

Revised May 1, 2019

WASHOE COUNTY SCHOOL DISTRICT MIDDLE SCHOOL ATHLETIC POLICY HANDBOOK

Athletic Clearance

All athletes must fill out the proper forms before participating in a Middle School Athletic Event. These forms include the Emergency form, Admin form 5308 – Student Travel Permission and Waiver of Liability and Assumption of Risk form and the WCSD MS Regular Season and Off Season Sport Conditioning Participation Permit form. These forms will be turned in prior to the tryout date and recorded in IC. The AD or secretary will create a list of cleared athletes and provide this list to the coach the day of practice. No athlete will participate without being cleared.

Middle School Fee Implemented:

Attention parents, please be aware that students participating in a sport will be required to pay a transportation fee of \$10 per athlete, per year, regardless of the number of sports the student participates in that year. This fee will be inputted in IC.

INTRODUCTION

This Athletic Handbook is an effort to establish guidelines to serve those people who have responsibilities in connection with the administration of any phase of the Washoe County School District athletic programs.

This should serve as a reference source for administrators, Board of Control members, coaches, and other personnel working with the middle school program.

The Handbook will probably not cover all circumstances, questions, and concerns, but it may assist in providing information relating to athletics. The rules and regulations of policy and procedures incorporated into this Handbook are designed so:

1. There is a clear understanding of what is expected of each member of the athletic staff in the performance of his/her duties in keeping with continued growth and improvement in the total overall program.
2. They are not intended to restrain a coach/staff member in the performance of duties or hold back the Athletic Department in fulfilling its function in the total education program.

Rules and regulations are designed to be followed. This must be kept in mind in maintaining a quality athletic program. If they are to serve the purpose for which they are intended, there should be no exceptions.

To avoid giving out information that may be inaccurate or implementing policy incorrectly, consult an athletic administrator or Rollins Stallworth at the Office of Student Activities if you have any questions or need clarification of the information, rules or regulations in this manual.

CODE OF ETHICS

It is the duty of all concerned with school athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a good relationship between visitors and host.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership and use of initiative and good judgment by players on a team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional wellbeing of the individual players.
- To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

PHILOSOPHY

Middle and high school interscholastic athletics is an integral part of the total educational program in the Washoe County School District. Interscholastic athletics provides opportunities for children to participate in competitive sports with the emphasis on the development of skills, work ethic, sportsmanship, and teamwork. Due to differences in abilities and interests, the program should be expansive and provide participation opportunities for as many students as possible.

When administrators, teachers, and coaches demand student athletes to produce quality work in the classroom, maintain high citizenship grades, and demonstrate leadership qualities, the result is a student athlete that is compelled to evaluate winning and losing in relation to a team concept, challenging work, and determination. Winning becomes the culmination of giving one hundred percent effort daily. From this philosophy, we develop a confident, intrinsically motivated adolescent. Hopefully, the young adult will begin to understand how their personal habits and attitudes in sports carry over into their adult lives.

Effective schools use athletics as a vehicle to enhance academic achievement, school pride, healthy lifestyles, and team building. Interscholastic athletics are a key component in shaping a dynamic school culture where academics come first.

PROFESSIONAL BEHAVIOR

Educators are role models in the classroom, in the practice fields, and during activities and events. The position of role model for the youth of the State of Nevada cannot be taken lightly. It is expected, therefore, that all educators assigned to such positions demonstrate ethical and professional conduct at all times.

1. Alcohol, tobacco, and/or drugs are not to be used when in direct supervision of students.
2. Foul and abusive language, taunting or insulting gestures are not to be used or directed towards students, officials, or any other person associated with the activity or contest.
3. Abusive physical contact with students is prohibited.
4. Conduct which may result in fighting or which incites individuals to anti-social behavior is prohibited.
5. The major portion of coaches' time is spent teaching. The first responsibility is to meet all their teaching obligations. Their attendance at school faculty meetings and department meetings is mandatory. With the cooperation of the administration and the department chairman, the coach may be excused occasionally; however, this should be kept to a minimum.

SEXUAL HARASSMENT

The Washoe County School District, pursuant to the guidelines on discrimination issued by the Equal Employment Opportunity Commission, fully intends to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without experiencing sexual harassment of any kind.

It is the intent of the Washoe County School District to provide an environment free of harassment.

Sexual harassment is unwelcome behavior of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition for an individual's employment.
- or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Additional examples of sexual harassment include, but are not limited to:

- sexual jokes, comments, innuendoes, language, propositions, pressures for sexual behavior, etc.
- or intentional touching, brushing against, leaning against, intentionally blocking the path of, standing around, following, making sexual gestures with body, hand and/or face, etc.;
- or inappropriate staring at a person, looking a person up and down, winking, etc.
- or whistling, making suggestive sounds or catcalls.

This regulation applies to all Washoe County School District employees or persons sexually harassed by Washoe County School District employees.

Employees who are sexually harassed and persons who are sexually harassed by Washoe County School District employees are encouraged to talk with the supervisor/administrator and to use the Washoe County School District's informal or formal complaint procedure. Contact the Director of Personnel Services or the Superintendent for further information.

All complaints will be handled in a confidential manner. Washoe County School District will not tolerate an employee being retaliated against because he/she complained of sexual harassment.

Any employees who are found to be in violation of this sexual harassment regulation will be disciplined up to and including termination.

EXPECTATIONS OF COACHES

A. General Guidelines

1. The work of the coach must contribute to the educational goals of the school system.
2. In order to maintain a high standard of performance, the coaches should make every effort to increase and improve their knowledge and technique of coaching.
3. The coaches should be loyal to colleagues and administrators as they strive to make athletics fit into the general program of education.
4. Coaches will be responsible for good sportsmanship, fair play, and ethical conduct by all their assistants and players throughout the season.
5. **At no time should one sport program interfere with another program.** This especially holds true with a sport not in season interfering with a program that is in season. Student athletes should be encouraged to participate in as many activities as they feel qualified for. Encouraging athletes to specialize is improper coaching etiquette and should be brought to the attention of the school's Athletic Administrator and/or principal to be handled at the school site.

B. General Responsibilities

1. Coaches will be held responsible for following the regulations and policies of the Washoe County School District, and his/her assigned school.
2. Strict enforcement of eligibility rules and playing regulations will be always expected since such application will help promote fair play and eliminate the embarrassment of forfeits and protests.
3. Coaches will provide all participants, and file with their MALC (Middle School Athletic Leadership Committee) member and vice-principal, a written copy of the standards, procedures, and expectations regarding student behavior, conduct, attitude, compliance with rules, use and care of equipment, discipline, lettering requirements, try-out requirements and any other subject pertinent to participation in the specific athletic program.
4. Coaches will discuss all codes, standards, procedures, and sports rules with participants at the beginning of the season and then enforce compliance throughout the season.
5. Coaches are expected to attend all District and school athletic meetings.
6. Head coaches are responsible for assuring that each athlete is cleared before being allowed to try-out and/or participate in any athletic team.
7. Head coaches are expected to ride buses to and from athletic events.
8. Coaches are responsible for the direct supervision of student athletes during all athletic events.
9. Coaches are not to leave any event until all athletes are verified to be on the bus or with a parent.
10. Upon returning from an away contest, coaches must wait at the school for student athlete's rides to arrive. Do not leave student athletes at the school waiting for rides.
11. A certified coach must be at each practice or event.
12. Supervise all team members. Do not allow athletes to roam the halls of the visiting school or leave the school campus.
13. Players must be dressed and ready to play when they arrive at opposing schools.
14. Coaches must monitor the gym, locker room and any other area under their supervision. These areas must be verified clear of all students and are to be locked and secured before leaving the building.
15. The coach is responsible for:
 - Conducting a pre and post season inventory of uniforms and equipment.
 - Collecting uniforms and equipment.
16. If a team conducts a year end awards program, the following guidelines should be followed:
 - All coaches on the staff should make every effort to attend.

- Banquets should be held so that parents and families can attend.
- Coaches should acknowledge all participants in a positive manner. Please be aware that comments you perceive to be funny or humorous may be embarrassing to the athlete and/or family. A coach should never degrade or criticize an athlete. Instead, make a positive comment about each student athlete.

C. Public Relations

1. Parents

Communication is a crucial factor in the success of any athletic program. Coaches are strongly urged to try to schedule a meeting with parents prior to a regular sport season. This is an excellent opportunity to introduce the coaching staff, discuss coaching philosophy, length of practices, award system, training rules, etc.

The coach must understand that when dealing with parents, they may not always share his/her views. Try to be objective and stress the positive values of their child's contribution. Never put yourself in a position of being accused of favoritism because of parental pressures. Do not discuss problems with parents during practice sessions or games. If you cannot solve a problem with a parent, refer the parent to the principal or athletic director.

2. Teachers

The teachers are trying as hard as the coach to help the students find a place for themselves in this world. The coaches should develop a working relationship with them. They may provide each other with different facets of boys or girls character, intelligence, and abilities.

3. Officials

No competitive contest can be satisfactorily played without an acceptable code of rules and impartial officials. Officials must have the respect and support of coaches and players if they are to do their jobs effectively. On-and-off record criticisms of officials to players or the public shall be considered unethical. On the day of a game, officials should be treated in a courteous manner.

Derogatory post-game comments should be avoided. It should be remembered that criticism once made can never be retracted. Coaches must assume full responsibility for whatever comments they make.

4. Crowd Control

As directed by the Washoe County School District Board of Trustees, each school will help coordinate crowd control measures at each activity and athletic event. Each school will work along with the Washoe County School District Police Department in planning and implementing these crowd control measures. Each coach is expected to be professional in every way and should be a role model and in control of his student athletes at all times. It is hoped that, through a joint effort, all athletic events will continue to be safe for both participants and spectators.

D. Selecting the Team

Choosing the members of any squad is the sole responsibility of the athletic coach of that team. The coach must choose the squad members in conformity with the philosophy of the athletic program and utilize a system that justifies the selection of players. Coaches must allow students an adequate time for the student to try out for the team. It is suggested that try-outs be held for a

minimum of two days before a first cut is made and a minimum of three days for final cuts. When it becomes necessary to eliminate a player during the selection process, the coach should be prepared to discuss his/her reasons with the athlete and/or parent/guardian. Before starting try-outs, the coach should discuss with all students involved the criteria for making the team and the responsibilities and details involved with being a team member. Coaches must use a **RUBRIC** and keep accurate records. Samples are provided in the appendix.

E. Managers

If desired, coaches may select student managers to assist with the team. Some of the responsibilities of managers may include issuing and collecting equipment, keeping scorebooks, taking care of supplies, and some pre-game setup. Coaches should seek out responsible students to act as team managers. All managers must follow the same eligibility guidelines as the players.

F. Practice Sessions

Coaching and teaching in a classroom have many similarities. Activities must be well-planned and organized for proper utilization of time. A better prepared teacher or coach can then adapt the daily program to meet the changing needs of individual team members.

