

# **GRIZZLY CLUB SPORTS HANDBOOK**



**Interscholastic Athletics  
Ashland High School  
District #5**

Revised June 2014

# Ashland High School Athletic Department

[Ashland.k12.or.us/athletics](http://Ashland.k12.or.us/athletics)

**Home of the Grizzlies**

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# ASHLAND HIGH SCHOOL ATHLETIC DEPARTMENT PHILOSOPHY

## TEACHING LIFE SKILLS THROUGH ATHLETICS

Ashland High School coaches and student-athletes project an image of gracious competitors who embrace challenge, enjoy the process, win with humility, handle defeat with dignity, advocate for their sport, and are positive role models.

We believe that the program of interscholastic athletics is an integral component of the total educational structure. While we will strive to make our teams as competitive as possible, our primary objective is to help our student-athletes acquire important skills that will help them to be successful in their adult lives. Our efforts as coaches will be focused on teaching our athletes how to win and not just on winning. Through positive reinforcement and intentional teaching, we will show our athletes how to succeed with humility and persevere through setbacks in a productive manner.

Our program places a high value on the power of participation. Within our educational setting, every effort will be made to provide athletic experiences for as many students as possible. We will strive to offer as many athletic teams as can be adequately coached, managed, and supported. Our competitive teams will be selected on the basis of need, interest, and ability. We will place student-athletes on teams appropriate to their physical and emotional abilities. At the varsity level, our coaches will select players and decide playing time based on their judgment of combinations that will make the team as competitive as possible. At the sub-varsity levels, there will be more of a focus on player development, although playing time may still not be equal for all participants.

Our coaches will strive to be positive role models who display in-depth knowledge of their activity, an ability to teach, strong leadership, ethical behavior, and interest in holistic development of their athletes. Winning of championships should transpire as an outgrowth of ethical coaching and healthy competition.

The desired outcome for participants in our athletic program is that they will attain the following traits.

Ability to set and achieve goals	Self-confidence
Competitiveness	Accountability
Teamwork	Respect for self and others
Commitment	Leadership
Self-discipline	Ability to deal with adversity
Sportsmanship	Pride
Responsibility	Ability to communicate
Work ethic	Academic achievement
High self-esteem	Graciousness

We also hope that, during their high school athletic experience, our student-athletes will have fun and build fulfilling relationships. Our programs will strive to provide an opportunity for our students to release stress in a healthy manner and instill fitness for life as a core value. The product of our investment in athletics will be healthy adults who contribute to their community in a positive manner.

# CLUB SPORTS COACH CHECKLIST

## NEW CLUB SPORTS COACHES

- Complete [NFHS Fundamentals of Coaching](#) (only ONE TIME in coaching career).
- All volunteers, including volunteer coaches and volunteer assistant coaches submit annual ASD [Volunteer Registration Form \(CO-74\)](#).
- Head Coaches establish school email address and pass word thru Ashland High School (AHS) Athletic Department – NOTE: Remote email access though the following site: <https://mail.ashland.k12.or.us/>

## ALL COACHES

### Pre-Season – Before practice begins

- All coaches must complete and keep current the following training courses: [Concussion in Sports](#) (ANNUALLY), [Steroids & Performance Enhancing Substances Training](#) (every FOUR years) and [A Guide to Heat Acclimatization and Heat Illness Prevention](#) (every OTHER year). Submit all certificates to AHS Athletic Department.
- ONLY PAID coaches complete and keep current [First Aid Certification](#) (submit proof of certificate to AHS Athletic Department).
- Head Coach and Club President meet with Athletic Director to review and sign the **AHS Club Sports Coach's Agreement** (see Appendix).
- **Complete and submit** [Club Sport Waiver](#) and [Club Sport Officer List](#) to Athletic director.
- **Verify** your club's *Certificate of Insurance* is current and on file with AHS Athletic Department.
- All volunteers, including volunteer coaches and volunteer assistant coaches submit annual ASD [Volunteer Registration Form \(CO-74\)](#) to the AHS Athletics Department.
- Make sure AHS Athletic Department has **current contact information** for all coaches in your program - phone #'s, email, address (including yours).
- Head Coaches create **practice schedule** and submit copy to Athletic Director.
- Head Coaches create **program policies** and submit copy to Athletic Director.
- Submit **picture day** time requests.
- Check to make sure each student is **cleared** for **practice** (see PARTICIPATION REGULATIONS in this handbook and on AHS Athletics website) **prior** to allowing them to practice.
- Submit any information needed to update athletic department website pages.
- If needed start Volunteer Drivers process [Volunteer Driver Information Form \(CO-34\) Front and Back](#) - possibly appoint a volunteer parent to coordinate.
- If you plan to transport athletes for team events contact the Athletic Secretary for the ASD Transportation Department required class in order to drive all district or rental vehicles.

### Before Competition Begins

- Submit **final team rosters** to AHS Athletic Department.
- Organize **parent meeting** after teams are made
- Promote and attend seasonal **drug and alcohol meeting** - MUST collect signed pledge forms from each student-athlete.
- Obtain copies of **Athletic Participation Contracts** with medical release information for all members of your team from Athletic Secretary. **CONTRACTS MUST BE CARRIED WITH THE TEAM DURING ALL TEAM FUNCTIONS.**

## During the Season

- **Copy** Athletic Director on all written communication to parents and students.
- **Communicate** with AHS Athletic Department on a regular basis. Stop in, check mail/ e-mail, communicate injuries and other issues as they arise. We like to see coaches!
- Communicate **changes in schedule**, special events to AHS Athletic Office, athletes and parents. We strongly encourage up-to-date thorough website use for coaches, parents, student-athletes and community members at: [Ashland.k12.or.us/athletics](http://Ashland.k12.or.us/athletics)
- **Check email** for weekly transportation schedules/communicate needs in timely manner.
- Check weekly **student academic eligibility list** for ineligible participants.
- Work with the Athletic Director and AHS Academic Coaches to contact ineligible players and encourage progress toward eligibility.
- Notify AHS Athletic Department of changes and ensure we have current, accurate list of your team members throughout season (i.e. **dropped athletes**).
- Make sure **first aid kit** is well stocked and with the team AT ALL TIMES (ALL practices and ALL competitions).
- Make sure team's **Participation Contracts** are with the team AT ALL TIMES (ALL practices and ALL competitions).
- Use [Travel Checklist](#) before and during travelling per ASD Board Policy.
- IMPORTANT: Turn in a current **travel roster** before departing on all trips to the Athletic Secretary or use the drop box on the Athletic Department door (this will excuse athletes from missed classes).
- Head Coaches communicate with local **press** regarding game results.

**NOTE:** **Athletic Participation Contracts** have student-athlete's current emergency contact information and insurance information.

## Post-Season

- Submit **End of Season report** to Athletic Secretary; includes win-loss record, number of athletes, awards, missing equipment and needs for next year.
- Head Coach to meet with Athletic Director.
- Assistant Coach to meet with Head Coach.
- Meet with returning athletes regarding plans/goals for off season and next year.
- Give AHS Athletic Department copies of off-season schedules and camps.

## DOCUMENTS and FORM LINKS

[Code of Conduct and Athletic Contract](#)

[Club Sport Hold Harmless Agreement](#)

[Oregon Physical Examination](#)

[Medical History](#)

[Volunteer Registration Form \(CO-74\)](#)

[Volunteer Driver Information Form \(CO-34\)](#)

[Employee Release form for Driver Record](#)

[OSAA Heat Index Record Form](#)

[Child Abuse/Neglect Referral \(CO-69\)](#)

[Club Sport Waiver](#)

[Club Sport Officer List](#)

[Fundraising Form \(CO-75\)](#)

[Travel Checklist](#)

[Athletic Transportation Request](#)

[Out of State Trip Request \(CO-4\)](#)

[Report of an Accident \(CO-31\)](#)

[Coach Evaluation Form](#)

[Coaches Certifications- Required](#)

End of Season Report - Athletic Secretary

# **REQUIRED COACHING CERTIFICATION**

The Oregon School Activities Association (OSAA) requires ALL high school coaches to have the certifications listed below.

**COACHES ARE REQUIRED TO HAVE ALL CERTIFICATIONS CURRENT PRIOR TO THE BEGINNING OF THE SEASON AND VALID THROUGHOUT ALL SEASONS DURING WHICH YOU COACH EACH SCHOOL YEAR!!**

All coaches, including Head Coaches, Assistant Coaches and Volunteer Coaches, must complete the following training courses and provide certificates as proof of passing and completion to the Athletic Office (see required certifications and periods per the individual training):

- National Federation of High Schools (NFHS) CORE COURSE - **Fundamentals of Coaching** needs to be completed only once in your coaching career. This is an on-line class that takes up to 6 hours to complete. You do not need to do it all in one sitting. There is a cost of \$50 to take the course. The coach pays online, up front and ASD will reimburse you once you have completed the certification, provided a printed receipt (print while logged in) and you begin coaching at AHS. DO NOT take any NFHS Sport-Specific Courses for this requirement. NOTE: If you were certified through ASEP prior to 2007, you can be “grandfathered” in and exempt from taking the course. Link to the **Fundamentals of Coaching** is:

<http://www.nfhslearn.com/coreCourseDetail.aspx?courseID=39000>

- OSAA requires annual training on **Concussion in Sports**. Link to free, short course is:

<http://nfhslearn.com/electiveDetail.aspx?courseID=38000>

- OSAA requires **A Guide to Heat Acclimatization and Heat Illness Prevention** every other year. Link to free, short course is:

<http://nfhslearn.com/electiveDetail.aspx?courseID=34000>

- Oregon State Law requires **Steroids & Performance Enhancing Substances Training** every four years. Link to free, short course is:

<http://www.ode.state.or.us/search/page/?=2571>

All **PAID** coaches, including Head Coaches and Assistant Coaches, must hold and provide proof of a current first aid certification:

- Ashland School District requires all **PAID** coaches to have a current first aid certification. ASD will reimburse for the cost of any first aid class taken once you begin coaching at AHS. To be reimbursed provide the current first aid certification and a receipt to the Athletic Office. Link to one on-line course, **First Aid, Health and Safety for Coaches**, is:

<http://www.nfhslearn.com/coreCourseDetail.aspx?courseID=33000>

If you are a volunteer coach submit the Ashland School District Volunteer Registration Form per district volunteer requirements annually. Link:

[Volunteer Registration Form](#) - Return to Club President or Athletic Office

# NATIONAL FEDERATION OF STATE HIGH SCHOOL (NFHS)

## The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give student special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

<http://www.nfhs.org/content.aspx?id=2825&terms=code%20of%20ethics>



## ATHLETIC ACTIVITIES AT ASHLAND HIGH SCHOOL

### FALL

Cheerleading  
Cross Country  
Football  
Boys Soccer  
Girls Soccer  
Volleyball  
Water Polo\*

### WINTER

Boys Basketball  
Girls Basketball  
Cheerleading  
Snowboarding\*  
Alpine Ski (downhill)\*  
Nordic Ski (cross country)\*  
Swim Team  
Wrestling

### SPRING

Baseball  
Crew\*  
Equestrian\*  
Boys Golf\*  
Girls Golf\*  
Softball  
Boys Tennis  
Girls Tennis  
Track and Field

\*club sport

### LENGTH OF SEASONS

- Fall: First practice is normally mid-August – season concludes between early November and early December, depending upon sport and post season.
- Winter: First practice is normally mid-November – season concludes between mid-February and early March, depending upon sport and post season.
- Spring: First practice is normally late February to early March – season concludes between mid to late May, depending upon sport and post season.

