

## FOREWORD

Interscholastic athletics are an integral part of the comprehensive educational program offered by the Roseburg Public Schools. This handbook presents the philosophy, goals, guidelines, rules and regulations that govern interscholastic athletics.

The handbook is prepared in five (5) divisions. Division One includes the statement of philosophy, code of ethics, goals, and general guidelines for interscholastic sports at all levels in the Roseburg Public Schools. Division Two addresses job responsibilities and general information related to the middle and high school programs. Division three deals specifically with athletics at the high school, and Division Four addresses middle school programs.

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The original handbook was the result of many months of advisory committee and staff work. Each edition is, of course, subject to review and revision.

Throughout the handbook, Douglas County School District No.4 will be referred to as either the "Roseburg Public Schools" or as "the school district." The elected Board of Directors will be referred to as the "school board."

The school district Athletic Director serves a dual capacity. He has district-wide responsibilities, but devotes the major portion of his time to Roseburg High School. The term "athletic director" will always refer to that person and the "athletic office" is his/her office located at Roseburg High School. Each middle school has a Dean of Students who also serves as the Athletic Director for his middle school.

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## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics are an integral part of the educational program. Athletic activities should fit harmoniously into the total school program. It is the school district's belief that the participants should have varied sports experiences commensurate with their interests and abilities and that they should have complete freedom of choice in selecting activities.

The coach of an athletic activity must assume a major role in the overall development of participating athletes. The coach should develop leadership, foster cooperation and insist upon ethical behavior and good citizenship. The coach should further develop in the participants their natural desire to compete with the ability to be humble in victory and gracious in defeat.

The primary goals for interscholastic athletics are the development of desirable characteristics in the individual, optimal participation and fulfillment of competitive desires.

The school district believes in a comprehensive, strong, and competitive interscholastic athletic program. Such a program establishes the basis for meeting the goals of interscholastic athletics.

## **CODE OF ETHICS**

All personnel with responsibility in the Roseburg Public Schools, interscholastic athletic program are expected to be familiar with the following Code of Ethics which was established and adopted by the Oregon High School Coaches Association:

A coach should:

1. Integrate personal philosophy of athletics with the philosophy of education.
2. By work and deed, serve as a worthy example of behavior and leadership for players.
3. Strive to win, but be humble in victory and gracious in defeat.
4. Demonstrate the mastery of the principles of coaching and strive for further education through the further study and attendance at clinics and schools.
5. Respect the integrity of every player, being fair to each through consideration of individual differences, needs, interests, temperaments, and backgrounds.
6. Insist upon the highest possible standards of conduct and scholarship.

7. Enforce the local and state rules of eligibility
8. Consider most important the physical and mental health and well-being of athletes despite the pressure of winning.
9. Establish and enforce sound training rules which will provide for the good habits of healthful living.
10. Stress the real values of athletics (humility, sportsmanship, self-discipline, leadership, group behavior, etc) and in so doing, develop the real love and respect for all sports.
11. Be a perfect host and goodwill ambassador to visiting teams, coaches, school personnel, and the general public.
12. Respect the integrity, honesty, and judgment of sports officials; present a worthy example of emotional stability and control no matter what the decision of score. Level protests only through the regular and approved channels.
13. Abide by the rules of the game, in letter and in spirit, and be a credit to the education and coaching profession.
14. Change his/her profession when he/she grows so old either in mind or body that he/she no longer enjoys the adolescent behavior of athletes.

### **GOALS OF THE ATHLETIC PROGRAM**

The primary purpose of interscholastic athletics is to promote and further the aims of general education, to encourage participation by students, and to teach good sportsmanship and fair play. Other goals of the athletic program are:

1. To assist participants in maintaining good physical condition including high levels of strength, coordination, agility, and endurance.
2. To assist participants in learning proper habits of health, cleanliness and safety.
3. To develop mental alertness.
4. To improve academic achievement.
5. To assist participants to grow in confidence, courage, initiative, and poise.
6. To assist participants in recognizing personal strengths and limitations.

7. To encourage participants to discipline themselves and to take responsibility for their own actions.
8. To create a realization that athletic competition is a privilege which carries definite responsibilities.
9. To develop a wholesome spirit of competition.
10. To develop responsibility as a member of a team.
11. To assist participants in learning to play by the rules and accept the decisions of officials.
12. To promote courtesy and sportsmanship in relations with other schools.
13. To provide an opportunity for development of lasting friendships, both with teammates and opponents.
14. To provide controlled competition in athletic contests.
15. To give students an opportunity to develop wholesome use of leisure time.
16. To provide an energy release for participants.
17. To provide activities that brings cohesion and unity to the student body and community.

#### **GENERAL GUIDELINES FOR THE INTERSHOLASTIC PROGRAM**

1. The school district believes that a competitive athletic program sets a tone which is desirable in a sound educational program. This program is to be administered in Accordance with the best practices employed in a modern system of education.
2. The athletic program is only of many school activities and therefore is under the same administration and control as the rest of the school program. The students taking part in the program are expected to conduct themselves in an exemplary manner.

3. The health and welfare of the participants is a primary consideration in conducting the program of athletics. Adequate physical examinations, insurance coverage, and supervision of recovery time from illness or injury must be provided. Length of practice sessions, number of practices, number of games and strenuous trips should be carefully planned. Due consideration should be made regarding the age of the participants and the physical, emotional, and academic demands placed upon them.
4. Since the athletic program is an accepted and integral part of the entire educational program, the school district assists with financial resources by subsidizing the program through the general fund budget.
5. The total program of athletics shall be conducted in accordance with the rules and regulations of the Oregon School Activities Association (OSAA) and the policies and regulations set forth by the school board and the administration of the Roseburg Public Schools.
6. Continues evaluation of the athletic program will be made by the Athletic Director and administrative staff to determine if the goals and guidelines are being met.
7. An advisory committee for secondary school sports and activities will be appointed annually by the school board.
8. Participation by as many students as is allowed by facilities, staff, safety, and equipment and activity opportunity considerations is expected.
9. All participants are to be part of the team and activity, and will be treated with respect and dignity.

## **DIVISION ONE**

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Statement of philosophy, code of ethics,  
goals, and general guidelines for interscholastic  
athletics in the Roseburg Public Schools.

