CENTRAL POINT SCHOOL DISTRICT

**ATHLETIC HANDBOOK**

Athletics function as an integral part and an extension of, the school district’s program of education and should fit harmoniously into the total program. The opportunity for participation in a wide variety of student selected activities is a vital part of the student’s education experience. Participation is a privilege that carries with it responsibilities to the school, the activity, the student body, the community and to the students themselves. These experiences contribute to the development of skills that enhance students’ overall education and promote lifelong learning qualities.

Professionally prepared adults guide the skill development and safety of all participants in the program. Coaches assume a major role in fostering teamwork and cooperation, developing leadership and insisting upon ethical behavior and good citizenship.

Athletic programs shall be conducted in accordance with the Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages all pressures that neglect good sportsmanship and good mental and physical health. At all times, athletic programs must be conducted in manner that justifies them as educational activities of school District # 6.

**CHARACTER TRAITS**

**CENTRAL POINT SCHOOL DISTRICT #6**

**RESPECT**

Respect is acknowledging the worth and rights of self and others as well as the value of property and the environment. Respect includes honoring authority and being courteous to others.

**RESPONISIBILTY**

Responsibility is accepting consequences for our own actions and inactions. Being responsible includes being reliable, dependable and trustworthy.

**ACCOUNTABILITY**

Accountability is being answerable to others and making positive choices. This includes thinking before we act and thinking for the long term. It is setting a good example for those who look up to us.

**INTEGRITY AND HONESTY**

Integrity is being true to one’s moral and ethical beliefs. It is having the courage of conviction. Honesty is earning or accomplishing something in a fair manner without cheating or stealing.

**SELF-ESTEEM**

Self-Esteem is self-worth, self-worth, self-respect, self-confidence and the ability to like and believe in oneself. Self-esteem involves taking pride or pleasure in one’s work, achievements or inherent worth with the balancing virtue of humility.

**PATRIOTISM**

Patriotism is showing pride and respect for our country.

**LOYALTY**

Loyalty is standing by, supporting and protecting family, friends and community.

**WORK ETHIC**

A work ethic is a set of beliefs which develop effective and productive work habits, skills and attitudes. Work ethic includes the physical and mental activity directed toward the accomplishment of something - a task, duty, occupation or assignment.

**SOCIAL RESONSIBILITY**

Social responsibility is being willing to participate in and/or develop a plan to resolve a situation such as: volunteerism, voting, community service.

**EMPATHY**

Empathy is showing concern and compassion for others and understanding another’s circumstances.

**SELF-MOTIVATION**

Self-motivation is being able to self-start our own minds and spirits into activity.

**SELF-RESTRIANT**

Self-restraint is exercising self-control and discipline. It is being fair and showing good sportsmanship.

**Table of Contents**

**Part 1 FOR THE COACH**

Philosophy ……………………………………………………………………………..5

 Instructional Goals ……………………………………………………………………..5

 Athletic Program Standards …………………………………………………..................6

 Student Eligibility ……………………………………………………………………..6

 Discrimination/Harassment ...……………………………………………………….......7

 Hiring Procedures ……………………………………………………………………..7

 Contract Length ……………………………………………………………………..7

 Complaints Against Coaches ……………………………………………………..7

 Parent and Student Appeals ……………………………………………………..8

 Requirements for Coaches …………....………………………………………..8

 OSAA Coaching Certification and Training ……………………………………..8

 Scheduling ……………………………………………………………………………..8

 Communications ....…………………………………………………………………..8

 Liability ……………………………………………………………………………..9

 Use of Facilities/Programs for Religious Purposes ……………………………..9

 Event Officials ………………………………………………………………………......9

 Awards and Recognition …………………………………………………………….9

 Daily Practices ……………………………………………………………………10

 Team Practices …………………………………………………………………....10

 Off Season Sports Policy ……………………………………………………………11

 Off Season Open Gym and Weight Room Policy …………………………………....11

 Summer and Community Sports/Activity Programs ……………………………11

 Commercial Summer Camps ……………………………………………………12

 Facility Key/Security Codes ……………………………………………………12

 Volunteer Coaches …………………………................................................................12

 Shared Coaching Stipends ……………………………………………………………13

**Part 2 FOR THE STUDENT/PARENTS**

Statement of Risks ……………………………………………………………………14

 Citizenship Expectations ……………………………………………………………14

 Attendance Policy ……………………………………………………………………14

 Athletic Clearance ……………………………………………………………………14

 Athletic Participation ………………………………………………………........15

 Academic Requirements ……………………………………………………………15

 Training Rules for Extracurricular Activities ……………………………………16

 Behavior Expectations of Students Participating in Athletics …………………....16

 Team Selection/Cut Process ……………………………………………………18

 Playing Time ……………………………………………………………………18

**PART 3 PROGRAM PROCEDURES**

Transfers Between School Districts ……………………………………………19

 Undue Influence ……………………………………………………………………19

 Misrepresentations …………………………………………………………………....20

 Legal Guardian ……………………………………………………………………20

 OSAA Year, Practice, Contests, Starting/Ending Dates ……………………………20

 Sports Seasons ……………………………………………………………………20

 Contest Limitations ……………………………………………………………21

 Practice/Conditioning ……………………………………………………………21

 Inclement Weather ……………………………………………………………………22

 Ejection Policies ……………………………………………………………………22

 Ejection Policies-Ejected Player or Coach ……………………………………22

 Multiple Ejection of Individual ……………………………………………………23

 Physical Contact with an Official ……………………………………………………23

 Team Withdrawn from Contest ……………………………………………………23

 Indoor Track and Field ……………………………………………………………23

 Fundraising ……………………………………………………………………23

 Accident & Injury Procedures ……………………………………………………23

 Transportation: Out of Districts Expenses …………………………………………....25

 Conduct of Traveling Expenses ……………………………………………………25

 Scouting ……………………………………………………………………………25

 Usage/Scheduling of District Athletic Facilities …………………………................25

 District Concession Facilities ……………………………………………………26

 Evaluation of Coaches ……………………………………………………………26

 Posting Extra Duty Positions ……………………………………………………27

 Hiring of Extra Duty Personnel ……………………………………………………27

 Resignations ……………………………………………………………………27

**PART 1: FOR THE COACH**

**Philosophy**

First of all, we believe in sportsmanship and participation. Above all else, the character of our coaches and students comes first. The simplest definition of character is being a positive role model. Within that definition are six key behaviors.

