

AUBURN SCHOOL DISTRICT ATHLETIC DEPARTMENT

Coaches Manual



Revised 7/21/09

Coaches' Manual

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To: Interscholastic Athletic Coaches
Auburn School District #408

Re: Coaches Manual

Welcome to the Auburn School District interscholastic athletic program and thank you for sharing your skills and experiences with our student-athletes. Your willingness to commit your time and skills to the coaching profession is much appreciated by parents, staff, administration and student-athletes alike.

Auburn schools offer a very comprehensive athletic program. With strong traditions and competitive teams, there is a high degree of interest and community support for the athletic program. Our mission and number one objective is to always support and contribute to the goals and purpose of the educational process. We achieve this by teaching the values of self-discipline, commitment, teamwork, dedication, and hard work. When learned properly, these values assist students by increasing academic preparation skills and achievement levels.

As a coach, there are many expectations associated with your position. It is your responsibility to stay abreast of current trends in your sport as well as the latest safety and risk management standards related to your sport. Your involvement in continuing professional growth activities will reflect your level of commitment to the coaching profession as well as prepare you to be the best coach possible.

The information in this manual is a compilation of many different items intended to assist you in your duties of coaching. The manual is an adoption of school board policy and therefore carries the full authority of normal department policy and procedures. You are encouraged to read and understand all information contained herein. Though not inclusive of all district parameters and directives, this manual is intended to serve as a resource guide to help you answer common questions and procedures.

Thank you again for coaching in the Auburn School District. We want you to feel supported at all times. To that end, you are encouraged to communicate and work closely with your Building Athletic Director. If I can be of assistance from the district office, please feel free to contact me at any time. We are here to support your efforts in providing programs that students, parents and our community are very proud of.

Best wishes!

Rob Swaim
Director of Athletics
Auburn School District

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Athletics Standards & Policies

- Athletic Code for Auburn Schools
- Program Goals
- Caring Behavior
- Coaches' Code of Ethics
- Prohibition of Harassment, Intimidation, and Bullying
- Recruiting
- Academic Standards

ATHLETIC CODE FOR AUBURN SCHOOLS

PHILOSOPHY

“Athletics” means more than competition between individuals or teams representing different schools. It is, rather, a means of building a way of life respected in our society. It teaches understanding and appreciation of teamwork—that to participate means success, and to following training rules means healthy living habits and high team morale. This results in a mutual trust by coaches and other team members. Athletics exemplifies the philosophy that dedication, drive, and determination bring eventual success.

The athlete is a role model for younger students and peers. Therefore, it is important that the athlete’s behavior remains above question. As a student leader, the athlete must accept the responsibilities and obligations placed by those represented.

DEFINITIONS OF PARTICIPANTS AND PERIOD OF COVERAGE

The Athletic Code applies to all students participating in interschool athletics, including dance, cheerleading, and water polo as well as other athletes for a given academic school year. It is determined that provisions of the Athletic Code shall govern from the first turnout of the season until the culminating awards ceremony for the particular sport. Rules of Conduct of the Athletic Code shall also apply to nonparticipating periods of the academic school year.

RULES OF CONDUCT:

The following rules of conduct are intended to clarify, for the athletes, their obligations as leaders and participants during periods of participation.

- The athlete shall not provide, use, and/or be in the possession of illegal drugs, legend drugs, alcohol, or tobacco products.
- The athlete shall not knowingly remain on premises where illegal or legend drugs (prescription drugs), steroids, alcohol, or tobacco products are being used.
- The athlete shall obey all school rules and regulations.
- The athlete shall maintain a satisfactory attendance record and attend all regularly scheduled classes unless appropriately excused.
- The athlete shall meet WIAA academic eligibility regulations.
- The athlete shall obey bus, training, and school rules and regulations on athletic trips. Athletes shall remain with the squad, group, or team at all times and comply with the reasonable request and direction of the coaching staff.
- The athlete shall turn out for all regular and special practices and meetings, unless excused by the coach and/or school.
- The athlete shall follow the written rules and regulations as established by the head coach.

PROGRAM GOALS

To develop physical excellence and understanding of the value of competition in our society through:

- Recognition of outstanding performance.
- Emphasizing the educational value of trying to win and learning to compete.

To develop good citizenship and respect for rules and authority by:

- Inculcating principles of justice, fair play, and good sportsmanship in students.
- Providing the opportunity to adjust individual roles to the corporate goals of a simulated major organization and environment.

To promote and contribute to the goals of the total education program:

- Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
- Providing a strong program that attracts student body interest and motivates a positive learning atmosphere.
- Providing participation of students for planning as well as execution of a program and derive greatest possible benefits.

To promote community interest and involvement in school athletics by:

- Providing enjoyable experiences for participants and spectators.
- Establishing rules and standards for athletics that reflect the behavior standards approved by the community.

PROGRAM OBJECTIVES OF INTERSCHOLASTIC ATHLETICS: Establish and maintain a program that will produce the greatest possible number of excellent participants in each interscholastic sport.

TEAM

- Develop organizational criteria that will aid the coach in the optimum management of his/her program.
- Establish maximum and effective squad sizes based on facilities, equipment, and availability.
- Develop competitive goals that are consistent with the accomplishments desired.

PARTICIPANT

- Provide an opportunity for students to develop physical excellence and to better satisfy their urge for competition.
- Develop physical vigor and desirable habits in health, sanitation, and safety.
- Develop qualities of good citizenship by subscribing to the written and unwritten laws of sportsmanship.
- Develop social competence through inter-relationship with teammates, coaches, officials, and athletes from other schools.
- Develop valuable personal qualities of responsibility and leadership.

STUDENT BODY AND SCHOOL

- Capitalize on the potential of athletics as an educational force of great magnitude.
- Find in the athletic program the media for unity and school morale.
- Maintain a program which develops a reputation of disciplined conduct.

- Develop student interest by enlisting their aid in support of the program.
- Maintain a program broad in scope, which includes activities that are interesting and beneficial to the greatest number of students.

COMMUNITY

- Establish the important implications of an athletic contest.
- Establish the control of, and responsibility for, school athletic programs which rest entirely with school authorities.
- Establish the value of the athletic program in creating community unity and loyalty.
- Encourage commitments in support of athletics from the community.

RECREATION

- Make the Auburn School District facilities available to Auburn Parks, Arts and Recreation and other appropriate groups for the most activities possible without interfering with school programs.

CARING BEHAVIOR

Recent court cases involving charges and convictions of local coaches for having inappropriate physical contact with their student-athletes makes all aware of and concerned with what is proper physical contact. The question often asked is, “Does a coach dare even touch a student without risking his or her job?”

Clearly, such changes as the increased number of women athletes and society’s growing concern about abuse and personal safety have drawn attention to what constitutes appropriate and inappropriate physical contact. Additionally, athletics often creates special and intense relationships between student and coach. Thus, it is imperative to have a clear sense of appropriateness. It is with these concerns in mind that the following contact guidelines are suggested:

NON-PHYSICAL CONTACT

Eye contact, energetic and demonstrative conversations, specific verbal praise, and identification by name are always appropriate methods of communicating with student athletes.

PHYSICAL CONTACT BOUNDARIES: Things to be aware of:

- Behavior, not intention is what matters.
Think of how specific behaviors appear to others.
A friendly touch may be interpreted as a personal intrusion.
- Avoid isolated student contact in secluded environments.
There is wisdom in the adage “Safety in Numbers.”
If you do meet with a student alone, make it in a public, well-trafficked location, or with a colleague near by.
- Avoid prolonged physical contact.
“High Fives” are great, as is a pat on the arm, shoulder or upper back. Any other hand or body contact is off limits.
- Avoid touching articles of personal clothing.
Personal, as in; underwear, bra straps, etc., especially when being worn.
- Hugs – only side-to-side, if at all.
Sometimes in their excitement, students throw themselves at a coach.
As a general rule, don’t do the same to them.
A one-armed, brief, side-to-side hug in a group setting is the limit.
- Flirting is an emerging adolescent emotion.
Coaches need to tell students who want to flirt with them, whether singly or in a group, that he/she is not an appropriate target.
- Giving students rides.
Be cautious.
Never for a single student of the opposite sex.
Again, safety exists in numbers.
- Inviting students to the coach’s home.
Again, safety is in numbers. Be cautious.
If coaches are single and young, make sure other adults are present.

COACHES' CODE OF ETHICS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own and their welfare shall be uppermost at all times.

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 must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the WIAA, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

THE COACH shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances authorize their use.

THE COACH shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

THE COACH shall be thoroughly acquainted with the contest rules and their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

THE COACH shall actively use his or her influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

THE COACH shall have respect and support for the contest officials.

THE COACH shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical and will not be tolerated.

THE COACH should meet and exchange friendly greetings with rival coaches before and after contests to set the correct tone for the event.

THE COACH shall not exert pressure on faculty members to give student athletes special consideration.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation, bullying” means any intentionally written **message or image including those that are electronically created and/or transmitted**, a verbal or physical act, including but not limited to **one** shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics. Student athletes engaging in “harassment”, “intimidation”, “bullying”, or “rough housing” that fall outside of an environment free of such characteristics as outlined in Auburn School District Policy #3207, will be subject to respective school discipline.

“Harassment, intimidation, or bullying” includes repeated offensive written, verbal, or physical acts directed toward an individual’s race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability. Also included are repeated sexual flirtations; advances or propositions; continued or repeated verbal abuse of a sexual or racial nature; graphic, degrading or demeaning sexual or racial comments about an individual or about his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact.

All students and employees will deal with all persons in a manner that conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, age or disability. Acts of harassment, whether by verbal, written, physical, or by gesture will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion.

RECRUITING

PHILOSOPHY OF RECRUITING: Students who demonstrate special skills and talent in any of the activities under the jurisdiction of the Washington Interscholastic Activities Association should not be subjected to pressures to enroll in a member school outside of their normal enrollment area. The rules do not prohibit legitimate school public relations, promotion or marketing. Rather, these rules prohibit capitalization upon a school's athletic program and/or a student's athletic interest, potential or proficiency as a factor in determining school attendance.

WIAA HANDBOOK, ARTICLE 17.24.0

RECRUITING – Efforts to induce students to enroll in a member school because of the student's special talent or skill is considered recruiting. Recruiting of students or attempted recruiting of students for athletic purposes is prohibited, regardless of their residents.

27.3.1 No student athlete may receive, or be offered, any remunerations of any kind, or to receive or be offered any special inducement of any kind which is not made available to all applicants who enroll or continue to be enrolled in the school or apply to the school.

- A. Special inducement shall include, but not be limited to, the offer or acceptance of:
1. Money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school
 2. Room, board or clothing r financial allotment for clothing.
 3. Pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 4. Free transportation by any school connected person.
 5. Residence with any school connected person.
 6. Any privilege not afforded to non-athletes.
 7. Free or reduced rent for parents.
 8. Payment of moving expenses of parents or assistance with the moving of parents.
 9. Employment of family unit in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 10. Help in securing a college athletic scholarship.
- B. Inducing or attempting to induce or encourage any prospective student to attend or continue to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given, is a violation

No member school and no one acting on behalf of any member school shall give any speech or give any slide, film or tape presentation or distribute any written material which states or implies that a member school's athletic program is better than the athletic program of any other member school or that it would be more advantageous for any prospective student-athlete to participate in athletics at that member school as opposed to any other school

- C. Member schools shall be responsible for any violation committed by any person associated with the school, including principals, assistant

principals, coaches, teachers, any other staff members or students, or any organization having any connected to the school. The member schools shall be responsible for any violation committed by any person acting at the direction of the school.

This rule is not intended to prevent a member school from conducting academic recruitment programs or recruitment programs designed to attract students based upon the school's overall educational and extracurricular programs of the school and not be used as a subterfuge for recruiting students for athletic purposes.

- D. A student who has enrolled in a difference school and has been determined to be recruited will be deemed ineligible at all levels of play and for all sports for one full calendar year. The one (1) year penalty will begin on the day the determination is made that the student has been recruited.

ACADEMIC STANDARDS

POLICY: To be eligible to compete on an interscholastic athletic team or participate as a cheerleader in the Auburn School District, a student must pass both the **WIAA Scholastic Standard** and the **Auburn School District Scholastic Standard** for the immediately preceding grading period.

STANDARDS: **AUBURN SCHOOL DISTRICT/WIAA SCHOLASTIC STANDARD:** A student shall have passed at least five (5) full time subjects (2.5 credits/6 period day) in the immediately preceding grading period in order to be eligible for competition during the succeeding grading period. The record at the end of the grading period shall be final, except those credits earned in a regular, accredited summer school program and accepted by the school district.

SANCTIONS: Students not meeting the WIAA and Auburn School District Scholastic Standards will be subject to the following sanctions:

WIAA ACADEMIC SUSPENSION – A student who failed to meet the WIAA scholastic standard shall be placed on academic suspension and be ineligible to compete during the first five weeks (High School) or three weeks (Junior High) of the succeeding semester/trimester. A student may be declared eligible by the school administration on Monday of the week following the end of the suspension period if student is meeting both WIAA and Auburn School District standards. A student taken off of academic suspension will automatically be placed on academic probation for the remainder of the current grading period or end of season, whichever comes first.

AUBURN SCHOOL DISTRICT ACADEMIC SUSPENSION – A student who failed to meet the Auburn School District scholastic standard shall be ineligible to compete in contests during the first two weeks of the succeeding grading period. A minimum of one contest will be missed if no contests occur during the suspension period. Jamborees will not count as a contest and participation is prohibited when on academic suspension.

A student may be declared eligible by the school administration on Monday of the week following the end of the suspension period if the student is meeting both WIAA and Auburn School District standards. A student taken off academic suspension will automatically be placed on academic probation for the remainder of the current grading period or end of season, whichever comes first.

When a sport season extends beyond an official grading check period, in-season athletes not meeting standard are to be placed on academic suspension and will receive a 72 hour grace period prior to implementation. The grace period begins at the time school administration receives grades and identifies the athletes not meeting standards.

