

Athletic Handbook

Rose Hill Middle School

Purpose of this Handbook

The purpose of this handbook is to communicate guidelines, policies, goals, expectations and important dates for the upcoming school year. The goal is to make the transition into middle school athletics as smooth as possible. Please feel free to contact the Athletic Director at 425-936-2460 if you have any questions.

Philosophy

We believe our mission is to teach students about the importance of proper preparation, hard work, commitment and good sportsmanship. This is accomplished through structured practices with attention to details. We believe involvement in middle school athletics should be fun and rewarding for the student athlete.

Dates of Sports Seasons

Middle school sports model has three interscholastic season with participation against other schools in the district and one set of intramural sessions, participating only with the RHMS student body. Season 1 sports begin the second week of school. Students must be medically cleared to participate **prior to the first day of tryouts or practice of their sport** to be eligible to turn out for the sport of their choice.

Participation Philosophy

Interscholastic sports will be a competitive environment designed for athletes typically having an established skill set and familiarity with a sport. Interscholastic sports (with one exception each season) will follow a tryout model where a limited number of athletes will qualify for a Varsity or JV team.

Intramural sports will be designed for skill building and connecting with peers. Intramural sports follow the NO CUT model and can have unlimited participants. This is a great way to get involved in a positive way with middle school athletics without the risk of being “cut” or excluded!

Clearance Procedures

The following procedures must be done by the deadline date of the specific sports season:

Sports Physical

Each participant must have a sports physical completed by an authorized healthcare professional on file, uploaded into our online Athletics platform [Final Forms](#). **General child well-check appointments do not fulfill this requirement.** The physical is good for two calendar years from the date of the original examination and must be valid through the entire season of the sport in which the student is participating. Students are ineligible and not permitted to participate in **Interscholastic Sports** without this completed [Medical Clearance Form](#) on file. **This form is recommended but not required for Intramural Sports.*

Insurance Verification

Medical coverage is also required for a student to be eligible for RHMS athletics. If a family needs to purchase insurance from the school, it is available for a minimal cost.

ASB Card

A Rose Hill Middle School ASB card is required for sports participation. This can be purchased in the school office with Krissy Love or online through Parent Access.

Emergency Contact

Is it also required that emergency contact information be entered into [Final Forms](#), providing the school with information in case of a medical emergency. In the event of a medical emergency, every effort will be made to contact the parent(s)/guardian(s) listed as soon as possible.

Selection Process

[Middle School Athletics](#) has moved to a tryout/non-tryout model to better address the needs of our athletes while understanding the challenges of transportation and availability of facilities.

Interscholastic sports will be a competitive environment designed for athletes typically having an established skill set and familiarity with a sport. Interscholastic sports (with one exception each season) will follow a tryout model where a limited number of athletes will qualify for a Varsity or JV team.

Tryout sports will hold open tryouts during the first week of their respective season. Students that are not selected for a roster spot will have the opportunity to join the non-tryout sport offered during that particular season. During tryouts, coaches look at individual skill, teamwork, conditioning, effort and attitude, as well as positional fit for the team needs.

Practices

Practices are held after school on Monday, Tuesday, Thursday, and Friday. Some coaches offer optional morning practices on Wednesdays. Students will not practice on weekends, during school vacations or holidays. Practice will also be cancelled anytime school is cancelled for any reason, such as snow or power outage. It is expected that students will be in attendance at practice each and every day. If a student has an academic commitment with a RHMS teacher, they may do so, but are expected to bring a note from the teacher and let the coach know in advance if possible. Transportation home after each practice is the responsibility of the student. No district transportation is available.

Games/Matches/Meets

All contests are scheduled during weekdays and usually start at 3:30 pm. Some sports have two contests per week, while others may have only one per week. There are no practices or contests on weekends at the middle school level, with the exception of the district championship wrestling meet that is usually held on the last Saturday of the season. While all students will play in the contests, playing time may be determined by district policy, coaching staff, and student performance.