### **For AHS current year's season start dates and designated Moratorium**

**Week dates go to: <http://www.osaa.org/calendar>**

#### OSAA Moratorium Week:

***“Each year a seven-day OSAA Moratorium Week shall be in effect **during which there shall be no contact between** administrators/coaches/directors/advisors and students **involved in any OSAA-sanctioned sport or activity, including cheer, dance/drill, speech, solo music, choir, band/orchestra. In addition,** there shall be no high school athletic facility usage by athletic staff and students/teams, including dance/drill and cheer, **during the OSAA Moratorium Week.** Use of non-athletic facilities by athletic staff is allowed.”***

#### Oregon School Activities Association Year:

**“The Association Year shall start with the first day of practice for fall sports and shall end at the end of the day on Memorial Day.”**

## COACHES TEAM POLICIES

1. Good communication with players and parents will go a long way in helping your team's season go smoothly.
2. A written policy handed out and discussed at a team meeting prior to the season can help you avoid conflicts with parents and players.
3. Provide accurate contact information and establish communication preference guidelines for absences and schedule changes.
4. Reinforce our Athletic Participation Contract rules, emphasizing transportation rules, drug and alcohol policies and inclement weather guidelines.
5. Make certain these policies do not contradict conference and OSAA rules.
6. Recommend areas to be covered in your team policies to include:
  - Who starts in a game and why;
  - Who plays certain positions and why;
  - How attendance and attitude at practice affects starting and playing time;
  - Where parents can direct questions and concerns regarding their children's status on the team (encourage dialogue between coach and parent before a problem develops);
  - Expectations from players during games;
  - Expectations from parents, including their presence in the bench and giving directions to their children;
  - Season commitment letter.
7. The varsity coach should have in writing the requirements for receiving a varsity letter.

## TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Ashland High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to team selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

### AHS Athletic Department Cutting Policy

Choosing the members of each athletic team is the sole responsibility of the coaches. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters. Prior to team selection, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments

When team selection becomes a necessity, the process must include four important elements.

1. Each candidate shall have competed in a minimum of three practice sessions.
2. Cut lists are not to be posted.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
4. If a coach anticipates a cut will be made, he/she must discuss the situation with the Athletic Director in advance of any announcement being made to students or parents.

# COACH GUIDELINES FOR PRESEASON PARENT MEETING

1. All coaches are required to distribute copies and address the following:
  - a. Team rules or policies.
  - b. Cutting criteria for the squad (if you do) or selecting varsity, J.V., etc.
  - c. Criteria for earning a letter.
  - d. Sportsmanship expectations for student-athletes and fans.
2. Have parents sign the sheet designated for this purpose to indicate that they have received a copy of the above and understand the policies. YOU (the coach) KEEP THIS ON FILE.
3. Other topics you may want to address:
  - a. Your coaching philosophy.
  - b. Team's style of play.
  - c. How practice sessions are conducted, including:
    - Their length
    - When they normally start and end
    - Weekend or holiday practices
  - d. A student-athlete's expectation of attending practice:
    - Including Saturday and holiday periods
    - How missing practice due to other commitments and family vacations is viewed
    - Commitment letter
  - e. The responsibility for issued uniforms and equipment.
  - f. Determinants for the starting line-up and playing time.
  - g. Academic and attendance standards for eligibility.
  - h. Procedures for reporting and attending to injuries.
  - i. How and when to contact the coach with a concern or question.
  - j. Explain commonly misunderstood rules of your sport.
  - k. Should/could/may parents attend practice sessions?
  - l. Are parents permitted to talk with son/daughter during contests?
  - m. Should the student-athlete have any special pre-game meal?
  - n. Spectator conduct – Be Loud/Be Proud/Be Respectful!
  - o. Any potential tournaments/trips requiring volunteer drivers.
  - p. Answer questions.
- 4) Helpful Hints.
  - a. Try to make your presentation as positive as possible
  - b. Don't let one parent take over the program with a "hidden agenda or personal vendetta". Invite them to make an appointment to speak with you individually.
  - c. If an issue arises which you cannot answer or is problematic, make an appointment to see the Athletic Director. He/she may need to handle it, or be able to give you some advice as to how to handle it.
  - d. Be prepared. Plan what you want to say and how you want to approach the various topics.

## SCHEDULING

Scheduling of all games and contests, including scrimmages, jamborees and invitationals, will be done by the Head Coach in accordance with Oregon Schools Activities Association (OSAA). Travel arrangements are made by the Head Coach.

Sports that are in season have priority of facilities and all incoming sports should refrain from any interference with those activities in session. At no time will there be any contests scheduled that have any conflict with sports in season. This will hold for the entire school year. For more information go to ASD: [Facility Rentals](#).

All competition scheduling and changes are reflected at [Ashland Athletics Schedules](#).

## **PRACTICES and START DATES**

The athletic practice schedules are determined by the Head Coach in accordance with the rules and regulations of the Oregon School Activities Association (OSAA). Head coaches must create and submit a current practice schedule each season to the Athletic Director for approval and arrangement of the specific facility needs. Coaches must communicate any changes to the practice schedule with the Athletic Department and then notify participants promptly of approved changes.

**NO PRACTICE IS ALLOWED ON SUNDAY UNLESS APPROVED BY THE SUPERINTENDENT.**

**Practices cannot start before 4:00 pm on a school day without prior approval from the Athletic Director.**

Practices and training regulations must be carefully planned in order that there may be no detrimental effects upon the health of the participants. It is recommended that student-athletes practice no more than three hours per day at the high school level. This length of time is exclusive of dressing and showering.

Start dates for practices during the school year are set by the Oregon Schools Athletic Association (OSAA). No official mandatory practice is allowed before these dates. Current year's start dates are available at the following link: <http://www.osaa.org/calendar>

Prior to the start of each sport season, teams and individuals may prepare in the following ways:

1. Players may run on their own or follow guidelines prepared by their coach.
2. With the supervision of a coach, players may train in the weight room.
3. **“Rule of Two”** - Coaches of team sports may not work with more than two individuals per day per program until the official OSAA start date. This rule varies depending upon team or individual sport. Each coach must check the OSAA rules for their specific sport.
4. Coaches may meet with their teams prior to their season for an orientation to cover any preseason requirements such as physicals, insurance, practice schedules, etc.

## **ELIGIBILITY**

### **OSAA Individual Eligibility Rules**

1. Academic Eligibility: An eligible student must be enrolled full time and making satisfactory progress as defined in this rule:
  - Full Time Enrollment: For purposes of this rule, a full time student is one who is enrolled in high school, attending regularly and passing in (a minimum of 5) courses offered by the high school, college, work experience or other school-approved educational activities.
  - A student shall have been enrolled, attended regularly and passed (5) subjects or classes during the preceding transcripted grading period. EXCEPTION: Incoming Freshmen do not have to meet this requirement.
  - Satisfactory Progress toward Graduation: A student must be making satisfactory progress toward the school's graduation requirements (defined as having completed 8 credits prior to their sophomore year, 20 prior to junior year and 33 prior to senior year).
2. Age Eligibility: A student who becomes 19 before August 15 shall become ineligible for interscholastic competition.
3. A student's parents' or guardians' residence must be located within the school district's attendance boundary.
4. Transfer students and home school students must satisfy all OSAA eligibility deadlines and regulations.

### **AHS Eligibility Standards**

1. Student-athletes may participate in only one AHS sport per season.
2. All student-athletes must have a physical with the Oregon Physical Examination form on file in the AHS Athletic Department. Physicals are required in the 9th and 11th grades. In the 10th and 12th grades, an annual Medical History form must be completed and filed in the AHS Athletic Department.
3. No student may enroll in the AHS Athletic program without current insurance coverage for the duration of the season to which the student is a participant. Must be able to provide proof of insurance upon request.
4. The Code of Conduct and Athletic Contract outlines behavioral expectations for AHS student-athletes. Both the student-athlete and his/her parent or guardian are required to read, sign, file with the AHS Athletic Department and abide by the contract.
5. Students who reside outside of ASD attendance boundary are required to pay a participation fee of \$100 due to the Ashland Youth Activities Levy. Fees must be paid before participation in practice or games.
6. All student-athletes must purchase a \$10 activity sticker for AHS Student Body Card in AHS main office.
7. Student must be currently enrolled in and passing (“C” grade or better) a minimum of five classes and no failing grades to be eligible for weekly competition.
8. Home school students’ academic eligibility will be equal to “the same responsibilities, standards of behavior and performance as other students participating in the activity.” (as per ASD Board Policy)

## **ATHLETIC PARTICIPATION CONTRACT**

In order to better promote an understanding between the home and the high school, we are asking the parents of students who are participating in athletics and other activities to read the AHS [Code of Conduct and Athletic Contract](#) and discuss it with their children. Participation in activity programs is a privilege and student-athletes must comply with the standards of conduct as listed below during the length of their seasons. It is understood that this policy is a minimum conduct standard. Each activity may have additional policies regarding its own conduct standards, some of which may be in effect for the entire school year.

## **CLUB SPORT PARTICIPATION HOLD HARMLESS AGREEMENT INCLUDING ASSUMPTION OF RISK AND RELEASE FROM LIABILITY**

A parent or guardian is required to complete and sign a Hold Harmless Agreement form for each participating student-athlete. This additional agreement for club participants is required to be on file with the Athletic Department prior to participation. The agreement is available on the website and in the Athletic office. Acknowledgement and agreement of full assumption of all risks, release, waive and discharge of the Ashland School District is stipulated and must be agreed to by participant’s parent or guardian. This is a standard agreement requested for organizations affiliated but not under the district’s insurance liability coverage.

