Athletic Handbook for High School Coaches

Eugene School District 4J

Revised October 2013
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Part 1:
Eugene School District 4J
School Board Policies Regarding Athletics/Activities
SCHOOL BOARD POLICIES REGARDING INTERSCHOLASTIC
ATHLETICS/ACTIVITIES
Eugene School District 4J

SECTION 1: Intimidation, Bullying, Harassment, Discrimination, Hazing and Retaliation

School Board Policy Code JB
Adopted 2/3/88
Revised 6/17/98, 4/30/03, 6/06/07

Eugene School District 4J
Code: JB
Adopted: 2/3/88
Revised/Readopted: 6/17/98, 4/30/03, 6/06/07
Orig. Code(s): 5205

Intimidation, Bullying, Harassment, Discrimination, Hazing and Retaliation

School board policy prohibits discrimination, harassment, intimidation, hazing or bullying, as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or District. The District expects that staff, including student teachers, and practicum students, volunteers, and students will provide equal treatment and access to educational programs, services, and aid to students without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

1. “Intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and that have the effect of:
   a. Physically harming a student or endangering a student’s property;
   b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
   c. Creating a hostile educational environment.

2. “Harassment” means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group of students on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

3. “Discrimination” means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

4. “Hazing” means intentionally taking action or creating a situation that inflicts physical harm,
psychological harm, or distress on a student regardless of the consent or location of the participants.

a. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students.

b. Hazing is typically but not exclusively committed as a form of initiation, discipline, or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members.

c. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

5. “Retaliation” is defined as harassment, intimidation or bullying toward a person in response to previously reported harassment, intimidation or bullying. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

6. **District Staff’s Responsibility:** Staff including student teachers and practicum students, will follow school board policy to ensure that students are not discriminated against, harassed, intimidated, or bullied based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group, with regard to the following:

   a. The direct and indirect supervision of students and enforcement of the rules as defined in Section 7;
   b. Providing reasonable access to all District programs, classes, services, and aid;
   c. ‘Use of terms that are derogatory;
   d. Unfair discrimination between students in use of tests and instructional material

7. **Informing Volunteers and Others:** Staff are responsible for informing volunteers and other adults working in schools and with extracurricular programs of this policy and for supervising their activities.

8. **Student Responsibility:** Students are expected to follow the standards for student behavior outlined in school board policy and the District’s *Student Rights and Responsibilities Handbook*, which includes the requirement that they refrain from intimidation, bullying, harassment, discrimination, hazing and comply with this policy.

   a. Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor, or administrator. These reports may be made anonymously.
   b. Students who violate this rule are liable for discipline, suspension, or expulsion following the rules established in the *Student Rights and Responsibilities Handbook*.

9. **District Responsibility:** In providing programs, services, benefits, or other aid to students, the District and its staff and volunteers shall not, on any basis prohibited by this policy:

   a. Treat one student differently from another in determining whether he or she satisfies any requirement or condition for the provision of the program, service, benefit, or other aid;
   b. Provide programs, services, benefits, or other aid, in a manner that differentiates among students;
c. Deny any student such programs, services, benefits, or other aid;
d. Subject any student to separate or different rules of behavior, sanctions, or other treatment;
e. Otherwise limit any student in the enjoyment of any right, privilege, advantage, or opportunity;
f. Allow student-to-student harassment, discrimination, intimidation, or bullying and will take direct action when it is observed or reported;
g. Allow retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry.

10. **Tracking:** The District and its staff will track incidents of intimidation, bullying, harassment, discrimination, hazing and retaliation and report this information annually to the board.

11. **Training:** The District shall provide for the training and orientation of staff and volunteers on the contents of this policy with the goal that they will be able to avoid, recognize, discourage, and deal with intimidation, bullying, harassment, discrimination, hazing and retaliation.

12. **Complaint Procedures:**
   a. A student or his or her parent or guardian who believes that the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, staff member, or volunteer is encouraged to report the incident to the staff member on duty at the time or to the student’s teacher or to the administrator. Information may be presented anonymously. Teachers and other staff who observe students engaging in discriminatory, harassing, intimidating, or bullying behaviors are responsible for taking action to deal with the behavior and reporting the incident, which may include following the rules for discipline outlined in the *Student Rights and Responsibilities Handbook*;
   b. A student and his or her parent or guardian are encouraged to attempt to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, a District staff member, or the District generally, or one of its volunteers, they are encouraged to follow the procedure outlined in the *Student Rights and Responsibilities Handbook* and the District’s Discrimination, Harassment, Intimidation or Bullying Complaint Process;
   c. There will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation and/or other opportunities for problem solving between both parties. However, the severity of a specific incident may require immediate disciplinary action.

13. **Annual Review:** This policy and any procedures developed as a result of this policy will be reviewed annually, in the fall, with each building and department staff.

14. **Policy Review:** The Board will evaluate the effectiveness of this policy on the anniversary of its adoption and every three years thereafter.

15. The superintendent is responsible for developing appropriate administrative rules, procedures or guidelines for implementation of this policy, as needed.

**END OF POLICY**

Legal Reference(s):
ORS 163.190
ORS 166.065
ORS 166.155 - 166.165
ORS 326.051
ORS 329.025
ORS 329.035
ORS 332.072
ORS 332.107
ORS 336.067
ORS 336.082
ORS 336.086
ORS 339.240
ORS 339.250
ORS 339.254
ORS 339.260
ORS 339.351 - 339.364
ORS 342.123
ORS Chapter 659
ORS Chapter 659A
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0055
OAR 581-022-1140
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).

SECTION 2: School Choice

School Board Policy Code JECC
Adopted 7/2/73

Eugene School District 4J
Code: JECC
Adopted: 7/2/73
Revised: 6/4/79, 8/21/85, 11/16/91, 4/1/92, 12/1/99, 12/11/02, 12/21/05, 1/10/07, 6/20/07
Orig. Code(s): 5020

School Choice

School Choice Requests
Parents may request that a student be permitted to attend to a school outside the attendance area wherein the student's parents reside. Such requests will be honored unless the superintendent or designee and the principal of the receiving school determine that the school has reached its enrollment capacity. In determining enrollment capacity, administrators will consider the projected enrollment at the school, the number of available classrooms, the staff/student ratio, and existing caps on enrollment.

Lottery
Note: for the 2008 lottery, school choice applications may be submitted through Friday, March 21, 2008, rather than the first Friday in March. (This exception was made by Board direction on 6/20/07.) A lottery will be used to select students and requests for school choice will be evaluated according to the criteria below. To be considered for this lottery, applications for school choice must be submitted to the Instruction Department between the first working day in January and the first Friday in March. Each year the lottery will be determine the order of the waiting list. Students applying for school choice after the lottery has occurred will be placed on the waiting list in the order the applications are
1. First priority will be given to students who were previously enrolled in the school but whose parents have moved to the attendance area of another Eugene School District 4J school.

2. Second priority will be given to students who request transfer to a school that will be attended during the coming school year by another member of the requesting student's immediate household;

3. Third priority will be given to all other students who will be selected for placement on the waiting list by lottery, with the following exception;
   a. The Board may establish attendance area priorities for students who reside in an attendance area to manage student enrollment capacity.
   b. Priority will be given to students who qualify for free or reduced meals, and are applying to elementary schools that are below the District average for free or reduced meals. This priority will take place on an alternating bases. “Alternative basis” shall mean priority will take place with alternating selections between the two separate lists of free and reduced qualified students and all other students, by first selecting one name from one list and then one name from the other, beginning with the top of the lists. For qualified students to be included in the lottery, a complete free/reduced information waiver form must be attached to the application. This waiver form allows the District to use individual free/reduced student information to identify the student for special priority.

