-season student sports participation are as follows:

- A. A practice is defined as a teaching phase of a sport to any present, past or future squad member while a student in grade 7-12 during the school year or during the summer. The school may not sponsor, promote or direct activities which resemble out-of-season practices or contests during the school year or summer.

A school staff member who sponsors, promotes or directs such activities during the summer vacation shall clearly indicate that he/she is operating independent of the school district. As such, the school district shall be free of liability associated with the activity.

- B. Students shall be advised that participation in a commercial summer camp or clinic

or other similar type of activity shall not begin until the conclusion of the final WIAA state tournament of the school year. Participants in a fall school sports program may not attend any summer camp/clinic in that sport after August 1 until the first fall sports turnout. The school should announce by school bulletin that summer sports camp/clinic is neither endorsed nor sponsored by the district.

- C. A coach (contracted or volunteer) may not sponsor, promote, coach or direct activities which resemble out-of-season practices or contests in the sport they coach to any of their squad members or future squad members (grades 7-12) until after the school year's final WIAA state tournament.
- D. The use of the school bulletin board, public address system or school newspaper for promotional purposes to announce sports clinics/camps shall fall within the same guidelines as applied to other commercial endeavors.
- E. School facilities to be used for summer activity and/or sports camps may be rented consistent with the rates, rules and regulations applicable for other commercial uses.

A user shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way such use of school facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

APPEAL PROCESS FOR DISCIPLINARY ACTION

When infractions occur within the athletic program, the following process may be followed:

Upon the imposition of penalty for infraction(s) of said rules or regulations, any aggrieved student and parents of said student shall have the right to an informal conference with the building principal and/or designee, activities director, and coach (Building Hearing Committee) to request that they refrain from enforcing the decision of the coach or ask the coach to reconsider. If the students and parents do not make a written request for this informal conference within five (5) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request.

- A. If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the building eligibility committee. The building eligibility committee consists of the activities director and three student peers and three building staff members named by the building administrator. The building eligibility committee must meet within three (3) school days of the appeals request. The aggrieved party and the coach(es) shall be available as a resource.
- B. The Building Eligibility Committee will hear the case in detail and will render a decision within three (3) school days after hearing the case.
- C. The aggrieved party may appeal to the superintendent of schools within three (3) school days of the appeals decision. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
- D. The aggrieved party may appeal the superintendent's decision to the disciplinary appeal council established in Policy 3300, Corrective Actions or Punishments, or to the board of directors in the absence of a disciplinary council, within three (3) school days. The disciplinary council or board of directors, after hearing the case in detail, shall render a decision on the case within ten (10) school days of the hearing. This decision shall be final.

Extra-Curricular Code

Participation in athletics, or extra-curricular activities, is a privilege, not a right. Students choosing to participate should understand that high standards of academic performance, citizenship, sportsmanship, and overall good conduct are expected.

Students are subject to the rules as outlined by the Washington Interscholastic Activities Association (WIAA), the Extra-Curricular Code, their coaches, and the Ocean Beach School District for conduct throughout the season of participation which will include school related summer activities.

NOTE: The season of participation is defined as **beginning with the first day of practice and lasting through the season ending banquet**, (including school holidays, winter break, spring break, weekends, etc.)

These guidelines apply to all extra-curricular activities and are cumulative throughout a student's High School (Grades 9-12) career.

Example: A Freshman reaches Step 1 - Alcohol (ineligible for 21 calendar days).
 As a Junior reaches Step 2 - Alcohol (ineligible for 60 calendar days).

Purpose: The purpose behind this Extra-Curricular Code is to:

- Encourage continued participation in extra-curricular activities while providing a support system to help our student-athletes make positive, healthy, and safe choices.
- Change, reduce and/or eradicate damaging, unsafe, unhealthy, negative and illegal behavior

OFFENSES and CONSEQUENCES	Step 1	Step 2	Step 3	Step 4
TOBACCO/ALCOHOL: use, possession and/or citation...	Ineligible 21 in-season calendar days from day of discovery. Practice at Coach's discretion. Assessment is recommended!	Ineligible 60 in-season calendar days from date of discovery. Assessment mandatory prior to return to play. Review after 30 days (see below).	One calendar year suspension from all activities. Review after six months (see below).	Sanctions may range from a one calendar year suspension from all activities to a career ending suspension. Subject to review.
DRUG or GROSS MISDEMEANOR: use, possession and/or citation...	Ineligible 60 in-season calendar days or the remainder of the season – whichever is longer. Review after 30 days (see below). Assessment is mandatory prior to return to play.	One calendar year suspension from all activities. Review after six months.	Ineligible to participate in all activities for the remainder of their career.	N/A
FELONY: Arrest, Conviction, or Diversion. Each case to be individually reviewed. If charges are dropped, student may reapply for eligibility.	One Calendar year suspension from all activities Review after six months (see below).	Additional sanctions ranging from one year suspension from all activities to ineligibility for the remainder of their career upon review.	N/A	N/A

Note: If the length of the suspension is longer than the remainder of the current season, the student must serve out the remainder of his/her suspension during their next sport's season or activity.

REVIEW PROCESS: Review of any suspension will be based upon the following criteria:

1. Grades
2. Behavior
3. Attendance
4. Attitude

If the student meets the criteria, they will be placed on a contract and allowed to participate. If any of these criteria areas become unsatisfactory, the contract will be cancelled and the student placed back on suspension.

