

## INTRODUCTION

Interscholastic Athletics can be a fun, rewarding, and memorable part of the high school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of the educational experience in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help provide for a well-rounded education. Athletic participation is a privilege and not a right. To those who strive to succeed in the classroom comes the privilege to compete outside of it.

Being an athlete or a parent of an athlete is often a very challenging ordeal. Sometimes this relationship can become complicated due to the nature and structure of athletics in general. It is the intent of this Athletic Handbook to provide some insights as to the role and responsibilities that athletes and parents face and share, separately and together, in the realm of high school athletic participation.

The interscholastic (high school) extra-curricular (sport) experience is much different than the recreational sport experience. Whereas recreational sport philosophy stresses equal participation by all, at the interscholastic level playing time is earned and not guaranteed. Student-athletes earn playing time through good work ethics in practice, skill development, sportsmanship, and overall team attitude.

Likewise, not all who tryout for a given team will endure through the final selection process, to make the team roster. Coaches are responsible for the selection of team rosters and for the determination of playing time for those on the team. This selection is based on performance, attitude, conduct, cooperation, and an earnest and sincere desire to represent the program, Blaine High School, and the community. Playing time for any participant is not guaranteed and is determined by the coach(es) of the program.

## ATHLETIC DEPARTMENT PHILOSOPHY

At Blaine High School, we believe that the Interscholastic Athletic Program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. We believe our Athletic Program is a natural extension of the high-school curriculum that provides activities for the growth and development of our students. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness and personal health, the acquisition of competent performances, and the achievement of excellence in the student's chosen sport(s). In addition, our aim is to develop a student with an improved self-image, the ability to learn a new skill, and an intrinsic motivation for growth and development. We want to see a student who will demonstrate a willingness to accept responsibility for his/her actions, measure him/herself against standards of quality, express ideas and solutions to problems, and value fair play, honesty, and cooperation.

## BLAINE SCHOOL DISTRICT MISSION STATEMENT

Our mission is to ensure that all students gain the knowledge, skills, and attitudes necessary to achieve their highest potential as responsible citizens of our society through excellence in education, community cooperation and communication.

## BLAINE HIGH SCHOOL MISSION STATEMENT

Our mission is to provide an environment where students will become competent and responsible citizens, able to contribute to the total well being of self, family and community, thereby enjoying productive and self-satisfying lives.

## OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

Our goals are:

1. To develop and maintain the highest level of sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.
3. To encourage and develop respect for fellow athletes whether they are teammates, members of other Blaine teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that makes athletic competition valuable and worthwhile.
7. To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total education program.

## BLAINE HIGH SCHOOL POLICIES AND TRAINING RULES

Blaine High School has developed a standard set of school policies and training rules that shall apply to all sports. Each team and athlete will be treated fairly and equally in efforts to promote good sportsmanship through athletics. Any exceptions to the policies and rules must be cleared by the Athletic Director and Principal. In addition to school policies, coaches are expected to develop their own team policies to include tryout procedures and criteria, team rules and regulations, travel, conduct, etc.

Extra-curricular participation includes (but is not limited to) athletics, cheerleading, team managers, team statisticians, video crew, athletic trainers, Math team, Knowledge Bowl, Teen Court, Chess Team, etc.

The following are the policies and rules that will be implemented and the disciplinary actions that will be taken. It is important to know that all violations are cumulative during a student's four years of high school.

1. A) Illegal use of alcohol or tobacco. If a participant is found using, consuming, or appears to be under the influence of/or in possession of alcohol or tobacco, he/she will be subject to the following disciplinary action:
    - a. 1st Violation – Removal from 30% of the extra-curricular program contests. Unused removal % in current season will carry over into next season.
    - b. 2nd Violation – Removal from extra-curricular program. Mandatory evaluation/treatment (at parent's expense) will be required before continuance of any extra-curricular participation, and a 2-month time period has elapsed from beginning date of suspension.
    - c. 3rd Violation – Permanently prohibited from participation in any Blaine High School extra-curricular program.
  - B) Any participant found in violation of Section 1A during the "off season" (this includes summer and between programs) will incur the following disciplinary actions:
    - a. 1st Violation – Removal from 10% of the next season's program contests.
    - b. Other violations will follow disciplinary actions in Section 1A above.
  - C) Any participant found in violation of RCW 69.41.020 – 69.41.050, Illegal Drugs, including anabolic steroids, possession, sale, and/or use shall be subject to the following disciplinary actions:
    - a. 1st Violation – Removal from extra-curricular program for remainder of season. Mandatory evaluation/treatment will be required before
      - i. continuance of any participation (at parent's expense) and a 2-month time period has elapsed from beginning of suspension.
    - b. 2nd Violation – Removal from extra-curricular programs for one calendar year.
    - c. 3rd Violation – Permanently prohibited from participation in any WIAA extra-curricular program.
2. Any participant who commits any serious wrong doing not covered by those mentioned in Section 1 above and which is otherwise detrimental to the program and/or school, to include hazing and sexual harassment, will receive a suspension or be removed from the program, as determined by the Athletic Director and Principal, after meeting with parent, participant, and coach.
    - a. 1st Violation – Minimum removal from 30% of the extra-curricular program contests. Unused removal % in current season will carry over into the next season.
    - b. 2nd Violation – Minimum removal from the program.
    - c. 3rd Violation – Permanently prohibited from participation in any Blaine High School extra-curricular program.
3. If a participant violates any part of Sections 1 or 2 while attending school or school functions he/she may be immediately removed from participation in any extra-curricular programs for one calendar year. Mandatory evaluation/treatment (at the parent's expense) will be required before continuance of participation.

4. A participant must be present in all classes to be eligible for a contest or turnout out that day. Exceptions to this are if the participant has a prearranged excuse through the office for reasons other than illness (i.e. doctor's or dentist's appointment, etc.).
5. If a participant is truant from any class/classes, he/she will receive at minimum a suspension from the next scheduled contest in which the student is a participant.
6. Scholastic eligibility is based on the previous semester. Fall and Winter sports – June; Spring sports – January.
  - A) A participant is eligible by meeting the following:
    1. Pass 5 out of 6 classes with a minimum 1.5 GPA
  - B) Any participant who does not meet Blaine High School standards will be placed on a 5-week probation.
    1. A participant on probation must be passing Blaine High School standards at the 5-week grade check or will be removed from the activity.
  - C) Grade checks will occur for **all** athletes every three weeks at the beginning of each semester.
    1. Any athlete receiving one or more failing grade(s) or is below a 1.5 GPA will attend study tables.
      - a. Students must adhere to all study table session rules or be subject to suspension from competition/performance/activity.
7. Any participant suspended from school will receive a minimum suspension from 10% of the program contests.
8. Any student, parent or guardian who is aggrieved by the suspension or termination of extra-curricular privileges under these rules shall have the right to an informal conference with two administrators, a class counselor, and a faculty member for the purpose of resolving the grievance. Upon receipt of written notification from the school, a request for a conference must be made in writing within five school days.

## BLAINE HIGH SCHOOL ATHLETIC GRADE POLICY

Philosophy: It is the desire of the Blaine School District that each student reach his or her academic potential. The Blaine School District also recognized the importance of extra-curricular activities in that they can enrich a student with lifetime experiences. Therefore stronger academic standards are an expectation for those participating in extra-curricular activities, yet opportunity is provided for incentive to improve if one has fallen behind. Any fees or material costs associated with participating in athletics will not be refunded if the athlete is unable to meet minimum grade standards.

- A. Semester Grade Minimum requirements: In order to participate in an extra-curricular activity a student must meet the following: pass 5 out of 6 classes with a minimum 1.5 GPA (i.e. 1.5 GPA. = 4 C's, 1 D, & 1 F grade). This is compared to WIAA academic standards (i.e. pass 5 classes in a 6 period day; 0.83 GPA. = 5 P's/D's & 1 F)
  1. Any student who does not meet Blaine High School standards will be placed on a 5-week probation. During the probation the student may practice but cannot play in any contests. The suspension period shall be from the last day of the semester through the last Saturday of September in the fall and the first five (5) weeks of the succeeding semester.
  2. Students with an Individualized Education Plan (IEP) or a 504 plan will follow WIAA academic requirements
- B. Three (3) Week Grade Check Standards (All athletes): Grade checks will occur every three weeks at the beginning of each semester. Grades will be checked on Friday and the probationary period will begin the following Monday and run through Sunday. Any athlete on nonparticipation status will not become eligible to play until the following Monday.
  1. Any athlete receiving one F grade. They may participate in practice and events. Athlete will be required to attend study table sessions (See Study Table Guidelines).
  2. Students who do not meet the Blaine High School standards will be placed on probation. They may participate in practice and events. While on probation students will attend study table sessions (See Study Table Guidelines).
  3. Students who do not meet minimum WIAA standards will be placed on probation. They may practice but not participate in any events for at least one week. While on probation students will attend study table sessions (See Study Table Guidelines).
- C. Five (5) Week Grade Check: (Only for those students on probation at the beginning of the semester)
  1. Students meeting the Blaine High School minimum requirement will be eligible to compete the following Monday.
  2. Students meeting Blaine High School minimum requirement but still only passing 5 out of 6 classes are now eligible to compete the following Monday, but must attend study table.
  3. Students not meeting Blaine High School minimum requirements will be removed from the activity.
- D. Study Table Guidelines: Students must adhere to all study table session rules or will be subject to competition/performance/activity suspensions. Study table sessions will last one week at a time until grades are above standard. Grades will be monitored on a weekly basis. Athletes will not have to attend study table sessions the next week if grades are above standard. Study table session guidelines are:
  1. Must be on time.
  2. Must be prepared
  3. Must be actively working during the entire study table.
  4. Study table runs Monday through Friday, 7:30a – 8:10a or attend after school study table, 3:00p – 3:40p. After school study table is up to the discretion of the head coach.