Because of the many school teams (boys and girls) using facilities, most practice sessions will be held after school; however, morning practices and some evening practices will have to be held. All vacation/holiday practices should be cleared through the principal or athletic administrator. **There is to be no practice held on Sunday. This would include team meetings, films, etc. Saturday practices and lunch meetings are not mandatory and will not affect an athletes' participation time.** Practice sessions should not conflict with the school day. Our professional training and experience should guide us as to the length of practice sessions, taking into consideration the age and maturity of the individual.

Recommended practice schedule for boys and girls is 1 to 2 hours. Coaches should make sure that enough breaks are given for water. Avoid practices in the heat of the day if and when possible.

G. Pre-Season Meetings for athletes

Coaches may hold a preseason meeting for potential athletes trying out for a given sport. Preseason meetings should be held within a few days of the first official meeting or tryout, and should include the following items:

- anyone may attend these meetings
- information is given regarding tryouts, practice times, etc.
- students are given permission forms, insurance cards, team rules, etc.

If “open gyms” are scheduled, they must adhere to NIAA regulations. They must be open to all potential participants, they must not focus on skills or conditioning, and they must not be considered part of the “try-outs”. Team selections may not take place until at least the third day of tryouts (see D-Selecting the Team).

H. Equipment

All equipment and supplies for a given sport season will be checked out to the head coach by the PE department or vice-principal. The head coach will be responsible for proper care and cleaning of all equipment. If equipment is damaged or turns up missing, coaches should notify the appropriate contact at the school. If uniforms are damaged, coaches should collect replacement cost from the student or their parent. At the end of each sport season, equipment will be turned in

and inventoried prior to paychecks being issued. If necessary, replacement equipment should be ordered as soon as possible.

I. Keys

At the beginning of the season, the head coach should request building keys if necessary to conduct practice or to store equipment. Keys should be checked out by the school secretary or vice-principal, and returned before paychecks can be issued. Coaches will also be aware that they must notify school administration if keys are lost or stolen, and they may have to burden the cost of re-keying any sensitive areas.

J. Athletic Storage Area

Only the coach is allowed inside a storage area. Athletes should not be allowed in these areas. Equipment and uniforms will be issued and stored from this room.

K. Accident or Injury Report

If an injury occurs during practices or games, an accident report needs to be filled out by the coach. The coach should make two (2) extra copies of this form for the school nurse and vice-principal. This form is available in the appendix of this manual.

L. First Aid

Coaches are responsible for having a first aid kit at all home and away athletic contests. In addition, all coaches must have a current CPR certification. Coach should inform parents, school nurse, and school administrator of all injuries.

STUDENT ELIGIBILITY

Revised October 2017

1. All middle school students will be able to try out for a middle school sports program regardless of their previous or current grades.
*The grade check may be used for the final cut.
2. In order to participate in contests (including scrimmages with other schools) students must meet both of the following criteria.
 - a. Establish a 2.0 GPA in both academics and citizenship and work ethics.
 - b. Have no F's in academics/work ethic and/or citizenship.
 - c. If a student athlete is deemed ineligible during a grade check, he/she will not be allowed to participate in (1) athletic contest. After completion of the 1 game suspension, another grade check will determine further participation.
3. Grades will be checked by the Friday before the first week of scheduled contests.
4. Once the above criteria is met, students will have a grade check a minimum of every two weeks from the Friday of the initial grade check through the completion of the season.
5. *If an athlete becomes ineligible on Friday they are ineligible for **one game**. When the athlete becomes ineligible on Friday they are ineligible for the next game. If they bring up their grade by next game they regain eligibility.*
6. Grades can be checked more frequently than every two week to **re-establish a student's eligibility**.
7. The 2.0 GPA grade check for academics, work ethic and citizenship and is not a cumulative check. It is a measure of the student's performance over the last two-week period of time.
8. A middle school athlete may only participate in four (4) consecutive semesters, beginning the first semester of their 7th grade year.
9. A first semester 9th grade pupil will be eligible for athletic competition and follow all other Washoe County School District and NIAA regulations.
10. A student must be in school a minimum of 220 minutes the day of participation whether it is practice, games, or team photos. (Admin Regulation 5134.2)

6th graders – At this time 6th graders are not allowed to compete in Middle School Sports but then can participate in practice.

1. They can participate in **Practice Only**-(no matches, games or meets) and only the sports where we have no cuts (XC, wrestling, track). Admin and coaches have the final say whether the coach has room.
2. All forms are required for them to participate
3. Wrestling – make sure 6th grader is only wrestling against 6th graders and in the correct weight class.

Private Schools – No private school students can participate

Pursuant to Nevada Interscholastic Activities Association (NIAA) regulations, Nevada Administrative Code 386.792, and Nevada Revised Statute 386.430, a pupil who attends a private school that does not offer a sanctioned sport is *not eligible* to participate in that sanctioned sport at his or her school of residence.

Charter Schools – Can participate at their zoned school only.

Home Schooled Students – Can participate at their zoned school only after they meet the following criteria:

1. The parent will have to turn in the “Home School Notice of Intent to Homeschool” form to the Supplemental credit office. When they show up at your school, they should be able to produce a *receipt* from the Supplemental Credit office that they have turned it in.
2. The parent will also need to produce a “Notice of Intent of a Homeschooled Child to Participate in Programs and Activities” form. *This must be filled out each year of participation.*
3. The parent will need to produce a birth certificate.
4. All Athletic forms will need to be completed just as it is for any other student athlete that attends that school.

The forms and procedures can be found at:

<http://www.washoe.k12.nv.us/supportcredit/docs/helpful> information for Home Schooling.pdf

These regulations are subject to change.

DISCIPLINE

Athletes perform in public and represent their teams, school, and community. Therefore, they must be expected to conduct themselves at all times in an exemplary manner. A student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of the program or welfare of their team or school is subject to discipline, suspension, or expulsion from the activity.

Such students are entitled to the Due Process Procedures for discipline, which are outlined in the District's Administration Regulations. A coach has a unique opportunity to help students understand the need for discipline to develop positive standards of conduct and help students to learn to develop self-discipline. In applying discipline the coach:

1. Should inform students of all rules, codes, and standards expected of them.
2. Is fair, consistent, but firm, in applying discipline.
3. Is honest in dealing with players.
4. Respects individual differences in players but does not play favorites.
5. Provides disciplined athletes with conditions he/she can meet for corrective action or reinstatement to participation if the situation so warrants.
6. Must comply with the discipline Due Process Procedures contained in the District's Administrative Regulations.

Removing a Student from a Team

After the athletic squad has been selected, only a head coach of a sport may request the removal of a student from a team. An assistant coach is never to remove a student from the team. It is expected that the head coach will exercise mature judgment and give ample time of consideration before removal of a student from an athletic team. Notification to the principal/athletic administrator should be given within twenty-four hours if a student is requested for removal from a team. When the head coach requests removal of a student athlete from the team, the coach must prepare the necessary information to present to the administration pertaining to the removal of the athlete from the squad. The administration will investigate and follow-up on the coach's request. All decisions made at the school site are final; there is no appeal to District Administration.

Athletes may be suspended from a team for a maximum of ten (10) days. Permanent removal must have administrative approval and be in compliance with Washoe County School District regulations.

EJECTION OF COACH/PLAYER FROM A CONTEST

If an unsportsmanlike act occurs that results in a coach or player being removed from a contest, the coach or player is ineligible to participate in the next scheduled contest in that sport. If the ejection occurs on the last contest of an athletic season, the penalty will carry over to the next season for 7th grades or the next sport season for 8th graders. There is no appeal from the decision of an official to remove a coach or player from a contest. Coaches or players may not be on the grounds of the school or other playing area during the contest from which they are excluded.

The ejection of a coach or an athlete for a second time in the same sport season must be reported immediately to the Student Activities Office. The coach or athlete who has been ejected for a second time will be ineligible for a minimum of the next two subsequent contests. Any further ejection of the coach or athlete should be immediately reported to the Student Activities Office for further disciplinary action.

It is the intent of the Student Activities Office to discourage bench-clearing incidents. Each coach shall develop a plan of action that prepares the coaching staff and athletes for such a potential incident. A coach(es) may assist officials in a bench clearing incident if, (A) it is part of an organized plan of action

that prevents players from entering the field of play and, (B) they reasonably facilitate the separation of players from opposing teams. If two coaches – one stays behind with bench players.

Regardless of his/her intentions, an athlete who leaves the bench, sideline or other area which is outside the actual field of play and enters onto the field of play in response to an incident such as an altercation or a fight, commits an unsportsmanlike act and must be suspended for the remainder of that contest. If a majority of the members of a team or teams leaves the non-playing area, the contest must be ruled as a forfeiture or double forfeiture, as appropriate.

An athlete who is identified as being involved in any altercation, which causes the bench areas to clear, must be suspended for at least the next scheduled game or contest.

A head coach shall maintain control over his/her athletes during a competition in which his/her athletes are competing. If his/her athletes leave the bench, sideline or other area which is outside the actual field of play and enter onto the field of play in response to an incident such as an altercation or a fight, the head coach must be suspended for at least one subsequent game or contest.

An athlete, a coach or a team, who is disqualified for fighting two times in a single season, must be suspended for the remainder of that season.

The home school administration is responsible for crowd control. School administration should introduce themselves to officials prior to the start of games or matches. A spectator may be removed from a contest at the request of the official and/or an administrator. That spectator is to leave the premises for the remainder of the contest and will not be in attendance at the next scheduled contest. If the spectator ejection occurs at the last game of the season, it will carry over to the next year's sport season.

VIOLATION OF TRAINING RULES **MANDATORY PENALTIES**

A. Use of Tobacco

Any student/athlete guilty of using or being in possession of tobacco (i.e., smoking, chewing, snuff) at any time during a sport season they are participating in, whether on campus during regular school hours, after regular school hours, at any academic intramural or interscholastic activity, or at any other location or time, will be subject to the following discipline:

1. Upon a first violation, suspension from participation in the next scheduled interscholastic contest following the violation.
2. Upon a second violation, suspension from the team and all athletic participation for the remainder of the season.

B. Alcohol/Controlled Substance/Narcotics Occurring On Campus

Any student guilty of using or being in possession of an alcoholic beverage, a controlled substance, and/or narcotics at any time, whether on campus during regular school hours or at any academic, intramural, or interscholastic activity will be subject to the following discipline. Records will be kept for grades 7 through 12.

First Violation

1. Parents come to school and remove student.
2. Student is suspended for ten (10) days of which eight (8) are waived if the student attends the Substance Abuse Intervention Program. A student will not practice during the period of suspension.
3. Six (6) week ineligibility from all activities. Four (4) weeks of the ineligibility may be waived if the student participates in all sessions of the Substance Abuse Intervention Program. A student may practice during this period if approved by the coach and principal.

Second Violation

1. Parent/administrator conference.
2. Student is suspended for ten (10) days (no practice) of which five (5) are waived if the student meets the following requirements:
 - a. Chemical assessment – parent/guardian expense, unless otherwise waived.
 - b. Minimum of eight (8) alcohol/drug related support sessions.
 - c. Parent conference following above sessions.
3. Ten (10) week ineligibility from all activities. Four (4) weeks of the ineligibility may be waived if the student participates in all sessions of the Substance Abuse Intervention Program. A student may practice with the approval of the coach and principal.