There is a section on this agreement where parent or guardians can specify approved volunteer drivers their child may ride with. Please note that if you choose to exercise this option, your child will not be allowed to ride with any other drivers. Therefore, if you choose to specify drivers, you may want to list several drivers in the event that one or more drivers you list fails to attend the event or has not met the criteria to become an approved driver. Failure to do so may result in your children being unable to attend an event or practice.

# CLUB SPORT PARTICIPATION REGULATIONS

Athletes must be cleared through the athletic office, which is located in the gym lobby, prior to the first practice. Processing time is 24 hours, weekdays. Due to limited facilities, some sports require athletes to try out and some students may not make a particular team. More details are available from individual coaches.

Before turning out for a sport, a student must comply with the following regulations:

**STEP 1. REGISTRATION / PAYMENT OF FEES**

Athletes must complete the process for registration at Ashland High School and be enrolled in at least five credit classes. Students who reside outside of the Ashland city limits are required to pay a participation fee due to the Activities Levy. These fees must be paid before an athlete may participate in practice or games.

**STEP 2. PHYSICAL EXAMINATION / EMERGENCY INFORMATION FORM AND INSURANCE**

All athletes must have an [Oregon Physical Examination](#) form on file in the Athletic Director's office. Physicals are required in the 9th and 11th grades to participate in the athletic program. Physicals are available at the high school health center starting in June for fall sports, or just prior to winter and spring sport seasons. In the 10th and 12th grades, an annual [Medical History](#) form must be completed and filed in the Athletic Director's office. **ATHLETIC INSURANCE** – No student may participate in the AHS athletic program without current insurance coverage for the duration of the season to which the student is a participant. Must be able to provide proof of insurance upon request.

**STEP 3. ATHLETIC PARTICIPATION CONTRACT**

Behavioral expectations for athletes are contained in this document. Both the athlete and his/her parent are required to read and sign the [Code of Conduct and Athletic Contract](#). By signing the contract, you are agreeing to abide by the terms of both the Code of Conduct and the Athletic Contract.

**STEP 3.1 HOLD HARMLESS AGREEMENT INCLUDING ASSUMPTION OF RISK AND RELEASE FROM LIABILITY**

This [Club Sport Participation Hold Harmless Agreement](#) is specific to club sports and required to be completed and on file with the Athletic Office before a student can practice. The athlete's parent or guardian is required to read and sign this agreement/release form. It contains additional waivers and releases of liability especially in the case of transportation. There is also an area on this form for parents who wish to specify which drivers their children may ride with.

**STEP 4. GO TO PRACTICE**

Upon completion of Steps 1, 2, & 3, the athletic office will notify the coach that the athlete is cleared to practice.

## ASHLAND HIGH SCHOOL ACADEMIC STANDARD

Student-athletes will be eligible to be on the team and practice based on the OSAA Eligibility Rules and AHS Participation and Attendance Standards. However, to be eligible to participate in competition on a weekly basis, student-athletes will be required to have 5 classes in which they have a grade of "C" or better (passing grade) and no "F's" (failing grade). Our designated Ashland Academic Coaches monitor grades on a weekly basis. Students who are not meeting the standards will be required to meet with them twice weekly to work on individualized plans for improving their academic performance. In certain cases, they may allow students to play who are below the district standard but are working hard and showing satisfactory progress toward meeting standard. Students and parents have access to Powerschool, our on-line confidential website that informs parents and students of academic progress, attendance history and other important information. Please contact AHS main office at (541)482-8771 for a Powerschool step-by-step demonstration and to obtain your password.

## **ASHLAND HIGH SCHOOL ATTENDANCE STANDARD**

Unless PRE-EXCUSED for a valid reason, a student-athlete must be in attendance for all of his or her scheduled classes in order to participate in athletics on that same day. If absent from school is due to illness, the student may not participate in practice or competitions on the same day. If a student is academically ineligible, they can NOT get out of school early with the rest of the team to go to a competition or a practice. They are allowed to attend competitions and practices, but not until school is officially released. If a student-athlete feels they need to get out earlier than the team's normal pre-game release time to see the Athletic Trainer (ATC) for taping, stretching, ice, etc., this should be expressed by the student and set up in advance with the trainer. The student-athlete will discuss their needs with the ATC who will then supply an approved attendance release request.

## **HOME SCHOOL ELIGIBILITY**

A home school athlete will be eligible to participate in interscholastic activities if the achievement test rules and regulations of Oregon School Activities Association (OSAA) and Ashland School District policies are met prior to and throughout the duration of the sport season.

All home school student athletic participation cases should be referred to the Athletic Director for proper individual approval of eligibility with submission of appropriate waivers.

OSAA specifies that home schooled students who are unable to maintain academic eligibility prior to transferring to home school shall be ineligible to participate for the duration of the school year and for the following year.

OSAA's rule for Home School Student Academic Eligibility is, "A home school student who transfers to a public or private school may establish initial academic eligibility by achieving a minimum score on any adopted achievement test." The test deadline or the achievement test must be completed prior to August 15 each school year.

If the transfer to or from home school occurs in between school years, the student is immediately eligible at the beginning of the school year. If the transfer to or from the home school occurs during the school year, the student is ineligible for the remainder of the school year.

### **District Home-Schooled Student Policy**

Only courses recognized by the state of Oregon will earn credits toward a diploma. The Board reaffirms its prerogative not to accept home-based instruction course credit toward graduation requirements. Home-schooled students will be considered eligible for participation in Ashland School District extra-curricular activities if they meet the following criteria:

1. The student is in compliance with all the rules governing home schooling;
2. The student can meet the district's eligibility requirements with the exception of attendance;
3. The student has achieved the minimum achievement test score required of home-schooled students.
4. The student must fulfill the same responsibilities, standards of behavior and performance as other students participating in the activity.
5. The student must reside in the attendance boundaries of the school for which the student participates.

## TRANSFER STUDENT CLEARANCE

All transfer students must meet to the OSAA transfer rules and regulations. Student-athletes will be referred to and cleared by AHS Athletic Director for completion of the mandatory OSAA Eligible Student Transfer Certificate form or its subsequent equivalent prior to any participation AHS.

Every transfer student including but not limited to summer transfers, midyear transfers, reciprocal transfer agreements, open enrollment transfers, returning students and private school students must notify the Ashland School District of all previous schools they have attended at registration.

There are exceptions to these rules; however, they will be “narrowly construed” and the consequences for non-compliance are very serious and can result in significant penalties. The AHS Athletic Director will submit and keep on file all necessary OSAA waivers for student-athletes.

## UNDUE INFLUENCE and AFFILIATION

Ashland School District complies with the OSAA “Undue Influence” Rule. The OSAA Rule states, “Despite compliance with the other provisions of these Rules, any student who attends a member high school as a result of undue influence as defined in these Rules is thereafter ineligible and the high school is subject to the penalties set out in Rule 5. For the purposes of this Rule, “undue influence” is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators, parents, alumni) to induce *a student to attend a public or private member school or become eligible to represent a public or private school* for purposes of the athletic or activities participation. Undue influence includes, without limitation, contracting a student with the intent of recruiting the student to a particular school for purposes of athletic or activities participation or promising employment or any other pecuniary benefit to the student or any member of the student’s family to induce the attendance of the student at a particular school for purposes of athletic or activities participation.”

OSAA Rationale: “This rule serves the substantial interests of Association members of prioritizing academics over competition, protecting young students from exploitation, ensuring and even playing field among competing schools, providing for equitable competition in Association sports and activities, and protecting the physical welfare of students engaging in contact sports.

**OSAA states a** “team is considered to be “affiliated with the school” if:

- (a) The team is organized by and/or coached by any coach, booster, teacher, administrator, parent or any other person associated with that school, and/or
- (b) The majority of the members of the team are students who attend that school or who represent that school in that team’s activity.”

**And** “a person is considered to be “affiliated with the school” if that person is a coach, booster, teacher, administrator, parent or any other person associated with that school.”



# ASHLAND HIGH SCHOOL EXPECTATIONS

## ATHLETIC DEPARTMENT

1. Provide quality coaches who understand our athletic philosophy and value all of the individuals on their teams.
2. Work cooperatively with other schools to provide appropriate competition for our athletes.
3. Be aware of, and enforce rules and regulations of the Oregon Schools Activities Association (OSAA).
4. Provide recognition for those who qualify for certificates, letters or awards.

## ATHLETE

1. Takes responsibility for clearance and eligibility.
2. Treats coaches, officials, teammates and opponents, with respect.
3. Puts forth his/her best effort in practices and contests.
4. Attends all practices and contests unless clear and timely permission has been granted to be absent.
5. Does not try to intimidate others or use “trash talk”.
6. Remembers that it is a privilege to represent Ashland High School in athletics.
7. Attends and positively participates in all scheduled practices.
8. Communicates effectively with the coach and teammates.
9. Refrains from conversations that foster dissension.

## COACH

1. Treats other coaches, players, officials and parents, with respect.
2. Follows OSAA, NFHS and Ashland High School policies and philosophies.
3. Prepares his/her team to the best of his/her ability.
4. Is fair and impartial in dealing with the athletes in his/her program.
5. Is a good role model for his/her athletes particularly in regard to self-control and makes sure that winning is considered in an educational setting.
6. Makes himself/herself available for a conference to answer questions or discuss issues. This meeting should not be immediately before or after a practice or a contest.
7. Communicate with athletic department regarding practice schedule, program policies, adds and drops to teams, and issues that come up during the season.

## PARENTS

1. Goes to the head coach for any purchases for son/daughter’s team.
2. Treats other parents, athletes, coaches and officials, with respect.
3. Respects the decisions and judgments of the coaches and officials even if the parents do not agree with the decisions.
4. Sets an appointment to talk with the coach about questions or issues. Does not approach the coach immediately before, during or after a practice or a contest.
5. Supports, encourages and does whatever they can to allow the athlete to attend practices fully prepared.
6. Does not put pressure on their son/daughter to win or be an All-Star.
7. Remains positive in their comments about their own athlete, other athletes, their coach and the program.
8. Reads and understands OSAA and Ashland High School rules and regulations in this handbook.
9. Is a good role model for son/daughter by positively supporting the players, coaches and officials?
10. Leaves coaching of the team, (i.e. starting assignments, positions, playing time and level of play such as freshman, J.V. or Varsity) to the coaching staff.