## ATHLETIC CHAIN OF COMMAND

The “Chain of Command” for the Blaine High School Athletic Department is as follows:

Principal  
Athletic Director  
Athletic Coordinator  
Head Coach  
JV / “C” Coaches and other Assistants  
Players

Note: The “Chain of Command” is a step-by-step process bringing together the primary individuals for discussion purposes. Each level is in place in order to assist in the process of conflict resolution. If there are any questions or concerns regarding any aspect of the Player – Coach Relationship, the following steps should be followed:

1. Athlete should contact the appropriate coach to discuss issue.
2. If there is no resolution at this level, he/she should move upward to the next level in the “Chain of Command” until resolution is achieved.

Parents are also asked to respect and use this “Chain of Command” model regarding problem resolution. It is also important for you to know that the Blaine Athletic Department works under the “24 Hour Rule.” This means that we ask that you wait for 24 hours after a contest to contact a coach.

## RELATIONSHIPS

### Player – Coach Relationship:

All too often during athletic events, situations arise where many adults become too involved in the game in progress, profess to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way changes the status of the individual as a parent-spectator. You should be there only to observe and enjoy the athletic performance.

The player-coach relationship is perhaps the most critical of all relationships in athletics. Parents can have a very profound effect upon this important and delicate balance. While you as a parent may not agree with all decisions that a coach may make, how and when you express your feelings can have a decided effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she may carry your convictions to the next practice or game. This in turn can lead to a player-coach confrontation. You as a parent have great influence upon this delicate relationship. Please allow the coaches to do their job for which they were hired.

Coaches are expected to be leaders to their players and role models for their players. They are expected to teach and guide the players who play for them. They are not there to be friends or buddies. Coaches must demand respect from their players and give respect to their players in return. Concepts such as integrity, character, and sportsmanship provide the foundation upon which our coaching philosophy is based.

### Parent – Coach Relationship:

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Again, you are asked to please allow the coach to do his/her job.

It is important to understand that there may be times when things do not go the way your child wishes. This is a great opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the situation, it becomes a valuable part of the learning and maturation process. As a parent, you should encourage your child to do this before you become involved.

Should you have any questions or concerns, do not approach the coach immediately after a game; please observe the "24 Hour Rule." At this time, coaches have other responsibilities and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner. In this meeting it is important to understand that the following three topics are off limits:

1. Another Athlete
2. Play Calling and Offensive/Defensive Philosophies
3. Playing Time

If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent, and Athletic Director. At this meeting, the appropriate step can be determined.

For many coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

### Parent – Player Relationship:

Sometimes parents may try to re-live their own athletic memories through the real life athletic efforts of their children. Being positive and supportive is very important, but adding pressure and unrealistic expectations may be extremely harmful. Allow your child to enjoy and to grow and to take responsibility for his/her athletic experiences. Encourage your child to give 100% effort and to become a team player, not any individual statistic seeker. In the end, it is the child's perception of the game that really matters, not that of the parents.

### Relationship with Game Officials:

It is often the case that if a game is seemingly leaning toward one side over the other, irate fans will infer an unfair advantage given by the officials. The home school does not select the officials. An assigning secretary for the officials' organization assigns all officials and neither team has a say in which officials are assigned to a given game or contest.

Game officials agree to and follow a code of conduct and ethics. They really do not have a vested interest in which team emerges victorious. It is very essential to understand that officials are an integral part of the game.

While you may not agree with all of their calls, please do not harass and taunt game officials. Parents are supposed to be good role models for their children. Remember that officials are in charge of the game and have complete authority to have unruly spectators removed. Many times a given team may see the same officials on several occasions throughout the course of a season. Coaches, Athletic Directors, and School Administrators work hard to establish good working relationships with game officials, which can be easily damaged or destroyed by spectator interference.

So please let the players play, the coaches coach, the officials officiate, and let the spectators be positive.

## RESPONSIBILITIES / EXPECTATIONS

### Responsibilities of the Athletes:

Athletes are expected to adhere to the following guidelines:

1. The team's goals and success should always come before individual interests.
2. Athletes need to be in attendance at all scheduled practices and games, including weekends and holiday breaks.
3. Athletes must be receptive to coaching styles
4. Team members are responsible for all issued uniforms and equipment.
5. As a team member, an athlete must abide by established team rules.
6. All injuries (no matter how small they may seem) must be reported to the coach and the Athletic Trainer.
7. Strive for academic success in order to assure athletic eligibility.
8. Take pride in being a student-athlete at Blaine High School.

### Responsibilities of the Coach:

Coaches are responsible for all of the following:

1. Running fair tryouts and using an effective evaluation process.
2. Determining the style of play, including offensive and defensive philosophy.
3. Teaching, instructing, and overseeing all practice sessions.
4. Determining starting lineups and making decisions regarding playing time.
5. Selecting position players.
6. Establishing and enforcing team rules.
7. Selecting team captains.
8. Coordinating communication with players and parents with regards to games and practices.
9. Provide appropriate supervision at all times (before, during, and after all games and practices).
10. Presenting themselves as appropriate role models.
11. Be willing and available to discuss player to coach or parent to coach issues.
12. Be consistent, fair, and respectful of individual differences.
13. Develop team and individual objectives and goals.
14. Foster a healthy atmosphere for athletic competition.
15. Lead by example.

It is important to remember that participation on an athletic team is a privilege and not a right. Being a part of and maintaining one's membership on a given team means accepting all the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the particular contest on any given day.

### Responsibilities of the Parent:

1. Be positive with your son/daughter. Let them know that they are accomplishing something by being a part of the team.
2. Do not offer excuses to them if they are not playing. Encourage them to work hard and do their best.
3. Encourage athletes to follow the rules. Whether they are a first stringer or seventh stringer, players must follow rules pertaining to school and sport expectations.
4. As a fan, you are entitled to cheer your head off, but don't become belligerent. Coaches work with athletes and know their talents. Respect that!
5. Insist that the athletes respect team rules, school rules, game officials, teammates, and sportsmanship. Self-respect begins with self-control.
6. Encourage the athletes to improve their self-image by believing in themselves.
7. Encourage your athlete to play for the love of the game.
8. Remember that the coach is involved as a coach because he/she is sincerely fond of children and is an experienced professional. Coaches have different ways of dealing with people and situations. Athlete's lives are enriched by interaction with different types of leaders.

9. Remember: at a competition you, the parent, represent your town, your school, and your son/daughter. Please be a positive role model.

**Post Practice – Game Responsibilities:**

Athletes should not be loitering on school property after practices or games. In an effort to avoid potential risk of injury, property damage, or theft, the follow responsibilities have been established.

**For the Coach:**

1. Call in game results
2. Secure all equipment, locker rooms, and appropriate facilities
3. Supervise locker rooms, lobbies and hallways until all athletes have vacated

**For the Athlete:**

1. Arrange in advance for transportation after practices or games
2. Leave school property within one half hour after the end of practices / games
3. Do not leave personal property unattended or unsecured

## INAPPROPRIATE COACHING BEHAVIOR

1. Certain use of language
  - a. Maliciously commenting on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap.
  - b. Swearing
  - c. Discussing sex in any fashion
    - i. -Including play descriptions or play calling that is sexualized in any fashion
  - d. Offering opinions and making comments not related to coaching:
    - Inappropriate jokes
    - Comments reasonably capable of being misconstrued
    - Comments on religion or politics
    - Communication creating an intimidating, hostile or offensive educational environment
2. Sexually harassing behavior
  - a. Unwelcome sexual advances
  - b. Requests for sexual favors
  - c. Sexually motivated physical contact
  - d. Offering benefits, favors or rewards in exchange for sexual contact
3. Examples of sexually harassing behavior
  - a. Staring or leering that has sexual overtones
  - b. Suggestive gestures
  - c. Feigned “accidental” physical contact
  - d. Pinches, embraces, slaps, pats
  - e. Displaying pornographic or sexually explicit behavior
4. Examples of comments that are inappropriate
  - a. Personal comments about either oneself or others, including students
  - b. Sexually demeaning jokes, statements or comments
  - c. Condoning or spreading sexual gossip
  - d. Comments regarding gender
  - e. Comments about the body (unrelated to conditioning or injury)
  - f. Comments about sexual orientation, especially demeaning (e.g. “fag” or “queer”)
5. Hazing
  - a. “Hazing” includes any activity expected of a player joining a team that humiliates or degrades, regardless of the person’s willingness to participate.
    - i. Hazing can be physically abusive, hazardous, and/or sexually violating.
  - b. Coaches are responsible for ensuring that hazing does not occur.
6. Hazing can include:
  - a. Restrictions on personal hygiene
  - a. Yelling at, swearing at, or insulting players/rookies
  - b. Forcing players to wear embarrassing or humiliating attire
  - c. Ordering personal servitude
  - d. Alcohol use, including binge drinking and drinking games
  - e. Sexual abuse, sexual stimulation or sexual assault
  - f. Physical abuse or assault
7. Acting in a manner that creates the perception of inappropriate Behavior
  - a. Touch capable of being perceived as sexual
  - b. Fostering a relationship outside of the coaching activity
  - c. Having secluded contact with a student
  - d. Attending non-school related activities with a student
  - e.
8. Fostering a relationship outside of the coaching activity:
  - a. Employment, especially at the coach’s residence (babysitting, etc.)
  - b. Acting as a confidant or “mentor”
  - c. Meeting a student alone or isolating a student
  - d. Traveling together, or giving a student/player a ride home alone (except in an emergency)