4. The parents of twin students who want both of their children to participate in the lottery have two options:
   a. Parents may submit two separate applications. The two twins would be placed on the waiting list in the order they are selected. If only one twin is accepted the other twin may be considered for placement in the school the following year.

OR

b. Parents may submit one joint application. Both names would be placed in the same position on the waiting list. If one twin is accepted, then both twins are accepted.

Approved Transfers
Parents will be responsible for transportation to and from school unless space is available on a District bus traveling to that school. Once approved, a transfer will ordinarily remain in effect until the student completes the highest grade in the school, the student's parent requests that school choice be rescinded, or school choice is revoked from a neighborhood school.

1. When a student is promoted to a new level (from level K-5 to level 6-8 or from level 6-8 to level 9-12), the student will enroll in the school in the attendance area in which his or her parents reside unless a school choice request is submitted and approved. Students attending k-8 or k-12 alternative schools will automatically be enrolled in the next level school. If the student rescinds enrollment in the alternative school, a school choice request must be submitted and approved to remain in a neighborhood school outside their attendance area.

2. School choice in neighborhood schools may be revoked by the superintendent or designee for irregular attendance, chronic tardiness, or persistent refusal to abide by rules for student behavior in effect at the school.

School Choice - JECC
2-3
The superintendent will develop procedures for the implementation of this policy.

**School Choice - Athletics Eligibility**
Students who participate in school choice at the high school level will be eligible to participate in interscholastic athletics in accordance with procedures established by the superintendent. The procedures are intended to prohibit recruiting of athletes without unjustly penalizing students. The procedures in no way are to be interpreted as condoning the recruitment of any athlete from one high school to another since recruitment is a clear violation of Eugene School District 4J policy and intent.

END OF POLICY

Legal Reference(s):
ORS 433.255
ORS 433.260
OAR 333-019-0015
OAR 437-002-0360
OAR 581-022-0705

**SECTION 3: Eugene School District 4J Nutritional Supplements in Athletics**

School Board Policy Code JFCIB
Adopted 2/18/04

Eugene School District 4J
Code: JFCIB
Adopted: 2/18/04

**Eugene School District 4J  Nutritional Supplements in Athletics**

The use of any drug, medication or dietary supplement as a performance-enhancing agent (steroids, bronchial dilators, creatine, androstenedione, etc.) is strongly discouraged. All student athletes and their parents/guardians should consult with their physicians before taking any supplement. In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, no coach or school staff member, when in the course and scope of employment by the District, shall ever recommend, supply or encourage the use of any drug, medication or dietary supplement for performance-enhancing purposes.

END OF POLICY
Legal Reference(s): ORS 332.107

**SECTION 4: Discipline of Students**

School Board Policy Code KJ
Adopted 11/15/00

Eugene School District 4J
Code: JG
Adopted: 7/2/73
Revised: 8/2/76, 8/15/77
Orig. Code(s): 3890, 5700

**Discipline of Students**

A balance of student rights and responsibilities is necessary in each school and classroom to assure an atmosphere which is conducive to learning and which assures the safety and welfare of students and school personnel. The board believes that an educational program designed to meet the learning needs
of the students and to produce constructive behavior and self-discipline is the best approach for resolving discipline problems. Disciplinary actions by school personnel will be most effective when applied fairly and consistently and when students and their parents understand the methods and reasons for disciplinary measures. Specific rights and responsibilities of students have been adopted by the board and shall be widely publicized in Eugene School District 4J. (See Student Rights and Responsibilities Handbook.) The superintendent is responsible for developing procedures to implement this policy.

END OF POLICY

Legal Reference(s):
ORS 243.650
ORS 332.061
ORS 332.072
ORS 332.107
ORS 339.115
ORS 339.240 - 339.280
OAR 581-021-0045
OAR 581-021-0050 to -0075
Cross Reference(s):
JFC - Standard for Student Conduct and Discipline
JGE – Expulsion

SECTION 5: Commercial Activities

Eugene School District 4J
Code: KJ
Adopted: 11/15/00
Revised: 12/11/02
Orig. Code(s): 7700 - 7760

Commercial Activities

The Board of Directors recognizes that public schools provide a potential market for commercial activities. Therefore, it is important that the District protect students and parents from exploitation and ensure that commercial activities do not interfere with the educational program. Except for instruction relating to advertising, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials in curriculum-related activities, except as provided by this policy.

Definitions

1. “Advertisement”: Any payment of money or other economic benefit to a school or to the District that requires visual, audio, or video placement of a name, slogan, or product message on a school District property, publication, or broadcast. The term advertisement does not include traditional fund-raising activities such as jog-a-thons or magazine sales, and underwriting for the District’s radio stations, nor does it apply to outright gifts to which no quid pro quo is attached.

2. “Sponsorship”: Any payment of money or other economic benefit to a school or to the District in exchange for recognition.

3. “Exclusive Rights Contracts”: Any payment of a premium or provision of some economic benefit to a school or the District for the right to be a sole provider of a service or product. This term includes limited exclusive rights contracts where more than one provider may supply the same or similar service or product.

4. “Purchase of Goods and Services”: Purchase of services or goods by the District for a product or
service required by the District.

**Advertisements**
No advertisement, as defined by this policy, shall be allowed unless it fits one or more of the following categories, and is approved by the building principal and/or program manager:

1. Paid advertisements in a high school student newspaper or other District publication;

2. Instructional aids furnished by private sources when the advertising is reasonable, nonintrusive, and not inherent to the content. Such instructional aids must be used in a manner that is consistent with the District’s policies and practices related to curriculum and instruction, controversial issues, and the use of District property;

3. Signs on athletic fields that meet the city’s sign code;

4. Advertising in the program for an extracurricular activity;

5. A pro-school advertisement for an organization approved by the Board of Directors;

6. The display of product names on vending machines that have been placed in the school for the use of students, staff, and the public at secondary schools and other District facilities (vending machines with product names may only be placed in staff rooms at elementary schools);

7. Incidental advertisements that appear when students are using various internet services.

**Sponsorships**
The board encourages District staff to seek sponsorships to help support District programs and services, but no sponsorship agreement shall require that the District’s programs and services be delivered in a specific manner. A sponsor may be acknowledged in school District publications or broadcasts and on school premises. The acknowledgment should be tasteful and not minimize or take away from the District’s role or responsibility for the activity or service.

**Exclusive Rights Contracts**
The Board of Directors may from time-to-time consider the approval of an exclusive rights contract if it will result in substantial benefit to the District, its schools, and their respective students, and is consistent with the District’s mission, policies, and goals. The board’s consideration of such benefit may include, but is not limited to, the impact on students as well as the amount of funds that will be generated, how the funds will be used, and what alternative sources of funding are available. All such contracts must be issued to conform with purchasing procedures established by law and school board policy. No site will be required to be a party to an exclusive rights contract unless it has agreed in advance or unless the Board of Directors determines that there is an overriding interest by the District for all schools or a specific set of school to participate. Exclusive rights contracts shall not include provisions that would allow marketing activities, including advertising, to take place in District classrooms, hallways, or lunchrooms, except that vending machines at secondary schools may display product names.
Prior to approving an exclusive rights contract, the board shall, after conducting a public hearing, determine whether the substantial benefit of the contract justifies the required advertising, sale of products, or other contract provision.