## COMMUNICATION

### Communication parents should expect from your student-athlete's coach

1. Coaching philosophy and criteria for earning a varsity letter.
2. Expectations regarding such things as attendance at practice, attitude, effort, academics, requirements for a letter or participation certificate, special equipment need.
3. Location and times of practices and contests.
4. Team activities, i.e. off-season conditioning and camps, meetings, etc.
5. Process for determining starting lineup, playing time and cuts, if applicable.
6. Responsibility for gear issued.
7. Rules and regulations not covered in the Athletic Participation Contract and consequences for breaking rules.

### Communication coach expects from parents

1. Concerns expressed directly to the coach FIRST.
2. Notification of any schedule conflicts well in advance (i.e. vacations and trips).
3. Specific concern in regard to a coach's philosophy and/or expectations.

### Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

### Issues not appropriate to discuss with coaches

1. Playing time (player and coach discuss).
2. Team strategy.
3. Play calling.
4. Matters pertaining to other athletes.

### Procedures to be followed regarding concerns parents or student-athletes have with the coach

1. Call the coach or speak to them about setting up an appointment.
2. If the coach cannot be reached, call the Athletic Office (482-2377) to have a date set up with the coach.
3. Please DO NOT attempt to confront to coach before or after a practice or game.

### THE NEXT STEP What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.

## SPECTATORS/STUDENTS

Maintain positive spectator conduct.

#### Please DO:

- Cheer for our team and players
- Clap and stomp feet
- Yell positive comments
- Support the cheerleaders
- Smile, laugh, have fun!
- Be Loud/Be Proud/Be Respectful

#### Please DO NOT:

- Boo
- Do negative chants
- Single out opposing players
- Call names
- Turn back on introductions
- Make inappropriate remarks
- Yell at referees

# ATHLETIC AWARDS

The participant is to be recommended by the coach of the sport in order to qualify for the school award in the sport. Participants who qualify will be awarded a school letter for a first award. AHS Athletic Department will provide **one** school letter per student-athlete per student-athlete's high school career. Subsequent awards are to be certificates in lieu of letters. Patches will be issued each season an athlete earns a letter.

Varsity participants, who do not meet award qualifications, will be awarded appropriate certificates for their participation. The members of Junior Varsity teams, who are recommended for honors, will be presented with appropriate certificates.

Coaches may recommend any member of their team for a letter if they firmly believe that the student-athlete is entitled to such an award. This makes possible the awarding of a letter to a senior who, by his/her attitude, diligence and loyalty during three years may be suitably honored in lieu of the above listed participation requirements. A letter award may also be withheld at the discretion of the coach.

## CLUB SPORTS TRAVEL and TRANSPORTATION

### General Rules

1. Each driver must be cleared through the Ashland School District (see the CLUB VOLUNTEER DRIVING REQUIREMENTS section).
2. Student-athletes must only ride with designated eligible drivers per [Club Sport Hold Harmless Agreement](#).
3. A club may not drive more than 12 hours in one day. If the destination cannot be reached within these time limits, they need to have an overnight stay.
4. While traveling, you are ambassadors and representatives of Ashland High School. Any behavior or actions that would reflect negatively on the institution will not be tolerated.
5. Clubs must comply with all school policies while traveling, including carrying a blood spill kit.
6. All necessary travel, financial, emergency and accident report forms should be taken on the trip.
7. Club travel will be limited to available finances. Club members should be prepared to assume an equitable portion of trip cost. Club officers are responsible for careful planning to minimize costs.
8. Carry team's Athletic Participation Contracts at ALL times of travel.

NOTE: Remind parents that school insurance is not in effect when they take their child from the school's control.

### Certification for Driving:

1. Current first aid card and valid Oregon driver's license are required before registering for the vehicle class with the ASD Transportation Department.
2. You must take a class with the ASD Transportation Department and be certified in order to drive a district vehicle or a rental vehicle.

### Travel Rosters (MUST be filled out for each trip)

1. Each Head Coach, with AHS Athletic Secretary's help, will put together a travel roster.
2. Every time your team travels the coach MUST fill out a travel roster. Use this form to call roll and know who in fact is traveling that day. Keep a copy with you for roll on the return trip.
3. If the student-athletes miss any class time, a copy of this travel roster must be turned into the Athletic office before departure for excusing attendance purposes.
4. If no class time is missed, a copy is still to be left with the Athletic office (drop box available on the Athletic Department's door if after hours).
5. Remember, if you transported the athlete, you are responsible for him or her until you return.
6. ALL other provisions must be made in advance and cleared by the Athletics Director or Athletic Secretary.
7. Use [Travel Checklist](#) before and during travelling per ASD Board Policy.

### **District Supervision Policy**

Generally, there should be as much supervision as possible. What is “adequate” supervision should be determined between the administrator and the teacher using the following criteria:

- 1) The size of the group;
- 2) The nature of the group (i.e., age, gender, behavior, prior history, etc.);
- 3) The location of the trip;
- 4) The purpose of the trip.

Supervision starts at the beginning of the trip and ends when the trip is over and parents have picked up their child. Supervision is active. That is, adult chaperones should focus on students and be pro-active about stopping inappropriate behavior before it begins. For example, the adults should not have to react to a problem but, instead, see the potential for a problem and stop it before the problem occurs. To supervise students well, adults should spread out among students. The adults should not “clump” together away from students or be unaware of student behavior. Before trips, rules and consequences should be reviewed with chaperones and students. Finally, before the trip, potentially high-risk students (i.e., behavior, medical, etc.) should be identified and a plan developed to prevent potential problems.

### **District Overnight Trips Policy**

Using the criteria listed under supervision, the teacher and administrator will meet to decide on the type of supervision needed in student rooms. Possible scenarios include the following:

- An adult in each room;
- An adult in an adjoining room (passage way between rooms);
- An adult monitoring the hallway during the nighttime hours (could be a hired person);
- Adult rooms being located in the middle of student rooms;
- Assign students to rooms (strategize for positive behavior);
- Place “high-risk” students in adult rooms (or don’t take “high-risk” students);
- Conduct random room checks (teacher or designee should have student room keys);
- Use large group sleeping areas (i.e., gym, church, etc.).

In addition to determining the level of room supervision needed, the teacher and administrator should establish curfews: what time should students be in their rooms and when should students turn out the lights. Without a school district chaperone being present, students should not be in any room other than their own. Finally, the teacher should look for hotels that allow inappropriate television channels to be blocked and that are located in safe areas, with rooms that have interior hallways. Once at the hotel, hotel behavior should be reviewed with students.

### **District Bus Transportation Policy**

Adults should be spread out so all students can be observed. The teacher should consider using assigned seating as a strategy to maintain positive behavior. Finally, students should be held accountable for bus cleanup.

### **District Transportation Carrier Policy**

Whenever possible, district transportation should be used. If district transportation is not available, a private bus carrier should be contacted. If a private bus carrier is not available or appropriate for the trip, private transportation (i.e., parent drivers) may be considered. Potential parent drivers must meet the district requirements to become an approved volunteer driver.

### **District Policy for School Related Trips outside Oregon**

Since liability laws are different in neighboring states, coaches are encouraged to take trips only in Oregon. If an out-of-state trip is necessary, the coach must get prior approval from the Superintendent and Athletic Director by submitting an [Out-of-State Trip Request Form \(CO-4\)](#).

Finally, students may not drive themselves to or from any school field trip, including extra-curricular or co-curricular activities. Students may be released to their parents at the conclusion of a field trip after signing the school release form. With prior approval from the administrator and teacher, students may be released to another student’s parents, to a family member other than parents, or to family friends. Side trips are discouraged. That is, students are encouraged to go and return with the group.

# CLUB SPORT VOLUNTEER DRIVER REQUIREMENTS

## **Procedure for Using Volunteer Drivers:**

In some cases, it is more practical and cost effective to use approved volunteer drivers. To ensure the safety of Ashland students, a background check is performed on each individual who volunteers for Ashland School District. In the event that this becomes a preferred method of a team, it should be discussed with the AHS Athletic Director prior to any travel. Head Coaches are responsible for insuring within their team's program, all volunteer drivers are currently cleared through the ASD prior to driving students-athletes. Under no circumstances are students allowed to drive other students.

The requirements for volunteering at the high school are listed below. Please complete all forms in their entirety to ensure that the process is as efficient as possible. Submit all forms to the AHS Athletic Department. Please allow a minimum of 5 days for processing.

[Volunteer Registration Form](#) - Return to Athletic Office.

[Volunteer Driver Information Form \(CO-34\) Front and Back](#) - Return to Athletic Office.

[Proof of Insurance and copy of Drivers License](#) – Submit to the Athletic Office or if for a club sports submit to the Club President to then submit to the Athletic Department.

## **DISTRICT EMPLOYEE/COACHES VOLUNTEER DRIVER REQUIREMENTS**

[Employee Release form for driver Record](#) - Return to Athletic Office.

[Volunteer Driver Information Form \(CO-34\) Front and Back](#) - Return to Athletic Office.

[Proof of Insurance and copy of Drivers License](#) - Submit to the Athletic Office or if for a club sports submit to the Club President to then submit to the Athletic Department.

It is the responsibility of the Club President to ensure that someone is appointed and always present to oversee that only volunteer drivers who have been cleared through the District Office are driving students to club events. It is also important that this individual enforces the wishes of parents who specify which drivers their child may ride with on the [Club Sport Participation Hold Harmless Agreement](#).

NOTE: All forms received by the club President are to be submitted promptly to the Athletic Department.

## **MINIMUM VOLUNTEER DRIVER INSURANCE REQUIREMENTS**

It is the responsibility of the Club President to ensure that someone is responsible for verifying that each driver is in compliance with carrying insurance with minimum requirements as determined by the Ashland School Board and in compliance with Oregon's mandatory insurance law ORS 806.010. The minimum insurance requirements for volunteer drivers are:

- \$25,000 per person
- \$50,000 per accident for bodily injury
- \$20,000 per accident for property damage
- \$25,000 per person and \$50,000 per accident for uninsured motorist coverage
- \$15,000 per accident for personal injury protection

## RECOGNITION OF NEW CLUBS/ANNUAL CLUB PROCEDURES & RESPONSIBILITIES

**In order for a club to be recognized, NEW and ANNUALLY by Ashland High School, these steps must be followed:**

1. Establish a complete set of bylaws (see *Bylaws Guide* in Appendix) specific to your club, and provide them to the AHS Athletic Director. Submit all amendments as approved to the Athletic Director.
2. New Clubs must submit an [\*AHS Request for Affiliation\*](#) form (see Appendix) to the AHS Athletic Director.
3. Establish a governing board and submit [Club Sport Officer List](#) to AHS Athletic Director. Submit all new elected officers list immediately to the Athletic Director.
4. ANNUALLY provide a [Club Sport Waiver](#) to the AHS Athletic Director.
5. President and Head Coach meet with the AHS Athletic Director to review and sign the *AHS Club Sports Coach's Agreement*.
6. ANNUALLY provide proof of organization's liability insurance (\$1,000,000 minimum).

