EACH SCHOLAR: A VOICE. A DREAM. A **BRIGHT** FUTURE.

2026-27 ATHLETIC HANDBOOK

FEDERAL WAY PUBLIC SCHOOLS | FWPS.ORG

MISSION

In an environment of high expectations, high support, and no excuses, the staff of Federal Way Public Schools will continually learn, lead, utilize data and collaborate to ensure our scholars have a voice, a dream and a bright future.

BELIEF

- We believe that EVERY scholar can learn at the highest level.
- We believe that race, socioeconomics, language, cultural background, and other exceptionalities should not be predictors of student achievement.
- We believe that our scholars must have a voice, see themselves in their schooling, and be connected to the adults that teach them.
- We believe that what we do in the classroom every day has the greatest impact on student learning.
- We believe that we must continually learn and grow in our practice if we are to meet the needs of all scholars.
- We believe that we must intentionally collaborate and use data as a guide to improve our practice.
- We believe that our families are critical partners in each child's learning.

FEDERAL WAY
PUBLIC SCHOOLS

Welcome

to the 2026–2027 school year!

At Federal Way Public Schools, we are committed to the success of every scholar academically, socially, and physically. Our activities and athletics programs build on this commitment by providing diverse and inclusive opportunities that enrich the educational experience. These programs emphasize sportsmanship, teamwork, and respect for teammates, opponents, officials, and fans. They also reflect our belief that scholars are students first and athletes second, aligning with our Strategic Plan Goal 2 to ensure all scholars become thriving, confident, and responsible individuals.

This handbook includes important information and expectations about scholar behavior, policies, and the rights and responsibilities of scholars and their families. If you have any questions, please contact John Yellam, our Director of Equity and Athletics.

Thank you for partnering with us to support our scholars in their activities and athletics. Have a great school year.

Dr. Dani Pfeiffer
Superintendent
Federal Way Public Schools

STRATEGIC PLAN

2 *Whole Child:*
THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.

STUDENT LEARNING

✱ *High priority measures - priority emphasis during the implementation phase*

goals	measures of progress	equity means

1 *The Early Years:* BUILDING THE FOUNDATION

Every student scholar will enter kindergarten ready to learn with the social-emotional skills that will propel each student to meet or exceed grade level standards in English Language Arts (ELA) and Mathematics by the end of 3rd grade.

By 2024 80% of 3rd grade scholars will be meeting or exceeding grade-level standards in ELA.

- Percent of scholars enrolled in high-quality preschool programs
- Percent of scholars meeting state PreK standards in literacy and math
- ✱ **Percent of scholars ready for kindergarten, as measured by WAKIDS assessments**
- Percent of scholars meeting Social Emotional Learning (SEL) standards for the early learning years
- ✱ **Percent of scholars meeting or exceeding grade-level standards in English Language Arts (ELA) and Mathematics by the end of 3rd grade**

Each scholar acquires the academic and social-emotional skills to be successful beyond 3rd grade.

2 *Whole Child:* THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.

By 2024 there will be no disproportionality evident in discipline data.

By 2024, 100% of scholars feel their school is safe and welcoming as measured by perception survey.

- ✱ **Percent of scholars participating in at least 90% of classroom instructional time**
- ✱ **Percent of scholars and families participating in student-led conferences**
- Percent of scholars meeting expectations on non-academic behaviors on standards-based report card
- ✱ **Percent of scholars who feel their school is safe and welcoming as measured by a perception survey**
- Percent of scholars who complete 24 hours of community service before graduation

Each scholar knows, understands, and embraces his/her own and others' cultural backgrounds and learning needs, in order to advocate for self and others.

3 *Active Learners:* ENGAGED, EMPOWERED CRITICAL THINKERS

Every student scholar will be empowered with ownership of their education and be fully engaged in becoming critical and creative thinkers.

By 2024, 100% of scholars are engaged and challenged as measured by perception survey.

- Percent of scholars engaged in at least one extracurricular activity
- Percent of scholars who successfully prepare and present capstone projects at the end of transition years
- ✱ **Percent of scholars that are engaged and challenged as measured by a perception survey**
- ✱ **Number of staff proficient or distinguished in student engagement practices, as measured by the Center for Educational Leadership's 5 Dimensions of Teaching and Learning™ (CEL's 5D) and the Association of Washington School Principals (AWSP) leadership framework**

Each scholar is actively engaged in critical and creative thinking, goal-setting and demonstration of cultural competence.

STUDENT LEARNING

✱ *High priority measures - priority emphasis during the implementation phase*

goals	*measures of progress*	*equity means*

4 *Content-Area Competence:* MASTERY OF ALL SUBJECTS

Every student scholar will receive equitable opportunity for success, and will meet or exceed standards of performance in all subjects by the end of each grade.

By 2024, 80% of 8th grade scholars will be meeting or exceeding grade-level standards in ELA.

- ✱ **Percent of scholars meeting grade-level standards in core subjects, as measured by state assessments**
- ✱ **Percent of scholars demonstrating proficiency in a standards-based grading system (in each subject)**
- Percent of scholars enrolled in and completing Algebra by 8th grade with a 3.0 grade point average
- ✱ **Percent of scholars participating in advanced coursework and earning a passing grade**
- Percent of scholars who are biliterate
- Percent of scholars meeting standard on benchmark assessments

Each scholar develops cultural confidence as a learner and rigorously applies his/her knowledge and skills to new and different experiences.

5 *Persistence To Graduation:* HIGH SCHOOL GRADUATION THROUGH SUCCESSFUL TRANSITIONS

Every student scholar will successfully navigate the critical transitions in their schooling, and will graduate from high school ready for college, career, and post-secondary experiences.

By 2024, 95% of the senior class will graduate on time.

- Transition rates from Pre-Kindergarten to Elementary school, to Middle school, to High school, and to Post- secondary experiences
- ✱ **Percent of 9th grade scholars on track for on-time graduation**
- Increase in scholar scores on college entrance tests (ACT, PSAT, SAT) and ASVAB
- Percent of scholars who have STEAM (Science, Technology, Engineering, Arts & Mathematics) experiences
- ✱ **Percent of seniors with a Career Plan letter outlining at least one of these: college acceptance, military, trade/technical training, industry certification/apprenticeship**
- ✱ **Percent of scholars who complete applications for College Bound scholarships, FAFSA and WASFA**
- ✱ **Increase in high school graduation and decrease in dropout rates**
- Percent of graduating scholars who persist two or more years in college and acquire a college or post-secondary degree
- ✱ **Percent of scholars enrolled in academically rigorous course work as measured by the Academic Rigor Index**

Each scholar – starting early and with proactive support – creates/uses a flexible, individualized transition plan as a tool to promote accelerated academic performance, steady progress towards graduation, and career awareness and explorations.

FEDERAL WAY
PUBLIC SCHOOLS

2026–27

ATHLETIC HANDBOOK

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The information contained in this handbook was current at the time of printing. Federal, state and local laws may influence updates to district policies and procedures, and the most current version of the handbook can be found on the fwps.org website. All policy and procedures can be found at Federal Way Public Schools **www.fwps.org/about-us/administrative-policies-procedures**

Federal Way Public Schools Nondiscrimination Statement
Federal Way Public Schools does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability. The District provides equal access to the Boy Scouts of America and other designated youth groups.

If you have questions or complaints regarding alleged discrimination please contact the district office at 33330 8th Avenue South, Federal Way, WA 98003 and ask for one of the following coordinators listed below.