**Purchase of Goods and Services**
From time to time the District may contract for goods and services, particularly in its food service program, where the display of product names is necessary. Such arrangements shall be issued to conform with purchasing procedures established by law and school board policy, and be necessary to the economical use of the good or service, and shall not include provisions that would allow marketing activities, including advertising, to take place in District facilities other than where the product is being utilized.
Prohibited Commercial Activities
The above policy notwithstanding, no commercial activity as defined or allowed by this policy shall be
associated with tobacco, alcohol, illegal drugs or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or District policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measures; be associated with any company or individual whose actions are inconsistent with the District’s mission and goals or community values; or otherwise be in violation of law. The District shall provide no personally identifiable data about a student to the sponsor of a commercial activity without the consent of a parent, unless approved by the superintendent or his or her designee, as provided in OAR 581-021-0340. Likewise, no student, in order to participate in a school program or school sponsored activity, shall be required to provide personally identifiable data to the sponsor of a commercial activity without the consent of a parent, unless approved by the superintendent or his or her designee, as provided in OAR 581-021-0340. Students shall not be required to complete any survey or questionnaire that is designed to provide marketing information to a vendor or business about their interests and preferences for a particular vendor, business, or product. Any commercial activity allowed by this policy shall be respectful of all people without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics.

END OF POLICY

Legal Reference(s):
ORS 279.015 (2)(a)  ORS 332.107
Part 2: Policies and Procedures Related to Coaches
SECTION 6: EUGENE SCHOOL DISTRICT 4J PROGRAM PHILOSOPHY

Eugene School District 4J believes in sportsmanship. The character of our coaches and students comes first. The simplest definition of character for coaches is being a positive role model for the student. Within that definition are six key behaviors:

1. Support the student’s academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behavior.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportsmanship from staff and athletes.

We believe in competitive greatness.

We believe in equity. We understand the value of comparable programs for boys and girls and we will model that kind of support to the students and community at all times.

We believe in supporting the standards adopted by Eugene School District 4J and the Oregon School Activities Association (OSAA). In that capacity, we realize that we are “good will” ambassadors for both organizations and will conduct ourselves as such.

SECTION 7: PROGRAM GOALS FOR STUDENTS

Each program will be conducted so that students receive instruction from the coach via teaching, readings, personal anecdotes, and advice and guest speakers. There are six foundational goals for our athletic and activity program in Eugene School District 4J, they include:

1. A commitment to sportsmanship.
2. Knowledge of the values that the program provides for the student and for society.
3. An understanding and use of teamwork and individual decision making.
4. A commitment to conditioning and overall health and fitness.
5. A commitment to high ethical standards.

SECTION 8: PROGRAM STANDARDS

Eugene School District 4J is committed to total program quality. In its simplest terms total program quality is evidenced by an honest and productive working relationship between the coach and the District that allows for team planning, mutual support, problem solving and fair evaluations. Within this setting, the District is committed to a number of foundational goals:

1. Select qualified coaching and supervisory staff for each school-sponsored event.
2. Provide training for staff in response to new regulations, policies and laws.
3. Maintain equipment and facilities in a safe condition.
4. Provide for equity in budgetary decisions.
5. Evaluate the performance of coaches in accordance with job descriptions and program goals.
6. Communicate directly with coaches on points of student, parent and community concerns.
7. Promote the programs to the community.
8. Develop and coordinate community funding strategies for the programs.
SECTION 9: STUDENT ELIGIBILITY

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

Coaches must comply with the OSAA and Eugene School District 4J academic requirements listed on pages 19-20 in this document.

SECTION 10: DISCRIMINATION AND HARASSMENT

The District is committed to providing a discrimination-free student environment. No persons shall, on the basis of disability, ethnicity, national origin, race, religion, gender, sexual orientation, or any other legally protected, be excluded from participation in, be denied the benefits of participation, or be subjected to discrimination.

Coaches are expected to educate athletes about the Districts policy and to act proactively to maintain a discrimination-free environment for athletes.

The District is also committed to providing a harassment-free student environment. Coaches are expected to educate athletes about the District’s policy and to act proactively to maintain a harassment-free environment for athletes. Harassment is any unwelcome verbal, physical or visual conduct based on race, sex, sexual orientation, gender identity, color, national origin, age, religion, disability, marital status, familial status, source of income, or any other legally protected status.

Coaches are expected to know and support the District’s non-discrimination and non-harassment policies as stated in the Student Rights and Responsibilities Handbook and School Board Policy. Coaches are expected to immediately intervene in and stop any discriminating or harassing event and to report the event to a school administrator.

SECTION 11: SELECTION, EVALUATION, CONTRACT LENGTH

The head coach for each sport is selected and evaluated by the building principal with the assistance of the building athletic director. The head coach recommends selection of assistant coaches to the building principal and building athletic director. The head coach evaluates assistant coaches.

The length of any coaching contract is for the current season only. The decision regarding continuing a coaching assignment for another year is made annually by the District. Terminations of coaching assignments during the season are made for reasons that include, but are not limited to: placing students in harms way, neglect of duty and insubordination. Coaching changes of bargaining unit members are subject Article 5 of the Collective Bargaining Agreement.

SECTION 12: COMPLAINTS AGAINST COACHES

Complaints against coaches who are members of the EEA bargaining unit will be handled by the athletic director and/or principal, in accordance with the collective bargaining agreement.

Complaints against other coaches will be handled by the head coach, then the athletic director and/or principal in accordance with District policy.
SECTION 13: REQUIREMENTS FOR COACHES WHO ARE NOT MEMBERS OF THE EEA BARGAINING UNIT

All non-licensed coaches must meet with the school athletic coordinator/athletic director and make arrangements to complete the following prior to coaching students:

1. Obtaining a current first aid card.
2. Demonstrating knowledge of the Districts rules and policies as set forth in this handbook and other documents provided by the athletic coordinator/athletic director or the District.
3. Fingerprinting at District office, unless currently a District employee.
5. Completing coaches training including taking the NFHS class and passing the test with an 80% or better on the exam.

The cost for the NFHS coaching certification program will be paid for by the coach.

SECTION 14: FUNDING FOR CLINICS

Coaches who wish to use school or District funds to attend clinics must receive permission from the building athletic director or school principal. Clinic costs that may be covered include registration and materials and a per diem for food, lodging and travel.

SECTION 15: COMMUNICATIONS

Coaches will hold a preseason meeting to describe the requirements for participation on athletic teams. The tryout process and criteria used for selection of teams will be described. The coach’s philosophy, player expectations, attendance policies, requirements for earning a varsity letter and other necessary information will be presented. Head coaches will introduce their assistants. Practice and game schedules will be available. All parents should attend these preseason meetings. Parents should be notified of inherent dangers of participating in an athletic/sports activity. All parents must sign an informed consent form prior to any student participating in any athletic/sports activities. Coaches will explain to parents how and when to contact coaches.

SECTION 16: LIABILITY

Coaches are responsible for the welfare of students who participate in their programs. Additionally, coaches are expected to identify any program safety concerns that may endanger players and spectators. Such concerns must be reported to the athletic coordinator/athletic director immediately. Paid and volunteer coaches are covered under the District’s general liability for events or acts that occur during the course and scope of their coaching activities. Coaches may also join the Oregon Athletic Coaches Association (OACA) which extends an additional $1 million dollar liability coverage as well as other coaching benefits.

SECTION 17: USE OF FACILITIES/PROGRAMS FOR RELIGIOUS PURPOSES

School staff, volunteers or parents are forbidden to lead students in prayer or other religious activities during any school event or at any school facility. Questions regarding religious activities should be presented to the athletic coordinator/athletic director for answers.
SECTION 18: EVENT OFFICIALS

Officials for school-sanctioned events must be met and their safety secured by the athletic coordinator/athletic director or their designee at each game site.

SECTION 19: AWARD AND RECOGNITION

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

Each season will have an end-of-season recognition night. Recognition nights will be held at the school or at a site chosen by the coach and athletic director, each season with a major, positive emphasis on the student. Each sport may recognize a Most Valuable Player, Most Inspirational Player or other such designations. The selected athletes may be recognized by certificate or plaque. All other individual or special team awards must be approved by the athletic coordinator/athletic director. Examples of acceptable awards are rotating trophies, plaques and pictures for trophy case display. Examples of unacceptable awards are names on uniforms or warm-ups, gifts or an award with intrinsic value.