### **Club Responsibilities:**

1. If paying personnel, the club is responsible for filing the necessary tax forms with the IRS (1099's or W-2's) and withholding any necessary taxes from the payment. Ashland School District is not responsible for any club tax filings or withholdings.
2. Maintain accurate and organized accounting records.
3. Provide all funding for the club's expenses (Youth Activity Levy and the Booster Club may be of assistance).
4. Raise funds as needed to cover activity expenses. The Business Manager and Athletic Director must approve all club fundraising activities. In addition, an Ashland School District [Fundraising Form \(CO-75\)](#) must be completed.
5. Find and schedule competitions with other club high school teams and provide it to the Athletic Department.
6. Provide transportation, organization and supervision for all club activities and communicate this information to the Athletic Office. Use [Travel Checklist](#).
7. Provide the athletic department with all the needed documentation complete for each participating student-athlete (i.e. [Code of Conduct and Athletic Contract](#), [Oregon Physical Examination](#), [Medical History](#) and [Club Sport Hold Harmless Agreement](#)).
8. Make sure all coaches complete (only one time in a coaching career) the [NFHS Fundamentals of Coaching Certification](#) (submit certificate to Athletic Office).
9. Make sure ALL new and returning coaches in your program update [Concussion in Sports](#) Certification ANNUALLY (submit certificate to the Athletic Office).
10. Make sure ALL new and returning coaches in your program update [Steroids & Performance Enhancing Substances Training](#) every FOUR years (submit certificate to the Athletic Office).
11. Make sure ALL new and returning coaches in your program update [A Guide to Heat Acclimatization and Heat Illness Prevention](#) every OTHER year (submit certificate to the Athletic Office).
12. Make sure ALL PAID coaches in your program have a current [First Aid Certification](#) on file with the Athletic Office.
13. All coaches working with students must fill out a [Volunteer Registration Form](#).
14. All Volunteer Drivers must fill out a [Volunteer Registration Form](#) - Return to Club President or Athletic Office, a [Volunteer Driver Information Form \(CO-34\) Front and Back](#) - Return to Club President or Athletic Office, a [Proof of Insurance and copy of Driver's License](#) - Copies of each should be submitted to the Club President or to the Athletic Office. All forms received by the club President are to be submitted promptly to the Athletic Department. Each club must independently verify that the mandatory minimum insurance requirements are met for each of their volunteer drivers.
15. The club must provide the athletic department with an end of the season summary.
16. Make sure Athletic Office has all coaches' **current contact information** - phone #'s, email, address.
17. Create **Practice Schedule** and submit to Athletic Director (HEAD COACH).

18. Find and schedule other club high school teams to compete with. Work with district to secure facilities for use in club activities and pay all fees associated with use.
19. **Provide transportation**, organization and supervision for all club activities (i.e. contest schedules, practice and contest location and coach). Provide a copy of the plan to the AHS athletic department. Transportation may include the recruitment of volunteer drivers, who are approved by the district using established guidelines.
20. Submit any information needed to update athletic department website pages and **competition schedules**. We strongly encourage up-to-date thorough website use for coaches, parents, athletes and community members at: [Ashland.k12.or.us/athletics](http://Ashland.k12.or.us/athletics) . All current athletic competition schedules can be found at: [Ashland Athletics Schedules](#).
21. If the club and its members are to receive any recognition from the athletic department, the athletes must be cleared through the athletic department prior to practicing and eligible by OSAA and school standards.
22. The club must provide the athletic department with a season summary.

### **School District Responsibility**

1. Provide guidance to the club and facilitate working with the Booster Club. [Booster Club Page](#)
2. To provide all forms needed to be cleared for participation in the school district and invite parents and students to preseason meetings and other activities.
3. Allotting available funds for a yearly grant from the Youth Activity Levy upon club's individual submission of all ASD required responsibilities. The Youth Activity Levy will not reimburse the club's personnel wage expenses.
4. The school district is not responsible for any personnel issues including hiring, firing, employee wage or contract payments and any required tax filings.
5. Provide Athletic Director to monitor, advise and approve club activities.
6. Provide facility access for club activities.
7. Provide space on the Ashland Athletic website on [Ashland.k12.or.us/athletics](http://Ashland.k12.or.us/athletics).
8. Provide current athletic competition schedules on [Ashland Athletics Schedules](#).
9. Provide certificates of participation and letter awards to those who are cleared and eligible by OSAA and school standards.

## **CLUB SPORTS BYLAWS**

In order for a club to be approved by the Ashland High School Athletic Office as a recognized club, the club must first have a written set of bylaws specific to that club. The bylaws must be completed before the club can be approved. The bylaws must contain the following articles (see also Ashland High School Club Sport Bylaws Guide in Appendix):

1. The name of the club.
2. The purpose of the club.
3. The requirements of the membership of that club and must include a non-discrimination clause for race, color, national origin, religion, sex, disabling condition, or sexual orientation. This article must also define what members must do to be recognized as a full member in good standing.
4. The definition and responsibilities of the Executive Board of that club. This section must be complete with detailed descriptions of each of the officer's duties and the general role of the Executive Board. It must state procedures for election and removal of officers and procedures for handling vacancies.
5. A clause stating that neither the organization nor its members will be in violation of Ashland School District policy and Ashland Athletic Department guidelines.
6. A statement that allows amendments to be made to the bylaws.
7. Any Disciplinary procedures to be executed by the club.

# CLUB SPORTS COACH'S AGREEMENT

All instructors and coaches must follow the guidelines set forth in the Club Sport Coach's Agreement. This agreement is found on the Ashland High School Athletics website. No coach or instruction may begin without first signing this form. This form is to be agreed upon and signed annually by the Club Sport Head Coach, the Club Sport President and the AHS Athletic Director.

All first year coaches must meet with the Athletics Director and the Club President to discuss their volunteer position as an Ashland High School Club Sport Head Coach.

## FUNDRAISING

Fundraising is generally discouraged due to levy funding from the community. However, fundraising opportunities may occur, but must be discussed with the Athletic Director. [Fundraising Form \(CO-75\)](#) must be obtained (see DOCUMENTS and LINKS section in the handbook), approved and signed by the Athletic Director prior to the project's commencement. Certain restrictions do exist for fundraisers and the Head Coach is held accountable for all fundraisers done in the name of his/her sport. Fundraising must not interfere with or disrupt school.

\*Fundraising will **not occur in the month of April** due to *Ashland School Foundation* fundraising requests.

All money raised must be receipted and deposited with the AHS Athletic Department for ASD and tax purposes. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

### **District Fundraising Policy**

#### Fundraising

We are fortunate to have the support of a generous community and we do not want to overwhelm the community with requests for funding. The Youth Activities and Academics Levy and the Ashland Schools Foundation Fund Drive are critical to the success of the school district. Therefore, school-based fundraising must not conflict with either of those priorities. We acknowledge that additional fundraising may be necessary, particularly during an economic downturn.

These guidelines apply to all fundraising conducted in the Ashland School District (ASD) including: Athletics, Activities, Clubs, Schools, Classrooms, PTO's and any group receiving funding from ASD.

#### Approval

All fundraising must go through the approval process regardless of how many years it has occurred. *One month before the fundraising activity begins*, complete a fundraising request form and get site approval. If the fundraiser requests funds beyond a single school or solicits funds from the community, then it requires district approval.

#### Use of Funds

1. Equipment, travel and supplies can be purchased with fundraising dollars.
2. Regarding staff, fundraising dollars can only hire qualified, independent contractors or businesses.
3. In a layoff situation, private fundraising cannot cause existing staff to lose FTE or replace services eliminated by budget reductions. All contract and layoff rules must apply.

Note: Please follow all district guidelines regarding money collection.



## **BOOSTER CLUB**

The Ashland High School Booster Club is also an available source of funding and support for sport programs. Depending on your club's representation and membership within the Booster Club (it is recommended 100% of the student-athletes' families be members to qualify for funds), your sport may receive financial assistance. Coaches or a coach appointed representative must be present at all monthly Booster Club meetings and help with Booster Club concession stand at all home games. Contact the [Booster Club](#) for more information and current membership forms. Parents and volunteers can directly sign up with reference to a specific sport or club sport using the Booster Club sign-up website. Visit their link: [SIGN UP TO VOLUNTEER TO WORK AT GAMES BY CLICKING HERE.](#)

## **INCLEMENT WEATHER GUIDELINES**

Coaches will carefully follow the inclement weather guidelines below for all practices and all contests:

- Unsafe conditions due to weather will be determined by representatives from the school or schools involved per OSAA Rules and Policies.
- Refer to the OSAA Handbook for specific the specific sport's policy concerning interrupted athletic contests.
- Weather related cancelled contests will be rescheduled by the Athletic Director the next available/immediate day.
- For state championship final games, OSAA staff shall take jurisdiction and make any decisions rather than the schools involved.

### **SCHOOL DELAYS/CLOSURE ATHLETIC POLICY**

If school is delayed/"Late Start" practices and contests should be allowed.

If school is cancelled or released early due to weather (i.e. "snow day"), then practices and/or contests scheduled for that day are automatically cancelled. However, upon coach's request and approval from administration practices and/or contests may be able to resume. Coaches will communicate with student athletes regarding resuming approved events. Athletes will be excused without consequence if they remain in individually hazardous weather conditions.

### **LIGHTING SAFETY**

"Guidelines for Lightning Safety" will be adhered to per NFHS Sports Rules Book.

Proactive planning: Assign a coaching staff member to monitor local weather conditions, develop an evacuation plan, suspend and resume play (when thunder is heard or a cloud-to-ground lightning bolt is seen the thunderstorm is close enough to strike your location with lightning- suspend play and take shelter immediately), apply the "30-minute rule" -wait at least 30-minutes after the last thunder or lightning and reset the 30-minute count with each subsequent thunder or lightning, and organize reviews and communication with appropriate personnel involved.

## AIR QUALITY

With the prevalence of wildfires in Southern Oregon and the lingering smoke in the atmosphere it is important Ashland High School has a plan in place. During times of questionable air quality the Athletic Trainer Certified (ATC) will check the Air Quality Index using the following two sites at least 30 minutes prior to practice or competition and consult the chart below.