Equipment and Uniform Care

Equipment and uniforms issued to the student are the responsibility of that student. If a student loses the equipment or uniform or does not turn it in at the end of season, the replacement cost will be billed to the student. Students will not be able to participate in a subsequent sports season until the outstanding fine has been paid. It is our goal to collect all uniforms and equipment within one week of the season's end, so that they can be inventoried and replacements can be ordered as necessary.

Dropping off Gear and Equipment

It is our policy to store all equipment and clothing that is dropped off during the school day in the office. Students can come by at the end of the day and pick up such items. We will not disrupt class time to make deliveries.

Sports Lockers

Lockers are available for athletes during their season of participation. Students are **strongly** encouraged to lock up all personal items during practices and games. RHMS cannot be responsible for items that are stolen from the locker room when they are not locked up. Students should see the Athletic Director or fitness teacher to obtain a locker.

Transportation

The district provides buses to away contests, but does not provide return transportation after the away contest. On contest days, students need to arrange for a ride home immediately following the conclusion of the event. Typically, this is between 5:00 and 5:30pm. Athletes are required to travel to and from each away contest with the entire team. Written parent request is required in order for a student to be excused from riding the team bus; communication is crucial to ensure all students are accounted for when bussing to away contests.

Communication

The area of communication is critical to running a smooth program. Coaches will make every effort to keep students and parents informed about practices, game times and dates, usually in the form of a calendar. In the case of poor weather, we try to make the decision by 1:00 pm, however this is not always possible due to changing weather conditions. In the case of rain, a contest may be cancelled, but practice may still occur.

If students have concerns about their role, position or status on the team, it is important that they initiate conversation with the coaching staff. **This is a great time during the maturation and developmental process for the student, rather than the parent, to initiate this type of discussion.** If a parent has further concerns, they may contact the Athletic Director for clarification. Please give your student a chance to work through these conversations first.

Role of Parents

- Model good sportsmanship at all times
- Support and encourage ALL team members
- Focus on the goals of the team
- Refrain from instructing or distracting the players during practices or games
- Absolutely **NO** negative comments directed at referees or officials

Sports Participation Fees

Fees are collected on a per sport basis. Fees for non-tryout sports must be paid by the end of the first week of the season. Fees for tryout sports must be paid immediately **after** tryouts have concluded, once a student has been awarded a roster spot, and no later than the end of the second week of the season. Fees can be paid in the main office or [online](#) and will be noted and approved by the RHMS athletic secretary, Krissy Love.

Parents of a student who are unable to afford the fee are encouraged to complete a **Fee Waiver Request**. Funds are limited and approval must be granted prior to becoming eligible to compete in a sport. Please note that parent consent to provide eligibility status must be checked on the application to waive fees. More [information about the sports fee waiver request process is available here](#).

The following participation fees are the same for each school in our district:
\$125.00 per interscholastic sport and \$35.00 per intramural activity.

Refunds

Refunds must be requested prior to the end of the sports season and will be provided if:

- Student is cut from the team by the coach 100% Refund
- Student quits due to illness or injury **prior** to the first contest 100% Refund
- Student quits due to family move **prior** to the first contest 100% Refund

Equipment: What do students provide and what does RHMS provide?

Season 1

- **Boys Basketball (grades 6-8):** Students must provide basketball shoes and practice clothes. The school will provide a game uniform top and shorts.
- **Girls Basketball (grades 6-8):** Students must provide basketball shoes and practice clothes. The school will provide a game uniform top and shorts.
- **Boys Soccer (grades 6-8):** Students must provide proper soccer cleats/turf shoes, shin guards, soccer socks, and practice clothes. The school will provide a game uniform top and shorts.
- **Boys and Girls Cross Country (grades 6-8):** Students must provide tennis shoes suitable for running and practice clothes. The school will provide a tank top uniform for meets.
- **Girls Tennis (grades 6-8):** Students must provide practice clothes, appropriate court shoes and shorts. The school will provide a uniform top for matches, a tennis racket, and balls. They may use their own racket, if desired.

