

SECTION 4

ADDITIONAL COACHING INFORMATION

ADDITIONAL INFORMATION FOR COACHES

INSURANCE

The regulations of the Washington Interscholastic Activities Association allow us to require accident insurance for students participating in interscholastic athletics. Families must provide accident insurance, either through their own program or the schools' plan. The school district's insurance plan is available for parents which does provide adequate insurance for interscholastic athletics.

Information and brochures for this insurance will be distributed to each school. Coaches need to be familiar with the school plan. A blanket coverage period will be available for each sport. This means that an athlete may turn out within a specified number of days and should he/she be injured, can pay the premium and receive coverage. After this time, the student will not have coverage until the premium is paid.

RESERVE PROGRAM (JV & 9th Grade Programs)

The Reserve Program is an important and integral part of our athletic program. It has primarily two major objectives; to develop players for future varsity competition, and to provide all students turning out a chance for game experience. All athletes on a reserve team should play in as many contests as possible. Winning is always the goal. However, at this level it should never be as important as on the varsity level. The athletic program needs a broad foundation of participation and this is especially critical at the reserve level. The interest of students is greatly enhanced when they can play in a game.

Coaches should not expect as formal an atmosphere for reserve contests as found at the varsity level. Association officials will be provided for all contests.

OFFICIALS

Arrangements for association officials for all high school contests requiring one is the responsibility of the district athletic office. The payment for the officials will be made at the conclusion of the season and will be paid through the same office unless otherwise announced. Arrangements for and payment of officials for middle school is the responsibility of the middle school athletic office. With the exception of baseball and softball, notice to officials of a game cancellation will be taken care of through the district athletic office. For baseball and softball coaches, the procedures outlined in the cancellation of game bulletins are to be followed. Problems experienced with officials should be reported promptly to the director of athletics. The failure of an official to report must be recorded by the coach and notification of the game and date sent to the district office.

FILMING OR VIDEO TAPING

Participating schools may film or video tape **any** game(s) to be shown at a later time. Arrangements to film or videotape must be made through the site manager, and/or be in compliance with WIAA policy. Viewing of videotapes for coaching purposes is permitted during the season at any time except during a contest or any intermission during a contest.

SIXTH PERIOD TURN-OUT POLICY

Turn-out for high school athletics is prohibited during the sixth or last period of the school day.

REPORTING RESULTS

For varsity contests, the coach is responsible to have the results called into the local, Everett and Seattle newspapers. It is important that arrangements be made to insure this is taken care of promptly. All sub-varsity cancellations or changes must be called in to the district athletic office to ensure proper payment of officials.

MEDICAL CLEARANCE POLICY

The Shoreline School District physical examination policy for athletics requires the bi-annual examination be before the athlete participates in a contest at the middle school level and before turning out at the high school level.

EMERGENCY CARE

Only first aid treatment will be rendered at school or at a school event. When an injury requires further diagnosis or treatment, parents or guardians will be notified and Emergency Medical Services (911) may be called. 911 will immediately be called if an athlete is rendered unresponsive or unconscious for any period of time. For all head injuries, please refer to the Sport Concussion Assessment Tool (SCAT2) Card and information found in Section 5.

The school nurse will prepare school personnel to provide appropriate care, including emergency care for students with health problems.

The student accident report form shall be submitted for each student and the employee accident report shall be submitted for each employee injury that may require medical diagnosis or care.

The school district assumes no financial responsibility for treatment beyond that covered by an athletic or other accident insurance policy in effect at the time of the injury.

ACCIDENT REPORTS

The head coach is responsible for turning in to the school principal a completed accident report form on each injury case. The forms may be secured from the school secretary. The report must be complete and in sufficient detail so that anyone will know what occurred, should the case be examined at a later date. This is for the protection of the athletes, the coach, and the district. Assistant coaches must report any injuries to their head coach.