Third Violation

1. Parent/administrator conference.
2. Placed on emergency suspension not to exceed ten (10) school days (no practice).
3. Chemical assessment at the expense of parent/guardian during the ten (10) school days of suspension.
4. Minimum of ten (10) alcohol/drug related support sessions during the ten (10) school days of suspension.
5. Parent/student/administrator conference.
6. Indefinite ineligibility. Minimum ninety (90) school days if the above is not followed. Eligibility will be determined from a parent, principal, substance abuse program coordinator, athletic director, and coach conference. A student may practice after ninety (90) school days with the approval of this group.

C. Alcohol/Controlled Substance/Narcotics Violations Occurring Off Campus

Any student/athlete guilty of using or being in possession of an alcoholic beverage, a controlled substance and/or narcotics while off campus, at any time during a sport season in which they are a participant, will be subject to the following discipline. Violations will be cumulative for grades 9 through 12.

First Violation

1. Six (6) week ineligibility from all activities. Four (4) weeks of this ineligibility may be waived if the student participates in all sessions of the Substance Abuse Intervention Program. A student may practice during this period if approved by the coach and principal.

Second Violation

1. Parent/administrator conference.
2. Ten (10) week ineligibility from all activities. Four (4) weeks of this ineligibility may be waived if the student participates in all sessions of the Substance Abuse Intervention Program. A student may practice with the approval of the coach and principal.

Third Violation

1. Parent/administrator conference.
2. Placed on emergency suspension not to exceed ten (10) school days (no practice).
3. Chemical assessment at the expense of parent/guardian during the ten (10) school days of suspension.
4. Minimum of ten (10) alcohol/drug related support sessions during the ten (10) school days of suspension.
5. Parent/student/administrator conference.
6. Indefinite ineligibility. Minimum ninety (90) school days if the above is not followed. Eligibility will be determined from a parent, principal, substance abuse program coordinator, athletic director, and coach conference. A student may practice after (90) school days with the approval of this group.

D. Additional Considerations for Eligibility Purposes

1. If a student, parent, or legal guardian approaches a coach, teacher, counselor, or administrator about a non-school related chemical incident, the coach, teacher, counselor or administrator may discuss this situation with the athlete involved without affecting his eligibility. The coach, teacher, counselor, or administrator must inform the athlete involved and his/her parent or legal guardian that this type of discussion can occur only one time without penalty.
2. Ineligibility begins at the time of school suspension. Monday through Sunday constitutes a normal week of ineligibility.
3. If an offense occurs during a vacation (i.e. Christmas or spring), ineligibility would begin immediately. For ineligibility to be officially in effect over a vacation period, a student must miss the same number of contests as he/she would miss in a normal week of school activity.
4. A student who misses an intervention session will retain his ineligibility status on a week-to-week basis.
5. Any student who does not complete the athletic season in good standing will not receive an athletic award.
6. Any non-alcohol/substance abuse violation will be handled in accordance with administration regulations.

OFF-SEASON PROGRAMS

The off-season belongs to the individual student. The school and coach have claims on the student's time and loyalty throughout the season and should not in turn force students to continue training during their off-season and/or during the summer vacation period. Participation in a school's in-season activity program may not be based on a student's participation in a summer camp, clinic, weight program, or any other out-of-season training or competition activity. Individual students, however, on their own initiative, may want to develop individual skills, compete, and/or participate in self-improvement activities and should be given the opportunity and provided the facilities.

Incoming freshmen should not be allowed to participate in any high school off-season sports program until the completion of the middle school track season during their 8th grade year.

OPEN GYM

Open gym should not be up and running until after the official start of the fall sports season. Also, these should not be open until a minimum of 15 minutes passed the finish time scheduled for daily cross country practice, (i.e.): as a reminder per Middle School Policy, where it states, "At no time should one sport program interfere with another program." This especially holds true with a sport not in season interfering with a program that is in season. If you have sports that are practicing out of season and causing conflicts for the students, a letter should be written to Student Activities stating the justification for this conflict.

EXPECTATIONS OF ATHLETES

General Guidelines

1. To meet all academic and citizenship eligibility requirements.
2. To demonstrate good citizenship in both the school and community.
3. To maintain excellent physical condition throughout the season.
4. To follow the coaches' instruction as to diet, rest, and sleep.
5. To report all injuries to the coach.
6. To avoid the use of alcohol, drugs, and tobacco.
7. To attend school and classes on time.
8. To care for their equipment and return all equipment at the end of the season.
9. To have all participation documents filed with the Athletic Department on time.
10. To respect the rules of the contests and those who administer them.

Athletes who cannot live up to these general standards or additional ones in each sport are subject to disciplinary action. This could mean temporary or permanent suspension from the team.

Classroom Assignments

Athletics should never be used as an excuse to avoid responsibilities to classroom assignments. Participation in athletics is a privilege. **Athletes must attend a minimum school day the day of an activity to participate in that activity. This includes games as well as practices. It is the belief of the Washoe County School District that if a student athlete is too ill to attend school, he/she should not be allowed to practice or compete on that day. Special exceptions to this rule will be made by the principal and/or athletic administrator at the school site.**

WASHOE COUNTY SCHOOL DISTRICT HAZING POLICY

Student / Parent Agreement Concerning Hazing

The Washoe County School District supports only those athletic activities which are constructive, educational, inspirational, and that contribute to the personal development of student/athletes. The Washoe County School District unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment or ridicule.

Definition

Hazing is a broad term that encompasses any intentional action or activity which does not contribute to the positive development of a student/athlete; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants; any action or situation which intentionally or unintentionally endangers a student for admission or affiliation with any athletic team or other school organization. Additionally, hazing can include any exaggerated or excessive teasing. Any requirements by a student which compels another student to participate in any hazing activity which is against this Washoe County School District policy or state/federal law will be defined as hazing. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of the one who is doing the hazing. Any person who knowingly witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse the student/athlete regardless of the person's willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, or publicly indecent, contrary to his/her genuine moral and/or beliefs, e.g. lewd conduct or public profanity.
- Any activity or action that creates a risk to the health, safety, or property of the Washoe County School District or any member of its surrounding community.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate in.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not in accordance with the WCSD dress code policy or what is not generally considered to be in good taste.
- Assigning or endorsing "pranks" such as stealing or the harassment of another organization.
- Degrading or humiliating games or activities that makes the member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

I have been given an opportunity to read and understand this policy and understand the following:

I agree and promise not to participate in any activity deemed to be hazing. I have read the examples of hazing as described in the Washoe County School District Hazing Policy.

This policy/regulation shall be in effect from the time a student athlete first participates in a NIAA sanctioned sport and shall remain in effect until the student graduates from high school.

If, after an investigation by the school, it is determined that the student/athlete is in violation of this policy, the student/athlete will be referred to the W.C.S.D. Coordinator of Student Activities in the Student Activities Office. The student/athlete will be subject to disciplinary action/procedures of the W.C.S.D. which may include suspension from his/her activity or sport.

CHANGING OF SCHEDULED GAMES

The Board of Control will take the responsibility to develop the schedule for an assigned sport and schedules will be presented to the Board of Control for final approval. All schedules will be sent out by the Student Activities Office.

After the schedules have been approved by the Board of Control, any changes in the conference schedules must be requested by the school's principal/athletic administrator or Board of Control member to the Student Activities Office.

It is the responsibility of all schools involved to notify the Transportation Department of the change in transportation needs. The following are the proper steps to perform for changing a scheduled game:

5. Administration approval
6. Transportation approval
7. Notify other school – get approval from coach(s) and administration
8. Contact officials
9. Confirm all of the above again

TRANSPORTATION

The following guidelines are to be used when transporting students to Washoe County School District athletic and activity trips. These procedures were developed for the protection of the students, coaches, advisors and athletic directors and activity directors of our school district. It is the philosophy of the Washoe County School District that when at all possible, students be transported both to and from activities and athletic events by the Washoe County School District Transportation Department.

Use of District Transportation

Schools should send in their transportation requests for their athletic seasons at the start of the year. Schools should follow-up with a call to Transportation to make sure transportation has been scheduled.

Required Student Rosters

- Rosters are required on all trips: athletic, activity and field trips. (form available in the Appendix)
- If more than one (1) bus is used, all of the busses need a roster of the students riding each particular bus.
- A proper roster must have each student's name, address, telephone number, and age or date of birth.
- If the trip is a drop and return, a different bus may do the return, and it will be necessary to have a roster for both drivers. In that case, two (2) rosters are needed. The coach should update the return roster, because some students may have been taken home by their parents.
- A master team roster could be produced prior to the season starting and then adjusted for each trip.
- Students are not to fill out the rosters themselves.

RELEASE OF STUDENTS

It is the philosophy of the Washoe County School District that whenever possible all students should ride to and from athletic events by means of Washoe County School District transportation when provided. Travel to and from athletic competition is a part of the student athlete's total athletic experience. When situations arise that require an exception use the following procedure.

Release to Parent

Student athletes can always be released to parents upon parent request. The coach should make contact with the parent after the competition before releasing the student. Parents must sign for their student on the bus roster on away events if they are not riding the bus home.

Release to Person Other than Parent

Parents may also request prior to a specific event that their son/daughter be released to a relative or friend after an event. In order to do this, they must submit to the school's athletic administrator/athletic director a completed copy of the *Specific Event Transportation Release Form and return form to the coach*. (Form available in Appendix). This form must be filled out any time a student is to be released to someone other than a parent/guardian. The person transporting the student must discuss the release with the coach and sign that student out on the bus roster.

TEAM / GAME MANAGEMENT

The following information is beneficial to a coach who is actively involved in the management of athletic contests. Whether you have to take care of all of the responsibilities by yourself, or with the help of other staff, custodians, and administration, part of your coaching responsibilities should ensure that game-day activities should be done.

Each sport is represented by a brief list that should aid you in game / team management:

CROSS-COUNTRY – If you are hosting a meet:

1. Your cross-country course is designed and marked. If using Rancho San Rafael, Shadow Mountain, Mira Loma, Idlewild Park or another park site, this use should be coordinated through the appropriate park or city agency. You also will need to notify the Student Activities Office.
2. No score shall be kept.
3. Participants should be given their individual times.
4. Notification of your meet must be made to all other schools participating in your meet at least five (5) school days prior to your meet. Notification should include host school; meet site, day, and time, order of races, and how results will be tabulated. A map of your course is also very beneficial, especially if it is not a familiar course.
5. Adequate staff or helpers are arranged to assist in conducting the meet. Timers, course monitors, and recorders are needed.
6. Call Transportation to finalize your bus, if necessary. Be prepared to let them know how many buses you will need, where the buses are going, what time your team will need to arrive, and what time you will depart back to your school.