- e. Giving a particular student/player gifts
  - f. Hosting students at sleepovers
  - g. Counseling students on personal issues
  - h. Drinking or using tobacco with students/players
  - i. Providing or recommending drugs, vitamins or supplements to athletes
  - j. Wearing clothing that is too revealing or does not meet school dress codes
9. Illegal behavior in the law
- a. Sexual misconduct with students (WAC 180-87-08); “unprofessional conduct” includes:
    - i. -Any sexual advance, verbal or physical
    - ii. -Sexual intercourse (as defined in RCW 9A.44.010)
    - iii. -Indecent exposure (as defined in RCW 9A.88.010)
    - iii. -Sexual contact. Such as the intentional touching of the sexual or other intimate parts of a student except to the extent necessary to attend to hygienic or health needs of the student
10. Illegal behavior in the law
- a. Furnishing drugs or alcohol to students (WAC 180-87-085 and RCW 66.44.270)
  - b. Sexual exploitation of a minor (RCW 9.68A.040)
    - Compelling a minor by threat or force to engage in sexually explicit conduct to be photographed or performed
  - c. Communication with a minor for immoral purposes (RCW 9.68A.090)
    - Any spoken word or conduct with a minor for the purpose of sexual misconduct
  - d. Malicious harassment (RCW 9.68A.080)
    - Maliciously and intentionally committing physical injury or property damage or threatening a person (or his/her property) with harm because of his/her race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap
  - e. Discrimination (RCW 49.60)
    - Denial or limitation of accommodations, advantages, facilities or privileges based on race, creed, color, national origin, sex, marital status, age or disability
  - f. Sexual discrimination (20 USC Section 1681)
    - Discrimination due to gender
    - Includes “hostile environment”
    - Sexual discrimination or harassment derived from sexual stereotyping is actionable
  - g. Harassment, Bullying & Intimidation (RCW 28A.300.285)
    - District policy prohibits harassment, intimidation or bullying of any student based on discrimination categories
    - Includes intentional written, verbal or physical acts that:
      - Cause physical harm or property damage
      - Substantially interfere with a student’s education
      - Create an intimidating or threatening environment
      - Disrupt the orderly operation of the school
11. What illegal behavior may look like
- a. Harassment, bullying & intimidation can include:
 

-slurs	* rumors	* jokes
-innuendos	* demeaning comments	* drawings
-cartoons	* pranks	* gestures
-threats	* physical attacks	* hazing
-nicknames	* name-calling	* deliberate ostracism
-stereotypes	* taunts	* teasing
-gossiping	* photographs	* email messages
  - b. If severe, pervasive or objectively offensive
  - c. Developing an inappropriate or romantic relationship with a minor
  - d. Touching of a sexual nature
    - Full body hugs
    - Kissing
    - Back rubs/massages (unless a Certified Athletic Trainer)
  - e. Note: Touching hands and shoulders are acceptable (if not prolonged)

- f. Touching of a violent nature, including:
    - Hitting
    - Squeezing
    - Pinching
    - Shoving
    - Flicking, tapping or slapping
  - g. Continuing any sort of touching when a student is uncomfortable
  - h. Unlawful Imprisonment (RCW 9A.40.040) - A person is guilty of unlawful imprisonment if he knowingly restrains another person.
    - Restraining a student in any fashion - by duct tape, zip tie, rope or handcuffs.
    - Isolating a student, including locking them in a room, locker, closet or compartment.
  - i. Inappropriate touching is assault. Remember: any touch that a student feels is offensive may be criminal.
  - j. Be especially cautious with members of the opposite sex
12. Allowing conduct of concern to continue
- a. Between students under your supervision or involving a peer and a student
  - b. If you see conduct of concern, address it
  - c. If you hear of conduct of concern, investigate it further and determine whether the situation needs to be addressed; involve administration when needed
  - d. A good standard to follow is that, if you have to ask if it's inappropriate, it probably is
  - e. "Tradition" of it happening in the past does not matter
  - f. If in doubt, call the athletic director or school principal
  - g. In any situation where you have concerns about any possible inappropriate conduct, document it IN WRITING and deliver it IMMEDIATELY to the district administrator or employee charged with investigating such issues
13. In addressing behavior that is of concern:
- a. Examine what behaviors might blur the distinction between your role as a coaching professional and a more intimate and potentially inappropriate personal relationship
  - b. You are, first and foremost, a coach charged with a student's care and protection

## JOB DESCRIPTIONS

### ATHLETIC DIRECTOR

The Athletic Director is responsible for the organization and successful functioning of all athletic activities as outlined in this handbook. He/she is directly responsible to the Principal for all phases of his/her work involving staff and students of the school, the community, and for all league and non-league activities.

The Athletic Director is not expected to personally direct all of the activities mentioned. It is through organization, direction, delegation and supervision that all areas of responsibilities will be met.

### DUTIES AND RESPONSIBILITIES:

1. Reports to the superintendent of schools and works under the direction of the high school principal to supervise the overall athletic program.
2. Continually evaluate the programs and initiate action for their improvement.
3. Represent the athletic programs, their nature, and objectives to faculty, students, parents, public, and press.
4. Work in cooperation with the administration and teaching staff to encourage and enforce high standards of conduct, sportsmanship, and scholastic achievement.
5. Receive a list of participation awards, letters, and awards from coaches at the end of each sport season. Make sure that each program is conducting a post-season banquet. Keep accurate files of athletes earning letters and awards.
6. Establish and maintain an accurate district athletic budget and ASB athletic budget. Present the annual athletic budget to administration.
7. Keep an accurate file of purchases, inventory, finances, and other necessary records.
8. Oversee the issuing of equipment, uniforms, and supplies with the coaches of each team.
9. Oversee the purchasing of all equipment, uniforms, and supplies for the department.
10. Clarify expectations and standards for each coach's assignment.
11. Evaluate existing facilities and equipment and request and/or plan for repairing, reconditioning, or purchase of new facilities and equipment.
12. Keep the Athletic Department Handbook of rules, policies, etc., up to date and ensure that each head coach has a copy.
13. Schedule and conduct meetings with the entire Athletic Department staff whenever the need arises.
14. Coordinate with the coaches, teachers, and counselors to insure senior athletes are assisted in terms of post high school education and plans.
15. Oversee the selection of all coaches.
16. Oversee the reporting of, care for, and follow up of all injuries and assure the proper reporting claim forms are used.
17. Oversee periodic grade and eligibility checks of athletes.
18. Conduct a pre-season meeting with each individual head coach to go over program goals for the coming season.
19. Implements school conduct code. Outlines due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated a code. Notifies head coach within 24 hours of alleged offense.
20. Evaluate each program at the end of the season in a timely manner. Responsible for evaluation of head coach and evaluate, in conjunction with the head coach, any other coaches in the program.
21. Observe coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
22. Attends, supervises, and administers most home contests.
23. Perform other duties as assigned by the principal.
24. Not coach a sport while assuming the duties of a full-time Athletic Director. Exceptions may be made by the Administration in an emergency basis.

## ATHLETIC COORDINATOR

The Athletic Coordinator is responsible for the organization and successful functioning of all athletic activities as outlined in this handbook. He/she is directly responsible to the Athletic Director for all phases of his/her work involving staff and students of the school, the community, and for all league and non-league activities.

The Athletic Coordinator is not expected to personally direct all of the activities mentioned. It is through organization, direction, delegation and supervision that all areas of responsibilities will be met.

### DUTIES AND RESPONSIBILITIES:

1. Reports to the Athletic Director and works under the direction of the high school principal to supervise the overall athletic program.
2. Assists the Athletic Director of evaluating the programs coaches and initiate action for their improvement.
3. Represent the athletic programs, their nature, and objectives to faculty, students, parents, public, and press.
4. Work in cooperation with the administration and teaching staff to encourage and enforce high standards of conduct, sportsmanship, and scholastic achievement.
5. Schedule, direct, maintain, and prepare all athletic facilities, fields and equipment for use. Coordinate with the custodial staff for their sanitary care and safety.
6. Arrange all schedules in consultation with the head coaches.
7. Coordinate all trips by athletic teams in coordination with the head coach.
8. Receive a list of participation awards, letters, and awards from coaches at the end of each sport season. Make sure that each program is conducting a post-season banquet. Keep accurate files of athletes earning letters and awards.
9. Coordinate home game organization as site manager or with a designated site manager.
10. Recruitment and coordination of all game time personnel (i.e. clock operator(s), ticket takers, chain crew, etc.).
11. Collect all gate receipts from home contests and place them in the safe.
12. Establish and maintain an accurate district athletic budget and ASB athletic budget. Present the annual athletic budget to administration.
13. Keep an accurate file of purchases, inventory, finances, and other necessary records.
14. Oversee the issuing of equipment, uniforms, and supplies with the coaches of each team.
15. Oversee the purchasing of all equipment, uniforms, and supplies for the department.
16. Work directly with Athletic Trainer to assure coaches medical kits are up-to-date.
17. Be responsible for all correspondence, including those sent out by coaches.
18. Clarify expectations and standards for each coach's assignment.
19. Evaluate existing facilities and equipment and request and/or plan for repairing, reconditioning, or purchase of new facilities and equipment.
20. Organize and conduct all special athletic events and annual invitational tournaments and meetings for various sports.
21. Schedule and conduct meetings with the entire Athletic Department staff whenever the need arises.
22. Coordinate with the coaches, teachers, and counselors to insure senior athletes are assisted in terms of post high school education and plans.
23. Assists the athletic director with the selection of all coaches.
24. Represent the high school and middle school at all Athletic Directors' meetings and other special meetings.
25. Make sure that head coaches are reporting results of games/matches to the press and NWC website.
26. Oversee the reporting of, care for, and follow up of all injuries and assure the proper reporting claim forms are used.
27. Oversee periodic grade and eligibility checks of athletes.
28. Conduct a pre-season meeting with each individual head coach to go over program goals for the coming season.
29. Implements school conduct code. Outlines due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated a code. Notifies head coach within 24 hours of alleged offense.
30. Observe coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
31. Attends, supervises, and administers most home contests.
32. Perform other duties as assigned by the Athletic Director.