<http://www.deq.state.or.us/aqi/index.aspx>

<http://www.airnow.gov/>

Air Quality Rating	Air Quality Index (AQI)	Restrictions (Outside Practice/Conditioning)
(Green) = Good	0-50	No Restrictions
(Yellow)= Moderate	51-100	No Restrictions
(Orange)=Unhealthy for Sensitive Groups	101-150	Student must have signed permission slip from parents in order to practice outside (indoor practice allowed)
(Red)= Unhealthy	151-200	No Outside Practices/Conditioning
(Purple)= Very Unhealthy	201-300	No Outside Practices/Conditioning
(Dark Purple) Hazardous	>301	No Outside Practices/Conditioning

## HEAT INDEX

Heat Index Record form and scale recommendations will be adhered to in accordance with the rules and regulations of the OSAA. See [OSAA Heat Index Record Form](#).

Fall sports practice model - Within one hour of the practice time the Athletic Trainer Certified (ATC) shall utilize the [OSAA Heat Index Calculator](#) to determine the heat index for all coaches.

# ATHLETIC INJURIES

## CARE OF INJURIES

All coaches and physical education instructors are required to have a current and valid first aid card. However, this does not make them qualified to make severe injury diagnosis. Coaches are to treat symptoms, but if the injury warrants, **they are to get parent's permission and directions for treatment.** Coaches and volunteers are to follow the AHS Athletic Department procedures listed below:

1. A report must be filed if a significant accident occurs involving a student, coach, volunteer or fan when the accident or injury requires medical attention beyond first aid or could result in a more serious injury than that which actually occurred. All athletic injuries or accidents under Coaches supervision during practice, contests or while travelling to or from contests must be documented and reported to the Athletic Director within 24 hours or by 10:00 a.m. on Monday if the injury occurs over the weekend.
2. The trainer/coach will complete either the ASD [Report of an Accident \(CO-31\)](#) form OR the Club Sport coach will complete affiliated association's required incident, injury or accident form (see AHS Club Sport Handbook). All forms, including copies of all AHS Sport Club affiliated association forms, must be filed with the Athletic Department immediately.
3. Injuries that require medical attention should be attended to by a regular practitioner of surgery and medicine or osteopathy and surgery.
4. Insurance waivers, religious objections and physical exceptions should be reviewed and be recorded prior to any injury treatment.

5. If a very severe injury occurs (broken neck, back or head injury), do not discuss it with any news media. The Athletic Director will handle all press releases relevant to the injury.
6. Serious Injury (in Ashland):
  - Have someone summon Rescue 9 – Dial 911
  - Administer first aid.
  - Contact parents and/or school office. Parents should be involved in the decision to transport athlete to hospital but if they are unreachable the decision will be to follow the recommendation of paramedics.
7. Serious Injury (out of town):
  - Contact local rescue squad.
  - Administer first aid and determine necessity for and ambulance.
  - Contact parents for instructions and permission to transport.
  - If unable to contact anyone or you have no time to make contact, make decision to transport yourself.

**IF STUDENT-ATHLETE GOES TO A DOCTOR, THEY MUST HAVE A WRITTEN RELEASE BEFORE THEY RESUME PRACTICE OR COMPETITION.** All reports of an accident involving a student-athlete need written release from the AHS Athletic Trainer or doctor (if applicable) prior to resuming practice or competition. Following up with parents is an integral part of public relations on the part of coaches.

### **District Injury/Illness Reports Policy**

All injuries/illnesses occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. A written report will be submitted to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment, other than first aid, the district shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the district of a work related illness or injury. Fatalities or catastrophes will be reported within 8 hours.

**ALL** injuries/illnesses will be promptly investigated. As a result of the investigation, any corrective measures needed will be acted upon.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually. The district Safety Committee will receive reports on serious injuries/illnesses and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

## **CONCUSSION PROCEDURE**

Concussions are serious injuries. A concussion is the result of a complex physiological process induced by the trauma of the biomechanical forces. Concussions are no longer categorized as “dings”, “bell ringers”, or as mild or severe. The severity of a concussion is now determined after the athlete has fully recovered, is no longer symptomatic, and has returned to full and unrestricted activity. Concussions are cumulative injuries. This means that once an athlete sustains a concussion they are more likely to sustain another one. Often it takes less force to cause successive concussions.

Unrecognized concussions or athletes who have not fully recovered and incur another concussion run the additional risk of developing Second Impact Syndrome (SIS). SIS is a catastrophic complication that occurs rarely but is devastating to the concussed athlete. When SIS occurs the brain swells rapidly after a person suffers a second concussion before symptoms from an earlier one have subsided. This deadly second blow may occur days or weeks after an initial concussion and even the most innocuous seeming impact could lead to SIS. The condition is often fatal and almost everyone who does not die is severely disabled.

More commonly, concussed athletes will often have some difficulties with cognitive tasks such as academics and homework for variable amounts of time. Concussed athletes often exhibit difficulties with concentration and

comprehension. Fortunately, these difficulties are often short lived and are transient symptoms. However, in some concussed athletes these symptoms can linger for weeks and even months and have adverse effects on personality and learning.

Because of the catastrophic potential for SIS, the potential for cognitive dysfunction that can be variable and persistent, and the continued search for answers in the medical world in regards to concussions the following guidelines and rule changes have occurred to help protect concussed athletes.

- For 2010-2011 the NFHS rule book states:  
*Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.*
- The 2010-2011 NFHS rule book suggested management of concussions state:  
*No athlete should return to play or practice on the same day as a concussion.  
Any athlete suspected of having a concussion should be evaluated by an appropriate healthcare professional that day.  
Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition.  
After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon return of any signs or symptoms.*

To simplify:

- **WHEN IN DOUBT, HOLD THEM OUT.**
- **ALL** athletes that are held out of a practice or competition because they are suspected to have sustained a concussion should be referred to a physician within 24 hours.

In addition to the NFHS rules and management suggestions, the following policies and procedures will be followed by every concussed AHS athlete.

### **Physician Protocol**

1. All concussions that involve loss of consciousness, no matter how brief that loss of consciousness may have been, will be referred to a physician immediately.
2. In an **acute** concussion scenario, no notes from emergency rooms or urgent care facilities that clear an athlete to return to activity will be accepted.
3. **ALL** athletes must be cleared to resume full and unrestricted game play by a physician.  
In the case of AHS athletes, medical decisions will be based on an *Approved Health Care Professional*: “Health Care Professional” means a Physician (MD), Physician’s Assistant (PA), Doctor of Osteopathic (DO), licensed by the Oregon State Board of Medicine, or nurse practitioner licensed by the Oregon State Board of Nursing. (OAR 581-022-0421).
4. Releases from a chiropractor will not be accepted.

### **ImPACT Program**

In addition to the return to activity and exercise protocol, AHS utilizes the ImPACT program. The ImPACT program is a computer based neuro-cognitive test that assesses 6 areas of brain function: attention span, working memory, sustained/selective attention time, response variability, problem solving, and reaction time.

The ImPACT program represents a rigorously validated testing program that has been specifically developed for use with athletes. The ImPACT program is a useful concussion screening tool and management program but it is not a substitute for a complete medical evaluation and treatment, nor is it a standalone instrument in which a “play-no play” decision is based upon.

The results of an ImPACT test along with medical evaluations serve to help determine when an athlete can start the return to activity and exercise protocol, as well as to help determine when an athlete might be able to return to unrestricted sports participation.

All AHS athletes in contact sports must have a baseline completed prior to competing. ImPACT test is administered to freshmen and juniors as well as any athletes new to AHS.

### **Return to Activity and Exercise Protocol**

Step 1: Complete cognitive rest. Initially, the athlete may stay home from school or have limited school days. Activities requiring concentration and attention may worsen symptoms and delay recovery. Additionally, the athlete should refrain from use of computers, texting, extended periods of TV viewing, or reading. This period of cognitive rest will be variable and based upon the individuals improvement in symptoms.

Step 2: Return to school full time with any potential modifications as deemed necessary by an Approved Health Care Professional (as listed above). A consultation with staff will be held for specifics to the use of modifications in the classroom.

Step 3: Retest on ImPACT program to ensure a return of baseline cognitive function.

Step 4: Begin Return-To-Sport protocol. This begins when the athlete has been cleared to do so by their physician. At this point the athlete should be asymptomatic. If there are any symptoms the athlete should NOT do any exercise that increases the heart rate.

Day 1: Light aerobic exercise

This includes walking, or stationary cycling, Elliptical, or Stairmaster for 20-30 minutes.

Day 2: Running and weight training can be resumed

No helmet or equipment worn

Day 3: Non-contact training drills

The athlete can do non-contact drills, agilities, sport/position specific drills, and conditioning activities that are a part of the practice.

Day 4: Full contact practice

Day 5: Game/competition

**Note:** If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours or until they have returned to asymptomatic status.

### **ImPACT Program Protocol**

1. Athletes will complete Baseline ImPACT testing, administered by the ATC.
2. Athletes will complete Post Injury ImPACT testing within 24-72 hours after a concussion, administered by the ATC. Whenever a concussed athlete takes an ImPACT test post injury and does not have a baseline test to compare to, the ImPACT tests over time serve to show a trend of improvement or lack of improvement.
3. Athletes will complete a second Post Injury ImPACT test, administered by the ATC, when the athlete is asymptomatic or as advised by a physician and/or ImPACT test interpreter.

### **ATC and Coach Protocol**

1. If student has a head impact BUT NO SYMPTOMS OR SIGNS, (per AHS Concussion Form) no further testing will be done. Student may return to play.
2. If a student has a head impact WITH MINOR OR UNCLEAR signs or symptoms, treat as if the student was concussed. The ImPact test can be done in 24-48 hours.
3. If a student CLEARLY HAS A CONCUSSION, wait to test until they are without symptoms or at least improving. This could be as long as a week or so later.
4. If the student has no baseline or if their course of recovery is atypical may test earlier in the process just to have some comparisons. It may help to see that there is improvement, but it does not change the treatment, which is based on clinical evaluation.
5. At the time of head impact significant enough to trigger use of the AHS Concussion Form, parents will be notified, and signs and symptoms of concussion will be reviewed with parents.
6. If the student is found to be concussed, parents and ATC will make arrangements for student to be evaluated by a health professional within 24 hours. The student will be given the choice to do follow-up care with their PCP or at the Health Center. The head coach will be notified. An email will be sent to the health center notifying them. The head coach will keep the athlete out of practice until advised otherwise

by the ATC. The athletic department will work with teachers/administrators to modify the student's work load.