Civil Rights Compliance Coordinator
compliance@fwps.org | 253-945-2000

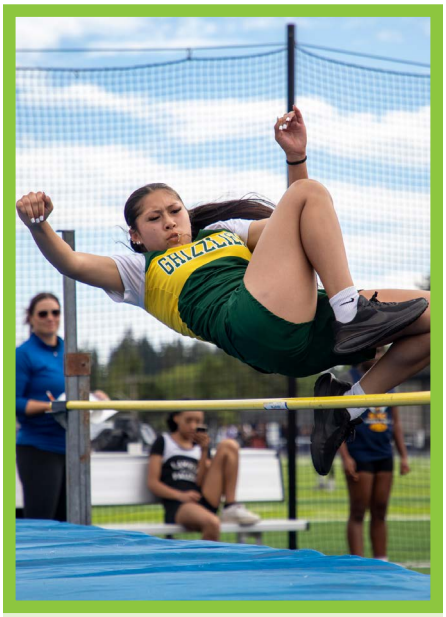
Title IX Coordinator
titleix@fwps.org | 253-945-2000

504/ADA Compliance Coordinator
Executive Director of Student Support Services
504@fwps.org | 253-945-2000

STRATEGIC PLAN

2 *Whole Child:*
THRIVING, CONFIDENT, RESPONSIBLE INDIVIDUALS

Every student scholar will be empowered and prepared to develop personal responsibility in order to be positive, productive members of society.



Federal Way Public Schools is committed to sportsmanship in it's highest form. We will continue to have a student centered focus at all athletic events.

North Puget Sound League (NPSL)

3A

- Auburn Mountainview
- Decatur
- Enumclaw
- Federal Way
- Kent Meridian
- Kentlake
- Thomas Jefferson
- Todd Beamer
- White River

4A

- Auburn
- Auburn Riverside
- Kennedy Catholic
- Kentridge
- Kentwood
- Mount Rainier
- Stadium
- Tahoma

NPSL Sportsmanship Code

The NPSL emphasizes sportsmanship through its sportsmanship code:

Show pride, class, spirit and respect. Display modesty in victory and graciousness in defeat. Please enjoy the game and promote good sportsmanship. In the North Puget Sound League, everyone is a winner.

NPSLathletics.org

- Game schedules
- Playoff information
- Season standings
- NPSL handbook
- Directions to game sites
- Contact information

Activities and Athletics

Federal Way Public Schools believes activities and athletics are important choices to be offered in a comprehensive and challenging educational experience for all scholars. The goals of the activities and athletic programs are to teach sportsmanship, teamwork, and respect for fellow competitors, officials, opposing team members, and opposing team fans. **Policy 2151** and **Procedure 2151P**

To this end, the district holds the following beliefs:

1. Participation to any activity and/or athletic program is contingent upon the scholar's achievement of required academic standards and regular attendance in all classes.
2. Scholars participating in any activity and/or athletic program will be focused on learning and improvement, both as an individual and as a member of a team or group.
3. Activity advisors and coaches will teach, practice, and model respect, responsibility, and integrity. Scholar participants will demonstrate these qualities.
4. Activity advisors and coaches will include families as partners in the education and development of their scholars.
5. The purpose and goals of all activity and/or athletic programs will be clearly defined and articulated to scholars and parent/guardian(s).
6. All Washington Interscholastic Activities Association (WIAA) and North Puget Sound League (NPSL) athletic requirements and standards are in place to assist scholar athletes with player safety and eligibility. **Please request an Athletic Handbook from your school's athletic director.**

In order to represent our community, school, and themselves in interscholastic competition or performance, scholars are responsible, concerned about their health, and refrain from using drugs, alcohol, and/or any tobacco products (including e-cigarettes and vaping).

Harassment, Intimidation and Bullying (HIB)

Reporting

Students who experience harassment, intimidation, or bullying should report what has happened immediately to an adult in the school, or to their parent/guardian who can then report the matter to site administration.

Reporting will initiate an investigation and parent/guardian will be informed of the outcomes of the investigation. The school will work with the parent/guardian to decide next steps to help address the issues. If the scholar/parent/guardian disagrees with the findings of the investigation, the scholar/parent/guardian can appeal the decision. Contact the Office of Equity, Scholar, and Family Success at 253-945-2000 to appeal. Information offered in various languages at **www.fwps.org/hib.**

Discriminatory Harassment

District Policy and Procedure 3207/P on Harassment, Intimidation, and Bullying operates in concurrence with other District policies, including but not limited Policy and Procedure 3210/P on Nondiscrimination. If scholars or parents/guardians believe that discriminatory harassment has occurred, they are encouraged to report that harassment to site administration who can assist them in making a complaint about the harassment following the applicable board policy and procedure.

For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

https://www.fwps.org/fs/resource-manager/view/92b22f74-6a19-4a8c-b37b-51291b850c06

https://www.fwps.org/fs/resource-manager/view/ee1b41d7-9d09-4aa0-8827-4549d0dcac66

https://www.fwps.org/fs/resource-manager/view/e4f8fe78-f05d-4777-be33-8c8c1a98b768

Sexual Harassment

The district is committed to a positive and productive education free from discrimination, including sexual harassment. Sexual harassment is unwelcome behavior or communication that is sexual in nature and (1) leads the scholar to believe he/she must submit to the unwelcomed sexual conduct or communication to gain something in return—for example, a grade or a place on a sports team, **or** (2) the conduct substantially interferes with a scholar's educational performance or creates a hostile environment. Any scholar or school employee can be the target of sexual harassment, regardless of sex, sexual orientation, gender identity, or gender expression. The district prohibits sexual harassment of scholars by other scholars, employees or third parties involved in school district activities such as academic settings, educational extracurricular, athletic, and other programs or activities of the school, whether the program or activity is in a school facility, on school transportation or at a class or training held elsewhere.

Examples of sexual harassment could include:

- Pressuring a person for sexual favors.
- Unwelcome touching of a sexual nature.
- Distributing sexually explicit texts, emails, or pictures.
- Physical violence, including rape and sexual assault.

A complaint of sexual harassment should be reported immediately to the Federal Way Public Schools Title IX Compliance Coordinator at 253-945-2000 or email titleix@fwps.org

Policy 3205 and Procedure 3205P
Policy 3207 and Procedure 3207P

Federal Way Public Schools is committed to a safe and civil educational environment for all scholars, employees, parents/guardians, family members, volunteers, patrons, and guests, free from harassment, intimidation, or bullying.

RCW 28A.300.285 *defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:*

- Physically harms a scholar or damages the scholar's property.
- Has the effect of substantially interfering with a scholar's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

In Federal Way Public Schools, we are committed in guaranteeing that each scholar knows, understands, and embraces his/her own and others' cultural backgrounds and learning needs, in order to advocate for self and others.

Athletic Code

Alcohol, Anabolic Steroids, Illegal Drugs, Tobacco Products (including e-cigarettes), and Misuse of Prescription and Over-the-Counter Drugs

At all times during the athletic/activity season, scholars are to abstain from illegally using, possessing, selling, distributing or being under the influence of alcohol, anabolic steroids, illegal drugs, or tobacco products (including e-cigarettes), or misusing prescription or over-the-counter drugs.

Unsportsmanlike Conduct

All athletes will conduct themselves in a manner that is consistent with the FWPS sportsmanship plan. Our coaches and athletes will compete within the rules of the game. They will conduct themselves in a way that promotes our programs positively on and off the field of play. Athletes who display unsportsmanlike conduct will receive consequences as listed in the FWPS sportsmanship plan.

Attendance at School

An athlete must attend ALL scheduled classes on the day of a practice or competition. This would include those attending school on a modified schedule, remotely, or in-person. Student athletes are expected to show up in the classroom, at practice, and for their team. Penalty: If an athlete receives an unexcused absence for any portion of the day, the athlete shall be ineligible to participate in the contest or practice on that day. If excused, the athlete may participate if he/she was in attendance for one half day or more.