****See additional information on emergency care in Section 5****

SPORT CAMPS AND COMMUNITY PROGRAMS

The decision to participate in camps and/or community type sports programs including leagues, tournaments, and meets, rests with the individual and his/her parents or guardians. Participation in such programs will not be used as a criterion for school team selection or placement on a team.

OFF-SEASON ACTIVITIES

Off-season activities for athletes are permissible, providing they meet with the following guidelines:

1. The activities are available to all interested students and not necessarily athletes.
2. The organization of these activities should be general in nature and not oriented to a particular sport.
3. No school personal equipment, such as uniforms, for practice or contests, are to be issued out-of-season. The season is to mean the immediate competitive season for the particular school sport.
4. Athletes participating in an intramural program should be dispersed throughout the participating group. Teams composed of athletes are not to be permitted.

SCHOOL ATHLETIC EQUIPMENT POLICY

The purpose of this policy is to provide a consistent manner for governing the use, discarding of, and theft of school athletic equipment. Athletic equipment and supplies purchased by the ASB becomes school district property (WAC 392-138-075).

1. Students are not to wear school equipment except for turn-outs and contests. Exceptions may be made upon prior approval by the school principal.
2. Schools may purchase items for resale.
 - a. The following types of items may be purchased for resale:
 1. Contest uniforms.
 2. Warm ups which includes sweat suits, "shooter," shirts, jackets, team T-shirts, etc.
 3. Football practice jerseys.
 - b. The resale price must be at cost or above.
 - c. Items may be purchased and resold to students only when they are new and have not been used.
 - d. Items purchased by students become their personal property.
3. Equipment and supplies cannot be given to charities or individuals (WAC 392-138-010).
4. Disposal of items which are of little or no value must be in accordance with school district policy.
5. Stealing of school equipment is to be interpreted in the strictest sense of the word. Students who are guilty of this offense must return equipment in good condition or reimburse the school for the replacement price of the particular piece of equipment. Parties so involved should be notified that they may be prosecuted in order to carry out this policy.
6. Schools may purchase appropriate equipment for use by coaches during a given sport season. This equipment must be of the type that it will be available for use by other coaches. Shoes are not considered appropriate under this policy. Coaches' equipment must be inventoried and stored with other athletic equipment.

EQUIPMENT STORAGE

All school equipment which is portable must be put away and secured each night following a practice or contest. For outdoor sports this includes, but is not limited, to such items as blocking dummies, pole vault and high jump pits, hurdles, jump standards, cross bars, starting blocks, mallets, and field event implements. Large equipment, such as blocking sleds, need to be moved off the main playing area and secured. Sports that use the gym need to store and secure equipment also. Equipment usually stored in the gym court area needs to be placed to not present a hazard for participants and prevent damage.

Leaving equipment out for anyone to use jeopardizes the district's and coaches' liability, and could result in loss or damage of equipment.

FIELD IMPROVEMENTS

Schools are responsible for submitting requests to the maintenance department for needed field improvements. The requests are to be sent in on a work order form. The earlier the notice, the better chance for the work to be completed on time.

FIELD PREPARATION

The maintenance department will prepare fields on a limited basis. Head coaches are responsible for lining their fields prior to most contests.

Prior to the start of the season, the maintenance department will try to service each field.

IMPROVEMENTS AND ADDITIONS TO SCHOOL FACILITIES

Any school or nonschool organization wishing to improve existing school facilities and/or the addition of equipment is required by school district policy to submit a proposal for such improvement or addition to the building principal for processing. *This proposal must be submitted to the Supervisor of Maintenance for approval.*

PRESEASON ATHLETIC MEETINGS FOR PARENTS

Suggested Meeting Outline

I. GENERAL

- A. Purpose of the meeting.
- B. Review and explanation of general information relating to the athletic program.
 - 1. Statement of Risk
 - 2. Parent Permission Form
 - 3. Athletic Code
 - 4. Physical Exam Regulation
 - 5. Insurance
 - 6. Fees - ASB, participation, towel (if necessary)
 - 7. Transportation
 - 8. Responsibility for school equipment issued
 - 9. Medical release in case of injury or illness
 - 10. Season ticket and regular ticket prices
 - 11. Sportsmanship
 - 12. Other school information