ACADEMIC PROBATION – A student placed on academic probation must pass a minimum of five classes (6 period day) for the remainder of the grading

period or end of season, whichever comes first, to maintain athletic eligibility. Grade checks must be submitted to the Building Athletic Director once a week. A student on probation not meeting the standard will be placed on academic suspension until the next weekly grade check.

DEFINITIONS: **ACADEMIC SUSPENSION** – That period of time during which a student is **ineligible** to compete interscholastically against other schools. Students are eligible to turnout and attend team practices and meetings during this time.

ACADEMIC PROBATION – That period of time when a student is **eligible** to compete against other schools but is required to submit weekly grade checks verifying compliance of WIAA and Auburn School District academic standards. Failure to do so will result in academic suspension.

Organization & Procedures

- Funding Guidelines
- Athletic Registration Procedures
- Concussion/Head Injury Guidelines & Participation Form
- Coach/Athletic Ratio Schedule
- Letter Awards
- Guidelines for Transportation
- Travel Rules for Athletes
- Athletics with Students Checklist
- Out-of-State/Overnight Travel Request Preparation Guidelines
- Out-of-Building Request Checklist
- Athletic Bus Request
- Guidelines for Weight Rooms, Free Weights, and Universal Gyms
- Off-Campus Running Regulations
- Attendance Regulations

FUNDING GUIDELINES

DISTRICT RESPONSIBILITIES

COACHES: Coaching positions will be provided for all approved programs. The “Coach/Athlete Ratio Schedule for Auburn Schools” will be used as a guideline for determining the number of positions each year. Coaches’ salaries will be funded as per the annual “Auburn School District Coaches’ Salary Schedule.” The negotiated “Coaches’ Salary Schedule Criteria and Procedures for Auburn Schools” will be used to compute coaches’ salaries.

TRANSPORTATION: The District will provide transportation for competitive events and turnouts as outlined in Guidelines for District Supported Transportation for Athletics and Activities.

FALL FOOTBALL GAME MANAGEMENT/SECURITY: Allocated supervision funds from the district for each High School will provide for payment of football game management at Memorial Stadium.

EQUIPMENT: The District will determine and provide start-up equipment for approved new programs.

SCHOOL/ASB RESPONSIBILITIES

EQUIPMENT: High Schools and Middle Schools will provide for all equipment and supplies, except start-up equipment for approved new programs.

OFFICIALS: High School and Middle School officials are paid from ASB Funds.

GAME MANAGEMENT: Schools will provide for game management personnel as needed for approved contests

ATHLETIC REGISTRATION PROCEDURES

1. Obtain the Athletic Registration and Concussion Information Forms for each athlete from the Building Athletic Director. Athletic Registration and Concussion Information Forms will be available at the main office of all Auburn School District secondary schools, as well as the Athletic Department office and on the district web site.
2. Registration meeting for athletes:
Instruct athletes as to exact steps to be taken, making sure that the eligibility information is understood and accurate. Make certain athletes understand that all items on the Athletic Department Registration and Concussion Information Forms must be completed before being permitted to turn out. NO EXCEPTIONS.
3. Physical Examinations:
Students must undergo a medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. Physical examinations by a licensed medical authority will be required every two years after June 1 for High School and July 1 for Middle School. Prior to each subsequent year of participation a student shall furnish a statement, signed by a medical authority licensed to perform a physical examination, providing a clearance for continued athletic participation. The school in which the student is enrolled must have on file a statement (or prepared form) from a medical authority licensed to give a physical examination, certifying that his/her physical condition is adequate for the activity or activities in which he/she participates. To resume participation following an illness and/or injury serious enough to require medical care by a doctor, a participating student must present to the school's officials, a physician's written release.
4. Physical Exam Instructions:
Parents/Student should have completed the "Athletic Participation Form" prior to reporting for the physical exam. Athletes are responsible for obtaining their own physical exam at their own expense. These physical examinations must be after June 1 for High School and July 1 for Middle School of the previous school year and must certify that the athlete's physical condition is adequate to participate in interscholastic athletics. Athletes turn in their Athletic Participation Form to their Building Athletic Director. The building Athletic Director will examine the registration form to see that it is accurate and complete. The Building Athletic Director will maintain a current file of all forms. The Head Coach will submit an eligibility roster to the building Athletic Director as requested by the Building Athletic Director. (Include names of all students who turned out, but put an asterisk by the names of any who have been cut or dropped out.) After review and approval, the Building Athletic Director will make certain that the Principal and District Athletic Director receive a copy a minimum of 3 days prior to the first contest. Athletes who turn out late will not be permitted to participate in a contest until they have had the number of turnouts specified by WIAA.
5. Student Athletic Handbooks
The Building Athletic Director will issue a current Student Athletic Handbook to all athletes who have not already received one during the current school year. The Head Coach is to review contents with the athletes, with special emphasis on "Student Standards for Interscholastic Athletic Eligibility" and "Conduct and Controls for Athletes." **Athletes must be instructed to have parent(s) review the Handbook and sign the "Auburn School District Athletic Participation Form" or alternative building specific form.**

FOR OFFICE USE ONLY							Athletic Card Number _____			
SCHOOL YEAR _____		ASB _____		PHYS DATE _____			STUDENT # _____			
FALL:	FB	FP	GSOC	VB	GO	GSW	CC	BTE	CHEER	BWP
WINTER:	BBB	GBB	GYMN	WR	BSW	Dance	Cheer			
SPRING:		TR	BB	VB	BSOC	FP	GTE	GWP		

AUBURN SCHOOL DISTRICT ATHLETIC PARTICIPATION FORM

STUDENT NAME _____ M ___ F ___ GRADE ___ AGE ___ BIRTHDATE _____
 PARENT NAME _____ PARENT'S CELL PHONE _____
 HOME ADDRESS _____ HOME PHONE _____
 CITY/STATE/ZIP _____

PARENT CONSENT/ASSUMPTION OF RISK

We hereby give our consent for our son/daughter to engage in interscholastic activities provided by the Auburn School District unless disapproved by the examining physician. We also give our consent for the student to accompany the team to other school venues. We will comply with and support the participation rules of the Auburn School District. This application to compete in interscholastic athletics in the Auburn School District #408 is made with the understanding that eligibility rules and regulations of the state association have not been violated. Competitive athletics is a voluntary extra-curricular activity and participation may result in severe injury, including paralysis or death. No amount of reasonable supervision or training can completely eliminate the risk of possible injury.

AS A CONDITION OF PARTICIPATION IN ATHLETICS, WE ACKNOWLEDGE THAT WE HAVE READ AND UNDERSTAND THIS WARNING STATEMENT.

★ Parent/Guardian Signature _____ Date _____

MANDATORY ACCIDENT INSURANCE (Check One)

_____ My son/daughter is currently enrolled in the Student Accident Insurance Program offered through the Auburn School District. Information regarding this plan is available through your child's school office. (OFFICE CONFIRMATION REGARDING PURCHASE)

_____ My son/daughter is covered by the insurance listed below and I will continue to keep it in force throughout the sports season. If there are any changes in this status, I will contact the school to inform them of changes in insurance. The high school principal or designee is authorized to contact the company named below to verify coverage limitations. I accept full responsibility for the cost of treatment of any injury that my son/daughter may suffer while taking part in the program.

Name of Insurance Company: _____

Policy or Group #: _____

★ Parent/Guardian Signature _____ Date _____

PERMISSION FOR MEDICAL TREATMENT

In the event of an emergency requiring medical attention, we hereby grant permission to a physician or other hospital personnel designated by the Auburn School District's coaching staff to attend our son/daughter. We expect every effort will be made to contact us in order to receive our specific authorization before any treatment or hospitalization is undertaken.

★ Parent/Guardian Signature _____ Date _____

MEDICAL EVALUATION REPORT (ALL INCOMING 6TH AND 9TH GRADERS ARE REQUIRED TO HAVE A NEW PHYSICAL)

Auburn School District policy requires that:

- *** A current physical examination is completed prior to participation at the high school level (grades 9-12) and must be dated **AFTER JUNE 1st**, for the upcoming school year.
- *** A current physical examination is completed prior to participation at the middle school level (grades 6-8) and must be dated **AFTER JULY 1st**, for the upcoming school year.
- *** Physicals may be valid up to 24 months from the date of the examination if all conditions are met.
Physical expiration dates must extend beyond the respective WIAA season ending date.
- *** Expiration dates occurring within a sport season shall require a new examination prior to that season.

PHYSICIAN'S REPORT

DATE OF PHYSICAL EXAMINATION: _____

Clearance for participation in Auburn School District athletics: Yes _____ No _____

Physical limitations and/or recommendations: _____

To be filled out for middle school wrestlers:

If _____ competes in wrestling, the minimum weight should be no less than _____ pounds.
Student Name (Print or Type)

Medical Examiner's name (Print or type) _____ Phone number _____ Clinic Address _____

Medical Examiner's signature _____ Date _____

ATHLETIC ELIGIBILITY (High School only)

Please accurately answer the following questions pertaining to athletic eligibility. It is extremely important to give accurate information.

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | The above student is under 20 years of age. |
| _____ | _____ | The above student resides within the boundaries of the Auburn School District |
| _____ | _____ | The above student resides with his/her parents/legal guardians. |
| _____ | _____ | The above student was in attendance in school at least 15 weeks of the previous semester. |
| _____ | _____ | The above student passed 5 classes during the previous semester. |
| _____ | _____ | The above student is presently enrolled in the Auburn School District a minimum of 5 full-credit classes. |

Is the student: _____ Running Start _____ Home Schooled _____ Alternative School _____ Other _____

Year entered seventh (7th) grade: _____ Year entered ninth (9th) grade: _____

School attended last year: _____ Dates attended: _____ to _____

Student Signature _____ Date _____

★ Parent/Guardian Signature _____ Date _____



Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|---|--|
| <input type="checkbox"/> Headaches | <input type="checkbox"/> Amnesia |
| <input type="checkbox"/> "Pressure in head" | <input type="checkbox"/> "Don't feel right" |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Fatigue or low energy |
| <input type="checkbox"/> Neck pain | <input type="checkbox"/> Sadness |
| <input type="checkbox"/> Balance problems or dizziness | <input type="checkbox"/> Nervousness or anxiety |
| <input type="checkbox"/> Blurred, double, or fuzzy vision | <input type="checkbox"/> Irritability |
| <input type="checkbox"/> Sensitivity to light or noise | <input type="checkbox"/> More emotional |
| <input type="checkbox"/> Feeling sluggish or slowed down | <input type="checkbox"/> Confusion |
| <input type="checkbox"/> Feeling foggy or groggy | <input type="checkbox"/> Concentration or memory problems
(forgetting game plays) |
| <input type="checkbox"/> Drowsiness | <input type="checkbox"/> Repeating the same question/comment |
| <input type="checkbox"/> Change in sleep patterns | |

Signs observed by teammates, parents and coaches include:

- | |
|--|
| <input type="checkbox"/> Appears dazed |
| <input type="checkbox"/> Vacant facial expression |
| <input type="checkbox"/> Confused about assignment |
| <input type="checkbox"/> Forgets plays |
| <input type="checkbox"/> Is unsure of game, score, or opponent |
| <input type="checkbox"/> Moves clumsily or displays incoordination |
| <input type="checkbox"/> Answers questions slowly |
| <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Shows behavior or personality changes |
| <input type="checkbox"/> Can't recall events prior to hit |
| <input type="checkbox"/> Can't recall events after hit |
| <input type="checkbox"/> Seizures or convulsions |
| <input type="checkbox"/> Any change in typical behavior or personality |
| <input type="checkbox"/> Loses consciousness |

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 6/15/2009



What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"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"

and

"...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 received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 6/15/2009

COACH/ATHLETE RATIO SCHEDULE FOR AUBURN SCHOOLS

High School Coach/Athlete Ration Sheet

SPORT	# OF COACHES AUTHORIZED	JUSTIFICATION	# OF ATHLETES MINIMUM	# OF ATHLETES MAXIMUM
FOOTBALL	8	6 Coaches - Instruction & Supervision for interscholastic varsity, JV squads - Asst. assigned to backfield, line, offense, defense, scouting	50	69
		2 Coaches - squad size & league structure to establish C Team	72	+
CROSS COUNTRY	3	1 Coach - Boys 1 Coach - Female	15	30
		1 Coach - # of athletes & appropriate competition	35	
VOLLEYBALL	3	1 Coach - Varsity Instruction & Supervision	15	25
		1 Coach - # of athletes & appropriate JV competition	28	35
		1 Coach - # of athletes & appropriate C-Team competition	36	
SOCCER	3	1 Coach - Varsity Instruction & Supervision	20	30
		1 Coach - appropriate JV competition	33	36
		1 Coach - # of athletes & appropriate C-Team competition	37	
TENNIS	3	1 Coach - Varsity Instruction & Supervision	12	17
		1 Coach - # of athletes & appropriate JV competition	20	29
		1 Coach - # of athletes & appropriate C-Team competition	30	
SWIMMING <i>1 diving coach AHS/ARHS</i>	3	1 Coach - Varsity Instruction & Supervision	15	20
		1 Coach - # of athletes & appropriate JV competition	23	30
		<i>1 diving coach AMHS</i> 1 Coach - (specializes in diving skills)		
GOLF	2	1 Coach - Boys / 1 Coach - Female	10	20
BASKETBALL	3	2 Coaches - Varsity & JV Instruction, scouting, supervision	30	40
		1 Coach - # of athletes & appropriate C-Team competition	43	50