All participants will receive a Certificate of Participation. A letter will be awarded to varsity athletes who have met the requirements of the head coach and athletic director. Each qualifying athlete receives one letter, additional letters are identified by letter bars.

SECTION 20: PRACTICES

Practices are for skill development, game preparation and conditioning students for peak performance. Practices cannot be conducted after a game or on Sundays or holidays without the approval of the athletic coordinator/athletic director. Coaches will meet with the athletic director prior to the beginning of the season to develop a practice schedule.

SECTION 21: FACILITY KEYS/SECURITY CARDS

Facility keys and security swipe cards are issued to District personnel and cannot be loaned or transferred to any other person. Lost/stolen security codes must be reported to the athletic coordinator/athletic director immediately. Keys may be accessed at your school site and security swipe cards must be obtained from the District office.

SECTION 22: EXTENDED PAY FOR POST-SEASON ACTIVITY FOR COACHES IN THE EEA BARGAINING UNIT

(As per the Collective Bargaining Agreement)

5.4.10 EXTENDED SEASON PAY: Coaches in OSAA sanctioned activities whose teams proceed to postseason tournaments or games shall be compensated for each day on which they are required to perform services. This per diem compensation shall be calculated by dividing the Section 5.1 stipend by fifty-five (55): Provisions of this paragraph shall apply to band and cheerleader/rally team leaders who are required by the District to attend tournaments/playoffs. Athletic Directors who are required by the District to attend tournaments or games shall receive extended season pay at sixty-five percent (65%) of the above rate for each day the Athletic Director attends one or more tournaments or games.
SECTION 23: EXTENDED TRAVEL FOR COACHES IN THE EEA BARGAINING UNIT
(as per the Collective Bargaining Agreement)

5.4.12 EXTENDED TRAVEL
Unit members in a Section 5.1 extra duty coach position who are required to travel one way in excess of 120 miles to a conference game, will be paid a travel stipend of $50 per game.

SECTION 24: VOLUNTEER/WALK-ON/FUNDED/NON-FUNDED COACHES

The following rules must apply when adding ASB-FUNDED coaches and/or VOLUNTEER NON-FUNDED coaches to a program:

(1) Must be interviewed and approved by the athletic coordinator/athletic director
(3) Must complete background check at helpcounter.net/Eugene
(4) Must complete the following REQUIRED certifications:

Courses located at www.osaa.org
1. NFHS Fundamentals of Coaching (one-time course)
2. STEROID course (once every four years)
3. HEAT ACCLIMATION course (one-time course)

Courses located at www.4j.or.safeschools.com/register/0f206202
THESE COURSES MUST BE COMPLETED ANNUALLY:
4. First Aid
5. AED
6. Concussion Safety
7. Sexual Misconduct
8. Abuse Reporting

SECTION 25: MONETARY COMPENSATION

If a program desires to have additional coaches involved in their program and they obtain prior approval of the District Athletic Director, they can fund-raise money for the compensation of payment for that position.

The monetary compensation amount, terms, and payment MUST conform to the current Extra Duty Agreement.

(a) Funds must be made to the high school prior to the start of the season.

For Cheer and Dance: In the event that cheer and dance coaches extend their season to participate in OSAA state competitions, cheer and dance head coaches may fundraise money to compensate for a second seasonal coaching salary. This second increment may not exceed the amount specified in Article 5.1 and must be authorized by the building athletic director.

A sport may have as many VOLUNTEER coaches as the building athletic coordinator/athletic director approves. These coaches are volunteers and will not receive any monetary compensation.
A person who spends several days during the season with a team or program will have the same consideration as a coach. If a person spends time with a team or program, they must follow the rules set forth in this handbook.

SECTION 26: SHARED COACHING STIPENDS FOR COACHES IN THE EEA BARGAINING UNIT

Only stipends for assistant coaches are allowed to be split.

When coaches choose to share coaching stipends, the coaches *MUST* agree as to the division of the stipend and of the time of the assignment.

Time spent over the shared agreement will be considered as *VOLUNTEERED* time.

Coaches in a *SHARED COACHING* position must sign an agreement which states the above-mentioned comments. This agreement will be provided by the District Human Resources Department.

SECTION 27: NEW HEAD COACHES

Incoming head coaches may elect to retain coaches who have been in the past program or may choose to open all assistant positions.

SECTION 28: SCHEDULING CONTESTS

Scheduling contests will be the responsibility of the building athletic director. Coaches may not contact opposing schools and opponents to schedule games without the consent and advice of the building athletic director.
Part 3: Policies and Procedures Related to Students
SECTION 29: ATHLETIC TRAINING RULES

See Part 5 OSAA and Eugene School District 4J forms for the Athletic and Rally Training Form

SECTION 30: CITIZENSHIP EXPECTATIONS

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

SECTION 31: ATTENDANCE POLICY

Attendance at school for the entire day is a prerequisite for participation in contests or practice. School-related activities or appointments with prior approval by the administration do not fall under this regulation. Emergency situations may be reviewed and determined by the athletic director or athletic/activities coordinator.

SECTION 32: ATHLETIC CLEARANCE

A student must have an athletic turnout clearance from issued from the athletic office. The athlete must present this to the coach prior to being issued any equipment and before beginning to practice. In order for an athlete to receive clearance from the athletic office, the athlete must have the following:

1) Results of a physical examination on file in the in athletic office, on the required OSAA form. (The physical exam cannot be dated earlier than June 1 of the student’s eighth-grade year)
2) Documented medical insurance coverage.
3) Parent/Guardian release signatures on all required forms.
4) Student and Parent signature regarding the athletic/activities policy statement booklet. Policy statement booklets are given to students at the time athletic clearance takes place.
5) Pay for participation receipt, or waiver information if applicable.

SECTION 33: EUGENE SCHOOL DISTRICT 4J ACADEMIC REQUIREMENTS

Student-athletes must meet the requirements of the OSAA to become eligible and to remain so. The OSAA requires that Eugene School District 4J students must be enrolled in and passing at least 4 classes at all times. The student is also required to have passed five classes in the semester prior to participation in any OSAA activity. With block scheduling, the equivalent of 5 semester classes is required.

The OSAA and Eugene School District 4J also require that a student-athlete must be making satisfactory progress toward the school’s graduation requirements as determined by the Eugene School District 4J. Any exceptions to individual eligibility are defined in the OSAA handbook, under rule 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.2. The OSAA handbook is on file in each high school athletic office and can be reviewed on the Internet at http://www.osaa.org

SECTION 34: SPORTSMANSHIP

Athletic contests should be conducted in an atmosphere that places maximum emphasis on good sportsmanship, positive relationships between schools, and the educational benefits of competition.
Eugene School District 4J Sportsmanship Guidelines

The following behavior will not be tolerated, and IMMEDIATE ACTION is requested if the following rules are not observed:

a) Students must sit in the clearly marked section for STUDENTS and will not stand on the seats, but rather on the floorboards designed for standing.

b) Students will not show disrespect for participants on the floor while introductions are being made, during or after the contest.

c) Students are prohibited from throwing items from bleachers toward the playing floor. Immediate removal for the remainder of the game and possibly the season will result. Other disciplinary action may be indicated, according to School Board Policy and the Student Rights and Responsibilities Handbook.

d) Artificial noisemakers will not be used at any Eugene School District 4J contest.

e) Host school will only display positive signage at athletic contests.

f) Behavior that borders on harassment (i.e. yelling at a player whenever they touch the ball; directing chants or cheers toward a specific player, etc.) is prohibited. This intimidation will not be tolerated and will result in immediate removal for this and possible future contests. Other disciplinary action may be indicated, according to School Board Policy and the Student Rights and Responsibilities Handbook.

g) Movement by students during the contests which cause them to move to a completely new location (moving the student section from one end of the gym to the other end of the gym should not be permitted).

h) Fans and spectators will STAY OFF THE PLAYING FIELD/FLOOR until after the teams involved have shaken hands. At no time will students be allowed to meet at center field or center court for the purposes of celebrating.