Absence from Practice

An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. The penalty for unexcused absence may include ineligibility to participate in the next contest.

Violation of Law on School Grounds

When a student is found guilty of an illegal act committed while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation.

Repeated Offense

If a student repeatedly violates one of the above rules, he/she may be removed from the team for the remainder of the sports season.

All student participants must meet the eligibility requirements of the Washington Interscholastic Activities Association (WIAA), with the exception that the academic eligibility requirements listed below shall substitute for the WIAA academic requirements.

All scheduled practices, competitions, meetings, and performances are considered mandatory, even on non-school days. If a student needs to miss something, they must communicate with their coach ahead of time. Unverified or undocumented absences will be addressed at the coaches' discretion and could include removal from the team or suspension from contests. In the event of disciplinary action, parents/guardians will be contacted.

A copy of the WIAA eligibility requirements shall be provided to each student who participates or turns out for a sport or activity prior to any practices.

In addition to this Athletic code, all the rules of the District will apply where appropriate.

In addition to any other corrective action or discipline described in the Federal Way School District Student Rights and Responsibilities Handbook, students who violate rules regarding the use of alcohol, anabolic steroids, drugs or tobacco (including e-cigarettes) will be subject to the following sanctions:

Violations and Penalties: Alcohol, Anabolic Steroids and Illegal Drugs

Parent/guardian must be involved in these processes and law enforcement authorities will be contacted:

1. **(First Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** Sale or delivery in school, on adjacent property or at school functions will result with the expulsion of the scholar from the school district and be immediately ineligible for interscholastic competition for the duration of the expulsion.
2. **Possession or use:** The scholar will be immediately ineligible for interscholastic competition for a term of forty (40) school days. The period of ineligibility may be modified by up to twenty (20) school days if a scholar self-reports the incident and/or participates in an assessment by an agency approved by Federal Way Public Schools and follows the recommendations(s) made by that agency.
3. **Not immediately leaving a situation where above-mentioned substances are being used:** Scholar will be immediately ineligible for interscholastic competition for not less than five (5) days to no more than fifteen (15) school days. The period of ineligibility may be modified if a scholar self-reports.
4. **(Second Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** For a second violation of numbers 1, 2, or 3 above, the scholar will be immediately ineligible from participation in any district activity/athletic program for one calendar year from the date of the second violation.
5. **(Third Offense) Alcohol, Anabolic Steroids, Illegal Drugs:** For a third violation of numbers 1, 2 or 3 above, the scholar will be permanently prohibited from participation in any district interscholastic activity/athletic program.

Violations and Penalties: Use or Possession of Tobacco Products (including e-cigarettes)

Parent/guardian must be involved in these processes:

1. **(First Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic

program for ten (10) school days. In order to regain eligibility for the current school year a scholar must also enroll in and complete a smoking/tobacco use cessation class.

2. **(Second Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic program for twenty (20) school days. In order to regain eligibility for the current school year the scholar must also enroll in and complete a smoking/tobacco use cessation class, as well as participate in an at-risk assessment and agree to follow the recommendations of the assessment.
3. **(Third Offense) Tobacco Products (including e-cigarettes):** The scholar will be suspended from any district interscholastic activity/athletic program for ninety (90) school days. In order to regain eligibility for the current school year the scholar must also enroll in and complete a smoking/tobacco use cessation class, as well as participate in an at-risk assessment and agree to follow the recommendations of the assessment.

Appeals Process for Discipline for Violations Pertaining to Illegal Drugs, Alcohol, Anabolic Steroids, Tobacco Products (including e-cigarettes), or Ineligibility Due to Grades

There will be an Appeals Board for violations involving illegal drugs, alcohol, anabolic steroids and tobacco products (including e-cigarettes), and ineligibility due to grades. The Appeals Board will be composed of a minimum of three (3) district representatives comprised of athletic directors or administrators representing the scholar's school and at least two (2) other schools at the same level, i.e., high school or middle school. The administrator who issued the school/ athletic discipline may not serve as a member of the Appeals Board (however, may be present at the hearing). The scholar may invite up to two (2) personal advocates. The athletic director, activities director, administrator, coach, athletic liaison and district administrator will be selected by the Deputy Superintendent or designee. Appeals for all violations named above will be made in writing within three (3) days of notification of ineligibility to participate in athletics or activities pursuant to this policy to the Deputy Superintendent who will select and convene the Appeals Board within five (5) business days of receipt of the request to appeal. Subsequent to the ruling of the Appeals Board, the scholar, parent, or guardian upon two (2) school business days' prior notice, will have the right to present a written and/or oral appeal to the Deputy Superintendent/designee of the district. Subsequent to the ruling of the Deputy Superintendent/designee, the scholar, parent, or guardian, upon two (2) school business days' prior notice will have the right to present a written and/or oral appeal to the Superintendent/designee. An activity/ athletic suspension will remain in force until the appeal process is complete.

Academic Eligibility for Participation in Interscholastic Activities

To be eligible for participation in interscholastic competition, a scholar must meet the following academic requirements: Enrolled in at least four (4) credits, and receive a passing grade at the semester in each class the scholar is enrolled (see **Policy 2420).** Schools will monitor each participant's grades every six (6) weeks during the semester. To maintain academic eligibility during the semester, the scholar must have a passing grade in each class. The scholar with failing grades at the six (6) and twelve (12) week grade checks, will regain eligibility as soon as the teacher verifies the scholar's grade is passing. Ineligible scholars may continue to practice but may not participate in any interscholastic activity, competition or performance during the period of ineligibility (see **Policy 2420**). The scholar and his/ her parent/guardian are responsible for establishing a work plan with individual teachers to improve grades to meet eligibility requirements. Participation in activities/athletics as a written part of the scholars Individualized Education Plan (IEP) will be governed by the language established in the IEP. Middle schools may modify these requirements to meet specific building or program needs, with prior approval of the Superintendent.

WIAA Academic Intervention

Please refer to section **18.8.6** in the WIAA Handbook at:

https://www.wiaa.com/handbook/

Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering scholars the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education.

National Center for Educational Statistics

Coaches Contract

All coaches employed by Federal Way Public Schools are bound to the Federal Way Coaches Association Bargaining Agreement negotiated between the Federal Way Education Association (FWEA), a sub unit of the Washington Education Association (WEA), and the Board of Directors of Federal Way Public Schools. Current contracts are available at the Human Resources Office at the Educational Service Center, or online at **www.fwps.org**.

Coaches

High School to Middle School Spring Contact

High School Athletic Directors/ Administrators may schedule one general sports information meeting at the feeder middle school. The time and place of this meeting is at the discretion of the middle school administration. The purpose of this meeting is to disseminate information about the high school athletic program emphasizing fall sports, introduce members of the coaching staff, and create preliminary rosters. Middle school athletes are prohibited from participating in any high school spring camp, league, open gym, or any one-on-one contact with high school coaches until after the last middle school athletic event of the year.

Spring cheer tryouts must take place after 6 p.m. if incoming 9th graders are allowed to tryout. They must also be signed up in Final Forms prior to trying out.

Open Gym

Schools may conduct open athletic facilities (gym, pools, field, and track) in the off season if all of the following conditions are met:

- Scholars have a choice of activities;
- Activities are open and advertised to all members of the student body;
- No coaching or drilling of the athletes attending occurs;
- Supervision is provided by any individual approved by the school district; and
- Participation in open gym cannot be a requirement or conditions of participation on a school team.

WIAA Guidelines: Coaches, Stipends and Gifts

Philosophy of Coaches
Coaches are primarily responsible for imparting valuable educational experiences to scholar participants. Therefore, the WIAA believes that all coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools and the NFHS Coaches Education Program.