1. Support the student’s academic development first.
2. Present yourself to the student as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches, students, parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behavior.
5. Coach the student with positive feedback and constructive criticism while maintaining a safe and healthy environment
6. Model and demand sportsmanship and positive participation from staff and students. The program should model and develop loyal attitudes toward team, school, and community and demand proper social behavior above all.

Second, we should realize the programs and facilities exist for student development. The community built them for that purpose. As coaches we are the “custodians” of that investment. We will protect and enhance this investment to its highest quality.

Third, we believe in equity. We are committed to providing comparable programs for boys and girls and modeling our belief that all school programs, including academics/athletics/activities, are valuable for young people.

Fourth, we believe in supporting the standard adopted by the Central Point School District and the Oregon School Activities Association (OSAA). In that capacity, we realize we are “good will” ambassadors for both organizations and will conduct ourselves as such.

**Instructional Goals for the Student**

Each program will be conducted so students receive instruction from the coach through a variety of instructional strategies. To that end, there are five instructional goals:

1. Knowledge of the positive values that the program provides. A commitment to sportsmanship and positive participation for the student and for society.
2. An understanding and use of teamwork and individual decision making.
3. A commitment to conditioning and overall health and fitness.
4. An understanding and use of self-discipline, emotional maturity and self-confidence.

**Athletic Program Standards**

The district is committed to total program equality. In its simplest terms total program equality is an honest and productive working relationship between the coach and the district that allows for team planning, mutual support, problem solving and fair evaluations. Within this setting, the district is committed to a number of program standards:

1. Selected qualified coaching and supervisory staff for each school sponsored event.
2. Provide training for staff in response to new regulations, policies, and laws.
3. Maintain equipment and facilities in a safe condition.
4. Provide for equity in budgetary decisions.
5. Evaluate the performance of coaches in accordance with job descriptions and program goals.
6. Communicate directly with coaches on points of student, parent, and community concerns.
7. Promote the programs to the community.

For the coaches, the total program equality standards include:

1. Support for the district philosophy.
2. Adherence to the program rules and policies including enforcement of the student athletic code of conduct.
3. Acceptance and use of constructive feedback from the program administrator.
4. Enthusiasm for the program.

**Student Eligibility**

The high school principal and the athletic administrator are responsible for determining the eligibility of students to participate in all athletic programs. In OSAA sanctioned programs, the administration shall submit an eligibility report to OSAA prior to the activity’s first competition. In the event the administration determines that a student is not eligible for an OSAA event, the coach must comply with the administrator’s directions concerning that student. In events that are not under the auspices of OSAA, the administrator shall provide the coach with rules governing participation and the administration shall be the final arbitrator of all participation questions.

Coaches must comply with OSAA and Central Point School District academic requirements.

**Discrimination/Harassment**

Equal educational opportunity and treatment shall be provided to all persons. No student enrolled in the district shall, on the basis of age, disability, national origin, race, religion or sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity administered or authorized by the district. Coaches are expected to educate students about the district’s policy and to act pro-actively to maintain a discrimination free environment.

In addition, the district shall provide a harassment free student environment. Coaches are expected to educate students about the district’s policy and to act pro-actively to maintain a harassment free environment for students. Harassment includes, but is not limited to:

1. Intentionally harassing or annoying another person;
2. Subjecting another person to offensive physical contact;
3. Publicly insulting with abusive words or gestures in a manner intended to provide a violent response; or
4. Subjecting another person, or their family to threats of violence or physical harm.

Coaches are expected to know and support the district’s non-discrimination and non-harassment policies as stated in the student and staff handbook. Coaches are expected to immediately intervene to stop any discriminating or harassing event and to report the event to the Athletic Director or other school administration. If a coach is in doubt as to whether a situation or incident qualifies as discrimination or harassment, he/she should still report the incident.

**Hiring Procedures**

Coaches will be hired by the administration. The administration may elect to form a committee to help with the process. The committee may be selected from people in the community, board members, staff members, parents or others who may have expertise or interest in the vacancy. All head coaches will be involved with the hiring of assistant coaches within their programs.

**Contract Length**

The length of any coaching contract is for the current season. The district makes the continuation of extra duty assignments annually.

**Complaints Against Coaches**

It is understood by the nature of extra duty contracts that coaches perform their duties in a public arena and thereby provide the community extensive opportunity to observe their performance. In the event that a complaint is made to the Athletic Director or other school administrator, Superintendent, or Board member about an extra duty coach, the complaint shall be referred to the supervisor/evaluator and resolved at the lowest level whenever possible. It is important that a coach be made aware of any complaints and has an opportunity to respond. Anonymous complaints will be heard, but not considered as part of a formal complaint.

**Parent and Student Appeals**

The district encourages parents and students to appeal a rule if they feel it has been unfairly enforced or if there are extenuating circumstances. A parents/student appeal shall be in writing. Coaches are expected to consider such appeals and to reach an understanding or resolution of the issue with the parent and/or student. If resolution cannot be reached, the principal shall review the appeal, with final appeal to the Superintendent whose decision is final.