Regulations:

1. Each school may sponsor four (4) teams: 8th grade girls; 8th grade boys; 7th grade girls; 7th grade boys.
2. Maximum distance: 7th and 8th grade – 1 1/2 miles.
3. No limit on number of entries.
4. Each participant must be able to run a mile in ten (10) minutes or less or coach discretion based on rewards for attending all practices or other situations.
5. The host school is shown as **BOLD/UNDERLINED** on the schedule and is responsible for setting up the meet, notifying the other schools about time, place, etc., and finalizing the results.
6. Order of Events for all meets shall be 8th grade girls, 8th grade boys, 7th grade girls, and 7th grade boys.
7. Races should take place no less than 15 minutes apart to ensure that the course is clear of all runners or site based.

BASKETBALL

Team Selection

There should be a minimum of 12 players on basketball teams. When splitting A/B basketball teams, it is suggested that the A team select the top 5-7 players and the B team select the next top 5-7 players. The remaining players will be divided up by coaches with consideration given to the placement which benefits the player the most. Coaches are required to keep a RUBRIC and accurate records when choosing teams.

Once teams are chosen, copies should be given to the principal, vice-principal and all staff members. It is also required that a copy of team rules and regulations be handed out to each player and sent home for parents. A copy of the team schedule should be included in this information, along with rules for transporting team members to and from games.

Game Setup:

1. Gym is properly set up with chairs (two rows for both home and visiting teams), working scoreboard, scorebook, pencils, and score table. Bleachers should be pulled out for spectators. The home team should provide a game ball.
2. Gym floor should be *swept and mopped* after last PE class and before first game.
3. At least one adult should be at the score table, running the clock. Another adult is advised to work the scorebook. Monetary compensation for these individuals should be worked out with individual school administration.
4. Where applicable, players and score table personnel should sit on the opposite side of spectators. It is advisable that no other students or adults be around or behind the score table.
5. Gym supervision should be dealt with by each individual school. It is required that there be at least one administrator on duty. It is also advised that an administrator of the host school be present to greet the visiting team, and to escort them to and from the game site. If the gym is not ready for entrance when the visiting team arrives, host school should provide an appropriate waiting area (multipurpose room).
6. A coach or supervisor should be responsible for “clearing the gym” after athletic contests. This includes removing students, storing equipment, cleaning up trash and securing doors.

Regulations

1. An intermediate game ball (28.5cm) will be the official ball for girls’ middle school basketball. An official game ball (30cm) will be used for all boys’ middle school games.
2. Games will begin at 2:45 or once the teams have had an adequate warm-up.
3. All games will have 7 minute quarters.
4. Halftime will be 5- 7 minutes – Upon mutual agreement of the coaches, the half-time/warmup may be shorten.
5. 7 Minute warm-up time between A and B games.
6. **Coaches must mutually agree to have a running fourth quarter if the score is 35 or more.

7. The B game is played first for the first half of the season.
8. No full, half court or trap once a 20 point lead is established (technical foul)
9. Overtime – (2) 3 minute overtimes

Game Limits

1. Scrimmage/Jamboree

One scrimmage/jamboree is allowed per season. It can be held at any time during the season.

A scrimmage/jamboree is defined as a one-time meeting of up to four (4) teams, with the primary focus being instructional. Officials may not be used. No score shall be kept for the purpose of declaring a winner/loser. Standard playing time need not be followed and coaches may stop to instruct during play.

2. Washoe County School District League Games

This includes games scheduled by the Middle School Athletic Committee involving Sage Ridge School or other Charter schools.

3. Two Non-League Games

This includes schools outside Washoe County or two additional games with Washoe County schools.

4. Two Tournaments

Sponsored by a school district or approved organization within the Northern Nevada area.

NOTE: All scrimmages, games and tournaments must take place during the established Board of Control middle school girls or boys basketball sports season.

5. The Washoe County School District will pay officials costs for all Washoe County School District league games and the two non-league games.

6. A school traveling to a tournament or hosting a tournament will be responsible for all costs.

WRESTLING – Match Setup:

1. Gym is properly set up with chairs (for both home and visiting teams), working scoreboard, scorebook or bout sheets, pencils, and score table. Bleachers should be pulled out for spectators.
2. Gym floor should be swept after last PE class. Mats should be laid down, taped, and disinfected before teams are allowed to warm-up.
3. Wrestling coaches should get together before each meet to go over eligible wrestlers and to make bouts. Bout sheets are written up, and copies are made for all coaches, scorekeepers, and a couple extra for posting in the gym.
4. At least one adult should be at the score table, running the clock. Another adult is advised to work the scorebook. Monetary compensation for these individuals should be worked out with individual school administration.
5. Where applicable, wrestlers and score table personnel should sit on the opposite side of spectators. It is advisable that no other students or adults be around or behind the score table.
7. Gym supervision should be dealt with by each individual school, It is required that there be at least one administrator on duty. It is also advised that an administrator of the host school be present to greet the visiting team, and to escort them to and from the game site. If the gym is not ready for entrance when the visiting team arrives, host school should provide an appropriate waiting area (multipurpose room).
8. A coach or supervisor should be responsible for “clearing the gym” after athletic contests. This includes removing students, storing equipment, cleaning up trash and securing doors.
9. Forms are provided in Appendix.

Regulations

1. Matches are scheduled to begin at 3:00 p.m., but may have to start a few minutes later depending on transportation scheduling.
2. There will be three one-minute rounds.
3. The host school is responsible for providing scorekeepers, equipment, and two (2) mats.
4. All participants will wear headgear while competing.
5. Proper wrestling uniforms in school colors must be worn. No special club uniforms will be worn.
6. A wrestler must notify his/her coach before the first match of the season whether or not they will wrestle a member of the opposite sex.
7. Wrestlers shall have their official weigh in on the Friday prior to the first league match. After that weigh in, *the host school must provide a scale so that, if any coach feels there is a weight discrepancy, there can be a weigh-in right on the spot.* Weigh-in sheets should be sent to all opposing team coaches by Monday of the following week.

8. For wrestlers who wrestle outside of a weight class, there may not be **more than a nine pound difference** from weight classes 70-140 pounds (7th grade) and 80-140 pounds (8th grade), **no more than a 15 pound difference** from weight classes 150-195 pound (7th grade) and 150-205 pound (8th grade), and **no more than a 25 pound difference** from weight class 210 lbs. and higher (7th grade) and 220 lbs. and higher (8th grade). Wrestlers may only go up in weight classification, not down. Coaches have to agree on the two wrestlers.
9. A scale should be available at all meets.

7 th Grade Weight Classification		8 th Grade Weight Classification	
Under 70 lbs.		Under 80 lbs.	
78 lbs.		88 lbs.	
86 lbs.		96 lbs.	
94 lbs.		104 lbs.	
102 lbs.	9 lbs.	112 lbs.	9 lbs.
110 lbs.		120 lbs.	
120 lbs.		130 lbs.	
130 lbs.		140 lbs.	
140 lbs.		150 lbs.	
150 lbs.		160 lbs.	
165 lbs.	15 lbs.	175 lbs.	15 lbs.
180 lbs.		190 lbs.	
195 lbs.		205 lbs.	
210 lbs.	25 lbs.	220 lbs.	25 lbs.
235 lbs.		245 lbs.	

VOLLEYBALL

Pre-Season volleyball meeting will be held in January.

Games

Start time is 2:45 but may start a few minutes later depending on any transportation problems.
Cold Springs will start at 3:00.

Teams

Each school will have two 7th grade teams (A and B)

Each school will have two 8th grade teams (A and B)

Match

- **3 games will be played**
- Rally score to 25 (cap 27) Revised 2018-2019 school year
- 30 second timeout per coach/ per game
- 1 minute between games

Rules

- Each school must set up
- 5 minutes between matches. Shared warm ups and shared one minute for serving
- Courts must have another service line 3 feet in to accommodate 7th grade only
- 8th graders must serve from behind end line
- Foot faults will be called
- No blocks or attacks on serve
- Libero can be used
- Home school must provide line judges.

Practice / Try-Outs / Teams

- First day of practice will be in January
- Tryouts – a minimum of 2-3 days. Coaches must use a RUBRIC and keep accurate records, be fair and consistent.
- Picking teams – pick top 6-8 for A team next 6-8 for B team
- A minimum of 12 girls per team. Final roster for all 4 teams should be 48 or more.

TRACK MEETS – If you are hosting:

If you are hosting a meet:

1. The Middle School Track Coach needs to get in touch with High School Track coach and the high school athletic director or vice principal in charge of grounds three (3) weeks in advance. Continue with the **communication** with the HS track on a weekly basis up until the day of the meet.
 - a. There is no fee to be charged to the Middle School for use of the High School facility.
 - b. Middle Schools are expected to host their own meet. They can also receive \$500.
 - c. If a High School hosts the entire meet they will receive \$500.00 from the Student Activities Office.
 - d. After the meet the MS track coach **will** send an email to Ellie Centeno-Ochoa requesting that the fees be sent to the HS track program. The MS track coach will also cc: the HS track coach, Rollins Stallworth, Ellie Centeno-Ochoa, HS athletic director, and MS Principal.
2. The Middle School Track Coach will work closely with the High School Athletic Director and the HS Track Coach to make sure all events have the necessary equipment and the necessary workers to run each event accordingly.
3. Notification of your meet must be made to all other schools including the host HS participating in your meet at least three to five school days prior to your meet. Notification should include the host school, meet site, day and time and order of events. We will try and start track meets at 2:45 but this may be difficult if a HS is hosting a meet because the High Schools do not get out until 2:40.
4. The host Middle School will be responsible for assisting in removing and storing equipment. All the Middle Schools are responsible regarding the cleanup.
5. The High Schools will provide the following:
 - Hurdles
 - One high jump pit and standards
 - Press box with public address system
 - Rake for long jump area
 - Restroom and snack bar access
 - Measuring tapes for field events
 - Workers (if running the meet)
 - Starting gun (MS needs to ask HS)
 - Snack Bar optional for the HS
6. The Middle Schools shall provide the following: (unless other arrangements have been made with the High School)
 - Stopwatches
 - Clipboards
 - Recording sheets
 - Pencils
 - A second high jump pit if it is desired or necessary
 - Workers
 - Shot Puts
 - Starting gun (if the Middle School has one – if not ask the High School)
7. In these races, it is also recommended that the fastest runners be placed in the first sets of heats.
8. The hurdles and 100 can run at the same time to expedite the track meet.
9. In the high jump competition, it is highly recommended that all participants be able to jump the opening height.