7. When the student has been cleared by an approved health care professional and has passed the ImPact test, they may return to practice under the Return to Sport Protocol. Parents and coach will be notified.
8. If student is seen for follow-up care by the AHS Health Center, the student will be given a letter from the Health Center when the student has been cleared.
9. All AHS concussion forms completed by the ATC will be kept in a locked file in the Athletic Training room.

### **Concussion Signs and Symptoms**

If during the course of an athletic event, an athlete becomes aware of any of the signs/symptoms shown below they are to report this information immediately to coaches. If any fellow players become aware of a teammate showing signs/symptoms, they are to report the information immediately to coaching staff.

If after an event, an athlete or parent/guardian of an athlete notices any signs or symptoms, they are encouraged to seek medical care/advice. Athlete or parent/guardian need to report this information as soon as possible to the coaching staff.

#### Signs observed

- Confused, stunned or dazed
- Slow responses to questions
- Unsure or forgets plays/position
- Moves clumsily
- Shows behavior or personality changes
- Asks the same question repeatedly
- Forgets events prior to and after hit

#### Symptoms reported by athlete

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness
- Double, blurry vision or inability to focus
- Sensitivity to bright lights and loud noises
- Concentration or memory problems
- Feeling sluggish or sleeping difficulties

### **Red Flags for Coaches**

Pain, tingling or numbness in arms, hands, in the neck, or the head indicates a potentially very serious cervical spine injury, in addition to a possible concussion. Arrange for **ambulance transportation** to the nearest hospital. A severe or progressively worsening headache with or without associated vomiting may indicate an injury more severe than a concussion. These athletes should be transported to the nearest hospital as soon as possible. A loss of consciousness, no matter how brief, necessitates a physician referral. Arrange for transport to the nearest hospital.

## **ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS**

The Ashland School District and established state law require every school have a designated school staff member that is authorized and trained to administer medication to students. The Athletic Department recognizes the administering of medication and self-medication may be necessary; however, per district policy no coach or unauthorized person may administer any medication to students.

### **District Administering Noninjectable Medicines to Student Policy**

Students in grades 9-12 may self-administer medications that are brought to school appropriately labeled. The label must include the name of the student, name of the medication, dosage amount, frequency of administration, and any special instructions. A prescription label would be considered to meet this requirement if it contains the information listed above. A student may carry a maximum of a one day supply of a prescription medication or small amount of non-prescription medication for personal use only.

# HAZARDOUS TECHNIQUES

Coaches are cautioned not to use the following techniques which might be hazardous to the health and safety of squad members:

1. Do not advise players to lose weight, “dry out”, make weight, or diet in any sport. This is a responsibility of the family and the family physician of the participant.
2. Do not teach any premeditated techniques in their coaching which would be contrary to the rules or the spirit rules of the sport.
3. Do not advise or ask players to experiment with the use of any performing enhancing substances/drugs, vitamins, steroids, or any food additives or medication, which might influence changes in body weight or growth.
4. To help our student-athletes to maximize their performance, we recommend proper rest, training, nutrition and hydration.

## COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through ASD board policy and administrative regulations for staff and student protection. All staff shall comply with measures adopted by the district and with all rules set by the Oregon Department of Human Services, Health Services, and the Jackson County Health Department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

### **Hepatitis B Vaccine/Bloodborne Pathogens Training and Immunization**

Report any occupational exposure to bloodborne pathogens to the Athletic Director. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post exposure evaluation and follow-up.

### **Infection Control Procedures/Management of Bodily Fluid Exposure**

The nature of athletics involves contact and may result in bleeding. There is the potential for another athlete to become exposed to blood through a number of vectors including, but not limited to open wounds, mucous membranes such as the mouth and eye, and inhalation of droplets through the air.

Prevention of Exposure: While it is not possible to prevent every possible exposure risk, certain steps can be taken by the coach, the Athletic Trainer and the athlete to minimize risks to them and the other athletes:

- Any athlete who competes at Ashland High School may not participate with an open wound that is not covered. This means a bandage and tape that fully covers the wound area and prevents the wound from becoming exposed again.
- An athlete will not be allowed to return to the game with visible blood on the jersey or uniform. Hydrogen peroxide can be used to neutralize the blood as well as remove it from clothing. It will be kept available for any athletes competing at Ashland High School by the ATC.
- Any blood on the field of play must be cleaned using “Body Fluid/Blood Kit” prior to resuming the competition. Sports played on a hard surface or non-absorbent court must be wiped clean and disinfected. This will not apply to sports played on a natural surface (grass, clay, etc.) unless the

quantity of blood exposed necessitates cleaning. In this case the game must be suspended until risk is minimized.

- Game equipment must be checked for blood or bodily fluid. In cases where athletes participate using balls, gloves, or other implements, these must be checked for spills and cleaned if necessary using “Body Fluid/Blood Kit.”
- If bleeding cannot be controlled or the wound is too great a risk to reopen and expose others, then the athlete will be disqualified from participation and referred to a hospital or immediate care clinic to manage the bleeding. The decision to disqualify the athlete will be made by the ATC in conjunction with the coach and Athletic Director.

Management of Exposure: In the event that an athlete is exposed to blood or bodily fluids steps must be taken to ensure the safety and privacy of the exposed athlete, as well as the safety and privacy of the athlete who may have exposed others. It is important that all blood and bodily fluids must be treated as potentially infectious until testing has proven it to be otherwise. This allows for both parties to know reliably whether they are or are not at risk for infection.

- It is crucial that ANY exposure be reported to the ATC, even in situations that seem benign. Athletes, parents and coaches must notify the proper personnel so the process of management can begin. The ATC will make the final call on whether or not the exposure require additional care.
- First aid, if necessary, should be administered as quickly as possible. Puncture wounds and other cutaneous injury sites should be washed with soap and water, and exposed oral and nasal mucous membranes should be vigorously flushed with water. Eyes should be irrigated with clean water, saline, or sterile irrigants. Although there is no evidence that antiseptics for wound care reduce the risk of blood-borne pathogen transmission, their use is not contraindicated.
- After any exposure, efforts should be made to identify and evaluate clinically and epidemiologically the source patient for evidence of Blood Borne Pathogens. The source patient should be informed of the incident and consent should be obtained for HIV, HBV, and HCV testing.
- The circumstances of the exposure should be recorded in a confidential medical record. Data collection should include demographic information about the exposed worker, details about the exposure itself (including date, time, job duty being performed, type of exposure, amount and type of fluid or material involved, type of device used, and severity of exposure), a description of infection control precautions used, information about the source patient, and details about post exposure management, counseling, and follow-up.
- Ashland High School athletes will be referred to the Ashland Community Health Center for testing but the athlete and their family may choose to be evaluated at another site. Their choice must be documented for easy communication.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. No student, teacher, administrator or other school district employee(coach), contractor or volunteer shall plan, direct, aid, engage, permit, condone or tolerate hazing on or off school property and during or after school hours. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teachers Standards and Practices Commission.

Complaint procedures, as established by the Ashland School district board policy, shall be followed.



## **Hazing/Bullying Information**

**The National Federation's definition of Hazing:** "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

**Recognizing hazing :** Like domestic violence victims, victims of hazing may hide the true cause of their injuries. Anyone working with those who may be hazing victims should assure them that they are safe and protected from possible retribution. Some risk factors to bear in mind are: age, participation in athletic or military activities, and involvement of alcohol use.

A student who is being hazed may exhibit excessive fatigue, appear disheveled, or wear odd clothing. They may isolate themselves from friends and family, skip/miss classes due to lack of sleep at night, and/or feel depressed.

If you hear about "hell week" or even the innocent sounding, "help week" or "initiation," it may be wise to ask the student questions to find out exactly what is involved. Many times, innocuous-sounding terms are actually euphemisms for hazing.

**Effects:** The view that hazing is a harmless rite of passage, designed to help develop comradery and respect among teammates or other peer groups, is unfounded. The reality is that hazing rituals are frequently dangerous, can often harm relationships among team or group members or even be life threatening.

Hazing has negative effects on both victims and participants and these effects create feelings of apathy, mistrust or isolation rather than of bonding and respect. Hazing can destroy self-esteem, self-confidence, group unity/cohesion, friendships and more. It can create stress and may induce or aggravate psychological illnesses including depression, post-traumatic stress disorder, or anxiety.

Hazing that involves poor nutrition or substance use has many deleterious effects including malnutrition, body image concerns, disordered eating (fad dieting, compulsive eating, anorexia, and bulimia), alcohol poisoning, alcohol, tobacco or other drug abuse or addiction.

**Why hazing takes place:** Belonging to a group is a basic human need we are social beings. For high school aged children, forming a sense of self-awareness and joining a group is a major developmental milestone. By joining a group, individuals can reduce the insecurity of standing alone they believe they are stronger, have fewer self-doubts, and are more resistant to threats. Many people who join groups/are attracted to them because they believe they will gain a boost in status from membership. And there are many other reasons to join groups. People who join groups have been found to be healthier than those who remain alone.

Difficulties arise however, when conforming to group norms and behaviors involves hazing. Some "in-groups" maintain their identity, values, and beliefs through hazing. Their members may feel "it was done to us, now it's our turn to initiate the new kids." They look at it as a harmless, bonding experience.

Newcomers wanting to be part of the in-group may subject themselves to hazing because they believe they will ultimately play a role in the group or organization. As the newcomers escalate their commitment to the group, activities or tasks that would normally be out of their comfort zone no longer seem out of bounds.

**Connection between bullying and hazing:** In many respects, hazing is similar to bullying, but hazing has a tendency to be an institutionalized form of harassment/intimidation centering on initiation rights connected to certain school clubs and activities.

Hazing can be seen as an organized form of bullying. One difference between these behaviors is that bullying typically attempts to exclude a person from the bully's activities while hazing is often a condition of acceptance or initiation into a group.

While bullying may begin in early elementary school, hazing generally does not occur until children are older. As with bullying, however, hazing may involve a ringleader and bystanders who do nothing to stop the activity.

In order to prevent both bullying and hazing, it is important to begin when children are young. Parents, families and elementary schools can explain what and how harmful bullying is to the victim, classroom, school, and community at large. Bullying and hazing should always be seen in the context of respect for self, respect for others.

### **HAZING Prevention Suggestions**

- Adhere to the Oregon Hazing laws, NFHS and Ashland School District policies and procedures.
- Make hazing awareness a part of your coach's responsibilities.
- Provide information about the dangers of hazing, ranging from the loss of civility to the loss of life.
- Develop and anti-hazing contract for students and parents to sign.
- Require students to meet behavioral standards to continue participation.
- Develop alternative spirit-building or team-building activities that carry a positive message.