Coach Supervision
We understand that at times a coach may not be available to coach in a game or practice. It will be the responsibility of the school's athletic director to make sure a district approved coach is in place to cover. The AD will also ensure the coach covering possesses all appropriate certifications.

23.1.0 Employee of the District
No school team or individual contestant will be eligible to represent a school in an athletic contest unless the coach is an employee of the school district in which he/she coaches. This requirement applies to all paid and/ or volunteer coaches. Volunteers become representatives of the district, and may serve as coaches, only upon registration, approval and authorization of the school district Board of Directors.

23.1.1 Coaching stipends and all gifts to a coach exceeding a total of $500 in a season must be approved by the school's board of directors.

Communication Tools for Coaches: **ParentSquare** and **FinalForms**

- **ParentSquare** and **FinalForms** are the ***only*** communication tools that are used by coaches to communicate team messages with parents via email, app, texting and voice and with scholars via email and app (grades 9-12). For more information, please visit our website at **www.fwps.org/ communications**.
- ParentSquare allows for safe communication between coaches and scholar athletes/families.
- Resources for parents/guardians and scholars are in the Parent Portal at **www.fwps.org/families.**
- Contact your school principal to set up your ParentSquare account.
- AD's and Coaches will have the ability to send emails to families and student athletes in FinalForms.

Guidelines | Summer Camp

Guidelines and Procedures for Summer Camp Approval

- Applicants must submit a Summer Camp Proposal, Camp Flyer, and Facilities Use Form to the building principal and building athletic director for approval.
- The Athletic Director will determine if the activity and proposal meets all WIAA and district regulations.
- Camp participants must have a current physical examination, parent/guardian permission, and acknowledgement of concussion and sudden cardiac arrest information sheet.
- Applicant must attach budget indicating all revenues and expenditures, including staffing costs.
- Camp Proposal, Camp Flyer, and Facilities Use Form submitted Director of Athletics and Business Services for final approval. Due by May 15th.

Camp Proposal must include the following information:

- Name of camp
- Purpose
- Camp Director
- Location
- Date
- Camp cost
- Participant ages
- Staffing
- ASB or Booster Club
- Contact information
- Camp Flyer
- Camp Registration Form w/ concussion and sudden cardiac arrest information.
- Principal & Athletic Director approval
- Facility Use Form

Camp Requirements

- Participants will register and pay the required fees through the school's ASB or Booster Club.
- Middle School and High School camp participants must have a current physical.
- All Purchases approved through the school's ASB or Booster Club.
- All camp supervisors must be district approved. Non-district employees must complete all requirements through Human Resources.
- Summer camps should be run as a fundraiser for the purpose of raising funds to support financial needs.

Guidelines | Athletic Forms Required for Participation

Student athletes entering grades 6–12 are required to register using the on-line system provided by **FinalForms**. This includes participation in any sport, including conditioning, tryouts, and practices. The following forms are required for participation.

- Eligibility Form
- Athletic Participation Form
- Medical Emergency Authorization Form
- Physical Examination Form

Physicals are valid for two years and the original copy must be on file with the Athletic Office.

Guidelines | Summer Athletic Activities

TEAM PRACTICES, WEIGHT ROOM, CONDITIONING, OPEN GYM/FIELDS

1. Federal Way Public Schools allows district employed coaches to seek approval to organize and conduct summer athletic activities on district facilities and/or grounds.
2. Approved activities must comply with all WIAA and FWPS Rules and Regulations.
3. Participation in summer athletic activities are open and available **ONLY** to high school scholars properly registered and enrolled at the school to include incoming 9th grade scholars. Although some summer tournaments allow participation from middle school students, FWPS does not.
4. Proper supervision must be present at all times.
5. The High School Athletic Director is responsible for the review, final approval and administrative oversight of all summer athletic activities conducted by their respective school.
6. Incoming 9th graders are not allowed to participate in summer activities until the conclusion of the Middle School spring sport season.
7. Volunteer coaches must be fully cleared and under the direct supervision of the head coach at all times.
8. All summer **outdoor** activities **must** be held in the morning hours and concluded prior to **noon, or in the evening between the hours of 6 and 8 p.m.**. This begins immediately after the last day of the school year.
9. ***Summer Athletic Activities Approval Form*** must be submitted and approved by prior to May 15th.

Building Athletic Directors are responsible for activity approval and compliance to ensure scholar safety.

Athletic Directors Must Ensure:

- All coaches have completed the WIAA and FWPS training requirements with the certification of completion on file with the building Athletic Director's office:
  1. First Aid & CPR/AED
  2. Sudden Cardiac Arrest
  3. Concussion Management
  4. Safe Schools "What Every Coach Needs to Know"
- All conditioning workouts are optional and must comply with WIAA and FWPS regulations.
- All scholar-athletes are fully cleared and registered on FinalForms.
- All scholar-athletes have a current physical examination on file at the school.
- A written practice plan including times and duration of practice must be authorized and on file in the athletic office.

Coaches are Required to:

- Possess at all times, medical emergency information for every scholar-athlete.
- Head coaches are required to have an Emergency Plan on file with the building Athletic Director. Emergency plan must include location of the nearest AED.
- ***Refer to Heat Index Guidelines for hydration schedule and practice duration/intensity model during times of high heat. Coaches should always:***
  - Be aware of adverse weather conditions, constantly monitor athletes for any signs of heat related challenges and make proper adjustments to modify workout times and intensity as necessary.
  - Allow additional and ample hydration schedule during times of high heat
  - Move workouts indoors, postpone, or cancel outdoor activities when appropriate.
  - Monitor all students with additional attention to those who you know to have asthma, respiratory or heart conditions. Direct these students to reduce activity, increase rest periods, and increase hydration.

WIAA Enrollment Guidelines | TRANSFERRING SCHOLARS

PHILOSOPHY OF TRANSFER:
In keeping with the belief that participation in activities is a privilege and not a right, six separate standards of eligibility have been established for WIAA Member Schools. One of the six standards, the Transfer Rule, is intended to create and maintain a consistent and level playing field for students at all Member Schools. The transfer rule:

- Protects students who have previously participated in athletic competition at a Member School from being replaced by students who transfer;
- Encourages fair play, communication and determination;
- Discourages "school shopping;"
- Discourages abuses of promotion and recruiting by Member Schools and their agents.
- Recognize the importance of all positive educational experiences while recognizing the unpredictable nature of the high school experience. While Member Schools support the right of parents and students to attend a school of their choice, that support comes during the defined window of transfer. Therefore, while the WIAA supports the right of parents and students to attend a school of their choice, this support does not guarantee varsity athletic eligibility. This means that once a student establishes athletic eligibility at a school, there must be circumstances or "hardship" as defined by Rule 18.27.0 to warrant waiving this standard of eligibility, which would grant varsity athletic eligibility if a student transfers schools.

18.12.0 TRANSFERRING STUDENTS:
After residing in, registering with, attending, or participating with a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the transferring student requirements of Rules 18.12.1, 18.12.2 and 18.12.3, or be granted a waiver under Rules 18.14.0 and 18.27.3. This Rule shall also apply to those students receiving home-based instruction.

NOTE: Refer to Rule 3.1.1 for the status of a private school district.

18.12.1 A student who is ineligible in a Member School for interscholastic activities may not become immediately eligible at another Member School without completing the imposed conditions of ineligibility.

18.12.2 Students who attend a Member School and meet one or more of the following conditions shall be deemed to meet the residence rule requirement and transferring student rule requirements:

18.12.2.1 A student whose transfer to a new school or school district is based on a bona fide change of residence to a new school or school district due to an actual physical relocation of and with the entire family unit to a different residence and coupled with termination of all occupancy of their previous residence (unless subject to Rule 18.11.4 or 18.12.2.9).