II. SPORT INFORMATION

- A. Review the following kinds of information with parents.
 - 1. Length of the season and the schedule of activities.
 - 2. Objectives of the program.
 - 3. Your expectations of the athletes and their responsibilities in the program.
 - 4. Procedure for handling athletic code violations and other kinds of discipline matters.
 - 5. Parental role in regards to the athlete's conditioning, diet, rest and problems. It is important that parents know how you wish them to contact you about questions and concerns.
 - 6. Outline a typical practice, emphasizing the conditioning activities, instruction and safety precautions.
 - 7. Squad selection criteria, if applicable.
 - 8. Uniforms and equipment - proper care, responsibility for turning in at the end of the season, fitting of protective type of equipment, etc.
 - 9. Criteria for letters, awards, etc.

SUPERVISORY PASSES

For use by the coaches, the following pass is available at each high school through the principal or vice principal. These are good for admission of one person only:

NWIAA Supervisory Passes - Each coach, school board member, superintendent, secondary school principal and vice principal, and district athletic director will be issued a pass. **A second pass may be purchased at the fee determined by the Northwest District.** The passes are valid at all contests held in the Northwest District, excluding post-season play.

Washington State Coaches Association Membership will provide a 'pass' card which will allow admission to most post season event. All coaches are encouraged to join their association.

Each person using these passes may be required to sign in at the event site. In the case of an emergency or need for school supervision, those signed in may be required to help supervise the activity.

Employee Discount - Shoreline district employees will be admitted free to home games by showing school district identification. Family members will be allowed a \$1.00 discount on the individual ticket price.

SHORELINE SCHOOL DISTRICT NO. 412
Department of Athletics

Rainout & Event Postponement Protocol

- √ On days when we have inclement weather, rainout and postponement of games or matches must be reported by the coach to the **building AND district** athletic offices by **1pm** at the latest. Earlier notification would be ideal if possible.
- √ If a notification of poor field/court conditions is not reported, the athletic offices are to assume that the game/match will occur as scheduled.
- √ When games or matches are rescheduled, coaches may “tentatively” re-schedule their event, but new dates/time are not final until confirmed by the district athletic office. Once a tentative date has been set, the coach and/or building athletic director will then notify the district athletic office.
- √ The district athletic office is responsible for notifying officials of changes or postponements.
- √ The building athletic office will work with the district athletic office to notify transportation of any cancellation or changes.
- √ As per WESCO guidelines, all rainout make-ups must occur on the next available date. The only thing that would alter this is if transportation or officials are not available. Please refer to your WESCO rules and regulations for more specifics as it relates to your sport.

If an *away* game is cancelled, you as the visiting coach need to do the following:

- √ Call the district athletic office: 206-361-4213
- √ Call transportation: 206-361-4277
- √ confirm w/building and district athletic office the re-scheduled date/time

SHORELINE SCHOOL DISTRICT NO. 412
Athletic Office
November 2008

To: Coaches, Parents, Student Athletes
Shorecrest & Shorewood High Schools

Fr: District Athletic Office

Re: **SNOW DAYS ATHLETIC/ACTIVITY PRACTICE**

In the event of a school closure due to snow or other causes, all scheduled athletic events or activities will be postponed. The district does allow voluntary practice for athletics and other activities, i.e., drama, with the following restrictions:

- Practices are voluntary - with parent/guardian permission. An athlete's team/member standing is not in jeopardy for non-participation in voluntary practices.
- Practice times must be between the hours of 11:00 a.m. and 4:00 p.m.
- Building principal or administrator will be notified of practice.
- Building principal/district official can cancel voluntary practices at any time.
- Building A.D. and principal will be provided winter break practice schedules for reference.

11/08