**Requirements for Coaches**

All non-licensed and recently hired coaches must meet with the school Athletic Director and make arrangements to complete the following requirements. All ongoing coaches are also responsible for renewing required tests and paperwork:

1. OSAA guidelines regarding emergency first aid procedures. First aid card is preferred and a first aid card is required to transport students in a van, mini-bus or private vehicle.
2. Knowledge of the district’s rules and policies as set forth in this Handbook and other documents provided by the Athletic Director. Required sign off.
3. Fingerprinting
4. Employment forms
5. OSAA NFHS certification training for all coaches.
6. Concussion Management certification (yearly)
7. Steroid Education (every 4 years)
8. Heat Illness Prevention certification (every other year)
9. District SafeSchools testing (yearly)
10. Coaches contact/information sheet (yearly)
11. Student Transportation Form when applicable (yearly)

**Scheduling**

The Athletic Director will schedule all events. Head coaches are encouraged to submit ideas for non-league events. All official confirmation of events or change of events must have the Athletic Director’s approval.

**Communications**

Official program correspondence regarding athletics to students, parents, and the community, must have prior approval of the Athletic Director. Coaches are expected to assist individual students when asked for help in gathering information or applying for potential college scholarships related to their athletic performance.

**Liability**

Coaches are responsible for the welfare of students who participate in their programs. Additionally, coaches are expected to report any program safety concerns that may endanger students or spectators as well as any violations of the rules and regulations governing athletics they believe may have occurred. Such concerns must be reported to the Athletic Director immediately.

**Use of Facilities/Programs for Religious Purposes**

School staff, volunteers, or parents are forbidden to lead students in prayer or other religious activities prior to or during school event or at any school facility. Questions regarding religious activities should be presented to the Athletic/Activity Director for answers.

**Event Officials**

Officials for school sanctioned events must be secured by the Athletic/Activity Director. All Crater High School contests must be officiated by certified officials.

**Awards and Recognition**

The following guidelines are designed to ensure a level of spirit and amateurism commensurate with high school athletics and activities.

Each sport/activity will have an end-of-season recognition event with a major, positive emphasis on the student. For sports, the school may select a male and a female Athletic of the Year. Each sport may recognize a Most Valuable Player, Most Inspirational Player or other such designations. The selected athletes may be recognized by a certificate or plaque. The Athletic/ Activity Director must approve all other individual or special team awards. Examples of acceptable awards are rotating trophies, plaques, and pictures for trophy case display. Examples of unacceptable awards are names on uniforms or warm-ups, gifts, or an award with intrinsic value.

Any athlete recommended by the coach may be eligible for a varsity award, regardless of established qualifications. (The purpose of this is to provide for injured athletes or deserving seniors or students with special circumstances.)

An athlete will receive a chenille letter as a varsity award only once during his/her high school career. All other varsity awards will be in form of certificates, sport emblems, and service bars. The official letter, with distinctive markings, may be awarded to the manager on the recommendation of the coaches.

Students who participate in other competitive and performing activities are eligible to earn an activity letter. They have specific criteria in their constitutions/handbooks that outline the requirements that can occur over a school year calendar.

Criteria for awarding athletic/activity letters may vary among sports/activities. Written criteria for each sport/activity are available through the Athletic/Activity Director.

**Daily Practices**

Daily practice is an expectation. Cancellation of any high school practice may be done only when advanced agreement of the high school Athletic/Activity Director.

**Team Practices**

1. A coach/advisor is required to be present at all team or activity practices, including when students are allowed to use the weight room, participate in “open gym” or at any other time a coach/advisor allows a student to use the school facility.
2. There shall be no games, mandatory practices, equipment issue or any other athletic/activities help on Sundays or holidays without administrative approval.
3. No athletic practice of any kind can be help during school hours without administrative approval.
4. There should be no individual or group practices unless a coach or faculty member is in attendance.
5. Coaches are to remain in the activity or dressing room area until all athletes have left the premises.
6. A student will not be permitted to practice if he/she has been absent from school more than half of that day unless approval is granted by a school administrator or designee.
7. Permission from a physical is required before a player may return to practice after an injury or severe illness.
8. Practice will not occur out of season, during the OSAA association year.

**Off Season Sports/Activity Policy**

Because some athletes have goals and expectations of themselves that go beyond a “normal” three-month season in a particular sport, and they still enjoy the competition in other sports, the following policy guidelines are to be followed for student’s participation in more than one sport:

1. Coaches of both in season and off season programs are to be advised of the athlete’s goal to manage both, and schedules of competitions and practices will be available to coaches of both sports and to parents.
2. If there are conflicts with games or practices, in the in-season program will take precedence. Examples will follow:
3. Winter season: Volleyball tournament on a Sunday and a basketball game Saturday night: basketball will take precedence and the athlete will be excused from volleyball.
4. Spring season: Track meet on Saturday and a soccer tournament Saturday and Sunday. The athlete will be excused from the soccer tournament on Saturday.
5. The Athletic/Activity Director will have final say on all unresolved issues.
6. Enticement into an off season program:
7. Our first goal is to develop first-class individual and athletes.
8. Our second goal is to encourage athlete to contribute to enjoy as many sports and activities as they can manage within one school year.
9. Our goal is not to involve our athlete in off season programs with a college scholarship as the “carrot” to develop skills. The athlete and the athlete’s parents need a clear, accurate picture of what is available in terms of college athletic money for athletes and the real chances of obtaining that assistance.
10. Team sports limitation: School may conduct practices and/or compete in contests in team sports (baseball, basketball, football, soccer, softball, and volleyball) only during the designated OSAA sports season as outlines in OSAA Rule 6. It shall be a violation of the rule if there is any attempt to gather more than two members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participationg athletes’ high school program. Atempts to circumvent the rule by encouraging or organizing team members to attend out-of-season practices or camps during the Association year other than through general dissemination of information or brouchures shall be considered a violation of this rule.
11. Open facility: The intent of an open facility is to provide an opportunity for a recreational activity to occur. The facility is provided so that any student in the school has an opportunity to participate. No athletic instruction will be allowed.
12. Conditioning: Conditioning is defined as a session where students work on physical fitness and condition by use of weights, running, and /or exercise. Conditioning does not allow for the individualized or specialized sports equipment or apparatus, including but not limited to: bats and balls, protective equipment, blocking dummies, batting cages, blocking sleds and other implements related to specific OSAA activities.