10. Respect the HS track facility.

- Always pick up trash
- No seeds
- No colored drinks
- No soft drinks
- No gum

MIDDLE SCHOOL TRACK ORDER OF EVENTS

TRACK ORDER OF EVENTS

7th Girls 75 Meter Low Hurdles
7th Boys 75 Meter Low Hurdles
8th Girls 75 Meter Low Hurdles
8th Boys 75 Meter Low Hurdles

7th Girls 100- Meter Dash
7th Boys 100- Meter Dash
8th Girls 100- Meter Dash
8th Boys 100- Meter Dash

7th Girls 1600- Meter Run
7th Boys 1600- Meter Run
8th Girls 1600- Meter Run
8th Boys 1600- Meter Run

7th Girls 400- Meter Relay
7th Boys 400- Meter Relay
8th Girls 400- Meter Relay
8th Boys 400- Meter Relay

7th Girls 400- Meter Run
7th Boys 400- Meter Run
8th Girls 400- Meter Run
8th Boys 400- Meter Run

7th Girls 800- Meter Run
7th Boys 800- Meter Run
8th Girls 800- Meter Run
8th Boys 800- Meter Run

7th Girls 200- Meter Run
7th Boys 200- Meter Run
8th Girls 200- Meter Run
8th Boys 200- Meter Run

7th Girls 1600- Meter Relay
7th Boys 1600- Meter Relay
8th Girls 1600- Meter Relay
8th Boys 1600- Meter Relay

FIELD EVENTS

Long Jump
Open Pit

High Jump
7th Girls
7th Boys
8th Girls
8th Boys

Shot Put
Open Pit- 7th- 8th Girls, 7th-8th Boys

Hurdles Specifications

75- Meter Low Hurdles
Hurdle Height 66 cm (30 inches)
Number of Hurdles 7
Start to First Hurdle 13.0m (42ft 8in)
Between Hurdles 8.5m (27ft 10 3/4in)

Last Hurdle to Finish Line
11m (36ft 1in)

Shot-Put Regulations

The host school will provide necessary shot puts. Participating schools should not bring any additional shot puts.

Each shot put shall be 8 pounds, 13 ounces (4.0 kg)

Each competitor shall have three puts.

It is foul if:

1. Competitor fails to pause before starting the put.
2. Competitor touches the circle or the ground outside the circle (not including the inner face of the stop board).
3. The shot does not land within the throwing sector (the line is out of bounds).
4. Competitor fails to exit from the ring out of the back half.

Measurement:

1. Put the zero end of the tape measure at the nearest edge of the mark.
2. Pull the tape through the center of the ring.
3. Read the measurement on the inside edge of the toe board. Mark to the nearest $\frac{1}{4}$ -inch (0.5cm)
4. Measure each throw

Ties are broken by looking at the next best attempt.

Rope off the shot put area for safety.

High-Jump Regulations

The high school will provide at least one high jump pit, bar and standards. If there is anticipation of a large number of participants, a second pit can be set up.

Each jumper shall have three attempts to clear the given height.

It is foul if:

1. The jumper knocks the bar off the standards.
2. The jumper breaks the plane between the bar and the pit.
3. The jumper takes two attempts and fails to jump.

Measurement of the bar:

1. Put the zero end of the tape measure on the ground beneath the bar.
2. Pull the tape upward so that it is even with the lower part of the bar.
3. Read the measurement. Mark to the nearest $\frac{1}{4}$ - inch (0.5 cm)

In the event of a tie, the jumper with the fewest overall misses is declared the winner.

Starting heights for meets are as follows: Revise 4/8/10

7th Girls: 3ft 10in

8th Girls: 4ft

7th Boys: 4ft. 0in

8th Boys: 4ft 6in

Long-Jump Regulations

The high school shall have at least one long jump pit available for use. It is recommended to have a second pit (one for boys, one for girls). The high school shall provide rakes and shovels.

Each competitor shall have three jumps.

It is foul if:

1. The jumper does not land in the pit.
2. The jumper's foot goes over the toe board.

Measurement:

1. Put the zero end of the tape measure at the imprint from the body part that is nearest to the runway (foot, hand, etc.)
2. Pull the tape to the edge of the toe board that is nearest to the pit.
3. Read the measurement on the inside of the toe board. Mark to the nearest $\frac{1}{4}$ -Inch (0.5cm)
4. Measure each jump.

Ties are broken by looking at the next best attempt.

Rope off the long jump area for safety.

APPENDIX A

FORMS/RESOURCES

1. Emergency Athletic Form – Clearance packet
2. School Athletic Participation Permit – Clearance packet
3. 5308 Student Travel – Clearance packet
4. Agenda for Pre-Season Coaches Meeting
5. Samples of RUBRIC
6. Athletic Bus Roster (bus roster can also be generated from IC
7. Specific Event Transportation Release Form
8. Injury Report
9. Responding to Injuries
10. Sample Crowd Control Policy
11. Guidelines For Dealing With Difficult Parents
12. Contract for Coaches
13. Wrestling Weigh-In Sheets
14. Middle School CPR check off list of coach
15. WCSD Pay scale for MS coaches
16. WCSD Air Quality Index Athletic Procedures
17. Excessive Heat Guidelines
18. Hazing
19. Concussion
20. Parent/Guardian Sportsmanship

**WASHOE COUNTY SCHOOL DISTRICT
ATHLETIC EMERGENCY INFORMATION FORM**

LAST NAME	FIRST NAME	Date of Birth	Grade Level
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Parent/Guardian's Name

Address

Home Phone	Cellular Phone number(s)
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Mother's Business Phone	Father's Business Phone
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Two persons you recommend we call in the event you cannot be reached:

1. _____ Phone: _____
2. _____ Phone: _____

Preference of physicians: (Please include name, telephone number and address.)

1. _____
Name Phone Address

2. _____
Name Phone Address

Preference of Hospital: _____

Medical history and physical limitations or problems that should be known by the coach:

HEALTH/ACCIDENT INSURANCE: I understand my child/ward must be covered by health/accident insurance to participate in this athletic activity and it is solely my responsibility to ensure my child/ward is covered by health/accident insurance. By signing this form, I attest that my child/ward is covered by health/accident insurance.

As parent/legal guardian, I authorize and direct WCSD to obtain medical care for my child/ward in the event such care is necessary. I understand that, if possible, I will be contacted in the event my child/ward requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any necessary medical and/or surgical procedures that are essential for the treatment of my child/ward and agree to be responsible for payment for such care. I release WCSD, its Board of Trustees, employees, volunteers and agents from any costs, damages, liability or loss resulting from the exercise of discretion in securing medical care for my child/ward.

Student Signature _____

Parent Signature _____

Date _____

Date _____

Revised: February 2015

**WASHOE COUNTY SCHOOL DISTRICT
MIDDLE SCHOOL REGULAR SEASON AND OFF-SEASON
SPORT/CONDITIONING PARTICIPATION PERMIT**

**AGREEMENT TO OBEY INSTRUCTIONS, RELEASE, ASSUMPTION OF RISK AND
AGREEMENT TO HOLD HARMLESS IN ATHLETICS**

Instructions to Student and Parent/Guardian:

Please read both the STUDENT and PARENT/GUARDIAN provisions of this form. Sign, date and return this form.

STUDENT

I am aware playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risks of playing or practicing to play/participate in an off-season sport/conditioning program include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participating in a sporting activity, I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, etc., and agree to obey such instruction.

In consideration of the Washoe County School District permitting me to participate in a regular season or off-season sport/conditioning program and to engage in all activities related to said program, I hereby assume all risk associated with participation and agree to indemnify, defend, and hold the Washoe County School District, its Trustees, employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of any kind and nature whatsoever which may arise by or in connection with my participation in a regular season or off-season sport/conditioning program.

I fully understand that participation in an off-season program does not guarantee me a position on a team and/or a place in the starting line-up. I have not been pressured by a coach to participate nor have I been informed that this off-season program is a requirement in order to be a member of said team.

The terms hereof shall serve as a release and assumption of risk for me, my heirs, estate, executor, administrator, assignees, and for all members of my family.

Signature of Student

Date

PARENT/LEGAL GUARDIAN

I affirm that I am the lawful parent/legal guardian of the previously mentioned student, _____ . I have read the student warning and release and understand its terms. I understand that all sports can involve **RISK OF INJURY**, those risks outlined in the **Student** section above. I also certify that my child/ward has no ailment or organic defect that would make participation in a sporting activity dangerous to his/her health.

In consideration of the Washoe County School District permitting my child/ward to participate in a regular season or off-season sport/conditioning program and to engage in all activities related to said program, I hereby expressly relieve, indemnify, save, and hold harmless the Washoe County School District, its Board of Trustees, and all its volunteers, agents or employees thereof from and against any and all liability or claims arising from injury or damage suffered or incurred by said child/ward as a result of the acts, omissions, or conduct of any person other than the negligence of the Washoe County School District while said child/ward is participating in this activity.

I further agree to assume the responsibility of seeing that my child/ward cooperates and conforms to the fullest extent with the directions and instructions of the individual(s) supervising my child/ward.

I understand it is my responsibility to carry and maintain medical insurance for my child/ward. In the case of an emergency and the parent/guardian cannot be reached, I hereby authorize the Washoe County School District or any of its employees, agents, representatives, instructors, coaches, or volunteers to obtain whatever medical treatment they deem necessary for the welfare of my child/ward. I further understand and agree that I will be financially responsible for all charges/fees incurred in the rendering of said treatment even if such charges/fees are not covered by medical insurance.

I fully understand that participation in an off-season does not guarantee my child/ward a position on a team and/or a place in the starting line-up.

The terms hereof shall serve as a release for me, my heirs, estate, executor, administrator, assignees, and for all members of my family.

Signature of Parent/Guardian

Date



STUDENT TRAVEL (FIELD & ACTIVITY TRIP) PERMISSION & WAIVER OF LIABILITY AND ASSUMPTION OF RISK

I hereby acknowledge that I am the lawful parent or legal guardian of (student name) _____. On (date)_____, (school/dept/class) _____ will be participating in an _____ field/activity trip to_____. Transportation to the field/activity trip will be provided by (school bus/charter bus/approved driver in private vehicle/foot, etc.) _____.

I hereby expressly relieve, indemnify, save, hold harmless, and agree to defend the Washoe County School District, its Board of Trustees, and all its volunteers, agents or employees thereof from and against any and all liability or claims arising from injury or damage, including property loss or damage, suffered or incurred by my child/ward as a result of the acts, omissions, or conduct of any person, including an employee, trustee, volunteer and/or agent of the Washoe County School District and assume all risk associated with participating in this activity.

I understand that this activity can involve risk of injury including but not limited to neck and spinal injuries, and injury to bones, joints, ligaments, muscles, and tendons. I also certify that my child/ward has no ailment or organic defect that would make participation in this activity dangerous to his/her health.

I further agree to assume the responsibility of seeing that my child/ward cooperates and conforms to the fullest extent with the directions and instructions of the individual(s) supervising my child/ward.

I understand it is my responsibility to carry and maintain medical insurance for my child/ward. In the case of an emergency and the parent/guardian cannot be reached, I hereby authorize the Washoe County School District or any of its employees, agents, representatives, instructors, coaches, or volunteers to obtain whatever medical treatment they deem necessary for the welfare of my child/ward. If the injury or illness is life threatening or my student is in need of emergency treatment, I authorize the District or any of its employees, agents, representatives, instructors, coaches, or volunteers to summon any and all professional emergency personnel to attend, transport, and treat the student. I further understand and agree that I will be financially responsible for all charges/fees incurred in the rendering of said treatment even if such charges/fees are not covered by medical insurance.