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8. Participation by as many students as is allowed by facilities, staff, safety and equipment and activity opportunity considerations is expected.
9. All participants are to be part of the team and activity and will be treated with respect and dignity.

## DIVISION TWO

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Job responsibilities, general duties of coaching, personnel, budgeting, purchasing, care of equipment and facilities, practice schedules, physical examinations, care of injuries, and other general information relating directly to the middle school and high schools.

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## **HIGH SCHOOL ATHLETIC DIRECTOR/ACTIVITIES**

### **Definition**

The Activities/Athletics Director is responsible to the Roseburg High School Principal for the development, coordination and supervision of the Grades 9-12 student inter-scholastic athletics programs. The Activities/Athletics Director is responsible to the Superintendent for the coordination and continuity of district wide athletic matters.

### **Reports to**

Roseburg High Principal

### **Distinguishing Characteristics**

Responsibilities include the planning, organizing and directing of the Grades 9-12 inter-scholastic athletics programs. Requires considerable ability to be organized, organize others and communicate effectively. The person assuming this position will be student-centered, maintain high ethical standards, administer quality programs, reflect a positive and supportive role model for student participants, and serve as a resource for coaches and work to involve parents for maximizing program quality. Working with the secondary school principals and building activities/athletic coordinators, supervises and evaluates the Grades 9-12 interscholastic athletics programs.

### **Performance Responsibilities – Athletic Director**

1. Maintains the high school athletics master calendar.
2. Serves as primary evaluator of the effectiveness of the Grades 9-12 athletics programs to ensure that meaningful opportunities for student participation are available and a well-balanced involvement of all interested students occurs. Program evaluation and student participation will be summarized in a year-end report to the high school principal.
3. Responsible for the recruitment, placement, and coordination of all coaches while providing for the in-service of staff, students, and parents, and making recommendations for program improvement
4. Serves as primary coordinator for all scheduling and transportation requirements for high school athletic programs and coordinates such travel for other extracurricular student activity events so as to accommodate those programs and avoid/resolve conflicts.
5. Responsible for the development and management of the high school annual budgets as they relate to student activities and inter-scholastic athletics. Manages purchasing and all expenditures in a manner prescribed by board policy and as directed by the district business operations director.

6. Evaluates and makes recommendations to ensure the high school is in compliance with the requirements of Title IX.
7. Oversees the compliance of high school athletics programs with all school district, conference, state, and OSAA regulations and policies.
8. Is visible and accessible to students, faculty, and parents and works conscientiously towards resolving concerns/problems that need to be addressed.
9. Coordinates with the middle school principals and athletic personnel, the school district's programs and philosophy of the Roseburg "system" for all activities and inter-scholastic athletics.
10. Cooperatively participates with related high school support organizations, booster clubs, etc., and fulfills such other assignments as determined by the high school principal.
11. Coordinate athletic activity with student clubs and school activity programs through:
  1. Liaison with rally advisor.
  2. Facilitates club formation, dissolution, and evaluation processes according to policy.
12. Researches, proposes, and initiates innovative new programs or activities to enhance student involvement.
13. Serves as staff contact for community organizations/groups involved in student activities on campus.
14. Assists the assistant principal with commencement ceremony
15. Meets during required RHS administrative team meetings for coordination and update purposes.
16. Performs support staff personnel oversight and evaluation in addition to custodial staff.

#### Interscholastic Athletics Responsibilities

1. Develops and coordinates all schedules for varsity, junior varsity and sophomore athletic programs one year in advance.
2. Responsible for all athletic equipment maintenance, storage, organization, maintenance, repair, and replacement.



3. Responsible for game preparation, management and supervision at all home athletic contests.
4. Responsible for all public and media relations including presence and participation at all RHS sports banquets.
5. Assures that the administrative rules as articulated in the Roseburg Public Schools "Administrative Rules, Regulations and Guidelines for Interscholastic Athletics" are followed, as adopted, including duties described for head coaches.
6. Administers and monitors all athletic eligibility requirements including academics, physical exams, code of conduct/behavior, insurance coverage, participation fees, etc., and provides annual instruction for these expectations to athletes, parents, and coaches.
7. Effectively represents Roseburg High School in the Southern Oregon Hybrid Conference, the Oregon School Activities Association, and the Oregon Athletic Directors Association.

#### Facilities Director Performance Responsibilities

1. Maintain master calendar for all activities.
2. Work cooperatively with activity advisors to support school activities.
3. Coordinate facility availability and usage and schedule community use of high school facilities.
4. Work with high school and district administration to develop and implement protocols and procedures for the use of campus facilities by district and community user groups, with respect to the district's policy and administrative rules and priorities. Implement an efficient scheduling system for the use of the high school facilities for extra-curricular, sports, and community youth and adult user groups.
5. Coordinate necessary security, custodial, and utility services associated with facility use.
6. Communicate to all groups/individuals and program administrators the schedules and use agreements to ensure coordination and avoid conflicts.

7. Provide onsite supervision for community and non-high school users, and ensure the presence of security and technical personnel when necessary.
8. Ensure user groups follow all school and facility/equipment use rules and protocols, and protect the facility and ensure the safety of users.
9. Work conscientiously toward resolving concerns/problems that need to be addressed with regard to outside use of the facilities.
10. Meet during required RHS administrative team meetings for coordination and update purposes.
11. Assist the building principal in planning, coordinating, and evaluating procedures for activity event management.
12. Perform all other such duties as assigned by the building principal.
13. Establish and enforce user contract agreements and ensure collection and processing of fees with regard to the adopted rental fee schedule.
14. Maintain a personal work schedule that meets the needs of the school as directed by the principal.

### Qualifications

1. Knowledge of:
  - Laws, rules, policies and current trends regarding student-centered activities programs and inter-scholastic athletics.
  - Evaluation and appraisal techniques.
  - Management and organizational practices and techniques.
  - Effective communication techniques.
2. Ability to:
  - Establish and maintain records and accounts related to fiscal management.
  - Organize others to help achieve high school activity/athletic program goals.
  - Evaluate activities and coaching staffs.
  - Communicate effectively.
  - Serve as a contributing member of the high school and school district management teams.