**Off Season Open Gym and Weight Room Policy**

1. Crater High School’s major athletic emphasis is on IN SEASON SPORTS, with all coaches encouraging the multi sport athlete.
2. Open gym activates are designed for those athletes who choose not to participate on the current season sports. There activities will not begin sooner that four weeks into the in-season sport (or four weeks after school begins).
3. The weight room facility will fall under the open gym time line stated above. At no time should the student athletes be allowed to use the facility without direct, on-site supervision from a Crater High Coach.

**Summer and Community Sports/Activities Programs**

The position of the OSAA on summer activities is as follows: The Oregon School Activities Association recognizes that it does not have authority over Oregon’s high school students, personnel, facilities and equipment outside the OSAA year with the exception of recruiting or when school practices may start (Exception. Moratorium Week). The responsibility for and control of summer activities, rest with the local school district.

As a result the following guidelines apply:

1. There will be limited summer programs financed by the district.
2. There will be a separation of community programs and school programs as much as possible during the school year.
3. No athlete will receive preferential treatment as a result of participation in summer league or summer programs sponsored by coaches/advisors. Participation in a summer program is not a requirement for participation in any sports/activity sponsored by the Central Point School District during the school year.

**Commercial Summer Camps**

Athletics: The OSAA Executive Board has determined that commercial summer camps do not properly come under the jurisdiction of the OSAA. The Executive Board recognizes the prerogative of parents to determine the activities of their children during the summer, non-school camps. This is strictly a volunteer choice of the parents, and in no way can a student be required to attend a commercial summer camps.

Student Activites (Dance/Drill, Music, Cheerleading, Speech, etc.): Service clubs, school organizations or schools may pay for student activity participates to attend commercial summer camps. School may set their own policies requiring student activities’ participants to attend commercial summer camps.

The OSAA year ends with Memorial Day weekend. Summer teams may begin competition immediately following Memorial Day, the day after the end of the OSAA year. Fundamentally, a student may participate in a summer recreational league in any sport.

**Facility Keys/Security Codes**

Facility keys and security codes are issued to district personnel and cannot be loaned or transferred to any other person. Lost/stolen keys or security codes must be reported to the Athletic/Activity Director immediately.

**Volunteer/District Non-Funded Coaches and Advisors**

The following rules much apply when adding VOLUNTEER/DISTRICT NON-FUNDED COACHES/ADVISORS to programs.

1. They must be interviewed and approved by the Athletic/Activity Director.
2. They must demonstrate knowledge and follow all district rules and policies as set forth in the Central Point Athletic/Activity Handbook. All Volunteer/District Non-Funded Coaches must have signed off on reading and understanding the Athletic/Athletic Handbook prior to attending the first practice.
3. They are subject to all rules and policies in the Central Point Athletic/Activity Handbook.
4. They must complete Application of Criminal History Verification and be fingerprinted if the coach/advisor is district non-funded. If the coach/advisor is not receiving monetary compensation (i.e. volunteering), then he/she must still be

checked through the Personnel offices for a record of criminal convictions in the State of Oregon.

1. When the Volunteer/District Non-Funded is not a licensed/certified coach/advisor, they must be under the direct supervision of a district approved coach/advisor at all times when athletes are present. Direct supervision is defined as within sight and within normal voice contract.
2. Volunteer/District Non-Funded Coaches that will be involved with a team more than 3 instances will require becoming certified through the NFHS prior to attending the first practice.
3. Volunteer/District Non-Funded Coaches will be required to complete the OSAA Steroid Education Certification prior to attending the first practice.
4. Volunteer/District Non-Funded Coaches will be required to complete the OSAA Concussion Management Certification program prior to attending the first practice.
5. Volunteer/District Non-Funded Coaches will be required to complete a coach’s information sheet prior to attending the first practice.
6. Volunteer/District Non-Funded Coaches will be required to complete a student/athlete transportation form if applicable.
7. The district retains the right to utilize volunteer coaches and/or individual volunteers at its discretion.

**Shared Coaching/Advisors Stipends**

When two coached/advisors choose to share a coaching/advisor stipend, both coaches/advisor must agree to the percentage of sharing that occurs and sign a written statement provided by the Athletic/Activity Director outlining their agreement. Time spent discussing the shared agreement will be considered as VOLUNTEERED time and is not considered the financial responsibility of the district.

All SHARED COACHING/ADVISOR positions must be discussed and agreed to be the Athletic/Activity Director prior to the sport season.

**Part 2: FOR THE STUDENT/PARENT**

**Statement of Risks**

Any activity that may result in contract with fixed or moving surfaces contain inherent risks of serious bodily hard that cannot be eliminated. The participation and the participant’s family that must accept the possibility of injure from these dangers.

The possibility of injury can be reduced, but not eliminated, by knowing and using proper technique and fundamentals, maintaining good physical conditioning, being alert at all times and attending all training and practice sessions.

As a conditioning of permission to participate, the student assures that he/she will use proper technique and fundamentals, maintain good physical conditioning, stay alert at all times, attend all training and practice sessions, follow instructions and obey the rules of the game.

No student will be allowed to participate in practice or games until a date and signature by both the student and parent(s) or guardians(s) is on file recognizing this risk.

**Citizenship Expectations**

Membership in an athletic/activity program is an honor that should be carefully guarded. The privilege of competing in athletics/activities carries added responsibility for each participant, a privilege that may be forfeited for conduct that is detrimental to team, school, or program in general. As a participant in an extracurricular school program, a student’s behavior on campus, in the community, and at other schools reflects not only on the student, but on the program and school as well. Criminal acts, violence, intimidation or discrimination, whether at school or in the community, will not be tolerated and may be cause for disciplinary action up to and including suspension/dismissal from the programs.

**Attendance Policy**

Attendance at school each day is a prerequisite for student participation in contests or practice. School related activities or appointments with prior approval by the administration do not fall under this regulation. Extenuating circumstances may be reviewed and determined by the Athletic/Activity Director (e.g., doctor, funeral).