## ATHLETIC TRAINER

1. To have a current Certificate of Athletic Training endorsement.
2. The record keeping of all athletic physical forms, parent release forms, and medical insurance coverage for athletes.

3. Monitor the Training Room from 3:00 pm until 4:15 on a daily basis. Attend all home and away football games.
4. Teach student trainers how to tape effectively and treat athletic injuries.
5. Coordinate ordering of supplies and equipment with Athletic Director.
6. Provide opportunities for coaches to learn to tape.
7. Stay abreast of injured athletes and their recovery process. Inform coaches and athletic director of progress.
8. Oversee the use of the training room facilities and notify Athletic Director of repairs or replacement as needed.

## HEAD COACH

### 1. GENERAL:

- a. The success of the athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performances is taxing, but must not over-ride objectives of good sportsmanship and good mental health.
- b. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments
- c. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

### 2. DUTIES AND RESPONSIBILITIES:

- a. Has a thorough knowledge of all BHS, league and WIAA athletic policies and is responsible for their implementation by the entire staff of the sports program.
- b. Understands the proper administrative line of command, and refers all requests or grievances to Athletic Director.
- c. Is aware of all meetings that require attendance.
- d. Stays current with all WIAA Coaching requirements.
- e. Possess a valid First Aid Card and CPR Card.
- f. Understands that keys to our facilities are not to be lent out.

### 3. STAFF RESPONSIBILITIES

- a. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program.
- b. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to WIAA and Athletic Department policy.
- c. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
- d. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
- e. Perform such other duties, which may be assigned by the Athletic Director.

### 4. ADMINISTRATIVE DUTIES:

- a. Assist the Athletic Director in scheduling, providing transportation and requirements for tournament and special sports events.
- b. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility time.
- c. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- d. Provides proper safeguards for maintenance and protection of assigned equipment site.
- e. Checks attendance of all participants before end of day to make sure they are eligible to practice.
- f. Advises the Athletic Director and recommends policy, method or procedural changes.

### 5. RESPONSIBILITIES TO STUDENTS:

- a. Provides training rules and any other unique regulations of the sport to each athlete who is considering participation.
- b. Gives constant attention to their athletes' grades and conduct.
- c. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- d. Initiates programs and policies concerning injuries, medical attention and emergencies.
- e. Completes reports of all disabling athletic injuries on proper forms and submits to athletic director within 24 hours.
- f. Directs assistants, student managers, and statisticians.
- g. Determines discipline, outlines procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
- h. Assists athletes in their college or advance education selection.
- i. Provides each athlete with an equal opportunity to succeed.
- j. Supervises all athletes on vehicles/away trips.
- k. Enforces locker room supervision.

## 6. FINANCE AND EQUIPMENT

- a. Participates in the budget process with the Athletic Director. Recommends equipment guidelines as to type, style, color or technical specifications.
- b. Is responsible for operating within budget as determined by the Athletic Director.
- c. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits an annual inventory and current records.
- d. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing.
- e. Permits athletes to be in authorized areas at the appropriate times and monitors behavior.
- f. Examines locker room before and after practices and games. Checks on general cleanliness of the facility.
- g. Secures all doors, lights, windows and locks before leaving the building and Is the last to leave building after practice.
- h. Instills in each player a respect for equipment and school property, its care and proper use.
- i. Is responsible for end-of-the-season inventory. Collects all uniforms and equipment issued. Updates the program's inventory form and turns in a form to the Athletic Director of all inventoried items and all missing items.

## 7. PUBLIC RELATIONS:

- a. Organizes parents, coaches, players and guests for pre-season meetings.
- b. Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school through news media, league programs or any other publicity vehicle.
- c. Ensures quality, effectiveness and validity of any oral or written release to local media prior to submitting to athletic director for release.
- d. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
- e. Presents information to news media concerning schedules, tournaments, and results.

## ASSISTANT COACHES

### 1. DUTIES AND RESPONSIBILITIES:

- a. Has a thorough knowledge of all Blaine High School, league and state athletic policies and is responsible for its consistent implementation.
- b. Understands the proper administrative line of command and refers all student and parent request or grievances through proper channels. Is aware of all meetings that require attendance.
- c. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.
- d. Stays current with all WIAA Coaching requirements.
- e. Possess a valid First Aid Card and CPR Card.

2. ADMINISTRATIVE DUTIES:
  - a. Assists the Head Coach in scheduling, providing transportation to tournaments and special sports events.
  - b. Assist in preparation for scheduled sports events or practices and adheres to scheduled facility times.
  - c. Provides documentation to the Athletic Director needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
  - d. Provides proper safeguards for maintenance and protection of assigned equipment sites.
  
3. STUDENT RESPONSIBILITIES:
  - a. Provide training rules and other sport specific regulations to each candidate.
  - b. Supervise practices, games and team trips. Takes all necessary measures to safeguard each participant.
  - c. Directs student managers, statisticians and filmers.
  - d. Implements school conduct code. Outlines due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code. Immediately notifies Athletic Director of violation.
  
4. EQUIPMENT AND FACILITIES:
  - a. Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment.
  - b. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
  - c. Permits the athletes to only be in authorized areas of the building at the appropriate time and monitors behavior.
  - d. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
  - e. Secures all doors, lights, windows and locks before leaving building.
  - f. Instills in each player a respect for equipment and school property, its care and proper use.
  
5. PROGRAM RESPONSIBILITIES:
  - a. Assists the Head Coach in carrying out his/her responsibilities.
  - b. Instruct team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the Head Coach.
  - c. Maintains a record of team statistics and requirements for lettering.
  - d. Works within the basic framework and philosophy of the Head Coach of that sport.
  - e. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
  - f. Supervises players before and after practice. Adequately prepare and help players.
  - g. Helps in the planning and implementation of both in-season and out-of-season conditioning and weights programs.
  - h. Conducts discussions with other coaches in private. Disagreements that may arise need to be settled behind closed doors. It is very important that the coaching staff portrays a unified front in the public's eye.
  - i. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
  - j. Attends contests of the other teams in the program when possible.
  - k. Performs other duties that are consistent with the nature of the position and that may be required by the Head Coach.

#### VOLUNTEER COACHES

1. The Athletic Director must approve all volunteer coaches. A volunteer coach must fill out a coaching application form, a Revised Code of Washington (RCW) form and get fingerprinted by the State Patrol.
2. Assist the Head Coach with duties assigned to them by the Head Coach.
3. Understand and cooperate with the restriction of a volunteer coach.
4. Volunteer Coaches must abide by the following rules:
  - a. Assist the Head Coach and support his/her philosophy.
  - b. Work with the athletes in the manner in which the Head Coach desires.

- c. Communicate with the Head Coach concerns at the appropriate time and in the appropriate manner.
5. Must abide by all WIAA Coaching requirements.
6. Must abide by all rules and regulations of the program.
7. Must possess a valid First Aid/CPR card.
8. Volunteers do not:
  - a. Receive compensation for services.
  - b. Treat injuries (may apply appropriate First Aid).
  - c. Assume sole responsibility for an athlete or a group of athletes.
  - d. Organize turnouts.
  - e. Discipline athletes.
  - f. Excuse athletes from participation.
  - g. Be the "in-charge" coach or coach by him/herself during a contest.

#### PARENT(S) / LEGAL GUARDIAN(S)

1. Be positive in encouraging your child, team and coaching staff. All participants are trying to do their best. Players and coaches do make mistakes and failing is a part of all athletics.
2. Keep all remarks positive; you may be sitting next to someone's parents who believe their child is doing their best.
3. Play an active role in promoting academic eligibility for your child.
4. Be supportive on the sideline with pride and be able to accept defeat with dignity and a victory with humility.
5. Judging coaches is natural, do so in the appropriate time and manner, and judge for an entire game or season, not just one game or play.
6. If you have any concerns, please contact the person directly involved. Coaches should be available before or after practices. Please do not disrupt practice for something that can be handled at a different time. If you have concerns about the athletic department, please contact the Athletic Director. Athlete's safety is our top priority and any concerns should be brought to our attention immediately.
7. Help us by picking up your child promptly after practice and games. Coaches are directed to stay until all athletes are picked up. Chronic lateness will result in discipline and severe cases may result in removal from the team.
8. Make every effort to attend all games. Your child appreciates your interest and needs your support.
10. Find out what the Athletic Department is doing and where your help is most needed.
11. Please follow washing instructions for uniforms. There are very expensive and can't be replaced easily.

#### ATHLETE

1. Shall remain eligible academically, psychologically, physically, and socially.
2. Shall abide by all of the policies and regulations as specified in the handbook and individual team policies.
3. Will be responsible for arranging and paying for his/her physical exam and submit the physical and paper work the Athletic Director's secretary prior to turning out for a team.
4. Shall take care of and return all uniform and equipment clean at the end of the season. Lost or damaged items shall be the responsibility of the individual.
5. Replacement of lost items will be assessed the current market replacement cost. All uniforms and equipment must be turned in before an athlete is allowed to turn out for the next season's sport.
6. Adhere to and abide by the Blaine High School Athletic Code and the specific rules and regulations of the program participating in.
7. Take the responsibility to talk with a coach if you perceive there may be a problem or issue.