Intramural Activities

- **Boys and Girls (grades 6-8):** Students must provide tennis shoes (croc's are NOT permitted) that are appropriate for the gym floor and practice clothes. The school will provide all necessary equipment for each specific activity.

Season 2

- **Girls Badminton (grades 6-8):** Students must provide tennis shoes that are appropriate for the gym floor and practice clothes. The school will provide a uniform top, racket, and birdies. Students may use their own racket, if desired.
- **Boys Badminton (grades 6-8):** Students must provide tennis shoes that are appropriate for the gym floor and practice clothes. The school will provide a uniform top, racket, and birdies. Students may use their own racket, if desired.
- **Boys and Girls Wrestling (grades 6-8):** Students must provide a mouth guard, wrestling shoes, and practice clothes. The school will provide a uniform top and headgear. Students may use their own headgear, if desired.

Season 3

- **Girls Volleyball (grades 6-8):** Students must provide tennis shoes appropriate for the gym floor or volleyball shoes and practice clothes. The school will provide a game uniform top. Students must provide their own knee pads or elbow pads, if desired.
- **Girls Soccer (grades 6-8):** Students must provide proper soccer cleats/turf shoes, shin guards, soccer socks, and practice clothes. The school will provide a game uniform top and shorts.
- **Boys Tennis (grades 6-8):** Students must provide practice clothes, appropriate court shoes and shorts. The school will provide tennis shirts for matches, a tennis racket, and balls. They may use their own racket, if desired.
- **Boys and Girls Track & Field (grades 6-8):** Students must provide practice clothes, shorts, and running shoes and/or track spikes (as applicable to their event). The school will provide a tank top uniform for meets.

It is highly recommended that students bring a personal water bottle for all practices and games, matches, or meets for any athletic event in any season.

Lake Washington School District Middle School Athletic Policy

Interscholastic athletics in the Lake Washington School district are intended to provide opportunities for students to participate in structured and supervised programs that promote good sportsmanship and fair play in a competitive environment.

The primary purpose of our secondary schools is to academically prepare students for graduation so they become productive community members. However, Lake Washington School District (LWSD) is aware of the important role interscholastic athletics play in the development of students. Therefore, scholastic incentives have been established and are enforced for the educational and personal welfare of students who participate in athletics.

1. The athletic program of the Lake Washington School District Middle School Conference, though not regulated by, subscribes to the guidelines of the Washington Interscholastic Activities Association. A copy of the WIAA constitution, rules and regulations is maintained by each school.
2. Eligibility requirements, that each student must meet prior to receiving equipment and participating in a practice are as follows:
 - A physical examination with a doctor's signature and current date on a school provided physical form. The physical portion of the form is good for two years from the date of the examination and must cover the entire length of the sports season the student is participating in.
 - Proof of medical insurance coverage or purchase of school insurance. Required yearly.
 - A medical emergency authorization form signed by a parent or guardian, together with an emergency contact number, in the event a parent/guardian cannot be reached. Required yearly.
 - Membership in the Associated Student Body (ASB) of Rose Hill Middle School. The ASB card may be purchased at the school and is valid for the current school year. Required yearly.
 - LWSD Athletic/Activities Drug, Alcohol, Tobacco and Hazing Code signed by both the student and parent/guardian. Required yearly.
 - LWSD Concussion Information Sheet (Lystedt Law) signed by both the student and parent/guardian. Required yearly.
 - No outstanding fees or fines.
 - Athletic eligibility policy signed by both the student and parent/guardian. Required yearly.
 - Inherent Risk form signed by both the student and parent/guardian. Required yearly **for each sport played.**