**Athletic/Activity Clearance**

Students wanting to participate in athletic/activities must obtain an athletic/activity clearance from the Athletic/Activity Department before participating in practice or contests.

The student must meet the following requirements before a eligibility will be granted:

1. Have all home information current. (i.e., home address, phone number, year in school, etc.)
2. Have on file a “Parent/Guardian Activities Permission” form.
3. Have on file a current physical examination.
4. Have on file a current “Medical History” form.
5. Have on file an “Insurance Arrangements” form. This form must be completed by the student and the parent/guardian each year as a prerequisite for receiving eligibility clearance.
6. Meet academic eligibility standards.
7. All transfer students must have an eligible transfer agreement completed and on file in the Athletic Department.

NO STUDENT MAY PRACTICE OR PARTICIPATE IN ANY CONTEST INTILL HE/SHE HAS BEEN CLEARED BY THE CRATER HIGH SCHOOL ATHLETIC DEPARTMENT.

**Athletic/Activity Participation**

The following regulations pertain to athletic/activity participation:

1. No student may participate in more than one athletic/activity during any one sport season unless approval as been obtained from both coaches/advisors of the respective sports or activities, as well as an administrator.
2. All students must meet academic requirements.
3. Students are to exhibit appropriate behavior at all times. Members are to follow behavioral patterns that bring credit and respect to your school.
4. Students are required to be at every practice unless the coach/advisor has excused them prior to practice. Athletes must practice and condition sufficiently to prepare for a sport before being allowed to compete in that sport. Students turning out for football must have nine (9) days of practice prior to competing in a game.
5. Athletes who quit one sport may not enter another sport in that season without the consent of both coaches involved and the Athletic/Activity Director. Athletes removed from an athletic team because of disciplinary action may not turn out for another team in that season.
6. Athletes may not accept any articles or awards for athletic skills during the school year other than the school awards or OSAA sanctioned awards.
7. In order to participate in practice or contests, the participant must be in school attendance one half day of such practice or contest. An administrative excuse is the only exception to this rule. An athlete will not be allowed to participate in the next scheduled contest in his/her sport if any absence is found to be unexcused.
8. Students must maintain emotional control of themselves at all times. Any displays of misconduct, unsportsmanlike actions, or use of profanity in practices, competition, or on campus will result in disciplinary action.

**Academic Requirements**

The Oregon School Activities Association requires that a student must be making satisfactory progress toward the school’s graduation requirements as determined by the administration.

Students must meet the OSAA requirements for current grading period as well as their previous grading periods. Students will also have to meet the minimum requirements towards graduation as set forth by the OSAA. Any exceptions to individuals eligibility are defined in the Oregon School Activities Association Handbook, under Constitution Rules, Rule 8-1, 8-1-1,8-1-2, 8-1-3,8-1-4,and 8-2. The Oregon School Activities Association Handbook is on file in the Athletic/Activity Office.

Any student who has an Individualized Educational Program (IEP) who has not met the OSAA or Central Point School District academic standards due to their handicapping condition may still be eligible to participate if the student’s multi-disciplinary team determines that the students is making adequate education progress toward meeting their goals and objectives.

**Training Rules for Extracurricular Activities**

Participation in extracurricular activities is a privilege and an honor and should be carefully guarded. The privilege or participating in activities also carries added responsibilities for each participant. It is expected that students involved in the extracurricular program must assume certain obligations beyond those set for students in general.

It is expected that coaches/advisors recognize participants in athletics/activities as representatives of Central Point School District and adhere to dress and grooming policy of the Student Handbook. Students will attended all practices to be eligible for the athletic/activity contests. If an absence is unavoidable, it is the responsibility of the athlete to notify his/her coach prior to practice. Any student suspended from school will not be eligible for athletic/activity practice or competition for any length of the suspension. Participation in athletics/activities must be in attendance at school for half the school day to participate in contests. Clearance from the Athletic/Activity Director is required if a student misses any part of the school day.

**Behavior expectations of Students participating in athletics:**

1.Any student’s action that reflects negatively on the individual student, the team, activity, or school is prohibited. Individuals involved will be subject to disciplinary action. This decision lies with an administrator and the head coach.

2. Use of tobacco, in any form, at any time, is prohibited. Student athletes guilty of tobacco use at any time will be disciplined by the Crater Athletic Department. This discipline will be either a one game suspension or the student athlete will be required to attend an On-Track substance abuse class. (Each subsequent violation will result in a two-week suspension from athletic competition.)

3. In the event a student possessed or used alcoholic beverages or illicit drugs at any time during the school year the following procedures will be followed for the first offense.

**STEP ONE:**

a. If in season, an immediate two week suspension from the competition will occur. If out of season, suspension will begin the first day of practice for their sport season for that school year (and include at least one contest).

b. Parents/Guardians will be notified by the head coach or an administrator.

c. Parents or guardians will, with assistance of school personnel, arrange for an assessment. The student must comply with any further requirements based on the results of the assessment. Failure to comply will result in the student being dropped from the team or activity. For any other offense involving a student while at Crater the student will be at **STEP TWO.**

 d. The students is to continue to attend practice during the two week suspension.

4. In the event a student violates the behavior expectations for alcohol and drugs again while at Crater, they will be at **STEP TWO.**

**STEP TWO**

1. Students will not be allowed to participate in athletics for the remainder of the school year.
2. If the student agrees to an evaluation, and satisfactorily completes the recommendations of the assessment program he/she will again be eligible for competition the first day of fall practice

c. A student involved in a second offense, and not willing to undergo assessment and complete the forthcoming recommendations will not again be eligible for athletic competition while a student at Crater High School. (Violations will be cumulative for grades 9-12.)

5. For providing or selling alcohol or drugs at school or a school sponsored event, the student may be expelled from school.

**Clubs and Activities**

A violation of the rules, while involved in any activity of a club, will result in the student being suspended from that activity. Because of the nature of certain clubs, individual clubs may add additional penalties.