## **MANDATORY CHILD ABUSE/NEGLECT REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Oregon Department of Human Services, Community Human Services (776-6120), or local law enforcement agency. The building principal, or designee, is also to be immediately informed. A copy of the [Child Abuse/Neglect Referral \(CO-69\)](#) reporting form is included in the appendix.

Oregon law recognizes these types of abuse:

- Physical Abuse
- Neglect
- Abandonment
- Mental injury (verbal or emotional abuse)
- Threat of harm
- Sexual abuse and sexual exploitation
- Involuntary Seclusion
- Wrongful use of a physical chemical restraint

Coaches are mandatory reporters.

Mandatory Reporting policy from the Oregon.gov DHS website:

**Reporting abuse and neglect:** “All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose. Oregon state law, however, mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they are a crucial link in the system to protect Oregon’s most vulnerable citizens. By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter’s official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.”

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **DRUG-FREE WORKPLACE**

### **District Drug-Free workplace Policy**

The district prohibits the manufacturing, distributing, dispensing, possessing and/or use of alcohol or drugs in or on district property. All employees will be informed of this prohibition.

As a condition of employment, employees must abide by the policy and inform the district within five days of any criminal drug or alcohol conviction that occurred in the workplace.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

No district employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of employee’s district duties; or knowingly endorse or suggest the use of such drugs.

Violation of this policy will result in appropriate action up to and including termination of employment and referral for prosecution.

The district will provide information about the availability of drug or alcohol counseling, rehabilitation and employee assistance programs, on an as-needed basis.

## **NON-DISCRIMINATION/NON-HARASSMENT**

Coaches are expected to know, support and educate students about the district's non-discrimination and non-harassment policies as stated in Ashland School District's School Board Policies. Coaches are expected to act proactively to maintain a discrimination/harassment free environment, immediately intervene to eliminate all discrimination/harassment and report all subsequent events to the Athletic Director. If the coach is in doubt as to whether an incident qualifies as discrimination or harassment, the incident should be reported.

### **District Non-Discrimination Policy**

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status, sexual orientation or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

## **SEXUAL HARASSMENT/MISCONDUCT**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

### **District Sexual Harassment Policy**

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

# AHS ATHLETIC RISK MANAGEMENT

Ashland High School Athletic Department practices risk management principles lined out in this handbook to aid in developing safe athletic programs.

As set forth in this handbook, the AHS Athletic Department, in accordance with Ashland School District Policies, state of Oregon laws, OSAA regulations and NFHS directives, maintains compliance to meet or exceed practice procedures to reduce risk and maintain duty of care to:

- Encourage, select, train and supervise coaches and volunteers involved with the AHS Athletic Department
- Establish, inform and follow all participants of rules and regulations
- Provide supervision at all practices and competitions
- Promote and assess participants' physical readiness and academic eligibility for practices and competitions
- Warn participants and parent/guardians with "informed consent"
- Ensure that participants are covered by proper insurance coverage
- Match student-athletes regarding age, maturity, skill or speed
- Provide and supervise proper physical conditioning
- Instruct student-athletes properly
- Maintain safe playing conditions
- Provide proper equipment
- Provide safe transportation for participants
- Develop an Emergency Response plan
- Provide proper Emergency Care
- Develop and support current interscholastic athletic needs and interests of AHS

The ongoing attention AHS Athletic Department demonstrates leads to a high level of safe "teaching life skills through athletics." And the department always intends to avoid breach of duty and prevent causation or harm to all.

All participants of sports at Ashland High School are exposed to the possibility of physical injury due to the nature of the activity. Student-athletes accept this risk and responsibility as their own by choosing to participate. Student-athletes and their parents are notified and acknowledge the risks in athletic participation through the Ashland High School's [Athletic Participation Contract](#). Each sport has specific inherent risks, which the coach will bring to the attention of the parents and athletes. Every participant in any sport at Ashland High School must also provide clearance of an [Oregon Physical Examination](#) per the Oregon School Activities Association (OSAA).

The nature of club sports also requires participants to often be on the move. Given the likelihood of off-campus events and practices, transportation is most often performed by volunteer drivers or parents. Because of this, all club sport members will be required to agree to and submit to the Athletic Department a [Club Sport Participation Hold Harmless Agreement Including Assumption of Risk and Release from Liability](#). This is in addition to the above mentioned requirements. *The "Hold Harmless" form is an additional requirement for all club sports.*

In addition, each AHS Club Sport President is required to sign a *Waiver of Liability, Release Assumption of Risk and Indemnity Agreement* on behalf of the club, releasing Ashland School District from liability. These must be signed and submitted each year. The organization's insurance certificate of liability must be current and on file with the Athletic Department stating a minimum limit of \$1,000,000. Signed current *Officer Lists* are also to be submitted to the Athletic Office for each election held and each newly recognized club. AHS also requires a *Coach's Agreement Form* to be signed by all parties and kept on file in the Athletic Office.

All required forms are filed before practice or competition takes place with the Ashland High School Athletic Department and can be found at: [Ashland.k12.or.us/athletics](http://Ashland.k12.or.us/athletics)

# Ashland High School Club Sports Coach's Agreement

- Coaches are responsible for knowing and following all policies outlined in the AHS Club Sports Handbook and for adhering to the policies and guidelines of Ashland High School.
- Coaches are representing the Ashland School District in the performance of their club coaching duties. Acting in an appropriate manner is expected. Discrediting Ashland School District in the eyes of students, parents, and patrons is not acceptable.
- Coaches should view student's participation in club sports as an extension of their education. Therefore, coaches should avoid profanity, inappropriate physical contact, etc.
- Coaches must report any disciplinary problems or accidents to the Athletic Office within 24 hours of the incident.
- Coaches will educate club sport members on the risk and safety procedures of their sport.
- It is the coach's responsibility to provide the safest possible program for all participants.
- Coaches should understand that the agreement to coach a club sport at AHS is a volunteer activity. Unless specific arrangements have been made with a particular club it is the responsibility of the coach to provide all personal expense money.
- Coaches agree to adhere to the Ashland School District Hazing/Harassment/Intimidation/Bullying/Menacing, Mandatory Child Abuse/Neglect Reporting, Drug-Free Workplace, Non-Discrimination/Non-Harassment and Sexual Harassment/Misconduct policies.
- Coaches must meet with the club sport President and the Ashland High School Athletic Director to approve this agreement.
- Coaches understand that they are not employees of Ashland School District. The Club or School may release a Coach from their duties at any time based upon violation of this Coach's Agreement, poor evaluations from club members, results of a background check, or a violation of the specific clubs bylaws or vote by the Executive Board.
- Coaches must fill out a [Volunteer Registration Form](#) - Return to Club President or Athletic Office, if applicable a [Volunteer Driver Information Form \(CO-34\) Front and Back](#) - Return to Club President or Athletic Office, a [Proof of Insurance and copy of Drivers License](#) - Copies of each should be submitted to the Club President or to the Athletic Office. All forms received by the club President are to be submitted promptly to the Athletic Office. Each club must independently verify that the mandatory minimum insurance requirements are met for each of their volunteer drivers.
- All coaches must complete and keep current the following training courses: [NFHS Fundamentals of Coaching](#)(only ONE TIME in coaching career), [Concussion in Sports](#)(ANNUALLY), [Steroids & Performance Enhancing Substances Training](#) (every FOUR years) and [A Guide to Heat Acclimatization and Heat Illness Prevention](#)(every OTHER year) Submit all certificates to the Athletic Office
- I certify that I have received, read, understand, and agree to abide by all of the information contained in the Ashland High School Athletic Department Handbook.
- I further certify that if I have not understood any information contained in this handbook, I have sought and received an explanation of the information prior to signing this statement.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

	Name (Print)	Signature	Date
Coach			
Club President			
AHS Athletic Director			

# Ashland High School Club Sports Bylaws Guide

The format below has been developed as a guide for the formation of your organization's constitution and bylaws. It is not necessary to follow this form exactly, but it is important to include all areas that apply and those that are required by the Club Sports Council Constitution.

Items denoted with an asterisk are required.

(Organization Name) Constitution

## **Preamble**

State the mission of the organization, the need addressed by the formation of the organization, of the goal of the bylaws. This section is optional.

## **Article I-Name**

\*State the official name of the organization.

## **Article II-Purpose**

\*State the reasons for the formation of the team and its objectives.

## **Article III - Membership**

- A. \*State the general requirements for membership (attendance, participation, dues, fund-raising, etc.), *including a non-discrimination clause stating that membership is not limited by race, color, national origin, religion, sex, age, disabling condition, or sexual orientation.*
- B. \*State what members must do to be recognized as a full member "in good standing."
- C. State what rights and privileges a full member has.
- D. State membership responsibilities.
- E. State the team's Code of Conduct F. State team's disciplinary policies and procedures.

## **Article IV - Executive Board**

- A. \*State the titles and duties of the team's officers. Include the roles of club liaisons to high school and coaches.
- B. \*State the procedures for the election and removal of officers.
- C. \*State the procedures for handling vacancies within the Board.

**Article V - Meetings/Committees**

- A. State meeting procedures for held meetings, and specify when they are to be held.
- B. State attendance requirements.
- C. State requirements for passing proposals or motions (i.e. "What constitutes a majority?").
- D. Describe any standing or ad hoc committees and their functions. Grant the team the authority to develop them.

**Article VI - Finances**

- A. State procedures for dispersal of funds (include both allocated and non-allocated funds).
- B. State the team's fiscal year.

**Article VII – District Policies**

\*Include a clause stating that neither the organization nor its members will be in violation of Ashland High School policies.

**Article VII – Affiliations**

- A. State affiliation with local, state, regional, or national organizations.
- B. State adherence to any rules by a sport governing body.

**Article IX — Ratification and Amendments**

\*State procedures for ratification and amendments to the bylaws.

Bylaws adopted on: \_\_\_\_\_ (Date)\_\_\_\_\_



**Ashland High School  
Club Sports  
Request for Affiliation**

Proposed Team's Name \_\_\_\_\_

Officer's Title	Name	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Team Advisor's Name \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Number of Members \_\_\_\_\_

Season(s) for Team Activities (check one): Year Round \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_

**Team Goals and Objectives**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Facility Needs Objectives**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Equipment Needs (Include all equipment needed to participate in this club per individual; i.e. Hockey- Pads, Stick, Helmet)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much do you anticipate participation fees to be? \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

This club sport is sponsored by Jackson County School District 5 and directly supervised by authorized staff members or volunteers. Request for Affiliation Granted, Probationary Status \_\_\_\_\_

Request for Affiliation Denied \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date