3. Attendance at practice sessions, meetings and games is required unless absent from school, excused by a coach, or detained by another instructor. In the event of a medical or dental appointment, one-half day of school attendance is mandatory. Coaches will establish individual sport policies regarding tardiness and unexcused absences from practice. If a student is suspended from school (in-house or out-of-school suspension), that student is not eligible to participate in extra-curricular activities that day.
4. After a second unexcused absence from practice, an athlete may be dropped from the team.
5. Student athletes are expected to participate fully in all regular school activities and classes each day, including physical education activities, in order to participate in an extra-curricular activity.
6. Student athletes are expected to demonstrate citizenship and conduct that is beyond criticism at all times. Student athletes violating school behavior expectations can expect school discipline and athletic discipline up to and including temporary and permanent suspension from the team.
7. In the event a student athlete is injured during a practice or contest, the supervising coach must be notified immediately in order to obtain proper care and prevent further injury.
8. Student athletes receiving school issued equipment are responsible for that equipment and, in the event of loss or damage, will be required to pay the replacement charge. Participation in subsequent sports will not be allowed until the outstanding fine has been paid.
9. In most cases, transportation is provided by the school district to athletic events. Athletes are required to travel to and from each contest with the entire team unless excused by the coach. Written parent request is required in order for the coach to release a student from riding the team bus. Students returned to the school by parent transportation cannot expect access to the locker room until the coach returns from the game site.
10. Student athletes represent their school and are expected to be good ambassadors and display good sportsmanship at all times, including on buses. Students failing to conduct themselves accordingly are subject to discipline up to and including suspension from the team.

11. Academic eligibility standards, as outlined in WIAA Rule 18.7.0, **requires student athletes to maintain a passing grade in at least 5 classes in a 6-period class schedule.** Students not meeting academic eligibility or whose academic performance falls below the stated standard during a season may be placed on academic probation. A grade check will occur following the third week of each season with a 5-day probation period for athletes not meeting academic eligibility requirements.
- Incomplete work (I) grades have not yet met course requirements for credit. If an “incomplete” is awarded, a plan for course completion should be developed and followed. The student-athlete will not be considered to have passed the class until a credit earning grade is recorded.
 - No Credit (N) grades have not met the minimum requirement for credit.
 - Schools will monitor a student’s continued academic eligibility with periodic grade checks. Students deemed to be ineligible will be allowed to practice but not to participate in contests until eligibility status is restored.

Additionally, to be eligible for participation in any LWSD athletic program, a student must pay all fines, return all equipment/uniforms from previous sports and complete the following:

Purchase an ASB card

All athletes must purchase an ASB card from the school at which they are participating in a sport, prior to the season start. Families that qualify for Free and Reduced meals, may be eligible for a free ASB Card and to have sports participation fees waived. [Learn more here.](#) (Please note that parent consent to provide eligibility is required to waive fees).

Pay the participation fee

Fees are collected on a per sport basis. Fees must be paid at the time of turnout or per the school’s pay-to-play schedule and will be noted and approved by the school athletic secretary. [Pay participation fees online.](#) **See above re: waivers for participation fees.*

Register through Final Forms

Registration for athletics is done through [Final Forms](#), our online athletics platform. There is no more paper registration. Your information is saved in the student’s Final Forms profile from season-to-season and year-to-year, making the registration process quick and easy.

Final Forms instructions

You will need the following information to allow for accurate completion of your registration:

- Basic Medical History & Health Information
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- Hospital Preference

Creating an account

Final Forms sends an email to parents and students with steps to create a Final Forms account. Emails are only sent if the student is in grades 6-12. The student must be enrolled in Lake Washington School District before an account creation email is sent. If you need assistance creating your account, please contact [Final Forms technical support](#).

Registering a student

1. Visit [Final Forms](#)
2. Click **LOGIN** under the Parent icon.
3. Click **INCOMPLETE FORMS**.
4. Select the sport for which you would like to register. Your selection can be changed at any time prior to the registration deadline.
5. Complete each form and sign your full name in the Parent Signature field at the bottom of the page. After signing a form, click **SUBMIT FORM** and move on to the next form.
6. You will see a **"Forms Finished"** message when all forms are complete.
7. If required, an email will automatically be sent to your student, prompting them to complete the forms requiring their signature.
8. Click **MY STUDENTS** when you are done. Repeat steps 3 - 6 for additional students.
9. If you need to update your information, click the **UPDATE FORMS** button.