

Toutle Lake

Jr./Sr. High School

Extra-Curricular
Handbook
Grade: 7-12

Student /Parent Copy
2011-12

Please sign and return the signature page to your coach

GENERAL INFORMATION

Copies of this handbook will be made available to all Administrators, Coaches, and the Board of Directors.

The section pertaining to students will be distributed to all students involved in extra-curricular activities. The student and parent must sign the form stating that they have received the handbook. This form must be returned before the student can participate in extra-curricular activities. **Extra-curricular activities are considered those interscholastic activities of an athletic, cultural, social or recreational nature for students of the District. The Washington Interscholastic Activities Association (WIAA) generally regulates these interscholastic activities.**

Evaluation of the handbook is an ongoing process. The handbook will be reviewed at the end of each school year and revised if necessary,

The Athletic Director is responsible for revision of the handbook. The Board of Directors must approve any revision.

INTRODUCTION

In order to accomplish the objectives stated it is necessary to develop and maintain a team and individual spirit based on an appropriate atmosphere, discipline, behavior, socially acceptable dress and grooming.

Regulations establish this desirable, positive spirit. These regulations aid in building spirit and allow for the development of character, initiative and teamwork while still allowing for individual differences and rights.

The purpose of this handbook is to establish the policies, regulations, rights and responsibilities under which the coaches and students must operate.

OBJECTIVES

- To develop physical excellence and understanding of the value of competition in our society through recognition of outstanding performance by emphasizing the educational value of trying to win and learning to compete.
- To develop good citizenship and respect for rules and authority by:
 - Instilling principles of justice, fair play and good sportsmanship.
 - Providing the opportunity to adjust individual rules to the common goals of the overall program.
 - Encouraging proper behavior at public and organized school functions.
- To promote and contribute to the goals of the total educational program:
 - Through the development of physical fitness and the realization that a healthy body increases the probability of effective learning.
 - By providing a strong program that attracts student body interest, and motivation of a positive learning atmosphere.

- To promote community interest and involvement in school athletics by: Providing enjoyable experiences for participants and spectators.
- Establishing rules and standards for athletics that are within community expectations.

STUDENT SECTION

Students must meet eligibility requirements established by the WIAA and the Toutle Lake School District.

1. Academics: Students who have been enrolled in the Toutle Lake School District a minimum of one semester must pass ALL classes the preceding grading period to be fully eligible for athletic participation. Because the coaching staff considers academic performance important to the success of the student athlete we feel this rule needs to be applied. Any student failing one class during the previous grading period but maintaining WIAA standards may continue his/her eligibility if the following criteria is met:
 - A. The student attends a study table session three times a week from 7:30 AM to 8:15 AM. On the last Friday of the month the student athlete will have a grade check done to see if he/she is passing all of his/her classes. If he/she is passing all classes, the student is no longer required to attend study table for that month but may continue to attend on a voluntary basis. If the student is not passing all classes at the monthly grade check, he/she will remain in study table for the next month until the last Friday grade check. This will continue until the student is either off study table or the season is completed. All athletes are checked monthly and any students who have dropped a grade to failing will be starting study table at that time.
 - B. A student failing one or more classes and refusing to participate in the study table program will remain ineligible to participate in any contest until the monthly grade check. At that time, grade checks will be done to evaluate student progress. The student may practice – but not play in games during this period.
 - C. If a student fails more than **one** classes, he/she is ineligible to participate in a contest until the number of classes failing has been reduced to **one** or less. The student may practice but cannot play in a game during that time. Once the student is again eligible, they can participate but must continue to go to Study Table.
 - D. Students who have met WIAA standards from the previous semester, but who have more than **one** failures at a monthly grade check will be ineligible for participation in contests until they can show the Athletic Director that they are no longer failing more than two classes. They will still be required to attend study table until all grades are passing.
2. Age: Senior High – less than 20 years of age on September 1 for the fall sports season, on December 1 for the winter sports season, and on March 1 for the spring

- season. Middle School – Students shall not have reached their 16th birthday prior to June 1 of the previous school year.
3. Residence: The student shall be eligible for varsity level competition when attending the school in the District in which their parent(s) reside, or after having been in attendance in the District for one calendar year. Students are eligible for non-varsity level competition upon meeting all other District and athletic requirements.
 4. Seasons Played: A student is limited to as many seasons of competition in a sport as there are years of work offered in the school.
 5. Physical Examination: Every student who participates in interscholastic athletics must have passed a physical examination from a licensed medical physician during the **13-month** period prior to participation.
 6. **Every athletic must have a signed concussion form on file for the current school year.**
 7. Student member of school: To be on an interscholastic school team, a student must be a regular member of the school that the team represents.
 8. Previous semester (grading period): The student shall have been in regular attendance during the grading period immediately preceding the grading period in which the contest is held.
 9. Non-school participation: During any sport season, after joining a school squad, students may participate in non-school athletic activities, provided they do not miss a team practice or scheduled contest.
 10. Single Sport Participation: A student may participate in one school sport per season.
 11. Amateur Standing: High school and middle school athletes are warned not to accept expense money, merchandise or in-kind gifts of more than \$100 in value during any one calendar year September 1 through August 31, or participate on a professional team or as an individual in a professional event.
 12. Toutle Lake Schools require that a student athlete must:
 - A. Be in attendance half of the school day (3 complete class periods) to participate in practice or contests, unless excused by the principal. Students suspended from school may not participate in practices or games while on suspension.
 - B. Have a current ASB card prior to participating in an interscholastic contest.
 - C. Have a completed Athletic Participation card on file in the high school office, which includes:
 - 1) Medical history and physical examination form with a physician's signature.
 - 2) Signature of parent/guardian and athlete verifying that they have read and agreed to abide by the extracurricular rules and regulations. (See last page)
 - 3) Signature of parent/guardian granting permission for the student to participate in sports.
 - 4) Statement of student insurance and emergency medical information.

BEGINNING OF A SPORT

Recognizing the importance of early season conditioning, training, and team building, starting with the first official practice, an athlete enrolled at Toutle Lake Middle and High School may have up to two weeks to begin a sport at the discretion of the head coach. Those students with extenuating circumstances that prevent them from practicing need to notify the head coach by the first official day of practice.

EQUIPMENT

All athletic equipment will be school provided and State approved. (Excludes personal items such as shoes, socks ect.)

MINIMUM NUMBER OF INDIVIDUAL PRE-COMPETITION PRACTICE

WIAA required individual practices must be met during regular team practice. Practice days are considered to be Monday through Saturday. Practices on game days or Sunday's may not be counted toward meeting minimum practice requirements.

Football:	12 Days
Baseball/Basketball/Softball/Track/Volleyball:	10 Days

MISSED PRACTICES

If an athlete misses 1 practice he/she will not be allowed to start in the next game, or in the case of track, he/she would be reduced to two events or half of their regular number of events, and not allowed to participate in any relays in the next meet.

If an athlete misses 2 or more practices he/she will not be allowed to participate in the next contest.

Student athletes involved in school-sponsored activities may be excused from practice pending prior notification by the athlete to the head coach. It is recommended that the student athlete talk to the head coach about any school activity that might cause them to miss part or all of a practice at least 24 hours in advance.

If two consecutive practice days are missed, at least one (1) practice day must be completed prior to return to competition. For each additional consecutively missed practice day, another practice will be required:

2-3 missed practice days =	1 practice required before competition
4 missed practice days =	2 practices required before competition
5 missed practice days =	3 practices required before competition
6 missed practice days =	4 practices required before competition
7 missed practice days =	5 practices required before competition
8 missed practice days =	6 practices required before competition
9 or more missed practice days =	10 practices required before competition

WAIVER OF INDIVIDUAL PRACTICE REQUIREMENTS

An individual who participates in WIAA State play-offs and who cannot meet minimum practice requirements for the succeeding sport will be allowed to waive up to a maximum of one-half of the required individual practice days for that sport.

PRACTICE RECOMMENDATION

In an effort to maintain a fair, safe and distraction-free environment, it is the recommendation of the School Board, Administration, and Coaches that practice sessions be limited to the athletes and the coaches involved in that sport. This recommendation applies primarily to indoor practices. Those wishing to observe outdoor practices are asked to stay behind the fences and well away from practice drills and activities.

ATHLETES LEAVING THE TEAM

In situations where an athlete chooses to leave practice or the team, a two practice day period will be allowed during which time a meeting between the athlete and coach is recommended to try to solve the problem. If the athlete should choose to return to the team, the normal missed practice formula will be applied. If, after two practice days, the athlete has not decided to return to the team all uniforms and school equipment is to be returned immediately.

AWARDS

Those athletes completing a sports season and meeting the requirements will receive a letter award and certificate for the first sport in which they letter. Athletes receive a certificate and an emblem for ensuing sports in which they letter. Recognition is given for the number of times lettered, being a member of a team placing at state or an individual champion.

Coaches are responsible for recording the individual athlete's participation and preparation of letters and certificates.

To receive recognition in a sport, an athlete must:

- Complete the season.
- Return or replace all equipment checked-out.
- Meet the requirements in each sport as outlined by the coach.
- Athletes may receive awards if unable to complete a season for medical reasons at the coach's discretion.

SPECIFIC VARSITY LETTERING REQUIREMENTS

Basketball:	Play in 26 Varsity quarters.
Baseball	Play in 36 Varsity innings.

Football:	Play in 12 Varsity quarters.
Softball:	Play in 36 Varsity innings.
Track:	Earn 40 Varsity points.
Volleyball:	Play in 16 Varsity games.
Pep Band:	Play in half the games (smaller TL band pin)

TRAINING RULES AND RESPONSIBILITIES

1. **The possession, sale or use of illegal substances as described by RCW 69.41.020 – 69.41.050 (legend drugs including anabolic steroids possession, sale, and/or use) or violation of RCW 69.50 (uniform Controlled Substances Act) is prohibited.** A violation shall be considered a violation of the eligibility code and standards, and shall subject the student to disciplinary actions. Legend drugs are defined as those drugs that are legal ONLY through prescription. Controlled substances and controlled substance analogs are defined in RCW 69.50.101. The following penalties will be administered:

First Violation

A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student athlete's case. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, pending recommendation by the school principal.

Students who have violated the athletic drug code could be subject to random urinalysis testing.

Second Violation

A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

Third Violation

A participant who violates for a third time RCW 69.41.020 – 69.41.050 or RCW 69.50 shall be permanently ineligible for interscholastic competition.

2. **Possession or use of alcohol is prohibited.**

First Violation

Suspension from competition for:

Baseball, basketball, softball – 10 games (50% of the season)

Volleyball – 8 matches (50%)

Football – Track – 5 games/meets (50%)

Student athletes may reduce the suspension with proof of an alcohol assessment. The cost of such assessment is borne by the student athlete. The minimum suspension is:

Baseball, basketball, softball – 4 games

Volleyball – 3 matches

Football – Track – 2 games/meets

Second Violation

Suspension from all WIAA activities for one (1) calendar year.

Third Violation

Permanent suspension from all WIAA activities.

Athletes finding themselves in a location where others possess or are using illegal substances or alcohol must leave that location as soon as is safely possible or it will be considered a violation of the athletic code.

3. **The possession or use of tobacco products is prohibited.**

First Violation

Suspension from competition for a minimum of:

Baseball, basketball, softball – 4 games (20% of the season)

Volleyball – 3 matches (20%)

Football – Track – 2 games/meets (20%)

Second Violation

Double the suspension for the first tobacco offense.

Third Violation

Suspension from all WIAA activities for one (1) calendar year.

Athletes on suspension **for any of the previous violations** will be required to participate in all team practices during the suspension period. Any missed practices must be made up before returning to competition.

If a suspension is not completed before the season ends, **the remainder of the individual's suspension** will carry over to the next sport in which he/she participates.

4. Maintain regularly scheduled hours during the sport season.
5. Student athletes are expected to follow all school rules and policies.
6. Attendance at all practices and games is mandatory unless excused by the Head coach.
7. Issued equipment must be recorded and signed for by the athlete and the coach. Students will be held financially accountable for equipment that is lost or damaged through misuse.
8. The use of profane or obscene language will not be tolerated.
9. Respect the rights and property of others.

Any student involved in extracurricular activities found in violation of the regulations governing the use of alcohol, drugs, tobacco or the above mentioned responsibilities may be subject to suspension, dismissal or other alternative disciplinary action at the discretion of the coach.

PROCEDURE FOR DISCIPLINARY ACTION

The coaching staff, principal and athletic director are responsible for all decisions relating to disciplinary action resulting from the violations of training rules and responsibilities. Disciplinary action will be based on factual knowledge. When disciplinary action is necessary the following steps will be taken within three school days of that action:

- 1- the coach will record in writing an account of the incident, rule violated, and disciplinary action taken. A copy will be made for the principal, athletic director and the student.
- 2- written notification of the incident to the parent or guardian.
- 3- Review the incident and action taken with the Athletic Director
- 4- Arrange for a conference, if requested by the parent, to review the action, with the coach, principal and/or athletic director attending.

APPEAL PROCESS

A student has the right to appeal a disciplinary action by the head coach, athletic director or principal within two days of the decision. A student appeal will be made to an athletic board made up of: an administrative chairperson (athletic director, principal or superintendent); a varsity coach from another sport; an athlete from the same sport as the athlete appealing; a non-participating student; a faculty member who is not a varsity coach.

The Athletic Director will select these individuals at random, to insure that they have no involvement in the appeal. The athletic board must be convened within three school days of the athletic director being notified in writing of the appeal.

The student and parent/guardian will be attendance at the appeal. The decision of the board will be based on a majority vote. The decision may be appealed in accordance with the District Policy Manual for Students' Rights.

THE INFORMATION, OBJECTIVES, PROCEDURES, RULES AND REGULATIONS OUTLINED IN THIS HANDBOOK PERTAIN TO ANY MIDDLE SCHOOL OR HIGH SCHOOL STUDENT IN THE TOUTLE LAKE SCHOOL DISTRICT WHO PARTICIPATES IN EXTRA-CURRICULAR ACTIVITIES.

TRAVEL

All students will travel to extra-curricular activities in transportation provided by the school district. The principal or athletic director must clear travel in private vehicles. Athletes may ride home after an extra-curricular activity in a private vehicle provided that you give the head coach a travel release form signed by a parent or legal guardian, before leaving for home.

Conduct on the bus will fall under the guidelines set by the School District Conduct Rules and those established by the head coach.

On trips, students will remain with the group and coaches supervision at all times.

Students are expected to dress in good taste as outlined by the coach.

ATHLETIC DIRECTOR – RESPONSIBILITIES

In addition to responsibilities covered elsewhere in the handbook, the athletic director will:

- Schedule all athletic contests for grades 7 – 12
- Arrange for officials for all athletic contests
- Maintain the following information on each sport: current inventory, money budgeted, money spent, and copies of all orders.
- Notify the following in case of a cancellation: the opposing school, the principal, coach and students, officials, and media if applicable.
- Evaluate coaches at the conclusion of each sport season.

HEAD COACH – RESPONSIBILITIES

In addition to responsibilities covered elsewhere in the handbook, the head coach will:

- Assign managers and manager's duties
- Insure that the locker room is picked up, playing area is secured, lights are off, doors are locked, and all students are out of the building.
- Have a roster and necessary eligibility information prepared one week into the season.
- Have first aid equipment available at all times.

- Specify to athletes the care of equipment, locker room and playing area.
- Post departure times, establish conduct for students when traveling, note conditions of opponent's locker room and insure that it is left in the same or better condition.
- Attend all rules meetings that are held for your sport by the official's association (mandatory by WIAA rules or you must pass the state test)
- In cases of serious injury, give immediate first aid and make the student as comfortable as possible; notify the parent, arrange for appropriate transportation and medical assistance as soon as possible.
- Coordinate the program for all levels grades 7 – 12 and assign assistant coaches duties.
- Maintain equipment inventories, upkeep and replacement at all levels.
- Submit budget request for your sport to the athletic director.

ASSISTANT COACH – RESPONSIBILITIES

In addition to responsibilities covered elsewhere in the handbook, the assistant coach will:

- Report to the head coach and assist the head coach in carrying out coaching and responsibilities.
- Supervise athletes of the team.

PREPARATION OF PLAYING AREAS

A well-prepared playing area is vital to the safety of the athletes and enjoyment of spectators. It is the responsibility of the athletic director to insure that playing areas are correct according to specification and that the coaches have all the necessary equipment and materials for the proper marking of playing areas.

PUBLICITY

The athletic director and coaches should utilize every opportunity to publicize the efforts of teams and individuals. The athletic director should send schedules to the media and make them available to the community. Coaches should report the results of contests (as soon as possible) to: The Daily News and The Advocate

TURNOUTS

When planning turnouts these suggested guidelines should be followed:

- The time and length of turnouts should be scheduled in advance and posted.
- Practices must be supervised by an assigned coach and should not exceed three hours in length.
- Saturday may be used for practices. Sunday practices, although not counting as an official practice, may be approved by the school board in emergency situations. Practice shall be limited to each sports season as defined by the WIAA handbook.

**TOUTLE LAKE SCHOOL
STUDENT-ATHLETIC AGREEMENT**

In order to participate in athletics, students must return this form stating that the student and parent (guardian) have one copy of the student-athlete rules and regulations.

Parent

I have received a copy of the Toutle Lake School District student athlete rules. I have read the rules and regulations and I understand that my son/daughter must abide by them. I also understand that a violation of the rules and regulations may result in disciplinary action.

Date

Parent or Guardian Signature

Student

I have received a copy of the Toutle Lake School District student athlete rules. I have read the rules and regulations and I understand that I must abide by them. I also understand that at a violation of the rules and regulations may result may result in disciplinary action.

Date

Student Signature