## Experience

- A high level of demonstrated competency and proven leadership in previous employment.
- Has held coaching, student activities and/or administrative positions in an educational setting requiring the demonstration of skills requisite to the position description contained herein.

## Education

- Prefer Master's degree.
- Hold current Oregon teaching or administrative license.

## Physical Requirements

1. In an eight-hour day employee may:  
Stand/Walk     ☐ None     ☐ 1-4 Hours     ☒ 4-6 Hours     ☐ 3-5 Hours  
Sit               ☐ None     ☐ 1-3 Hours     ☒ 3-5 Hours     ☐ 6-8 Hours  
Drive             ☐ None     ☒ 1-3 Hours     ☐ 3-5 Hours     ☐ 6-8 Hours
2. Employee may use hands for repetitive:  
☒ Single Grasping     ☒ Pushing and Pulling     ☒ Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:  
☐ Yes               ☒ No
4. Employee may need to:
  - Bend               ☐ Frequently               ☒ Occasionally               ☐ Not at all
  - Squat              ☐ Frequently               ☒ Occasionally               ☐ Not at all
  - Climb Stairs     ☐ Frequently               ☒ Occasionally               ☐ Not at all
  - Lift                 ☐ Frequently               ☒ Occasionally               ☐ Not at all
5. Lifting:  
☐ Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
☒ Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
☐ Medium Work: Lifting 50 pounds occasionally; 25 pounds frequently with occasional sitting and frequent standing/walking.  
☐ Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
☐ Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: None

## **HEAD COACH DUTIES**

Head coaches for each sport are appointed by the superintendent in consultation with principals and the athletic director. With this coach will rest the responsibility of carrying on this assignment in the best interest of the school district by adhering to policies of the school board and regulations set by the school district and the administration.

The high school head coaches will have the following duties:

1. Organize, institute, and supervise a system of play the sport that will be recognized as the Roseburg System. This system is to be installed, as appropriate, throughout the school district.
2. Make the system clear to all coaches in the school district by conducting clinics at appropriate times and through other means.
3. Inform each participant that they must be a member of the Associated Student Body to participate in the athletic program.

All head coaches shall have the following duties:

1. Be responsible for scheduling of practice sessions with due consideration to the welfare of participants, the coaching staff, and school district guidelines, rules and regulations.
2. Organize the coaching staff so that each assistant coach has specific duties and understands what is expected.
3. Consult with Athletic Director to secure proper Purchase Order before ordering any equipment.
4. Be aware of budget allowances for the sport and live within it.
5. Be responsible for the care of equipment, supplies and physical properties used by the participants in the particular sport and submit an inventory for the sport to the athletic director or the junior high school dean immediately following the close of the season.
6. Be responsible for the conduct of all players and managers while under his/her jurisdiction.
7. Encourage good sportsmanship, fair play, and ethical conduct.
8. Encourage good scholarship and positive pupil-teacher relationships.
9. Be certain that all squad members have met eligibility requirements.
10. Be accountable for the financial expenditures on trips in accordance with appropriate school district policy and athletic department rules.

11. Be responsible to see that all participants have been cleared through athletic office to meet academic and physical requirements. (Orange card)
12. Inform each athlete of the proper procedures for reporting injuries and obtaining proper insurance claim forms.
13. Be responsible for the necessary marking of equipment.
14. Submit the following to the athletic director:
  - An alphabetical squad roster as soon as the squad is set (within two weeks after the beginning of practice) and revise as necessary.
  - A squad roster, with all necessary personal data, at least one week before the first contest (number, height, weight, position, etc.).
  - A typed alphabetical list of award winners immediately following season.
15. Demonstrate loyalty to other coaches and programs throughout the school district through cooperation and communication.
16. Promote the sport in the community by cooperating with parents, individuals, organizations, and the news media.
17. Be familiar with the existing athletic regulations as stated in the Interscholastic Athletic Handbook.
18. Perform other duties relating to his/her assigned athletic program that are designated by the principal or athletic director.

### **ASSISTANT COACH DUTIES**

All assistant coaches will have the following duties:

1. Carry out the program planned by the head coach, be of whatever assistance required and perform delegated duties set forth by the head coach.
2. Carry out the system plan as designated by the head coach. Where applicable, the assistant coach will have the same responsibilities as listed for the head coach.
3. Carry out all athletic regulations and take initiative in making proposals for any improvements in the program to the athletic director.

### **STUDENT ATHLETIC MANAGERS**

1. Student athletic managers and assistant managers will be appointed by the head coach of each sport.

2. Supervised by the coach, the managers will care for all equipment and perform such duties as the coach may require.
3. Student athletic managers must be members of the associated student body.

### **ATHLETIC TRAINER**

The athletic trainer is employed by the school board upon recommendation of the superintendent. The athletic trainer will have the following duties:

1. Serve as a liaison between the medical profession and the coaching staff in producing effective organizational plans and developing administrative procedures and programs for the care and prevention of athletic injuries.
2. Work closely with the high school coaching staff. Work will also involve communication with the two middle schools and the elementary schools of the school district.
3. Train and supervise student trainers.
4. Coordinate athletic training session for coaches within the school district.
5. Be available at athletic contests, as designated by the athletic director, for treatment and consultation if injuries occur.
6. Keep parents of injured athletes reasonably informed as to the status of the injury.
7. Assist the schools in becoming more aware of sports medicine so that the best preventive measures and care of injuries can be provided.
8. Closely observe all members of the athletic teams for symptoms **and** signs of injury or illness that may suggest referral to a physician.
9. Administer first aid treatment to injuries sustained by athletes.
10. Use established methods in the profession as a means of prevention of injuries so as to provide a better opportunity for the athlete to participate within a safer environment.
11. Maintain adequate records concerning athletic injuries, the treatment, and outcome.
12. Supervise and maintain the training quarters in an orderly and sanitary state.
13. Serve other duties as directed by the athletic director.