What is appropriate?

a) Cheering for your team – cheers, yells, that bring positive attention to YOUR TEAM.

b) Clapping, cheering, whistling, etc., for plays that bring an immediate response!

c) Having fun with fellow students – just not at an individual’s expense. We want students and spectators to enjoy the emotion and enthusiasm of a well-played contest.

SECTION 35: ATTENDANCE AT PRACTICES

Athletes will attend all practices to be eligible for contests. If an absence is unavoidable, it is the responsibility of the athlete to notify his/her coach prior to the practice. Any athlete suspended from school will not be eligible for athletic practice or competition for the length of the suspension. Athletes must be in attendance at school for the full school day to participate unless they have a prearranged absence (doctor, etc.) or clearance from the athletic director.

SECTION 36: EXPECTED BEHAVIOR

Behavior, dress and grooming standards are at the discretion of each head coach. It is expected that coaches recognize athletes as representatives of the Eugene School District 4J. Any athlete suspended from school will
not be eligible for athletic practice or competition for the length of the suspension. Any rules or regulations that result in suspension or dismissal of individuals from teams or from participating in games must be cleared with the school’s athletic director/coordinator.

**SECTION 37: PAY-TO-PARTicipate POLICY**

A. Fees for athletics are as follows: $100 for cheer and dance, $150 for sports without officials, and $200 for sports with officials. If an individual student plays more than two OSAA sports in a school year, the third OSAA sport will be free. Families with students in several OSAA sports will pay a maximum of $600 per year.

1) All athletic fees must be paid in full, or a pay-to-participate waiver granted prior to participation with the athletic program in the Eugene School District 4J.

2) Fee reimbursement will be made on the following conditions:
   a. Athletes who are dismissed from participation with the team by the coaching staff prior to the first regularly scheduled league contest will be reimbursed in full.
   b. Those athletes who withdraw from participation with a team, for any reason, will be reimbursed on a prorated basis. The prorated basis will be to divide the season into fourths (1/4).
      Reimbursement will be made on the basis of any complete fourths remaining in the season or time frame.

3) Each high school will set up its own system of collecting fees. No student will be allowed to participate in any event until they have met the pay-to-participate fee.

4) Families qualify for a fee reduction of 80% that are on the Free and/or Reduced Lunch program.
Part 4:
Program Policies/Procedures
SECTION 42: TRANSFER BETWEEN SCHOOLS

The eligibility for students transferring from one high school to another high school in a multiple-school district is as follows:

School Districts that have more than one high school under one administration and which permits students to transfer from one high school to another shall not deny eligibility to students who transfer from one high school to another in the same school district without a move in residence, provided the transfer meets all necessary requirements of the Oregon Schools Activities Association and Eugene School District 4J.

SECTION 43: TRANSFERS BETWEEN SCHOOL DISTRICTS

The student becomes eligible when properly enrolled in the new school and the principal (or designee) has filed the eligibility report form with the OSAA Executive Director.

SECTION 44: UNDUE INFLUENCE

For 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 the attendance of a student at a public or private OSAA member school for the purposes of athletic participation. Any student who attends an OSAA member school as a result of undue influence is ineligible and the high school may be subject to additional OSAA penalties as set out in OSAA rule 5-2.

Undue influence includes the following:

1) Contacting a student with the intent of recruiting the student to a particular school for purposes of athletic participation.
2) 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 participation.
3) Offering free transportation; inviting a student to attend practices or games; awarding any privileges or consideration not offered to other members of the student body, for purposes of athletic participation.

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

SECTION 45: MISREPRESENTATION

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

SECTION 46: LEGAL GUARDIANSHIP

Legal guardianship is to be determined by certified copies of court records. Under no circumstances will the taking out of guardianship papers for an athlete be tolerated as a device for avoiding the obvious letter and spirit of OSAA regulations.
SECTION 48: OSAA YEAR, PRACTICE, CONTESTS STARTING AND ENDING DATES

Association Year. The OSAA Association Year shall start with the first day of practice for fall sports as outlined on the OSAA.org website.

The OSAA establishes an annual calendar that determines when practices and contests begin for Fall, Winter, and Spring.

During the Association year, practice in a sport shall not be held after the conclusion of a school's sport season in that sport as defined in OSAA Rule 6.1.6.

SECTION 49: CONTEST LIMITATIONS

High school contest limitations are set by the OSAA. Coaches must not exceed the maximum number of contests as determined by the OSAA.

- Baseball 26 games
- Basketball 24 games
- Cross Country 12 meets
- Football 9 games
- Golf 20 9-hole rounds
- Soccer 14 games
- Softball 26 games
- Swimming 12 meets (NOTE: If more than 10, two shall be invitational meets.)
- Tennis 16 matches
- Track 12 meets
- Volleyball 18 play dates / max 9 double duals /
  5 tournaments
- Wrestling 14 matches / 50 mat appearances

SECTION 50: PRACTICES ON SUNDAYS AND HOLIDAYS

Scheduling of practices is at the discretion of the head coach in cooperation with the athletic director/athletic coordinator. There are to be no Sunday or holiday practices by Eugene School District 4J teams without the consent of the school athletic director/athletic coordinator. Daily practice is an expectation. Cancellation of practice may be done only with the advanced agreement of the school athletic director/athletic coordinator. Practices should be limited to two (2) practices lasting between two (2) and two and one-half hours (2½) per day during preseason practices with a single practice not exceed two and one-half hours (2½) during the season.

SECTION 51: PRACTICE LIMITATION RULE/OUT OF SEASON PRACTICE

A. Philosophy. The following statements outline the philosophy of the OSAA regarding in season and out-of-season sports.

1) The mission of OSAA member schools is to foster well-rounded individuals. The purpose of interscholastic athletics is to help educate boys and girls and not to prepare students for college athletics, which is a by-product of interscholastic competition available to a very small percentage of high school athletes.

2) For most students, specialization in a single athletic activity is not in their best long-term interests.

3) Students should be encouraged by coaches, administrators, and parents to participate in a variety of school activities, including more than one sport during the school year.

4) Schools should not allow use of school equipment and facilities by non-school organizations that promote a philosophy contrary to the above statements.
5) There should be no promotion or publicity within a school for non-school programs, which promote a philosophy contrary to the above statements.

**B. Preface.** The spirit of the Practice Limitation Rule is that every school and participant shall have the same opportunity to practice prior to the first contest. Practice is defined as the involvement of individuals from a member high school in any program, demonstration, instruction, or participation conducted in part or in its entirety by a person or a group of people who are or who have been involved in the coaching of any of these athletes in that sport at the high school, including volunteer coaches. *Unless a person has been approved by the school District as a member of the coaching staff, that person may not practice against a team or a team member (example- throwing batting practice or working against a basketball post player).* (Revised December 2004)

**C. Team Sports Limitation.** Schools may conduct practices and/or compete in contests in team sports (baseball, basketball, football, softball, soccer, volleyball) only during the designated OSAA sports seasons as outlined in OSAA guidelines.

It shall be a violation of the rule if there is any attempt during the Association year to gather more than two members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participating athletes’ high school program. Attempts to circumvent the rule by encouraging team members to attend out-of-season practices or camps during the Association year other than through general dissemination of information or brochures shall be considered a violation of this rule.