Administrative Form 5308 Student Travel Permission Form and
Waiver of Liability/Assumption of Risk

Student Full Legal Name: _____

Date of Birth: _____

Nick Name _____

Gender: ___ Female ___ Male

Medical Treatment Information for Medical Treatment

Allergies to Medications:	
Allergies (Other):	
Conditions for which the child is currently receiving treatment:	
Other significant medical information:	

I acknowledge that I have reviewed and understand all of the above, and I hereby consent and give permission for my child/ward to participate in this activity.

I hereby **consent** to allow my child/ward (name), _____, to participate in this field/activity trip and I acknowledge that I have reviewed and understand the above.

OR

I hereby **decline** to allow my child/ward (name), _____, to participate in this _____ field/activity trip.

_____ Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

v2, 10/10/2016

Pre – Season Coaches Meeting Agenda

1. Supervision – home, away, practices, locker rooms
2. Parent letter
3. Forms
4. Playing time
5. Minimum of 2-3 days trying out
6. Equipment - inventory
7. PE classes
8. Liability
9. Procedure for scheduling of games on bye days or games not on schedule
10. Care and maintain of gym floor/moving door
11. Water only in gyms
12. Sportsmanship
13. Grade checks
14. Clean up gyms after practices and games
15. Current CPR
16. Ice – Have prepared in advance in faculty lounge freezer
17. No athletes allowed in faculty lounge or hallways.
18. Score books are provided by home team.
- 19. Coaches must carry a binder at all times that includes: Emergency contact information, Bus Rosters, Transportation numbers, and injury reports.**
- 20. Coaches must fulfill their coaching duties or their pay could be deducted. This includes all practices and games. If a coach has to miss a practice or game the administration must be notified.**

Washoe County School District

Examples of Rubrics used to Evaluate Student Athletes:

Rubric 1: _____ Player Evaluation:

Date(s): _____

School: _____ Player: _____ Grade: _____

Sport: _____ Evaluating

Coach(s): _____

Performance levels: 5 – Exemplary 4 – Above Average 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory N/A – Not Applicable

- Knowledge of the Sport: (Written Test) Optional

Test Score: _____

- **Skill Level of Performance: (OBJECTIVE)**
Score: _____

List skills that the athlete will be evaluated on through the “trying out” process: Using the performance levels evaluate this performance: (Directly related to the sport) Program should come up with five to ten basic skills to assess during the evaluation phase.

- **Rapport with staff and team mates: (SUBJECTIVE)** Score: _____

Using the performance levels to evaluate athlete’s performance

-Communications, Relationships, Following Instruction/Directions, Coachable

- **Agility, Speed and Coordination: (OBJECTIVE)**
Score: _____

Using the performance levels to evaluate athlete’s performance

-Athletic Ability, Movement skills

- **Academics: (OBJECTIVE)** Score: _____

Using the performance levels to evaluate athlete’s performance

-Grades

- **Behavior and Attendance: (OBJECTIVE)**
Score: _____

Using the performance levels to evaluate athlete’s performance

-Discipline, Responsible

Total: _____/50 pts

PLEASE WRITE NOTES ON THE BACK OF THE SHEET:

Examples of Rubrics used to Evaluate Student Athletes:

Rubric 2: Player Evaluation:

Date(s): _____

School: _____ Player: _____ Grade: _____

Sport: _____ Evaluating

Coach(s): _____

Performance Levels:

Unsatisfactory 1-pt.

Developing 2-pts

Effective 3-pts

High effective 4-pts

Phase 1: Performance level Score: _____

Athletes are placed in a game setting situations during try-outs and will be evaluated on based on their skill levels, knowledge of the game, and athletic ability using the performance levels above:

Phase 2: Performance Level Score: _____

Every Athlete will be given several skills test to complete specifically related to the sport.

Phase 3: Performance Level Score: _____

The coach or coaches asking pre-determined questions will interview every athlete.

Phase 4: Performance Level Score: _____

A report from the office will provide, grades, tardies, discipline and attendance record

Total Performance Score: _____

Coaches Notes:

Examples of Rubrics used to Evaluate Student Athletes:

Rubric 3: Player Evaluation:

Date(s): _____

School: _____ Player: _____ Grade: _____

Sport: _____ Evaluating

Coach(s): _____

Performance Levels:

1=Poor 2=Below Average 3=Average 4=Above Average

5=Excellent

1. Athlete has been responsible and dedicated in the classroom as a student.

Performance Level: _____ Comments: _____

2. Athlete has been positive and member of the school and student body with no discipline issues.

Performance Level: _____ Comments: _____

3. Athlete has shown the ability to work well and communicate with others during practice/tryouts.

Performance Level: _____ Comments: _____

4. Athlete has shown the commitment to work hard and hustled to get better during practice/tryouts.

Performance Level: _____ Comments: _____

5. Athlete possesses all of the skills necessary to be a successful player on the team.

Performance Level: _____ Comments: _____

6. Athlete is committed to the rules, goals and objectives of the program.

Performance Level: _____ Comments: _____

7. Athlete has the ability to make this team better with his presence every day in practice and in games.

Performance Level: _____ Comments: _____

8. Athletic has the ability to make those around him/her better.

Performance Level: _____ Comments: _____

Total: Performance Level Points: _____

**SPECIFIC EVENT
TRANSPORTATION RELEASE FORM**

I hereby acknowledge that I am the lawful parent or legal guardian of

(student) _____, who is a student with the Washoe County School District, who is participating in a Washoe County School District approved event or activity.

(Event) _____ (date) _____

at (location) _____.

I hereby authorize the Washoe County School District to release (student) _____ to/from (circle one or both) said event to:

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

TELEPHONE: _____

recognizing that the Washoe County School District is otherwise prepared to provide transportation for the travel referenced in this release.

In so doing, and in consideration of the rights afforded hereby, **I RELEASE AND FOREVER DISCHARGE THE WASHOE COUNTY SCHOOL DISTRICT, ITS INSURERS, AGENTS, EMPLOYEES, REPRESENTATIVES, AND ASSIGNS, FROM ANY AND ALL CAUSES OF ACTION, CLAIMS, DEMANDS, OR EXPENSES IN ANY WAY CONNECTED WITH OR ARISING OUT OF THE PRIVATE TRANSPORTATION OF (student) _____ AS NOTED HEREIN.**

I hereby represent and warrant that in signing this release, I have been fully advised and represented by legal counsel of my own selection, or that I have had full opportunity to do so, that I am fully familiar with all the circumstances incident hereto, that in executing this release, I rely wholly upon my own judgment and the advice of counsel of my own independent selection, or that I have waived the right to rely on such advice, and that I have been in no way influenced in making this release by any representation or statement whatsoever by any person, individual, agent, employee, representative or servant of the Washoe County School District.

Signature of Parent/Guardian

Date

Signature of Athletic Administrator/Director

Date

Copies: parent, site file, coach

WASHOE COUNTY SCHOOL DISTRICT-STUDENT INJURY REPORT

INJURED'S NAME/ADDRESS			DATE OF BIRTH		SCHOOL NAME		
Last	First	MI	___/___/___				
Street Address			GENDER		GRADE		
			___ Male ___ Female		___ Preschool ___ Kindergarten ___ 1		
					___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8		
					___ 9 ___ 10 ___ 11 ___ 12		
City			State		Zip		
DATE OF INJURY		TIME OF INJURY		PERIOD		SUPERVISION	
___/___/___		___ a.m. ___ p.m.		___ After School ___ Field Trip		___ None	
				___ Before School ___ Lunch		___ Teacher	
				___ Assembly ___ Lunch Recess		___ Aide/Monitor	
DATE REPORTED		TIME REPORTED		___ Class Change ___ Organized Sports		___ Coach	
___/___/___		___ a.m. ___ p.m.		___ Class Time ___ Unauthorized		___ Driver	
				___ Phys. Ed. Class ___ Other		___ Parent/Volunteer	
				___ Recess		___ Principal	
						___ Other	
INCIDENT CAUSE		PERSON INJURED		INCIDENT LOCATION			
___ Intentional		___ Student		___ Athletic Field ___ Lockers			
___ Unintentional		___ Parent		___ Auditorium/Multi ___ Lunchroom			
___ Undetermined		___ Other		___ Basketball Court ___ Off School Property			
				___ Bathroom ___ Parking Area			
				___ Bus Loading Area ___ Playground (Kindergarten)			
				___ Classroom ___ Playground (Primary)			
				___ Corridor ___ Playground (Secondary)			
				___ Driveway ___ Pool			
				___ Gymnasium ___ School Bus			
				___ Home Economics ___ Shop/Industrial Arts			
				___ Kitchen ___ Other			
				___ Lab			
				SURFACE CONDITION			
				___ Not Relevant ___ Wet ___ Dry			
INCIDENT TYPE				TYPE OF SURFACE			
___ Assault/Fight				___ Blocktop			
___ Bite/Sting				___ Brick Wall			
___ Burn-Chemical				___ Carpet			
___ Burn-Fire				___ Concrete			
___ Burn-Other				___ Dirt			
___ Collision w/ Object				___ Grass/Lawn			
___ Collision w/ Person							
___ Fall - Standing Ht.				EQUIPMENT INVOLVED			
___ Fall < 5'				___ Arched Climber			
___ Fall 5-10'				___ Balance Beam			
___ Fall > 10'				___ Climbing Tower			
				___ Concrete Pipe			
				___ Domed Climber			
				___ Glider			
				___ Horiz. Ladder			
				___ Modular Unit			
				___ Monkey Bars			
				___ Platform			
				___ Pole Climb			
				___ Rope			
				___ Slide			
				___ Swing			
				___ Tetherball			
				___ 3-level Bars			
				___ Turn Bar			
				___ Other			
ACTIVITY WHEN INJURY OCCURRED				INJURY SITE			
___ Baseball/Softball				___ Head			
___ Basketball				___ Eye-L ___ R ___			
___ Bicycling				___ Ear-L ___ R ___			
___ Classroom Activity				___ Nose			
___ Climbing Bars				___ Mouth/Lips			
___ Dancing				___ Teeth			
___ Dodgeball				___ Gums			
___ Fight/Roughhouse				___ Face			
___ Football				___ Jaw			
___ Gymnastics/Tumbling				___ Chin			
___ Hockey (Field/Floor)				___ Neck			
___ Ice Skating				___ Clavicle-L ___ R ___			
___ Jumping				___ Shoulder-L ___ R ___			
___ Kickball				___ Upper Arm-L ___ R ___			
___ Lab/Shop Activities				___ Elbow-L ___ R ___			
___ Rollerblading/Skating				___ Wrist-L ___ R ___			
				___ Hand-L ___ R ___			
				___ Fingernail			
				___ Finger			
				___ Chest/Ribs			
				___ Back			
				___ Abdom./Groin			
				___ Buttocks			
				___ Genitals/Rect.			
				___ Pelvis/Hip			
				___ Leg-L ___ R ___			
				___ Knee-L ___ R ___			
				___ Ankle-L ___ R ___			
				___ Foot-L ___ R ___			
				___ Toe			
				___ Pain			
				___ Puncture Wound			
				___ Possible Sprain/Strain			
				___ Other			
				ACTION TAKEN			
				___ Parent/Guardian Notified			
				___ Unable to Contact Parent/Guardian			
				___ Police Notified			
				___ First Aid Administered			
				___ Checked by School Nurse			
				___ Checked by Paramedics/EMT			
				___ Remained in/Returned to Class			
				___ Sent/Taken Home			
				___ Taken to Physician			
				___ Taken to Emergency Facility			
				___ Photos Taken of Accident Scene			
				___ Other			
PARENT/GUARDIAN NAME & PHONE NUMBER							

RESPONDING TO INJURIES

REMEMBER-MOST IMPORTANT: The injured athlete takes priority over everything!