High School Coach/Athlete Ration Sheet

SPORT	# OF COACHES AUTHORIZED	JUSTIFICATION	# OF ATHLETES MINIMUM	# OF ATHLETES MAXIMUM
WRESTLING	4	3 Coaches - Varsity & JV Instruction & Supervision	40	45
		1 Coach - # of athletes & appropriate safety	50	
		1 Coach - # of Girl athletes (5) & appropriate safety		
GYMNASTICS	3	1 Coach - Varsity & JV Instruction & Supervision	12	17
		1 Coach - # of athletes & appropriate JV competition	20	30
		1 Coach - # of athletes & appropriate C-Team competition	35	
BASEBALL	3	1 Coach - Varsity Instruction & Supervision	15	20
		1 Coach - Varsity & JV Instruction & Supervision	23	35
		1 Coach - # of athletes & appropriate C-Team competition	36	
FASTPITCH	3	1 Coach - Varsity Instruction & Supervision	15	20
		1 Coach - Varsity & JV Instruction & Supervision	23	35
		1 Coach - # of athletes & appropriate C-Team competition	36	
TRACK	6	1 Coach - Boys / 1 Coach - Female	20	29
		2 Coaches - # of athletes & appropriate JV competition, safety	32	59
		2 Coach - # of athletes & Specializes in field events, instruction	60	
CHEER	2	1 Coach - Varsity Instruction & Supervision	12	17
		1 Coach - Varsity & JV Instruction & Supervision	20	30
WATERPOLO	1	1 Coach - Varsity & JV Instruction & Supervision	15	20
		1 Coach - # of athletes & safety (shared out of 150 hrs supervision)	23	30
DANCE/DRILL	1	1 Coach - Varsity Instruction & Supervision	12	30

Middle School Coach/Athlete Ration Sheet

SPORT	# OF COACHES AUTHORIZED	JUSTIFICATION	# OF ATHLETES MINIMUM	# OF ATHLETES MAXIMUM
FOOTBALL	4	2 Coaches – Varsity, 8th, Instruction & Supervision	30	60
		2 Coaches - # & appropriate competition for 7 th grade	65	89
BASKETBALL	4	2 Coaches – Varsity, 8th, Instruction & Supervision	30	35
		2 Coaches - # & appropriate competition for 7 th grade	40	50
BASKETBALL 6th	# of participants	1 Coach Boys/ 1 Coach Girls - # & appropriate competition.	15	18
		1 Coach Boys/ 1 Coach Girls - # & appropriate competition	22	34
		1 Coach Boys/ 1 Coach Girls - # & appropriate competition	38	
WRESTLING	2	2 Coaches – Varsity & JV, Instruction & Supervision	40	59
BASEBALL	2	1 Coach – Varsity, Instruction & Supervision	15	29
		1 Coach - # & appropriate competition for 7 th grade	32	40
FASTPITCH	2	1 Coach – Varsity, Instruction & Supervision	15	24
		1 Coach - # & appropriate competition for 7 th grade	28	40

Middle School Coach/Athlete Ration Sheet

SPORT	# OF COACHES AUTHORIZED	JUSTIFICATION	# OF ATHLETES MINIMUM	# OF ATHLETES MAXIMUM
VOLLEYBALL	3	1 Coach – Varsity, Instruction & Supervision	12	19
		1 Coach - # & appropriate competition for 7 th grade	20	39
			40	
VOLLEYBALL 6th	# of participants	1 Coach Girls - # & appropriate competition	15	18
		1 Coach Girls - # & appropriate competition	22	34
GYMNASTICS	2	1 Coach – Varsity, Instruction & Supervision	12	17
		1 Coach - # & appropriate competition for JV competition.	18	30
TRACK	3	2 Coaches – Boys & Girls Varsity, Instruction & Supervision	30	49
		1 Coach - # & appropriate. competition for JV competition	50	99
TRACK 6th	# of participants	1 Coach - # & appropriate competition 6 th grade.	15	24
		1 Coach - # & appropriate competition 6 th grade.	28	

LETTER AWARDS

PROCEDURES:

High School varsity award winners may purchase a letterman's jacket at the end of the sports season after receiving their award certificate. Award winners will receive their certificates at an Awards Banquet or Awards Assembly, as determined by each school. Athletic awards may be given as follows: (Athletes may purchase a letter if desired.)

High School 1st year Varsity Metallic School Certificate
High School 2nd year Varsity Metallic School Certificate
High School 3rd year Varsity Metallic School Certificate
High School 4th year Varsity Metallic School Certificate

STANDARDS:

In all cases, the judgment of the Head Coach will be the deciding factor in determining who will become "candidate eligible" to be awarded a letter. However, here are some basic guidelines or general standards.

- Participation in one-fourth the number of total quarters (or equivalent).
- Must have completed the season, unless injured or excused by coach for special reasons.
- Must have followed the Athletic Code.
- Must have been in regular attendance at turnouts.
- Must be a student in good standing.
- Must have turned in all equipment and/or paid all fines and obligations.

GUIDELINES FOR TRANSPORTATION OF ATHLETIC AND ACTIVITY EVENTS

The district will provide transportation at \$4 a mile within the building allocation for students in competitive events where they participate as representatives of the Auburn School District as follows:

Within the building allocation, the district will provide transportation to **APPROVED LEAGUE and MIDDLE SCHOOL** contests for athletes; and defined district programs for activities.

Transportation expenses to defined district activities or **NON-LEAGUE** contests outside the transportation zone must be provided by the school's ASB. **Exception:** Required extensions of a session such as playoffs for athletic events.

Transportation for all athletics and defined out-of-season contests are not district funded. Such events will be the responsibility of the participating school's ASB. Examples: Summer sport camps, etc.

Within the allocated building transportation budget, one-way only transportation will be provided for approved district off-school site practices and after school (4:00 p.m.) contests between Auburn High School, Auburn Riverside High School, and Auburn Mountainview High School. Parents are responsible for transporting their student at the conclusion of the in-district event/activity.

Exception: Round-trip transportation will be provided if heavy equipment is required for an event contingent upon district approval.

TRANSPORTATION SCHEDULING PROCEDURES:

All athletic bus requests, cancellations, and/or changes must come through the building athletic office. Communication of this change must also be coordinated with the district transportation office, especially with regard to changes in practice and game schedules due to inclement weather.

Any changes concerning athletic trips, including time adjustments and cancellations, must be made through the building athletic office at least two days in advance. (**Exception: inclement weather.**)

ALL out of state/overnight requests require school board prior approval. Proper paperwork must be submitted at least 5 weeks prior to the event. (See attached for specifics and a timeline.)

The Head Coach is responsible for ensuring that a minimum of one coach/supervisor rides the bus with the team to the event and back to the school. When there is only one coach, an exception can be made for one-way travel.

TRANSPORTATION ZONES:

Auburn School Busses are limited to the following distances:

No farther north than Everett. No farther south than Olympia. No farther east than North Bend. No farther west than Bremerton. Other limitations: No overnight trips. No ferry trips

ACCOUNT CODES:

Athletic Travel: 10 E 530 0100 28 0070 XXX

TRAVEL RULES FOR ATHLETES

The following rules will be enforced whenever it is necessary to travel to other schools for athletic contests or to alternative off-campus turnout/game sites. All athletes must travel to and from athletic contests in transportation provided by the school district. Except that an athlete may travel:

- With their own parent if the parent arranges with the coach (**in person**) to transport his/her athlete (only) in their own vehicle.
- In a private vehicle, if the district's Volunteer Driver Checklist form has been properly submitted and approved.

Athletes will remain with their squad and under the supervision of their coach when of any sort while attending any contests.

Misconduct traveling to and from an away contest will be dealt with according to "Conduct and Controls for Athletes" as outlined in this handbook which is located on pages 34 and 35.

Visiting athletes are direct representatives of the school and community and should conduct themselves accordingly.

ATHLETICS WITH STUDENTS CHECKLIST

If staff and students will be traveling for a school-related event, the following forms must be filled out and sent to the building athletic director. Because this travel request requires school board approval, required paperwork must arrive to the District Athletic Director **five (5) weeks** prior to departure. This means all forms must be submitted to the building athletic director a minimum of **five (5) weeks** prior to the trip request. ALL out-of-state/overnight travel must have school board prior approval.

Prior to Travel

- In order to best utilize resources, all travel with students must be coordinated between buildings. Contact the program staff counterparts at the other schools to share buses, collaborate on supervision, obtain discounts on airline tickets, etc. Once coordination between buildings and staff has taken place, travel with students will be considered.
- High School Staff Prior Release Request
- Hard copy: Rainshadow, transportation request form with correct budget code.
- Application for Use of a District-Owned Car (if smaller vehicle could be used).
- Request for Purchase for coach/advisor hotel accommodations (only if staying overnight).

Upon Your Return

- Travel Expense Voucher

PLEASE NOTE: The board of directors must approve all overnight trips. Staff will be notified by the building athletic/activity director if the trip has not been approved. Staff cannot be personally reimbursed for paying the expenses of other travelers.

OUT-OF-STATE/OVERNIGHT TRAVEL REQUEST PREPARATION (Hard copy available in the building's athletic/activity office)

Out-of-State / Overnight Travel Request Preparation Guidelines

- NAME OF GROUP – Student's or teacher's club/organization/group name.
- SCHOOL – Your school's name.
- TEACHER/ADVISOR – Your name.
- NUMBER OF STUDENTS – Who are planning to attend. For travel without students, simply write -0-.
- EVENT – Name of the event attending.
- DESTINATION – City of town where activity takes place.
- DATE(S) OF TRAVEL – Dates when travel begins and ends (including weekends or non-school days).
- PURPOSE OF TRIP – Reason for trip.
- LODGING ARRANGEMENTS – Where you will be staying (name of hotel, motel, etc.).
- COST OF LODGING PAID BY – Building ASB, student organization, etc.
- MEAL ARRANGEMENTS – For you and/or students
- COST OF MEALS PAID BY – Building ASB, student organization, etc.
- MODE OF TRAVEL – How you and/or students get to the destination.
- ACCOUNT – Name of the account to be charged.
- ACCOUNT NUMBER – Number of the account to be charged.
- CHAPERONES – Names of all supervising adults.
- TEACHER/ADVISOR SIGNATURE AND DATE – Your signature and date signed.
- ATHLETIC DIRECTOR SIGNATURE AND DATE – Building athletic director's signature and date signed.

School

Auburn School District No. 408
Auburn, Washington

Date(s) of Release & Travel

HIGH SCHOOL STAFF PRIOR RELEASE REQUEST
(Athletic/Activities and CTE ONLY)

Staff Out of State/Overnight
Staff & Student Out of State/Overnight

Request is hereby made for authorization to be released from regularly assigned duties.

Name: _____ Purpose of Release/Trip: _____

Destination: _____ Address: _____

TRANSPORTATION

Mode of Transportation (Specify, see blow): _____
(Rental, Private or District Car, Plane, School Bus, Charter Bus, etc)

Self Students (# _____) Both

Cost of Transportation: _____

Acct. Code for Transportation Cost: _____

Mileage (computed at __ cents per mile) \$ _____

LODGING

Name & Location of Lodging: _____

Cost of Lodging: \$ _____

Cost of Lodging Paid By: _____

Acct. Code for Lodging Cost: _____

MISCELLANEOUS

Miscellaneous (itemize): _____

Miscellaneous (itemize): _____

Miscellaneous (itemize): _____

Acct. Code for Miscellaneous Cost: _____

MEALS

Cost of Meals: \$ _____

Cost of Meals paid By: _____

Acct. Code for Meal Cost: _____

TOTAL FOR ALL \$ _____

A substitute teacher is needed: Yes No 1/2 day (AM PM Full Day (# days _____)

Salary Account No. _____

Signature of Applicant _____

Date _____

Bus Pick-up time _____ Bus Arrival time _____ Bus Departure time _____

CHECK APPLICABLE BOXES **SUBMIT 5 WEEKS PRIOR TO TRAVEL**

Out-of-State/Overnight Travel Self Field Trip Students # of Students _____

Date (s) of Travel/Trip: _____

Chaperones: (Name and position, e.g. director, teacher/advisor, parent, etc. Must have separate prior release for all staff members.)

1) _____

Position: _____

2) _____

Position: _____

3) _____

Position: _____

Teacher Signature

Date

Principal Signature

Date

CTE/Athletic Administrator

Date

Assistant Superintendent

Date

AUTHORIZATION BY SCHOOL BOARD IS REQUIRED FOR OUT-OF-STATE/OVERNIGHT TRAVEL

School Board Approval

Date

White: Human Resources
Pink: School Programs
Yellow: Applicant

Revised 10/27/08

ATHLETIC BUS REQUEST

Go to the district intranet (also known as the admin server) at:

<http://admintsvr.admin.auburn.wednet.edu>

A popup sign in window will appear for you to sign in for access. Use the sign on that you use for your email or asd\first initial and last name. i.e.: rswaim@auburn.wednet.edu or asd\rswaim
It will ask for a password. The password to use is the one you use to access your school e-mail account.

Across the top of the Admin server home page you will see the following selections:
Business Services, Human Resources, Transportation, Student Learning, Special Services, Forms Library, and Links.

For Requesting a bus, select **Transportation**. Then **Field Trip Request**.

This opens a new page entitled Rainshadow Field Trip.

Here you need to sign in again.

This time use the same username as instructed above, but your password is: ASD

Select the current request tab from the selections across the top.

Fill in the start date, the end date, select School, and select yourself as the user.

Then click on the **SUBMIT REQUEST** Button

Fill out the rest of the information just as you used to do on the paper form.