**D. Individual Sports Limitation.** Schools may conduct practices and/or contests in individual sports (cross country, golf, swimming, tennis, track & field, wrestling) only during the designated OSAA sports seasons as outlined in Rule 6. Local school Districts and/or leagues should establish their own policy restricting the involvement of their individual sports coaches in out-of-season programs.

**E. Open Facility.** The intent of an open facility is to provide an opportunity for a recreational activity to occur. The facility is provided so that any student in the school has an opportunity to participate. (See Team Sports Limitation listed above for additional information.)

**F. Conditioning.** Conditioning is defined as a session where students work on physical fitness and conditioning by use of weights, running, and/or exercises. Conditioning does not allow for the use of individualized and specialized sports equipment or apparatus, including but not limited to: balls, bats, protective equipment, blocking dummies, batting cages, charging sleds, and other implements related to specific OSAA activities. Participation in conditioning activities must be optional.

**SECTION 52: INCLEMENT WEATHER**

If there is inclement weather, the Superintendent, or their representatives of the schools involved, shall confer, and if it is determined that conditions are not safe, the contest shall be postponed to be played at a later date. Usually the contest is played only if it has a bearing on the representative(s) in that sport to the OSAA state playoffs.

**SECTION 53: EJECTION POLICIES**

**Coach Ejected, Contest Forfeited**

If a coach is ejected from a contest and that contest is forfeited, such incident must be reported to the OSAA office by the schools involved and also by the contest officials. If a coach is ejected and the game is not forfeited, it is the school’s responsibility to be certain that any such person who does assume the coaching responsibilities in such a situation meets the requirements of the Eugene School District 4J and OSAA.

**Ejection Policies – Ejected Player or Coach**
A. If a player or coach is ejected by an official for an unsportsmanlike act, both the athletic director of the school of the ejected player/coach and the commissioner of officials shall notify the OSAA by facsimile of the ejection by the next workday. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest. It shall be the responsibility of the school to disallow the ejected player or coach from participating during the period of suspension specified in the OSAA Regulations. Should an ejected player participate or an ejected coach remain within “sight and sound” of the team during the period of suspension specified in the Regulations, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the OSAA Executive Board. (Revised Fall 2005)

B. Appeal Process: If the principal or the Athletic Director of the ejected coach/player and the commissioner of officials agree that the suspension should be set aside, the principal may appeal to the Executive Director within 48 hours of the ejection to set aside the next game suspension portion of the penalty. If the Executive Director denies an appeal, that denial may be appealed to the OSAA Executive Board, which shall hear the appeal at its earliest convenience and issue a final ruling. Implementation of the next game suspension may be postponed during the time that an appeal is pending. (Fall 1998) (Revised Fall 2002)

Ejection Policies – Fines
A. Schools shall be assessed fines for ejections within specific sports programs. Each sport (i.e., Football, Boys Basketball, and Softball) shall be tracked as separate and distinct for the purpose of calculating fines. When the first participant or coach in a sport is ejected, the school that the participant or coach is representing shall be assessed a $50 fine by the OSAA Executive Board. A second ejection in the same sport during the same season shall result in the assessment of a $100 fine, and each ejection thereafter in that sport during that season shall result in a fine to be increased by $50 increments for each ejection without limitation.

B. All funds accumulated by the Association as a result of ejection fines shall be used to conduct Citizenship through Sports training workshops throughout the state. Training shall be offered on the October statewide in-service day and at other times as announced by the OSAA.

C. A school receiving five or more ejections during one school year shall be required to submit a written Plan of Correction to the Executive Board including a Citizenship through Sports training workshop and timelines for implementation of the Plan. (Fall 2000) (Revised Fall 2002)

Ejection Policies – Multiple Ejections of Individual
A second ejection for an unsportsmanlike act during the same sport season will result in a two game suspension. A third ejection for an unsportsmanlike act during the same sport season will result in disqualification from further participation in that sport during that sport season. (Fall 1999)

Ejection Policies – Physical Contact with Official
Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended as provided in the OSAA Regulations and may be required to satisfy other requirements as prescribed by the OSAA Executive Board. Both the athletic director of the school of the offending coach/player and the commissioner of officials shall notify the OSAA by facsimile of the incident by the next workday. In addition, the school shall be fined up to $1,000 as set by the OSAA Executive Board, and an administrator and the coach/player shall be required to appear before the OSAA Executive Board at the next scheduled meeting. (Fall 1998)

SECTION 54: TEAM WITHDRAWING FROM A CONTEST

A. If a coach removes his/her team from competition prior to completion of that competition, it shall be considered a gross act of unsportsmanlike conduct.
B. In such a case the school shall forfeit the contest and an administrator and the coach responsible for the action shall appear before the OSAA Executive Board at its next regularly scheduled meeting. A fine of up to $1,000 could be levied against the school by the OSAA Executive Board.

SECTION 55: ATHLETIC CAMPS

Athletic camps must be in compliance with all OSAA rules and regulations. Any group meeting for a sport outside the defined sports season would be considered an athletic camp if both of the following criteria are met:

1. Coaches provide athletic instruction to kids
2. Fees are collected from participants

If an athletic camp is advertised as a school or school District sponsored activity and fees are collected from participants all funds must be deposited in a school account and the proceeds are the property of the school. Coaches in the EEA bargaining unit may be paid a daily stipend, based on their increment in Article 5.1, for a reasonable period of time, as determined by the District’s athletic director, for coaching in an athletic team camp.

If an athletic camp is not a school sponsored activity the camp sponsors will rent the school facilities and the Eugene School District 4J facilities fee schedules will apply.

High schools shall not recognize or advertise youth sports camps or teams as “feeder programs” for high school athletic teams. High school coaches may choose to participate in youth athletic camps and provide instruction to youth athletic programs but the high school coach’s participation in no way indicates that youth participation is a prerequisite for selection to high school teams.

SECTION 56: SUMMER ACTIVITIES

The Oregon School Activities Association recognizes that it does not have authority over Oregon’s high school students, personnel, facilities and equipment outside the Association Year with the exception of undue influence/participation on affiliated team and when school practice may start. The responsibility for and control of summer activities rests with the local school Districts.

Regarding summer athletic-related programs the following will be in effect:

1. There will be no school-financed summer programs.
2. There will be a separation of community programs and school programs during the school year.
3. No athlete will receive preferential treatment as the result of participation in summer league or summer programs sponsored by coaches.

Football – Summer Team Contact Camp

A. Individual school Districts and other member schools of the association have the option of determining whether or not they will allow a school within their District to participate in a summer contact football camp. This decision should take into consideration the inherent liability when a team represents the school District, is supervised by school personnel, uses school District transportation, uses school facilities, and participants using protective equipment owned by the school.

B. It is imperative that local school administrators set guidelines for participation in these camps. Safety of the participants is of the utmost importance; therefore proper fundamental and physical preparation is necessary prior to the participants engaging in any type of person-to-person contact.
C. Prior to participation in the camp, each participant should be required to show proof of insurance and provide documentation of a valid physical examination within the last two years as prescribed by Oregon law. Coaches and other supervisors should have liability insurance.

D. Summer team football contact camps must be completed between the end of the OSAA Association year and the first Monday of August.

SECTION 57: COMMERCIAL SUMMER CAMPS

A. Athletics. The OSAA Executive Board recognizes the prerogative of parents to determine the activities of their children during the summer, non-school period. Participation in a commercial summer camp is strictly a volunteer choice of the parents, and in no way can a student be required to attend regardless of how fees for participation are covered. Service clubs, school organizations or schools may pay fees for participation according to their own school and/or District policies.

B. Student Activities (Dance/Drill, Music, Cheerleading, Speech). Service clubs, school organizations or schools may pay for student activities participants to attend commercial summer camps. Schools may set their own policies requiring student activities participants to attend commercial summer camps.