GENERAL GUIDELINES:

1. Keep the athlete still, comfortable and reassured.
2. When in doubt, do not move an injured athlete.
3. Send someone for the athletic trainer if one is available.
4. Call paramedics if necessary.
5. Notify parents as soon as possible.

GENERAL EMERGENCY PROCEDURES (*ACTIONS TO BE TAKEN*)

1. Administer necessary and possible first aid if certified to do so (i.e. stop bleeding, ice, etc.)
2. Call paramedics if necessary.
3. Contact parents as soon as possible using emergency forms.
4. Assist emergency personnel by providing any pertinent information about the athlete's injury and medical history if noted on emergency form.
5. Accompany athlete to hospital if parents are not physically able, or if injury requires ambulance transport.

DIRECTIONS FOR CALLING PARAMEDICS / AMBULANCE:

1. Call paramedics:
 - A. State your name, position and school location.
 - B. Describe nature of injury.
 - C. Describe location of injured athlete.
 - D. Give present phone number (school phone is preferable, use cell number if necessary).
2. Send responsible person(s) to meet and direct paramedics to injured athlete.
3. Assist paramedics with injury information if needed.

***Coaches practicing on outdoor track or fields must have access to any gate areas.**

If an Athletic Trainer is present (sometimes at high schools), you need to notify them when an injury occurs. If the trainer determines there is a serious injury and it is obvious that an ambulance will be needed, send an assistant coach to call paramedics.

When injury occurs on school grounds and an athletic trainer is not present, follow guidelines listed above.

DO NOT REQUEST THE REMOVAL OF ANY INJURED ATHLETE! IF YOU ARE IN DOUBT AS TO HIS OR HER CONDITION, OR WHEN THERE IS A BACK, HEAD OR NECK INJURY, CALL FOR THE PARAMEDICS AND LET THEM EVALUATE THE INJURY AND DECIDE WHETHER TO TRANSPORT TO THE HOSPITAL.

SAMPLE CROWD CONTROL POLICY

Any school having an interscholastic athletic program should have a well-planned crowd control program. Personnel who should be included in administering this plan are: school administrators, athletic director, coaches and the staff who are working crowd control. If the athletic program is to be successfully administered the school administrator and athletic representatives must be concerned with the welfare of the fans and the student body.

CROWD CONTROL GUIDELINES:

Before the contest:

1. Make sure that the specific seating arrangements are designated for Home team and for Visitors.
2. Make sure that crowd control workers arrive 10-15 minutes before the contest is scheduled to start.
3. Crowd control workers are to remain in designated sections of the student and staff seating areas. They should not congregate with other adults or staff members who are attending the event.

During the contest:

1. When approaching a problem student or adult, please discuss the problem carefully and ask the individual(s) to refrain from continuing the inappropriate behavior. If the student or adult refuses and continues the poor behavior, please alert the administrator on duty to have the individual removed from the premises.
2. During half-time, please help prevent fans from getting on the field or court area, around the players' bench area, or directly into the areas of competition.

After the contest:

Planning for after the contest is probably the most important of the three stages in crowd control. Most incidents occur after the game, when the fans are on their way out of the building or stadium.

1. At the end of the competition, please help prevent fans from getting on the field or court area, around the players' bench area, or directly into the areas of competition.
2. Assist the administrator on duty in the orderly exit of all visiting and home team fans. Help in assisting the visiting team through the building and onto their bus.
3. Remain on duty until 15 minutes after the contest is completed, or the administrator on duty informs you that it is acceptable to leave.

GUIDELINES FOR DEALING WITH DIFFICULT PARENTS

1. NEVER meet with an irate or concerned parent immediately after a contest.
2. ALWAYS suggest that the parent call and set up a mutually convenient meeting.
3. Prepare for this meeting by trying to determine what the parent's concern is about and gather all of the necessary information (statistics) needed for the meeting (in other words, get your "Ducks in a row.>").
4. It is always wise to invite the athletic director to sit in on the meeting as a third party. He/she can serve to mediate, provide counsel and to help clarify positions.
5. Listen to the parent's complaint or concern. Venting by the parent is an important first step.
6. DO NOT ALLOW parents to yell at you, be rude, obnoxious, or use foul language. Explain that this is totally unacceptable and that while you are more than willing to meet with them they need to conduct themselves in a calm and civil manner.
7. DO NOT sink to their level. As difficult as it may be, maintain your poise and professionalism.
8. While listening to the parent's concern, do not interrupt. Make mental notes and save your comments.
9. Try to find some common ground and make your comments as positive as possible.
10. Avoid making generalizations concerning the parent's motivation, attitude or character.
11. Do not use extreme statements such as, "You never...", or "You always..."
12. Try to stay away from unhelpful and diversionary statements over "facts". Focus instead upon, "It seems to me..." or "As I recall..."
13. While you should be straightforward and honest, do not explain any more than necessary. Often a parent is looking for some small opening to gain a hold in order to build their case or to attack.
14. Always thank the parent for expressing his or her point of view.
15. Try ending the meeting or conversation with, "I'll take this conversation into consideration." While this statement does not mean any guaranteed action other than thinking about what was discussed, it does provide the parent with the feeling that he or she has accomplished his or her goal. In this manner, everyone comes out feeling that they have won.

COACHES CONTRACT

1. Coaches are important role models for student athletes; you are expected to conduct yourself accordingly.
2. Coaches are expected to ride the bus to and from an away event. The coach should enforce ALL bus rules and supervise athletes while on the bus.
 - a. Coaches are not to leave any event until all athletes are verified to be on the bus or with a parent.
 - b. Upon returning from an away contest, coaches must wait at the school for student athlete's rides to arrive. Do not leave student athletes at the school waiting for rides.
3. A certified coach must be at all practices and events. The coach must notify administration if they are going to miss a practice, cancel a practice or miss a game.
4. All coaches must be certified in CPR.
5. Coaches must monitor the gym, locker room before and after practices and games, and any other area under their supervision. These areas must be clear of all athletes and locked and secured before leaving. If a coach does not have a key, they should notify the custodian before leaving.
6. Uniform and Equipment
 - a. The coach will conduct a pre and post season inventory of the uniforms and equipment, and provide a copy to the athletic administrator.
 - b. The coach is responsible and accountable for all uniforms and equipment, and must collect the replacement costs of any lost or not returned.
7. The coach will provide the office with a legible roster,
8. The secretary or AD must clear all athletes prior to first day of tryouts by inputting all athletes in IC. From IC the AD can create a bus roster
9. The AD or coach will be expected to check grades weekly. The AD or coach is also responsible for informing the athletes of their status.
10. The coach is to provide a copy of the team rules to each athlete. The athletes and parents are to sign the rules and return them along with any other required forms before they are eligible to compete.
11. The coach is responsible to carry all emergency forms with them at all times.

I have read, understand and agree to the above guidelines.

Coach's Signature _____

Name _____

Sport _____ Date _____

WRESTLING WEIGH-IN CHART 7TH GRADE

Weight Class	Wrestler #1	Actual Weight	Wrestler #2	Actual Weight	Wrestler #3	Actual Weight	Wrestler #4	Actual Weight
70								
78								
86								
94								
102								
110								
120								
130								
140								
150								
165								
180								
195								
210								
235								

SCHOOL

DATE

PRINCIPAL'S SIGNATURE

WEIGH-IN CHART
8TH GRADE

Weight Class	Wrestler #1	Actual Weight	Wrestler #2	Actual Weight	Wrestler #3	Actual Weight	Wrestler #4	Actual Weight
80								
88								
96								
104								
112								
120								
130								
140								
150								
160								
175								
190								
205								
220								
255								

SCHOOL

DATE

PRINCIPAL'S SIGNATURE

MIDDLE SCHOOL CPR/FIRST AID VERIFICATION

SPORT	COACH'S NAME	CPR exp	FIRST AID exp
Cross Country 7th		/	/
Cross Country 8th		/	/
7th Girls BB "A"		/	/
7th Girls BB "B"		/	/
8th Girls BB "A"		/	/
8th Girls BB "B"		/	/
7th Boys BB "A"		/	/
7th Boys BB "B"		/	/
8th Boys BB "A"		/	/
8th Boys BB "B"		/	/
Wrestling 7th		/	/
Wrestling 8th		/	/
7th Volleyball "A"		/	/
7th Volleyball "B"		/	/
8th Volleyball "A"		/	/
8th Volleyball "B"		/	/
7th Track – Girls		/	/
7th Track – Boys		/	/
8th Track – Girls		/	/
8th Track – Boys		/	/
Boys Soccer		/	/
Girls Soccer		/	

MIDDLE SCHOOL EXTENDED DAY ATHLETIC PROGRAMS

POSITION	STEP 1 & 2 1-2 YEARS	STEP 2 & 3 3-4 YEARS	STEP 5 5+ YEARS	NO. OF POSITIONS AUTHORIZED			
				Dist Total	(13) Reno/Sparks	Incline	Gerla
*Boys' Cross Country	369	408	445	14	1	1	0
*Girls' Cross Country	369	408	445	14	1	1	0
*Boys'/Girls' Cross Country	369	408	445	1	0	0	1
*Girls' Basketball	806	885	962	55	4	2	1
*Boys' Basketball	806	885	962	55	4	2	1
Cross Country Skiing	806	885	962	1	0	1	0
*Girls' Volleyball	806	885	962	54	4	2	0
*Wrestling	806	885	962	28	2	2	0
*Boys' Track	806	885	962	28	2	2	0
*Girls' Track	806	885	962	28	2	2	0
Boys'/Girls' Track	806	885	962	1	0	0	1
Total MS Allocations				279	20	15	4
Total HS Allocations				591			
Total EDD Allocations				870			

MIDDLE SCHOOL EXTENDED DAY NON-ATHLETIC AND INTRAMURAL PROGRAMS

*Each AAA middle school (9 schools) will have 40 slots at \$216 per slot.

Each AA middle school (3 schools) will have 20 slots at \$216 per slot.

*Any number above 800, in increments of 100 students, (i.e. 801 to 900) will trigger 4 additional slots for a total of 44 slots; will trigger another 4 slots for a total of 48 slots. Student counts will be based on the student apportionment count.