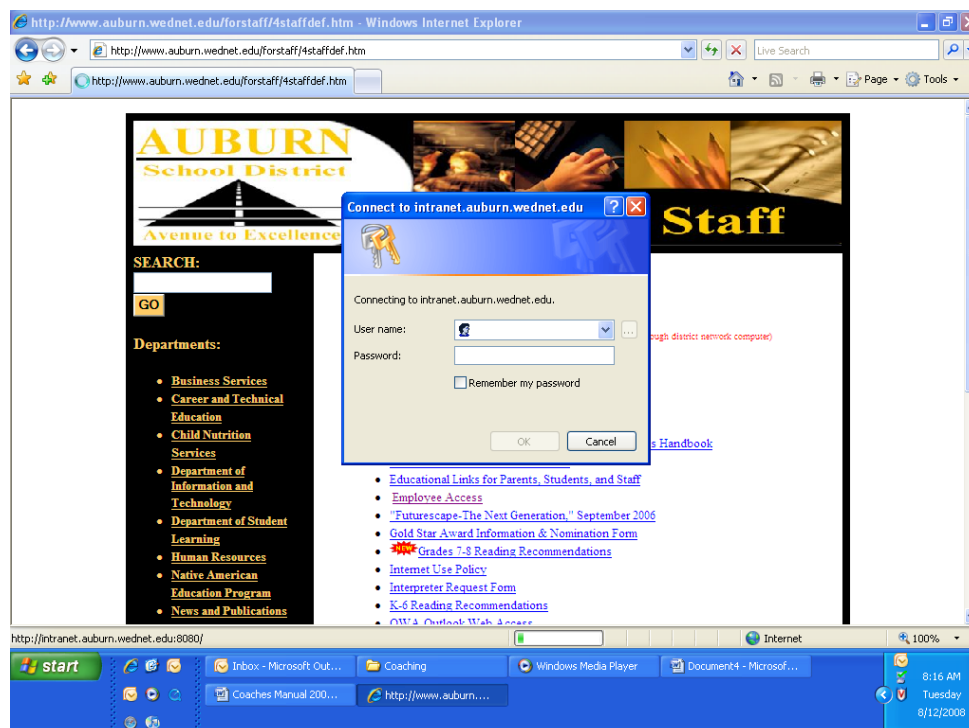
Within Rainshadow add your building Athletic Director to the list for approvals.

Print a copy of this page to turn in with the rest of your paperwork.

*Check with your Building Athletic Director for the correct Account Code.

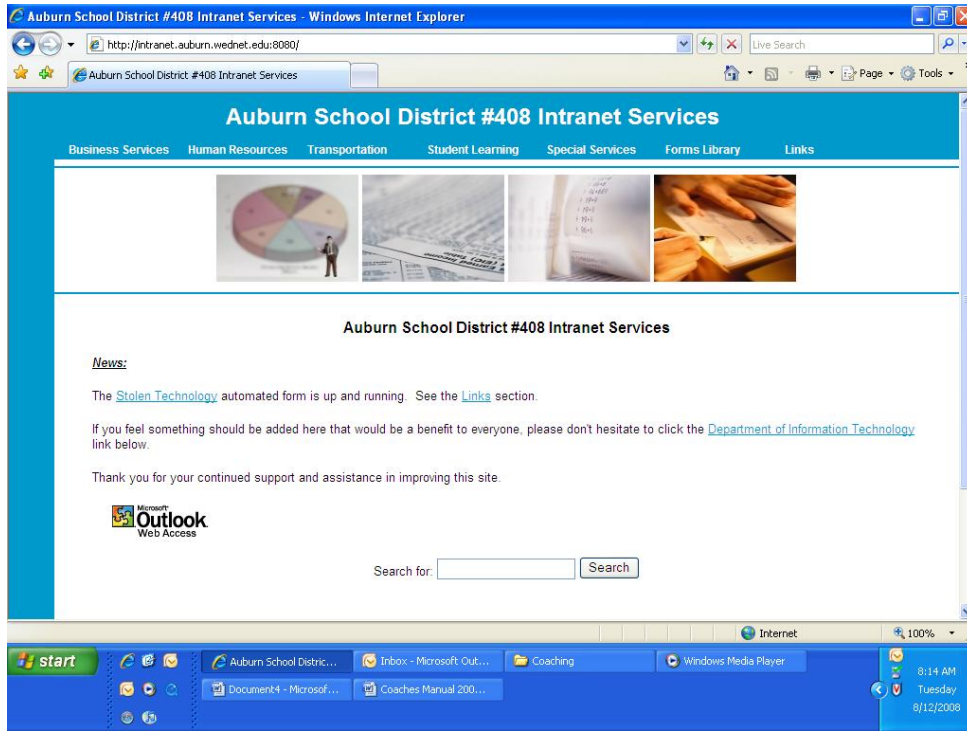
You can go back to this page and check on the status at anytime. You can make changes as need up to 14 days prior to the trip. If your changes are within those 14 days, you need to call Transportation at 253-931-4938.

Login Screen:



You're now logged-in, select **Transportation**, then **Field Trip Request**:

Coaches' Manual



GUIDELINES FOR WEIGHT ROOMS, FREE WEIGHTS, AND UNIVERSAL GYMS

In each weight room or weight area a sign or series of signs will be posted that stress safety and proper use of weights. The signs should include but not be limited to:

- No Horseplay.
- No use of weights or equipment without authorization and proper adult supervision.
- No lifting of free weights without spotters and collars.
- Build up to maximum weight gradually.
- Always use proper form and breathing techniques.
- Do not use any station without proper instruction.
- Do not "bang" weights on universal.
- Do not use or replace pins in universal with anything else.

Students are to be instructed on the proper use and techniques of the universal and free weights. The instructional unit is to include:

- Purpose of circuit training and weight training.
- Teaching of safety rules (see above).
- Explanation of each station and exercise.
- Students should be able to verbally explain proper techniques, physically execute proper form, and pass written safety and instruction test.

Each P.E. teacher, athletic coach, and any district employee who would supervise the weight rooms and/or teach weight training must be thoroughly familiar with this policy and be knowledgeable of proper weight training techniques.

No student is to use any weight equipment without authorization and proper adult supervision.

- No casual use of equipment.
- All students utilizing weight equipment shall be members of in-session, school-sanctioned class or activity.

The weight room or weight area should be out of the main stream so that students cannot use equipment on a casual basis.

- A locked area would be preferable.

Only students currently enrolled at respective schools are allowed to access and use of school weight room. **Former students (graduates) or students from other schools are strictly forbidden.** Any exception to the rule must be authorized by District Athletic Director or Risk Manager.

OFF-CAMPUS RUNNING REGULATIONS

Runners must be under the supervision of a coach while running off campus. Athletes must run only on approved off-campus routes. Athletes must follow these rules which will be given to athletes, parents, and posted in the locker rooms:

- Run facing on-coming traffic.
- Run on the shoulder of roads.
- Stop and look both ways before crossing streets and intersections.

RATIONALE:

The endurance development that a distance runner must undertake if he/she is to be competent in Cross Country and Track requires long, tedious workouts---sometimes as much as 10-15 miles in one practice session.

The distance coaches agree that to attempt such sessions on the school track or campus alone would soon discourage any distance runner and eventually undermine the Cross Country program and distance program in track. Indeed running in new settings and on varied terrain is precisely what inspires the distance runner to continue his/her difficult endeavor. Therefore the distance coaches think that off-campus road-running is essential to the athlete if he/she is to be competent.

It cannot be denied, however, that traffic does present risk to the athletes while road running. These regulations are issued to minimize the chances of an accident while road-running.

ATTENDANCE REGULATIONS

Pupils who are absent or arrive at school three hours after the start of school are not eligible to compete or practice on that day unless permission is granted by the principal.

HELMET RECONDITIONING

This is the list of provisions to be reviewed with coaches for the football reconditioning, recertification, and repair process:

Each school needs to provide an inventory of their football helmets, included whether painted or color impregnated shells, or if painted-over impregnated shells. Also needed are an approximate number of shoulder pads.

All football equipment to be submitted for reconditioning will be sent to the **District authorized vendor**.

Coaches must remove jaw pads, chin straps, and decals from helmets prior to meeting with District authorized vendor. Replacement of these items will be the schools' responsibility.

Coaches must accompany authorized vendor representative for the purpose of inspecting and determining football equipment (helmets and shoulder pads) to be submitted for recertification, reconditioning, and repair. All helmets used during the season shall be reconditioned and recertified. Schools must have an identification system in place to determine if the helmet was used during the season.

Coaches must indicate which helmets will be re-painted. Cost of complete painting of all helmets for the purpose of color change will be borne by the school.

Coach will receive an inventory report and cost estimate from vendor representative and must submit a copy to the District Athletic Director for approval. The District reserves the right to reduce the quantities of equipment to be submitted for repair.

If a helmet is removed from service the vendor will NOT replace the helmet within the reconditioning process. Coaches will submit their requests for helmets through the District bid process and pay for helmets with school funds.

Code of Conduct

- Athletic Rules of Conduct
- Conduct and Control for Student Athletes
- Conduct and Control Definitions/Terms
- Alcohol and/or Substance Abuse Definitions/Terms

Auburn School District
ATHLETIC RULES OF CONDUCT

Auburn School District is a member of the Washington Interscholastic Activities Association and must comply with the rules as stipulated in the constitution and rules and regulations of the Association. All contestants must be eligible under the WIAA academic regulations to participate in an interscholastic contest.

Conduct: Participants shall abide by all written training rules established for the sport/activity in which he/she is participating, and shall at all times behave in a manner that conveys respect for all individuals. Acts of harassment, hazing or a criminal act defined by law will not be tolerated. In addition, a participant shall conduct him/herself with personal integrity and honesty at all times and in all situations; both as a participant and as a spectator. Unacceptable behaviors and/or misconduct may necessitate penalties as appropriate, in an attempt to reduce any behavior which negatively impacts the individual, the team/group, and/or the image of the Auburn School District Athletics/Activities. Each incident will be reviewed on a case-by-case basis by the coach/advisor, administrator, or Athletic/Activity Board.

Any athlete failing to comply with the following rules of conduct shall be subject to disciplinary action in accordance with the School District's Athletic Code. Participation in interscholastic athletics is a privilege, not a right.

RULE 1— LEGEND DRUGS, CONTROLLED SUBSTANCES, DRUG PARAPHENALIA AND ALCOHOL USE

Penalties for violation of RCW 69.41.020-69.41.050 for the possession, use or sale of legend drugs (drugs obtained through prescription) including anabolic steroids and possession, Violation of RCW 69.50 (uniform Controlled Substances Act) or possession or under the influence of alcohol or alcohol related substances – A violation shall be considered a violation of the eligibility code and standards, and shall subject the student to disciplinary actions as follows:

FIRST VIOLATION

Immediately ineligible for interscholastic competition for the remainder of the current season. If less than 25 days remain in the current season, ineligibility will continue into the next applicable sport season (completed in good standing) in order to complete a full 25 day ineligibility. Before returning to the next sport season, athlete must obtain a drug/alcohol assessment from a certified agency/professional and must participate in the Insight program or an equivalent drug education course.

SECOND VIOLATION

Ineligible and prohibited from participating in any WIAA sports program for a period of one calendar year from date of second violation.

THIRD VIOLATION

Permanently prohibited from participation in any WIAA athletic program for the remainder of high school eligibility

RULE 2—ATHLETES (IN OR OUT OF SEASON) ATTENDING FUNCTIONS WHERE ALCOHOL AND OR DRUGS IS BEING ILLEGALLY CONSUMED:

Athletes who attend a gathering where drugs and/or alcohol are being used illegally, must upon learning of the presence and/or use of such substances, make immediate and exhaustive attempts to leave the premises. The athlete must conference with parents and athletic director to determine punishment.

FIRST VIOLATION

Suspension for 15 participation days effective immediately and automatic probation (five days minimum)

SECOND VIOLATION

Suspension for 25 participation days effective immediately, Drug/alcohol assessment completed by outside agency and follow recommendation to completion and automatic probation (five days minimum)

THIRD VIOLATION

Expulsion from all athletics for one calendar year

FIRST VIOLATION RULE 2: IN/OUT SEASON –HIGH SCHOOL

<u>Means of Discovery</u>	
Self-Referral	Suspension – 8 participation days effective immediately + 5 probation days.
Self Admittance	Suspension – 11 participation days effective immediately + 5 probation days.
Investigative	Suspension – 15 participation days effective immediately + 5 probation days.

RULE 3— USE AND/OR BEING IN POSSESSION (IN OR OUT OF SEASON) OF TOBACCO OR TOBACCO PRODUCTS

FIRST VIOLATION

Suspension for 15 participation days effective immediately and automatic probation (five days minimum)

SECOND VIOLATION

Suspension for 25 participation days effective immediately and automatic probation (five days minimum and enrollment and completion of a smoking cessation program

THIRD VIOLATION

Expulsion from all athletics for one calendar year

FIRST VIOLATION RULE 3: IN/OUT SEASON –HIGH SCHOOL

<u>Means of Discovery</u>	<u>Constructive Possession</u>
Self-Referral	Suspension – 8 participation days effective immediately + 5 probation days.
Self Admittance	Suspension – 11 participation days effective immediately + 5 probation days.
Investigative	Suspension – 15 participation days effective immediately + 5 probation days.

RULE 4–NOT OBEYING SCHOOL RULES AND REGULATIONS DURING SEASON (INCLUDING REGULAR SCHOOL ATTENDANCE AND DISCIPLINARY SANCTIONS).

FIRST VIOLATION

Conference with building coordinator or administrator, unable to participate in the NEXT contest

SECOND VIOLATION

Probation, unable to participate in the NEXT two contests

THIRD VIOLATION

Suspension for remainder of current season

RULE 5–SUSPENSION FROM SCHOOL DURING SEASON (INCLUDING IN-HOUSE DISCIPLINARY SANCTIONS)

FIRST VIOLATION

Suspension for the period of school suspension and unable to participate in the NEXT contest

SECOND VIOLATION

Suspension for 15 participation days effective immediately and automatic probation (five days minimum)

THIRD VIOLATION

Expulsion from all athletics for one calendar year

RULE 6– ANY STUDENT CONVICTED OF A FELONY CRIME WILL NOT BE ALLOWED TO PARTICIPATE IN ATHLETIC COMPETITION FOR ONE FULL CALENDAR YEAR OR UNTIL THE SENTENCE IS COMPLETED. CONVICTED SEX OFFENDERS WILL NOT BE ALLOWED TO PARTICIPATE IN ATHLETICS.

Definition of Sanctions:

- PROBATION:** A period of time in which an athlete may be given an opportunity to correct deficiencies that could result in suspension or expulsion from athletic participation. The athlete is allowed to practice but not compete in games during this time.
- PARTICIPATION:** As defined by the WIAA participation schedule. If the conclusion of a season occurs during suspension period, the remainder of the suspension will carry over into the next sports season.
- SUSPENSION:** Includes exclusion from all athletic participation.
- EXPULSION:** The exclusion from athletic participation for the remainder of the current school year.
- COMMUNITY SERVICE:** Community service hours must be completed before an athlete may participate in the next sport season. This rule can carry over from academic year to academic year.
- INVESTIGATIVE (discovery) –** The process by which an administrator/coach/athletic director arrives at a conclusion regarding a student's involvement in an athletic code infraction. The decision will be based on evidence, either verbal or written.
- SELF ADMITTANCE (discovery) –** Student athletes that admit to their involvement in an athletic code infraction and who are cooperative and honest in the investigative process regarding alleged code infractions.
- SELF-REFERRAL –** Student athlete who report self-infractions to school administrator prior to any investigation or inquire by school administrators or staff.
- IN SEASON:** Begins with the first WIAA allowed practice day and ends with the awards ceremony (banquet) for that sport. In the event of no season-ending banquet or a banquet held prior to the last competition, the ending date will be after the last scheduled event for that sport.
- OUT OF SEASON:** Any time not in season, starting with the WIAA defined beginning fall season, and ending with the Auburn School District last student school day.
- COMPLETED SEASON:** A season which a student/athlete begins the season within the first week of turnout and completes the season, in good standing, without interruptions, until the last scheduled contest or banquet, whichever is later.
- ACCUMULATION OF VIOLATIONS:** Violations are accumulated while the student athlete is involved in high school athletics.

The Auburn School District sport season ends with the awards program, held at the discretion of the head coach for each sport. An athlete must finish the season in good standing in order to receive a letter. Athletes are reminded that they are under the athletic code for the entire academic school year, or beginning with the first turnout in August if participating in a fall sport. Athletes are responsible for being knowledgeable of all additional information provided in the Athletic Handbook which is distributed to athletes.

Participant's Printed Name

Parent's Printed Name

Participant's Signature

Parent's Signature

Date

Date

CONDUCT AND CONTROL FOR STUDENT ATHLETES

In order to accomplish the goals set forth, it is necessary to develop and maintain a team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could detract from the competition and cooperation values provided by athletics.

School programs should reflect the attitude of the community that pays for them and, if appropriate benefits are to be derived from the athletic program, it must be able to operate in a climate devoid of disruptive influence. If the community is to truly identify with its schools through the athletic medium, it is imperative that team members conduct themselves in a manner that will inspire pride and approval.

All students who participate in the athletic program of the Auburn School District will comply with the rules and regulations and will submit to the reasonable discipline of school authorities. **Any student having registered and/or participated in the athletic program is subject to the athletic conduct and control for student athletes from the first participation while they are involved in High School athletics.**

Any student athlete who willfully performs an act which materially interferes with or is detrimental to the orderly operation of a school's educational and athletic program will be subject to athletic discipline, probation, suspension or expulsion. Such acts shall include, but not be limited to those described below.

The following acts by a student athlete on school premises (or in reasonable proximity thereto), or off school premises at any school-sponsored activity will constitute sufficient cause for athletic discipline, probation, suspension, or expulsion; disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; unauthorized absence from turnout or game; cheating; immoral conduct; vulgarity or profanity; destruction or defacing of property; extortion, intimidation or harassment (including racial/gender) of another student or employee; assault of another student or employee; stealing; possession or use of any dangerous weapons or objects and; the commission of any criminal act as defined by law.

The following acts by a student athlete on or off school premises will constitute sufficient cause for athletic probation, suspension or expulsion: Use, sale or possession of tobacco; use, sale or possession of alcoholic beverages; use, sale or possession of drugs and/or related paraphernalia. Possession includes both physical and constructive possession.

No student athlete will be expelled, suspended or disciplined under these rules and regulations for the performance or failure to perform any act not related to the orderly operation of the athletic program, (i.e., student athletes suspended or expelled from school must be reinstated to athletic participation when reinstated to school), if the act is not related to athletic standards. Also, if a student is suspended from school, the student is also suspended from athletics.

CONDUCT & CONTROL DEFINITIONS/TERMS

<i>Athletic Discipline</i>	Athletic discipline will mean all forms of corrective action or sanction, other than probation, suspension or expulsion, and will include the exclusion of a student athlete from an activity by a coach for a period of time, not exceeding the balance of the immediate turnout or game.
<i>Athletic Probation</i>	A period of time in which an athlete may be given an opportunity to correct deficiencies that could result in suspension or expulsion from athletic participation. The athlete is allowed to practice but not compete in games during this time.
<i>Athletic Suspension</i>	Includes exclusion from all athletic participation.
<i>Athletic Expulsion</i>	The exclusion from athletic participation for the remainder of the current school year.
<i>In Season</i>	Begins with the first WIAA allowed practice day and ends with the awards ceremony (banquet) for that sport. In the event of no season-ending banquet or a banquet held prior to the last competition, the ending date will be after the last scheduled event for that sport.
<i>Out of Season</i>	Any time not in season, starting with the WIAA defined beginning fall season, and ending with the Auburn School District last student school day.
<i>Calendar Year</i>	365 consecutive days.
<i>Completed Season</i>	A season which a student athlete begins the season within the first week of turnout and completes the season, in good standing, without interruptions, until the last scheduled contest or banquet, whichever is later.

ALCOHOL AND/OR SUBSTANCE ABUSE DEFINITIONS/TERMS

<i>Actual Possession</i>	The act of having a substance in one's custody or control. Actual possession occurs when the item is in the physical custody of the person charged with possession.
<i>Constructive Possession</i>	In the absence of physical possession, if there is dominion and control over the substance – such as knowledge that alcohol, tobacco, legend drugs or illegal substances are available and/or being used by others – student athletes have a responsibility to remove themselves, <u>beyond all reasonable doubt and proximity</u> , from that situation. At off campus events, where drugs, alcohol and other illegal substances are evident , student athletes who have made a willful choice to remain at the event, are in violation of the rule.
<i>Use</i>	Physical consumption of a substance by means of inhalation, snorting, drinking, absorption, injection or any other method which produces an intoxicating or mental/physical altering effect.
<i>Sale</i>	The act of distributing an illegal substance by means of exchanging substances for an agreed sum of money or other valuable consideration.
<i>Proximity</i>	Close in distance, time or relationship (commingling or interacting) with other students coming or going from a social gathering, whether inside location or outside (yard/street/neighborhood).
<i>Discovery-Investigative</i>	The process by which an administrator/coach/athletic director arrives at a conclusion regarding a student's involvement in an athletic code infraction. The decision will be based on evidence, either verbal or written.
<i>Discovery-Self Admittance</i>	Student athletes that admit to their involvement in an athletic code infraction and who are cooperative and honest in the investigative process regarding alleged code infractions,
<i>Self-Referral</i>	Student athlete who report self-infractions to school administrator prior to any investigation or inquire by school administrators or staff.

Job Responsibilities for Athletics

- Building Athletic Director
- Head Coach
- Assistant Coach
- Volunteer Coach

BUILDING ATHLETIC DIRECTOR

BASIC FUNCTION:

To assist in the implementation of an appropriate and effective athletic program.

REPORTS TO:

Building Principal

PRIMARY RESPONSIBILITIES:

- Coordinate athletic registration for all sports during each sports season.
- Make certain that eligibility rosters are prepared for each sport and sent to Principal and District Athletic Director before first contest.
- Maintain a master eligibility file for all athletes.
- Serve as building athletic budget coordinator.
- After Principal determines amount of funds available, formulate annual ASB athletic budget recommendations and submit to Principal for approval.
- Make district athletic budget recommendations where requested by Athletic Director.
- Coordinate purchase of equipment as requested by Head Coaches and approved by Principal.
- Manage building equipment and facilities.
- Coordinate care and storage of equipment and formulation of annual inventories by head coaches.
- Assist Principal, Activities Coordinator and Athletic Director in scheduling of facilities for turnouts, inter-scholastic contests and community recreation.
- Coordinate care of facilities and submit maintenance requests through the building administration to the appropriate department.
- Assist Principal and District Athletic Director in developing and managing an effective athletic program.
- Assist in developing, and participate in, program workshops, clinics, and in-service training where recommended or sponsored by the district Athletic Department.
- Promote and coordinate athletic publicity for all sports in the building program.
- Coordinate discipline procedures as outlined in Athletic Department Manual.
- Maintain records and submit reports as required by Principal and District Athletic Director.
- Provide game management for all athletic events.
- Develop a class coverage system for in-season coaches for away games in cooperation with the building administration.
- Attend and participate in Auburn School District Athletic Director meetings.
- Prepare, submit and monitor work requests for athletic maintenance.
- Manage coaches' concerns and problems within the building.
- Make certain they are kept aware of and are complying with WIAA, League, and Auburn School district rules and regulations.

PRIMARY WORKING RELATIONSHIPS

- Work with Principal and District Athletic Director to coordinate the building program with the district athletic program.
- Work with building coaching staff
- Promote communication within the staff by conducting regular in-building coaches meetings.
- Provide time for day-to-day management of coaches' needs and concerns.

PRIMARY TASKS:

- Develop and maintain a master file for athletes prior to participation that verifies:
 - All athletes have met all requirements for Auburn Schools Athletic registration.
 - Every athlete has received a Student Athletic Handbook and has returned a parent-signed Student Athletic Handbook Responsibility form.
- Develop and maintain a master file for building coaches (i.e., name, address, phone, assignments, first aid card, and expiration date).
- Submit and verify "Athletic Eligibility List and Registration Summary" for each sport to Principal before the first contest of each season. Send copy to District Athletic Director.
- Schedule and conduct a minimum of one coaching staff meeting each sport season.
- Review job description responsibilities.
- Review current concerns of Principal and District Athletic Director.
- Review Coaches' Handbook.
- Obtain certification by school Registrar of all current eligibility lists for all in-season sports.
- Obtain completed "Auburn Schools Athletic Inventory" from each Head Coach at end of season and kept on file in Building Athletic Director's office.

HEAD COACH

REPORTS TO:

Building Athletic Director

SUPERVISES:

Coaches

BASIC FUNCTION:

Supervise program and coaches for all competition levels in assigned sport. *100% Supervision of athletes at all times by head coach or coaching staff.*

YEAR-ROUND RESPONSIBILITIES

- Formulate objectives for the coming sport season.
- Keep abreast of new knowledge and innovative ideas and techniques by attendance at clinics, workshops, and reading in sport field and to encourage assistant coaches to do the same.
- Have understanding and knowledge of rules and regulations as presented in the WIAA Handbook, League Handbook, and Athletic Department Manual.
- Assist Building Athletic Director as needed.
- Conduct proper procedures for out-of-season practices and procedures, according to WIAA and Auburn Athletic Department regulations.

PRE-SEASON RESPONSIBILITIES

- Meet with District Athletic Director and/or Building Athletic Director to review procedures as outlined in the Athletic Department Manual.
- Provide accurate information needed to compile eligibility lists and other reports via Auburn School District Registration Procedures.
- Arrange for a systematic issuance of school equipment.
- Meet with athletes on the first turnout date to issue and review Student Athletic Handbook as specified in the Athletic Department Manual.

IN-SEASON RESPONSIBILITIES

- Implement procedures as outlined in the Athletic Department Manual.
- Provide information for transportation, officials and game management on dates requested.
- Assume responsibility for constant care of equipment and facilities being used.
- Follow carefully the procedure for initiating purchase orders.
- Assume supervisory control over all phases of teams and assistant coaches in program.
- Organize and schedule practice sessions on a regular basis with daily lesson plans that are filed for future reference.
- Apply discipline in a firm and positive manner as outlined in the Athletic Department Manual and Student Handbook. **“NO PROFANITY!”**
- See that the building regulations are understood and enforced.
- Emphasize safety precautions, be aware of current training and injury procedures and have a current First Aid and CPR card.
- Advise athletes at pre-season meeting as to possible injuries that can be incurred by participating in your sport.
- Incorporate into a recorded daily lesson plan.
- Develop a handout to be given to each athlete.
- Include in your recorded lesson plans that you are teaching proper playing techniques.
- Conduct self and teams in a professional manner during practices and contests.
- Report a summary of all contests and provide any publicity information that will aid the program and athletics.

- Instruct players concerning rules and rule changes.
- Submit recommendations for next year's schedule via League Chairperson for your sport.

POST-SEASON RESPONSIBILITIES

- Arrange for the systematic return of all school equipment and hold athlete responsible for all equipment not returned.
- Arrange for the issuance of letters and special awards earned as specified in the Athletic Department Manual.
- Arrange for cleaning, sorting and inventorying of all equipment.
- Be concerned with the care and maintenance of facility by making recommendations concerning additions and improvements.
- Maintain records of team and individual accomplishments.
- Submit inventory to Building Athletic Director with recommendations for equipment purchase and repair needs.

ASSISTANT COACH

REPORTS TO:

Head Coach

SUPERVISES:

Athletics

BASIC FUNCTION:

To carry out the aims of the Athletic Program and Code of the Auburn School District. *100% Supervision of athletes at all times by head coach or coaching staff.*

YEAR-ROUND RESPONSIBILITIES

- Have thorough knowledge of rules and regulations regarding his/her sport as presented in the WIAA Handbook.
- Keep abreast of rules and rule changes of his/her sport.
- Keep abreast of new trends, ideas and techniques through clinics, workshops and publications.
- Assist head coach in carrying out his/her responsibilities.
- Maintain membership in a professional organization such as the Washington State Coaches Association.

PRE-SEASON RESPONSIBILITIES

- Assist head coach in proper registration of all athletes.
- Assist head coach with systematic issuance of school equipment.
- Assist head coach with information reporting, such as eligibility lists and other reports.

IN-SEASON RESPONSIBILITIES

- Assist in implementing “Athletic Standards” as outlined in the Athletic Department Manual and Auburn School District Policy and Procedure Manual.
- Assume responsibility for care of equipment and facilities.
- Assume supervisory control over athletes and teams.
- To be in regular attendance at practice sessions and contests, as outlined in “General Procedures for Coaches”.
- Apply discipline in a firm, positive and equitable manner. **“NO PROFANITY”**
- Emphasize safety precautions and maintain awareness of the best training and injury-prevention procedures.
- Conduct self and teams in a professional manner during practices and contests.
- Provide head coach with information needed in making game reports and publicity releases.
- Instruct players concerning rules and rule changes.

POST-SEASON RESPONSIBILITIES

- Assist in the return of all school equipment and maintaining inventory records.
- Recommend athletes for letter awards.
- Make recommendations regarding facility maintenance and improvements.
- Make recommendations regarding equipment purchases and repair.
- Make recommendations regarding schedule improvements.

VOLUNTEER COACH

REPORTS TO:

Head Coach

SUPERVISES:

Athletes, under the direction of a Head Coach or an Assistant Coach.

BASIC FUNCTION:

To carry out the aims and objectives of the Athletic Program for Auburn Schools. *100% Supervision of athletes at all times by head coach or coaching staff.*

YEAR-ROUND RESPONSIBILITIES:

- Have understanding knowledge of rules and regulations regarding the sport as presented in the WIAA Handbook.
- Keep abreast of rules and rule changes of the sport.
- Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops and reading related materials.

DURING THE SEASON:

- Assist in implementing “Athletic Standards” as outlined in Coaches’ Handbook and District Policy.
- Assume responsibility for constant care of equipment and facilities being used.
- Assume supervisory control over athletes and teams as assigned by the regular coaching staff.
- Be in regular attendance at practice sessions and contests as outlined in “General Procedures for Coaches”. This may be adjusted for this position, but definite understanding should be established.
- Apply discipline in a firm and positive manner, as designated by the regular coaching staff. **“NO PROFANITY!”**
- Emphasize safety precautions and be aware of best training and injury procedures.
- Assume any other coaching responsibilities delegated by Head Coach.

ASSIGNMENT & PROCEDURE

Volunteer Coaches must apply for and obtain Principal and Building Athletic Director approval to assume this position.

Use “Auburn School District Volunteer Coaching Application” form and procedures.

Head Coach initiates and sends to Building Athletic Director.

Building Athletic Director approves or disapproves and sends recommendation to Principal.

Principal approves or disapproves and sends to District Athletic Director for final authorization.

Safety Guidelines

- Current First Aid/CPR Card
- Accident and Insurance Procedures
- Emergency Numbers
- Safeguarding the Health of the Athlete
- Hot Weather Hints
- Head Injury Guidelines and Procedures (WIAA)
- The Unconscious Athlete
- Moving the Injured Athlete
- Recognition of a Drug User
- Infectious Disease Control

CURRENT FIRST AID / CPR CARD

FIRST AID

- All coaches must obtain and maintain a current first aid card or successfully complete an equivalent course that is approved by the Athletic Director. This requirement applies to all coaches, paid or volunteer.
- During a sports season, any coach that does not hold a current First Aid/CPR card, which is valid for the entire season, will not be allowed to supervise or coach unless under the direct supervision of a coach with proper first aid/CPR certification.
- Special assignment pay specified in the supplemental coaching contract is paid in accordance with the regulations and requirements of the district as contained in the policy and procedures book. It is an expectation of state and school board policies that coaches hold and maintain a current first aid and CPR card. The coaches' union contract further stipulates that loss of pay may occur should coaches fail to meet this requirement in a timely manner.

CPR

Auburn School District policy requires that each coach must obtain and maintain a current First Aid/CPR card. Renewal is required every year.

ACCIDENT & INSURANCE PROCEDURES

ACCIDENTS

FIRST AID

All coaching staff members are required to have a current first aid card and must be able to handle minor injuries.

EMERGENCIES

- When a serious injury occurs which requires immediate medical attention, the coach in charge must take appropriate first aid measures (with special attention to the “Prevention and Care” factors in the following section of this manual).
- If a physician, emergency medical technician (EMT), or other medical professional is present, his/her assistance should be requested.
- Call 911 (9-911 from Auburn School District telephones) if additional emergency medical assistance is required.

Note: All coaches are required to have Auburn School District “Emergency Medical Information and Authorization Cards” for every student athlete on their team eligibility list at all games and practices.

SERIOUS INJURY

- When a serious injury occurs, the athlete should be advised to see his/her medical provider.
- Coaches should not designate a specific physician or clinic, unless directly requested to do so by the parent or guardian.
- The athlete must provide a written release from his/her medical provider before they may return to any sports activity.

REPORTING

- Injuries are to be reported to the Principal’s office.
- An Auburn School Incident District Report Form must be completed and turned in.
- If the athlete is enrolled in the Auburn School District Accident Insurance Program, he/she should be given a claim form and be advised to take home to parents.

INSURANCE

AS PER AUBURN SCHOOL BOARD POLICY # 2151:

- All athletes must have a parent or guardian signature on their Athletic Registration Form, indicating one of the following:
 - The athlete is currently enrolled in the Auburn School District Accident Insurance Program, or
 - The athlete is currently covered by daily insurance that is equivalent or better than the requirements specified on the Athletic Registration Form.

EMERGENCY NUMBERS

District Aid Car/Fire Department/Police Department/Sheriff911
When dialing from a District extension, you must dial9 – 911

DOCTOR/COACH RELATIONS

Except where emergency situations dictate otherwise, Coaches are to refer problems indicating medical attention to the athlete's family physician (as recorded on his/her Athletic Registration Form).

SAFEGUARDING THE HEALTH OF THE ATHLETE

Participation in High/Middle School athletics is a privilege involving both responsibilities and rights. The athlete's responsibilities are to play fair, to give his best, to keep in training, and to conduct himself with credit to his sport and school. In turn he has the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision.

Periodic evaluation of each of these factors will help assure a safe and healthful experience for players. The checklist below contains the kinds of questions to be answered in such an appraisal.

PROPER CONDITIONING:

Helps to prevent injuries by hardening the body and increasing, resistance to fatigue.

- Are prospective players given directions and activities for pre-season conditioning?
- Is there a minimum of two weeks of practice before the first game or contest?
- Is each player required to warm-up thoroughly prior to participation?
- Are substitutions made without hesitation when players evidence disability?

CAREFUL COACHING:

Leads to skillful performance, which lowers the incidence of injuries.

- Is emphasis given to safety in teaching techniques, elements of play?
- Are injuries carefully analyzed to determine causes and to suggest preventative programs?
- Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
- Are practice periods carefully planned and of reasonable duration?

GOOD OFFICIATING:

Promotes enjoyment of the game as well as the protection of the players.

- Are players as well as coaches thoroughly schooled in the rules of the game?
- Are rules and regulations strictly enforced in practice periods as well as in the game?
- Are officials employed who are qualified both emotionally and technically for their responsibilities?

RIGHT EQUIPMENT AND FACILITIES:

Serve a unique purpose in protection of players.

- Is the best protective equipment provided for contact sports?
- Is careful attention given to proper fitting and adjustment of equipment?
- Is equipment properly maintained; worn and outmoded items discarded?
- Are proper areas for play provided and carefully maintained?

ADEQUATE MEDICAL CARE:

Is a necessity in the prevention and control of athletic injuries.

- Is there a thorough pre-season health history and medical exam?
- Is careful attention given to proper fitting, and adjustment of equipment?
- Does the physician make the decision as to whether an athlete should return to **play** following injury during games?
- Is authority from a physician required before an athlete can return to **practice** after being out of play due to injury?
- Is the care given athletes by coach or trainer limited to first aid and medically prescribed services?

HOT WEATHER HINTS

Fredrick O. Mueller, Ph.D.
University of North Carolina at Chapel Hill

Dick Schindler
National Federation of State High School Associations

Early fall football practice frequently is conducted in very warm and highly humid weather in many parts of the United States. Under such conditions the athlete is subject to:

Heat Cramps - Painful spasms of skeletal muscle, most common of the calf muscle, caused by depletion of water and salt due to sweating.

Heat Fatigue - Feeling of weakness and tiredness caused by depletion of water and salt due to sweating.

Heat Exhaustion - Characterized by extreme weakness, exhaustion, headache, dizziness, profuse sweating and sometimes unconsciousness caused by extreme depletion of water and salt. Key features that are different in heat exhaustion from heat stroke are sweating from skin and normal body temperature.

Heat Stroke - A true medical emergency caused by overheating from a breakdown of the sweating mechanism. May occur suddenly without being preceded by any of the other clinical signs. The individual is usually unconscious and has a hot, dry skin with rising body temperature.

It is felt that the above heat stress problems can be controlled provided certain precautions are taken. The following practices and precautions are recommended.

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the physical condition of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization is the process of becoming adjusted to heat and it is essential to provide for *gradual acclimation to hot weather activities*. It is necessary for an athlete to exercise in the heat if he is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that acclimatization can be expected to take place over a period of a week. Final stages of acclimation to heat are marked by increased sweat loss and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has *no scientific foundation*. The most important safeguard to the health of the athlete is the replacement of water. Water must be in the field and readily available to the athlete at all times. It is recommended that a 10-minute water break be scheduled for every half hour of heavy exercise in the heat. Athletes should rest in a shaded area during the break. *Water should be available in unlimited quantities.*

5. Salt should be replaced daily. Extra salting of the athlete's food will accomplish this purpose. Salt tablets should not be taken by athletes engaged in physical activity. *Attention must be directed to replacing water.*
6. Know both the *temperature* and *humidity*. The greater the humidity, the more difficult it is for the body to cool itself. Use of a sling psychrometer is recommended to measure the relative humidity and anytime the wet bulb temperature is over 78 degrees practice should be altered.
7. Cooling by evaporation is proportional to the area of skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. *Never use rubberized clothing.*
8. Athletes should weigh each day before and after practice and *weight charts checked*. Generally 3 percent weight loss through sweating is safe and a 5 percent loss is in the danger zone.
9. Watch athletes carefully for signs of trouble, particularly athletes who lose much weight, overweight athletes, and the eager athlete who constantly competes at his capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
10. Teams that encounter hot weather during the season, through travel or following an unseasonable cool period, should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
11. Know what to do in case of emergency. Be familiar with immediate first aid practice and pre-arranged procedures for obtaining medical care, including ambulance service.

Heat Stroke -- THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL.

Immediately cool the body (immersing in cold water, spray with cool water, or using any other means available for immediate cooling) while awaiting transfer to a hospital.

Heat Exhaustion -- OBTAIN MEDICAL CARE AT ONCE. Withdraw individual from further activity and give fluids by mouth if athlete is able to swallow. Place athlete in shade and keep cool while awaiting transfer to hospital.

Summary: The main problem associated with exercising in hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete to drink as much water as he likes, whenever he wishes. The small amount of salt lost in sweat is adequately replaced by salting food to individual taste at mealtime.

HEAD INJURY GUIDELINES AND PROCEDURES (WIAA)

Policies for the management of concussion and head injury in youth sports.

AN ACT Relating to requiring the adoption of policies for the management of concussion and head injury in youth sports; amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW.

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) 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 in 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 received a written clearance to return to play from that health care provider.

Listed Health Care Providers

What licensed health care providers are trained in the evaluation and treatment of concussions/brain injuries and authorized to allow the athlete to return to play?

- Medical Doctors (MD)
- Doctor or Osteopathy (DO)
- Advanced Registered Nurse Practitioner (ARNP)
- Physicians Assistant (PA)
- Licensed Certified Athletic Trainers (ATC)

Research is currently being done to determine which other licensed health care providers may have sufficient training to qualify to authorize return to play. The WIAA will update schools as well as their website as information becomes available.

Resources for Schools

A coach's educational video is currently in production. It will be available by the end of July 2009.

For coaches that need immediate training, see the CDC Heads Up website, located through www.wiaa.com, for the "Video on Concussion for High School Coaches", as well as the coaches resource packet.



HEADS UP: CONCUSSION IN YOUTH SPORTS

A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical check up.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and fit well
 - Used every time you play

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**,
visit: www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:
<http://www.cdc.gov/injury>



HEADS UP: CONCUSSION IN YOUTH SPORTS

A Fact Sheet for **COACHES**

THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

The potential for concussions is greatest in athletic environments where collisions are common.¹ Concussions can occur, however, in *any* organized or unorganized sport or recreational activity. As many as 3.8 million sports- and recreation-related concussions occur in the United States each year.²

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.
-and-
2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

SIGNS AND SYMPTOMS

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

Adapted from Lovell et al. 2004

Athletes who experience any of these signs or symptoms after a bump or blow to the head should be kept from play until given permission to return to play by a health care professional with experience in evaluating for concussion. Signs and symptoms of concussion can last from several minutes to days, weeks, months, or even longer in some cases.

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. If you have any suspicion that your athlete has a concussion, you should keep the athlete out of the game or practice.

PREVENTION AND PREPARATION

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

- **Educate athletes and parents about concussion.** Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. For more information on long-term effects of concussion, view the following online video clip: http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm#Video. Explain your concerns about concussion and your expectations of safe play to athletes, parents, and assistant coaches. Pass out the concussion fact sheets for athletes and for parents at the beginning of the season and again if a concussion occurs.
- **Insist that safety comes first.**
 - Teach athletes safe playing techniques and encourage them to follow the rules of play.
 - Encourage athletes to practice good sportsmanship at all times.
 - Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
 - Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.

Check with your youth sports league or administrator about concussion policies.

Concussion policy statements can be developed to include the league's commitment to safety, a brief description of concussion, and information on when athletes can safely return to play following a concussion (i.e., an athlete with known or suspected concussion should be kept from play until evaluated and given permission to return by a health care professional). Parents and athletes should sign the concussion policy statement at the beginning of the sports season.

- **Teach athletes and parents that it's not smart to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.

- **Prevent long-term problems.** A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called *second impact syndrome*.^{4,5} Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: "It's better to miss one game than the whole season."

ACTION PLAN

WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

1. **Remove the athlete from play.** Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
2. **Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
 - Cause of the injury and force of the hit or blow to the head
 - Any loss of consciousness (passed out/knocked out) and if so, for how long
 - Any memory loss immediately following the injury
 - Any seizures immediately following the injury
 - Number of previous concussions (if any)
3. **Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. **Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

If you think your athlete has sustained a concussion, take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

For more information and to order additional materials **free-of-charge**, visit:

www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:

<http://www.cdc.gov/ncipc/tbi/TBI.htm>.

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HEADS UP: CONCUSSION IN YOUTH SPORTS

A Fact Sheet for **PARENTS**

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit:

www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:

<http://www.cdc.gov/injury>

THE UNCONSCIOUS ATHLETE

A comment by the National Federation of State High School Associations and the Committee on the Medical Aspects of Sports of the American Medical Association.

The common definition of “first aid” is: The immediate emergency care of injury or illness until medical attention can be obtained. This is especially significant with regard to the player rendered unconscious during an athletic contest or practice.

Medical attention should be immediately available, with a physician present or readily available at the games and during practice sessions. This requires that plans be developed so that a physician can be reached quickly by phone. The unconscious player can pose a serious problem, and the physician, the coach and the athletic trainer must realize the importance of prompt and proper care.

There are a number of conditions that may cause unconsciousness. Some of these conditions and recommendations for care are listed below:

HEAT STROKE: Collapse, with dry, warm skin. Indicates sweating mechanism failure and rising body temperature. **THIS IS AN EMERGENCY, DELAY COULD BE FATAL.** Immediately cool athlete by the most expedient means (immersion in cool water is the best method). Obtain medical care at once. *Player should not return to participation without consent of a physician.*

HEAT EXHAUSTION: Weakness, with profuse sweating. Indicates a state of shock due to the depletion of salt and water. Obtain medical care at once. *Player should not return to participation without consent of a physician.*

IMPACT BLOW TO THE SOLAR PLEXUS (ABDOMEN): Rest athlete on back and moisten face with cool water. Loosen clothing around waist and chest. Do nothing else except obtain medical care if needed. Player may return to participation if further medical care is not indicated.

IMPACT BLOW TO THE HEAD: Head injuries in sports are usually subtle in nature. That is, the player may be briefly dazed or slow to get up. He/she may be groggy or dizzy for only a few moments. Such a player should be benched for at least half an hour, preferably the day, and not returned to play until alert, fully in command mentally, and free of headache or mental confusion.

With a definite loss of consciousness, the player should be evaluated by a physician and observed hourly for a twenty-four period, whether at a hospital or at home, for any evidence of intracranial bleeding (e.g. headache, dilation of one pupil, nausea, dizziness, confusion). He/she should not be returned to sports in the interim, and subsequently only if he/she is completely free of symptoms such as headache or mental confusion.

Any suspicion of intracranial bleeding must be followed by immediate medical attention. Beyond the complaints of the athlete, such as headache or dizziness, the following simple observations can be conducted if there is an expanding intracranial lesion:

1. State of consciousness – How impaired are movements?
2. Pupils – Inequality of size.
3. Heart – Unusual slowing.
4. Eye movements – Nystagmus (dancing eyes).
5. Outstretched arms – Drift unilaterally.
6. Finger-to-nose test (eyes closed) – Asymmetry.
7. Heel-to-knee test (eyes closed) – Asymmetry.
8. Romberg test (standing with eyes closed) – Falling.
9. Tandem walk (heel-to-toe, walking a straight line) – Inability to perform.

The three cardinal points to be stressed for successful emergency treatment are:

1. Communication – a non-pay telephone close to the sports arena for quick call for help.
2. Transportation – A vehicle must be readily available at the site to move the patient to the hospital when warranted.
3. Notification – The hospital must be informed of the patient's status so that medical and nursing staff in the proper facilities will be available on his/her arrival.

MOVING THE INJURED ATHLETE

National Federation / American Medical Association

STOP: Stop play immediately at indication of injury.

LOOK: Look for obvious deformity or other deviation from normal.

LISTEN: Listen to the athlete's complaint.

ACT: Move athlete only after serious injury is ruled out.

The first aid chart to athletic injuries thus places "action" last among the four initial steps of first aid to protect the athlete at the time of injury.

Serious injuries occur in sports as in other activities in life. The advantage of participating in supervised sports is that these injuries can be anticipated and appropriate safeguarding measures taken. First aid procedure and equipment can be prearranged. Student managers as well as coaches, trainers and other faculty members connected with sports should be well grounded in correct first aid procedures, especially proper methods of moving the injured player. Improper or careless methods can increase the severity of the injury and may even cause disability or death.

A physician hopefully is present at athletic contests such as football, where the risk of injury is obvious. One of the responsibilities of the attending physician is to supervise the transportation of an injured athlete when this is necessary. However, such a provision is no assurance against problems, because serious injuries can occur: 1) in practice when a physician may not be immediately at hand, and 2) in sports that are not so hazardous to require the regular attendance of a physician. In such instances, it may be necessary to move the injured athlete in accordance with sound principles, although it would be preferable to do so only on a physician's instructions:

PRINCIPLE ONE: Avoid being hurried into moving the athlete who has been hurt. Meriting re-emphasis is the admonition that to protect the athlete at the time of injury, move him only after serious injury is ruled out. Few injuries in sports require breakneck speed in removal of the player; the game officials will respect the judgment and caution of responsible personnel.

PRINCIPLE TWO: Obtain medical supervision before moving an athlete with a suspected neck or spinal injury. An athlete's inability to move or feel an extremity, even if momentary, is sufficient cause for the first aider to be determined in his conservatism. Moving a player with such an injury can cause further damage and result in permanent disability, if not death. The game can wait.

PRINCIPLE THREE: Have near at hand for ready use: 1) a stretcher or backboard with sand bags; 2) a telephone; 3) a safe means of transportation to the nearest hospital. The stretcher may be in conflict with the heroic stoicism an injured player mistakenly wants to display. But with any serious injury, attempting to walk or run off the field may be sufficiently aggravating to delay unnecessarily the effective return of that athlete to competition.

In the case of a concussive head injury, the recumbent position is a wise precaution against aggravation of possible internal bleeding before medical care can be reached. The immediate

availability of a vehicle for rapid transit can be a life-saver. Rapid communication with an assigned physician is frequently necessary.

PRINCIPLE FOUR: If the player can be moved, support the injured joint or limb. If in the lower extremity, avoid weight bearing. An assistant of 140 pounds is little help in this regard when helping a limping 200 pound player away from the zone of action. If the upper extremity is involved, giving support against gravity will bring the player to medical care with the least pain and risk.

PRINCIPLE FIVE: If the player is to be moved, move him away from the proximity of the crowd. An emergency medical station near but not at the site of the action will minimize the natural tendencies of the player to attempt unauthorized return to play. Equally important it will give the physician the opportunity to make a quiet, unrushed initial evaluation of the severity of the injury.

PRINCIPLE SIX: Post conspicuously and have understood by all the supervisory personnel the step-by-step directions for emergency first aid procedures. The physician closest to the school's sports program can help develop the best practical plan for fitting the community's resources to the supervisory coverage of games and practices.

RECOGNITION OF A DRUG USER

From "For Coaches Only", a booklet by the Drug Enforcement Administration of the U.S. Department of Justice.

Spotting a drug user or abuser can be a difficult and complicated task for a coach or athletic trainer. Some of the changes that may be seen in an athlete using drugs resemble symptoms of severe personal or emotional problems. It is imperative to treat the athlete as an individual and to talk to him privately about the nature of his problem.

THINGS TO LOOK FOR:

- Decrease in motivation
- Change in personality or behavioral patterns
- Withdrawal from companionship
- Decline in performance, both physically and academically
- Frequent missing of classes, especially physical activity classes
- Inability to coordinate (standing or walking)
- Poor personal hygiene and grooming
- Muddled speech
- Impaired judgment
- Restlessness, jittery
- Muscular twitches, tremor of hands
- Heavy sweating, bad breath, nervousness (amphetamine abuse)
- Red eyes, listlessness, increased appetite with special craving for sweets (marijuana abuse)

WHAT THE COACH CAN DO

Successful programs have shown that doing simple things, like the following, are highly effective:

- Call your captains together and talk about alcohol and other drug abuse.
- Open a dialogue with all your athletes on alcohol and other drug abuse.
- Get your athletes to use peer pressure on teammates to refrain from the use of alcohol and drugs.
- Enforce all training rules and regulations.
- Advise athletes of the legal penalties associated with drug and alcohol use and sale.
- Know the symptoms of alcohol/drug use...recognize the signs.
- Have a definite plan for dealing with drug and alcohol use by your athlete(s).
- Set a conference with parents for co-signing training rule pledge cards.
- Check on athletes...call them at home...let them know you care.
- Investigate any violations and confront the athlete immediately.
- Take immediate action when you overhear party plans involving drugs and alcohol.
- Confront the athlete immediately when you smell alcohol or some form of tobacco.
- Develop alternative activities for athletes.
- YOU, THE COACH, should set a good example for your athletes.

INFECTIOUS DISEASE CONTROL

Guidelines for Handling Body Fluids in Schools Considerations for Physical Education and Athletics

The following concepts should be applied as general safety precautions against the transmission of disease. *No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.*

RESPONSIBILITY

The coach in charge is responsible for seeing that these procedures are carried out and that the supplies are available.

SUPPLIES NEEDED

Spray bottle with plain water

Spray bottle with 1 part household bleach to 10 parts water (solution made up each day)

Spray bottle with Bactisol

Disposable towels

Gauze pads

Gloves

Plastic bags for disposal of contaminated items

CARE OF HANDS

Direct contact with body fluids should be avoided whenever possible. *All personnel dealing with students in a situation where contact with body fluids is possible, especially blood, disposable gloves should be worn.*

Instances where contact with body fluids is unanticipated, hands and other affected areas should be washed with soap and running water for 10 seconds immediately after direct contact has ceased. Hands should also be washed after removing gloves.

CARE OF GLOVES AND OTHER DISPOSABLE ITEMS

Used gloves should be removed inside out and disposed of in a plastic bag or lined trash can. Used tissues, diapers and paper towels should also be placed in a plastic bag or plastic-lined waste can for disposal.

CARE OF CLOTHING AND NON-DISPOSABLE ITEMS

Non-disposable items (towels, clothing, etc.) that have been in contact with body fluids should be handled only by wearing plastic gloves and should immediately be rinsed and placed in a plastic bag. As soon as possible, these items should be washed separately in soap and water. If material is bleachable, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup non-Clorox bleach (e.g. Clorox II, Borateem) to the wash cycle. Student clothing should be sent home in a plastic bag with laundry instructions.

During an athletic event, blood spots on the uniform should be sprayed with the same solution, and then sprayed again with plain water to minimize the bleaching action on the uniform. Remember to wear gloves and dispose as indicated above.

CARE OF THE INJURY

If an athlete sustains a minor bleeding injury, *the event should be stopped* and the bleeding stopped using a fresh, disposable towel, gauze or similar equipment. Using a spray bottle containing a 1:10 solution of laundry bleach in water and a disposable towel clean any blood on the mat, equipment, opponent, official(s), or other people.

CARE OF EQUIPMENT/DISINFECTION OF MATS AND OTHER ATHLETIC EQUIPMENT

In order to provide a safe learning environment, all gymnastics and wrestling mats should be cleaned/disinfected at the conclusion of each days use. If an incident occurs where blood or saliva has contaminated the surface, cleaning and disinfecting (with gloves on) should take place prior to allowing activity to continue. Bactisol or a solution of one part bleach diluted with ten parts water, are effective disinfecting agents.

In addition to mats, attention needs to be given to any other surface or equipment that might become soiled by body fluids

Publicity

- Responsibility and Procedures for Publicity

RESPONSIBILITY & PROCEDURES FOR PUBLICITY

RESPONSIBILITY FOR PUBLICITY:

The responsibility for publicity rests on the coach. The coach owes it to his team to see that they are recognized for their efforts. Athletes enjoy receiving publicity and when used effectively, it is a tremendous means for motivation. Publicity reports should include information pertaining to post game, pre-season, and post season.

PROCEDURES FOR PUBLICITY:

The head coach should report directly to the news media.

The Middle School Head Coach should have:

- Articles in the school bulletin before and after each contest.
- Articles in the school paper.
- Scores called in to the Building Athletic Director before 9:00 AM on the school day after the contest.

The Senior High School Coach should have:

- Articles in the school bulletin, before and after each contest.
- Articles in the school paper
- Publicity reports or articles to the South County Journal, South times, Federal Way News and Tacoma News Tribune.
- Scores called to the Athletic Director responsible for league standings, before 9:00 AM on the day after the contest.
- Publicity reports or articles to the Seattle times and Seattle PI
- Scores phoned to the area papers directly after the contest.

AUBURN REPORTER253-833-0218

3702 W. Valley Highway N, Suite 110, Auburn, WA 98032

FEDERAL WAY NEWS.....253-838-7622

14006 1st Ave South, Burien, WA 98168

TACOMA NEW TRIBUNE.....253-941-9700

1950 S. State Street, Tacoma, WA 98405

SEATTLE PI.....206-448-8303

101 Elliott Ave W, Seattle, WA 98129

SEATTLE TIMES206-464-2275

PO Box 70, Seattle, 98111

SEATTLE TIMES - SOUTH.....253-946-3970

Out of Season & Summer Programs

- Policies for Spring and Summer Activities
- Summer Activities

POLICIES FOR SPRING AND SUMMER ACTIVITIES

GENERAL GUIDELINES FOR ALL SPORTS

(Includes Practices, Weight Room & General Conditioning Activities)

- All athletes must be properly registered with Building Athletic Director. This includes current Auburn School District registration and physical authorization form.
- Coaches must possess, at all times, an emergency medical information card for every athlete.
- Practices are optional. Students are not required to attend.
- Proper supervision must be present at all times.
- Must follow WIAA regulations.
- Participants must be a registered student at the school and I.D. is required to use the Open Gym, fields and weight rooms.
- Middle School Involvement:
 - Middle School practices are not allowed.
 - No Middle School students allowed at any time to use the Open Gym, fields and weight rooms.
 - ***Coaches are not to involve any Middle School students until the day after the final Middle School interscholastic season is over.
 - This includes all middle level students whether they are participating in final spring season or not.
 - Middle School students are not allowed to participate until the conclusion of the last season 4 contests. The concluding event is typically the Middle School Conference Track Meet.
- High School Involvement:
 - Coaches are not allowed to involve any High School student in team practices and/or any summer activities unless they are registered students in their respective school and the athlete meets all eligibility standards.
 - Senior High Schools are allowed to organize and conduct practice dates.

CHEER & DANCE TEAM

- Tryouts and/or Auditions
 - Schools are not allowed to conduct spring tryouts for incoming 9th graders that conflict with Middle School practices or contests.
 - Evening tryouts are permissible.
- Practices
 - Coaches are not to involve any Middle School students in practices until the day after the final Middle School interscholastic season is over.

COMMUNITY OR OUTSIDE ATHLETIC GROUPS USE OF FACILITIES

- AUBURN SCHOOL DISTRICT school board policies require non-school related groups (such as AAU teams) to pay fees for rental and custodial as well as submitting required insurance verification.
- Our interpretation is that waiving these fees for AAU teams that are exclusively all members of the same High School team and/or feeder school teams would place the school in position of supporting out of season practices (WIAA violation) unless AAU was treated like all other community groups.

**FOR ACTIVITIES SUCH AS: CAMPS-CLINICS-LEAGUES-TOURNAMENTS
AUTHORIZATION MUST BE OBTAINED FROM DISTRICT ATHLETIC DEPARTMENT
CALL 253-931-4999 FOR REGULATIONS, PROCEDURES AND APPLICATIONS.**

SUMMER ACTIVITIES

Camps – Clinics – Leagues – Tournaments

GENERAL GUIDELINES

- Auburn School District Athletic Department policy allows district employed coaches and advisors to seek approval to organize and conduct athletic activities on district facilities and grounds.
- Approved activities must be in compliance with all WIAA and AUBURN SCHOOL DISTRICT Rules and Regulations
- The Directors of Athletics is responsible for the review and final approval of all summer activities conducted by AUBURN SCHOOL DISTRICT employees on AUBURN SCHOOL DISTRICT properties.
- Athletics must be open to all Auburn School District students.
- Athletics must receive approval from the Auburn School District Board.

GENERAL DESCRIPTION

DISTRICT ACTIVITY VS. NON-DISTRICT ACTIVITY

District Activity

If approved, there are no facility use charges and district insurance coverage is in effect. All revenues and expenses are processed through district procedures and activity revenues must exceed expenses. These are activities whereby:

- No participation fees or charges are involved.
- Fees or charges are paid directly to Auburn School District.

Non-District Activity

These are camps or activities where participants must pay a fee to the sponsor. Sponsor collects fees and is responsible for payment of all expenses. All monies are handled by the sponsor.

District reserves the right to review and determine appropriate salaries and net profits.

- Certificate of Insurance and Hold Harmless Agreement are required.
- Applicant is responsible for all expenses, including facility rental and labor charges.

Washington Interscholastic Activities Association (WIAA)

In addition to complying with AUBURN SCHOOL DISTRICT regulations, the activity must comply with Washington Interscholastic Activities Association rules.

Risk Management Facility Checklists

- Playing Field Safety Checklist
- Facility-Gymnasium Checklist
- Weight Room Guidelines Checklist
- Locker Room Checklist
- Equipment Checklist



Playing Field Safety Checklist

- Free of obstacles, no slip, trip or fall hazards, no large puddles
- Stationary and Portable Equipment -- separate Checklist Completed
- Sprinkler Heads -- marked or covered
- Grass -- cut to good length, no holes or erosion of field
- Playing Area -- boundaries properly marked, infield or track prepped for use
- Buffer Zone -- marked and unobstructed, barriers set up between players and spectators
- Lighting -- adequate, protected from balls
- Goals and Uprights -- sturdy, sufficiently padded, no protrusions, in good condition
- Fences -- sturdy, free of jagged edges, padded if necessary
- Access for Ambulance
- Bleachers -- safe distance from field, no splinters, protrusions or sharp edges, in good repair, properly attached to rails
- Public Address System and Telephone -- in working order
- Gates -- self-close, completely latch, good condition
- Unused Equipment -- properly and safely stored and secured
- Accessibility -- wheelchair ramps are unobstructed, all access requirements are met and maintained
- Bathrooms -- safe, sanitary, clearly marked
- Electric outlets -- cover all outlets near field
- Water Fountains -- accessible, sanitary, functioning properly
- Walkways, Steps, Stairs, Ramps -- free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked
- Waste -- area free of trash and debris, sufficient trash containers provided
- First Aid Supplies -- easily accessible
- Fire alarms and Extinguishers -- in working order, inspections are current
- Traffic Patterns -- clearly delineated, secure, appropriate
- Only authorized persons present on field of play
- Security Personnel -- on duty as needed
- Access to field and number of keys is controlled and duplication of keys prohibited
- System is in place for checking field, turning off lights, closing and locking gates after activity.
- If facility is not school district property -- outside individuals provide a Certificate of Insurance

Signature: _____

Title: _____

Date: _____

**FACILITY/GYMNASIUM SAFETY CHECKLIST**

- Adequate lighting provided in facility, building exterior and parking lot
- Adequate ventilation and temperature control
- Slip, trip and fall exposures are properly controlled (winter de-icer, signage, etc)
- Even stair steps with proper width and depth and even rise
- Proper handrails and guardrails provided on stairs, platforms and other elevated floor surfaces
- Good housekeeping on premises
- No unusual attractive nuisance, e.g. climbing and falling exposure
- Unobstructed hallways, walkways, aisles and doorways
- Adequate exits and means of egress provided
- ADA compliant ramps, doorways, walkways and restroom facilities
- Emergency procedures and exit diagrams provided
- No exposure to hazardous chemicals, radiation or temperature extremes
- Hazardous areas such as boiler rooms and utility rooms are locked to prevent unauthorized entry
- Security is provided for areas of the facility not occupied by activity.
- Restrooms are clean and easily accessible
- "No smoking" rule is enforced per fire code
- System is in place for checking and turning off electric equipment and lights, closing and locking doors and windows after activity

Signature: _____

Title: _____

Date: _____



Weight Room Guidelines

- Free of obstacles, no slip, trip or fall hazards, wet spots, electric cords
- Stationary and Portable Equipment – separate Checklist Completed
- Supervise at all times
- Free Weights - spotting required
- Separate free weight area from weight machine area
- Stretching Space - provided
- Store all weights, collars and bars off floor on appropriate racks
- Use exercise and shock absorbing weight mats -- check for defects
- Keep equipment clean and disinfected
- Weightlifting gloves, belts and mag provided
- All apparatus secure and stable on floor
- Chains, Pulleys, Cables - working properly; no rust or corrosion
- Machine Safety Stops - operable, not bent
- Wall Attachments - secure
- Barbell and Weight Storage Racks - stable
- Rowing Machines, Bikes and Climbers - work properly
- Warning and Information Labels - evident and visible
- No homemade or modified equipment
- Equipment maintained according to manufacturer's specifications
- Windows -- glass properly shielded, no breaks or cracks, safety glass
- Ceiling -- no leaks, no loose objects, appropriate height for this activity
- Lights -- adequate for activity, shielded/caged, securely mounted
- Unused Equipment -- properly and safely stored and secured
- Exits -- clearly marked, unobstructed exit doors swing in direction of egress
- Accessibility -- wheelchair ramps are unobstructed, all access requirements are met and maintained
- Signage -- maximum capacity, no eating, no drinking, no smoking, and safety/warning signs are visible
- Bathrooms -- safe, sanitary, clearly marked
- Water Fountains -- accessible, sanitary, and functioning properly
- Walkways, Steps, Stairs, Ramps -- free of slip, trip and fall hazards, adequate lighting, handrails secure, unobstructed, transitions clearly marked
- Waste -- area free of trash and debris, sufficient trash containers provided
- First Aid Supplies -- easily accessible
- Fire Alarms, Sprinklers and Extinguishers -- in working order, inspections are current
- Access for ambulance
- Only authorized persons present in weight room
- Access to weight room and number of keys is controlled and duplication of keys prohibited
- System is in place for checking and turning off electric equipment and lights, closing and locking doors and windows after activity

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WEIGHT ROOM SAFETY CHECKLIST

Key:

Y = Yes N = No N/A = Not Applicable

Mark Y, N or N/A for each item:

- Y _ N _ N/A _ Weight room is never used without adult staff supervision
- Y _ N _ N/A _ Weight room door is locked by staff when not in use
- Y _ N _ N/A _ Safety rules, instructions and warning signs are posted
- Y _ N _ N/A _ Exits are unobstructed, properly marked and illuminated
- Y _ N _ N/A _ Telephone available for emergency notification
- Y _ N _ N/A _ Properly stocked first aid kit readily available
- Y _ N _ N/A _ Proper footwear and attire is required of users
- Y _ N _ N/A _ Trained spotters are used in free weight training
- Y _ N _ N/A _ Staff documents thorough inspection of all equipment at least weekly

All Equipment

- Y _ N _ N/A _ Surfaces for human skin contact cleaned and disinfected daily
- Y _ N _ N/A _ Padding protective cover free of tears, rips and cracks
- Y _ N _ N/A _ Mats and floor do not present tripping, slipping and falling hazards
- Y _ N _ N/A _ Proper separation between work stations (2 to 3 feet minimum)
- Y _ N _ N/A _ Adequate spacing to allow free traffic flow and access to equipment
- Y _ N _ N/A _ Securing straps, elastic cords and apparatus are functional and in good condition
- Y _ N _ N/A _ Weight equipment bolted to the floor or counterweighted to prevent tipping
- Y _ N _ N/A _ Free of protrusions, burrs and sharp edges that may cause injury
- Y _ N _ N/A _ Regular lubrication of moving parts according to manufacturers' recommendation
- Y _ N _ N/A _ Portable and unattached equipment is properly stored after use
- Y _ N _ N/A _ Students are instructed to report defective equipment immediately
- Y _ N _ N/A _ Defective equipment is removed and put out of service immediately
- Y _ N _ N/A _ Equipment assembled by qualified personnel and no alterations made

Exercise Machines

- Y _ N _ N/A _ Equipment is inspected before being used by students
- Y _ N _ N/A _ Components are regularly lubricated and cleaned
- Y _ N _ N/A _ Chains, cables and belts are in good condition and properly aligned
- Y _ N _ N/A _ Nuts, bolts, screws, pins and washers are tight and intact
- Y _ N _ N/A _ Free of worn, cracked defective parts and components

Free Weights

- Y _ N _ N/A _ Bars are properly lubricated and tightened
- Y _ N _ N/A _ Collars and safety equipment are always in use
- Y _ N _ N/A _ Benches, racks and standards are secured to the floor or wall
- Y _ N _ N/A _ Nuts, bolts, screws, pins and washers are tight and free from defects
- Y _ N _ N/A _ Aisles and pathways are not cluttered with equipment that may cause trips and falls
- Y _ N _ N/A _ Free weights are kept a minimum of 4 ft. from glass and/or mirrors
- Y _ N _ N/A _ Defective equipment is removed and put out of service

Work order for repairs generated: Yes _ No _

School/Building: _____ Inspected by: _____ Date: _____

Signature: _____

Title: _____ Date: _____



Locker Room Checklist

- Floor--clean, dry, clear of slip, trip or fall hazards
- Walls -- clean, not chipping, free of protrusions
- Windows -- Glass properly shielded, no breaks/cracks
- Ceiling -- no leaks, no loose objects, appropriate height for this activity
- Lights -- adequate for activity, securely mounted
- Ventilation -- adequate
- Showers -- Clean, no mildew, working, drains unclogged, slippage protection, water temperatures within acceptable range
- Benches -- sturdy, in good repair, no sharp edges
- Lockers -- securely mounted, clean, locks work, no sharp edges
- Lavatory -- clean, sanitary, well stocked, floors dry, plumbing functioning properly
- Office -- clean, locks work, no offensive materials posted, files secure, view unobstructed, phone works
- Other: _____

Signature: _____

Title: _____

Date: _____

AUBURN SCHOOL DISTRICT ATHLETIC DEPARTMENT

www.auburn.wednet.edu

- **Auburn School District**
District Athletic Director: Rob Swaim
253-931-4999 rswaim@auburn.wednet.edu
- **Auburn High School**
Principal: Richard Zimmerman
253-931-4880 rzimmerman@auburn.wednet.edu
Athletic Director: Bob Jones
253-931-4888 bjones@auburn.wednet.edu
- **Auburn Mountainview High School**
Principal: Terri Herren
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Athletic Director: Chris Carr
253-804-4556 ccarr@auburn.wednet.edu
- **Auburn Riverside High School**
Principal/Athletic Director: Dave Halford
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Athletic Director: Doug Aubert
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- **Cascade Middle School**
Principal/Athletic Director: Isaiah Johnson
253-804-4995 ijohnson@auburn.wednet.edu
- **Mt. Baker Middle School**
Principal/Athletic Director: Greg Brown
253-804-4555 gbrown@auburn.wednet.edu
- **Olympic Middle School**
Principal: Jason Hill
253-931-4966 jhill@auburn.wednet.edu
Athletic Director: John Aiken
253-931-4966 jaiken@auburn.wednet.edu
- **Rainier Middle School**
Principal/Athletic Director: Ben Talbert
253-931-4843 btalbert@auburn.wednet.edu