## END-OF-SEASON COACHING REQUIREMENTS

At the conclusion of the season the head coach has a number of responsibilities that need to be fulfilled through the athletic director to release him/herself from their coaching duties.

### A. Policy

All coaches within the Blaine School District must meet certain end of season responsibilities in order to complete their coaching assignment. Failure to comply may affect future assignments and payment of the final coaching stipend.

#### 1. Annual Sports Report

In an attempt to keep the School Board informed about the accomplishments and problems of our programs, all varsity, and junior varsity coaches must submit an annual sports report.

These reports must be complete within 30 days of the final season contest. This report must include the following:

- a. Complete inventory of all equipment and supplies
  - b. Names of squad members – indicate letter winners, captains, managers, etc.
  - c. Schedule played with results of games, meets or matches
  - d. Special honors received by team members
  - e. New records set for the season, such as individual performance, team scoring, etc.
  - f. Budget request for the next season. **MUST LIST ALL ITEMS IN PRIORITY ORDER**
  - g. Complete an assistant coach evaluation for all assistant coaches in the program including volunteer coaches.
  - h. Complete a Title IX form that shows equities and or inequities of the sport program
  - i. Fill out a Lost/Damage form
- #### 2. Outstanding Equipment/Uniform Obligations by Athletes
- a. No athlete shall be allowed to compete in another sport until all equipment and/or uniform obligations are cleared up with previous coach
  - b. In order to facilitate this policy, coaches should immediately compile a list of outstanding obligations at the end of their sport and forward to all coaches of the next season
  - c. When an athlete clears his/her obligation, a note should be issued directly to him/her indicating clearance.
  - d. If a grading period is encountered involving an athlete with obligations, notify the office to withhold grades until the obligations are cleared up
  - e. Upon termination of sport participation, the student is required to clear out of his/her locker within THREE days. The school is not responsible for personal items left in unclaimed lockers after three days and such items will be discarded.

## PROCEDURE FOR SELECTION AND APPOINTMENT OF COACHES

When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:

### GENERAL PROCEDURES:

1. Available coaching positions will be posted in the local newspaper.
2. Every prospective coach shall submit a resume and application for the coaching position to the Athletic Director by the posted deadline.
3. Selected Head Coaches should be made from staff members whenever qualified individuals are available.
4. Head Coaches will submit a list of recommended Assistant and Volunteer Coaches. All possible candidates for Assistant and Volunteer Coaches must submit applications and be interviewed by the Head Coach and the Athletic Director prior to the final selection. The Athletic Director's approval is required before hiring.
5. All coaches are evaluated annually, at which time the position may be re-offered to the existing coach or may be re-opened for applications. Coaches may be removed at anytime for cause.
6. Emergency situations may necessitate the appointment of an interim head coach by the Athletic Director, which indicates that normal procedures have been interrupted. An Interim Coach will only be appointed in unusual circumstances with the understanding of the Coach, Athletic Director, and Principal.

### HEAD COACH VACANCIES:

1. The Athletic Director shall post the position.
2. Resumes and applications will be accepted for the duration of the posting period.
3. Applications will be reviewed and interview dates set.
4. The Athletic Director will convene a selection committee consisting of one community member (non-parent), the Athletic Director and the Principal and/or Vice Principal.
5. The selection committee will establish/review the selection criteria.
6. Interviews will be conducted by the selection committee.
7. The selection committee will review the candidates and make the final recommendation.
8. The selected candidate will be notified and an orientation meeting will be set to review the program and complete the necessary employment papers.
9. The Athletic Director will notify all applicants of the selection and thank them for their interest.

### ASSISTANT COACHING VACANCIES:

1. The Athletic Director shall post the position.
2. Resumes and applications will be accepted for the duration of the posting period.
3. Applications will be reviewed and interview dates set.
4. The Athletic Director and the Head Coach will conduct the interview and make the final recommendations.
5. The selected candidate(s) will be notified. The Head Coach will set orientation meetings with the selected candidate(s).
6. The selected candidate(s) will meet with the Athletic Director to complete the necessary employment papers.

### VOLUNTEER COACHES:

To be a volunteer coach in the Blaine School District a number of steps must be followed before taking on any coaching responsibilities.

1. Must be over 18 years of age.
2. Must be approved by the head coach, athletic director, and school board.
3. Must fill out a coaching application form
4. Complete an Applicant Disclosure Form.
5. Fill out a Revised Code of Washington (RCW) form and get fingerprinted by the State Patrol.

**TERMS OF THE COACHING CONTRACT:**

All coaching assignments shall be for one school year. If the performance of a coach is evaluated to be less than satisfactory, the Athletic Director may decide not renew the coach's contract.

**EVALUATION PROCESS:**

Each Head Coach is responsible to evaluate all paid and volunteer assistant coaches in a timely manner at the end of an athletic season. When these evaluations are finished, the Athletic Director will meet with the Head Coach to evaluate each assistant, the Head Coach, and the program as a whole.

## BUDGETS

The Blaine High School Athletic Department has two sources of budgeted moneys. They are:

ASB – The Associated Student Body provide the Athletic Department with money for the following items:

- a. Paying officials.
- b. Paying the needed game help (i.e. clock, ticket takers, security, etc.).
- c. Tournament entry fees for individual programs.
- d. Meal money for state participants.
- e. Lodging for state participants.
- f. Emergency items.
- g. League, District and State Dues.
- h. Uniforms for individual programs. Each program is provided money to purchase uniforms on a **four-year** rotating basis.

District – Every year the District provides a budget for the Athletic Department. This money pays for the following:

- a. Equipment for individual programs.
- b. Coach's salaries.
- c. Capital outlay.
- d. Coaching educational opportunities and clinics.
- e. Transportation to away games.
- f. Maintenance and janitorial services on the athletic facilities.

Purchasing – When a program wants to spend some of their entitled budget the Head Coach needs to take the following into consideration:

- a. The Head Coach needs to submit a budget request to the Athletic Director.
- b. The Athletic Director will issue a Purchase Order (PO) and make the order.
- c. Only the Athletic Director can authorize a PO for athletics.
- d. Any orders made without the Athletic Directors approval will be the responsibility of the coach.
- e. If a program spends more than their allotted budgetary amount, the Head Coach is responsible for the remainder.

## UNIFORMS AND EQUIPMENT

The Athletic Director has the general responsibility of insuring that the equipment is properly maintained while being utilized. The direct responsibility is delegated to the Coach of the respective sport.

1. Cleaning of Uniforms: Every athlete in each sport will be responsible for the care and cleaning of his/her uniform following the instructions of the Head Coach on its proper care.
2. Return of Uniforms: Every athlete must return the uniform promptly (no later than 1 week after the completion of their season). Violations will result in non-participation in other sports until the uniform is returned. The athlete is financially responsible for all lost uniforms/equipment that has been checked out in their name.
3. The Head Coach is responsible for completing his/her end-of-the-season inventory promptly. An inventory sheet must be turned into the Athletic Director at the time of the program's evaluation.

## ATHLETIC DEPARTMENT FACILITIES

The Athletic Director shall be responsible for the overall management and control of all high school facilities. The custodian assigned to the athletic department shall assist in the control and maintenance; however, Head Coaches are directly responsible for the supervision and behavior of their athletes while using these facilities. Blaine High School 'on campus' facilities include: Football Field, Track, H.S./M.S. Gymnasiums and Tennis Courts. 'Off-campus facilities include: Pipeline Fields (Baseball, Soccer, Softball), and Golf Courses (Semiahmoo GCC and Loomis Trail GCC).

### GYM

1. Clearance for facility usage through Athletic Director and Maintenance Supervisor. High School Teams conducting in-season training will have priority over any non-high school teams or high school teams conducting out-of-season training.
2. Practice sessions in the gym may be closed (all doors shut) due to too many outsiders hanging around and for security/safety of athletes. This is a coach's choice.
3. All posted gym rules will be followed:
  - a. Only authorized shoes allowed on the courts.
  - b. NO FOOD or DRINK (accept water) ALLOWED.
  - c. No spitting on gym floor allowed.

### WEIGHT ROOM

1. Weight room may only be used with adult supervision (coach/trainer/certified teacher).
2. No spectators will be allowed for safety reasons.
3. All weight room rules will be followed:
4. NO FOOD, DRINK will be allowed in the weight room (water is okay).
5. YOU must have a towel to wipe down machines after each use (keeping the weight room clean and sanitary will be everyone's job that uses it).
6. You must have a partner to ensure individual safety and proper technique for each lift.
7. All lifters must be dressed appropriately (t-shirts, shorts, shoes). No pants with belts.
8. Proper behavior must be displayed at all times to ensure safety for everyone.
9. Place weights back where they belong after each use.

### LOCKERS, FIELD, AND COURTS

1. Athletes are to keep their lockers LOCKED at all times and keep belongings in their locker. Loss of valuables is to be reported to the Head Coach immediately.
2. Coaches' office is reserved for members of the coaching staff. Athletes are not to enter without permission from the coaches or Athletic Director into any of the offices, equipment rooms, or storage areas.
3. Facilities will be maintained by keeping the area clean and picking up all litter at the end of every practice. Spikes or cleats are not to be worn/washed in the shower room.
4. To prevent injuries, ball playing and excessive fooling around is forbidden.
5. Coaching staff will ensure securing of facilities, lights, and gates upon leaving. One coach must stay until all athletes have left.
6. The Athletic Director, with the assistance of the custodial staff, is responsible for the marking, setting up, and breaking down of the field or court for games.