Guilt by Association (GBA): Proximity is a factor for any tobacco, alcohol, or drug issue...

Step 1: Warning! If a student is in the presence of minors who are using tobacco, alcohol, and/or drugs, and if the student does not **immediately** leave, he/she will receive official warning.

Step 2: Second offense equals the next step on the discipline code.

A minor is defined as being under the age of 18 for tobacco and under the age of 21 for alcohol. It is expected that all students will immediately remove themselves from any situation where illegal drugs are being used by anyone or the GBA rule will be in effect.

Example: First GBA = warning. Second GBA = next step on the discipline code and so on.

Assessment Process: Evaluation/Assessment of substance will be at participant's expense. Evaluation/assessment must be completed prior to rejoining the team/activity. Agreement for return must be reached between coach, child, parents and school. Without an assessment attempt within three (3) weeks of an offense, expulsion from team/activity and no eligibility for any further team/activity participation for remainder of subsequent season/quarter.

Anyone serving a one-year suspension who commits an additional offense will automatically be reviewed by the Athletic/Activities Committee and may receive additional sanctions.

Eligibility Guidelines:

- A. A student in WIAA sanctioned activities must be enrolled as a full-time student in an approved program and maintain a minimum of 2.0 GPA with no F's. **NOTE: By school board policy, any OBSD student participating in WIAA sanctioned activities must be enrolled in at least 5 of 6 classes.**
 - 1. Determination of eligibility will be made based on grades at 1st & 3rd quarters and 1st & 2nd semesters. Fall activities are based on previous 2nd semester grades.

2. If a student/athlete is found ineligible and still desires to participate, a fourteen (14) calendar day probation period will be given to improve grades. This probation period will begin two school days after grades have been posted. During this period of ineligibility, the student athlete will continue to practice (upon coach's discretion), but not participate in any contests. In addition, the coach, teacher, parent and student/athlete will jointly counsel to determine a plan for improving grades.
 3. Grade checks will be completed prior to the contest, by the Athletic Director, until eligibility is achieved.
 4. Anyone who has been ineligible during a season/activity must secure grade checks every two weeks for the remainder of the season. This will be administered by the Athletic Director. Anyone failing a class during this time period will be ineligible for another two weeks.
 5. Individual Education Program (I.E.P.) students will be evaluated for eligibility on the basis of their own I.E.P. plan.
- B. Each coach will establish and distribute approved Training Rules. Eligibility will also be based on these guidelines and be subject to the coach's discretion. These guidelines may include issues such as dress, conduct, curfew, practice, etc.
- C. Each athlete/participant is subject to WIAA, Ocean Beach School District, and Ilwaco High School rules of conduct, attendance, etc.
- D. Each participant must possess a current ASB card prior to participating in any sport/activity.
- E. ** School Attendance:
- | | | |
|-----------|---|------------------------------------|
| Excused | - | May participate |
| Unexcused | - | Ineligible for practice or contest |
- ** The student/athlete must be in attendance for a full day unless making a **pre-arrangement**. These prearranged absences must include a note or phone call from their parents stating the reason, such as medical/dental appointment, family emergency, etc.

EXTRA-CURRICULAR PHILOSOPHY

Ilwaco High School

We at Ilwaco High School support the concept of student participation in extra-curricular activities. The participant is to meet his/her responsibilities as a student first and as a participant in extra-curricular activities second. The following are the four main tenants of the extra-curricular policy:

Responsibility and Ethics:

We insist on the highest standards of sportsmanship and ethical behavior from our coaches, advisors and participants. We expect sanctions to be imposed if these standards are not upheld. All participants, advisors, coaches, and members of the audience are expected to comply with the rules set forth by the Washington Interscholastic Athletic Association (WIAA). It is important that everyone does his or her best to model good sportsmanship.

Fundamentals:

We expect all of our interscholastic teams to be well organized, well trained, well conditioned, and fundamentally sound.

Safety:

We expect our coaches and advisors' primary concerns to be the safety and the general welfare of those who participate in the activity.

What a participant can expect from his or her coach/advisor:

- ◆ A genuine and up-to-date knowledge of the sport/activity
- ◆ A positive display of sportsmanship and ethical conduct
- ◆ A fair, unprejudiced relationship with all players during the entire period of a sport's season or activity
- ◆ A firm disciplinary action if a participant displays improper conduct, the breaking or training rules, or the breaking of rules and procedures established by the coach/advisor
- ◆ One hundred percent effort to help the participant reach his/her maximum potential
- ◆ Attention given to the participant's academic responsibilities and community commitment

*** NOTE:** Please refer to Ocean Beach School Board Policies No. 2151 and 2152 to further clarify the duties of coaches and advisors. All coaches and advisors are expected to be knowledgeable and comply with these and all pertinent board policies.

Coach/Advisors' signature

Date

Six Month Review Contract

for

One Year Suspensions From Activities

- *Criteria:
- 1.) Grades
 - 2.) Behavior
 - 3.) Attendance
 - 4.) Attitude

_____ has successfully met the criteria listed above during the first six months of his/her suspension. Therefore, this contract will allow the student to participate in activities during the rest of their suspension as long as the above criteria continues to be met. If any of the criteria areas become unsatisfactory during the next six months, the contract will be cancelled and the student placed back on suspension.

The following individuals have read this contract and agree to the terms listed in this contract.

Student

Parent (s)

Athletic Director

Principal