## **GENERAL DUTIES OF ALL COACHES**

1. Attendance at Practice  
Unless incapacitated, it is mandatory for all coaches to be present at practice sessions unless otherwise cleared through the athletic director or junior high school dean. Coaches should likewise set forth regulations regarding attendance at practice for the athletes.
2. Securing Facilities at the Conclusion of an Activity  
After practice or a game, coaches shall be responsible to see that all doors are secured. The last coach to leave after practice will assume this responsibility.
3. Meetings
  - Coaching staff meetings will be held periodically. All coaches should be in attendance unless cleared through the athletic director or junior high school deans.
  - Coaches should attend general faculty meetings unless other arrangements have been made with the principal.
  - Occasionally, coaches may be asked to attend league meetings so that their views may be expressed and so that they may become better acquainted with other coaches in the league.
4. Legal Aspects  
Coaches should be aware of legal implications and responsibilities. Coaches should take care that they provide adequate supervision and safe conditions for participants at all times.
5. Training Rules
  - Each coach is responsible for the training and conditioning of the members of the squad.
  - Use of alcohol, tobacco, and harmful drugs are violations of the Athletic Code and requires dismissal from the squad. All student participants are to be made aware of the "Code of Conduct."

## **BUDGETS**

1. Each sport operates within a prepared budget. Coaches must know their budget allotment and must stay within the limits of the budget.
2. Each sport budget proposals is prepared with the cooperation of the head coach, athletic director, and principal.

## **PURCHASING EQUIPMENT AND SUPPLIES**

1. The school district requires that merchandise must be purchased by use of a purchase order.
2. Purchasing of equipment and supplies is the responsibility of the athletic director in cooperation with the principal and head coach of each sport.

## **ATHLETIC EQUIPMENT**

1. Uniforms, gear, suits, and athletic supplies shall be issued by the coach or by managers of the sport under the coach's supervision.
2. At the end of the season, equipment should be checked in.
3. Equipment lost by the players will be paid for by that individual at the replacement value of the lost item. Billings for lost equipment should be sent out within two weeks following the end of the season.
4. A complete equipment inventory must be submitted by the head coach of each sport to the athletic director and/or junior high school dean within one month after the end of the season.
5. Pilferage is a violation of the Roseburg High School Code of Conduct and provides for immediate dismissal from the squad.

## **TICKETS (HIGH SCHOOL)**

1. The athletic director is in charge of complimentary tickets for all contests. All such tickets for high school athletic events will be distributed by the athletic office.
2. The athletic secretary/office manager is responsible for the management of tickets. Duties include:
  - Select and train ticket personnel.
  - Obtain necessary change and tickets for each contest.
  - Deposit gate receipts at the conclusion of each contest.
  - Submit money reconciliation form after each athletic event to the athletic director.
3. Admission prices will be determined by the athletic director and principal in line with recommendations made by the member schools in the Southern Oregon Hybrid Conference and with approval of the superintendent.

## **TICKETS (MIDDLE SCHOOLS)**

A charge is rarely required for admission to athletic events at the middle school level. On some occasions such as jamborees and certain Jo Lane versus Fremont games, ticket prices may be established by the athletic director and principals.

## **FACILITIES**

Scheduling the use of gymnasiums, tracks, fields, and other athletic facilities is the responsibility of the principals and the athletic director.



### **PUBLICITY**

1. Information of general nature such as schedules, rosters, ticket policies, and news releases are released by the athletic director.
2. The head coach of any team is responsible for reporting any pertinent information about the squad, especially game results.
3. All coaches and student participants are expected to be cooperative with representatives of the news media as per OSAA guidelines.

### **PHYSICAL EXAMINATIONS**

1. School district policy requires that all athletic participants shall have a current physical examination before practice is permitted.
2. Medical and parent permission cards may be obtained from the respective schools. These cards should be returned to the head coach of the sport involved. The coach will file the forms as directed by the athletic director.
3. The physical examination will suffice for the entire school year and will be valid for a 2-year period from date of doctor's signature for each school building unless the coach or trainer deems it advisable that a re-examination be made. Any transfer student into a new school site will require a new physical.
4. Cost of the annual physical examination is the responsibility of the participant.

### **INSURANCE**

1. Participants in the athletic program must have insurance coverage. It is the responsibility of the parents/guardians to provide insurance.
2. The school district does not assume financial responsibility for medical bills in excess of what the insurance policy will pay.

### **PRACTICE SCHEDULES**

The athletic practice schedules are determined by the head coach in accordance with the rules and regulations of the OSAA. Practices and training regulations must be carefully planned in the best interest of the health and welfare of participants.

### **INJURIES**

1. In the event of an injury, first aid should be applied when appropriate if the coach in charge has a current first aid card.
2. State law prohibits school personnel from administering any internal medicine.

3. The policy outlined below is to be adhered to without exception:

- a. Whenever possible the injured student-athlete should see the athletic trainer at RHS for the initial injury evaluation. Obviously injuries necessitating emergency care will be followed up when feasible at a later date.
- b. If a physician's evaluation is deemed necessary by the athletic trainer, a physician referral form will be sent with the athlete to their appointment it is the athlete's responsibility to return that form back to the athletic trainer in the Athletic Injury Treatment Center at RHS. An athlete will not be permitted to return to activity without returning this form to the athletic trainer at RHS.
- c. Parents and athletes may elect to see a physician at any time. If an athlete is seen by a physician the athletic trainer requires that a note from the physician that indicates the following:
  1. The date the athlete was seen by the physician
  2. A brief description of the problem or the diagnosis of the problem.
  3. If indicated, a specific date that the athlete may return to activity.

Due to federal privacy regulations, physicians are not able to share patient information without specific written permission from the patient. Due to this, the athletic trainer can't call a physician to get important information when notes received are vague and incomplete.

**To avoid confusion and frustration, please get a physician referral form from the athletic trainer prior to a physician's appointment whenever possible.**

- d. A phone call from a physician is acceptable for providing information regarding an injury.
- e. This policy also applies to injuries that occur off campus when that injury prevents the athlete from participating in their sport.

**IF AN ATHLETE SEES A PHYSICIAN FOR AN INJURY, WRITTEN CLEARANCE IS REQUIRED BEFORE THEY RETURN TO ACTIVITY.  
NO NOTE.....NO PLAY.....NO EXCEPTIONS.**

### **CONCUSSION POLICY FOR RHS ATHLETIC PARTICIPANTS**

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 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 mildest grade of concussion can 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.