Pay period to be the first pay period following completion of activity. Checks may come to the schools prior to the completion of schools are to hold checks until the duty assignments are completed.

Minimum requirement for compensation will be at least 15 hours of out-of-contract time. (Example: 60 hours of assignment use 4 slots.)

Recommendations for Schools and Child Care on Poor Air Quality Days Air Quality Index (AQI) Table for Ozone and PM_{2.5} with Visibilities for Wildfire Smoke¹

Activity	Good=0 to 50 (Visibility 11 miles and up)	Moderate=51 to 100 (6 to 10 miles)	Unhealthy for Sensitive Groups*=101 to 150 (3 to 5 miles)	Unhealthy=151 to 200 (1.5 to 2.75 miles)	Very Unhealthy=201 to 300 (1 to 1.25 miles)	Hazardous=301 to 500 (less than 1 mile)
Recess (15 min)	No Restrictions	No Restrictions	Make indoor space available to all children especially those with lung/heart illnesses or who complain about difficulty breathing.	Restrict outdoor activities to all children and limit prolonged or heavy exertion.	Restrict outdoor activities to all children and limit indoor activities to light to moderate exercise.	Keep everyone indoors and limit indoor activity to light exercise.
P.E. (1 hr)	No Restrictions	No Restrictions	Make indoor space available to all children. High school students with lung/heart conditions should limit prolonged or heavy exertion.	Restrict outdoor activities to all children and limit prolonged or heavy exertion.	Restrict outdoor activities to all children and limit indoor activities to light to moderate exercise.	Keep everyone indoors and limit indoor activity to light exercise.
Scheduled Sporting Events	No Restrictions	Unusually sensitive children and high school students should limit prolonged or heavy exertion during scheduled sporting events.	High school students with asthma or other respiratory or cardiovascular illness should be medically managing their condition. Increase rest periods and substitutions to lower breathing rates.	Consideration should be given to rescheduling or relocating the event.	Event should be rescheduled or relocated.	Event should be rescheduled or relocated.
Athletic Practice and Training (2 to 4 hrs)	No Restrictions	Unusually sensitive children and high school students should limit prolonged or heavy exertion during practice or training.	High school students with asthma or other respiratory or cardiovascular illness should be medically managing their condition. Increase rest periods and substitutions to lower breathing rates.	Activities over 2 hours should decrease intensity and duration. Add rest breaks or substitutions to lower breathing rates.	Practice or training should be rescheduled or relocated.	Practice or training should be rescheduled or relocated.

¹ Visibility conversions to AQI were taken from "Wildfire Smoke: A Guide for Public Health Officials" (Rev. July 2008 with 2012 AQI updates)

*Children are anyone from Infant to 8th Grade. High School Students are indicated and assumed to be the participants for Scheduled Sporting Events and Practice and Training activities. For children, consideration for relocation or rescheduling should be given at the Unhealthy for Sensitive Groups range for Sporting Events and Practice and Training activities.



This guidance was developed by the Washoe County Health District, Air Quality Management Division.
The AQI table was adapted from the Sacramento Metropolitan Air Quality Management District "Air Quality Guidelines for Schools."
Revised August 26, 2013



MEMO



Washoe County
School District

FROM THE DEPARTMENT OF
STUDENT ACTIVITIES & ATHLETICS
Washoe County School District
5450 Riggins Court, Suite 3
Reno, NV 89502
Phone (775) 353-6918
Fax (775) 689-2625

Suggested Outdoor Standards for Practices and Athletic Activities during Excessive Heat:

During excessive high temperatures, over 90 degrees the physical nature of athletic practices, additional use of equipment, and in some cases high body mass index practicing in extreme temperatures will lead to a very high metabolic heat production in student-athletes. This high metabolic heat increase can result in the following illnesses **Heat Cramps, Heat Exhaustion and Heat Stroke.**

Keys to preventing Heat related risk for athletes:

- If you know the temperatures are going to be in extreme make sure that, your players hydrate days before the actual practice.
- The temperature will not be the only gauge, check the daily humidity numbers as well.
- Provide a break from the sun, if possible in a shaded area and water breaks every 15-20 minutes.
- If equipment is worn such as, helmets and or shoulder pads allow the athletes to take them off during these breaks to cool down.
- Allow athletes to have access to water at all times during the practice.
- Total practice time in the sun should never exceed 3-hours
- Because the athlete will not feel thirsty until after they are already dehydrated, supervise all water breaks to assure that all athletes are drinking.
- Make sure all athletes drink water/fluids before, during and after practice.
- Because of the various physical make-up of all athletes the risk will vary dramatically from one athlete to another, do not compare, so use common sense, make good decisions and better to be **SAFE** than **SORRY**.

Hot and Cold Weather Safety Advisory Guidelines for WCSD

Student outdoor activity is an important part of daily school life for all children. Exposure to fresh air and the opportunity to exercise is good for students. However, there are times when it is not safe for students to be outside due to weather. This guide will help make decisions surrounding student outdoor activity during extreme weather conditions and hopefully prevent hazards or illness as a result of extreme temperatures.

Heat Advisory:

Consider the following to help determine modification of **activity/practice**: Temperature, humidity, heat index, age of students, students with health conditions, length of time outdoors, adequacy of clothing, condition of outdoor **activity/practice area**.

Heat Index is a measure of how hot it really feels when relative humidity is factored in with air temperature. The National Weather Service will initiate alert procedures when the Heat Index is expected to exceed 105-110 degrees F for at least 2 consecutive days. NWS offers a Heat Index chart for areas with high heat but low relative humidity. Since heat index values were devised for shady, light wind conditions, exposure to full sunshine can increase the heat index by up to 15 degrees F. Strong winds with very hot, dry air can also be extremely hazardous. For more information visit www.weather.gov/heat

During a heat wave:

Slow down: reduce, eliminate or reschedule strenuous activities. Students with health conditions should stay in the coolest place, not necessarily indoors.

Recess and Outdoor Physical Activity considerations-Temperature index above 95 degrees, reconsider moving activities indoors to air-conditioned space.

Provide water breaks before and after ***Recess/Practice***

Physical Education Classes- heat index reaches 90 degrees or higher and PE in un-air conditioned locations, move to air conditioned location or modify activity, provide frequent water breaks.

Dress for summer: lightweight, loose fitting, light colored clothes

Eat Light: easy to digest foods are best, keep foods cool

Drink plenty of water: Select water that is not too cold, consider taking in non-alcoholic and decaffeinated drinks even if you do not feel thirsty.

Stay out of heat: Spend time in air-conditioned locations or areas where there is plenty of shade, use portable electric fans. When temperature is > 90 degrees, direct flow of fans away from you, not directly toward you. The dry blowing air directly pointed at you will dehydrate you faster, endangering your health.

Minimize direct exposure to sun: Sunburn reduces the body's ability to dissipate heat; Sunburn is also known to cause skin cancer if overexposure occurs. Be aware that young children and those with health conditions are especially vulnerable to prolonged exposure to the sun.

Athletic Practices and Athletic Activities during Excessive Heat conditions:

Suggested Outdoor Standards for Practices and Athletic Activities during Excessive Heat:

WCSD Concussion Management

Prevention and Treatment of Injuries to the Head

The intent of the Washoe County School District's Concussion Management Program is to reduce the risk of injury to a student due to a concussion. The program allows a provider of health care to determine when an athlete should continue athletic participation after suffering a concussion or head injury. This may reduce the likelihood of "Second Impact Syndrome", which can lead to serious or permanent head injury or death.

If a student suffers a concussion or head injury, the student must be immediately removed from the competitive sport; and may only return to the competitive sport if the parent or legal guardian of the student provides a signed statement of a provider of health care indicating that the student is medically cleared for participation in the competitive sport and the date on which the pupil may return to the competitive sport.

WASHOE COUNTY SCHOOL DISTRICT

HAZING POLICY

Student / Parent Agreement Concerning Hazing

The Washoe County School District supports only those athletic activities which are constructive, educational, inspirational, and that contribute to the personal development of student/athletes. The Washoe County School District unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment or ridicule.

Definition

Hazing is a broad term that encompasses any intentional action or activity which does not contribute to the positive development of a student/athlete; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants; any action or situation which intentionally or unintentionally endangers a student for admission or affiliation with any athletic team or other school organization. Additionally, hazing can include any exaggerated or excessive teasing. Any requirements by a student which compels another student to participate in any hazing activity which is against this Washoe County School District policy or state/federal law will be defined as hazing. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of the one who is doing the hazing. Any person who knowingly witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse the student/athlete regardless of the person's willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, or publicly indecent, contrary to his/her genuine moral and/or beliefs, e.g. lewd conduct or public profanity.
- Any activity or action that creates a risk to the health, safety, or property of the Washoe County School District or any member of its surrounding community.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate in.

- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not in accordance with the WCSD dress code policy or what is not generally considered to be in good taste.
- Assigning or endorsing “pranks” such as stealing or the harassment of another organization.
- Degrading or humiliating games or activities that makes the member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

I have been given an opportunity to read and understand this policy and understand the following:

I agree and promise not to participate in any activity deemed to be hazing. I have read the examples of hazing as described in the Washoe County School District Hazing Policy.

This policy/regulation shall be in effect from the time a student athlete first participates in a NIAA sanctioned sport and shall remain in effect until the student graduates from high school.

If, after an investigation by the school, it is determined that the student/athlete is in violation of this policy, the student/athlete will be referred to the W.C.S.D. Coordinator of Student Activities in the Student Activities Office. The student/athlete will be subject to disciplinary action/procedures of the W.C.S.D. which may include suspension from his/her activity or sport.

WASHOE COUNTY SCHOOL DISTRICT OFFICE OF ACTIVITIES AND ATHLETICS
MIDDLE SCHOOL PARENT/GUARDIAN SPORTSMANSHIP EXPECTATIONS:

Instructions to the Student and Parent/Guardian:

Parent/Guardian please read expectations and provisions of this form. Sign, date and return form.

Parents/Legal Guardian:

Parents/Legal guardians and family members of student-athletics participating in sports at the middle school level are representatives of the school while watching their student-athlete participate. These expectations listed below are for all games or events home and away. Following these expectations will make the viewing of this event and athletic participation a positive one.

- To provide a positive support, care and encouragement to your child, and his/her team, coaches and school.
- To provide positive support and encouragement to the visiting team, their coaches and school.
- Maintain positive behavior and attitude at all athletic contest.
- Respect the position and professionalism of the game officials.
- Refrain from using foul or unnecessary language during and/or after the athletic contest.
- Refrain from making derogatory remarks/comments towards players, coaches, other parents, school representatives or officials.
- Refrain from yelling criticism at your child and his/her coach or team.
- As an involved parents/legal guardian make sure to attend all pre-season meeting to meet the coach and:
 - Review coaches expectations of his players
 - Review team rules and requirements with your son/daughter
 - Location of practice times and schedules
 - Game Schedule
 - Contact information

- Cost and Fundraising Activities

Signature of Parent/Guardian

Child's Name

Date: