



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

BISD
ATHLETICS
HANDBOOK
2024-25

“The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.” Vince Lombardi

TIP: Click on the linked titles below to jump to the corresponding area in the handbook. Alternatively, to quickly search for a item within this handbook, use the **FIND feature** by holding down CTRL plus F (Windows computer) or Press and hold ⌘ + F (Apple computer) and then enter the term you want to search.

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Overview and Helpful information

The following is meant to provide coaches with an overview of important material found within this handbook, All coaches (paid as well as volunteer) are expected to be familiar with the entire handbook as a condition of their employment.

Personnel

Kristina Rodgers, Principal, BHS Phone: (206) 780-1250 Email: kridders@bisd303.org	Luke Ande, Athletic Director Phone: (206) 780-1261 Cell: Email: lande@bisd303.org
Joe Power, Associate Principal, BHS Phone: (206)780-1270 Email: jpower@bisd303.org	Julie Larson-Hughes Athletic Assistant Phone: (206) 780-1254 Email: jl Larsonhughes@bisd303.org
Amalia Gonzalez-Kahn, Associate Principal, BHS Phone: (206) 780-1280 Email: agonzalezkahn@bisd303.org	Amanda Sageser, Athletic Trainer Phone: (360) 265-6208 (Cell) Phone: (206) 780-1355 (Classroom) Email: asageser@bisd303.org
Jeannie Donoghue, Principal, WMS Phone: (206)780-4505 jdonoghue@bisd303.org	Danielle Warman, Associate Principal, WMS Phone: (206) 780-4500 Email: dwarman@bisd303.org
Sarah Spray, Accounting/Bookkeeping, BHS Phone: (206) 780-1255 Email: sspray@bisd303.org TBD, ASB Accounting, WMS Phone: (206)780-4504 Email: TBD	Amii Thompson, Superintendent Phone: (206)780-1067 Email: athompson@bisd303.org

Who to see if you need help:

- **Luke Ande:** Olympic or West Sound League and non-league Scheduling, Coaching/Parent/Player Issues, BISD and Title IX Policy and Procedures, Grade Checks, Uniforms, Facility Use, Questions about Boosters/Fundraising, WIAA issues, Non-WIAA teams (club teams) Metro League Issues, Code Violations, Program Specific Needs/Purchases, Hiring/Terminations, Coaches Professional Development and Clock Hours; Other Issues to help your program.
- **Julie Larson-Hughes:** Transportation, Officials, Athletic Clearance Paperwork, Attendance on Game Day, Athletic Letters and Awards, Game Day Manager, Communication (bulletin, website, emergency contact lists), Keys
- **Sarah Spray or TBD:** Purchase Orders (approved by AD), Fees/Fines, Inventory, ASB Policy and Procedures.
- **Amanda Sageser:** All Injuries during practices and competitions, Concussion Management, Return to Participation Protocol, Player Health and Nutrition, Athletic Medicine Trainers, Injury Prevention and Injury Care, 1st Aid/CPR training and verification

Important Dates

2024-2025 High School Seasons

- ✓ Fall: August 26 for all teams except Football which begins August 21
- ✓ Winter: Nov. 4 for Cheer, Nov. 11 for Gymnastics, Nov. 18 for all other sports
- ✓ Spring: March 3rd for all teams

Middle School seasons are typically 12 weeks in length with the fall season starting at the beginning of the school year. Specific information about the length and number of competitions available by sport can be found on the [WIAA site](#).

Useful Links

- [BHS Main Athletic Page](#)
- [WMS Main Athletic Page](#)
- BISD Bring Your Own Device network login directions-
- [Volunteering with BISD](#) (links and required forms)
- [Sport Registration via Final Forms](#)
- WIAA
 - Main Page- <http://wiaa.com/>
 - WIAA Handbook -<http://wiaa.com/subcontent.aspx?SecID=350>
- National Federation of State High School Associations
 - main page- <http://www.nfhs.org/HomePage>
 - coaches page-<http://www.nfhs.org/nfhs-for-you/coaches/>
 - training and learning- <http://nfhslearn.com/>

Quick Facts

Bainbridge High School

1. Official Mascot is the Spartan
2. BHS Athletic Colors are Collegiate Navy and Collegiate Gold
3. BHS is a member of the 2A Olympic League in all WIAA approved athletic competitions
4. BHS sponsors WIAA recognized teams in the following sports: Cheer (co-ed), Cross Country (boys and girls) Football, Golf (boys and girls), Soccer (girls), Swim and Dive (girls), Volleyball, Basketball (boys and girls), Cheer (co-ed), Swim and Dive (boys), Wrestling (boys and girls) Baseball, Fastpitch, Tennis (co-ed), Track (boys and girls), Soccer (boys)

Woodward Middle School

1. Official Mascot is the Wildcats
2. WMS Athletic Colors are Green and White
3. WMS is a member of the West Sound Middle School League
4. WMS sponsors WIAA recognized teams in the following sports: Track (co-ed), Cross Country (boys and girls), Volleyball (girls), and Basketball (boys and girls).

Academic Eligibility Checks

At the high school level, all students must be enrolled in 6 classes at BHS or earning at least 2.5 credits from Eagle Harbor or Running Start. When student-athletes are not meeting the academic standards, they are ineligible for *competition* until they rectify the grades and meet the passing 5 of 6 standard.

Students shall have passed the minimum number of classes (5 of 6) in the immediately preceding semester in order to be eligible for *competition* during the succeeding semester. A student who failed to meet the grade requirements shall be placed on suspension. The student can practice with the team, but may not compete nor dress down for competitions while on academic suspension. If the student is passing the minimum required classes, the student may be reinstated and be eligible for competition.

The probation period for high school students shall be from the end of the previous semester through the **4th Saturday in September** for Fall sports, or for the first **5 weeks of the succeeding semester** for Winter and Spring sports

Fall Initial Eligibility(Probation)

First day of season: Football - August 21. All other sports on Monday, August 26th.

Criteria: Previous Semester (June 2024)

How: Electronic Grade Check via Skyward

Who: All Student-Athletes turning out for fall sports

Reinstatement Check Four weeks from the first day of school
Criteria: Current grades
How: Electronic Grade Check via Skyward
Who: Fall Student-Athletes who did not meet the WIAA academic standard (passing 5 of 6) during initial eligibility.

Mid-Season Approximately five weeks from the beginning of the school year
Criteria: Current grades, **All Fall Student-Athletes** must be passing five of six classes
How: Electronic Grade Check via Skyward
Who: All Fall Student-Athletes

Post-Season Fall Postseason.
Criteria: 10th Week / First Quarter Grades
How: Electronic Grade Check via Skyward
Who: Student-Athletes and teams that are participating in post-season

Winter Initial Eligibility

First day of season: November 11th. Competitive Cheer can start Practice on November 4th
Criteria: First quarter grades (November, 2024)
How: Electronic Grade Check via Skyward
Who: All Student-Athletes turning out for winter sports

Reinstatement Check As soon as grades are raised
Criteria: Current Grades
How: Electronic Grade Check via Skyward
Who: Winter Student-Athletes who did not meet WIAA academic standards (passing 5 of 6) during initial eligibility

Mid-Season Five weeks from the beginning of the winter season
Criteria: Current grades **All Winter Student-Athletes** must be passing five of six classes
How: Electronic Grade Check via Skyward
Who: All Winter Student-Athletes

Post-Season Covers Winter Postseason
Criteria: Semester Grades
How: Electronic Grade Check via Skyward
Who: Winter teams participating in the postseason or regular season.

Spring Initial Eligibility:

First day of season: Monday, March 3rd.
Criteria: Semester Grades/Current Grades
How: Electronic Grade Check via Skyward

Who: All Student-Athletes turning out for spring sports

Reinstatement Check As soon as grades are raised

Criteria: Current grades

How: Electronic Grade Check via Skyward

Who: All Student-Athletes who did not meet the WIAA academic standard (passing 5 of 6) during initial eligibility.

Mid-Season Five weeks from the beginning spring season

Criteria: Third Quarter Grades (electronic)

How: Electronic Grade Check via Skyward

Who: **All Spring Student-Athletes** must be passing five of six classes

Post-Season Covers Spring Postseason

Criteria: Current Grades

How: Electronic Grade Check via Skyward.

Who: All Spring student-athletes participating in regular and post season.

Attendance

An athlete shall attend school for at least one half day on the day of an athletic contest. Unexcused absences for any part of the day will result in the athlete being ineligible to participate in the contest on that day. For an excused absence, the athlete may participate if he/she was in attendance for one half or more of the day. All athletes are expected to be in attendance at all team practices and competitions unless for excused illness or by prior coach approval. Penalty for failure to attend all team practices and competitions may include removal from the next competition and, for repeat offenses, short or longer term removal from the team

Game Day

All athletes will be automatically excused in Attendance, with a 'Sport' designation. The list entered into Skyward is the official roster provided by coaches; this list is used to create a 'bucket' which is dumped when teams leave early. If throughout the season an athlete is added, dropped or filling in and they are not on the roster provided by the coach, that athlete will be marked as Unexcused and receive an automated call home. Please contact the Athletic Department when roster changes are made in any way (for example: an athlete is dropped from the team entirely, an athlete is moved from one level of the team to another, an athlete is added to the roster, a manager is added to the team, playoff rosters are created, or any other changes made by the coach).

For any away trip, please contact the Attendance or the Athletic Department Assistant (206-780-1254) and let us know who is NOT GOING. The Athletic Department will excuse all

athletes on the roster; therefore it is important to know which athletes are not attending the away event. Please email Julie in Athletics at jlarrisonhughes@bisd303.org, or (206) 780-1254 and leave a message.

All athletes need to stay in/attend class until the official release time, even if it's for 10 minutes. There may be consequences as far as eligibility is concerned.

Transportation

All transportation needs are handled through the BHS Athletic office. Once a competition schedule has been finalized, the bus/ferry is scheduled with the BISD Transportation department. The Athletic Department endeavors to have all teams to the contest venue at least 30 minutes to one hour prior to the start. Varsity teams usually request one hour before games begin. JV and C-teams are scheduled to arrive 30-45 minutes before their game. In addition to local school transportation needs at the District level, the Washington State Ferry schedule will also dictate transportation times. An email will be sent to you by the Athletic Assistant every 10 days with dismissal, departure from school and ferry sailing times (if applicable). Please check these and let us know of any changes.

If a team adds, cancels, or changes a game, please do not call BISD transportation and schedule a trip; call Julie at the Athletic Department, 780-1254.

Participation Fees

Athletes must pay for their participation prior to playing in a game, but they do not need to pay to try out for the team. Coaches will be given a list of who has paid before the first contest. Payment must be made on line ([Online Payment System](#)) or in the main office to Sarah Spray, Accounting secretary. For students who receive Free or Reduced price meals, they will be sent a form by the Food Services department in which they can indicate they would like their athletic/activities fees waived. When this occurs, Sarah Spray will automatically process this request.

Scholarships are available; parents should contact Sarah Spray, sspray@bisd303.org or by calling 780-1255. All information is confidential

Uniform Rotation

No uniforms, equipment or services can be ordered/purchased prior to the Athletic Director signing a school purchase order and that purchase order is approved. There is to be no deviation from the uniform rotation plan unless a situation warrants such changes. In such cases uniforms are to be inspected and requests made in writing and receive approval from the Athletic

Administrator and Title IX Officer. The Athletic Administrator will keep a copy of all uniform purchases in the athletic office.

Team-Branded Apparel

The school has established a partnership with Cloud 9 Sports and Under Armour for each team, which will be the sole source of individual team-branded apparel/uniforms and souvenir items, such as sweatshirts, sweatpants, or T-shirts.

No other items should be designed or ordered by coaches, athletes, or parents, and money should not be collected for this purpose by coaches, athletes, or parents. The Athletic Director will provide instructions on use of the Team Stores.

Guidelines for Team-Branded Items BHS Team Store (see above). In certain situations, such as State playoff tournaments, individual team orders for team items may be allowed—but only with the approval of the Athletic Director. If approved, items must comply with the following guidelines if they are to be worn while representing the BHS team at school, any school-sponsored event, or game: Designs to be approved by the Athletic Director must:

- Conform to the approved school color scheme: Collegiate Navy, Collegiate Gold, White
- Include the words “BHS”, “Bainbridge,” or “Bainbridge High” somewhere on the item.
- “Spartans” alone will not be approved.
- Employ the school’s official typefont, Full Block, for the name “Bainbridge”
- Be an appropriate reflection of the BHS mission.

We give everything we’ve got, then go back for more. No doubts, no holding back, no giving in. From the court to the catwalk, the stadium to the street, whatever the game, we play the same way. Heart over head. Inclusion over ego. United by passion, we go all in." Adi Dassler

Open Gym:

Schools may conduct open athletic facilities (gym, pools, field, and track) in the off-season if the following conditions are met (WIAA Section 17)

- The program is part of the School District organized recreational or activity program.**
- Activities are open and advertised to all members of the student body.**
- Only active members of the student body or student athletics may participate (8th graders cannot participate until after the final middle school sports season ends)**

- Students have a choice of activities.
- No coaching or drilling of the athletes attending in specific sport skills occurs.
- Supervision can be by any individual approved by the School District.
- Participation in an open gym cannot be a requirement or condition of participation on a school team.
- All participants must fill out the appropriate release form prior to participating.
(FinalForms or Hardcopy)

Purchase Orders, Budgets, Inventory, Gifts, Surplus

Purchasing for BHS and WMS Teams

The important thing to remember with all purchases using school funds is that the proper approvals are obtained BEFORE the purchase is made/committed.

Teams receive a budget to spend each school year that comes from the ASB funds from either the middle or high school. If a team has spending needs that go beyond that amount and the funds made available by team Booster group, or their individual team budget, please communicate those needs with the AD to determine if there are extra funds available to cover unusual, unexpected needs.

Process

To initiate the PO process, begin by working with vendors BHS and WMS already established relationships with and who accept school purchase orders.

To get a purchase order created:

1. Send an email to the AD and your Accounting Office that includes:
 - a. The details of what is needed to be ordered,
 - b. The company to purchase your from,
 - c. The approximate dollar amount of the order.
 - d. Attach a quote to the email if possible
2. Once the AD has reviewed the request and accepted it, the Accounting Office will create a purchase order and communicate plan for placing the order.
3. All orders must be shipped to your school address . Please do not ask a vendor to ship elsewhere (home/business etc.).
4. All invoices should be directed to the school's address.
5. Send a follow-up email to the accounting office once the item has been received

6. Orders cannot be paid for until the Accounting Office has the information that it was received in full.

Budgets

Each year the ASB and athletics determines the funds available for extracurricular activities/athletics; monies for each sport originate from these funds and provide the basis for establishing specific team budgets. Team budgets must be spent by June 1st each year, no funds will be rolled over from year to year.