The medical research is still trying to understand exactly what is happening in the brain after a concussion. The current body of knowledge indicates that there is a complex physiological process induced by the trauma of the biomechanical forces. How long these physiological processes last hasn't been fully understood. This is one of reasons why recovery from concussion can be variable and sometimes unpredictable. Concussions are a physiologic injury and not an anatomical injury. This is why brain imaging (CT or MRI scans) are almost always normal.

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: (OSAA Board Policy)  
  
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 or to the RHS Certified Athletic Trainer.

In addition to the NFHS rules and management suggestions, the following policies and procedures will be followed:

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.

The following return to activity exercise protocol will be followed with every concussed athlete.

Step 1: Complete cognitive rest.

The athlete should 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.

Step 3: Light exercise.

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.

Step 4: Running or other aerobic exercise.

This includes aerobic conditioning, running, stationary cycling, elliptical, or stairmaster for 20-30 minutes.

Step 5: Non-contact training drills.

Weight training can be resumed at this time. Athlete can do non-contact drills, agilities, sport/position specific drills, and conditioning activities that are a part of the practice.

Step 6: Full contact practice.

Step 7: Game/competition.

If the athlete becomes symptomatic as they progress through the Return to activity protocol to asymptomatic status, and repeat the Previous step.

3. ALL athletes must be cleared to resume full and unrestricted game play by a physician.

In the case of RHS athletes, medical decisions will be team based with The team involving the family physician, the RHS certified athletic trainer, and Dr. Mick Koester. Dr. Koester is a pediatric and sports medicine physician at the Slocum Center in Eugene, Oregon. His is the only medical physician in Oregon at this time that is qualified to interpret the ImPACT test results.

4. Releases from a chiropractor will not be accepted.

In addition to the return to activity protocol RHS utilizes the ImPACT program. The ImPACT program is a computer based neuro-cognitive tests that assess 6 areas of brain function:

- Attention span
- Working memory
- Sustained and selective attention time
- Response variability
- Problem solving
- Reaction time

The ImPACT program is useful concussion screening and management program but it is not a substitute for medical evaluation and treatment nor is it a stand alone instrument in which a “play – no play” decision is based upon.

Baseline testing is highly encouraged. However, whenever a concussed athlete takes an ImPACT test and does not have a baseline exam to compare to, the ImPACT tests over time serve to show a trend of improvement or lack of improvement.

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

### **Concussion Signs and Symptoms**

Signs (things you may observe in the athlete):

Confused or dazed  
Slow response to questions  
Confusion about plays or position  
Does the wrong thing on a play  
Doesn't know who we are playing  
Asks the same questions repeatedly  
Personality Changes  
Can't recall events prior to or after the hit

Symptoms (things the athlete may complain of):

Headache or pressure in the head  
Nauseated or vomits  
Dizziness or balance problems  
Blurry vision or inability to focus  
Sensitivity to bright lights and loud noises  
Feels sluggish, foggy, slowed down, or groggy  
Difficulty with concentration or memory issues  
Confusion  
Just doesn't “feel right”

### **Red Flags for Coaches**

Tingling or numbness in arms, hands, in the neck, or the head indicate 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.

### **EXCUSES DURING THE SCHOOL DAY**

Excusing of athletes for participation during the school day should be kept to a minimum. When such an absence from class is necessary, an alphabetical roster of every student to be excused must be in the hands of all faculty members by the start of school on the day of the anticipated absence. This roster is to be prepared by the coach involved, signed by a school administrator, and turned in to the school office for duplication as early as possible on the day preceding the contest.

Athletes who are to be excused from classes for participation in a contest are to be fully informed by their coach of the following obligations:

- I. Arrangements for current class assignments must be made with instructor before departure
2. They must be prepared for participation in class work on the day of returning to class.
3. An athlete must attend classes at least one-half day to participate in practices or games. Exceptions are:
  - A. Planned absences, based on parent request, and utilizing all established attendance procedures.
  - B. School sponsored activities such as field trips, choral Performances, etc.
  - C. Otherwise approved by the Athletic Director.

### **ATHLETIC TRIPS**

1. All members of athletic teams must travel in school provided transportation. The only exception to this policy is when the student has permission to ride home from the sports event with his/her parents. The athlete must present a note to the coach from the parent. Additionally, the parent must confirm the arrangements with the coach in person.
2. The arrangements for the transportation of athletic teams will be made by the athletic director.
3. All athletic trips are to be taken in district provided vehicles. Any exceptions to this caused by squad size, or other circumstances, must be cleared by the athletic director.

4. The coach must select the traveling squad as soon as possible and submit a list of the squad to the principal's office and athletic director.
5. The coach should prepare an itinerary for the trip well in advance and inform the squad accordingly.
6. The coach will exercise the responsibility to see that the conduct and appearance of players in his/her charge is exemplary in every way.
7. Any coach or representative that drives a school authorized van must pass a "van" class and carry a current first aid card.

### **SPECIAL RECOGNITION**

1. Letter Awards  
Letter awards for athletic achievement are given at all levels in the Roseburg Public Schools. Criteria for awarding letters is determined at each level by the coaches and administration. Generally, awards are made on the coach's recommendation based on degree of participation, performance, and attitude.
2. Special Awards  
In recognition of significant athletic achievement, special awards are presented for specific sport accomplishment, inspirational performance, and over-all athletic performance. Specific examples of this at the high school level would be the M.C. Deller "Most Inspirational Player Awards", Outstanding Blocker, Outstanding Player, Athlete of the Year, and Three Sport Senior.
3. Banquets  
End of season banquets honoring athletic participants are acceptable and desirable at Roseburg High School. Sponsorship of such banquets by community service organizations is considered a legitimate activity and such sponsored banquets may be encouraged by the coach and athletic director.
4. Scholarships  
College athletic scholarships are available to particularly outstanding athletes. Coaches and the athletic director are encouraged to assist qualified student athletes in obtaining scholarships.

## **SPORTS OFFERED**

### **High School** **Grades 9-12**

Football (B)

Cross Country (B-G)

Swimming (B-G)

Basketball (B-G)

Wrestling (B)

Baseball (B)

Track (B-G)

Soccer (B-G)

Softball (G)

Tennis (B-G)

Golf (B-G)

Volleyball (G)

### **Middle School** **Grades 7-8**

Football (B)

Cross Country (B-G)

Basketball (B-G)

Wrestling (B)

Track (B-G)

Volleyball (G)

(B) = Boys      (G) = Girls



DIVISION THREE

\* \* \* \* \*

ROSEBURG HIGH  
SCHOOL (Indians)

\* \* \* \* \*

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## STUDENT BODY CARD

1. A student must be enrolled in and attending Roseburg High School in order to participate in the athletic program. This includes student managers and trainers. With approval of OSAA, students enrolled in private schools within the Roseburg School District may participate at RHS.
2. After registration, a student may not practice or compete unless they have proof of Associated Student Body membership.
3. Athletic equipment is not to be issued to any student who is not a member of the Associated Student Body.

## PHYSICAL EXAMINATIONS

1. OSAA physical examination and parent permit forms are available from the athletic office. These are the official forms which require the signatures of both the physician and parent or guardian.
2. Only one form needs be completed for a two year period for each school building.
3. Each athlete must take the form to the physician of his/her choice. The cost of the examination is the responsibility of the athlete.
4. All completed forms are to be returned to the athletic trainer's office for proper filing.
5. Athletes who fail to submit a completed examination form will be withheld from practice and competition until compliance is met.

## ELIGIBILITY OF ATHLETES

1. A student who becomes nineteen (19) before August 15th shall be ineligible for interscholastic competition. A student who becomes nineteen (19) on or after September 1 shall remain eligible for the entire school year.
2. From the standpoint of grades, a Roseburg High School athlete must have been in regular attendance in and doing passing work in at least five (5) full and regular subjects at the close of the preceding semester as well as the current semester. Summer school grades can be used for fall sport eligibility requirements.

In addition, the following standards must be met:

All RHS athletes must be ON TARGET towards graduation in order to be eligible to compete in inter-scholastic athletics. This means the athlete:

- Must have enough credits gained and opportunities left to pick up credits to total 24, the minimum required for graduation.
- Will be checked by the coaching staff, through progress reports, at least twice during each season to monitor the athlete's progress toward graduation.

- Must work out with his/her counselor what the athlete needs to do to stay on target.

Once it has been documented, at any time during the grading period that the athletes are not on target (dropped with an F), the athlete will be removed from the RHS Athletic Program. The athlete can return to the program when he/she is once again on target as part of the regular school day. Any questions or concerns should be brought to the attention of the counselor or the athletic department.

3. Following initial enrollment, a student may participate in the interscholastic program for four (4) consecutive years (eight semesters) or the equivalent after entering the ninth grade of a four-year high school or three (3) consecutive years (six semesters) after entering the tenth grade of a three-year high school.
4. A student who participates on any organized athletic team while also participating on a school team for that sport becomes ineligible for that sport for the remainder of its season. Individuals may, under certain conditions, participate on an "unattached" basis.
5. A student does not lose eligibility when the student moves with, (1) the student's parents, or (2) with a person who prior to their move was the student's legal guardian and lived with the student, or (3) as a result of being a ward of the court. This transfer can be either from:
  - Outside to within this state, or
  - Within one high school attendance area to another high school attendance area, or
  - Outside to within the school district of the student's new school.
6. A student does not lose eligibility when the student enters the beginning year of a four-year (9-12).
7. For other eligibility rules, see the OSAA Handbook on file in the athletic office.
8. Rule 8 – Individual Eligibility  
The purpose of Rule 8 is to preserve harmony among member schools and school districts by preventing not only actual proselytizing, professionalism and participation by other than regular students in good standing, but conduct or circumstances, which may give rise to the appearance thereof. Exceptions to the general rules herein will be narrowly construed to serve that purpose.

#### 8.1. Academic Eligibility

Rule: An eligible student must be enrolled full time and making satisfactory progress as defined in this rule.

Rationale: The objective of the academic eligibility rule is to complement member schools' curriculum programs in recognition of the fact that interscholastic activity programs are an extension of the classroom. Academic standards help ensure a balance between activities and academic performance, promote the objective of

graduation from high school, ensure that student participants are truly representing the academic mission of the institution, and allow the use of interscholastic participation as a motivator for academic excellence. It is in the interests of the member schools and the students participating in athletics and interscholastic activities that these objectives be promoted during the entire school year.

- 8.1.1. **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 courses offered by A high school, college, work experience or other school- Approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, a full time student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediate preceding transcribed grading period.

Number of Classes Offered	Min. Number Passed
4	3
5	4
6	5
7	5
8	5

EXCEPTION: The requirement for immediately preceding transcribed grading period credit is inapplicable to a student who has not previously enrolled in any high school offering the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades.

- 8.1.2. **Satisfactory Progress Toward Graduation.** In addition to the specific credit requirement identified in Rule 8.1.1., to be scholastically eligible, a student must be making satisfactory progress towards thw school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

**Min. Satisfactory Progress Requirements**

Credits to Graduate	24	25	26	27	28	29	30
Credits per Year	6	6	6.5	6.5	7	7	7.5
Req Prior to Year 2	4.0	4.0	4.5	4.5	4.5	5.0	5.0
Req Prior to Year 3	9.5	10.	10.5	10.5	11.0	11.5	12.0
Req Prior to Year 4	16.0	16.5	17.5	18.0	18.5	19.5	20.0

- 8.1.3. Home school Student Academic Eligibility

- (a) **Minimum Test Score.** A home school student who transfers to a public or private school may establish academic eligibility by achieving a minimum score on any adopted achievement tst pursuant to ORS 339.035.

The student shall achieve a minimum composite test score that places the student at or above the 23<sup>rd</sup> percentile based on national norms.

- (b) **Test Deadline.** The achievement test must be completed prior to August 15th each school year.
- (c) **Work Sample Alternative.** In the absence of achievement test results submitted by the deadline of August 15<sup>th</sup> each school year, a school district may adopt alternative requirements including but not limited to a requirement that a student submit a portfolio of work samples to a school district committee for review to determine whether a student is eligible to participate in interscholastic activities.

8.1.4. Hardship Exceptions to this rule. The Executive Director, in individual cases may, at his/her discretion and upon terms and conditions he/she may impose, waive or modify this rule when in his/her opinion there are circumstances beyond the control of both the student and the student's parents whereby enforcement of the rule would work an undue hardship upon the student.

Factors which may be considered by the Executive Director, include the following:

- (a) Forced absence due to illness or injury as certified in writing by a licensed physician, shall excuse regular attendance for the period of such forced absence, and where such forced absence entirely prevents completion of the semester, shall excuse completion of the required subjects.
- (b) Any student with an Individualized Educational Program (IEP) who, primarily because of the student's disability,
  - (1) did not pass the appropriate number of classes, per rule 8.1.1., in the immediately preceding transcribed grading period,
  - (2) is not currently enrolled in and passing the appropriate number of classes, per Rule 8.1.1., and/or
  - (3) has not been attending school regularly, may still be eligible to participate if the student's IEP team determines that the student is making adequate educational progress towards meeting the student's IEP goals and objectives.

A decision of the Executive Director may be appealed to the Executive Board. A decision of the Executive Board may be appealed to the State Superintendent of Public Instruction under OAR 581-021-0035.

### **INSURANCE**

1. Participants in the athletic program must have insurance coverage. RHS makes available information on purchasing health and accident coverage offered by United Healthcare Student Resources insurance. Students not so covered by the purchased school insurance must provide written proof to the coach of an alternate health and accident plan.
2. Bear in mind that such coverage is a limited-type coverage. It should be adequate except in unusual cases. The school district does not assume financial responsibility for bills in excess of what the insurance policy will pay.

### **EQUIPMENT**

1. Equipment spreadsheets should be filled out for each team to whom equipment is issued.
2. All coaches are to make certain that the information is complete and correct.
3. At the season's close, equipment should be checked in. Any irregularities should be noted. All losses must be indicated and turned into the RHS business office for billing.
4. A complete equipment inventory must be submitted by the head coach of each sport to the athletic director. This is to be completed within one month following the conclusion of the sport.

### **LOST OR STOLEN EQUIPMENT**

1. It is a goal to eliminate any stealing of equipment on the part of athletes. Stealing of athletic equipment destroys one of the basic principles of our program.
2. Whenever a coach sees athletic equipment being worn outside of the sport for which it was issued, he/she should either ask for the equipment from the student or leave a note with the proper information in the athletic director's mailbox.
3. Athletic equipment should not be worn except for practice and/or games with the exception of game jerseys on special occasions such as game day assemblies.
4. A list of athletes who failed to return equipment must be submitted to the athletic director within one week following the completion of the inventory. Students will be billed for missing equipment.

### **WORN OUT EQUIPMENT**

When athletic equipment becomes worthless or obsolete, it will be removed from inventory by bringing it to the attention of the athletic director. Disposition is the responsibility of the athletic director.

## **SELLING ATHLETIC EQUIPMENT**

Athletic equipment is not to be sold to participants or other students.

## **PURCHASING EQUIPMENT AND SUPPLIES**

1. Athletic department regulation requires that merchandise be purchased by the use of a purchase order.
2. All requests for purchases must be made to the athletic office. Upon request from the athletic office, the high school business manager will issue a purchase order which is to be sent or presented to the merchant for the articles to be purchased. The athletic office will secure the merchandise or give the purchase order to the coach, who then can deal directly with the merchant.
3. A duplicate of all purchase orders is kept in the athletic office. This serves as a basis for record of merchandise delivered, returned, shortages, credits, and sometimes a chain of other events before the bill is finally paid.
4. Purchase of athletic equipment without a purchase order is not considered a financial responsibility of the athletic department or the school district and can, in fact, be the responsibility of the purchaser.

## **STORAGE OF EQUIPMENT AND KEYS**

1. The general storage plan is to have an off-season storeroom for each sport. If your storeroom requires a padlock during the off-season, the head coach of that sport will be issued one for that particular room. Keys for each storage area will be held by the head coach for that particular sport. Duplicate keys will be kept in the athletic office and an emergency key will be kept in the principal's office.
2. Each coach is expected to return the storeroom key upon resignation of the coaching position.
3. Never loan your storeroom key. The duplication of keys is forbidden.

## **REGULATIONS REGARDING ATHLETIC TRIPS**

1. A student must ride to the contest in transportation provided by the school. Any exceptions MUST be cleared with the athletic director prior to the trip.
2. A student must return to Roseburg with the traveling party unless excused by the coach. A coach may grant permission to leave the traveling party only upon a verified written request of the parent or guardian. Athletes will not be allowed to return home with other students driving.
3. A coach must not accept a written note as a valid request without being certain that the note was written by the parent or guardian. A follow-up phone call is wise.



4. A coach should not accept a phone call as a valid request. Ask the parent to make the request in writing.
5. A coach must not permit a student to leave the traveling party to ride home with neighbors or friends of the family. Upon a verified written request from the player's parents, a student may be granted permission to ride home with relatives or another student's parents.
6. Head coaches shall explain the above policies to their squads.

**COACHES DUTIES AND REGULATIONS GOVERNING  
ROSEBURG HIGH SCHOOL ATHLETIC TRIPS**

1. Select the traveling squad as soon as possible. Give a list of the traveling squad to the school office at least two days before departure.
2. A list of the names of athletes making an athletic trip should be on file in the athletic office before departure.
3. Inform athletes early what the itinerary will be:
  - A. Where you are going.
  - B. Who you will be playing.
  - C. When you leave.
  - D. When you plan to return and arrive home.
  - E. Place of departure.
  - F. Details of packing equipment.
  - G. How to dress.
  - H. If they are to carry a lunch and which meals they may expect the athletic department to purchase.
  - I. Any other requests or information.
4. Coaches should assume the responsibility for the conduct of students on and off the bus.
5. When arriving home from a trip, and the hour is late, BE CERTAIN THAT EACH ATHLETE HAS A WAY HOME BEFORE YOU LEAVE. COACHES SHOULD BE THE LAST TO LEAVE THE CAMPUS.
6. Before releasing the bus, the coach must inspect the bus for litter and/or damages. A written report of any observed damages is to be submitted promptly to the athletic director.

**PLANNING FOR TRIPS**

1. Bus requests must be made to the athletic office at least two (2) days before the trip. Furnish the following information at that time:

- A. Total number in the traveling party (including coaches).
  - B. An itinerary, including places to eat, if planned.
- 2. Estimate the expenses for the trip. Request for travel money must be made at least two (2) days before the trip.
  - 3. Be sure that you secure an itemized statement of all bills paid with athletic department money.
  - 4. Upon return from a trip, deposit any unused money with the high school business office. A deposit slip will be issued. The deposit slip together with the itemized bills paid should then be placed in the mailbox of the athletic director. This should be done within 48 hours after returning.

### **TEAM TRAVEL**

- 1. The school district will furnish transportation for athletic teams. Remember, there is a transportation budget and your travel must be kept within the budgeted amount.
- 2. A coach is expected to travel to and from all athletic contests with the team on the bus.

### **MEALS**

- 1. Meals are rarely provided to trips to nearby schools.
- 2. Athletes should be made clearly aware of the policies and practices related to meals on trips.

### **SCHEDULES**

- 1. Scheduling of all athletic contests is the responsibility of the athletic director. Varsity schedules are worked out with the cooperation of the head coach.
- 2. Coaches are to keep the athletic director informed of any schedule change which may be proposed by personnel from other schools.

### **BUDGETS**

- 1. Each sport operates within a prepared budget. Coaches must stay within the limits of the budget.
- 2. Budgets are worked out with the cooperation of the head coach, the athletic director, and the principal. Remember that each budget must be carefully prepared, and reviewed before being presented to the budget committee.
- 3. Coaches will be given worksheets for working out budget requests. This usually occurs in November or December.

4. The status of budget expenditures can be obtained by checking with the athletic office secretary.

### **USE OF GYM, TRACK, AND FOOTBALL FACILITIES**

Scheduling the use of the gymnasium, track, or Finlay Field is a responsibility of the principal through the athletic director. Coaches are not to promise the use of the facilities to outside groups. Refer requests either to the athletic office or to the principal's office.

### **PUBLICITY**

1. The head coach of each team is responsible for the publicity for that squad.
2. Only schedules, rosters, etc., will be released from the athletic office.
3. Coaches are urged and expected to be cooperative with all radio, television and press personnel. It is important that we have good rapport with these people.
4. All scores should be reported following a contest, or as soon as possible thereafter, to local news media.

### **TRAINING RULES**

1. Generally, each coach is responsible for the training and conditioning of the members of their squad.
2. Smoking, drinking, use of illegal drugs, and the violation of civil laws by our athletes during the sport season are violations of our athletic code of conduct. Violators are expected to be dealt with in a fair but firm manner by the coach in charge.
3. All athletes must sign a Roseburg High School "Code of Conduct." The parents or legal guardian must also sign the code. These papers must be signed and given to the coach in charge before the student is to practice or participate in a contest.

### **ROSEBURG INDIAN BOOSTER CLUB**

1. Our local booster club is known as the "Roseburg Indian Booster Club." It meets nearly each Friday noon at a predetermined location. It is hoped that each coach will be able to make these meetings at least twice during the year...usually during their season. The club also meets at other announced times.
2. The Roseburg Indian Booster Club represents all facets of the educational program at Roseburg High School.

### **OFF-SEASON TRAINING PROGRAM**

1. Recognizing the successful athletes and successful teams are not developed only during the regular season, we encourage out-of-season programs within

OSAA guidelines provided that each student athlete is guaranteed complete freedom of choice.

2. Coaches must emphasize that the athlete with any ability or inclination to do so, should turn out for the sport in season. Also, knowing that an off-season training program is planned must not keep an athlete from turning out for the current sport. The current sport must always remain the primary concern for the Roseburg High School coaching staff. Our aim is to make all Roseburg High School teams successful by getting all possible athletes to participate.
3. There shall be no athlete using school facilities or coaches working with athletes in an off-season program during the following dates:
  - A. Prior to the second football game.
  - B. From November 1 to December 1.
  - C. From March 1 to April 1.

These dates are considered "black-out" dates during which an all-out emphasis is placed on getting the inseason sports started. (Any exception to the above must be worked out by the in-season coach and the athletic director.)

4. If a coach so desires, an off-season program may be run during the following times:
  - A. After the second football game.
  - B. From December 1 to March 1.
  - C. From April 1 until the end of school.

If a coach chooses to run an off-season program, constant supervision must be provided for the athletes. The coach shall, in no instance, advise an athlete to not go out for a sport so that he/she may work in the offseason program. Violation of this provision shall be considered a major breach of athletic regulations and coaching ethics.

### **ATHLETIC PRACTICES**

1. Practice sessions will be scheduled by head coaches of each sport per OSAA guidelines. Practice is defined as the time allotted to organize instruction. In certain sports, with regulation to team sizes, teams will have to reduce numbers to reach these requirements. The "tryout" process usually will be done the first 2 or 3 days of practice. It is imperative that athletes make these practices or risk not making teams.
2. The scheduling of facilities should provide for practice sessions to end no later than 9: 15 PM. Coaches must make every effort to keep athletes and their parents informed of practice and game schedules.
3. Sunday meetings may be held, but consideration should be given to church and family activities. Sunday meetings should be on a voluntary basis and not mandatory. Meetings are defined as viewing films and classroom activities.

4. By committing to be a participant on an athletic team, all athletes are expected to attend all practices. In some instances, practices will be held during holidays or vacations. Absences during these times may affect playing time.

### **EVALUATIONS**

1. The athletic director will complete the evaluation form used for the Roseburg Public Schools to determine the performance of each head coach. This is to be completed near the conclusion of the sport season and reviewed by the coach.
2. The assistant coach's evaluation is to be completed by the head coach of that sport and reviewed by the athletic director. The evaluation will then be reviewed by the assistant coach with the head coach face to face.
3. The coach will receive a copy of the evaluation for their own records. A second copy of the evaluation will remain on file in the athletic office. A third copy of the evaluation will be placed on file in the personnel office of the school district.
4. The performance of each coach shall be determined to be either excellent, satisfactory or unsatisfactory.
5. The coach's evaluation form appears as Appendix "A" to this handbook.