**Class and Student Body Officers:**

Violation of the above rule, pertaining to drugs and alcohol, by any class or student body officer will result in that officer being removed from office for the remainder of his/her term. The student would be able to run for another office at the end of the suspension period, should no further violations occur.

It is understood that substance abuse is a condition that can be treated. If a student involved in extracurricular activities voluntarily seeks help, he/she will be referred to the appropriate people for assistance. If there has been no accusation of substance use/abuse and the student has obtained help on his/her own, he/she may continue athletic/activity participation without penalty.

**Required Participation in Extracurricular Activities**

When participation in an after school activity is a course requirement to earn a grade for a specific class, which included but is not limited to band, choir, drama, dance, leadership, etc., the following regulation applies:

 1. If student is found to be in possession of has used alcohol or other controlled substances, the student will receive all consequences defined in the Student Handbook.

**Team Selection/Cut Process**

In order to provide a quality athletic/activity program in which students can participate under optimum conditions, it is sometimes necessary to limit the total number of participants on a team. The head coach, in cooperation with the Athletic/Activity Director, will determine the participation limit for each team. Reasons for limiting the number of participants may include safety, funding, OSAA requirements, and the need to provide the best possible teaching/learning environment for students.

Choosing the members of any particular team is the sole responsibility of the coach/advisor of that team. The coach/advisor must choose the team members in conformity with the philosophy of the athletic/activity program. The need for limitation of the number of participants on a team may vary from one sport/activity to another. Criteria and procedure for the selection/cuts will be available in writing for students and parents prior to and during the first week of practice and tryouts. In the event that a student is cut from a team, he/she will be informed by the coach /advisor in a timely manner.

**Playing Time**

Playing time is the sole responsibility of the athletic coach/advisor of a team. The coach/advisor is in the best position to determine the amount of time an athlete competes and should base his/her decision on the following:

1. Ability/Skill

2. Attitude

3. Practice

4. Team Contribution.

**PART 3: PROGRAM PROCEDURES**

**Transfers Between School Districts**

State law regarding school district residency required that the District Office handle all inter-district transfers. A student becomes eligible when officially enrolled in his/her new school and the principal has filed the Eligible Report and Transfer Certificate form and received approval for the transfer through the OSAA Executive Director.

**Undue Influence**

Despite compliance with any of the other provisions of OSAA Rules, any student who attends a member high school as a result of undue influence is thereafter ineligible, and the high school is the subject to the penalties set out in OSAA Rule 5-2.

For purposes of this Rule, “undue influence” is to attempt by any person (including but not limited to coaches, boosters, teachers, administrators) to induce the attendance of a student at a public or private member for school for the purpose of athletic/activity participation.

**Undue influence includes but is not limited to:**

* Contacting a student with the intent or recruiting the student to participate for purposes of athletic/activity participation.
* Promising employment or any other pecuniary benefit to the students at a particular school of the student’s family to induce the attendance of the student at a particular school for the purposes of athletic/activity participation.
* Offering free transportation; inviting a student to attend practice or games; awarding any privileges or consideration not offered to other members of the student body.

It shall not be considered undue influence for authorized representatives of a private high school to contact students attending private feeder schools to request their attendance at the private high school or for authorized representatives of public high schools to contact students within that public high school’s district attendance boundaries.

**Misrepresentation**

Misrepresentation, such as incorrect address, or participation under an assumed name is any interscholastic contest, shall make the student ineligible for the remainder of that sport/activity season and for any additional period of time determined by the Executive Board. In addition, the school shall be subject to any further penalty under OSAA Rule 5 that the Executive Board may impose.

**Legal Guardian**

Legal guardianship is to be determined by certified copies of court records. Under no circumstances will the taking out guardianship papers for a participant in activities/athletics be tolerated as a device for avoiding the obvious letter and spirit of OSAA regulations. The district may accept, under conditions approved by the Superintendent, Power of Attorney records.

**OSAA Year, Practice, Contests – Staring/ Ending Dates**

1. The OSAA year shall start with the first day of practice for fall sports and shall end on Memorial Day, or at the end of a school district’s school year, whichever occurs earlier, except for those individuals still competing in an OSAA sponsored activity.

2. Fall Sports: Practices and first play dates shall be determined by the OSAA.

3. Winter Sports: Practice and first play dates shall be determined by the OSAA.

4. Spring Sports: Practice and first play dates shall be determined by the OSAA.

5. The season for a school in a sport shall end end as follows: When a school has completed its regular season contest and all playoff contest.

6. Out of Season: Out of season is the start of the summer program that usually occurs after Memorial Day and before the third Monday prior to the first contest date.

7. Off season: This time considered to be out of the sports season during the OSAA Association year.

**Sports Season**

Pursuant to its authority under Article 5-2 of the OSAA constitution, the OSAA Executive Board has adopted the following additional interpretations concerning sports seasons in order to provide further clarity of the OSAA Rules.

 **Fall Sports: Cross Country, Football, Soccer, Volleyball**

 Start Practice Date: Determined by the OSAA

 First Contest: Determined by the OSAA

 **Winter Sports: Basketball, Swimming, Wrestling**

 Start Practice Date: Determined by the OSAA

 First Contest: Determined by the OSAA

 **Spring Sports: Baseball, Golf, Softball, Tennis, Track and Field**

 Start Practice Date: Determined by the OSAA

 First Contest: Determined by the OSAA

**NOTE:** The season for school in a sport shall begin with the first practice date. The season for a school in a sport shall end when a school has completed its regular contests and/or playoff contests. No regular season contest may be played after cut off date.

**Contest Limitations – Doesn’t include Jamboree**

High School contest limitations are set by the OSAA. Coaches must not exceed the maximum number of contest exclusive of playoffs.

**Football 9 Basketball 23 Softball 25**

**Cross Country 12 Wrestling 14/50 Golf 20/9 hole rounds**

**Volleyball 18/36 Swimming 12\***

**Soccer 13 Baseball 25 Track 12**

**\***If two are invitational

**Practice/Conditioning**

**Limitation:** The spirit of the practice limitation rule is that every school and participant shall have the same opportunity to practice prior to the first contest. As a result, schools may conduct practices and/or compete in contest only during OSAA sports seasons as specified in OSAA Rule 6.