Inventory

All items purchased by BISD are public property, therefore each team must have a detailed, accurate and thorough accounting of all uniforms, equipment, gear, and supplies available for audit at all times. Items purchased on behalf of BHS by any Booster group become the property of BHS unless a prior written agreement is developed between the Booster groups, the Athletic Department, and BISD District Office.

Gifts

Acceptance of any gift to the district, individual school, or department having a value of \$1,000 or greater will be presented to the board for action.

Surplus

All uniforms, equipment, gear and supplies which have been deemed 'surplus' remain the property of BISD. The Athletic Department may make available for purchase these items to BISD students and the general public, **teams may not give away/donate surplus items.**

Facility Use

All requests to use BHS/BISD athletic facilities by BHS/in season Club teams (for example: fitness center, gym foyer, blue mat room, 'grass' fields for cross training, stadium, track, other athletic fields/facilities) need to be submitted to the Facilities office for a reservation and placed on the facilities calendar. All requests to use BHS non-athletic facilities need to be submitted to the Admin secretary. These include BHS classrooms, Commons, LGI, Computer labs, and room 409 in the gym.F

Scheduling League and Non-League Competitions

Bainbridge High School is a member of the [Olympic League](#) which includes public schools in Kitsap, Jefferson, Mason, and Clallam counties. All competition schedules (including non-league competitions) will be published on the [Olympic League](#) and [Bainbridge High School](#) sites.

Woodward Middle School is a member of the [West Sound Middle School](#) league which includes public schools in Kitsap, Jefferson, Mason, and Clallam counties.

The Athletic Directors at each school serve as a sports commissioner for one or more sports for the entire league, which means all league schedules, division alignments, and play-off rules adhere to the bylaws and rules of the Olympic and West Sounds Middle School Leagues. Member schools must honor the commitment to the league schedules, but each school may also set non-league competitions as time and facilities permit. Teams will generally receive their league competition schedules in the season prior to the the start of practices (Fall schedules come out in the Spring, Winter schedules come out in the Fall, and Spring schedules come out in the Winter) Coaches at the high school level have two options for creating non-league competitions: individually, or through the BHS Athletic Department.

Coaches who wish to create their own non-league schedule must communicate any agreements made with non-league teams to the BHS Athletic Department to ensure transportation, officials, and other resources are available. Coaches who wish to have the Athletic Department add non-league competitions to their schedule may email the request directly to the Athletic Director.

Booster Clubs: Policies, Processes, Procedures

“You can't fake boosterism... it comes from the heart. That's the beauty of it.” Buddy Garrity

Teams at BHS have the ability for their parent groups to join the Bainbridge Booster Club to support their programs, all team parent groups must work under the overall umbrella of the Bainbridge Booster Club (BBC) for the fundraising and liability protection/insurance needs. Below are several important guidelines for coaches and Booster groups to be aware of:

Booster Groups and BBC

To be take advantage of the rights and responsibilities of BBC each team must:

- A leadership structure consisting of at least a president and a treasurer. One person from each team Booster group will serve as the representative to BBC
- The treasurer will make quarterly reports/reviews to BBC **which shall include all fundraising activities completed, records of revenue and expenses**
- Team parent groups must understand the Bainbridge Booster Club's fundraising procedures and communicate with the BBC regarding proposed fundraising activities. ALL FUNDRAISING ACTIVITIES MUST BE PRE-APPROVED by the Athletic Director. The accompanying form should be filled out and returned to the Athletic Director first, the AD will then work with the BBC after reviewing and approving the fundraiser. Fundraiser Form
- All Team Booster groups must pay a \$100 fee to BBC for filings, certificates of insurance and to receive funds from BBC.

Bainbridge Booster Club Fundraising Proposal Form

The Washington Association of School Business Officials (WASBO) has procedures and guidelines for fundraising by Booster Clubs. The Bainbridge Booster club is using this, in conjunction, with advice from BHS administration, on setting policies and procedures for fundraising for BHS Booster Club members to ensure we are in compliance with laws and regulations of Washington State and the Internal Revenue Service as well as Bainbridge Island School District Policies. The following provides the background guiding these fundraising procedures.

Background

"In order for funds to belong to a Booster Club the entire activity must have been conducted at the **direction and/or** under the supervision of the Booster Club. This means the **Booster Club** must be clearly in charge of the activity **from the start to finish. To determine** if the Booster club directed or supervised the activity, all of the following **criteria are used**:

1. If there was a contract involved, the Booster Club must have signed the contract in accordance with their bylaws. If someone (i.e. a school district representative signed the contract, then the activity is not a Booster Activity but becomes a school activity under the direction of the ASB.
2. The Booster Club must have been involved in the creation and planning of the activity, as well as the implementation, operation and management of the activity. It must also:
 - provide the majority of manpower for the activity through its non-student volunteer members;
 - have a properly structured committee for the activity;
 - provide insurance for the activity and;

- handle all financial aspects of the activity including product management, sales and security of assets.
- 3. School District employees should be involved only on their own personal (non-staff) time unless the employee's job description requires them to serve in an advisory capacity.
- 4. The activity must: have been approved by the Booster Club membership or Executive Board; and be part of the organization's budget
- 5. A facility use permit may be required by the school district, in accordance with district policy.

When students are asked to participate in a Booster fundraiser, it must be clearly advertised that the activity is a Booster Event. Students are discouraged from collecting money for the Booster Club. A contract between the Booster Club and the ASB is advisable when students are asked to work a Booster event, because it clearly defines the responsibility and distribution of the funds.

Source: Washington Association of School Business Officials (WASBO) ASB procedures manual: <http://c.ymcdn.com/sites/www.wasbo.org/resource/resmgr/imported/ASB-Booster Club Activity.pdf>

Procedure for BBC Fundraiser Request

Based on the above, please follow the steps below for fundraising through the Bainbridge Booster Club:

Step 1: Determine if your fundraiser qualifies as a Booster Club fundraiser. The fundraiser is qualified if it meets the following criteria. Check all that apply:

1. _____ The fundraiser is created, planned, implemented, operated and managed solely by the BHS parent group or booster club. Students, coaches or BISD staff are not the lead planners or organizers of the event. (see RCW and WAC's at <http://www.wasbo.org/associations/5217/files/ActivityCoordinators Revised2007.pdf>)
2. _____ Coaches serve in an advisory capacity to the booster club and do not have control or signature authority over booster club funds. Coaches wish-lists for the fundraiser have received prior approval from BHS school administration before submission to the Bainbridge Booster Club.
3. _____ The majority of manpower for the fundraiser will be provided through the booster or parent group non-student volunteer members. If BHS students are asked to participate in the fundraiser, a contract has, or will be made between the Booster Club and the BHS Associated Student Body (ASB) to define responsibility and distribution of funds.
4. _____ BHS Students will not handle any money or financial aspects of the fundraiser. All financial matters will be handled by Booster Parents.
5. _____ If the fundraiser is held on BISD property, the group will pay the facility fees

for use of BISD facilities.

6. _____ The Bainbridge High School or Bainbridge Island School District logo, name or representation will not be used, promoted or referenced in the fundraiser.
7. _____ Clear reference will be made that the fundraiser is supporting the Bainbridge Booster Club, and that tax deductions under section 501c(3) of the Internal Revenue Service are through federal tax exempt status of the Bainbridge Booster Club.
8. _____ If vendor contracts are involved, these will be done through the Bainbridge Booster Club. Parents may not personally enter into contracts with vendors or suppliers or do so by themselves on behalf of the Bainbridge Booster Club.

If unsure whether your fundraiser qualifies, contact BISD Deputy Superintendent: Erin Murphy emurphy@bisd303.org

Step 2: Complete the following Fundraiser Proposal form

Once you have confirmed that your fundraiser qualifies as a Booster Club event, complete the BBC Fundraiser Proposal form on the following page.

Fundraiser Proposal submission options:

- Electronically to BBCOfficer@gmail.com or,
- Mail to Bainbridge Booster Club, PO Box 11705, Bainbridge Island 98110

Fundraiser Proposal To The BHS Booster Club

Team Name:	
Name of Fundraiser:	
Lead Planner for the Fundraiser and central point of contact for the event. Name, Email, Phone #:	
Proposed Date(s) of Fundraiser:	
Fundraiser Goal (\$ amount):	
Have coach wish-lists been approved by BHS Administration?	

Are Vendor contracts involved?	
Are agreements with outside organizations, companies, groups or associations (either for-profit or not-for-profit) involved? If so, specify which ones .	

Fundraiser Description: Give a brief description of the fundraiser (include who will be implementing it, how it will be run, who will be working the event, how and where it will be promoted):

FUNDRAISER APPROVAL - Date request received by BBC:

Approval given by BBC Booster President (*Either: Approved, not approved or need more information*)

Date of BBC Approval:

School Guidelines

1. Money raised during the school day, on school property, using school personnel, or school materials is public money.
2. Public money, generated by the students or in the name of students, may be used only for **Cultural, Athletic, Recreational, or Social** purposes.
3. ASB funds are restricted Public money and cannot be used for curricular purposes.
4. Co-curricular is not a legal term. Only curricular and extracurricular are defined in the law.
5. Public money cannot be given away for private use.
6. Students and staff must collaborate on the generation and use of public money.
7. You must have a system to monitor and protect the use of public money.
8. You must follow the federal, state, school board, and your own rules about ASB.
9. In a corporate sense, the Principal is the CEO and CFO; the school board is the Board of Directors.
10. The State Auditor is only one of many regulatory agencies interested in ASB.

Is your fundraiser ASB or Booster ?

1. The cash receipts are given to the school ASB secretary and/or stored in the school safe.
2. The students handle the cash receipting reconciliation process
3. The inventory is purchased by the ASB; student officer signs a purchase order
4. The school district holds and inventories the goods for resale.
5. A majority of the work is performed by the student
6. The parent group uses the school name (without adding "boosters").

7. District facilities used and/or not following outside group facility use policy ?
8. School district personnel are involved during staff time.
9. Event workers wearing official school apparel.
10. Communication comes from school personnel/coaches

****If any of the above are accurate - your fundraiser is an ASB fundraiser.**

Booster Requirements

1. Current organizational by-laws
2. Business license (if retail sales are held)
3. Parent organization rules (if any)
4. Current list of officers
5. IRS Tax Identification # (EIN)
6. Washington State UBI #
7. Certificate of Insurance
8. Inventory of equipment
9. Recent copies of income tax report
10. Annual renewal of Secretary of State registration
11. List of bank accounts
12. Current list of bank authorized signers
13. Follow School Board rules/policy
14. Health cards (if food is sold)
15. Articles of Incorporation with Sec. of State stamp
16. IRS Tax exempt request letter and/or Tax determination letter
17. Any other agreements

Booster Officer's Duties

Fiduciary Duties ~ These duties are imposed both by the courts and by state and federal statutes A breach of these duties may lead to personal liability, loss of tax-exempt status, or both. ***Duty of...Care: know you rules, Obedience: Obey your rules, Loyalty: no personal gain.***

Parent Groups - Booster Club and Parent Teacher Association - Private Money

- The school board should have policies to address the approval of activities of private groups.
- Selling any item at school that is for a private business would be regulated by the school district policies.
- Activities/events must be planned, managed and operated solely under the direction of the parent group.
- When using district facilities, the group must follow district policies.
- Funds cannot be commingled with ASB money.
- Keep the activity an “arms length” transaction.

Student Involvement

Children have a private life and can always work for an outside entity, but not during school time. If the student is selling an item at school or representing the school, the money is generally considered ASB. Students are able to raise money for an outside entity during school time with prior school district approval. The key is how a prudent person would view the sale. If it looks like a school sale, the money must go to ASB.

If issues are noted during an audit, it will be decided if the funds in question belong to the district. The answers to the following question will help determine if the funds are district funds or parent/booster funds.

How was the information presented to those that participated-both sellers and buyers? For example, was the information presented as, “Sample School District Girls Soccer” or “Sample School Girls Soccer PTA”?

“When in doubt ask: Would a reasonable person in the community think that this was a Booster Club or School activity?”

Prizes: State audit staff has determined that any prize or other incentive must be within the *de minimis* (meaning too trivial or minor to merit consideration) range as defined by school board policy. That prize may be donated by an outside organization, but it cannot be the vendor providing the product or service

Boosters and Title IX

BISD has a responsibility under Title IX to ensure that male and female programs are provided with equivalent benefits, treatment, services or opportunities regardless of their source.

When determining equivalency, benefits, services or opportunities attained through the use of private funds, such funds are considered in combination with all benefits, services or opportunities. Private fundraising, including student-initiated fundraising, has been, and continues to be, permissible under Title IX. This does not mean that teams must “share” proceeds from fundraising activities.

It does, however, place a responsibility on BISD to ensure that benefits, services, treatment and opportunities overall, regardless of funding sources, are equivalent for male and female athletes. In the experience of the Office of Civil Rights (OCR), sponsors, as a whole, are more interested and willing to assist male teams than female teams. Further, male-oriented “booster” activities generate more public interest than female-oriented activities

Furthermore, BISD has an obligation to find resources to offset any contributions to boys programs to make sure the girls’ programs have the same benefits. BISD is obligated to

distribute all of its resources (and the outside funding or in-kind gifts) in a non-discriminatory manner:

- Outside sources of funding and donations may be accepted
- The acceptance of these funds cannot result in disparity between boys' and girls' programs
- If the funds result in an inequity between boys' and girls' programs, BISD must correct this inequity using its own funds if necessary.

"A good coach can change a game, a great coach can change a life." John Wooden

WIAA Coaching Standards Program

Purpose - The purpose of the WIAA Coaching Standards program is to enhance the training of student-athletes by assuring that their coaches maintain a certain level of professional development throughout their careers.