SECTION 58: FUND-RAISING

Fund-raising may be done by coaches or athletic teams for their school athletic programs. Any money raised by coaches or athletic teams may not be refunded to individuals or families. If fund-raising must be done for school or out of school programs (American Legion, Summer Basketball, etc.), see your school athletic coordinator/athletic director before beginning such endeavors.

No school time, school practice time, or school competition time will be used for community team fund-raising. Coaches will communicate with prospective summer players away from the program. The emphasis will be on weekend meetings or by contacting them outside the school day. No products or money related to this outside fund-raising will be transferred at school between coaches and their players during the instructional day. Coaches will inform the school athletic director/activity coordinator of fund-raising, for outside teams, that is being conducted during the school season.

Any clinic held as a fundraiser by the coaches’ community teams will not be scheduled at the same time or immediately before or after a scheduled school practice. The intent is not to force student athletes to participate in a fund-raising event as part of their practice session.

Financial matters involving summer teams will not be dealt with during school practices or games. The Eugene School District 4J will not provide services (i.e., bookkeeping, mailing, athletic hotlines) to coaches’ summer teams that are not available to all community youth sports programs.

SECTION 59: BOOSTER CLUBS

Eugene School District 4J schools are fortunate to have very generous and active Booster Clubs that support all athletics. All coaches are welcome to attend any Booster Club meeting. If a coach has any request of the Booster Club, it should be filed on the appropriate forms through the high school head coach of their sport and the school athletic director/athletic coordinator. Booster clubs are not permitted to provide additional compensation to coaches in addition to the coach’s seasonal salary.
SECTION 60: BOOSTER CLUB SUPPORT AND PARTICIPATION FEES

OSAA information related to booster clubs: Booster groups and other outside organizations may contribute money to a school or a District to help offset the cost of equipment, transportation, participation fees, etc. However, money cannot be contributed directly to an individual. It is the school administration’s responsibility to utilize funds as it sees fit to enhance its sponsored program.

SECTION 61: ACCIDENT AND INJURY PROCEDURES

The coach and school athletic director/Coordinator must maintain communication with the student’s parents/guardian concerning injuries and record information concerning diagnosis and prognosis.

Within 24 hours following an athletic-related injury the student accident form must be completed in triplicate and filed with the school District athletic director/athletic coordinator or school principal. This form can be completed by the coach, certified athletic trainer or athletic director/activity coordinator.

Athletes treated or seen by each school's certified athletic trainer must complete an injury report. Such injuries need to be tracked by athletic trainers for complications.

Any student who has been treated by a physician for an injury may not return to practice or competition without a letter of clearance provided by the attending physician of the student athlete.

Minor Injuries are defined as minor bumps, bruises and do not involve loss of school or practice time. Coach, certified athletic trainer or athletic director/activity coordinator should apply first aid.

Serious Injuries are defined as any injury involving a fracture, loss of consciousness or in any way rendering a student non-ambulatory. Head injuries having a noticeable effect upon the student including dizziness, impairment of vision etc. Neck, back or spinal injuries. Lacerations requiring suturing, disinfectant or other treatment. Coach, certified athletic trainer or athletic director/activity coordinator should apply necessary first aid at the time of the injury. Immediately inform the head coach and school athletic director/activity coordinator and immediately phone or otherwise contact the student’s parent/guardian.

If medical care or hospitalization appears to be indicated, request instructions, if possible, inform the parent/guardian as to selection of doctor and/or hospital, and you or another certified staff member accompany the injured student to the doctor or hospital if the parent is not readily available.

If the injury appears to be a serious one to the head, neck or spine, do not move the injured person unless instructed by a doctor or assisted by emergency medical personnel.

SECTION 62: TRANSPORTATION

It is the responsibility of the head coach to make sure that District rules related to the transportation of athletes are followed.

See District transportation policy.

Out of state travel must be approved in advance by the Eugene School District 4J Risk Manager.
Part 5: Eugene School District 4J and OSAA Forms
ATHLETIC and RALLY TRAINING FORM - SCHOOL YEAR

_______________________________________     __________________________________
(Student's Name)     (Date)

In order to better promote open communication and understanding between families and the Eugene School District 4J athletic program, we are asking you to read this Eugene School District 4J Athletic and Rally Training Form, discuss it with your son or daughter, sign and return it to your building Athletic Director.

ATHLETIC TRAINING RULES

The following rules apply to high school OSAA-sponsored and non-sponsored athletics and rally.

Alcohol/Non-Prescribed Drug/Tobacco Use Rule

The use of alcohol/tobacco/non-prescribed drugs is prohibited. It is the position of the Eugene School District that athletes who are in jeopardy because of a substance abuse problem should receive professional assistance. No student involved in an interscholastic athletic or rally program shall knowingly possess, use, transmit or be under the influence of alcohol, a tobacco product, performance enhancing drugs, inhalants, or controlled substances of any kind (except as prescribed by a medical professional), during the school year, including winter and spring vacations.

Athletes and rally members who voluntarily request assistance from school officials with regard to an alcohol/tobacco/drug use problem and who have not previously committed such an offense, shall receive no discipline provided that:

(a) The athlete or rally member meets with the school substance abuse counselor or other appropriate professional person and follows his or her recommendations; and
(b) there are no subsequent incidents of either alcohol/tobacco/non-prescribed drug use.

These training rules are in effect from the first day an athlete or rally member signs this form with the intent to participate in athletics or rally and remains in effect throughout his or her HIGH SCHOOL CAREER. It is in effect 24 hours a day, during the school year, including winter and spring vacations. The following are violations of these rules.

• Failure to voluntarily request assistance as described above.
• Possession, use or transmittal of alcohol, a tobacco product, performance enhancing drugs, inhalants, or controlled substances.
• Determination by a school official that an athlete or rally member has used, possessed, or transmitted alcohol, tobacco, performance enhancing drugs, or controlled substances.

Violations of these rules will subject the athlete or rally member to the following consequences in addition to any other disciplinary action taken by the school.

First Offense in Student-Athlete's school year:

• Three weeks suspension from participation in interscholastic athletic competition from the date the school official becomes aware of the possession, use, or transmission. If offense occurs prior to first contest, the three-week suspension will begin with the first contest.
• The three-week suspension for an offense that occurs outside of the athlete’s or rally member’s sports season, will be served beginning on the date of the first regularly scheduled contest of their next season.
• Suspension(s) that occur at the end of a season, and are less than three weeks in length, shall carry over from the participant’s next sports season until suspension has been served.
• Mandatory meeting(s) with the school substance abuse counselor or other appropriate professional person and a willingness to follow his or her recommendation for treatment. *By agreement of the coach and athletic director, the student athlete or rally member may attend practice sessions.
• A PROBATIONARY period of one full calendar year following the three week suspension.
• Any subsequent violation during a probationary period shall be considered a second offense.
• At the conclusion of the probationary period without a violation, the athlete obtains first time athletic status.

Second Offense:
• Suspension for the remainder of the sports season and an additional suspension, if necessary, from the participant's next sports season, until the six-week suspension has been served. Suspension from participation in interscholastic competition will be from the date the school official becomes aware of the possession, use, or distribution.
• A PROBATIONARY period of one full calendar year following the six-week suspension. Any subsequent violation during a probationary period shall suspend individual for one full calendar year.
• The six-week suspension for an offense that occurs outside of the athlete's or rally member's sports season, will be served beginning on the date of the first regularly scheduled game of the next season.
• At the conclusion of the probationary period without a violation, the athlete obtains first-time athletic status.

Before any suspension is implemented, the building principal shall follow the notice and grant the opportunity for review as required by the District's Student Rights and Responsibilities Handbook. Athletic directors are responsible for interpreting athletic eligibility rules and providing information to students and parents. An appeal of an interpretation shall be initiated by placing in writing such an appeal with the building principal who refers it to the high school athletic directors for review.