### OTHER FACILITIES

1. Reservations for off-campus sites must be coordinated with the Site Administration and the Athletic Director. Information needed, will be dates of activities, time of practice and/or games/matches, and facilities needed.
2. Rules and Regulations as set by the Site Administrator will be strictly adhered to. This applies not only to our teams but also to other teams utilizing the site for games/matches. The Coaching Staff will be responsible for enforcing all rules and regulations, visual inspection of the facility before leaving and all appropriate closing and locking procedures.

## IMPORTANT PARTICIPATION INFORMATION

### PRESEASON PARENT MEETING

The Blaine High School Athletic Department believes that a preseason parent meeting is crucial to the success of our athletic programs. These meetings are conducted during the month of August for fall sports, late October for winter sports, and early February for spring sports. The Athletic Director who provides a general look at the Athletic Department runs these meetings. Then each sport is given the opportunity to individually meet with their parent group to discuss the rules and regulations, practice and game schedules, and other pertinent information specific to that program.

We highly suggest that at least one parent for every athlete wishing to participate attends each sport's meeting. It is important to understand that each individual sport may have different rules, regulations, and requirements to participate.

### RISKS ASSOCIATED WITH ATHLETIC PARTICIPATION

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exist within the athletic arena. We in the Blaine High School Athletic Department will always do whatever we can to ensure that our athletes have a safe and healthy athletic experience.

### PRE-TRYOUT ELIGIBILITY CHECKLIST

Athletes and their parents have certain responsibilities to uphold even before a sport season/tryouts begin. All of the following requirements must be satisfied before any student will be allowed to tryout, practice, or participate on an athletic team at Blaine High School.

1. Blaine High School Athletic Eligibility Form. This form must be completed in its entirety, signed by the parents/guardians and the physician, and submitted to the Athletic Director's secretary. Athletes must have a physical exam form on file in order to be cleared and eligible for athletic participation. Physicals are good for 24 months, unless otherwise noted by a physician. It is suggest that the physical exam be scheduled over the summer so the entire two school years will be cleared for athletic participation. Physical exams are at the expense of the athlete.
2. Please take the time and make sure that all of the following have been completed:
  - a. The eight eligibility questions.
  - b. Risk of participation has been signed by athlete and parent/guardian and dated.
  - c. Athlete permission form.
  - d. Emergency Medical Authorization Form.
  - e. Extra-curricular Rules have been signed by athlete and parent/guardian and dated.
  - f. Concussion Information Sheet
3. Pre-participation History. (Should be completed before physical exam)
4. Physical Examination Form.
5. ASB Card. The Associated Student Body provides our athletic program with money for various things. All athletes must purchase an ASB Card before allowed to participate in a sport program. This Card is good for the calendar school year and only needs to be purchased once.
6. Participation Fee will be required prior to the first practice in order to participate in high school athletics.
  - a. Students will have a two-week window to receive a full refund if they choose not to participate.
  - b. Establishing a "participation fee" system does not guarantee playing time at the high school level.

7. Uniform and Equipment from Past Season. Before an athlete will be allowed to participate (even tryout) in a new sport season, all equipment and uniforms from the previous season must be turned in to that coaching staff.
8. Meet academic grade requirements. Scholastic eligibility is based on the previous semester. Fall and Winter sports – June; Spring sports – January.
  - D) A participant is eligible by meeting the following:
    1. Pass 5 out of 6 classes with a minimum 1.5 GPA
  - E) Any participant who does not meet Blaine High School standards will be placed on a 5-week probation.
    1. A participant on probation must be passing Blaine High School standards at the 5-week grade check or will be removed from the activity.
  - F) Grade checks will occur for all athletes every three weeks at the beginning of each semester.
    1. Any athlete receiving one or more failing grade(s) or is below a 1.5 GPA will attend study tables.
      - a. Students must adhere to all study table session rules or be subject to suspension from competition/performance/activity.

#### SPORT TRYOUTS

1. All Pre-tryout Checklist Eligibility items must have been completed and turned in
2. All athletes should be given a fair and equitable tryout evaluation
3. Coaches should utilize an evaluation tool in order to keep track of strengths and weaknesses of those trying out for their sport. Each head coach should have a tryout checklist available for athletes and parents to preview.
4. Efforts evaluated over the tryout period are the most important factors used to determine team selection. Out of season workouts, camps, or other sport participation are not considered as criteria for selecting team rosters.
5. Not everyone who tries out for a team will make it through to the final selection process. Coaches are responsible for selecting final team rosters and determining playing time during the season.

#### TEAM SELECTION

Choosing the members of athletic teams is the sole responsibility of the head coach and the coaching staff. Junior varsity and “C” Squad coaches must take into consideration the policies established by the head coach in each particular program when selecting team members.

Prior to trying out, the head coach shall provide the following information to all candidates for the team:

1. Extent of the tryout period.
2. Criteria used to select the team.
3. Number of student/athletes to be selected.
4. Practice commitment for those who make the team.
5. Game commitments.

Each candidate shall have a minimum of three practice sessions to tryout. Illness and injury to a student/athlete during a tryout period must not be held against the student/athlete, but the coach must make a fair judgment about time restrictions for tryouts.

#### PRACTICE SESSIONS

Practice sessions may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher’s classroom and there is real instruction taking place. Interference and interruptions to an athlete’s concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching should not be compromised.

Practice Sessions:

1. May last up to, but not more than two and one half hours (after tryouts).

2. May start and end at different times due to the schedule of coaches and or availability of our facilities.
3. Will not be held when school is dismissed early due to inclement weather.
4. Will not be held when school is closed due to inclement weather.
5. May be held in the evenings, on weekends, and over holiday break periods.
6. No Sunday practices allowed without Athletic Director's approval.
7. Attendance is mandatory. Lateness will not be tolerated.

#### SPORT TRANSFER/CHANGING TEAMS

In fairness to coaches and team members, an athlete can leave one team and join another but only after the following guidelines have been satisfied.

1. Any player cut from a team during or at the end of tryouts may immediately tryout for another team with the permission of the coach. All uniform and equipment obligations must be met before approval can be given.
2. The athlete must make a written request to transfer.
3. Both coaches must approve the transfer by signing the request.
4. The request is then sent to the Athletic Director for final approval.
5. The request must be done within the first 3 weeks of a season.
6. Any athlete removed from a team is not eligible for a transfer.

As per the WIAA, practices in one sport cannot be transferred toward the number of practices required in another sports. Thus, when an athlete changes teams, he/she must start all over on the required pre-contest practices needed for the new sport.

## TOURNAMENT PLAY

It is the goal of all our athletic programs to qualify for tournament play. Team(s) qualifying for the state tournament will have their accommodations and meals paid for. The following are the guidelines concerning state tournament play:

### 1. Accommodations

- a. Arrangements for accommodations will be made by the Athletic Director.
- b. 4 athletes per room/ 2 coaches per room.
- c. Coaches are responsible for half the room cost if spouse stays in room.

\*Hotel/Motel accommodations are only for state tournament play that occurs further than 100 miles from Blaine High School. Hotel accommodations are for state competition only. Participating at regionals is considered part of the state playoff bracket.

### 2. Meal Money

- a. The head coach must fill out a travel expense form listing all participants (players, coaches, managers, statisticians) and turn it into the Athletic Director.
- b. Participants will be provided money for lunch and dinner. In arranging accommodations every effort will be made to house participants in motel/hotel with continental breakfast.
- c. Coach is responsible for keeping receipts for all meals.
- d. Receipts and excess money must be turned into ASB secretary upon return.

## ATHLETIC AWARDS

Varsity letters, JV and “C” Team participation, and special awards will be awarded at the end of each sports season. To receive a letter or participation award an athlete must complete the sport season in good standing. Seasonal Athletic Award Ceremonies will be held for this purpose. Attendance at these ceremonies is mandatory if you are to receive your awards.

### VARSITY LETTERS

The requirement for earning Varsity Letters is up to each head coach. Each coach should have these requirements in writing and made available for each participant. To earn a Varsity Letter a participant must meet the stated requirements and finish the athletic season in good standings with the program, athletic department, and high school. Any athlete failing to finish the season for any reason (other than injury) will not be granted a Varsity Letter.

### JV AND “C” SQUAD

JV and “C” Squad athletes earn a Participation Award for completing the athletic season. Again, to earn this award the athlete must finish the athletic season in good standings with the program, athletic department, and high school. Any athlete failing to finish the season for any reason (other than injury) will not be granted a Participation Award.

### SPECIAL AWARDS

The Blaine Booster Club will provide each athletic program with an “Outstanding Athlete” and one other specialty award at the end of the program’s season. **(See Appendix I)** The school will purchase two (2) awards for programs with 20+ participants or one (1) award for programs with less than 20 participants. Coaches may purchase additional awards at the cost of the program.

### AWARD NIGHTS

The purpose of Award Nights is to honor each athlete, in a family setting, with Varsity Letters or Participation Awards, and any program special recognitions and/or awards. The setting up of each program’s Award Night is the responsibility of the program’s head coach. When setting up an Award Night the following guidelines should be met:

1. Confirm the date, place and time with the Athletic Director.
2. Make sure all awards are ordered so they will be available of the scheduled night.
3. Hold the Award Night within 3 weeks of the last game.

## TRANSPORTATION

The Blaine High School Athletic Department expects that all athletes will travel as a team to contests in the transportation provided. It is the responsibility of the head coach of each program to meet with the Athletic Director to go over the transportation needed.

### GUIDELINES

The transportation guidelines are as follows:

1. All transportation requests need to be made through the Athletic Director.
2. Athletes are required to travel to and from events in the transportation provided.
3. Coaches must supervise athletes.
4. Coaches are responsible for the vehicle clean-up.
5. All problems need to be referred to the Athletic Director.