Coaching Standard Requirements

Before the beginning of the third year of coaching, a member school coach (paid or volunteer) must complete a school district approved Coaching Principles training that requires a minimum of five (5) hours of instruction, or complete the NFHS Coaches Fundamentals Course, or attend all sessions of the WIAA Coaches School, or other Coaches School as approved by the WIAA or the local school district. After initial completion, coaches will be required to repeat this training every three (3) years. It is the coaches responsibility to provide proof of completion of this training to the Athletic Director or Athletics Coordinator. The training may include but is not limited to:

A. Medical aspects of coaching - Health and Welfare

Care and Prevention of student injury
Athletic Training/Sports Medicine
Chemical and Substance Abuse
Injury Rehabilitation
Nutrition
Kinesiology
Exercise Physiology

B. Legal Aspects of Coaching - Litigation, Liability

School Physical Education, Sports, or Athletic Law
Annual review of rule changes and application of

rules School Board Policies, WIAA Rules, School Law

C. Psycho/Social Foundations

Sociology and Psychology of Sports (adolescent psychology, sports sociology and psychology, motivation, dealing with substance abuse.)
Philosophy of Interscholastic Activities Programs
Coaching Techniques
Instructional methods in physical education/activities
Instructional methods in physical education for handicapped

In addition to meeting the above requirements, each coach must also:

1. Maintain a current CPR/First Aid card (and Red Cross Safety Training for Swim Coaches
2. Have successfully completed Concussion recognition and management with Return to Play Protocols training as required by Washington State Law that must be renewed every three (3) year
3. Have successfully completed Sudden Cardiac Arrest Awareness and Training as required by Washington State Law that must be renewed every three (3) years.
4. A Washington State Patrol criminal background check
5. Be 21 years of age if head coach, 19 years if assistant coach
6. Attend a WIAA/WOA Rules Clinic if a high school varsity head coach.

COACHES EDUCATION COMPLIANCE - Only paid and/or volunteer coaches who have met the coaches standards are eligible to coach or be involved in a practice or competition.

Coaching Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the BISD.

- The coach shall be aware that he or she has a tremendous influence, that should support as opposed to detract, the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character. This influence should enhance the student's experience.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach develops an inclusive and supportive culture within the program, with a focus on the development of relationships and supporting the social and emotional needs of the student.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with stakeholders (i.e. students, staff, families, and administrators).
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach shall model and set the expectation for respectful use of facilities and equipment, including setting up and clean-up after practices and events.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or WIAA.

Parent Code of Conduct (adapted from USA Football)

Parents are vital to the development of young athletes. Whether sitting in the stands or helping out as a volunteer, parents must set a positive example. Parents and adults involved in youth sports should be models of good sportsmanship and lead by example on and off the playing field.

- Give constructive criticism during a private moment, never in front of other parents, athletes, officials, spectators, etc.
- Support your coach and refrain from “sideline coaching” from the stands.
- Refrain from using profanity.
- Abide by a doctor’s or athletic trainer’s decision in all matters of athletes health and injuries and physical ability to play.
- Accept the out of the competition area and remain under control in order to set a good example for athletes and other spectators.
- Do not criticize an opposing team, its athletes, fans, coaches or team by words or gestures.
- Support the coaches, athletes and officials and help teach the value of commitment to the team, sportsmanship, ethical conduct and fair play.
- Inappropriate behavior is cause for immediate ejection from the stands. Repeat offenses will result in being barred from future games and league sponsored activities.
- Parents will not encourage their child or any other person to engage in poor sportsman’s like conduct with any coach, parent, athlete, participants, officials or any other attendee.

Athlete Personal Code of Conduct

Being the member of a team in the Bainbridge Island School District is a privilege which carries many rights and responsibilities; you are representing the school in everything you do during practices, competitions, while on the bus/ferry and during your everyday activities at school, therefore you should conduct yourself in a manner that only brings pride and positivity to your team, the Athletic Program, and the entire school.

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Consistently display high personal standards and project a favorable image of their sport.
- Refrain from public criticism of other athletes, coaches or officials
- Uphold the rules of the sport, spirit of such rules and encourage other athletes to do the same.
- Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to do the same.
- To take care of their own personal belongings. A Coach and or referee will not be held responsible
- Participate in a manner that ensures the safety of fans, athletes, coaches and officials also participating in the game.
- Respect other athlete's dignity: verbal or physical behavior that constitutes harassment .
- Maintain academic eligibility. Treat teachers/administrators with respect when checking for academic eligibility.

Unacceptable Behavior

The following are some examples of unacceptable behavior that could involve suspension or other disciplinary action from the Athletics league or your school administration. Please be aware these are merely examples and other forms of unacceptable behavior not on this list could be subject to disciplinary action.

- Any vulgarity, profanity or intimidation directed to fellow players, other players, coaches, officials, or minor officials.
- Any unacceptable behavior while being transported to and from the event (not picking up garbage, swearing, disobedience to a coach or bus driver, disrespect to other students).
- Any vandalism or theft when visiting another school (includes leaving showers plugged or water running, theft of any item belonging to another student or the school).
- Negative cheering from the stands/sideline/bench/competition area
- Any form of hazing or other initiation activities will not be tolerated
- Any action or behavior which would bring discredit to your team or your school.
- Any violation of the BISD Athletic/Activity Code

Parent/Coach Relations

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student. As parents, when your son or daughter becomes involved in programs in the Bainbridge Island School District, you have a right to understand what expectations are placed on your student-athletes. This begins with clear communication from the coach of your student-athlete's program.

Communication Coaches Expect from Student-Athletes:

- Notification of any schedule conflicts in advance.
- Special concerns in regards to a coach's philosophy and/or expectations.
- Injury or circumstances that may endanger the athlete when participating.

As your child becomes involved in the athletic programs in the Bainbridge Island School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student athlete wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches:

- The treatment of your student-athlete, mentally and physical
- Ways to help your child to improve
- Concerns about your student-athlete's behavior.

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your student-athlete's coach. Other things, such as the following, must be left to the discretion of the coach.

Issues Not Appropriate To Discuss With Coaches:

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern, you may want to discuss the issue with your son/daughter first. You may find through this communication an answer, resolution, or understanding of the situation before contacting others.

If You Have A Concern To Discuss With A Coach, the Procedure You Should Follow:

1. Contact (call or email) the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director, and the meeting will be set up for you.
3. Please give yourself time to understand your concern before approaching a coach. Attempting to confront a coach before or after a contest or practice is not an ideal time **(please wait at least 24 hours before initiating contact with the coach)**. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?

If the concern is not satisfactorily resolved after meeting with the coach, the athlete and/or parent(s) should discuss the situation with the Athletic Director informally in an attempt to resolve the situation.

1. If the athlete and/or parent(s) wish to make a formal complaint to the Athletic Director about the coach, it should be put in writing, with a copy provided to the coach.
2. The Athletic Director will investigate the complaint, and discuss the concern with the coach.
3. The investigation may include observation of practice sessions by the Athletic Director, if necessary. The Athletic Director will document the results of the investigation and subsequent action(s) to be taken to resolve the complaint in writing.
4. If the formal complaint is not satisfactorily resolved by the Athletic Director, the athlete and/or parent(s) may appeal in writing to the Principal. The Principal will meet with the parties involved in a further attempt to resolve the situation.
5. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may appeal to the Superintendent or his/her designee, in writing.

“During any athletic event you should only fill one of these roles:
Coach, Spectator, Athlete, Official...choose wisely”

-Bruce Brown of Proactive Coaching

Managing Risk Overview

Supervision ● Set student expectations regarding behavior ● Be visible and available for all activities, meetings, practices, travel and competitions ● Enlist help of parents and volunteers to assist with supervision but always with a BISD coach present ● Follow BISD school policies and procedures regarding discipline	Safe Environment ● Plan and Organize your practices, travel, locker rooms, competitions to ensure safety ● Check facilities and equipment regularly ● Know appropriate safety rules ● Have First Aid/CPR supplies on hand ● Always have emergency contact info. with you ● Ensure your athletes have the proper clearance and physicals on file
Training ● Possess and Maintain current CPR/First Aid Training ● Know how to match athletes with skills, development level, size, experience and physicality to training and practices ● Know appropriate WIAA, BISD, league rules and procedures ● Attend all WIAA, league and BISD trainings	Record Keeping ● Have a program plan for your team which includes rules, communication systems, discipline policies, earning award, making the team/cuts, working with parents and boosters ● All communication should be through BISD approved methods (email or the Remind App) ● Keep track of inventory, gear and uniforms

HIB

Our District & Schools Protect Students from Harassment, Intimidation and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (https://drive.google.com/file/d/1Y0nfCZ9EaD1UVzCRj_zYacYaREWE8xD0/view) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Kristen Haizlip, 8489 Madison Avenue NE, Bainbridge Island, WA 98110, khaizlip@bisd303.org, who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3207](#) and [Procedure 3207P](#).

Our District & Schools Stand Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3211 and Procedure 3211, visit the [district website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature;

distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3700 and Procedure 3700, visit the [district's website](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Kristen Haizlip, Civil Rights Coordinator, 8489 Madison Ave. N, Bainbridge Island, WA 98110, khaizlip@bisd303.org and 206-780-1058.

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Kristen Haizlip, Title IX Coordinator, 8489 Madison Ave. N, Bainbridge Island, WA 98110, khaizlip@bisd303.org and 206-780-1058.

Concerns about disability discrimination:

Section 504 Coordinator: Maria Kuffel (grades PK-6), Director of Student Services, 8489 Madison Ave. N, Bainbridge Island, WA 98110, mkuffel@bisd303.org and 206-780-1088 or Annalisa Sanchez (grades 7th-12th and Adult Living Program) 8489 Madison Ave. N, Bainbridge Island, WA 98110, asanchez@bisd303.org and 206-780-1069.

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Kristen Haizlip, Gender-Inclusive Schools Coordinator, 8489 Madison Ave. N, Bainbridge Island, WA 98110, khaizlip@bisd303.org and 206-780-1058.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Independent Hearing Officer and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3211P](#)) and Sexual Harassment Procedure ([3700P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3211P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights

- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our District & Schools Are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our district and schools will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's [Gender-Inclusive Schools Policy 3212](#) and [Procedure 3212](#), visit [BISD's BoardDocs](#). If you have questions or concerns, please contact the Gender-Inclusive Schools

Coordinator: Gender-Inclusive Schools Coordinator: Kristen Haizlip, Gender-Inclusive Schools Coordinator, 8489 Madison Ave. N, Bainbridge Island, WA 98110, khaizlip@bisd303.org and 206-780-1058.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the previous section on discrimination.

Risk Management and Liability

Students participating in athletic activities are at a higher risk for injury than the general school population. Some activities pose a greater risk and require implementing a higher degree of caution and safety to protect students from harm. Every coach needs to be aware of their legal obligations to the students entrusted in their care and the steps they need to follow to keep them safe.

In the world of risk management this obligation is deemed *‘having a duty.’* Coaching duties can be imposed in many ways, through contracts, job descriptions and even tort law. The following information contained in this manual is a basic playbook for the new coach and a reminder to the seasoned staff member. This manual will try to help guide you through the maze of requirements and procedures you are expected to follow when working with students in school-athletic activities. It is not an exhaustive list but following the basics outlined will help reduce your chances of incidents, injuries and litigation.

There are many ‘players’ a coach must interact with including students, other coaching staff, parents, spectators and administration. They often overlook the entities that can help them stay out of the “Penalty Box”; their district risk manager, the Washington Interscholastic Activities Association, and their school district insurance provider.

□ If your district is small, it may not have a specific person called a ‘Risk Manager’ but someone in your district is responsible for working with your insurance pool to file incident reports, work on claims and help reduce liability and property costs. They are often located within the business office or facilities department in your district. **For BISD our Risk Manager is Kim Knight.**

□ The Washington Interscholastic Athletic Association (WIAA) is the best resource for information, training and guidance on school athletic best-practices pertinent to the state of Washington.

□ You also work for a district that is a member of the Washington Schools Risk Management Pool (WSRMP). Their Loss Control Department is composed of professional staff highly skilled in school liability. They can provide guidance through extensive resources, research, training and personal visits. Together these entities can make a formidable team in helping coaches reduce the risk of injuries, incidents and the possibility of litigation

Standards of Care

As every coach knows, you can't play the game if you don't know the rules. This is especially true in regards to safety and compliance. Who sets the rules and guidelines for you to be a successful coach?

- ☐ On a national level there is the National Federation of High School Associations (NFHS) and on a state level the Washington Interscholastic Activities Association (WIAA). These entities provide specific rules and regulations you must follow to compete in school athletic events. They standardize playing fields, equipment and rules. They also can analyze data from a large pool of information to help identify best-practices for keeping students safe.
- ☐ Your administration has specific rules and procedures you must follow. School Board policies can often be extensive and overwhelming but you are still responsible for knowing and adhering to them as an employee of the school district.
- ☐ You may also work under an athletic department director who is responsible for providing you with specific rules for your team or activity.
- ☐ Many coaches do not realize they are also answerable to the standards set by courts of law in negligence cases. Your risk manager or the Washington Schools Risk Management Pool (WSRMP) is a great resource in helping you understand what the court says your responsibilities are: www.nfhs.org / www.wiaa.com / and www.wsrmp.com (please contact to request member login information).

I. Proper Activities:

Coaches in public schools have a duty to provide activities that are deemed suitable for their students while meeting current legal requirements. Federal and state laws must be followed to insure eligibility and discrimination issues are addressed. Activities selected must be appropriate for the student's age group and level of abilities. Often school districts are unaware that some sports are considered inherently too dangerous or inappropriate for public schools to sponsor. There are activities that are too new to have standards developed for guidance.

- ☐ Title IX does not set quotas, but it does establish need for districts to demonstrate fairness in athletic opportunities. Schools do not necessarily need to offer identical sports, yet they do need to provide an equal opportunity for females to play in sports of interest. Budgets for athletic programs may differ as long as districts can demonstrate the equipment and facilities are of equitable quality. Each district must designate a Title IX Coordinator (**BISD Title IX Coordinator is Kristin Haizlip- khaizlip@bisd303.org**) who is available to school faculty, staff and students. Title IX complaints may be filed with the coordinator or directly to the Office of Civil Rights. Title IX protects the identity of those who report problems and prohibits acts of retaliation.

□ IDEA, ADA and Section 504 all have rules regarding students who have special needs. Many times coaches and athletic staff are unaware which of their students have learning disabilities, or other qualifying issues. Students who fall under these federal guidelines also have specified confidentiality rules that must be followed. If you are unclear what you are required to do when dealing with these students, never ignore the issue, but ask your administration for guidance. Develop a relationship with your special services department who oversee these requirements. They can be a great resource. Individuals with Disabilities Education Act (IDEA) is a federal regulation that ensures students with learning disabilities and other identified limitations obtain an appropriate education. For questions supporting a student with a Section 504 plan or who is served through Special Education please contact the **district Athletic Director and/or Annalisa Sanchez, Student Services Director** at asanchez@bisd303.org or by phone at **(206)780-1069**.

□ Section 504 is part of the Civil Rights Act that prohibits discrimination of students with disabilities. Extra-curricular activities such as athletics are not specifically addressed in these regulations but it is important to be aware that you may have a team member who has a disability that can affect how he understands and processes information or participates. Be prepared to modify your instructions and allow additional time for students to learn rules and techniques. Never match students who may be unequal in abilities as well as size. **The BISD Section 504 Compliance Coordinator is Annalisa Sanchez, Student Services Director** at asanchez@bisd303.org or by phone at **(206)780-1069** and the **Civil Rights Compliance Coordinator is Kristen Haizlip, Executive Director of Secondary Teaching and Learning** at khaizlip@bisd303.org or by phone at **(206)780-1058**.

□ Students, who have special needs, may have different discipline requirements. Always work with special services staff to review any specific limitations or behavioral modification guidelines. Title I and II of ADA stipulates that leagues must make themselves accessible to any player or coach with a disability. The National Federation of High School Sports makes no mention in their general bylaws regarding disabled athletes or coaches. As long as there is no undue burden, Districts may need to modify or change specific rules, policies, facilities, and competition requirements to accommodate.

□ WIAA is the standard Washington State follows for determining what an appropriate extracurricular athletic activity is for students. When a district chooses to sponsor a sport not approved by WIAA, it automatically allows itself to be liable for not following the standard set in our state.

□ A school district does not need to sponsor non-WIAA activities. Local Park and Recreation groups and other non-district entities may have a lacrosse team, equestrian or sailing club. These organizations do not have to follow the same standards as a public school. If proper steps are implemented they can protect the district, its funds, reputation and staff from litigation. When district staff oversee summer activities and other athletic events such as camps, do they and the participants understand when they are and are not working as district employees? If your district

sponsors or has students participate in non-WIAA approved activities, or you have staff who oversee activities out of the normal school term, it is important to notify your risk manager or WSRMP to help provide appropriate steps to minimize the risk to your district and employees.

II. Proper Facilities:

Coaches have a duty to ensure the areas where students practice and compete meet the requirements for the activity. WIAA and NFHS have specifications for league and competitive play. All activities must be in a physical environment that is safe. Outdoor and indoor facilities have hazards that coaches and students should be able to recognize. Performing regularly scheduled inspections is essential for ensuring safety.

- Every facility and sport has specific safety needs. Lit fire exits, fire extinguishers, appropriate padding, properly lit fields, rescue equipment (pool), etc. Know and abide by all local regulations as well as specific policies for that facility or playing area.
- Perform a pre-inspection of the activity area prior to arrival of students and document any hazards seen.
- Refrain from using areas that may be dangerous. If the field is too wet, or the ventilation is not working, be prepared to cancel activity or provide an alternative that would be safer.
- Provide for proper repair or notification of maintenance needed. Follow up to ensure corrections were completed.
- Ensure your staff and student athletes understand facility safety issues and how to identify them, including emergency equipment and evacuation routes.

Tip: Develop and use a written checklist specific for each facility/area and the safety equipment required.

Environmental Issues: Coaches must be aware of the environmental risks associated with outdoor activities such as temperature and lightning.

☐ Excessive Heat - Exercising in the hot weather causes water loss through sweating. Allow students unrestricted access to water and encourage frequent breaks for athletes to re-hydrate. Designate someone to ensure all the students are drinking their water. Carbonated beverages or those containing caffeine should not be offered. The two most common health effects to exercising in heat are Heat Strokes and Heat Exhaustion. Both are considered medical emergencies and require immediate medical help.

The National Athletic Trainers' Association (NATA) has specific suggestions for avoiding heat related illness, more information can be found at:

<https://www.nata.org/practice-patient-care/health-issues/heat-illness>

☐ Excessive Cold – exposure to excessive cold may be an infrequent problem but should be recognized. The human body's mechanisms for heat retention are significantly less efficient than

our ability to dissipate heat. Epidemiological research suggests that even in otherwise innocuous environmental conditions, hypothermia and frostbite can occur. The best method of management is prevention. If your athletes must be out in cold and /or wet weather ensure they:

- Dress in layers
- Cover the head to prevent excessive heat loss from the head and neck
- Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer
- Stay adequately hydrated
- Eat regular meals
- Avoid alcohol, caffeine and nicotine

Educate participants, coaches, officials and administrators in recognition of cold-related illnesses. There are two cold-related pathologies that coaches and athletes should be aware of: *hypothermia and frostbite*.

□ Hypothermia is defined as a decrease in the core body temperature to at least 95°

It occurs when body heat is lost faster than it can be produced. Since hypothermia can happen over a period of time and its onset is gradual, often victims can be unaware. Hypothermia is categorized in three stages based on core body temperature.

- Mild Hypothermia - shivering, cold sensation, goosebumps, numb hands.
- Moderate Hypothermia - intense shivering, muscle coordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn.
- Severe Hypothermia - shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness.

□ Frostbite is a thermal injury to the skin, which can result from prolonged exposure to moderate cold or brief exposure to extreme cold. Air temperature, wind speed, and moisture all affect how cold the skin becomes. Strong winds lower skin temperatures by dispersing the thin protective layer of warm air that surrounds our bodies. Wet or damp clothing acts as a conductor of heat, drawing it away. The evaporation of moisture on the skin also produces cooling. For these reasons, wet skin or clothing on a windy day can lead to frostbite even if the air temperature is above the freezing mark. The body areas most prone to frostbite are the hands, feet, nose, ears and cheeks.

If unsure whether an athlete is hypothermic, or suffering from frostbite, err on the side of caution and treat accordingly.

□ Lightning - Lightning may be the most frequently encountered severe storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between

10:00 am and 7:00 pm, which coincides with the hours for most athletic events. At the first sign of a potential storm, be sure to seek safe shelter.

Remember: Athletes and coaching staff are often focused on athletic activities and may be unaware of environmental hazards, symptoms of heat or cold related exposures or sudden changes in weather. It is important to stay alert and be prepared.

III. Proper Equipment:

Coaches Have a Duty to Provide Appropriate Equipment. The higher the risk of injury in an activity, the greater the need is for protective equipment and following standardized guidelines. Good documentation and logical reasoning for equipment selection, purchase and usage is vital to show due diligence in providing proper care and safety. This also includes items purchased by others or donated to the district and the replacement of equipment as it ages.

☐ Develop a complete list of what student athletes will need to participate safely in each activity (such as appropriate footwear). Coaches need to emphasize to students the importance of proper fitting and wearing of all athletic gear and why they should *never* modify the equipment.

- Distribute the list to your participants at the start of each activity.
- Routinely discuss with the students what equipment they will need to provide themselves and the policy of no practice or game playing if they are not in compliance.
- With cross–gender issues be prepared to answer questions such as; are there any different padding requirements for a female in football than males?

☐ Proper selection and installation of equipment is vital. Coaches need to demonstrate they select the most appropriate equipment for the activity, not the cheapest. Retaining relevant paperwork is essential. All manufacturer and installer information, purchase orders, warranties and other pertinent information needs to be maintained in a central file for safe recordkeeping until the equipment is disposed of. For contractor installed equipment, it is important to get a signed statement that indicates the item was installed to specifications of the manufacturer. In case of failure and possible injuries, the installer can be held liable. Retain written documentation of all equipment inspections, maintenance and part replacement. Use only approved replacement parts that meet the requirements of the manufacturer.

☐ Develop a program that addresses equipment purchased by outside groups or donations. School booster clubs and local community organizations often wish to donate or give items to athletic teams. Sometimes these ‘free’ gifts can cost a school district a substantial amount of money. They may be outdated, or non-compliant with current safety standards. Work with your business office to develop appropriate steps for accepting donations or gifts. Properly following procedures will mitigate audit problems, legal fines and possibly disgruntled feelings.

☐ In sports that require helmet protection (football, baseball, softball, etc), coaches must ensure all equipment meets either the National Operating Committee on Standards for Athletic

Equipment (NOCSAE) or American Society for Testing and Materials (ASTM) standards. School athletic departments need to follow the current standards established. Football helmets require annual reconditioning and certification by a reputable company. The WIAA or the Washington Schools Risk Management Pool can provide coaches updated information regarding these requirements.

□ Develop written policy/procedures that specify coaches will follow the manufacturer's recommendations and/or established standards for equipment maintenance and repair. Develop procedures to secure equipment when it is not usable. If there is a safety concern, the equipment must be secured to prevent access or use until proper maintenance or disposal can be completed. Make sure you have the ability to track equipment assignment, reconditioning, repair requests and when it was removed (destroyed) from service. Helmets deemed unusable must be destroyed so they can never be placed in service again. Crushing, cutting or other destructive methods should be used.

□ Implement daily and pregame inspection of all equipment. Schedule yearly reconditioning or replacement of equipment as part of regular routine and keep records for documentation.

IV. Proper Instruction:

Coaches Have a Duty to Provide Appropriate Instruction. Analyzing and breaking skills into small steps appropriate for each athlete's cognitive ability is important. Students should be instructed in WHY they need to do certain things as well as shown HOW. Be aware of students who may have learning disabilities and require extra help with verbal or written instructions.

□ Instruction of skills must be done in a progressive format. Teach basic steps then proceed onto the next level only when your students demonstrate competence. Reviews of basic fundamentals at every level will increase an athlete's performance while reducing likelihood of injuries.

□ If you cannot physically perform the technique it is imperative someone on staff can show all the proper steps. One-on-one coaching is important to reinforce both positive and inappropriate techniques. Consider your size and strength when matched with a student for demonstration.

□ Safety should be a part of each lesson plan and practice session. Be sure to document specific safety training, defining the hazards for each activity and specific safety skills and equipment required. Administer verbal *and* written quizzes to demonstrate/document that students understand how to apply safety principals (Why must you keep your head up? If I do this, what may happen?). Utilize safety charts and posters in locker rooms and other areas to provide additional reinforcement on the importance of safety.

Tip: Always make sure players are correctly matched by size, weight and experience. Remind Coaches they must never scrimmage against players.

V. Proper Supervision:

Coaches have a duty to provide proper supervision for students. Negligent supervision is the number one claim made in regards to school liability cases. In the eyes of the court, if you cannot physically see the student – you are not supervising them. Sending the student team manager with a master key into the building to fetch additional equipment is not appropriate.

So how will you make sure no student is in the locker room unattended while others are still coming off the field and collecting equipment?

□ Develop a written plan defining how you will handle specific situations such as when students are allowed in locker rooms, exiting and entering the field before all athletes are ready and boarding and unloading buses at away games.

- Hazing, harassment and horseplay usually occur in unsupervised locker rooms. Provide same-sex supervision in locker rooms. Many coaches implement an all in/all out policy for students. The students do not leave the locker room until everyone is ready. No one leaves the field until everyone is finished.
- Proper instruction and written guidelines removes confusion and possible mistakes. Students need to be informed of expectations and rules so they do not accidentally fail to adhere to the rules and know the consequences for breaking them.

□ Having adequate assistance in helping with practice and games is important. Volunteers and district employees as well as parent helpers can be beneficial if properly trained and supervised.

Be sure to address ‘how’ to properly supervise students during practices, games and away tournaments. Tip: Have parents, volunteers, and student athletes review policies and sign they understand.

VI. Proper Discipline

Coaches have a duty to maintain control on and off the field. Parents, players and other school employees and volunteers need to understand who is in charge and responsible from the moment the athletes enter the locker room until they are returned to their parents' care. Coaches ought to wear a shirt or other type of consistent uniform that can be easily recognized and conveys authority. Whistles help to maintain authority but should not be overused. *Physical discipline is not acceptable.* Many civil suits have been brought against coaches regarding the use of physical or verbally abusive discipline. Refrain from off-the-cuff statements such as ‘Drop and give me 100 push-ups’ or ‘Stay after practice for 1 hour’.

ALWAYS follow your pre-established discipline guidelines.

Districts must also be aware of the possibility of violence or danger that may occur during or after a game. It is the responsibility of the coach, the Athletic Director and school administration to have safety procedures and security patrol in place to monitor and diffuse any issues.

- ☐ Know and follow district policies and procedures regarding discipline and appropriate behavior. Students, who have been identified as special needs, may have different discipline requirements. Keep an updated copy of relevant policies in your coach's manual for easy reference.
- ☐ Provide consistent and proper discipline techniques on and off the playing field. Prepare written guidelines establishing what types of discipline will be used and for what types of infractions. Have the Athletic Director and/or School Board review guidelines to ensure they are consistent with district policies and appropriate.
- ☐ Never belittle or demean a student – Be careful how you or others correct a student, especially in front of other players or spectators.
- ☐ Provide students and staff with proper instructions regarding types of appropriate discipline. Using player & parent contracts requiring their signature of understanding, outlining expectations of behavior and consequences is an important tool for all activities.
- ☐ Be alert to actions that could be mistaken for favoritism. Issues can arise if family members or others are perceived to be treated differently. This includes allowing preferential treatment, or simply selecting the same student to do tasks.

VII. Behavior Issues

Coaches have a duty to ensure students are not subjected to or participate in inappropriate behaviors. Athletic activities should always be fun. The "win at all costs" attitude is not appropriate for players, parents or coaching staff. Fostering an atmosphere of healthy competition that emphasizes cooperation, and a positive self-image, rather than just winning, truly makes your team number one. Other behavioral issues coaches need to address include incidents of bullying, harassment and hazing.

- ☐ Coaches are required to know and implement their district policies, and reporting procedures regarding bullying, harassment and hazing. Coaches need to disseminate these policies and procedures regarding student, staff, and spectator behavioral expectations. Train students on the definition of bullying, hazing and sexual harassment; give examples of acts and behaviors that are considered bullying, hazing and sexual harassment. Inform them about grievance procedures, disciplinary action, and no-retaliation rules.

Make the training age appropriate. Have all students, their parents, volunteers and coaching staff sign a contract prior to the start of the season outlining the rules of acceptable and non-acceptable behavior and consequences of any infractions.

- Post copy of guidelines for behavior and consequences in locker room.
- Place a copy in student handbook or newsletter distributed annually to students and their parents. Give copy of the guidelines to athlete's parents at the pre-season meeting.
- Post list of rules for spectator behavior in prominent place by stands or bleachers where
- Provide in-service training for all staff including volunteers and parent helpers to address such issues. Provide them with written copies also.

Coaches should implement an open-door policy. Being aware and alert can mean the difference between stopping a minor issue and dealing with a major problem.

- Encourage students to report any incidents promptly.
- Always intervene immediately when you hear any instances of ridicule, harassment, bullying, threats, extortion or physical violence.
- Remind district employees they are required to report all suspected abuse.
- Coaches must be aware of the policies and clearance procedures the district has adopted to deal with employees/volunteers.

There are regulations concerning background checks for those who work with students. No one can be exempted from this requirement.

- Staff, volunteers and students should be made aware of the expectations and consequences for sexual harassment and issues of improper touching.
- Proactive steps such as staff & student education and training with scheduled reviews can help prevent incidents.

Tip: Clearly explain to all players what is not acceptable and the appropriate consequences of infractions. This includes using any derogatory terms or name-calling even in fun.

VIII. Parents and Permission

Even with rigorous training and proper safety equipment contact and non-contact sports have inherent dangers that put young athletes at risk for injuries. *Coaches Have a Duty to provide student athletes and their parents with information regarding the inherent risks associated with the activity so they can make an informed consent.* They also must obtain permission from parents authorizing the student's participation, transportation and release for emergency medical treatment.

- ☐ Each sport has its own specific risks athletes may face in participation. Once parents and students understand the risks they can give what is called 'informed consent'. It is important that you utilize a release for each activity that identifies the risks inherent to that particular sport.
- ☐ During an emergency there is no time to think about how you can contact a guardian or adult. Plan ahead and be ready. Obtain medical release so students can be treated by emergency medical staff. Make sure parents update emergency information often.

□ Transporting students in non-district owned vehicles or allowing students to drive each other leaves coaches and districts open for liability. Ensure you have policies addressing how students will be transported to and from school property and adhere to them. Sometimes parents ask to drive their own student home after an away game or want to take another child also. Know how to address last minute requests.

- All student athletes who travel with a team to an away athletic event must return to the school with the team. The only exception to this policy is when both the coach and parent/guardian agree that it is beneficial for the student athlete to ride home with the parent/guardian. Student athletes are not to ride home from athletic events with any other person.
- If the district is not providing transportation to events off campus, it is best to divorce the district from the liability. Notify participants and their guardians that the district is not providing student transportation to the event, and that parents/ guardians are responsible for arranging for transportation of their children.
- If student transportation is in a district-owned vehicle, the school system vehicle liability coverage is applicable to any vehicular accident. If student transportation is by private vehicle, the vehicle owner's liability coverage is applicable to any vehicular accident. Parent or other adult drivers should be aware that they may be held responsible for injuries to any individuals they are transporting.
- *Students should never transport other students.* There are numerous restrictions in Washington State on when a new driver may have passengers under 18 in their vehicle since they are inexperienced drivers.

Parent/Guardian Pre-Season Meeting: Prior to the beginning of each athletic season, it is advised you conduct an informational evening for parents and students. The topics you should cover include:

□ THE ACTIVITY SPECIFIC INHERENT RISKS: Review the specific inherent risks for the activity with both the parents and the student. Obtain a signed consent form stipulating both parent and student understand the specific inherent risks. **Parents and players read and sign they understand the risks as part of the BISD sports registration process**

□ STUDENT ATHLETE INSURANCE: Contact the Washington Schools Risk Management Pool to inquire of policies and procedures for supplemental student athletic policies. **BHS and WMS has these forms available in the main office**

□ EQUIPMENT: Discuss the equipment students will need to provide themselves and why purchasing appropriate equipment is important. Review policy of no practice or game playing if they do not bring their mouth guards, etc. Emphasize the importance of proper fitting and wearing of all athletic gear and why students or others should never modify the equipment without your direct supervision.

□ **BEHAVIORS:** Review what expectations you have for both players and spectators during games and practices. In writing have the guidelines clearly outlined as well as any discipline and consequences. Review no-tolerance policies and consequences with students and sign a form stating they understand.

□ **EMERGENCY TREATMENT CARDS:** Parents must give written authorization for emergency medical treatment in the event of an injury and they are not present. This must include treatment on site, transportation to emergency facilities and treatment at the emergency facility. The Emergency Treatment card should also include any relevant information such as known allergies and pre-existing medical conditions. **The Athletic Trainer or AD office will supply these to all coaches.**

□ **TRANSPORTATION ISSUES:** Prior to the start of the activity, you must determine if there will be a need for students to be transported from the school campus to another facility. BISD has worked to hire additional bus drivers for the coming year. We will schedule all competitions through the Transportation Department. In the event that we will not be able to provide transport we will look at additional options such as charter buses. This is not our preference and will be a last resort.

- Coaches can choose to use their own vehicle but are definitely not asked to do so. Should you choose to pursue this option, you will need to be cleared by Transportation and appropriate paperwork on file.
- In the event that there is not a school or Charter bus for an away competition, the coaching staff will not arrange carpools.
- Students may not drive other students to and from “away” competitions.

The Athletic Department will make every attempt to be timely in our information to coaches/teams if the Transportation Department is unable to provide transportation for any scheduled “away” competition.

IX. Health and Medical Issues

Coaches have the duty to keep student athletes safe and healthy. Before the student steps into the gym or on the playing field, there are requirements that must be met to ensure each student is capable and ready to participate. All student athletes must have a physical exam in compliance with the Washington Interscholastic Activities Association (WIAA) recommendation 18.13.0. This recommendation should be followed unless your district has adopted a more stringent policy. History of previous illness and injuries, specifically head injuries must be documented before any type of training activities or organized practice begins. Coaches should know the physical condition of their athletes and set practice schedules accordingly. Students may falsely assume they will ‘get in shape’ from participating in the activity. Parents and coaches need to be aware that students of the same age can differ greatly in physical size, abilities and maturity levels. Document that you have informed the students and their parents concerning the need for

obtaining proper muscle strength, endurance, flexibility, and cardio-respiratory fitness before the start of any sport season.

Group activities according to skill level and size, not chronological age, particularly during contact sports. If this is not practical, then modify the activity to accommodate the needs of the players with varying skill levels. Tip: Review physical demands required for the sport at pre-season meetings and on the parent's permission form.

Pre-existing Health Issues: Coaches and appropriate staff need to be aware of any students with specific medical conditions. Asthma, diabetes and other chronic conditions may require self-medication and additional care. Make sure you and your staff can recognize signs and symptoms of pre-existing conditions and when they may require intervention. It is best to be proactive, work with your school nurse, trainer, and the student's parents, and their medical care provider to develop a plan of action and mitigate any risks.

- ☐ Require parents to meet with their medical care provider and obtain clear written guidelines for the athlete's condition and the proper use of the medication during practices, home games and away.
- ☐ Meet with parents, the school nurse and the athlete to review this information and obtain signed consent that the student and parents understand the information and guidelines. Retain a copy of this information in files and with your emergency cards.
- ☐ Have a plan for handling need for self-medication, or emergency medical help if self-administered treatment is not effective.
- ☐ Have release from physician allowing student to self-medicate and carry medications with him to activities if required, in accordance with your district's Board Policies.
- ☐ Keep assistant coaches and others with a need-to-know informed. Always remind them of the district's confidentiality policies (HIPAA/FERPA) when discussing medical information.
 - Confidentiality Laws: New regulations dictate student's medical information is protected and shared only on a need-to-know basis. How will you and your staff or players handle confidentiality and the media in times of emergencies? Work with your Human Resources and school nurse to ensure you and all your staff understand and comply with medical confidentiality rules.
 - Eating Disorders and Steroid Use: Coaches need to be aware of signs of eating disorders specifically in sports with weight requirements. Be aware of signs of steroid use. Never encourage players to use or try any products. Report all suspected cases of eating disorders or steroid use immediately to the Athletic Director or School Principal for further investigation.
 - Have a component on nutritional education in their program and distribute handouts both to the parents and student athletes. Educate players and their parents about the hazards of

over the counter and illegal products such as bulking up powders, vitamin supplements and steroids.

- **Illegal Drug Use:** Washington State Supreme Court ruled on March 13, 2008 that random drug testing of student athletes was unconstitutional. Contact WSRMP for information regarding proper procedures for implementing testing in cases of suspected drug abuse.

Emergency Medical Care:

Coaches have a duty to provide appropriate emergency medical services to all injured athletes and in a timely manner. Student athletes have bodies that are still growing and can put them at risk for injuries from overuse and impact. Both types include injuries to the soft tissues (muscles and ligaments) and bones. Special consideration must be given for those involving trauma to the neck, spinal cord, and growth plates. Develop written guidelines for athletic event medical emergencies. Have adequate equipment to provide emergency medical care at both home and away activities. Have staff trained in using all emergency medical equipment provided. Arrange for professional medical help if required including transport and emergency facilities.

WSRMP and WIAA strongly recommend athletic personnel associated with practices, competitions, skills instruction and strength and conditioning to be certified in cardiopulmonary resuscitation techniques (CPR), first aid, concussion assessment and prevention of disease transmission (as outlined by WISHA guidelines).

□ Athletic Trainers:

Senate Bill 5530 (RCW 18.250) took effect on July 1, 2008. This new law deals with licensing of persons who offer athletic training services. An athletic trainer must now hold a license issued by the Department of Health (DOH) in order to practice in Washington State. Exemptions from licensing requirements apply to: Credentialed health care providers performing services within their scope of practice, Students in an athletic training educational program, and school teachers or coaches who do not represent themselves as athletic trainers. Refer to unlicensed district employees as trainers, not athletic trainers. For additional information contact the local Washington State Department of Health.

Emergency Medical Plans: Athletic injuries may occur at any time and during any activity. The sports medicine team must be prepared by formulating an emergency plan, providing proper coverage of events, and maintaining appropriate emergency equipment and supplies⁶. Several legal cases have found that appropriate medical care for an injured athlete was delayed due to the lack of a comprehensive and *venue specific* emergency plan. The courts deem that organizations that sponsor athletic activities have a duty to develop an emergency plan that can be implemented immediately and to provide appropriate standards of health care to all sports participants. The following elements are recommended for inclusion in an Athletic Emergency Plan by the National Athletic Trainers' Association

□ Personnel

- All personnel involved with the organization and sponsorship of athletic activities share a professional responsibility to provide for the emergency care of an injured person, including the development and implementation of an emergency plan.
- The emergency plan should be developed in consultation with local emergency medical services personnel including paramedics, and local medical facilities that may receive an injured athlete.
- Identifies specific personnel involved in carrying out the emergency plan.
- Outlines the qualifications of those executing the plan. Defining who must be trained in automatic external defibrillation (AED), cardiopulmonary resuscitation (CPR), first aid, and prevention of disease transmission (Universal Precautions).
- The emergency plan should specify the equipment needed to carry out the tasks required in the event of an emergency.
- The emergency plan should outline the location of the emergency equipment.
- Further, the equipment available should be appropriate to the level of training of the personnel involved.
- Establishment of a clear mechanism for communication to appropriate emergency care service providers and identification of the mode of transportation for the injured participant.
- Emergency plans should incorporate the emergency care facilities to which the injured individual will be taken.
- The emergency plan specifies the necessary documentation required and identifies the personnel responsible for completing during the emergency.
- The emergency plan for each sport/activity should be reviewed and rehearsed at least annually.

□ Equipment

- All necessary first aid equipment should be at the site and quickly accessible.
- Equipment should be in good operating condition. To ensure that emergency equipment is in working order, all equipment should be checked on a regular basis and documented.
- Athletic Emergency Team Personnel must receive appropriate training for these devices and should limit use to devices for which they have been trained. Use of equipment should be regularly rehearsed by emergency personnel and documented.
- Health professionals and organizational administrators need to recognize that recent guidelines published by the American Heart Association call for the availability and use of automatic external defibrillators and that defibrillation is considered a component of basic life support. Improvements in technology and emergency training require personnel to become familiar with the use of automatic external defibrillators, oxygen, and advanced airways.

□ Communication

- Access to a working telephone or other telecommunications device, whether fixed or mobile, should be ensured.
- The communications system should be checked before each practice or competition to ensure proper working order.
- A back-up communication plan should be in effect in case the primary communication system fails.
- A listing of appropriate emergency numbers should be either posted by the communication system or readily available, as well as the street address of the venue and specific directions (cross streets, landmarks, and so on).

□ Transportation

The emergency plan should encompass transportation of the sick and injured.

- Emphasis should be placed on having an ambulance on site at high-risk events.
- Emergency medical services response time should also be factored in when determining on-site ambulance coverage. Consideration should be given to the level of transportation service that is available (e.g., basic life support, advanced life support) and the equipment and training level of the personnel who staff the ambulance.
- In the event that an ambulance is on site, a location should be designated with rapid access to the site and a cleared route for entering and exiting the venue.

Once the emergency plan has been committed to writing – the next step is to implement it by educating all stakeholders of their roles and responsibilities. Additionally, holding annual drills will provide important communication between district staff and local emergency personnel to identify weaknesses and potential problems in the plan. **Amanda Sageser will coordinate Emergency Action Plans for the athletic program at the high school and the district Athletic Director will do so at the middle school.**

Return to Play/Practice: Coaches have a duty to ensure students, who have suffered injuries, are released by a medical care provider before they return to play and practice.

When it comes to returning an injured athlete to play, the physician is in charge. Any athlete who is under a physician's care for illness or injury may not return to conditioning, practice sessions, or competition without a signed Return to Play Form **and be cleared by the Athletic Trainer- Amanda Sageser or at the middle level by a physician working with the school nurse. In specific situations, Amanda Sageser may also advise on situations with middle level athletes..** Always work with your athlete's parents, and their medical care provider to document any limitations or restrictions.

The form should include both physician and parent signatures. Retain all documentation until the student reaches the age of 21.

☐ **Head Injuries:**

It is essential that an athlete who is symptomatic from a head injury not be allowed to participate in contact or collision activities until all cerebral symptoms have subsided. Always require a physician's release clearly indicating the student is completely released and can resume athletic activities.

- ☐ **Concussion:** is a traumatic brain injury that occurs when an outside force impacts the head hard enough to cause the brain to move within the skull or if the force causes the skull to break and directly hurts the brain. A rapid acceleration and deceleration of the head can force the brain to move back and forth across the inside of the skull. The stress from the rapid movements pulls apart nerve fibers and causes damage to brain tissue.
- ☐ **Second Impact Syndrome (SIS):** Of all the risks associated with premature return to play, Second Impact Syndrome is the most serious. If a player returns to competition before the symptoms of a first concussion have completely cleared, even a minor blow to the head or to another part of the body that causes the head to jerk suddenly can result in a loss of autoregulation of the brain's blood supply. The impact may cause blood vessels to tear, a blood clot to form, and the brain to swell. This creates pressure on the brain stem, which controls breathing. Breathing failure then causes the athlete to collapse. SIS can result in paralysis, mental disabilities and epilepsy. Death occurs in 50% of the cases. The maturing brain in a child means the need to manage head injuries and concussions in a more conservative manner. Almost all reported cases of second- impact syndrome are n young athletes under the age 18.

Remember:

- ☐ Teach athletes how to protect themselves against head injuries.
- ☐ Encourage all staff to become trained in identifying and assessing head injuries and emergency protocols not just the trainers.
- ☐ Establish a detailed plan that deals with head injuries and requirements prior to students return to the practice field.
- ☐ Ensure all protective equipment fits properly and is used as intended by the manufacturer. Sport helmets are designed primarily to prevent catastrophic injuries (i.e., skull fractures and intracranial hematomas) and are not designed to prevent concussions. A helmet that protects the head from a skull fracture does not adequately prevent the rotational and shearing forces that lead to many concussions. Although wearing a helmet will not prevent all head injuries, a poorly fitted helmet is limited in the amount of protection it can provide. Coaches must play an active role in enforcing the proper fitting and use of the helmet.

Injury Reporting Guidelines: It is important coaching staff, volunteers and trainers understand the need to report all injuries and incidents that occur at practice and games.

Incidents that need to be reported include;

- ☐ Student injuries that occur at athletic events, other than minor scrapes or bruises.
- ☐ All student injuries when 911, EMT, or other outside medical assistance is called to the scene.
- ☐ All student injuries where the student is taken from school or a school event to a physician or hospital either by the school or a parent or guardian.
- ☐ Student injuries involving the head, neck or back; other than minor scrapes or bruises.
- ☐ Injuries that involve a defect in school equipment, or in school facilities (actual or perceived).
- ☐ Student injuries that involves burns from any source, or electrical shock.
- ☐ Student injuries involving exposure to, ingestion of, or contact with chemicals.
- ☐ Student seizures, whether related to trauma or medical condition. (It is important to specify what action was taken by school personnel in dealing with the seizure.)
- ☐ All drug-related incidents, whether overdose or reaction from prescription drugs or illegal substances.
- ☐ All student incidents involving loss of consciousness. (Students suffering from a loss of consciousness should be examined by a physician.)
- ☐ All student incidents where a student goes into shock.
- ☐ Student injuries involving entering, exiting, or while riding on a school bus, other than minor scrapes or bruises.
- ☐ All injuries or complaints involving significant privacy issues of students. Develop guidelines for **submitting all incident reports within 24 hours to the appropriate athletic director's office.**

X. Documentation and Reporting

Coaches have a duty to document and record steps taken to provide students, staff, parents and volunteers with needed information. No matter how careful you are and how many safeguards you put in place, there will be incidents and accidents. If you document the steps you implemented to keep students and others safe, it is much easier to prove your due diligence.

- ☐ Students may come back, up to age 21, to recover costs for losses. Parent's cannot sign away a student's right to litigate. Anytime there is a serious injury that may result in a claim it is important to keep supporting documentation such as safety quizzes, handouts and other materials with the report of the injury. Retain the documentation with the student's file until they reach

past the age of 21. Work with your risk manager or WSRMP to maintain the proper documentation.

☐ Volunteers and non-district employees, including parent helpers need to be screened and complete formal background checks. They should also be requested to sign a release/ hold harmless agreement indicating they understand the school district cannot provide for their medical coverage and injuries.

Forms & Documents Coach Evaluation Form

 BAINBRIDGE ISLAND SCHOOL DISTRICT No. 303 STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY	Coach Evaluation Form Systemwide Athletics Bainbridge Island School District 8489 Madison Avenue NE • Bainbridge Island, WA 98110
Coach _____ School _____ Sport/Level _____	Date _____ Evaluator's name _____
Coach identified targeted areas for growth (pre- season)	
Standard 1 – Coaches are committed to their student-athletes and to their teams.	
<i>Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.</i>	
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
	Unsatisfactory
1. Recruits and encourages participation among students in the school.	☐
2. Monitors the academic performance of student-athletes and supports necessary academic interventions.	☐
3. Promotes positive character and citizenship in student-athletes.	☐
4. Develops and implements clear expectations and standards for student-athletes.	☐
5. Applies a comprehensive knowledge of health and safety guidelines and procedures.	☐
Comments:	
Standard 2 – Coaches are knowledgeable in the sport and effectively provide instruction to their student-athletes.	
<i>Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.</i>	
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
	Unsatisfactory
1. Implements BISD, league, and WIAA guidelines and regulations.	☐
2. Exhibits a comprehensive knowledge of the sport, including skills and strategies.	☐
3. Ensures that all student-athletes and parents are informed of health and safety expectations and procedures.	☐
4. Incorporates technology (i.e. email/Remind, etc.) into the administration of their program.	☐
5. Provides appropriate guidance and support to student-athletes during the college recruiting process.	☐
Comments:	
Standard 3 – Coaches effectively manage their program and establish positive relationships with stakeholders.	
<i>Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.</i>	
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
	Unsatisfactory
1. Communicates effectively and appropriately with students, parents, and stakeholders.	☐
2. Plans team events and activities in conjunction with school administrators.	☐
3. Promotes their sport/program in the school and the community.	☐
4. Provides appropriate supervision before, during, and after all team activities.	☐
5. Prepares practice and contest facilities for competition.	☐
Comments:	

Standard 4 – Coaches continuously assess the progress of their student-athletes and teams, analyze results, and make appropriate accommodations to improve individual and team achievement.

Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
1. Establishes and communicates written criteria for team selection and awards (i.e. letters)	☐	☐	☐	☐
2. Evaluates, plans, and prepares for practices and contests throughout the season.	☐	☐	☐	☐
3. Develops strategies to promote the highest level of success for the team and individual student-athletes.	☐	☐	☐	☐
4. Maintains appropriate individual and team statistics and records.	☐	☐	☐	☐
5. Provides frequent and timely assessment and feedback of team and individual performance before, during and after the season.	☐	☐	☐	☐
Comments:				

Standard 5 – Coaches are committed to continuous improvement and professional development.

Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
1. Promotes and models a high level of sportsmanship.	☐	☐	☐	☐
2. Maintains current health and safety standards.	☐	☐	☐	☐
3. Engages in professional development activities (i.e., clinics, conferences, certifications, courses).	☐	☐	☐	☐
4. Attends BISD and league preseason (if held) and postseason coaches meetings.	☐	☐	☐	☐
5. Compiles and maintains an accurate inventory and collection of equipment, uniforms, and supplies.	☐	☐	☐	☐
6. Completed all annual district required Safe School Training		☐		☐
Comments:				

Standard 6 – Coaches exhibit a high degree of professionalism.

Please check the appropriate category. Comments must be provided for unsatisfactory evaluations.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
1. Demonstrates concern for the success of the entire athletics program and not just their sport.	☐	☐	☐	☐
2. Commands respect by exhibiting appropriate appearance, behavior, and conduct at all times.	☐	☐	☐	☐
3. Interacts appropriately with other coaches within and outside of season.	☐	☐	☐	☐
4. Ensures that all necessary paperwork and forms are accurate and complete prior to deadlines.	☐	☐	☐	☐
5. Implements all BISD and local school procedures and guidelines for procurement and fundraising.	☐	☐	☐	☐
6. Aligns conduct and practices to BISD District Improvement Plan.	☐	☐	☐	☐
Comments:				

Overall Performance Evaluation:

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

Comments/Season Accomplishments:

Signature, Athletic Director or Head Coach *Date*

Coach's Comments:

Signature, Coach *Date*

(My signing this evaluation does not necessarily indicate that I agree with the content.)

Athletics Evaluation and Survey Timelines

The athletic director (AD) should follow the following timelines each year to ensure timely completion of required evaluations. This calendar also includes the timeline for pre-season meetings and completion of required Safe Schools modules. Please note that the completion of evaluations only occurs for coaches who are district employees.

Season	Activity	Person Responsible	Completion Due Date
Fall	Share evaluation form, Code of Ethics, athletic handbook, policies & procedures, coach sets pre-season goal and Safe Schools information at pre-season meeting	AD	On or before 8/24
Fall	Ensure completion of Safe Schools modules by all paid coaches	AD	9/27
Fall	Head Coach Evaluations	AD	On or before 12/13
Fall	Assistant Coach Evaluations	Head Coach	Due to AD on or before 11/15
Fall	Submission of Evaluations to HR	AD	On or before 12/18
Winter	Share evaluation form, Code of Ethics, athletic handbook, policies & procedures, coach sets pre-season goal and Safe Schools information at pre-season meeting	AD	On or before 11/8
Winter	Ensure completion of Safe Schools modules by all paid coaches	AD	11/4
Winter	Head Coach Evaluations	AD	On or before 3/14
Winter	Assistant Coach Evaluations	Head Coach	Due to AD on or before 3/3
Winter	Submission of Evaluations to HR	AD	On or before 3/21
Spring	Share evaluation form, Code of Ethics, athletic handbook, policies & procedures, coach sets pre-season goal and Safe Schools information at pre-season meeting	AD	On or before 2/27

Spring	Ensure completion of Safe Schools modules by all paid coaches	AD	3/3
Spring	Head Coach Evaluations	AD	On or before 6/13
Spring	Assistant Coach Evaluations	Head Coach	Due to AD on or before 5/30
Spring	Submission of Evaluations to HR	AD	On or before 6/14

Please note the following specific timelines as outlined in the BECA CBA:

Section D: Employee Evaluation Procedures

Employees shall be evaluated annually by their immediate administrative supervisor or designee with the evaluation process completed no later than thirty (30) days following the completion of their extracurricular duties. Building administrators (athletic director, principal or associate principal} will serve as evaluators for Head Coaches; Head Coaches will serve as evaluators for Assistant Coaches.

The employee shall be given a copy of the preliminary evaluation at a meeting with the evaluator in advance of the evaluator employee conference where the evaluation will be discussed and opportunity for employee input given. At the initial meeting with the evaluator, the evaluator may explain the evaluation but the employee will not have to respond at that time.

The evaluation form shall be finalized and signed by the employee within three (3) days following the evaluation conference. The employee signature on the form indicates only that the employee has seen the form; it does not indicate agreement with its contents.

The employee may make comments regarding the evaluation within the space provided on the form and/or may attach written comment to the evaluation at the time the employee signs the evaluation form.

The completed evaluation form shall become a permanent part of the employee's personnel file.

Incident/Accident Report Form

INCIDENT/ACCIDENT REPORT FORM	
THIS FORM DOES NOT COMPLY WITH RCW 4.96.020 FOR THE FILING OF A CLAIM FOR DAMAGES To WSRMP	
FORM INSTRUCTIONS This form to be completed by DISTRICT PERSONNEL ONLY . Do not allow student or parents/injured party to complete. Do not use this form to report employee (on the job) injuries. Complete and forward this form to the Pool at earliest opportunity. Send supplemental information under separate cover if necessary. Remember to report all District property theft and vandalism claims to law enforcement also.	
DISTRICT: SCHOOL NAME: COMPLETED BY:	
CONTACT PHONE NUMBER	
DATE OF INCIDENT/ACCIDENT TIME AM PM ☐ INJURY ☐ VEHICLE ☐ NON-VEHICLE PROPERTY DAMAGE/LOSS	
LOCATION ☐ CLASS ☐ PLAYGROUND ☐ GYM ☐ LABORATORY ☐ SHOP ☐ OFF-PREMISES ☐ OTHER, SPECIFY	
DESCRIPTION OF INCIDENT/ACCIDENT/DAMAGE	
WITNESS(ES)	PH #
IDENTIFY AGENCY CALLED TO SCENE (<i>police, fire, etc.</i>)	REPORT #

INJURIES (complete separate form for each injured individual)

NAME	STUDENT/EMPLOYEE/OTHER	
LAST FIRST MIDDLE ADDRESS	GENDER AGE GRADE	
STREET CITY ZIP CODE	HOME PH	
NAME OF PARENT/GUARDIAN (<i>if applicable</i>)		
ADDRESS OF PARENT	WORK PH	
PART OF BODY INJURED TYPE OF INJURY (<i>e.g., cut, burn</i>)	CELL PH	
EXTENT OF INJURY (<i>e.g., minor, severe</i>)	NO. OF SCHOOL DAYS LOST	
NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT TITLE	PHONE #	
ACTION TAKEN / BY WHOM / WHEN PRESENT AT SCENE? YES NO		
☐ SENT TO HEALTH ROOM ☐ SENT HOME ☐ 911 CALLED ☐ SENT TO HOSPITAL / DOCTOR IF STUDENT, ACCIDENT INS. YES NO		
NON-VEHICLE PROPERTY DAMAGE / LOSS		
PROPERTY DESCRIPTION / DAMAGE		
OWNER	EST. LOSS \$	
ADDRESS PHONE	DIST. EMPLOYEE YES NO	
DAMAGE TO DISTRICT VEHICLE / OR OTHER VEHICLE (<i>attach state accident report if available</i>)	WORK	

DISTRICT VEHICLE ☐ BUS ☐ CAR/TRUCK/VAN ☐ OTHER YR ___ MAKE ___ MODEL ___ LIC # VIN #	
DRIVER NAME HOME PHONE WORK PHONE	
DESCRIBE DAMAGE	EST. LOSS \$
CITATION / VIOLATION DISTRICT DRIVER OTHER DRIVER	
OTHER VEHICLE YR MAKE MODEL LIC # VIN #	
DRIVER NAME /ADDRESS PHONE	
OWNER NAME / ADDRESS PHONE	
DESCRIBE DAMAGE	
OTHER VEHICLE INSURANCE CO. POLICY #	
INSURANCE AGENT / ADDRESS PHONE #	

Washington Schools Risk Management Pool • PO Box 88700 • Tukwila, WA 98138-2700
(206) 394-9737 • 800-488-7569 • FAX (206) 394-9712 • incident_report@wsrmp.com

G:\HOME\DEPT\Claims Dept Forms\Incident Report Fillable Please keep a **COPY** for your records.

Westsound Orthopedics Concussion Protocol Checklist

1. Recognition of concussion signs/symptoms by the athlete, coach, parent, or Athletic Trainer Certified (ATC)
2. Removal from contest/activity if concussion suspected. If signs/symptoms are completely gone prior to the end of the contest/activity and follow-up evaluation is performed by Physician or ATC the following day without any signs/symptoms of concussion then can be cleared to play at the discretion of ATC or Physician.
3. Immediate evaluation of athlete by trained medical professional (Physician or ATC)
4. Referred to Physician if loss of consciousness, experienced amnesia lasting longer than 15 min or meets criteria of attached Appendix B recommended by National Athletic Training Association
5. Notify parents by ATC or coach if ATC is not available. Give written and verbal home and follow-up care instructions.
6. SCAT5 assessment procedure given when available
7. Document: Evaluation, Treatment, Assessments, Management, Parent Notification, Return to Play, and Physician notes
8. Parent information sheet given to explain treatment of a concussion. See form
9. Post-concussion Neurocognitive testing will take place 24-72 hours or when they return to school. If Neurocognitive testing is not available perform SCAT5
10. Daily check in with ATC if an athlete is in school with symptom check on SCAT on assessment of symptoms. This will be documented by the daily evaluation concussion form.

11. ATC will inform Teacher of athlete, school nurse, coach, Athletic Director, counselor about return to classroom protocol. Parents will be informed of notification of their son/daughter teachers and support staff pertaining to the concussion, either by phone or **in person. Attendance and activities will be modified depending on individual's symptoms. See return to classroom email form to teachers**
12. Neurocognitive testing will be performed again 7-10 days after the first post-concussion test. Neurocognitive testing will continue (with a minimum of one week between tests) until cleared by results and return to a medically acceptable baseline.
13. Return to Play followed

Management of a Concussion:

The proper management of concussions is the best form of prevention of a serious catastrophic injury resulting from a concussion. The prevention of Second Impact Syndrome – a catastrophic increase in intracranial pressure leading to massive brain swelling, herniation and death, is of utmost concern when dealing with concussions and return to play criteria. This syndrome occurs in athletes up to 14 days post-concussion and when an athlete returns to competition prior to the complete resolution of symptoms. The Certified Athletic Trainer, or in the absence of the Certified Athletic Trainer, the head coach, will oversee the return to play criteria for student-athletes having a mild head injury (concussion). The following concussion return-to-play protocols are utilized in the schools throughout Kitsap County:

1. Any student-athlete diagnosed with a concussion is removed from competition for that day.
2. No student-athletes with a concussion will be allowed to return to play in the current game.
3. For any student-athlete who receives a concussion, the Certified Athletic Trainer and/or head coach must communicate with the parents/guardians as soon as possible along with filling out the Head Injury Patient Information Card and giving it to the parents prior to sending the student-athlete home.
4. All possible concussions at the discretion of the Athletic Trainer are referred for medical evaluation by a licensed physician following the injury.
5. *Stepwise return to play policy:*
 - a. *No physical activity; rest until asymptomatic and normal neurocognitive testing*
 - b. *Light aerobic exercise once the student-athlete has passed the neurocognitive testing, along with a licensed medical doctor's clearance and once student-athlete is asymptomatic. Light aerobic exercise must be supervised by the Certified Athletic Trainer and must follow the following schedule.*
 - i. *Day One: Increase in heart rate for 20 minutes (Stationary bike, jog, elliptical, etc.). If symptoms occur; stop immediately.*

- ii. Day Two: No symptoms from Day One increase in heart rate for 30 minutes (quicker, higher stress, Sport specific drills-[non-contact]). If symptoms occur stop immediately.
- iii. Day Three: No symptoms from Day Two practice in NON-CONTACT drills (conditioning, shooting, etc.) If symptoms occur, stop immediately
- iv. Day Four: No symptoms from Day Three, Practice in full contact and non-contact drills. If symptoms occur, stop immediately
- v. Day Five: No symptoms from Day Four, Practice normally. If symptoms occur, stop immediately.
- vi. Day Six: No Symptoms from Day Five, return to game play.

Any recurrence of concussive symptoms should lead to the athlete dropping back to the beginning.

- 6. An athlete with two concussions per season will be removed from contact sports for the remainder of that season. Return to play will require neurocognitive testing, an evaluation from a physician trained in concussion management, and approval by the school's team physician at the high school level or the student-athlete's physician at the middle school level.
- 7. An athlete with a history of three or more concussions is highly recommended to avoid contact sports. Participation will require neurocognitive testing, an evaluation from neurologist, and be at the discretion of the school's team physician at the high school level or the student-athlete's physician at the middle school level.

Medical clearance will be given before return to play or practice

- 8. Medical Clearance by Physician.
 - a. Forward Neurocognitive forms, SCAT 5 forms, and medical referral form from the ATC.
- 9. Athlete must meet all of the following
 - a. Asymptomatic at rest and with exertion (including mental exertion in school)
 - b. Written clearance by Physician and ATC prior to full release after clinical evaluation and Neurocognitive testing.
- 10 Athlete will be given written instructions regarding permitted activities to give to the coach and athlete. A copy must be given to the ATC.

Concussion Protocol Checklist for the Coach

Recognition of concussion signs/symptoms by the athlete, coach, parent, or Athletic Trainer Certified (ATC)

1. Removal from contest/activity if concussion suspected
 - If signs/symptoms are completely gone prior to the end of the contest/activity and follow-up evaluation is performed by Physician or ATC the following day without any signs/symptoms of concussion then can be cleared to play by ATC or Physician.
2. Immediate evaluation of athlete by trained medical professional (Physician or ATC)
3. Referred to Physician if loss of consciousness, experienced amnesia lasting longer than 15 min or meets criteria of attached Appendix B recommended by National Athletic Training Association
4. Notify parents by ATC or coach if ATC is not available. Give written and verbal home and follow-up care instructions.
5. Document: Evaluation, Treatment, Assessments, Management, Parent Notification, Return to Play, and Physician notes
6. Parent information sheet given to explain treatment of a concussion. See form.
7. Daily check in with coach if athlete is in school. This will be documented by the daily
8. Coach will inform Teacher of athlete, school nurse, Athletic Director, counselor about return to classroom protocol. Parents will be informed of notification of their son/daughter teachers and support staff pertaining to the concussion, either by phone or in person. Attendance and activities will be modified depending on individual's symptoms. See return to classroom email form to teachers

Return to Play followed

- a. Athletes should not be returned to play the same day of injury. When returning athletes to play, they should follow a stepwise symptom-limited program with stages of progression.
 1. *Stepwise return to play policy:*
 - a. *No physical activity; rest until asymptomatic and normal neurocognitive testing*
 - b. *Light aerobic exercise once the student-athlete has passed the neurocognitive testing, along with a licensed medical doctor's clearance and once student-athlete is asymptomatic. Light aerobic exercise must be supervised by the Certified Athletic Trainer and must follow the following schedule.*
 - i. *Day One: Increase in heart rate for 20 minutes (Stationary bike, jog, elliptical, etc.). If symptoms occur; stop immediately.*
 - ii. *Day Two: No symptoms from Day One increase in heart rate for 30 minutes (quicker, higher stress, Sport specific drills-[non-contact]). If symptoms occur stop immediately.*

- iii. Day Three: No symptoms from Day Two practice in NON-CONTACT drills (conditioning, shooting, etc.) If symptoms occur, stop immediately.
- iv. Day Four: No symptoms from Day Three, Practice in full contact and non-contact drills. If symptoms occur, stop immediately.
- v. Day Five: No symptoms from Day Four, Practice normally. If symptoms occur, stop immediately.
- vi. Day Six: No Symptoms from Day Five, return to game play.

Any recurrence of concussive symptoms should lead to the athlete dropping back to the beginning.

Medical clearance will be given before return to play or practice

Medical Clearance by Physician. Athlete must meet all of the following

- 1. Asymptomatic at rest and with exertion (including mental exertion in school)**
- 2. Written clearance by Physician prior to full contact**

Bainbridge Island School District Lightning Policy

“When thunder roars, GO INDOORS.”

The purpose of this document is to encourage proper lightning-safety policies and to educate those involved with athletic activities about the hazards of lightning so they can be proactive in preventing lightning-related trauma. The following policy is based on the recommendations outlined in the National Athletic Trainers’ Association Position Statement: *Lightning Safety for Athletics and Recreation*.

Lightning is the most dangerous and frequently encountered thunderstorm hazard that people experience every year. Data from 2005 indicated that approximately 15% of lightning casualties arose in organized sports.

Chain of Command

If a Certified Athletic Trainer or Athletic Director is present, the Certified Athletic Trainer and/or Athletic Director maintain the ultimate authority to remove individuals from the field or activity.

- The Certified Athletic Trainer will make each Head Coach aware of the situation, and require them to remove their student-athletes to a safe location.
- The Head Coach will pass the information along to the rest of their staff who will assist in the removal of the student-athletes to a safe location.

Should a Certified Athletic Trainer not be present, the responsibility of removing individuals from the field or activity is passed to the head coach in charge of each individual sport.

- The Head Coach will pass the information off to all assistant coaches who will assist in the removal of the student-athletes to a safe location.

Lightning-Safe Locations

In the case of activation of this policy, student-athletes must *IMMEDIATELY* be removed from ANY outdoor participation in athletics. They must be escorted by their team's coach(s) to a designated "Lightning-Safe" location.:

BHS: Paski Gymnasium Building, Commodore Gymnasium Building, 100 Building, 200 Building, 300 Building

WMS: Gym or Commons

UNSAFE Lightning Locations

- · Baseball or Fastpitch Dugouts
- · Stadium Bleachers
- · Stadium Concession Stand

Criteria for Postponement and Resumption of Activity

IF THE LIGHTNING FLASH IS WITHIN 6 MILES OF THE ACTIVITY, THE LIGHTNING POLICY TAKES EFFECT AND EVERYONE MUST MOVE INDOORS.

Activities will be suspended, postponed, or moved to an indoor location if a thunderstorm appears imminent before or during activity. The "Flash-to-Bang" Method will be used by the Certified Athletic Trainer to determine the existence of a Lightning threat.

- To use the "Flash-to-Bang" Method, begin counting when sighting a lightning flash.
- Counting is stopped when the associated "bang" (thunder) is heard.
- Divide this count by 5 to roughly determine the distance to the lightning flash (in miles).
 - For example, a "Flash-to-Bang" count of 30 seconds equates to a distance of six miles.

All individuals must be completely within an identified safe location when thunderstorms are already producing lightning and approaching the immediate location and when the distance between the edge of the lightning storm and the location of the outdoor activity reaches 5

Activities will be suspended until 30 minutes after the last strike of lightning is seen (or at least 5nmi away) and after the last sound of thunder is heard. This 30-minute clock restarts for each lightning flash within 5nmi and each time thunder is heard.

First Aid- Rescuers and emergency personnel must ensure their own personal safety before venturing into the venue to provide aid. Evaluation and treatment of injured persons will take place in the following order:

1. Move person(s) carefully to a safer location if needed.
2. Evaluate and treat for apnea (cessation of breathing) and absence of heartbeat (cardiac rest).
3. Assess level of consciousness.
4. Evaluate and treat for the possibility of spinal injuries.
5. Evaluate and treat for hypothermia.

Heat Prevention and Illnesses

Introduction

Heat illness has the potential to become life-threatening if not recognized and treated early and quickly. Even though we do not experience extreme temperatures in the Pacific Northwest, heat illness is still a major risk factor for the safety of our outdoor athletes. Below you will find information regarding prevention, recognition, and treatment of heat illness.

Heat Illness

Heat illness can range from mild disorders, including heat rash and heat cramps, to extreme, life-threatening disorders, such as heat exhaustion and heat stroke. It is important to recognize the signs and symptoms of each condition, and be able to treat each condition efficiently

Heat Stroke

The CDC describes heat stroke as the most serious of heat-related illnesses. It occurs when the body becomes unable to control its temperature. When heat stroke occurs, the body temperature rises to 106 degrees fahrenheit or higher within 10-15 minutes. HEAT STROKE CAN CAUSE DEATH AND/OR PERMANENT DISABILITY.

- Signs/Symptoms of Heat Stroke
 - Hot, dry skin (usually the sweating mechanism has been impaired)
 - Hallucinations
 - Chills
 - Headache
 - High body temperature
 - Confusion/dizziness
 - Slurred speech
 - Decreased responsiveness
- Emergency Treatment
 - CALL 911
 - CALL ATHLETIC TRAINER
 - Move the athlete to a cool, shaded area
 - Cool the athlete using:
 - Full body submersion
 - Fanning their body

- Packing their body with ice (behind the neck, under the armpits, behind the knees)

Heat Exhaustion

Heat Exhaustion is the body's response to excessive loss of water and salt, usually through excessive sweating. With heat exhaustion, the body temperature rises to 104 degrees fahrenheit, and if left untreated, can progress to heat stroke.

- Signs/Symptoms of Heat Exhaustion
 - Heavy sweating
 - Extreme weakness/fatigue
 - Dizziness, confusion
 - Nausea, vomiting
 - Pale complexion
 - Muscle cramps
 - Fast, shallow breathing
- Emergency Treatment
 - CALL ATHLETIC TRAINER
 - Have them rest in a cool, shaded area
 - Drink water
 - Pack their body with ice (behind the neck, under the arms, behind the knees)

Heat Syncope

Heat syncope is a fainting episode or dizziness that usually occurs with prolonged standing or sudden rising from a seated or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

- Signs/Symptoms of Heat Syncope
 - Lightheadedness
 - Dizziness
 - Fainting
- Treatment
 - CALL ATHLETIC TRAINER
 - Have them sit or lie down in a cool, shaded area
 - Slowly drink water

Heat Cramps

Heat cramps usually affect those athletes who sweat a lot during strenuous activity. The sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes cramping. Heat cramps may also be a sign of heat exhaustion.

- Signs/Symptoms of Heat Cramps
 - Muscle cramping, usually in the legs

- Treatment
 - Stop all activity, and sit in a cool place
 - Drink gatorade, or other sports beverage
 - Do not return to activity for a few hours after cramps subside
 - Alert medical services if cramps do not stop for over one hour

Prevention of Heat Illness

Below are some things you can do to help prevent heat illness in your athletes.

- Schedule practices for cooler parts of the day.
- Pace activities.
- Acclimatize athletes by exposing them for progressively longer periods of time.
- Reduce the physical demands of athletes.
- Rotate athletes in and out of play.
- Make sure athletes bring water to practice and that they are getting water breaks every 20-30 minutes.
- Encourage athletes to avoid drinks with a lot of sugar or caffeine.

Sudden Cardiac Arrest SSB 5083 ~ SCA Awareness Act

What is sudden cardiac arrest? Sudden Cardiac Arrest (SCA) is the sudden onset of an abnormal and lethal heart rhythm, causing the heart to stop beating and the individual to collapse. SCA is the leading cause of death in the U.S. afflicting over 300,000 individuals per year. SCA is also the leading cause of sudden death in young athletes during sports

What causes sudden cardiac arrest? SCA in young athletes is usually caused by a structural or electrical disorder of the heart. Many of these conditions are inherited (genetic) and can develop as an adolescent or young adult. SCA is more likely during exercise or physical activity, placing student-athletes with undiagnosed heart conditions at greater risk. SCA also can occur from a direct blow to the chest by a firm projectile (baseball, softball, lacrosse ball, or hockey puck) or by chest contact from another player (called "commotio cordis").

While a heart condition may have no warning signs, some young athletes may have symptoms but neglect to tell an adult. If any of the following symptoms are present, a cardiac evaluation by a physician is recommended:

- Passing out during exercise
- Chest pain with exercise
- Excessive shortness of breath with exercise
- Palpitations (heart racing for no reason)
- Unexplained seizures

A family member with early onset heart disease or sudden death from a heart condition before the age of 40

How to prevent and treat sudden cardiac arrest? Some heart conditions at risk for SCA can be detected by a thorough heart screening evaluation. However, all schools and teams should be prepared to respond to a cardiac emergency. Young athletes who suffer SCA are collapsed and unresponsive and may appear to have brief seizure-like activity or abnormal breathing (gasping). SCA can be effectively treated by immediate recognition, prompt CPR, and quick access to a defibrillator (AED).

AEDs are safe, portable devices that read and analyze the heart rhythm and provide an electric shock (if necessary) to restore a normal heart rhythm.

Remember, to save a life: recognize SCA, call 9-1-1, begin CPR, and use an AED as soon as possible!

1. RECOGNIZE Sudden Cardiac Arrest
 - Collapsed and unresponsive
 - Abnormal breathing
 - Seizure-like activity
2. CALL 9-1-1
 - Call for help and for an AED
3. CPR
 - Begin chest compressions
 - Push hard/ push fast (100 per minute)
4. AED
 - Use AED as soon as possible
5. CONTINUE CARE
 - Continue CPR and AED until EMS arrives
 - Be Prepared! Every Second Counts!

BAINBRIDGE ISLAND SCHOOL DISTRICT

PROCEDURE 2151 INTERSCHOLASTIC ACTIVITIES

CODE

Students who participate in athletics and/or activities are expected to set a positive example for all students by their actions on and off-campus as representatives of the Bainbridge Island School District.

Interscholastic activities are those activities that occur beyond the regular school day and include:

A. Any activity listed under the current Interscholastic/Intramural Activities List including intramurals, class advisors and out of class activities which are conducted as part of a credit-bearing class (e.g., band, drama, etc.). Note: Out of class activities that are conducted as part of a credit bearing class are exempt from the criteria.

B. Any organization/group/club/team that has a fixed published roster and is scheduled to compete with other schools.

C. Any elected or appointed officer and chairperson of any school sponsored organization/group/club/team.

Students participating in voluntary interscholastic activities are expected to conform to specific conduct standards established by principals, advisors, directors and/or coaches on or off school premises at any time during the calendar year for the entire student career in grades 7-12.

Violations of code of conduct are accumulative throughout participation in grades 7-12. It is expected that established regulations will encourage students to maintain high standards of conduct throughout the year. A student who is found to be in violation of the Interscholastic Activities Code by a staff member of the school district, a school administrator or a coach/advisor is subject to removal or suspension from the interscholastic activity.

Eligibility for Participation

Washington Interscholastic Activities Association (WIAA) standards are the minimum requirements that must be met for interscholastic eligibility. Expectations for participation in interscholastic activities within the Bainbridge Island School District (BISD) include:

A. Scholastic/Academic Eligibility: Students will not be eligible to compete if failing more than one (1) class. The student may attend and participate in practices but is prohibited from participating in competition. Academic eligibility will be monitored and determined by the athletic director.

B. Attendance at School: An athlete shall attend school for at least one half day on the day of an athletic contest. Penalty: If an athlete receives an unexcused absence for any portion of the day, the athlete shall be ineligible to participate in the contest on that day. If excused, the athlete may participate if he/she was in attendance for one half day or more.

C. Medical Documentation: Athletes will be required to undergo a thorough medical evaluation and submit a physician signed clearance form or Physical Examination Card For Interscholastic Athletics at least every two years. An athlete will not be allowed to practice or compete in games unless this documentation has been received by the athletic director.

INTERSCHOLASTIC ACTIVITIES CODE

The opportunity to participate in the interscholastic activities programs as defined in Policy 2150 Student Activities Programs and Policy 2151 Interscholastic Activities Programs is a privilege granted to all students of the district. The following rules shall be applicable for all

interscholastic activities participants throughout the calendar year both on and off school premises:

A. Use and/or Possession of Alcoholic Beverages, Marijuana (Cannabis), Tobacco or Controlled Substances - Under Policy 2151, students who participate in athletics and/or activities are expected to set a positive example for all students by their actions and to promote a school atmosphere free from alcohol, marijuana, tobacco and controlled substances. Any unlawful use of alcohol, marijuana, tobacco and controlled substances is a violation of the Interscholastic Activities Code. Violations within this category are cumulative over the academic career of the student from grade seven (7) through grade twelve (12).

Sanctions include:

1st Violation A student will be immediately removed from the interscholastic team/activity for the remainder of the season. Ineligibility shall continue until the student completes an assessment by a certified chemical dependency counselor and follows the recommendations and/or treatment at which time the penalty will be reduced to 20% of the regular season contests scheduled for the year. The student must agree to a release of information from the counselor to document the assessment and verify that the student has started and attended the recommended treatment.

- If the student completes an assessment and undergoes treatment as recommended, the school administrator may determine that the student is eligible to resume participation as follows:
 1. The student will be prohibited from participation in 20% of the regular season regardless of how many contests remain when the violation occurs. If the regular season ends and suspended contests remain to be served, the suspension will extend into post-season playoffs or into the next sport or activity regular season in which the student participates fully. If a student commits an infraction of the Interscholastic Activities Code, but is not currently involved in a sport/activity, the sanction will be applied in the next consecutive sport or activity in which the student participates.
 2. If the student does not participate in a sport/activity within a calendar year, the sanction will not be applied. Participation is defined as follows: the student must report for try-outs and complete the season in order to serve the sanction that has been imposed.

2nd Violation A student who again violates this provision of the activities code will be immediately removed from the interscholastic team/activity for the remainder of the season, and prohibited from participating in the sports/activities program for a period of one (1) calendar year from the date of the second violation. Ineligibility will continue until the student completes an assessment by a certified chemical dependency counselor and follows the recommendations and/or treatment. The student must agree to a release of information from the counselor to document the assessment and verify that the student has started and attended the recommended treatment. If the student completes an assessment and undergoes treatment as recommended, the Building Hearing Committee may determine that the student is eligible to resume participation in

the next sports/activities program or season the student desires to participate in prior to the one (1) calendar year.

3rd Violation A student who violates this provision for a third time shall be permanently ineligible for participation in the student activities program.

B. Unsportsmanlike Conduct: Students who participate in athletics and/or activities are expected to set a positive example for all students by their actions in practice, during competitions, and at school activities. If a student-athlete is deemed to exhibit unsportsmanlike conduct by the coach, advisor, athletic director, or administration, the following sanctions may be applied. Violations within this category reset each academic year.

Sanctions Include:

1st Violation Verbal warning from the coach, which has been documented and shared with the athletic director. A reasonable and documented attempt will be made by the coach/advisor and/or athletic director to notify the parent/guardian(s) that a verbal warning has been issued to the student, with details of the violation.

2nd Violation Scheduled conference with the student, coach/advisor, athletic director and parent/guardian(s). A reasonable and documented attempt will be made by the coach and/or athletic director to notify the parent/guardian(s) of the conference, but attendance is not mandatory for sanctions to be applied. The coach/advisor and/or athletic director will determine a length of suspension from the interscholastic activity for a minimum of one (1) contest/competition, but not to exceed 20% of the scheduled events.

3rd Violation Scheduled conference with student, coach/advisor, athletic director and parent/guardian(s). A reasonable and documented attempt will be made by the coach and/or athletic director to notify the parent/guardian(s) of the conference, but attendance is not mandatory for sanctions to be applied. Student will be removed from the interscholastic activity for the remainder of the season.

C. Violation of Law on School Grounds: When a student is found guilty of an offense committed while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation.

D. Other Undesirable Student Conduct: Any undesirable student behavior not covered above, including but not limited to those violations requiring administrative action as established under Policy 3241 Classroom Management, Corrective Actions and Sanctions, the correction action will depend upon the nature of the violation.

Appeal Process for Disciplinary Action

Prior to the implementation of discipline or corrective action, the student will be provided due process consistent with Policy 3200: Student Rights and Responsibilities.

When infractions occur within the interscholastic activities programs, the following appeal process will apply:

A. The aggrieved student(s) and parent(s) are encouraged to contact the coach and/or building principal as soon as possible to indicate their desire to appeal the disciplinary action. If the students and parents do not make a written request for this informal conference within five (5) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request. Within three (3) school days of the informal conference, the principal or designee (on behalf of the Building Hearing Committee) will render a written decision on the request.

B. The aggrieved party may appeal the Building Hearing Committee's decision to the superintendent or designee within three (3) school days of the appeals decision. The superintendent and/or designee will hear the appeal within five (5) school days of the appeal request. The superintendent or designee shall render a written decision within five (5) school days of the hearing.

C. The aggrieved party may appeal the superintendent's decision to the school board within three (3) school days. The board, after hearing the case at their next regularly scheduled business meeting, shall render a written decision on the case within ten (10) school days of the hearing. This decision shall be final.

Non-WIAA

Sports Club sport organizations must annually provide to the building athletic director a copy of their insurance policy, tax identification number, and the name and contact information for their coach(es). All club sport coaches must annually complete the volunteer process per district policy.

Program Evaluation

An annual review of each program is required to ensure that each program is meeting the goals of the district and the needs of the students. Such reviews must include broad-based input from participants and their families. Each athletic program will conduct a survey of student athletes and parents as a source of data to inform athletic directors and administrators in their annual review and to provide informative feedback to coaching staff.

Interscholastic Activities Coach's Duties

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

A. The coach should employ the latest methods or proper instruction using sound progression in presenting motor skills.

B. The coach must establish rules for participant conduct that are reasonable, appropriate and communicated to each athlete at the beginning of the season.

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

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

E. Equipment will be properly fitted and maintained. Athletes should be instructed on how to conduct a daily inspection. Facilities should be free of hazards and inspected regularly. It is the coaches duty to inform the athletic director if facility repairs are required.

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

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

H. The school district will provide participant transportation to and from out-of-district interscholastic activities. All participants are expected to utilize the district provided transportation. Exceptions may be permitted for: planned use of public transportation services, injury or illness which require alternate transportation, and prior arrangement between the parent/guardian and coach for the student to ride with parent(s)/guardian(s) who have submitted required parent driver documentation/proof of insurance. Students, including adult-aged, may not self-transport. The coach has the duty to supervise the transportation of the students unless other arrangements have been made for alternate supervision, as approved by the building principal or his/her designee.

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

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

The duties listed above are not meant to be comprehensive. In carrying out the duties of the assignment a staff member is expected to act as a reasonable professional would have acted under similar circumstances. A staff member who supervises a sports activity is expected to know the intricacies of the activity that he/she is leading.

Summer Sports Activities/Clinics

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

A. A practice is defined as a teaching phase of a sport to any present, past or future squad member while a student in grade 7-12 during the school year or during the summer. The school may not sponsor, promote or direct activities which resemble out-of-season practices or contests during the school year or summer. A school staff member who sponsors, promotes or directs such activities during the summer vacation will clearly indicate that he/she is operating independently of the school district. As such, the school district shall be free of liability associated with the activity.

B. Students will not participate in a commercial summer camp or clinic or other similar type of activity until the conclusion of the final WIAA state tournament of the school year. Participants in a fall school sports program may not attend any summer camp/clinic in that sport after August 1 until the first fall sports turnout.

C. A coach (contracted or volunteer) may not sponsor, promote, coach or direct activities which resemble out-of-season practices or contests in the sport he/she coach to any of their squad members or future squad members (grades 7-12) until after the school year's final WIAA state tournament.

D. The use of the school bulletin board, public address system or school newspaper for promotional purposes to announce sports clinics/camps will fall within the same guidelines as applied to other commercial endeavors.

E. School facilities to be used for summer activity and/or sports camps may be rented consistent with the rates, rules and regulations applicable for other commercial uses.

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

Proposed Educational Field Trip

All field trip forms can be found on the [BISD Staff Portal](#), and located by clicking the button "For Staff," and then "Field Trip Forms." Please note the guidance on this tab pertaining to all documentation and timelines that will need to be followed prior to submitting a request for a trip. Any overnight or out-of-state trips require school board approval. The district athletic director

will work to have all league contests and state events approved - **coaches do not have to fill out forms for these events.**

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 commitment

ATHLETIC AWARDS

At the high school level, Varsity letters, JV and “C” Team participation awards 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.

- **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.

Head Coach – Preseason Checklist

Please complete these items and review them with your Athletic Director prior to your first turnout:

1. Check for valid First Aid and CPR Card. Head coaches are responsible for turning in copies of valid First Aid for their entire staff to the Building Athletic Coordinator (Julie Larson-Hughes or Amanda Sageser at BHS and Luke Ande at WMS)
2. Attend/complete available WIAA/UW School of Medicine and BISD sponsored rules clinics/trainings; turn in appropriate verification to AD
3. Notify the Athletic Director in writing of any unsafe playing conditions in your area.
4. Establish procedures for filling out student accident reports for appropriate injuries. (Refer to the coach’s manual)
5. Establish/review emergency procedures (see Amanda Sageser or Luke Andei)
6. Notify all volunteer coaches on your staff to complete a State Patrol Information Request Form and other clearance paperwork (See Julie - BHS or Beth - WMS)
7. Notify paid coaches on your staff that do not teach in the District, that they must contact BISD Human Resources to fill out the appropriate personnel forms

8. Make certain that all of your athletes are cleared by the Athletic Department prior to their first practice.

Please complete these items and return this form to the AD before your first contest:

1. **Read/Review BHS Coaching Handbook**
2. Head Coaches- Review WIAA/BISD/BHS coaching regulations with all coaches.
3. Review the athletic code with your entire team and warn players and parents of the potential risk of injury inherent to your sport
4. Review with your athletes and parents: team selection process (including how varsity, JV, C-teams are created, how cuts are made and lettering criteria) Please provide a copy of these policies to the AD
5. Review with your team and place on file with the AD a list of team rules other than those covered in the Athletic Code that could lead to suspension of team members. *These rules should be signed by parents and athletes and placed on file with the head coach.*
6. Discuss hazing/harassment with your team, covering definition, examples, and District policy
7. **Your signature below indicates that all of the above items have been completed, or will be completed prior to when your season commences**
- 8.

- 9.
- 10.