We understand that participation in athletics and rally activities is contingent upon completion of this form.

We have read and understand these training rules and agree to their terms and conditions.

_______________________________________________      _____________________________________
(Student Signature)                                                                        (Parent Signature)

jj 7/7/99    POLICY IS IN FORCE FOR THE ATHLETE'S AND RALLY MEMBER'S CAREER.
HIGH SCHOOL ATHLETIC CLEARANCE FORM

INSTRUCTIONS... Carefully read and circle yes or no to each of the following questions:

1. I currently live with my parent(s) or legal guardian. yes no
2. __________________ is the only high school I have attended. yes no
   If no, list other high school(s) attended
   ____________________________________________________________
3. The first day I attended high school was, month __________ year _____________________________
4. I have transferred to ________________ in the past 12 months. yes no
5. I am currently enrolled as a Home School student and/or a private school student. yes no
6. I am currently taking at least five (5) credit classes. yes no
7. I passed (D or better) at least five (5) classes last semester. yes no
8. I am a Foreign Exchange Student. yes no
9. I am a fifth (5th) year senior. yes no
10. I turned 19 prior to August 15th of this year. yes no

Please Print

Student Name _____________________________________________________________________________
Address __________________________________________________________________________________
City ______________________________________  Zip _________ Phone _____________________________

All of the above information is accurate and true to the best of my knowledge.

Parent Signature __________________________________________________________________________
Student Signature ________________________ __________________________ Date ________________
LANE COUNTY SCHOOLS
ANNUAL INTERVAL HISTORY FORM

Name of Sport _____________________________   Received by _____________________________
Fees __________

Date __________________________________

To be completed by parent/guardian.

Name of student ___________________________ Grade _______ School______________________________
Home Address __________________________ Zip _______ Phone_______________________________
Parent’s Name ___________________________ Student’s Birthdate ____________________

In the past year, __________________________ (student’s name) circle answers—please explain any "yes" answers.
1. Has had injuries requiring medical attention. yes no
2. Has had illness lasting more than a week. yes no
3. Is under a physician’s care now. yes no
4. Takes medication now. yes no
5. Wears glasses: yes no contact lenses: yes no
6. Has had a surgical operation. yes no
7. Has been in a hospital (except tonsillectomy) yes no
8. Do you know any reason why this student should not participate in all sports? yes no
9. Name of physician __________________________________________________
10. In case of emergency, contact: ___________________________ Phone: ______________________

*******************************************************************
PARENT OR GUARDIAN PERMIT
I want my (  ) son or (  ) daughter to have the privilege of participating in competitive school athletics. (Name of Student) therefore, has my permission to compete in all sports approved by the Board of Education of the local School District and to be transported according to District Transportation Policy.

While I expect school authorities to exercise reasonable precautions to avoid injury, I understand that there are risks of injury when participating in athletics and the District assumes no financial obligation for any injury that may occur. I am advised that students are held responsible for all player’s equipment owned and issued by the school.

I hereby give permission to the physician selected by the school director, or in his or her absence their designee, hospitalize, secure treatment for, and to order injections, anesthesia, or surgery for my child as named above.

Person to contact in case of emergency if I cannot be reached:
Name ____________________________________________________________ Relationship __________________________
AddressZip ________________________________________ Phone __________________________

*******************************************************************

INSURANCE ARRANGEMENTS

Please check one:

______ My son/daughter is covered by insurance purchased at school, 20     /20     school year. Check below
______ 24 Hour ---------- School-Time Plan
______ Interscholastic Tackle Football Plan ______ Other Interscholastic Sports ______ 24-Hour Dental Plan
______ My son/daughter is fully covered by insurance carried by Parent/Guardian, and the school will not be liable for any injury that occurs during athletic activities or travel for activities.

Name of company with which insured _________________________________________________________
Insurance Co. Phone #________________________ Group # __________________ Member #____________________

__________________________      _______________________
(Signature of Parent/Guardian)        Date
Initial Request for Out-of-State Student Travel

Name of Group: ____________________________ School: __________________

NOTE: This initial request must be submitted and approved 30 days before any commitment can be made or before any money-making activities can be started.

Date Request Submitted: ________________ Date(s) of Activity: ______________

If sufficient space is not available on this form, supporting data should be attached.

1. Purpose of the Trip: (Complete sections on backside of this page).

2. List faculty member(s) responsible for students. List all other supervisors on trip.

3. School equipment to be used:

4. Lodging:

5. Insurance Coverages:

6. Estimated number of students: _______ Number of supervisors: _________

7. Parent permission slips on file: Yes _______ No _______

8. Person or persons initiating request: ____________________ Date: _______

9. Principal approval: ______________________________ Date: _______

Decision:
Preliminary approval to continue With planning
Denied: ______________________________

Reason: ______________________________

___________________________   __________________________________

___________________________   __________________________________

___________________________   __________________________________

Final Approval: ______________________________

_____________________________________________

Ryan Massey, District Risk Manager

(over)
1. Purpose of Trip:
   
   A. List itinerary:

   B. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

   C. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation:

   D. What effect does the trip have on other classes or programs?

   E. Estimated cost of trip $____________. Describe how the trip will be funded. (School funding? Fund Raisers? Student/Parent Funding?)

   F. Describe method of transportation.

   G. Describe supervision plans to ensure maximum safety for students.
Appendix
### O.S.A.A. High School State Athletic Championships

<table>
<thead>
<tr>
<th>Year</th>
<th>Sport</th>
<th>School</th>
<th>Coach</th>
</tr>
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<tbody>
<tr>
<td>1927</td>
<td>Boys Basketball</td>
<td>Eugene High</td>
<td>R. G. Brown</td>
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<td>Eugene High</td>
<td>Hank Kuchera</td>
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<td>1953</td>
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<td>1955</td>
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<td>Mr. Oyama</td>
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<td>Richard Smith</td>
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<td>Bob Robertson/Bob Newland</td>
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<td>1962</td>
<td>Boys Baseball</td>
<td>South Eugene/Hillsboro*</td>
<td>Bob Lane</td>
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<td>1963</td>
<td>Boys Basketball</td>
<td>North Eugene</td>
<td>Mel Krause</td>
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</table>

*CO-CHAMPIONS

These records compiled by the Eugene School District 4J High School Activities Coordinator
DID YOU KNOW!!

1. The District has won 129 state championships.
   A. Thirty-seven (37) Girls State Championships
   B. Ninety-three (93) Boys State Championships

2. Best years:
   - 1975 - 6 state championships
   - 1977 - 5 state championships
   - 1987 - 5 state championships

3. The building that currently houses South Eugene High School opened as Eugene High School in 1953 and became South Eugene High School in 1957.


4. South Eugene High School has won 66 state championships.
   Churchill High School has won 23 state championships.
   North Eugene High School has won 16 state championships.
   Sheldon High School has won 22 state championships.
   Eugene High School has won 5 state championships.

5. The Eugene School District 4J has won championships in the following sports:
   - Boys Gymnastics - 19
   - Boys Track and Field - 15
   - Boys Cross Country - 12
   - Boys Baseball - 2
   - Boys Swimming - 12
   - Girls Gymnastics - 9
   - Girls Softball - 10
   - Boys Basketball - 11
   - Boys Golf - 10
   - Boys Soccer - 2
   - Dance & Drill - 1
   - Girls Golf - 1

   - Girls Tennis - 1
   - Girls Cross Country - 3
   - Girls Basketball - 3
   - Girls Swimming - 3
   - Girls Volleyball - 1
   - Boys Football - 3

6. OSAA activities where the District has not won state championships include:
   - Girls Golf
   - Boys Wrestling