**Practice:** Practice is defined as the involvement of individuals from a member of a high school in any program, program, demonstration, instruction, or participation that is conducted in part (or in its entirety) by a person or a group of people who are to have been involved in the coaching of any these athletes. It shall be a violation of the rule if there is any attempt to gather individuals or members of the same school team together to receive specialized athletic instruction from any person connected with the participating athlete’s high school. Attempts to circumvent the practice limitation rule by encouraging team members and potential team members to attend practice shall be considered a violation of this rule.

If a scrimmage or workout involved exclusively students from one high school, it is considered to be a practice. If a scrimmage or workout involved anyone other than current students of the high school, it is viewed as an interscholastic contest and is subject to all rules pertaining therein. **NOTE: Alumni and middle school students are not considered to be current students of the high school. Middle school students involved in a contest will lose a year of eligibility by participating in a high school contest.**

**Conditioning:** Conditioning is defined as a session where students work on physical fitness and conditioning by use of weights, running, and/or calisthenics.

**NOTE: Conditioning does not allow for the use of sports equipment or apparatus specific to a given sport. Examples of some specialized sports equipment are gloves, shoulder pads, blocking dummies, charging sleds, balls, bats, nets, and/or implements related directly to an OSAA sponsored event.**

ORS 339.250 specifically states that although laps and push-ups may cause pain or discomfort for some students, they are allowed as part of conditioning or training in physical education classes and extracurricular athletics. Pain from team practice or class activities is exempted from the definition or corporal punishments, but pain from activities used as punishments or discipline is not.

**Inclement Weather**

If there is inclement weather, the Principals or designs of the school involved, shall confer, and if it is determined that conditions are not safe, the contest shall be postponed and played at a later date. Usually the contest is played only if it has bearing on the representative(s) in that sport to the State Playoff series. If a State Playoff contest is involved, the OSAA shall take jurisdiction and make any decision rather than the schools involved.

Central Point School District inclement weather policy is outline as follows:

 Late Start: Practice Allowed Game Allowed

 School Closure: No Practice Game Canceled

 Early Dismissal: No Practice Game Canceled

**Ejection Policies**

If a coach is ejected from a contest and that contest is forfeited, the incident must be reported to the OSAA office by the schools involved and also by the contest officials. If a coach is ejected and the game is not forfeited, it is the school’s responsibility to be certain that any person who assumes the coaching responsibilities in such a situation meets the requirements of that school district and the OSAA.

**Ejection Policy – Ejected Player or Coach**

If a player or coach is ejected by an official, both the Athletic/Activity Director of the school of ejected player/coach and the commissioner of the officials shall notify the OSAA by FAX of ejection by the next work day. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the durations of that contest. They must be out of site and sound of the participants.

It shall be the responsibility of the school to disallow the ejected player or coach from participation in the next scheduled contest. Should an ejected player or coach participate at the next scheduled contest and no appeal is pending, that action shall be considered use of an ineligible participation and shall result in forfeiture of that contest and other penalties as determined by the OSAA Executive Board. The school Board/Superintendent may determine additional consequences for ejection from a school sponsored event.

**Multiple Ejection of Individual**

A second ejection for an unsportsmanship act during the same sport season will result in a two game suspension. A third ejection for an unsportsmanship act during the same season will result in disqualification from further participation during that sport season.

**Physical Contact with an Official**

Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended for a minimum of one contest and may be required to satisfy other requirements as prescribed by the OSAA Executive Board. Both the Athletic/Activity Director of the school of the offending coach/player and the commissioner of officials shall notify the OSAA by FAX of the incident by the next workday. In addition, the school shall be fined up to $1,000 as set by the Board, and an administrator and the coach/player shall be required to appear before the Executive Board at the next scheduled meeting.

**Team Withdrawn from Contest**

If a coach removed his/her team from competition prior to completion of that competition, it shall be considered a gross act of unsportsmanlike conduct. In such a case the school shall forfeit the contest and an administrator and the coach responsible for the action shall appear before the OSAA Executive Board at its next regular scheduled meeting.

 **Indoor Track and Field**

Because of the limited nature of indoor track and field, a high school student may compete unattached in an indoor track and field meet between the close of the high school cross country season and the opening of the high school outdoor track and field meet at any other time of the year; the student must compete on an unattached.

**Fundraising**

Fundraising may be done by coaches/advisors or team(s) for their school athletic/activity programs with the approval of the Athletic/Activity Director. The Athletic/activity Director must have on file a copy of the type of fundraising activity to take place before the activity starts.

**Accident and Injury Procedures**

The coach/advisor and school Athletic/Activity Director must maintain communication with the student’s parent/guardian concerning injuries and record information concerning diagnosis and prognosis. In addition, within 24 hours after the injury, the student accident form must be completed in triplicate and filed with the school Athletic/Activity Director.

The following guidelines apply:

1. **Emergency: (Immediate care or hospitalization appears to be indicated.)**

Procedures: Call 911 to request instructions. If possible call the parent/guardian as to selection of doctor and/or hospital. A certified staff member must accompany the injured student to the doctor or hospital if the parent is not readily available.

NOTE: If serious injury to head, neck or spine is suspected, **do not move the injured person unless instructed by a doctor or assisted by ambulance attendants.**

 **2. Serious Injuries**

Definition: Any injury involving a fracture, loss of consciousness or in any way rendering a student non-ambulatory. Examples:

a. Head injuries having any noticeable effect upon the student including dizziness, impairment of vision, etc.

b. Neck, back or spinal injuries.

c. Lacerations requiring suturing, disinfectant or other treatment.

Procedures: Apply necessary first aid at the time of injury. Immediately inform the head coach and school Athletic/Activities Director and immediately phone or otherwise contact the student’s parent/guardian.