### RETURN TRIP HOME

All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department unless the parents for an exceptional situation make previous arrangements. For this to happen the following must occur:

1. Coaches are only allowed to release an athlete to his/her parent/guardian.
2. A parent/guardian must physically hand a note to the coach requesting their athlete travel home with them. On the note please have the athlete's name, the date, and parent/guardian's name and signature.
3. Please wait until all contests are over on that particular night before submitting note to coach.
4. Please abide by coaches' wishes concerning when a JV/"C" Squad player may leave.

### SPECIAL REQUESTS

If for some reason an athlete cannot travel on the school provided transportation to a game, please contact the Athletic Director at least 24 hours in advance of the event. The Athletic Director must be notified of the arrangements being made to get the athlete to the event. After this is approved by the Athletic Director, please notify the coach at least 24 hours in advance.

### EARLY DISMISSAL

For many athletic events students must be dismissed from school before normal dismissal time. Early dismissal from classes for athletic reasons does not release student/athletes from class-work responsibilities. Each athlete must make arrangements for getting assignments, taking missed quizzes or tests, or handing in homework. It is the responsibility of the athlete, not the teachers, to make sure that all make-up work is completed in a timely manner. It is highly suggested that when an athlete knows he/she will miss a class because of early dismissal that he/she contacts the teacher beforehand.

Any time that an early dismissal is required for an athletic competition it is the responsibility of the head coach to notify all high school staff members by either emailing them or put a flyer in all staff member boxes. This should be done a minimum of one (1) day before the date of the early dismissal.

### OFF SITE PRACTICES AND GAMES

In some sports such as golf, baseball, soccer, and softball off campus facilities are used. Transportation is an issue that must be organized and planned. Blaine does not have the budget to provide daily transportation for these activities; parental assistance, coaches driving suburbans, or individual athletes driving may be necessary. Again, parental permission is essential in response to any transportation issues outside of the normal team transports (buses).

## OUT-OF-STATE TRAVEL

Within an athletic program's schedule some teams will have the opportunity to travel out-of-state to participate in a non-league event. The following guidelines must be met before a team is allowed this opportunity:

1. Fill out and submit an Out-of-State Travel Request Form with the Athletic Director one month prior to travel date.
2. Athletic Director will submit form to School Board for approval.
3. Head coach must make all travel arrangements (i.e. hotel/motel, practice facilities, etc.)

## SUMMER CAMP SUBURBAN USAGE

Some suggestions for the use of a suburban for the summer camps:

1. All requests for summer suburban use must be made no later than the last day of school. This will be on a first come first serve basis.
2. Approval will take into consideration availability of transportation staff.
3. There will be a maximum of two (2) suburbans per camp.
4. Suburbans shall only be used for the intended request with mileage limited to point-to-point travel.
5. The driver in charge must make arrangements for key(s) and gas card (if needed). It is also the responsibility of the driver in charge to return key(s) and gas card the same day the suburban(s) is returned.
6. The driver of the suburban is responsible for the following:
  - a. Do a pre-inspection of the suburban prior to leaving the transportation area. A list of the pre-inspection minimums is on the clipboard in the suburban.
  - b. Making sure the suburban is cleaned out of all garbage and personal items (under seats) when you return and properly cleaning up all spills of coffee, pop, etc. as soon as they happen.
  - c. Securing the suburban when off campus.
  - d. Securing the suburban when returning to the transportation department and locking the gate when you leave. This also includes making sure all the lights are turned off in the suburban.
7. Should the suburban have any mechanical problems the driver should contact the Transportation Director, the Athletic Director, or the Superintendent before having the suburban towed. There are emergency phone numbers on the clipboard in the suburban.
8. Report any problems or concerns with the suburban to the Transportation Director ASAP, so it may be addressed before someone else needs to use it.

## INJURY TO ATHLETE

### A. Medical Aspects and Safety

#### 1. Responsibilities

- a. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the precautions such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the Blaine School District provide supervision to cover all varsity football games/practices and will be available until 4:15pm Monday through Friday for other athletic activities with a NATA certified athletic trainer.
- b. The athletic trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
- c. In the event the athletic trainer is not present, the coach in charge of the activity will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate medical personnel.
- d. No member of the coaching staff should exceed his/her capability or scope of responsibility and attempt to diagnose or treat an injury. Because athletes will have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
- e. It is the responsibility of the coach in charge of a team to have a complete sanitary first aid kit at every practice and contest.

#### 2. Emergency Procedures

- a. Check for consciousness and vital signs (breathing, bleeding and pulse); look for abnormally displaced or misshaped body parts. If athlete is unconscious, assume injured athlete may have a spinal injury.
- b. Take appropriate steps to control excessive bleeding.
- c. Movement of the injured athlete should be kept to a minimum
- d. Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
- e. When there is any question as to the extent, seriousness or nature of the injury by the athletic trainer/coach, seek professional medical help immediately.
- f. Notify the parents of the injured athlete immediately.
  1. Parents should assume the responsibility of contacting the family physician for any injury. However, the coach or athletic trainer should recommend this as a routine procedure.
  2. Less serious injuries – have parents provide transportation for necessary medical attention.
  3. In more serious injuries and professional medical help is not readily available, the emergency squad should be called.
- g. If an Emergency Squad is needed call 911.
- h. The athletes' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all time n the teams' medical kit.
- i. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The Emergency Medical Authorization card will be taken to the treatment facility by the coach or athletic trainer. The coach or athletic trainer should continue to try to contact the parents.
- j. Notify parents of all noticeable injuries, illnesses, infections, etc. The parent should always make contact with the family physician.

### B. Accident/Injury Report Procedures

#### 1. Reporting Procedures

- a. The athletic trainer/coach will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest or while traveling to or from a contest.
- b. The form shall be turned into the athletic director's office the following day. The coach or athletic trainer should retain one copy.

- c. Copies of the report will be immediately given to the principal and sent to the district office.
  - d. Coaches should follow-up on all injuries by attempting to make personal contact with the parent(s).
2. Return to Participation
- a. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the athletic trainer or family physician, must have a written statement allowing return to competition.

C. Procedures on Prevention and Care of Injury

1. Training Room
- a. Appropriate policies should be set and opportunities provided for use of the training room vby male and female athletes.
  - b. The athletic trainer shall set the guidelines for use of the training room and post a schedule of the assigned student trainers to individual teams and training room duty.
  - c. The head coach of the in-season sport shall work with the athletic trainer to maintain cleanliness and orderliness in the training room.
  - d. Coaches will instruct athletes concerning rules and regulations for the use of the training room.
2. Special Precautions for Temperature Extremes (heat exhaustion and heat stroke). Practice and competitions are frequently conducted in very warm and humid weather. Under such conditions, special precautions must be observed to avoid cramps and heat fatigue, heat exhaustion and /or heat stroke.

Heat fatigue dulls the athlete's skills and alertness and makes him/her susceptible to leg cramps and injury. The other two heat conditions can result in serious harm and even death. All are preventable.

As coaches and athletic trainers, we need to be aware of how ot prevent heat-related sickness during preseason football practice.

Dehydration is the main problem associated with exercising in hot weather. Football players who do not replace their fluid loss may lose 15-20 pounds during the course of a double-day practice session. Thus, continuous fluid replacement is essential to maintain normal physiological funtion.

Below are listed a number of items that you, as a coach or athletic trainier, can do to prevent heat stress problems.

- a. Practice during the cooler part of the day – if possible, early morning or late afternoon. Consider temperature and relative humidity.
- b. Allow athletes to remove as much clothing as possible to expose more surface area. For example, raise jerseys and remove helmets when not involved in play and during rest sessions.
- c. Limit practice sessions to two hours or less.
- d. Know the physical condition of your athletes before you start your training program. Test them if possible.
- e. The human being, unlike other animals, will drink enough to satisfy thirst, but not enough to replace all fluid loss. Stress the importance of heavy fluid intake before and between practice sessions to ensure that your athletes will report to the next session well-hydrated.
- f. Drink cold water using the following strategy:
  - 1. Two hours before practice – 34 ounces
  - 2. Fifteen minutes before practice – 13 – 17 ounces
  - 3. Every 30 minutes during practice on hot and/or humid heavy practice days – 13 – 17 ounces.
  - 4. After practice – 5-6 glasses of fluid. Electrolyte drinks are best used before and after practice, when gastric emptying is less important. Also, it's sometimes difficult to get athletes to drink adequate amounts of plain water – electrolyte drinks are a better-tasting alternative.
- g. Carefully monitor overweight and light-complexion athletes, as they are more susceptible to heat stress.
- h. Do not deny any athlete water

#### D. Head Injuries

1. All school coaches will have to take training on the nature and risk of concussions and head injury including continuing to play after a concussion or head injury.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and athlete's parents/guardian prior to the youth athlete's initiating practice or competition.
3. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner Physicians Assistants and Certified Athletic Trainers.
4. All non-profit youth organizations using school facilities shall:
  - a. Provide the school with written proof of insurance covering their youth athletes with limits required by the law (this was required well before the Zackery Lystedt Law) &
  - b. All coaches, players and parents of youth teams shall have similar training as outlined for school coaches, players and parents prior to the start of any practice &
  - c. The non-profit youth groups shall submit a statement of compliance with the insurance coverage and required head injury trainings prior to receiving access to school facilities.

In the event that a head injury occurs, the following procedure should be used:

1. Assess for other injuries before moving athlete
2. Lay athlete down preferable on their side with the face slightly downward.
3. Secure an adequate air passage by allowing the tongue to fall forward.
4. Call 911
5. Call the parents. Information regarding the parent's phone numbers, physician, etc. should always be in the coach's notebook at practice, on the field, and at games.

