

AUBURN SCHOOL DISTRICT ATHLETIC DEPARTMENT

Student Athletic Handbook



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Student Athletic Handbook

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ATHLETIC CODE FOR AUBURN SCHOOLS

I. 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 follow training rules means healthy living habits and establishes 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 remain above question. As a student leader, the athlete must accept the responsibilities and obligations placed by those represented.

II. Definition of Participants and Period of Coverage

The Athletic Code applies to all students participating in the inter-school athletics and includes the cheerleaders as well as athletes for a given academic school year. It is determined that provisions of the Athletic Code shall govern from the first “turnout” of a sports season until the culminating awards ceremony for the particular sport. Rules of Conduct A through H, listed below, shall also apply to “non-participating” periods during the academic school year.

III. Rules of Conduct (During Periods of Participation)

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

- A. Shall not provide, use, and/or be in possession of illegal drugs, legend drugs, alcohol, or tobacco products.
- B. Shall not knowingly remain on premises where illegal or legend drugs, steroids, alcohol, or tobacco products are being used.
- C. Obey all school rules and regulations.
- D. Maintains a satisfactory attendance record; attends all regularly scheduled classes unless appropriately excused.
- E. Meets WIAA Academic Eligibility Regulations.
- F. On athletic trips, obey bus riding, training, and school rules and regulations. Remain with the squad group or team, at all times, and complies with the reasonable request and directions of the coaching/teaching staff.
- G. Turns out for all regular and special practices and meetings, unless excused by the coach and/or school.
- H. Follows the written regulations as established by the head coach.

EACH HEAD COACH IS RESPONSIBLE FOR ESTABLISHING AND DISTRIBUTING WRITTEN RULES OF CONDUCT TO ATHLETIC PARTICIPANTS AND PARENT/GUARDIAN. THESE WRITTEN RULES AND REGULATIONS SHALL BE REVIEWED AND APPROVED BY THE BUILDING PRINCIPAL. WRITTEN PENALTIES FOR VIOLATION OF THE “RULES OF CONDUCT,” AS STATED IN THE ATHLETIC CODE, WILL BE ESTABLISHED.

IV. Disciplinary Rules and Regulations

***WASHINGTON STATE LAW (RCW 69.41.330) MAKES IT UNLAWFUL FOR STUDENT ATHLETES TO PROVIDE, USE, POSSESS, OR SELL STEROIDS. VIOLATION OF THE LAW WILL AFFECT A STUDENT ATHLETE’S ELIGIBILITY UNDER WAC 392-183A-015.**

A. Probation

Probation is a period of time which an athlete may be given an opportunity to correct deficiencies that could result in suspension, or expulsion from athletic participation. In the event of probation, the following shall prevail:

1. The length of the probation shall be a minimum of five (5) calendar practice days, but shall not exceed one sport season.
2. **During this period of probation, the athlete must turn out with the team but will not be permitted to compete in scheduled athletic events.**
3. While on probation, any violation of the “Rules of Conduct” of the Code and/or conditions of probation may result in suspension from the squad.
4. In all cases in which an athlete is placed on probation, the athletic director or coach shall inform the athlete and the parent/guardian of the infraction and the condition of probation. Notification shall also be directed to the building principal, building athletic coordinator, and the district administrator of the Athletic Code.
5. Any athlete or parent/guardian feeling aggrieved by the imposition can contact the coach and/or building athletic director to discuss the concern.

B. Athletic Suspension

Athletic suspension shall include exclusion from all athletic participation:

1. During the period of suspension, the athlete will not be permitted to “turnout” with team members during regular or special practice sessions or to participate during scheduled athletic events.

2. The coach and building administrator shall be responsible for hearing and investigating all infractions and deficiencies punishable by suspension. A parent/guardian contact shall be conducted to discuss and impose sanctions.
3. In all cases in which an athlete is placed on suspension, the coach/athletic coordinator shall inform the athlete and parent/guardian of the infractions and the sanction.
4. In all cases in which an athlete is placed on suspension for an athletic rule of conduct violation, the building athletic coordinator or coach shall inform, in writing, the athlete and parent/guardian of the infraction and the sanction. Copies of this notification shall be directed to the building principal, building athletic coordinator, and district administrator of the Athletic Code.
5. If, after meeting informally with the coach and building administrator, the athlete or parent/guardian is dissatisfied with the sanction, a conference may be requested with the Building Athletic Review Board.

C. Athletic Expulsion

Athletic expulsion is the exclusion from athletic participation for the remainder of the current school year.

1. Athletic expulsion shall be imposed for accumulative violations of the Athletic Code.
2. The coach and building administrator shall be responsible for investigating the events which occurred.
3. The expulsion from athletic participation shall proceed in accordance with the district due process regulations, except that the Building Athletic Review Board shall inform, in writing, the athlete and parent/guardian of the infraction and the decision of the Board. Copies of this notification shall also be directed to the building principal, building athletic coordinator, and the district administrator of the Athletic Code.
4. The athlete or parent/guardian may appeal the decision of the Building Athletic Review Board to the District Athletic Review Board.

V. **Building Athletic Review Board (Each Secondary School)**

The Building Athletic Review Board shall be comprised of the building Administrator, the building athletic coordinator, and two coaches (the head coach of the sport involved and a coach from another sport), and the district administrator. The building coordinator shall act as chairperson except in cases where that person also serves as the coach of the sport involved.

A. This board shall meet as prescribed by the following situation:

1. Upon request by the athlete or the parent/guardian to appeal an athletic sanction as prescribed by the athletic code. This request shall be made to the building principal or athletic coordinator.

- B. In all situations, the Building Athletic Review Board shall convene within five (5) school days. The athlete shall not participate in practice or scheduled competitive events until the Building Athletic Review Board renders its decision.
- C. All Building Athletic Review Board meetings shall be sound recorded.
- D. The decision of the Building Athletic Review Board shall be conveyed, in writing, to the athlete, parent/guardian, building principal, and district administrator of the Athletic Code.

VI. **District Athletic Review Board**

- A. The District Athletic Review Board shall convene upon request of the athlete and/or parent/guardian to appeal an athletic sanction imposed by the Building Athletic Review Board.
- B. In all situations, the District Athletic Review Board shall convene within five (5) school days.
- C. The District Athletic Review Board shall consist of the district athletic director, three (3) secondary building principals or designee, and the head coach involved. The District Athletic Director shall act as chairperson.
- D. All District Athletic Review Board meetings shall be sound recorded. The decision of the District Athletic Review Board shall be conveyed, in writing, to the athlete, parent/guardian, building principal, building athletic coordinator, and the district administrator of the Athletic Code.

VII. **Athletic Letter Requirements**

The following basic premise is understood in establishing letter requirements for each sport for the Auburn School District.

- A. The head coach of any interscholastic sport has the responsibility for setting the requirements and awarding varsity letters for the sport.
- B. The coach has the right to award letters to participants even though the letter requirements for that sport have not been satisfied. Conditions which would warrant this kind of coach's judgment are:
 - 1. If, in the judgment of the coach, the athlete would have lettered.
 - 2. The participant does not finish the season because of medical reasons.
 - 3. The participant is a senior who has turned out for two or more years and has contributed to the total program of that sport.
 - 4. In the coach's opinion, the participant has made an above average contribution to the team and/or the total sports program.

The following basic requirement is inherent to the total Auburn School District Athletic Program. To be eligible to receive a letter, a participant in any interscholastic sport must:

- A. Finish the season in good standing. Good standing implies that the student is not suspended and has completed all requirements of imposed sanctions from the team or total program at the end of the season. At the high school, the season is officially over after the awards banquet for that particular sport. At the middle schools, the season ends after the last scheduled contest for that particular sport.

VIII. Attendance Regulations

A. School Attendance

In order to compete or practice, the following attendance regulations shall prevail:

1. Students need to be in attendance at least half a day to be eligible to compete or practice that day. **Middle school students must be in class a total of three (3) hours to be eligible to compete or practice on that day.**
2. If you leave school before half a day, you must obtain special permission through the principal, or designee, to be eligible to compete or practice on that day.

B. Practice Attendance

Regular attendance and promptness is imperative if you are to succeed as an athlete. Occasionally, it may be necessary to be either absent or tardy; however, common courtesy dictates that you notify your coach in advance or have a valid excuse when you return.

IX. An Athlete's Behavior

- A. Equipment--School equipment checked out by you is your responsibility. You are expected to keep it clean and in good condition. Loss of any issued equipment is your financial obligation. Guard carefully against loss by remembering to lock up the equipment when you are not using it.
- B. Traveling--The following rules will be enforced whenever it is necessary to travel to other schools or athletic contests:
 1. You will remain with your squad and under the supervision of your coach when attending away contests.
 2. You will refrain from misconduct of any sort while traveling to and from an away contest.
 3. You will dress appropriately and in good taste, according to team standards. Remember, as a visiting athlete, you are a direct representative of your school, community, and home. You are an ambassador and must conduct yourself properly at all times.

C. College Recruitment Policy

In the event a college recruiter should contact you personally, you are encouraged to work through your coach and the athletic department so that all possible assistance may be offered. All contacts with college recruiters during the school day must be preceded by approval from the principal, head coach, or athletic director.

D. Athletic Code

The athletic code is the guide for clarifying the rules and attitudes which govern the conduct of student athletes. Any problems which occur will be handled according to the procedures stated therein. If questions arise, contact your coach for clarification.

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 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

FIRST VIOLATION

See chart below

SECOND VIOLATION

Suspension for 25 participation days effective immediately, 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.

THIRD VIOLATION

Expulsion from all athletics for one calendar year

FIRST VIOLATION ONLY

↓Means of Discovery↓	
Self-Referral	1 participation day effective immediately + 12 probation days.
Admittance	3 participation days effective immediately + 13 probation days.
Investigative	Suspension – 15 participation days effective immediately + 5 probation days.

RULE 3-- USE AND/OR BEING IN POSSESSION OF TOBACCO OR TOBACCO PRODUCTS. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

FIRST VIOLATION

See chart below

SECOND VIOLATION

Suspension for 25 participation days effective immediately.

THIRD VIOLATION

Expulsion from all athletics for one calendar year

FIRST VIOLATION ONLY

↓Means of Discovery↓	Constructive Possession
Self-Referral	1 participation day effective immediately + 12 probation days.
Admittance	3 participation days effective immediately + 13 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.

SOCIAL MEDIA - Student-Athletes should avoid videos and photos on social media outlets. Videos and photos on social media outlets can be used as evidence of athletic code violations and lead to athletic discipline.

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 and must sit out a minimum of one contest. Athlete will not be allowed to sit on the bench, sideline or dugout during exclusion from a contest.
- 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.
- 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 the investigative process regarding alleged code infractions,
- SELF-REFERRAL (discovery) –** Student athlete who reports self-infractions to school administrator prior to any investigation or inquiry 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.
- COMPLETED SEASON:** A season which a student athlete begins and completes the season, in good standing, without interruptions, until the last scheduled contest or banquet, whichever is later.
- ACCUMULATION OF VIOLATIONS:** Violations #1, #2, or #3 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 beginning with the date of their first practice until 1 calendar year from the last participation day in any sport: Fall, Winter, or Spring and /or when representing the school during organized summer activities. Athletes are responsible for being knowledgeable of all additional information provided in the Athletic Handbook which is distributed to athletes and/or Auburn School District Website.

Participant's Printed Name

Parent's Printed Name

★ Participant's Signature

★ Parent's Signature

Date

Date

AUBURN SCHOOL DISTRICT

Transfer Policy

Attendance Area

Unless special arrangements have been made through the concerned principals and the office of the superintendent, a student must attend the school serving the area in which he/she resides. (See Board Policy 3130)

Interscholastic Eligibility—Grades 9-12



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 checkup.** 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 **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.



Return to Play after a Concussion

If your child does get a concussion, they will not be able to return to full participation for at least a week. There may be instances in which your child's healthcare provider determines that more time for recovery is needed. Once symptoms have returned to baseline levels, a Return to Play protocol will begin. There must be at least 24 hours in between each step and each step needs to be supervised by a healthcare provider.

The basic Return to Play progression is:

- Day 1: 24 hours with no concussion symptoms (must include a day of school)
- Day 2: Light aerobic activity only to increase the heart rate (5-10 minutes of light jog or exercise bike) (no weight lifting)
- Day 3: Sport-specific activity
- Day 4: Non-contact training drills
- Day 5: Full contact practice
- Day 6: Normal game play/competition"

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>