 **3. Minor Injuries**

Definition: Minor bumps and bruises that do not involve loss of school or practice time.

Procedures: Apply first aid.

**Transportation: Out of District Events**

The Athletic/Activity Director will make all arrangements for athletic/activity modes of travel. School buses or other school will transportation will be used on all trips whenever practicable. Commercial transportation will be used only when approved by the principal and the Athletic/ Activity Director. Students will not be authorized to drive school transportation.

Students must be transported to and from another school in compliance with the athletic. Activity transportation policy:

1. Students must ride to and from the site of the athletic event or activity on school provided transportation unless parents and school authorities grant written permission. Parents’ requests for students to drive to and from different contests must have the coaches’/advisors’ approval and the Athletic/Activity Director or Principal’s approval prior to the contest. Students will no be allowed to travel to and from contest with other students.

2**.** Coaches/Advisors are expected to accompany their students to/from all school sponsored events and remain with them at all times when away from home on an athletic/activity trip**.**

**Conduct of Traveling Squads**

The coaches/advisors are responsible for all conduct and appearance of students under their supervision on traveling trips. Trips will not be scheduled if our reputation is jeopardized by poor conduct.

When representing Crater High School, the following shall be observed:

 1. No loud or boisterous demonstrations in the bus or van.

 2. No shouting or making remarks from the windows of the bus or van.

 3. Shoes with metal cleats or metal tip cleats shall not be worn on school buses.

4. All students must remain seated on the bus or van.

5. It is the coaches’/advisors’ responsibility and duty to see that all representatives of Crater High School behave appropriately while under their jurisdiction and representing our school.

6. When traveling, and not in playing uniforms, it is expected that all players and coaches will be attired in “good school clothes”.

**Reservations and Travel Expenses**

All hotel and mean reservation requests for athletic teams are to be made through the Athletic/Activity Director’s office by the coach/advisor in charge of the traveling team. All coaches/advisors are to present receipts for all expenses incurred for the athletic/activity contest. All coaches/advisors are chargers with the responsibility of providing phone numbers and addresses where they/students can be reached when away from home on an athletic/activity trip.

**Scouting**

Scouting arrangements are to be made by the head coach with approval of the Athletic/Activity Director.

**Usage/Scheduling of District Athletic/Activity Facilities**

The Crater High School fields and gyms are to be used for district events coordinated by the school Athletic/Activity Director and the Principal.

The following is the priority given to all requests for the district’s facilities. In the event that there is a shortage of facilities, lower priority programs will not be granted facility use.

1. Central Point District Programs
2. In-district youth programs. Requests for facility or field use that involves students from that school building.
3. Central Point community youth programs. Requests for facility or field use that involves students from other buildings.
4. Central Point community adult programs.
5. Non-local youth programs.

District facility use may be denied for the following reasons:

* Lack of insurance
* Lack of availability or priority programs requires the use of that facility.
* Falsification of application.
* Violation of district policy (use of alcohol/drugs/tobacco, unsportsmanlike conduct, etc.)
* Degradation of facilities (intentional or non-intentional).
* Any other reason for which a written notice has been provided and the situation has not been rectified.

The district will charge for the use of facilities according to district policy.

**District Concession Facilities**

The Athletic/Activity Director will oversee the use of district concession facilities by the following groups, in order of priority:

1. Athletic team being serviced
2. Any other athletic/activity team.

A percentage of the profits raised by the sale of concession items during the school year will be returned to the school sport or school activity group participating in the concession sales.

**Evaluations of Coaches/Advisors**

All coaches/activity advisors, including non-district funded coaches/advisors, will be evaluated annually. All coaches/advisor evaluations will be completed within six weeks of the last contest or after their scheduled awards banquet. The evaluation will be based on the individual’s ability to perform the essential functions of the job as outlined in the specific job description and on the standards of performance described on the evaluation form. It is expected that all those hired for extra duty will adhere to all Board policies governing the Central Point School District and all expectations and procedures outlined in this handbook.

It is the intent of the Central Point School District to attract and retain the highest caliber coaches and advisors to work with our young people. Extra duty contracts are annual in nature, and the district retains the right to reassign coaches or activity advisors based on district need as well as to reopen any extra duty contract at the conclusion of the season without cause. All mid-season or pre-season dismissals will provide appropriate due process according to state/law contract.

If an employee’s actions while employed under the terms of an extra duty contract requires

administration intervention and correction, a progressive discipline approach will be used whenever possible. Documentation of each of the following steps will be provided both for the employees and the Personnel Office:

1. Verbal Warning
2. Written Warning
3. Dismissal

In the event an employee’s action may result in a pre-season or mid-season dismissal from the extra duty assignment, the employee will be suspended pending the outcome of the investigation conducted by the school administration.

**Posting Extra Duty Positions**

All open extra duty positions will be posted per contract language and may be posted and advertised outside the district. Every effort will be made by the Athletic/Activity Director and the Personnel Office to recruit the best qualifies individuals for any extra duty position that becomes vacant. All known vacancies for fall and year long sports and activities will be posted prior to the close of the previous school year.

**Hiring Of Extra Duty Personnel**

The Central Point School District is interested in high caliber individuals to serve in extra duty positions; individuals who have both technical expertise in their particular sport or activity but also the proven ability and training to work successfully with young people.

All in-district applicants will submit a letter of interest in any open coaching position. All letters of interest are to be submitted to the Personnel Office prior to screening. The Athletic/Activities Director or building Principal will verbally notify all unsuccessful applicants.

All out-of district applicants will complete an application for an extra duty position through the Personnel Office. All forms and requirements can be obtained from the Personnel Office. The Principal/Athletic Director will notify successful and unsuccessful applicants after the successful coach/advisor has been selected.

**Resignations**

All written resignations are to be submitted to the Superintendent, Principal or the Director of Personnel. The open positions will not be posted until a letter of resignation is submitted. The Director of Personnel will send a letter of acceptance of the coach’s resignation from the position once the School Board has taken action on the resignation.