18.12.2.2 A student attending a school outside of their residence district for one calendar year or more is eligible thereafter at that school provided the enrollment/attendance is continuous.

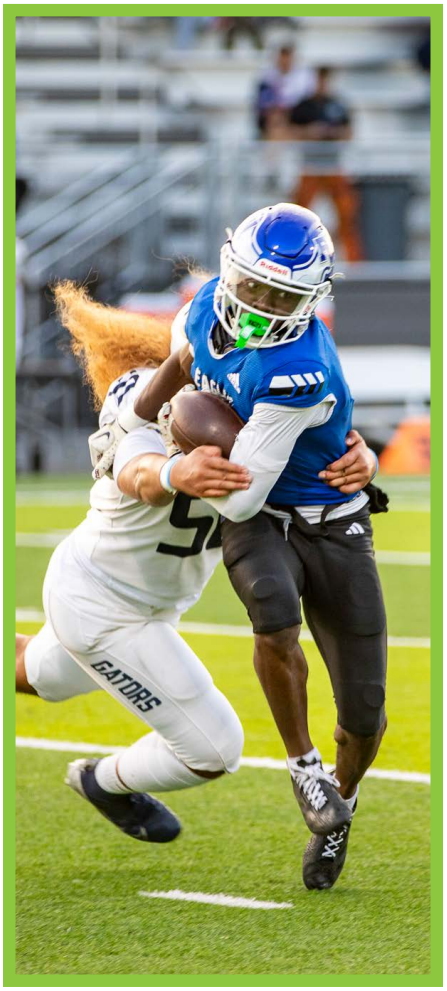
18.12.2.3 A student whose parent(s) or legal guardian(s) reside at different abodes as the result of a divorce or court approved legal separation is allowed one change of residence between parents or guardians after entering the ninth grade without being restricted to sub-varsity competition for one year should the change in residence mean the student transfers schools at the time of the change in residence.

18.12.2.4 A student who is under commitment to the Department of Social and Health Services, a student who is on juvenile parole status and a student who has been adjudged as a ward of a juvenile court where residence is the result of assignment by the government entity charged with their care.

18.12.2.5 A student who has a residence change because of the death of a member of the family unit in order to reside with a relative.

18.12.2.6 A student who has a residence change because of military deployment in order to reside with a relative.

18.12.2.7 A seventh and/or eighth grade student who transfers to a school without a corresponding change of residence by their family unit and who meets all other conditions of eligibility shall be eligible at the new middle school when properly enrolled. If an eighth grader transfers, and eighth graders are allowed to participate at the high school level, high school eligibility at the receiving school is limited to sub-varsity only for the remainder of that school year. This rule cannot be appealed.



WIAA Enrollment Guidelines | TRANSFERRING SCHOLARS

18.12.2.8 A student, except F-1 Visa students to a private school, upon enrollment to the initial first level of a private school within a 50-mile radius of the family residence from their public school of residence or their public school of residence from a private school within a 50-mile radius of the family residence.

18.12.2.9 A student who wishes to transfer to a school without a corresponding change of residence to a new school district by their family unit, who meets all other conditions of eligibility shall have initial eligibility at the new school only one time after becoming a student member of a school at the beginning of their four consecutive year period of high school eligibility and only during a WIAA defined window of transfer (per school district policy).

A. A WIAA defined window of transfer is the natural break between each school year, after a student establishes their high school athletic eligibility as a student member of a school in ninth grade, as listed below.

   1. Between the final day of the ninth and the first day of turnouts for a WIAA fall sport at the beginning of the tenth grade years.
   2. Between the final day of the tenth and the first day of turnouts for a WIAA fall sport at the beginning of the eleventh grade years.
   3. Between the final day of the eleventh and the first day of turnouts for a WIAA fall sport at the beginning of the twelfth grade years.

B. If a student transfers during a WIAA defined window of transfer, the student will be ineligible to participate in varsity-level sports for the first 40 percent (rounded to the nearest whole number) of the maximum number of allowable contests, as defined in each sport specific rule, in which the athlete participates during the school year following the transfer. This period of ineligibility will be applied only to those sports that transferring student has participated at the school level or club/community equivalent in during the calendar year prior to their transfer. This period of varsity ineligibility may not be appealed.

   1. **NOTE:** If a student appeals a period of ineligibility through the hardship process outlined in Rule 18.27.0, they forfeit access to the WIAA-defined window of transfer. As a result, they become subject to Rule 18.13.0 regarding varsity status, which renders them ineligible for varsity participation for one calendar year.

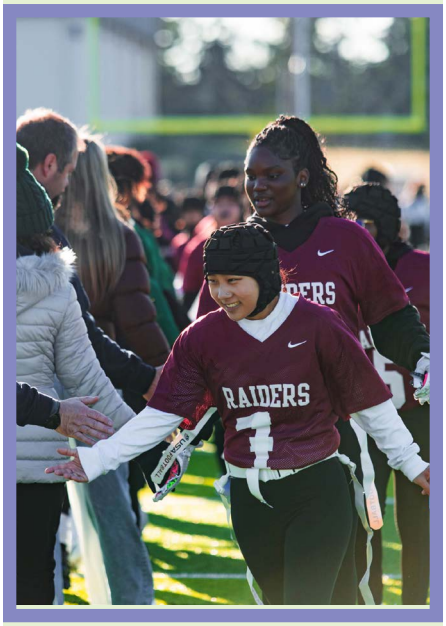
C. Should a student transfer outside of a WIAA defined window of transfer, the student shall be deemed to have transferred at will and will be held to the Residence Rule Waiver as described in Rule 18.14.0.

18.12.2.10 Should a student transfer a second or any subsequent time during the four consecutive year period of high school eligibility, even during a WIAA-defined window of transfer, the student shall be deemed to have transferred at will and will be held to the Residence Rule Waiver as described in Rule 18.14.0.

18.14.0 RESIDENCE RULE WAIVER - Transferring students, unless eligible via **18.11.0** through **18.12.0**, shall be deemed to have transferred at will and must apply to the WIAA District Eligibility Committee for a waiver of the Residence Rule. Such an application shall be processed under the appeal provisions contained in **Article 19** of the WIAA Handbook. The procedure for evaluating a transferring student's application will be as follows:

- **18.14.1** The student must meet all other eligibility requirements of **Article 18** of the WIAA Handbook.
- **18.14.2** The student must establish a hardship as defined under the provisions of **Article 19.1.0** and as determined by the District Eligibility Committee. A. A student transferring from a school of choice may gain eligibility only at their resident public school if granted a hardship.
- **18.14.3** There can be no evidence that either the student transferred for the purpose of participating in interscholastic athletics or transferred as a result of having been recruited for the purpose of participating in interscholastic athletics.
- **18.14.4** In addition to the above requirements, the District Eligibility Chairperson shall, as an added condition of eligibility, require that a transferring student submit a WIAA Previous School Statement. A copy of the signed form must be retained on file in the school office for the duration of the student's attendance at that school.

Recognizing the unique developmental needs of the middle school scholars, Federal Way Public Schools promotes activities that build scholar success through active participation, increased skill building, and positive sportsmanship.



Middle School Philosophy

Participation

- Emphasize participation over win/loss records
- Balance competition with cooperation
- Encourage lifelong participation in activities
- Emphasize having fun

Skill Building

- Develop age appropriate skills
- Focus on fundamentals
- Develop skills as a foundation for improvement

Sportsmanship

- Develop a positive team attitude
- Encourage, cooperate, and collaborate with peers
- Present positive adult role models that demonstrate self-control and mutual respect.

Middle School Coaches Will Understand:

- Scholars have varying levels of ability, and coaches need to present a program developmentally appropriate for all scholars
- Positive encouragement is the strongest tool for learning
- Coaches should provide a safe environment for scholars to "risk" and grow
- Activities should be meaningful and fun
- Fundamentals and practice are building blocks for a successful athlete
- Coaches are a key role model
- Every team member's responsibility is to encourage one another
- Today's superstar could be tomorrow's bench warmer and vice versa
- The importance of commitment and responsibility

Scheduled Contest

Scheduled contests may not be changed by competing schools due to player or coach availability. Schedule changes are allowed due to extenuating circumstances and authorization from the Athletic Director from the respective schools. Extenuating circumstances may include school program conflict, facility conflict, bereavement, emergency school closure or weather cancellations. Other extenuating circumstances must be approved by the FWPS Director of Athletics. The Commissioner will notify the league of the approved schedule change.

Practice

The Federal Way Public Schools middle school sports are limited to two hour practices. Practice days are Monday through Thursday. Saturday and holiday practices are not allowed. Coaches are expected to practice on all school days during the sport season—excluded early release days.

Legal Duties of a Coach

- **Planning**: The duty to plan transcends all other duties. Written plans must be in place to fulfill all legal duties as imposed by the courts to protect student-athletes from harm. Coaches can be held liable for failing to plan and should have a documented comprehensive plan for their program that includes daily, weekly and monthly plans with detailed descriptions of practices, skills, drills, supervision and emergency response information. Using this duty to plan, emphasize the expectation that coaches should keep these plans for years in the future to protect themselves and the school corporation from possible future litigation. Consult district policies and state law for the required length of time that these records should be retained.
- **Supervision:** The duty to supervise should be shared with coaches so that they understand their duty to supervise in both a general and specific manner. General supervision is the supervision of student-athletes for a reasonable time before and after athletic activity. Specific supervision is the supervision of student-athletes while engaged in the activity. While discussing the coach's duty to supervise it is also a great opportunity to discuss why coaches need to supervise and the issues that arise when supervision is neglected. Use the duty to supervise as a segway to talking about district policies of harassment and social media. Harassment between students and social media issues can lead to problems in locker rooms, buses or in parking lots during general supervision periods. This is an opportunity to share district policies and drive home the duty to supervise to coaches.
- **Selecting/Training of Coaches**: Do head coaches hire their own staff? What thought goes into hiring that staff when it is so difficult to find qualified assistant coaches? Do head coaches operate like CEOs? What procedures are in place for hiring qualified and certified staff? Discuss with coaches their duty to hire properly trained assistant coaches. Drive home any state mandatory coaching accreditation requirements along with any school district requirements such as CPR Certification.
- **Technique Instruction**: Related to the duty of selecting and training coaches, is the duty to provide proper technique instruction that is sport specific and using qualified instructors. Inform coaches of the importance of utilizing multiple methods of communicating proper technique. Coaches should also know that they need to thoroughly inform athletes of risks involved in participation. We live in a time when lawsuits can be filed quickly when athletes are injured. Someone must pay the medical expenses that result from injury. Lawsuits based on improper technique instruction by coaches that may have led to the injury is one way to recover those medical expenses. Use this duty to discuss policies and expectations. In the age of the smartphone, filming technique instruction can create a paper trail if injury does occur.

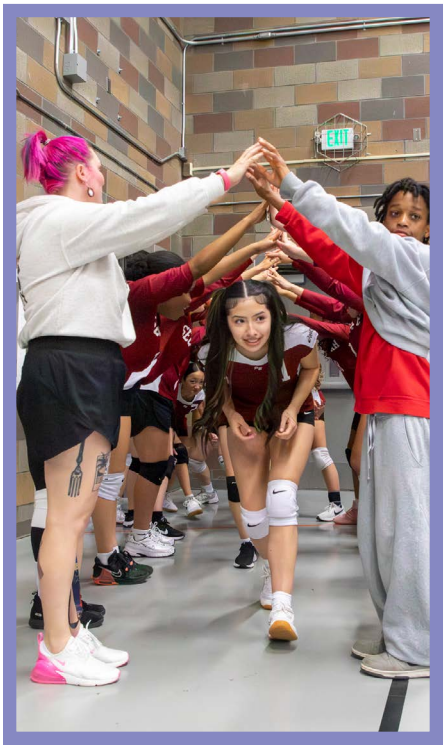
Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and National Interscholastic Athletic Administrators Association.

Legal Duties of a Coach

- **Warnings:** Student-athletes must be provided warnings regarding all the risks related to participation in athletics. Warnings should be shared in a detailed, clear, concise manner through multiple types of media. Adding sport-specific cautionary forms and other measures such as warning posters and announcements can add effectiveness to the warning process and increase safety in participation while reassuring parents and staff that protections are in place.
- **Safe Playing Environment**: Discuss with coaches the importance that any issues with equipment, facilities or playing surfaces should be corrected immediately and prior to any participation. Coaches should conduct these inspections prior to participation every day. Include custodial and maintenance staff in these communications and stress the importance of rectifying issues immediately. Use the duty to provide a safe playing environment to discuss policies such as lightning, other threatening weather, and heat indexes and warnings with coaches.
- **Protective Equipment**: Ensure athletes wear appropriate protective equipment for the activity. Enforce consistent use of safety equipment. Remind coaches and staff to remain current with the NFHS and state regulations regarding protective equipment. Coaches, trainers and equipment managers must be knowledgeable and vigilant regarding protective equipment. Athletes must be adequately warned about the use of protective equipment in a detailed, clear and repeated manner. Use different methods of communication such as verbal reminders, written guidelines and informational posters in locker rooms.
- **Evaluating Conditioning**: Evaluate athletes for initial preparedness to safely participate in a sport or activity. This is especially important in the first practices and ongoing throughout the season. Use the duty to evaluate conditioning to discuss working athletes in slowly if they have not been conditioning prior to the season.

  Discuss thresholds for heat indexes and adherence to heat index guidelines and recommendations. Establish who determines measuring heat indexes and warnings and when precautions are implemented. Remind coaches to err on the side of caution and practice protective judgement when weather conditions warrant. Administrators do not get a second chance if an athlete is injured due to negligence.

  Use the duty to evaluate conditioning to discuss the importance of physicals and to establish who is responsible to ensure every athlete has a valid physical or other paperwork on file prior to participation. Discuss the importance of enforcement during the summer and off-season. Discussing concussion policies and protocols under the evaluating conditioning duty is a way to ensure all coaches are aware of the seriousness of head injuries and proper processes when an athlete has a concussion.
- **Evaluating Injury**: Who evaluates injuries to athletes? Who makes a judgment on whether an athlete should play? Coaches need to understand that the evaluation of injury must be conducted by medical professionals and that coaches cannot supersede the education and licensing of medical professionals. Discuss and clearly define whose role it is to make medical decisions.
- **Matching/Equating Athletes**: Athletic administrators and coaches must match and equate athletes in practice and competition based on the following criteria: size, age, strength, skill level, experience and incapacitating conditions. Ensure that coaches and personnel understand what it means to match and equate athletes. Provide examples to staff of proper practice techniques and highlight examples of improper use from an individual and team perspective.
- **Medical Assistance**: We have an obligation to offer medical assistance to athletes and those in our facilities. This duty can be difficult for coaches and personnel to understand after directing them not to evaluate injury past the level of their training. Discuss the difference between diagnosing and evaluating an injury or medical problem and providing first aid or life-saving techniques. Take the opportunity to discuss why they must provide immediate medical assistance. This is a great opportunity to review the locations of all AED units. Include a trainer or school nurse in this conversation and invite these professionals to coaches' meetings.



Legal Duties of a Coach

- **Emergency Response Plan**: Detailed emergency response plans should be posted inside and outside of all athletic facilities. These plans should be specific to each facility as every facility has different challenges that should be addressed in each plan. Discuss this emergency response plan with all coaches and staff and review where these plans are located. Stress the importance of why coaches and staff need to know the emergency response plan for each location and conduct practice drills for staff and students.
- **Safe Transportation**: Discuss the duty of safely transporting athletes to and from a sporting event. What is the school corporation policy regarding athletic transportation? Discuss transportation expectations that are in place while riding on school-provided transportation. Use this time to discuss expectations and what school corporation policy is regarding athletes riding to and from events. If policy allows for students to ride separately from district transportation, discuss how this is clearly communicated and documented.
- **Sport-Related Disclosures**: Discuss with all department coaches and staff the importance of always providing factual and true information to athletes. Work with school counselors and administrators on placing athletes on the right path for course work to satisfy NCAA/NAIA college requirements for admission. Provide accurate information to athletes and parents related to registering on the NCAA/NAIA Clearinghouse. Ensure the requirement is met to disclose whether the school corporation offers medical insurance coverage or disclose if the district does not offer coverage but requires athletes to have insurance coverage prior to participation.
- **BONUS DUTY! Best Practices for Preventing and Addressing Bad Acts**: Always follow school corporation or district policies. Communicate policies to all stakeholders and ensure all coaches and staff are well trained. Instill strong communications habits with coaches and staff and clearly define a conduit for reporting issues. Do policies exist for self-reporting incidents? Stress the importance of listening as a habit and to pay attention to conversations and actions.

If something feels like a bad act, call the principal and superintendent immediately. A failure to notify can and will result in issues. Coach coaches and staff to respond immediately if they know of a bad act and to never wait to see if hearsay and rumor is true. Stress that they should never ignore the fringe. Small problems add up to large problems that can lead to permanent damage to a program and can harm individuals. All of these duties and best practices will serve to safeguard students, staff and ourselves!

Media Guidelines

FOR FWPS ATHLETIC COACHES AND DIRECTORS

You have a responsibility to Federal Way Public Schools, our community, scholars, parents and guardians who are interested in our athletic programs, to cooperate with the media whenever possible. Always remember—when dealing with the media—to present an image that is consistent with the ideals and high standards of Federal Way Public Schools.

View the media as friends, not adversaries. The longer you coach a team, the more likely you might develop a personal relationship with some of the media representatives regularly covering your team. While we encourage these relationships, remember that, regardless of what is said, a reporter's first obligation is to report the news. Don't say it if you don't want to see it in print.

On rare occasions, the general tone of an interview is such that you may not be comfortable continuing an interview. Should this occur, please notify the Communications Office. In general, when speaking to the media, be confident, courteous, and prompt.

Specific Tips for Dealing with the Media

Remember, the image you project not only reflects upon you, but upon your team and Federal Way Public Schools as well. You are encouraged to contact the Communications Office for assistance if you feel you need help with the proper techniques for handling media. Some tips are listed below:

- Organize your thoughts before a scheduled interview so that you are sure about the points you want to communicate. Treat all interviews the same whether it is for The Seattle Times or one of the local papers.
- Be sure to understand the reporter's question before answering it. Ask for clarification if the question is not understood.
- Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner as it may be left open to interpretation as to what is or is not "off the record."
- If possible, try not to be evasive or to answer "no comment", as it raises suspicions. It is better to answer, "I am not familiar enough with that issue to give a fair answer."
- Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics program are fair and are not out to "get somebody."
- Do not criticize other district coaches or teams in the media. If you have concerns, share them with your school athletic director, not the public.

Coaches Must Respect Scholars' Privacy Rights

Coaches must adhere to Federal Educational Rights and Privacy Act (FERPA) requirements when sharing scholar information. FERPA is designed to protect the privacy of scholars. This law says there are situations in which scholar information can legally be shared. But it also gives parents/guardians the option of forbidding the release of that information in all but extremely limited situations.

Sharing scholar information with the media or with coaches/staff outside of the school district can easily be in violation of this federal law. Do not share information that may violate the privacy of a player, including academic standing, whether he or she is on your team or another team, without getting guidance from the Communications Office or the district's athletic director.

Generally, schools must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (**34 CFR Section 99.31**):

- School officials with legitimate educational interest;
- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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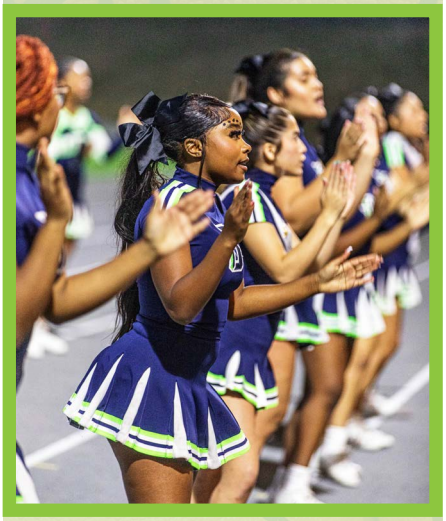

Media Guidelines

FOR FWPS ATHLETIC COACHES AND DIRECTORS } CONTINUED

What is Directory Information?

Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar handbook, or newspaper article) is left to the discretion of each school.

Social Media

Any athletic director or coach who would like to have a social media (i.e. Facebook, Twitter) account must take training with the Communications Office and sign a social media agreement. This is for the protection of scholars and FERPA rights.

Director of Athletics

The Director of Athletics and Chief of Communications must have access to all school district sports-related social media accounts.

ASB and Booster Clubs

Parent/guardian support groups are needed, helpful and necessary because schools will always need money and will always find use for it. There are many enthusiastic and caring parents who are willing to help but don't know all the implications of their involvement. Make sure your Boosters are working for your program.

ASB Funds—Public Funds

- Activities conducted with the approval, and at the direction or under supervision of the school district and controlled by the school board and regulated by State Law
- **WAC 392-138-010**—ASB program activity is conducted in whole or in part or behalf of an Associated Student Body during or outside regular school hours or within or outside school grounds or facilities.

Booster Club Funds—Private Funds

- **FWPS allow schools to have an ALL School Booster Club. Individual Booster Clubs are not allowed.**
- Activities conducted at the direction or under the supervision of a Booster Club.
- Registered with the WA Secretary of State
- Controlled by the Booster Club's Board of Directors
- Regulated by the Articles of Incorporation
- Independent non-profit corporation
- Tax exempt— 501 (C) (3)
- Booster Club must assure that all activities are under its direct control and supervision
- The building Athletic Director is responsible for the oversight of the booster club and ensures that the use of fundraising, donations, and booster clubs does not favor one sex over another.
- A Booster Club can hold two unlicensed raffles every calendar year, provided you have been granted 501 c-3 status by the IRS. If not registered with the IRS you cannot hold a raffle.

ASB or Booster?

What turns a parent/guardian group fundraiser into an ASB activity?

- The cash receipts are given to the school ASB secretary and/or stored in the school safe.
- The scholars handle the cash receipting reconciliation process
- The inventory is purchased by the ASB and the scholar officer signs a purchase order.
- The school district holds an inventories the goods for resale.
- A majority of the work is performed by scholars
- The parent/guardian group uses the school name (without adding "booster")
- District facilities use not following per district policy
- School district personnel are involved during staff time

WIAA 23.1.1 Coaching stipends and all gifts to a coach exceeding a total of $500 in a season must be approved by the school's board of directors.

Resources

National Federation of State High School Associations (NFHS)
www.nfhslearn.com

Washington Interscholastic Activities Association (WIAA)
www.WIAA.com

West Central District 3
www.wiaadistrict3.com

North Puget Sound League
www.NPLSathletics.org

College-Bound Scholar-Athlete
www.wiaa.com/initialeligibility

North American Booster Club Association
www.boosterclubs.org

Head Coach Budget Responsibilities

Purchasing Procedures

- The head coach of each sport is responsible for administering that portion of the total athletic budget as allocated by the Associated Student Body.
- All items purchased above this amount, without approval by ASB, will be paid by the coach placing the order.
- All purchases must follow the guidelines in the ASB Procedures Manual.
- Uniforms must have official school colors.
- No equipment can be purchased without a purchase order issued by the ASB financial secretary.

Important Reminders

- Coaches should not handle money at anytime
- All money should be collected by the financial secretary
- Fundraisers must be pre-approved
- Although the Booster Club is a parent run organization, to protect yourself, it is in your best interest to follow the ASB guidelines for fundraising and money handling. The Booster Club secretary would be the person responsible handing all money transactions.
- If you have any questions regarding budget responsibilities, seek assistance from your building athletic director or Director of Athletics.

NCAA Eligibility for Scholars

If you want to play sports at an NCAA Division I or II school, start by registering for a Certification account with the NCAA Eligibility Center. If you want to play Division III sports or aren't sure you want to compete, start by creating a free Profile Page account. Learn more and register at **eligiblitycenter.org**

Academic Requirements

To play sports at Division I or II school, you must graduate, complete 16 NCAA-approved core courses, earn a **minimum core course GPA of 2.3 or higher.**

Core Courses

Only courses that appear on your high school's list of NCAA core courses will count toward the 16 core-course requirements.

Visit **eligibilitycenter.org/courselist** for a full list of your high school's approved core courses.

High School Timeline

9th Grade—REGISTER

- Start planning now! Take the right courses and earn the best grades possible.
- Find your high school's list of NCAA-approved core courses
- Register for a free Profile Page account for information on NCAA initial-eligibility requirements.

10th Grade—PLAN

- If you fall behind academically, ask your counselor for help finding approved courses you can take.
- If you are being actively recruited by an NCAA school and have a Profile Page account, transition it to a Certification account.
- Monitor the task list in your Eligibility Center account for the next steps.
- At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

11th Grade—STUDY

- Check with your counselor to make sure you are on track to complete the required number of NCAA-approved core courses and graduate on time with your class.
- At the end of the school year, ask your counselor from each high school you have attended to upload an official transcript to your Eligibility Center account.

12th Grade—GRADUATE

- Complete your final NCAA-approved core courses as you prepare for graduation.
- Request your final amateurism certification beginning April 1 (fall enrollees) or Oct 1 (winter/spring enrollees) in your Eligibility Center account online.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation to your Eligibility Center account.
- Reminder: Only students on an NCAA Division I or II school's institutional request list will receive certification.

Search Frequently Asked Questions: **ncaa.org/studentfaq**

2026-2027 Coach Checklist | FEDERAL WAY PUBLIC SCHOOLS

Coach: _____ School: _____ Sport(s): _____

I read, understand, and agree to the items listed below: Initial all applicable items.

_____ I have completed all FWPS Human Resources requirements to perform the duties to coach.

_____ I have read the FWPS Athletic Handbook: **www.fwps.org/athletichandbook**

_____ I have reviewed the WSRMP Athletic Liability Manual: **https://shorturl.at/8a7cG**

_____ I understand when I am, and when I am not a district employee while coaching.

_____ I have developed/reviewed a written plan defining the teaching progression of sport skills, the hazards for each activity, and the specific safety skills, and required equipment.

_____ I have reviewed the FWPS Sexual Harassment **Policy 3205 and 3205P** and FWPS Harassment, Intimidation, and Bullying (HIB) **Policy 3207 and 3207P** and understand the reporting procedures and consequences: **https://www.fwps.org/about-us/administrative-policies-procedures**

_____ I understand the requirements for proper documentation of injuries and/or incidents during games or practices and the 24-hour reporting guidelines.

_____ I have reviewed or been instructed how to implement House Bill 1824, also known as the Zachery Lystedt Law regarding concussion protocols **Policy 3422 and 3422P**: **https://www.fwps.org/about-us/administrative-policies-procedures**

_____ I have reviewed the venue specific emergency protocols for my sport.

_____ I understand that I am responsible for insuring the playing and/or practice area is appropriate for the activity and been inspected for hazards.

_____ I understand that I am responsible for completing all WIAA and FWPS coach training requirements for my sport and to provide a copy of all training certificates to the building Athletic Director.

District Athletic Policies

- An athlete must attend the full school day in order to be eligible to practice or compete. See Policy 2151 and 2515P. Any exception must be pre/approved through the school's Athletic Director.
- If an injured athlete sees a physician, he/she must have a physician clear the athlete for the referred injury prior to return to play.
- Athletes' removed from a contest or practice due to a concussion, he/she must have written approval from medical professional, and or Olympic Sport and Spine before said athlete can compete again.
- If an injury bridges seasons, written clearance from a physician is required prior to participating in the subsequent sport season.
- Hazing and/or initiation ceremonies not allowed.
- Inappropriate postings on social media subject to athletic discipline.
- **Texting individual students prohibited.**
- The volunteer coach will be responsible to the head coach and must always remain under the supervision of a regular member of the coaching staff, both during practices and games. **Policy 5630**: **https://www.fwps.org/about-us/administrative-policies-procedures**
- Not fulfilling your professional duties and obligations may be cause for non-renewal.
- Federal Way Public Schools Coaches Contract available at: **www.fwps.org**
- High school students only: Approval of Choice Transfer does not guarantee athletic eligibility. Please consult with building athletic director on all Washington Interscholastic Athletic Association (WIAA) transfer rules.
- Summer Athletic Activities (including all camps) must be District Approved prior to May 15th, 2027.

_____ _____

Coach Signature **Date**

Return Coach Checklist to your Building Athletic Director prior to performing any coaching duties.

What Every Coach Needs to Know

REQUIRED ONLINE SAFETY TRAINING FOR ALL COACHES

Login and Registration Instructions

1. As a **DISTRICT EMPLOYEE**, you will need to go to the Federal Way's SafeSchools homepage, fwps.wa.safeschools.com and login with your **Employee ID Number**. You will then need to click on "Take More Courses" and scroll down to the miscellaneous section to find the training.

2. As a **DISTRICT VOLUNTEER** or if you **ONLY COACH** with the district, you will need to register yourself to the system in order to take the training. There are **two ways** to do this.

1 Use your registration key: **4c8d9eeb**
Go to Federal Way's SafeSchools homepage, **fwps.wa.safeschools.com** and click "Register" (next to the "Sign in" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username which you will use to login to the system moving forward. We recommend using the format first initial of first name, last name. Example: Joe Smith = jsmith

2 Use the "quick link" registration URL: **fwps.wa.safeschools.com/register/4c8d9eeb** Enter the address above in your internet browser address bar and you will be directly taken to the registration page where you will enter your basic information, including your username.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Required	What Every Coach Needs to Know
Required	Quiz

Under state and federal law, the overall benefits and treatment of athletic programs for girls and boys must be equitable. *"All interscholastic, club, or intramural athletics operated, sponsored, or provided by the school district must provide similar benefits, opportunities, and treatment to female and male scholars."*

OSPI, 2016

2026-27

ATHLETIC HANDBOOK

FEDERAL WAY
PUBLIC SCHOOLS

FWPS.ORG