When a head injury occurs, the coach should follow these general principles:

1. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner Physicians Assistants and Certified Athletic Trainers.
2. If concussion has occurred and there has been a period of unconsciousness, even though brief, remove the athlete from the game or practice and do not permit him/her to return. Do not allow participation in further practices or games until written clearance has been secured from the athlete's physician.
3. Notify the parent by phone.
4. Complete the Accident Report Form.

## SPORTSMANSHIP

Sportsmanship plays an integral part of Interscholastic Athletics. It is the expectation of Blaine High School, and more specifically the Athletic Department, that everyone in the Blaine community will conform to and demonstrate good sportsmanship and fair play during all athletic contests. We feel it is important that our athletes, coaches and fans behave in a positive manner in the arena of competition. We believe it is important to conduct ourselves in an honest, straightforward manner, respecting our teammates, respecting our opponents, and respecting the officials.

The onus of sportsmanship within an athletic program falls on the head coach. He/she must lead by example and stress the importance of sportsmanship to his/her players. It is inappropriate for a player to taunt an opponent, trash talk, use obscene jesters, etc. in the course of an athletic event. If any unsportsmanlike behavior is performed by an athlete, the head coach is responsible for any discipline and the Athletic Director needs to be notified of the situation.

### PARENT'S ROLE IN SPORTSMANSHIP

Since the concept of athletics should be educational in nature, it is important that all parents demonstrate good sportsmanship and serve as role models for our students and athletes. Sportsmanship involves a commitment to fair play, ethical behavior, and integrity. This means that:

1. Vulgar and inappropriate language from fans is not tolerated nor permitted.
2. Taunting or trash talking with opponents or with their fans is not tolerated.
3. Spectators will not leave the bleachers or step onto the court or field of play during a game or contest.
4. Fans should be supportive and positive. Cheering will be done for our team, not against our opponent.
5. Fans will not interfere with the opponent's cheerleaders preventing them from leading their cheers.
6. Fans will let officials officiate the game and coaches coach the game.

## FUND-RAISING

The use of fund-raising provides an individual sport program an opportunity to raise funds above and beyond the allotted budget that they receive. In order to hold a fund-raising activity the following steps need to be followed:

1. The fund-raising activity and date(s) need to be submitted and cleared with the Athletic Director.
2. The fund-raiser must be submitted to the school board for approval.
3. All expenses must go through a Purchase Order/Expense Voucher.
4. Fundraiser involving high school students must receipt money to the high school secretary with appropriate forms and documentation.
5. This money will be placed in an ASB account for the individual sport.

## INVENTORY

Head coaches will be responsible for the care, issuing and secure storage of athletic equipment and uniforms for their programs.

1. The head coach shall provide to the athletic director an Equipment-Uniform-Check-Out sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification
2. Head coaches shall submit their athletic inventories to the athletic director within three weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
3. Once equipment and uniforms are no longer serviceable, items will be appropriately disposed of through district policy.
4. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the three-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

## SPORTS OFFERED BY SEASON

FALL	MEN'S Football Cross Country	WOMEN'S Volleyball Cross Country Soccer
WINTER	Basketball Wrestling	Basketball
SPRING	Baseball Golf Track Soccer	Softball Golf Track Tennis

## MEDIA RELATIONS

A coach owes it to their team to make every effort to obtain recognition for the team's efforts. It is the responsibility of the home team head coach to report all league game results to the Bellingham Herald. This should be done promptly after the completion of the game. The head coach is also responsible for reporting all home and away (played out of Whatcom County) non-league games.

It is also the responsibility of the head coach to report all contest results to the Northern Light.

In talking with the media it is important to supply the pertinent information concerning the score and statistics of the game. Make sure that you are positive and sensitive in your approach and do not discuss any controversial issues that may arise from the competition. It is also the responsibility of the head coach to teach his/her players how to talk to reporters.

## COACHING RATIO POLICY

### I. Team Sports

- A. A full paid coach may be hired for each team filled within a program. Each program may have one varsity assistant to be paid a flat stipend, which will be paid for by the individual programs ASB or Booster Club accounts. Programs included: soccer, volleyball, basketball, wrestling, baseball, and softball.
- B. For the sport of football there will be six full paid coaches for a varsity and junior varsity team. Add two additional coaches for a 'C' team. The number of coaches will not exceed eight.

### II. Individual Sports

- A. Cross Country – One full paid head coach to do both programs. A full paid assistant coach will be added if the total numbers are above eighteen.
- B. Tennis – One full paid varsity coach. One full paid assistant coach if numbers warrant a JV team.
- C. Wrestling – One full paid head coach and one full paid assistant coach, add one stipend assistant coach when numbers are above seventeen.
- D. Track – One full paid head coach for both programs.
  - 1-30: Two full paid assistant coaches.
  - 31-40: Add one more full paid assistant.
  - 41-50: Add one more full paid assistant.
- E. Golf = One full paid head coach per program. A full paid assistant coach will be added if the total numbers are above 12

\* Number in ratios refers to players only. Managers, statisticians, etc. do not count.

**Extra-curricular Salary Schedule****1. High School Athletics****A. Criteria and points Allocated**

1. Length of Season – Number of weeks in the regular season as defined by WIAA (one point per week)
  - 14 – Basketball (B & G)
  - 12 – Football
  - 11 – Softball, Track, Golf, Wrestling
  - 10 – Soccer (B & G), Volleyball, Baseball, G. Tennis
  - 9 – Cross Country, B. Tennis
  
2. Public Relations – Public exposure and expectations media coverage imposed by press and crowd size.  
 Rated on the following point scale:
 

Exceptional	-	5 Points
Average	-	3 Points
Low	-	1 Point

  - 5 – Basketball (B & G), Football, Wrestling
  - 3 – Volleyball, Baseball, Soccer (B & G), Softball, Track
  - 1 – Cross Country, Golf, Tennis (G & B)
  
3. Equipment and Facilities – Ordering, inventory and facility/site preparation.  
 Rated on the following point scale
 

Exceptional	-	5 Points
Average	-	3 Points
Low	-	1 Point

  - 5 – Football, Track, Wrestling, Baseball, Softball
  - 3 – Soccer (B & G), Volleyball, Basketball (B & G)
  - 1 – Cross Country, Golf, Tennis (B & G)
  
4. Safety Considerations – Chance of injury, nature of injury, responsibility for education student and staff in area.
 

Exceptional	-	4 Points
High	-	3 Points
Average	-	2 Points
Low	-	1 Point

  - 4 – Football, Wrestling
  - 3 – Baseball, Softball, Track
  - 2 – Basketball (B & G), Soccer (B & G), Volleyball
  - 1 – Cross Country, Golf, Tennis (B & G)
  
5. Average Number of Students at Season’s Midpoint.  
 One (1) student manager will be allowed toward the student total per team.
 

1 – 14 Students	1 Point
15 – 29 Students	2 Points
30+ Students	3 Points

6. Evening and Saturday Contests – Number of regularly scheduled evening (after 6:00 PM) and Saturday contests in regular season.

Based on the following scale:

14 – 20 Contests 4 Points

7 – 13 Contests 3 Points

1 - 6 Contests 2 Points

4 - \*Basketball (G & B), Volleyball, Wrestling

3 – Football

2 – Baseball, Softball, Cross Country, Golf, Tennis (B & G), Track, Soccer (G & B)

\* Half Turnouts at night: Add 2 points

7. Experience Scale

0 – 3 years 1 Point

4 – 8 years 2 Points

9 – 13 years 3 Points

14 – 19 years 4 Points

20 plus years 5 Points

- ~~8. Number of Coaches – Number of total coaches on staff (including head coach, excluding volunteer coaches)~~

~~4 or more coaches 4 Points~~

~~3 coaches 3 Points~~

~~2 coaches 2 Points~~

~~1 coach 1 Point~~

#### Extra-curricular Salary Schedule

9. Coaching Standards (as defined in WIAA Handbook)

Entry Level – 0 Points

Beginning Coach – 1 Point

Experienced Coach – 3 Points

Preferred Coach – 5 Points

10. A. Head Coaches will be awarded points based on No. 1, 2, 3, 4, 5, 6, 7, ~~8~~, 9
- B. Junior Varsity coaches will be paid a salary of 70% of the Head Coaching Points for No. 1, 2, 3, 4, 5, & 6. **In addition, Assistant Coaches will be paid at their own experience level (#7) and coaching standard level (#9).**
- ~~C. No. 8 only applies to Head Coaches~~
- C. **H.S. C-Team Coaches will be paid a salary of 63% of the Head Coaching Points for No. 1, 2, 3, 4, 5 & 6.**

11. Post Season pay will be awarded for participation for each week beyond the regular season (district, regional and state levels).

The amount of pay will be based on the following criteria:

- A. If the entire team qualifies, or if seven (7) or more individuals qualify:

Head Coach = ~~\$250~~ \$200 per level

Assistant Coaches = ~~\$150~~ \$100 per level

- B. If less than seven (7) individuals qualify:

Head Coach = ~~\$200~~ \$150 per level

Assistant Coaches = ~~\$100~~ \$75 per level

All points will be based on 0.00467 of the base salary on the teachers' state salary schedule.

## **Appendix I**

### **Booster Club Awards**

The Blaine Booster Club will pay for ALL “Outstanding Athlete” Awards for each sport, plus an individual award for each sport, which includes:

#### **Fall Sports**

Football: Most Tackles

Volleyball: Serving Percentage

Cross Country:

Girls’ Soccer:

#### **Winter Sports**

Boys’/Girls’ Basketball: Free Throw Percentage

Wrestling:

#### **Spring Sports**

Baseball/Fastpitch: Batting Average

Track & Field:

Boys’ Soccer:

Boys’/Girls Golf:

Girls’ Tennis: