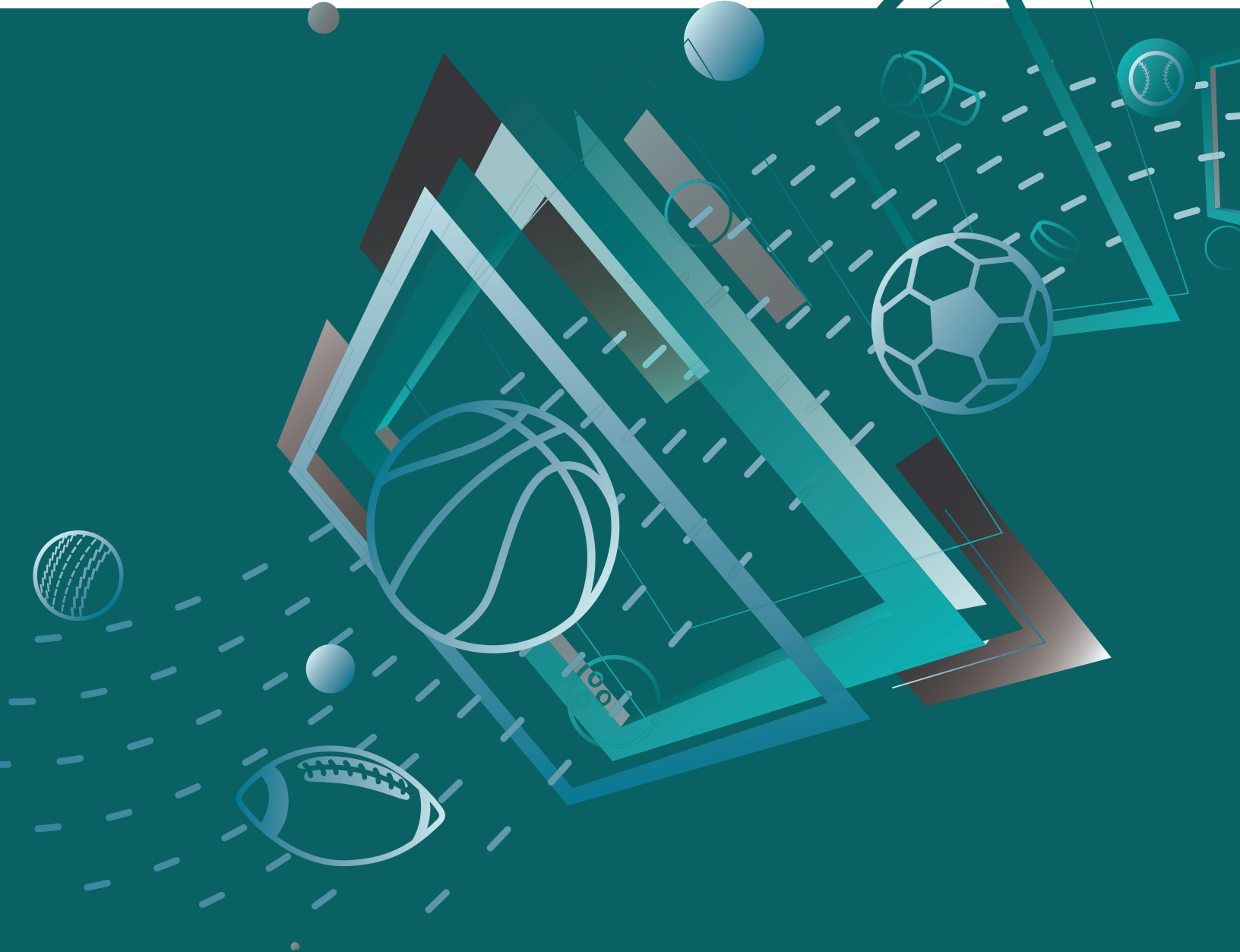




SPRINGFIELD
PUBLIC SCHOOLS

Every Student, Every Day



SPS Athletic Policy Handbook

REVISED JULY 2026

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Section I

Introduction

Foreword

This handbook has been created to provide the members of the Springfield Public Schools Athletics Program with clear expectations regarding the policies, regulations and philosophies that govern their contributions to our ongoing mission. Although the intention is to offer a document that is both comprehensive and concise, it must be understood that no written materials can ever hope to address countless situations that arise in the day-to-day operations of interscholastic athletics. Thus, it is imperative for coaches to seek clarity, and when in doubt, always make decisions that place the health and safety of our students above all else.

The handbook should be considered a dynamic document; subject to continual improvement. Please feel free to offer your comments and suggestions for editing, and never hesitate to ask questions in your endeavor to provide the most meaningful and positive experiences possible to the students of our district.

SPS Athletics Organizational Structure

District Athletic Director

Principal

Athletic Director

Athletic Training

Athletics Secretary

Fall Athletic Programs

Football
Volleyball
Boys Soccer
Girls Soccer
Boys Cross Country
Girls Cross Country

Winter Athletic Programs

Boys Basketball
Girls Basketball
Boys Wrestling
Girls Wrestling
Boys Swimming
Girls Swimming

Spring Athletic Programs

Baseball
Softball
Boys Track and Field
Girls Track and Field
Boys Tennis
Girls Tennis
Boys Golf
Girls Golf

Activities

Cheerleading
Boys Lacrosse
Flag Footballbase

*All programs may not be offered at both sites.

Mission

The mission of SPS Athletics is to offer inclusive programs dedicated to the development of character values in all student-athletes, while promoting community support and involvement through a steadfast commitment to excellence.

Vision

The members of the SPS Athletics community envision a comprehensive program dedicated to the development of character values in students of all ages. Our program will attract and retain coaches of the highest quality who will inspire a sense of pride and a desire to belong throughout our entire community. The SPS Athletics program endeavors to offer our athletes numerous opportunities to compete in front of a community that values the chance to support and share in their experience. Within our program we see the following eight core components:

Character Values: Without question, the most significant aspect of the SPS Athletics program is our commitment to the development of character values in our student-athletes. Sportsmanship, work-ethic, leadership and teamwork are the cornerstones of our program.

Articulated Programs: The values of the SPS Athletics program will begin being taught the moment a child enters our school system, and all students will look forward to the day they become Student Athletes..

Academic Achievement: Academic achievement will be expected, promoted, supported and celebrated throughout the SPS Athletics program.

Exceptional Accessible Facilities: All members of the SPS Athletics community will experience the fulfillment and unity that comes from access to outstanding facilities.

Quality Coaches: The coaches in the SPS Athletics program will demonstrate a commitment to our shared vision through their leadership, professionalism, support of our youth programs and outreach to our community.

Community Support: The SPS Athletics program will serve as the catalyst that creates pride within our school and community, and establishes consistent support from our district leaders.

Increased Opportunities: The SPS Athletics program will offer numerous opportunities for student involvement and success. Our participants will proudly represent the diversity that is our community.

Competitive Excellence: The members of the SPS Athletics program will demonstrate a level of commitment that enables our teams and individuals to consistently compete at the highest level.

Goals

Character Values

1. SPS High Schools will endeavor to earn the OSAA's Ejection Free School designation.
2. All coaches in the SPS Athletics program will complete the NFHS Fundamentals of Coaching training and additional sport specific training upon request.
3. SPS High School varsity student-athletes will engage in outreach activities with our elementary and middle schools that promote and support the values of our athletic program.
4. SPS coaches will identify core values and support consistent expectations throughout all programs.
5. SPS coaches will identify standards for behavior and conduct, model these values, and reinforce these skills with all coaches in their program.
6. SPS coaches will develop a program to recognize those student-athletes who consistently demonstrate a commitment to our core values.

Articulated Programs

1. SPS High School coaches will develop articulation programs, and provide training for youth coaches.
2. Springfield Public Schools provides students and parents access to information about the SPS Athletic programs.
3. Springfield Public Schools youth athletic programs will be invited to attend one high school home contests free-of-charge when under direct supervision of a coach.
4. Springfield Public Schools middle school administrators will support visitations by the high school coaches and players to promote their programs.

Academic Achievement

1. SPS High School athletic teams will strive to earn the OSAA/Oregon Dairy Farmers' Academic All-State Award.
2. SPS High School Staff will develop means of tracking the academic progress of all athletes, and providing meaningful interventions.
3. SPS High School Athletic Department will support an Athletic Study Hall and Tutoring Program for all students on academic probation.

4. SPS High School will monitor semester grades, attendance and behavior and send a letter to the parents of every student that fails to meet OSAA academic eligibility requirements.

Athletics Director Responsibilities

General

1. Carry out all policies and directives set forth by the Board of Education and District Administration.
2. Coordinate and provide leadership for all phases of interscholastic athletics for the school.
3. Make recommendations in matters of schedule, finance, policies, and program improvements.
4. Supervise all coaches affiliated with the SPS High School athletics program.
5. Recruit, interview, and recommend coaching assignments to the principal.
6. Develop schedules for athletic contests in all sports, and assign appropriate transportation – including release times and scheduling officials.
7. Serve as the unit manager for the purchase of athletic equipment and supplies, financial records and inventory procedures.
8. Act in an advisory capacity to coaches and represent them in league, state, and professional athletic matters.
9. Endeavor to promote good public relations with all persons – news media, district patrons, and associations, directly or indirectly connected with athletics.
10. Supervise the condition and maintenance of all athletic facilities.
11. Supervise the development, implementation and enforcement of all athletic policies and procedures.
12. Coordinate all off-season athletic programs and facility use.
13. Organize appropriate supervision for contests.

Equipment and Facilities

1. Make recommendations regarding the purchase of athletic equipment.
2. Keep accurate records of specifications for uniforms, equipment and supplies.

3. Check incoming orders as to specification and proper delivery.
4. Oversee the athletics budget and approve purchases, including all individual athletic ASB accounts.
5. Supervise the distribution and collection of all athletic equipment with the cooperation of the head coaches.
6. Regulate and maintain a replacement system for lost and damaged equipment.

Clerical

1. Maintain accurate records for all student participants and coaches, i.e., athletic clearance, physical examinations, insurance, coaches' certifications, and background checks.
2. Prepare and submit all OSAA reports.
3. Maintain academic eligibility reports.
4. Maintain historical information regarding award winners and team records in all athletic programs.
5. Manage all school-wide and senior awards.

Administrative

1. Facilitate hiring and evaluation processes for coaches in collaboration with the building administrator overseeing athletics.
2. Organize regular meetings with coaches to disseminate information and develop policy.
3. Mediate coaches meeting with players and parents.
4. Serve as the district representative at the league, state, and national level.
5. Coordinate public relations pertaining to the athletic program.
6. Communicate information to school personnel and students regarding athletics department regulations.

Athletic Contests

1. Schedule all contest management personnel, and ensure proper compensation and budget control (additional duty).
2. Schedule certified officials for all contests as necessary.

3. Ensure adequate and safe seating for all spectators within facility limitations.
4. Communicate with host schools regarding supervisory staff and spectator issues, i.e., rooster busses, band participation etc.
5. Provide driving, parking, and seating information to spectators, and support groups.
6. Secure appropriate venues for contests and practices when the SPS High School facilities are inadequate or unavailable.
7. Assist in travel arrangements; including lodging and meals.

Head Coach Responsibilities

Character Development

1. Serve as a positive role-model for students, parents and staff.
2. Demonstrate self-control and poise at all times; especially during contests and practices, or other team functions in which students and parents are present.
3. Model and promote exemplary sportsmanship and ethical conduct by respecting the rules of the game and the decisions of the officials at all times.
4. Actively teach sportsmanship by including it in daily practice plans. Reinforce sportsmanship expectations by addressing all unsportsmanlike conduct (players and coaches) immediately.
5. Expect and promote a high level of commitment within the program – from athletes and coaches. Develop clear expectations and apply consistent consequences. Develop a means of recognizing and rewarding those individuals who demonstrate exemplary commitment
6. Monitor athletes' academic progress and provide appropriate interventions, i.e., study halls, tutor sessions, and parental contacts.
7. Instill an appreciation for, and an application of, teamwork by making certain all players and coaches understand their individual roles as they pertain to team success.

Coaching Competence

1. Demonstrate a comprehensive knowledge of all pertinent rules and regulations; NFHS sport specific rulebook and points of emphasis (provided annually), OSAA regulations and conference SOP language, all school and district athletic policies.
2. Recruit, select, develop, and utilize staff effectively. Develop clear expectations for assistant coaches, managers, and volunteers.

3. Select and establish teams based on skills, sportsmanship, coachability, and/or team needs. Coaches have the full authority to establish their teams based on the criteria.
4. Determine the basic systems, strategies, and terminology that will be used throughout the program. Identify fundamental skills and concepts, and develop a means of teaching them at all levels.
5. Develop and implement an articulation plan (as appropriate), and provide outreach opportunities for athletes and coaches in the youth program.
6. Provide training to ensure that all assistant coaches have the knowledge and confidence to teach skills safely and effectively. Emphasize proper technique as a means of building skills and minimizing injuries.
7. Develop strategies for the recruitment and retention of athletes at all levels.
8. Develop off-season expectations for academic achievement, citizenship, and physical conditioning; while promoting involvement in other programs.
9. Create daily practice plans that target specific areas for improvement and emphasis based on thorough planning. Utilize innovative drills that simulate contest situations, and stress physical conditioning throughout the season.
10. Schedule practice sessions with due consideration to the coaching staff, welfare of participants, and school district guidelines. Retain practice schedules for review and reflection.
11. Develop opponent specific game plans or strategies, and manage contests in a manner that offers our athletes the greatest opportunity for success.
12. Utilize motivational techniques that promote enthusiasm and inspire team and individual confidence.

Relationships

1. Respect the worth and dignity of all students – regardless of whether they are athletes – and strive to cultivate positive relationships.
2. Develop clear expectations and administer team and individual discipline consistently and purposefully.
3. Provide opportunities for students and coaches that promote camaraderie and maintain team morale.
4. Create an environment in which students regularly approach the coach for support and guidance in an appropriate and professional manner.
5. Demonstrate a commitment to promoting parental support and involvement through effective communication; providing a pre-season meeting, team handbook, season or year-long calendar, and a post-season awards banquet.

6. Resolve issues through face-to-face meetings with parents, students, and the athletics director if appropriate.
7. Create opportunities for parents to volunteer, and recognize individual contributions.
8. Provide representation at Booster Club meetings and offer support when appropriate.
9. Maintain a positive relationship with the media by providing information in a timely manner, and demonstrating a willingness to promote the program.
10. Develop opportunities for community support, involvement, and recognition; including alumni, faculty, and community service organizations.
11. Maintain a positive working relationship with the officials association and other support organizations.
12. Communicate effectively with teachers, counselors and administrators in order to help them support the academic progress of all students.
13. Collaborate with fellow coaches when scheduling practices, facilities, fundraising, and promoting multi-sport participation.
14. Support the directives of the district and school administrations.

Professional Responsibility

1. Develop a system to ensure that all students have completed athletic clearance, and keep a record of current documentation.
2. Maintain accurate records of attendance at all team functions (athletes and coaches).
3. Provide all information in a timely manner, including, but not limited to: participant lists, team rosters or line-ups, event entries, award winners, team and individual records, eligibility documents, coaches' evaluations, budget requests, inventory lists, practice schedules, camp information and all-star nominations and ballots.
4. Track and support the academic progress of every student-athlete in the program.
5. Maintain all certifications and monitor the eligibility of all assistant coaches and volunteers – including providing certifications to the athletics director.
6. Demonstrate responsible fiscal management by maintaining accurate records of ASB account activity and following established protocols for purchasing and the handling of funds.
7. Develop a long-range budget plan based on current inventory and program goals.
8. Ensure that equipment and uniforms are inventoried and stored appropriately.

9. Demonstrate consistent and appropriate supervision by making certain that students are never unsupervised, and facilities are left clean and secure.
10. Regularly inspect facilities, equipment and grounds to ensure student safety, and maintain access to adequate first aid materials at all times.
11. Keep emergency and transportation information immediately accessible for all athletes, and complete incident reports for all injuries.
12. Demonstrate consistent attendance at meetings; school, conference and state level, and seek opportunities for input in the decision-making process.
13. Demonstrate a willingness to share wisdom and serve as a mentor while working to support the school and athletics department missions.
14. Ensure all conversations with athletes are in public or include another adult. Texts or mobile app messages should always be in group form. If a student reaches out directly, include another coach or parent in the response.

Assistant Coach Responsibilities

Character Development

1. Serve as a positive role-model for students, parents and staff.
2. Demonstrate self-control and poise at all times; especially during contests and practices, or other team functions in which students and parents are present.
3. Model and promote exemplary sportsmanship and ethical conduct by respecting the rules of the game and the decisions of the officials at all times.
4. Instill an appreciation for, and an application of, teamwork by making certain all players and understand their individual roles as they pertain to team success.

Coaching Competence

1. Demonstrate a comprehensive knowledge of all pertinent rules and regulations; NFHS sport specific rulebook and points of emphasis (provided annually), OSAA regulations and conference SOP language, all school and district athletic policies.
2. Develop clear expectations for managers and parent volunteers.
3. Support and promote the basic systems, strategies, and terminology identified by the head coach.
4. Emphasize proper technique as a means of developing fundamental skills and minimizing injuries.

5. Assist the head coach in the recruitment and retention of athletes at all levels, while promoting involvement in other programs.
6. Create daily practice plans that target specific areas for improvement and emphasis based on thorough planning. Utilize innovative drills that simulate contest situations, and stress physical conditioning throughout the season.
7. In coordination with the head coach, develop opponent specific game plans or strategies, and manage contests in a manner that offers our athletes the greatest opportunity for success.
8. Utilize motivational techniques that promote enthusiasm and inspire team and individual confidence.

Relationships

1. Respect the worth and dignity of all students – regardless of whether they are athletes – and strive to cultivate positive relationships.
2. Develop clear expectations and administer team and individual discipline consistently and purposely.
3. Provide opportunities for students that promote camaraderie and maintain team morale.
4. Create an environment in which students regularly approach the coach for support and guidance in an appropriate and professional manner. Maintain healthy boundaries.
5. Demonstrate a commitment to promoting parental support and involvement through effective communication.
6. Resolve issues through face-to-face meetings with parents, students, and the head coach if appropriate.
7. Create opportunities for parents to volunteer, and recognize individual contributions.
8. Communicate effectively with teachers, counselors and administrators in order to help them support the academic progress of all students.
9. Support the program philosophy of the head coach at all times.

Professional Responsibility

1. In coordination with the head coach, develop a system to ensure that all students have completed athletic clearance, and keep a record of current documentation.
2. Maintain accurate records of attendance at all team functions (athletes and coaches).

3. Provide all information in a timely manner, including, but not limited to: team rosters or line-ups, award winners, team and individual records, evaluation forms, budget requests and inventory lists.
4. Maintain all professional certifications.
5. Provide input as requested to assist in the development of a long-range budget plan based on current inventory and program goals.
6. Ensure that equipment and uniforms are inventoried and stored appropriately as directed by the head coach.
7. Demonstrate consistent and appropriate supervision by making certain that students are never unsupervised, and facilities are left clean and secure.
8. Regularly inspect facilities, equipment and grounds to ensure student safety, and maintain access to adequate first aid materials at all times.
9. Keep emergency and transportation information immediately accessible for all athletes, and complete incident reports for all injuries.
10. Demonstrate consistent attendance at meetings; school, conference and state level, and seek opportunities for input in the decision-making process.
11. Complete all additional duties as assigned by the head coach, including, but not limited to: scouting reports, game plans, practice plans, player evaluations, equipment issue and inventory, staff meetings, youth camps, off-season workouts and fundraising projects.
12. Serve as a role-model for all athletes. May not use drugs or alcohol while supervising athletes or chaperoning an athletic trip or event.
13. Ensure all conversations with athletes are in public or include another adult. Texts or mobile app messages should always be in group form. If a student reaches out directly, include another coach or parent in the response.

Coach Reporting and Student Safety Requirements

Purpose

Springfield Public Schools is committed to providing a safe, respectful, and inclusive environment for all student-athletes. Coaches play a critical role in identifying, preventing, and addressing behaviors that threaten the physical, emotional, or psychological well-being of students.

Mandatory Reporting of Misconduct

All coaches are required to immediately report any incidents of violence, bullying, hazing, harassment, intimidation, threats, discrimination, or other inappropriate conduct involving student-athletes that they witness, receive reports of, or reasonably suspect.

This obligation applies regardless of whether the conduct occurs:

- During practices, competitions, camps, or team activities
- In locker rooms, weight rooms, buses, hotels, or school facilities
- Through social media, text messages, group chats, or other electronic communication
- On or off campus when the behavior impacts student-athletes or the athletic program

Coaches are not expected to investigate allegations. Their responsibility is to promptly report concerns to their Head Coach, Athletic Director, or school administration.

Mandatory Reporter Responsibilities

All coaches serving within Thurston Athletics are expected to understand and comply with Oregon's mandatory reporting laws regarding child abuse and student safety.

If a coach has reasonable cause to believe that a child has suffered abuse or that any person with whom the child has come in contact has abused a child, the coach must immediately make a report as required by law. Reporting concerns to another coach, the Athletic Director, or school administrator does not replace an individual's legal obligation to make a mandatory report when required.

Failure to comply with mandatory reporting laws may result in personal legal consequences in addition to school district disciplinary action.

Duty to Act

Coaches must never ignore, minimize, dismiss, or conceal concerns related to student safety. Statements such as "I didn't see it myself," "I wasn't sure it happened," or "I thought someone else would report it" are not acceptable reasons for failing to report concerns.

When in doubt, report the concern and allow administration to determine the appropriate course of action.

Failure to Report

The safety of our students is a shared responsibility. Any coach who knowingly fails to report violence, bullying, hazing, harassment, intimidation, abuse, or other significant misconduct may be subject to disciplinary action.

Disciplinary measures may include:

- Verbal or written reprimand
- Suspension from coaching duties
- Non-renewal of coaching assignment
- Immediate termination from coaching responsibilities

Additionally, assistant coaches who fail to report concerns to their Head Coach, Athletic Director, or administration may be subject to disciplinary action up to and including termination.

Commitment to Student Safety

Every student-athlete deserves to participate in athletics free from fear, intimidation, abuse, bullying, hazing, harassment, or violence. Coaches are expected to model integrity, professionalism, and courage by speaking up whenever concerns arise.

Protecting students will always take precedence over team success, playing time, tradition, or personal relationships.

Section II

Individual Eligibility/Code of Conduct

Academic Eligibility

Academic Eligibility

SPS High School requires 24 credits to graduate; thus students are expected to be enrolled in a minimum of five (5) classes. In order to maintain eligibility, students must pass a minimum of five (5) classes the previous transcribed grading period and be making normal progress toward graduation based on accumulated credits prior to the beginning of each school year (see below):

- Sophomores must have accumulated 4.5 credits
- Juniors must have accumulated 10 credits
- Seniors must have accumulated 17 credits

Credits earned in summer school, evening school, or other approved off-campus programs may be used to maintain eligibility. All eligibility is based on an analysis of a student's transcript grades. If, during the course of a semester, a student is dropped or withdrawn from a class and as a result is carrying less than five (5) classes or cannot meet the normal graduation definition outlined above, they will be declared ineligible immediately.

If a student is unable to meet the above standards for eligibility due to medical reasons, chemical dependency, or circumstances "outside their control," a hardship eligibility request may be made to the OSAA by the athletic director. If students receive an eligibility waiver, they must be passing all classes at the time the eligibility request is filed with OSAA.

Academic Probation

Students who meet the OSAA minimum academic eligibility requirements, but fail to meet the Springfield Public Schools standards, will be placed on academic probation in order to provide them an opportunity to improve their academic standing while maintaining their eligibility. Students will be placed on academic probation if they fail to earn a 2.0 GPA,

In order to maintain eligibility during the academic probation period, in-season athletes must provide a weekly progress report (grade card) – signed by every instructor on their schedule – not just the classes they are struggling in. The cumulative G.P.A on the grade card must be 2.0. Grade cards will be turned in on Friday or the last school day of the week. Eligibility will be determined for the following week.

Failure to meet the requirements stated above will result in an immediate loss of eligibility for a period of not less than one (1) week. Students who fail to consistently meet eligibility requirements may continue to practice with the team, but will not be allowed to compete in contests until they meet all eligibility requirements.

The Athletic Director will assist coaches with timely information regarding student academic performance in order to support student athlete eligibility throughout the season.

Commonly Asked Questions

Q: When do athletes become ineligible?

A: As soon as students, or coaches, are notified of a grade deficiency by the athletics office, they will be required to submit weekly progress reports. If they fail to turn in an adequate progress report, they immediately become ineligible for one full week.

Q: Who keeps track of the students' individual eligibility?

A: The athletics office will monitor academic progress for all student athletes on academic probation and send eligibility reports to all in-season coaches on Friday evenings or Monday mornings.

Q: What about a senior who only needs 4 classes to graduate?

A: All students must meet the OSAA minimum of five classes – even if they don't need the credits for graduation.

Q: What about kids at the alternative school, A3, Gateways, or other programs?

A: Students may use credits earned in these programs to maintain their academic eligibility.

Q: What if an athlete doesn't have a 2.0 GPA on their grade report, but they make up a big assignment the next day? Are they still ineligible for the whole week?

A: Yes. Once they submit a deficient grade report or miss a deadline, they may not compete for one full week – regardless of the number of contests they may have to miss.

Q: Are students allowed to practice and travel with the team while on academic probation?

A: During the first week of ineligibility they are expected to fulfill all team requirements even if they aren't eligible to compete in contests. If they are ineligible for consecutive weeks, they are not allowed to attend any afterschool team functions – including games.

Q: What if an athlete fails to turn in a grade card because of an excused absence?

A: If a pre-arranged absence request is approved, the student is still responsible for the progress report on the original due date. If an excused absence is not pre-arranged the grade card must be submitted by 3:30 PM on Monday.

Athletic Training and Conduct Guidelines

Preamble

The opportunity to represent one's school in interscholastic competition is a privilege. With this privilege comes a higher expectation for attendance, academic achievement, and a greater responsibility for citizenship; at both, school functions and in the greater community.

SPS EXTRACURRICULAR ATTENDANCE POLICY

In order to participate in practices or contests, participants must attend for at least 50% of the school day of any such practice or contest unless prior arrangements have been made with the principal or her designee 48-hours in advance. The principal or designee may clear any exceptions, i.e., medical, funeral, legal issue.

Students may also be ineligible to compete in extracurricular activities or programs if they are truant from class or have irregular attendance.

Any absence on the day of a contest must be **approved**. Otherwise the participant will be ineligible to participate.

Any duration of absence less than 50% of the school day must be **approved** by the athletic secretary or the attendance secretary. For the purposes of athletic participation, "sick" will be considered an unexcused absence. **Approved** absences must have an official note (doctor's office) or must be pre-arranged. Excused absence examples are: medical, dental, orthodontics, funeral, legal issue. Extenuating circumstances will be considered on a case by case basis. The Principal or Athletic Director will consider extenuating circumstances.

Athletic Department Expectations

1. Students will return all issued equipment or pay the cost of replacement. The athletic director may suspend athletic participation for students who have not returned or paid for athletic equipment.
2. In order to participate in practice or a contest, the participant must attend for at least 50% of the school day of any such practice or contest. The principal or designee, using the pre-arranged excuse form, must clear any exceptions, i.e., medical, funeral, legal issue.
3. Students may be ineligible to compete in extracurricular activities programs if they are truant from class or are absent from school on the day of the activity unless prior arrangements have been made with the head coach, advisor or appropriate administrative assistant. Irregular attendance may also result in suspension from the extracurricular activity.

4. Students may participate in more than one athletic activity during one sport season with express permission by the relevant coaches and the athletic director.
5. A participant who is removed from one sport will not be allowed to become a member of any other sport during that season. If an athlete chooses to quit a sport and change to another sport during the same season, mutual agreement of the coaches involved and the athletic director is required. Upon request of the student, parent or guardian, the school administrator may review the denial of participation.
6. Athletes who are involved in off-season conditioning programs during the school year are responsible for all rules and regulations. Off-season program participation must be under supervision of a coach when using school equipment and/or facilities.
7. SPS High School ASB accounts will be utilized for payment of fines imposed by the OSAA.

Team Rules

The following conduct violations will lead to appropriate disciplinary action to be determined by the building administrator and athletic director in collaboration with the head coach. Discipline will be in relation to the severity of the violation in alignment with our [SPS High School Discipline Matrix \(Student Rights and Responsibility Handbook\)](#).

1. Team related — insubordination, fighting, unsportsmanlike conduct and misbehavior while attending practice or contests.
2. Community related — defacing property, stealing public or personal equipment.
3. Other forms of misconduct will be dealt with according to the circumstances and severity of the incident.
4. Disciplinary action in cases of flagrant and/or willful misconduct will be taken by the coach or advisor, athletic director and the principal in a meeting with the student and parent or guardian.

Code of Conduct

Citizenship Expectations

A student participating in activities and athletics shall conduct him/herself in a positive and appropriate manner. All rules and procedures in the Code of Conduct shall be followed. A student who violates the Code of Conduct risks loss of eligibility for participation in activities and athletics.

Violations which constitute a criminal offense, or conviction of criminal offense, either felony or misdemeanor (excluding minor traffic violations), *may* result in suspension or exclusion from all activities/athletics participation.

Substance Abuse Rules

The following guidelines have been established for athletes/participants before they may represent Springfield Public Schools #19 in athletics or activities.

These procedures will be administered by the coach/athletic director in conjunction with building administration and in alignment with the student rights and responsibility procedures.

Rules are in effect upon a student's initial enrollment in any district-sponsored activity or athletic program and are in effect until the student graduates or transfers from Springfield Public Schools. **(24 hours per day, 7 days per week, 365 days per year)**. Consequences of this athletic/activity agreement will be cumulative during his/her high school career.

The possession or use of tobacco, vape pens, alcohol or non-prescribed drugs is prohibited. Students in violation of this rule, regardless of whether the violation is at a school-sponsored activity or not, will be subject to the following consequences:

1. **First Offense:** Suspension from participation in all extracurricular activity programs (not to include practice sessions) according to the following number of contests, activities, or events:

- Football-** 2 contests
- Soccer-** 4 contests
- Volleyball-** 4 contests
- Cross Country-** 2 contests
- Basketball-** 4 contests
- Wrestling-** 3 contests
- Swimming-** 2 contests
- Track-** 2 contests
- Tennis-** 4 contests
- Softball-** 6 contests
- Baseball-** 6 contests
- Lacrosse-** 4 contests
- Golf-** 2 contests
- Cabaret-** 2 performances
- Cheer- Fall Season-** 2 performances/contests or competitions
- Cheer- Winter Season-** 4 performances/contests or competitions
- Drama** – 2 performances
- Marching Band** – 1 performance
- Pep Band** – 2 performances
- Clubs (AND ASB Officers)** – NO participation for two weeks after returning to school from suspension

The suspension must begin immediately following the offense. Should the violation occur at or near the end of an activity season, any un-served portion of the penalty will carry over to the next extracurricular activity.

Offenses are punishable if:

- A. A staff member or the police find the student/athlete under the influence of, or in possession of tobacco, drugs, or alcohol.
- B. A parent or legal guardian reports the student to a staff member.
- C. The student/athlete admits the offense to a staff member.
- D. Student/athlete is seen in possession of tobacco, drugs, or alcohol via social media.

Offenses are not punishable if:

- A. The student/athlete is merely suspected of an offense via social media. When conducting investigations, however, building administrative staff can use social media pictures and or posts.
- B. The student/athlete is rumored to have been in possession of, or under the influence of tobacco, drugs, or alcohol.

If a student voluntarily requests assistance from a school official for a substance abuse problem, the penalty for the first offense may be reduced provided that an agreed plan of remediation is implemented. There must be no repeated substance abuse violation within a 36-month period, otherwise the regular substance abuse penalties will be in effect.

- 2. **Each Subsequent Offense:** Suspension from participation in all extracurricular activity programs for the remainder of the school year will occur with any subsequent offense. Before the suspension is implemented, the coach or activity advisor must be notified by the administrator or athletic director. It is the responsibility of the administrator or designee to conference with the student and parent. A written record of the conference stating the infraction and the suspension must be maintained.

Note: Maintaining or being identified in electronic format which depicts illegal or inappropriate student conduct and which results in a significant disruption to the educational setting **will be considered a violation of this code of conduct. This extends for the entire calendar year (24 hours per day, 7 days per week, 365 days per year.)**

Athletic Clearance Procedures

All athletes are required to supply the following information before they will be allowed to participate in any practices or contests. Students who are unable to begin practicing on the prescribed start date may lose the opportunity to try out and be ineligible to participate in early season contests.

1) Physical Exam

All students must have a current physical exam completed on the [OSAA approved form](#). Physicals expire after two years.

2) Insurance

All students must provide proof of medical insurance. Students without family insurance may purchase coverage offered through the Springfield Public Schools. Information is available in the athletic office.

3) Athletic Department Policies

The clearance packet includes all athletic department policies. All athletes, and their parent or guardian, must agree to follow all protocols; indicated with their signatures on the clearance forms.

4) Academic Eligibility

Student athletes must meet the OSAA and SPS academic eligibility requirements. All students who participate in OSAA athletics and activities must be enrolled in at least 5 classes at all times.

5) All student athletes must pay the annual \$30 ASB fee.

Section III

Communication Guidelines

Player and Parent Communication

Effective communication with players and parents is essential to the success of any athletic program. Coaches must model effective communication skills and create an environment in which athletes and parents feel comfortable asking questions and voicing concerns.

The Parent/Guardian-Player Relationship

Being positive and supportive is important; adding pressure and unrealistic expectations is harmful. Allow your students to enjoy and grow from this valuable experience. Allow your athlete the opportunity for learning teamwork, sportsmanship and work ethic. Most importantly, your student athlete should experience enjoyment and fun. Excessive pressure or expectations can alter these most fundamental reasons for playing.

The Player/Coach Relationship

One of the most valuable aspects of high school athletics is the opportunity it provides young people to learn to communicate effectively with adults. Thus, players must understand that when they have questions, concerns, or a need to share information, they are first expected to discuss with their coach directly.

When dealing with athletes, always maintain the highest level of professionalism. Speak to them in the same manner you would if their parents were present. If a student approaches with a concern that you are uncomfortable with, or if they share information that indicates a threat to their safety, document the conversation and inform your supervisor as soon as possible.

The Parent/Coach Relationship

Parents and Guardians clearly love their children and are concerned with their welfare. Students involved in the athletics program at SPS High Schools agree to allow the coach to instruct and guide the team- this agreement is crucial in many respects.

The involvement of supportive parents can be a tremendous benefit to any athletic program, yet few aspects of coaching are more challenging than dealing with parents who are dissatisfied with their child's role and level of participation on the team. The most effective

strategy for recruiting parental support and reducing potential issues is to communicate expectations clearly throughout the season; including communication guidelines.

Parents should always be encouraged to share information about issues that may impact their child's performance. They should also feel comfortable asking coaches about their child's development and role on the team. However, parents also need to realize that it is not appropriate to contact the coach without making prior arrangements – especially immediately after a contest or practice – nor is it acceptable to discuss the abilities of other students.

Dealing with Conflict

The most common source of tension between coaches and parents (especially in team sports) revolves around the issues of playing time and contest strategy. While coaches' decisions must reflect the best interest of the team, parents are naturally most concerned with their own child's experience. If parents feel that their child's role is less than they had expected it to be, they may become concerned – even if the child is not.

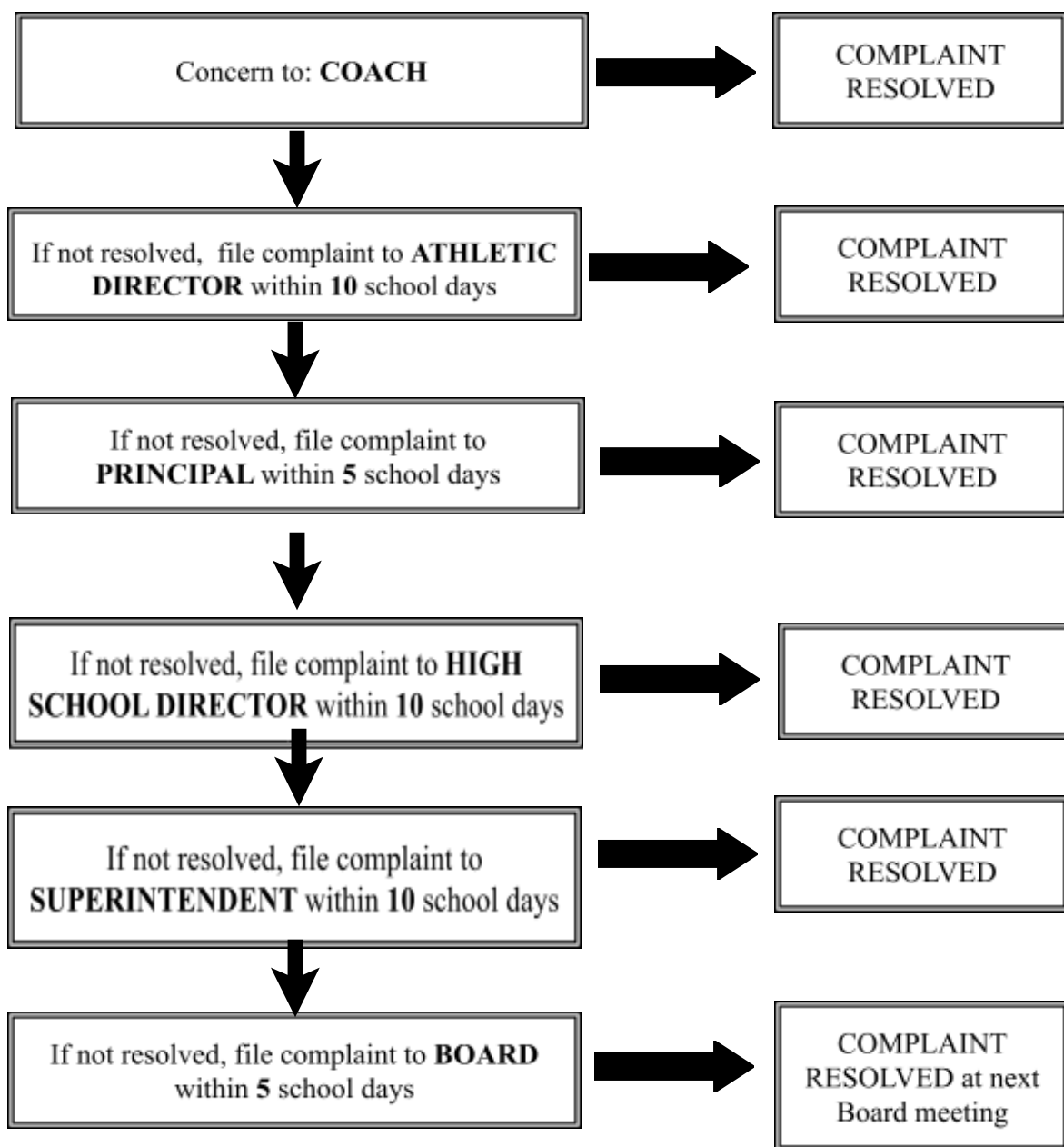
Coaches: When dealing with these types of situations, it is essential to reinforce the child's value to the team, regardless of their contributions in contests. Regardless of a student athlete's abilities, the focus of the conversation should acknowledge their role and contribution to the team. It is also extremely important to identify recommendations for improvement, while at the same time acknowledging that a significant increase in playing time may be unlikely.

Parents: Should you have any questions or concerns, do not approach the coach during practice, on the day of a contest, or immediately at the conclusion of a contest. At these times, coaches have other responsibilities and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous, and logical manner. Please consider waiting 24 hours after the completion of a game or match to discuss any matter with the coach (If after 24 hours falls on a Saturday or Sunday, parent/athlete must wait until Monday to contact the coach). The SPS High School Athletic Complaint Procedure can be found on the Athletics Web Page- Step 1 is resolving any matter with the coach.

Coaches will not discuss playing time, or another parent's child, with another parent. **There is no exception to this rule.**

If a parent meeting becomes confrontational or accusatory, the coach should end the meeting and instruct the parent and/or student to contact the Athletics Director. If a coach anticipates a particularly difficult meeting, it is appropriate to ask the Athletic Director to be present.

ATHLETIC COMPLAINT PROCEDURE FLOW CHART



The flow chart above provides a procedure for handling patron athletic concerns in an orderly, timely and effective manner. The number of days indicated at each level as the period for action is considered a maximum. Specified time limits may, however, be extended by notification in writing. As indicated, any patron who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may be resolved; (2) if the concern is not resolved with either the coach or the athletic director, the patron will file the formal complaint with the building administrator. From this point on, the procedure is outlined in Board policy KL - Public Complaints.

Open Practice Policy

All practices are open to parents/guardians only. Following the practice-time guidelines below will ensure students are supported and coaches have the focused time and space required to build skills and remain competitive. If unable to follow these guidelines, parents will not be allowed to attend future practices:

1. Parents must remain silent during all practices and should have no communication with their child. Parents are not to coach, text, reprimand, or chat with players during practice in order to prevent distractions and allow players to focus.
2. Parents may not record practices. Recordings of both video and/or audio is prohibited.

Electronic Communication

Although electronic communication has become increasingly prevalent in our society, coaches should exercise caution when communicating with students – and even parents – in this manner. Limit the subject matter in texts, email and social networking sites to team information only, i.e., schedule changes, uniform reminders, transportations arrangements, etc. Never attempt to deal with an upset parent or an individual student's personal issues via electronic communication. While texts may be convenient, they do not offer the level of two-way communication necessary to promote adequate understanding of complex issues.

Recommendations for Electronic Communication

1. If you receive a message that makes you uncomfortable, document it and contact your supervisor immediately.
2. Never attempt to resolve conflict via electronic communication – even email. While a written record of the exchange may be reassuring, issues are seldom fully resolved without a one-on-one conversation. If you are concerned about the conduct or sincerity of the person you are meeting with, ask the athletics director or an assistant coach to attend as your witness and note-taker.

Preseason Meetings

Every program is required to offer a preseason parent/player meeting prior to the first contest. Coaches schedule their own parent meetings and supply the information to the athletics office.

A comprehensive parent meeting at the beginning of each season provides an excellent means of eliminating issues that might otherwise arise throughout the season. Some of the topics that should be reviewed include:

1. Introduction of coaching staff; including assignments and professional contact information.
2. Attendance policy for all team functions. Include consequences for absences and tardies, and procedures for notifying coaches.

3. Team selection and placement procedures.
4. Communication expectations for students:
 - a. Keep the coaching staff informed, especially about issues that may affect your performance or eligibility (i.e., absences and/or academic problems).
 - b. Always contact the coach directly. It is not appropriate to have a friend talk to the coach for you.
 - c. If you have a concern, approach the coach first. If you still have questions, ask your parents to contact the coach.
5. Communication expectation for parents:
 - a. Keep the coaching staff informed.
 - b. If your child has concerns, encourage them to contact the coach directly.
 - c. If you have concerns, please contact your child's coach (or the head coach of the program) directly to make an appointment for you and your child.
 - d. Never approach a coach immediately before or after a practice or competition.
 - e. Avoid discussions about the physical ability of other students.
 - f. If you still have concerns after speaking to the coach, please contact the athletics director.
6. Electronic communication.
7. Injury policy. Expectations for injured players, return to play protocols, and following training staff recommendations.
8. Philosophy for determining playing time – specific to each level. Example: At the freshman level, the players that offer the greatest opportunity for team success will start the game and play the most. However, every player who has attended all team functions and has demonstrated the ability to participate safely will have an opportunity to play in every contest. At the varsity level, the players that offer the greatest opportunity for team success will start, and remain in the game as long as the outcome of the contest is in question.
9. Dress and grooming expectations.
10. Academic requirements; including academic probation, and program requirements that may be more stringent than the stated athletic department requirements.
11. Letter policy.
12. Team calendar; practice schedules, contests and all team functions.
13. Fundraising expectations and rationale; be specific about what the funds are being used for.
14. Review Athletics Department policies –reference the clearance packet information.

Team Handbooks

In addition to the preseason meeting, it is also recommended that every program provide a team handbook that covers all of the topics outlined above. This offers an excellent means of ensuring that all parents and students are aware of the program expectations. It is recommended to require parent and player signatures indicating that they have had an opportunity to read the information.

Section IV

Professional Responsibilities

Extra Duty Contract

The Springfield Public Schools coaches' contract is included in the Springfield Education Association agreement. The section below represents an overview of the pertinent topics. Please see the SEA contract (available on the SPS website) for complete information.

Stipend Step Increases

The coaches' contract includes a 3 step schedule based on experience.

- Step BA 0 (in the certified contract) – first three years of coaching experience.
- Step BA +3 – 5% increased in the fourth year of coaching.
- Step BA +6 – 15% increased in the seventh year of coaching.

Extended Season

Coaches of teams and individuals who qualify for postseason competition will be compensated daily on a prorated basis. The daily stipend will be calculated from the OSAA start date, to the final regular season contest – including OSAA play-in games. The total number of contract days will include official team functions on weekends and holidays.

The following number of coaches may receive playoff pay per sport:

Football: 4
Cross Country: 1
Volleyball: 2
Girls Basketball: 2
Boys Basketball: 2
Swimming: 1
Boys Wrestling: 1
Girls Wrestling: 1
Track & Field: 2
Baseball: 2
Softball: 2
Girls Soccer: 2
Boys Soccer: 2
Tennis 1
Golf 1

Evaluation Procedure

All coaches will complete self-evaluations at the conclusion of the season (see supplemental section). Assistant coaches will receive their final evaluation from the head coach and/or building administrator/athletic director. Head coaches will receive their final evaluations from the school administrator and/or the athletic director.

Coaches that fail to meet district expectations will be notified of the deficiencies and steps necessary for improvement. Coaches failing to adequately meet the expectations may be non-renewed.

Certification Requirements

Coaches Certifications

All coaches – contract and volunteer - are required to fulfill the certification requirements specified by the OSAA and Springfield Public Schools. Currently, these certifications include:

- NFHS Fundamentals of Coaching Course or OSAA Beyond the Scoreboard
- Steroid Awareness Training (every four years)
- Concussion Management Training (annually)
- Heat Acclimatization Training (every four years)
- First Aid Training (only required for paid coaches)
- Code of Ethics (annual)
- Safe Schools (annual)
- Heads Up Football Requirements (football coaches only)
- Interrupting and Preventing Discriminatory Acts Training (once)

Coaches certifications must be provided to the athletics office and completed annually.

Volunteer Coaches

In addition to the certification requirements listed above, volunteer coaches must register with the district office – and submit to a criminal background check. All volunteers must provide a completed Volunteer Background Check form (see supplemental section), to the athletics office before providing any service to the district.

Clinicians vs. Coaches

Some programs use “clinicians” to provide specialized instruction on a limited basis. In addition to the Springfield Public Schools volunteer requirements, the OSAA only allows clinicians to participate three times before they become a “coach.” Thus, prior to the fourth contact (practice or contest) in which they provide instruction or supervision, they must meet all the certification requirements listed above.

Staffing

Head coaches are expected to network and encourage potential applicants to apply for positions within their programs, in alignment with SPS equitable hiring practices. Additionally, they will participate in interviewing candidates for positions within their program before recommending candidates for the position. All offers of employment are made by human resources, not school personnel. All staffing decisions (including volunteers) must be approved by the principal.

Conference Obligations

SPS is affiliated with the Midwestern League. Member schools include; Ashland, Churchill, Crater, Eagle Point, North Eugene, Springfield and Thurston.

Preseason Conference Meetings

At the beginning of each sport season, the Midwestern league may host an informational meeting to review league SOP language, schedules, conference championships (if applicable), the all-league selection process, and NFHS (or applicable) rule changes and points of emphasis. The attendance of each program's head coach may be required.

Conference Team Selection

At or near the conclusion of each sport season, the head coaches nominate and vote for conference all-stars. In individual sports, all-conference teams may be based primarily on final place finishes, whereas team sports rely on a nomination and voting process. Regardless, all head coaches are expected to participate fully – including submitting ballots and statistics (if necessary) in a timely manner, and attending league meetings in accordance with our SOP's.

Post-Season Meetings

Sports may hold post-season meetings to review SOP language, complete the all-league process and make recommendations for the following year. All head coaches are required to attend and participate in this process.

School Representation

Throughout the course of the season, it is not uncommon for coaches to be asked to provide input on issues that affect the league. Coaches are expected to serve as representatives of SPS and participate in league issues. It is also expected that the head coach of each sport will provide information to the athletics director when appropriate.

Oregon School Activities Association

The OSAA is a non-profit, board-governed organization of its member schools, both private and public. The OSAA is dedicated to ensuring equitable competition for Oregon high school students through OSAA-sponsored events. The foundation for that goal lies in a belief that no school, team or individual should be treated as any more or less than another.

OSAA standardized rules of eligibility and competition, and put in place a standard of education regarding participation in interscholastic activities. Administered equally and fairly, OSAA policies strive to allow no one school to outweigh its brethren.

The mission of the OSAA is to serve member schools by providing leadership and state coordination for the conduct of interscholastic activities, which will enrich the educational experiences of high school students. The OSAA will work to promote inter school activities that provide equitable participation opportunities, positive recognition and learning experiences to students, while enhancing the achievement of educational goals.

All coaches are expected to stay current regarding OSAA policies, surveys, and sport-specific rule changes and points of emphasis. The best source of information is the OSAA website at www.osaa.org. Coaches also receive periodic OSAA Broadcast Emails from the athletics office. Additional OSAA information is included in the Policy Section of this handbook.

The Oregon Athletic Coaches Association

The OACA is an organization made up of high school coaches that serves in an advisory capacity to the OSAA. The OACA surveys members throughout the state, and across classifications, to provide recommendations to the OSAA. Individual coaches who join the OACA receive a \$1,000,000 liability insurance benefit and other rewards. Coaches may also opt to purchase an OACA Gold Card which provides admission to all OSAA sponsored athletics and activities for the entire school year. Additional information is available on-line at www.oregoncoach.org and in the Supplemental Section of this handbook.

The Coach's Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coach's own child, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

6. The coach shall master the contest rules and shall teach them to his or her team members.
7. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
8. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
9. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
10. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
11. A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Section V

SPS Expectations and Protocols

Athletic Clearance

The Athletics Department has worked very hard to develop a system of determining eligibility that is both thorough and convenient for parents, students and coaches. When the athletic office clears a student, the head coach receives notification through the online registration platform. The head coach must ensure all students have been cleared to participate in any team activities, practices or contests.

It is the responsibility of the program head coach to monitor the athletic clearance of every participant in the program.

Attendance

In order to participate in practices or contests, students must be in attendance for 50% of the day that school is in session. Prearrange absence requests must be submitted at least one day prior to the absence.

Commonly Asked Questions:

Q: If a student misses a day of school for a family vacation, but they return in time for practice, can they obtain a prearranged absence so they can participate?

A: No. Pre-arranged absence requests are reserved for commitments that cannot be fulfilled outside the school day, i.e., medical appointments, funerals, legal obligations, etc.

Q: Are students allowed to participate if they miss school for a field trip?

A: Yes. Absences for school sponsored activities such as class field trips are excused, and do not require a pre-arranged absence request.

Q: If a parent completes the form and gives it to the coach, is the request granted?

A: No. While it is appropriate to notify the coach of any school absences, the prearranged absence request needs to be submitted to the athletic director for approval. The coach will then be notified with the daily attendance report.

A copy of the Prearranged Absence Request Form is available in the Supplemental Section.

Awards

Varsity Letter Awards

The criteria for earning a varsity letter is at the discretion of the program head coach. The guidelines should include:

- Promotion of the Athletics Mission.
- A significant contribution to the varsity team.
- Successful completion of the season.

The specific criteria for earning the varsity letter award should be clearly stated to players and their parents at the beginning of the season. This information needs to be included in the preseason meeting and the team handbook.

Additional Awards

Coaches may elect to give additional awards throughout the season, but the individual programs will assume responsibility for the extra cost. Should a program wish to add a special award, and have it placed in the gym lobby or trophy case, permission must be granted by the athletics director and/or principal.

Camps and Clinics

Camps and clinics are an essential component of every athletic program. High school camps provide an opportunity to prepare athletes for tryouts and/or the rigors of early season practices.

Youth camps and coaches' clinics are invaluable in creating a seamless articulation program. These activities allow high school staff to teach their philosophy, systems, and the fundamental skills necessary to compete at the highest level.

Although camps often serve as a fundraiser for the program, the primary purpose of camps and clinics is to promote the program by providing a positive experience for the participants.

Summer Camp/Clinic Guidelines

1. When available and offered, summer camps and clinics are optional experiences for our student athletes.
2. Scholarships or discounted camp fees may be available for students of families in need, but guidelines need to be clearly established in writing and available to all participants.
3. No individual may directly receive payment for working the camp. However, services may be contracted as part of the camp expense, i.e., officials, choreography or clinicians (not affiliated with SPS).
4. Any outside agency wishing to hold a camp or clinic outside the association year on school district property must request permission through the SPS facilities department, and may be subject to rental use fees and restrictions.

5. All camps and clinics require prior administrative approval using the “In House” Rental Request Form (supplemental section).

Dropping/Adding a Sport

A participant who is dropped from, or quits, a sport will not be allowed to become a member of any other sport (including off-season conditioning programs) for the remainder of that season unless by mutual agreement of the coaches involved and the athletics director.

Students who wish to participate in more than one athletic program during a single sport season must obtain permission from both head coaches and the athletics director.

Ejection from a Contest

The ejection of a player or coach from a contest for unsportsmanlike conduct represents one of the more serious offenses that may occur in the athletics program. In addition to the subsequent OSAA suspension and fine, Springfield Public Schools may impose further sanctions against the offending individual.

Ejected Athletes and Coaches

Individual programs will be responsible for any fines imposed by the OSAA for unsportsmanlike conduct that results in a student ejection from a contest.

In addition to the fine, the offending athlete and the program head coach will be required to meet with the athletics director and/or principal prior to returning to play. The head coach and or the high school administration may impose more stringent penalties based on the severity of the offense; including dismissal from the team, and/or suspension from school.

In addition to fines and suspensions levied by the OSAA, any coach who is sanctioned will be:

- Required to complete the NFHS course “Teaching and Modeling Behavior.”
- Subject to an immediate performance review to determine the need for improvements by the athletic director and/or principal.

Equipment and Uniforms

Equipment Issue and Inventory

Prior to the start of the season, coaches are expected to label, inventory and secure all equipment. It is also extremely important to develop accurate means of recording and tracking equipment issues – including the replacement of equipment lost during the season.

Coaches should develop a plan to collect all equipment and uniforms immediately after the last contest. Do not allow students to take uniforms home for cleaning before they turn them in. The resulting loss of equipment is far more expensive than paying for a

professional laundry service – which is included in the athletics department budget. Once uniforms are collected and bagged, notify the athletics office to arrange for pick up.

After equipment check-in, provide a list of all missing gear to the athletics office, and the student will be invoiced. Students who have not returned or paid for missing equipment will not be allowed to clear for another sport until they do so. Coaches may also withhold awards, including varsity letters, until the player returns the missing equipment.

Uniforms

All uniforms must meet the regulations set forth by the OSAA, NFHS and Springfield Public Schools. Uniforms are restricted to school colors only. All uniform designs must be approved by the athletics director prior to purchase.

Surplus Equipment

Springfield Public Schools uniforms and equipment may not be sold or donated without expressed written permission from the Director of Finance. Such items must be deemed as surplus; indicating that they are of little or no value, and pose no liability issues for the district.

Off-Season Programs

Athletic uniforms may not be used for participation in off-season programs. In addition to possible OSAA violations, this practice subjects uniforms to unnecessary wear. However, equipment such as balls and nets may be used with administrative approval under the following conditions:

1. The program operates under the direct supervision of the corresponding athletic program head coach.
2. All participants are members of a SPS athletic program.
3. None of the program coaches or support personnel are compensated for their involvement in the program.

Facilities

The care and supervision of district facilities is the responsibility of every coach. The most important concept is that students must be supervised at all times. Failure to provide adequate supervision presents a tremendous liability risk to the district and the individual staff member.

In addition to providing student supervision, all coaches are expected to help maintain and secure the facilities. When using any of the district facilities, begin by inspecting the area for damage and/or safety issues, and report any issues to the athletics director. After use, make sure the facility is clean and secured.

Gym Floors

Baseball and softball may use the gym for practices during inclement weather, but no live balls may be used. In both gyms, the only type of ball allowed are those specifically manufactured for indoor use.

There are larger dust brooms available around the gym. Always sweep the floors before and after practice to remove dirt that may leave scratches in the surface. If the floors are exceptionally dirty, or there is a spill that you are uncomfortable removing, contact the athletic office or custodians.

Weight Room

The weight room presents the greatest liability issues of any facility on our campus. Our weight room is designed for athletic resistance training, thus the equipment consists primarily of free-weights which require belts, collars and spotters. Working out in a free-weight facility mandates the teaching of proper techniques and close supervision. Students must never, under any circumstance, be allowed in the weight room without direct supervision.

Facility Use Guidelines

The use of all facilities, including the weight room and athletic fields, must be approved and scheduled by the athletics director based on the following priorities:

1. In-season contests, i.e., set-up for a wrestling meet takes precedence over basketball practice.
2. In-season practices.
3. SPS activities; cheerleading, dance and drill, leadership, etc.
4. Youth program outreach sponsored by in-season athletic programs, i.e., a youth basketball camp offered in January takes precedence over an open gym for baseball.
5. SPS off-season athletic programs.
6. Fundraisers for our athletic programs, i.e., baseball practice during inclement weather in March takes precedence over the football lift-a-thon.
7. Community-based youth programs (not sponsored by the SPS athletics program); YMCA basketball tournament.

Any outside group wishing to use district facilities must submit a request to the SPS Facilities.

INJURY MANAGEMENT PROTOCOL

The health and safety of the athletes at Springfield Public Schools is of the utmost importance. We are committed to providing a safe environment for students to practice and compete, and we strive toward best practices in prevention and care for student athletes.

First Aid and Emergency Preparedness

All coaches are required to maintain a current first aid, CPR, EPI pen and AED certification. A copy of the certification will be on file in the office of the athletic director and the athletic trainer. Most injuries are minor and can be attended to with basic first aid procedures. However, if an athlete suffers a serious injury, and the athletic trainer is not on site, the coach shall call 911 and activate the emergency action plan prior to contacting the parents.

The school's athletic trainer (AT) will provide each head coach with a:

- Medical kit
- EPIPen
- Emergency contact information for each athlete on the team
- Emergency Action Plan (EAP)
- Concussion Protocol
- Injury Documentation Forms

Medical Kit

Each team will be provided a stocked medical kit. The kit is to be returned at the end of the season. Teams should regularly return the medical kit to the athletic training facility for restocking. The coach will be familiar with the first aid supplies provided within the medical kit and use universal precautions when providing care. If the team is traveling and a player needs basic taping prior to a competition, the tape provided should be used. Please provide this tape to the home team's athletic trainer for taping.

Emergency Booklet

Head coaches will be provided a booklet that contains the emergency contact information for their athletes, medical authorization for treatment, and the Emergency Action Plan. Coaches shall have the booklet available at all times while they are coaching.

Emergency Action Plan (EAP)

Each coach will be provided a copy of the EAP. The purpose of the EAP is to provide an organized method and process should an emergency occur during an athletic event. When followed, emergency care will be administered in the most efficient manner possible for the

benefit and health of the student-athlete. Administrators, coaches, athletic trainers, and supporting staff should be familiar and comfortable with their role in the EAP at each competition or practice site. Each coach shall be trained, familiar with, and often review the EAP. The athletic director and athletic trainer shall annually review the EAP and make adjustments as needed. It is recommended that the EAP should be practiced with appropriate medical and administrative personnel once a year to ensure readiness. Please refer to the EAP for further information.

Concussion Protocol

The OSAA requires coaches to be educated annually about sports concussions and to be familiar with the SPS concussion protocol. A copy of coach certifications shall be on record in the office of the athletic director. Medical management of sports-related concussion continues to evolve. Springfield Public Schools has established a protocol that follows current best practices to provide education about concussion for coaches, school personnel, parents, and athletes. The protocol outlines our procedures in managing sport-related concussions as well as protocol for return to play and academic activity following a concussion. If a coach suspects that a student may have suffered a concussion, the coach must immediately remove the student athlete from participation until a qualified healthcare professional has evaluated the student. It is also necessary for coaches and the athletic trainer to make sure the athletes understand the symptoms of a concussion and appreciate the importance of keeping the coaching staff and athletic trainer informed. See the SPS Concussion Protocol for further information.

Injury Reporting

It is important that students, coaches, and parents understand that all injuries **must** be reported immediately to the athletic trainer. If the injury is an emergency, the coach should immediately inform the athletic trainer who will activate the EAP. If the athletic trainer is not on site, the coach shall use his and her best judgment in activating the EAP.

The athletic trainer is required to fill out a district incident report for any injury that requires medical attention by a physician. If the athletic trainer was on site and responded to the injury, the athletic trainer will fill out the report. If the injury happened while the athletic trainer was not on site, the coach/supervisor should complete the injury report and notify the athletic trainer of the injury on the same day the injury occurred (via text, email, or phone call). A copy shall be turned into the school's health office. If in doubt about the severity of an injury, err on the side of caution, and submit the completed injury form to the athletic trainer. If the AT is not on site when the injury occurs, the coach is responsible to contact the parent to notify of the injury. If an injury occurs while competing as the away team, the coach shall obtain the assistance of the home team's athletic trainer for evaluation. This is especially important in the case of a possible concussion. The coach is also required to fill out an Injury Report (a copy is provided below) for injuries that are not an emergency when the team is away. This report should also be turned in to the athletic trainer the following school day.

Medical Treatment

Anytime an athlete's participation is restricted by a medical professional, it is necessary for them to also have a full written release before resuming activity. A medical note shall be given directly to the athletic trainer who will place a copy in the athletic office for documentation. The athletic trainer will interpret the document and communicate with coaches the status of the student.

Coaches should not accept medical documents from students and should not return them to activity without the consent of the athletic trainer. In regards to wrestling and skin lesions, after an evaluation the AT will provide the athlete with the OSAA Medical Release to Participate with Skin Lesion form. After visiting their health care provider, the student will return the form to the AT, and a copy will be made for the coach.

Note: A parent may not release a student who has been restricted by a medical professional. Urgent Care, Doctors of Chiropractic Medicine and Homeopathic medicine are not able to authorize clearance for athletics.

Prevention and Injury Management

1. Always inspect facilities and grounds for safety hazards prior to activity.
2. Maintain a stocked medical kit and have easy access to your emergency contact information.
3. Know how to reach the athletic trainer. Have the AT's office and cell phone number programmed into each head and assistant coach contact list. When traveling to other schools, please ask if they have an athletic trainer on site and determine the best way to reach them if needed.
4. Reinforce, with players and parents, the importance of communicating with the athletic trainer and coaching staff about all injuries.
5. Support the decisions of the athletic trainer, especially when met with resistance from students and parents.
6. Always err on the side of caution and stay within the limits of the recognized medical background (First Aid / CPR).

Athletic Training and Sports Medicine

The Athletic Trainer (AT)

Both high schools have athletic trainers on staff. The coaches are expected to work cooperatively with the AT in an effort to maintain the health and safety of our athletes. When injuries occur, the AT will work with the coaching staff, parents, and possibly a physician to develop a plan for treatment, rehabilitation, and return to play following the injury. With the

exception of emergency care, athletic trainers' scope of practice is limited to providing services to athletes (OR **331-160-0005**).

Objective of the Athletic Trainer

The AT is an allied healthcare professional who specializes in injury prevention, recognition, evaluation, and rehabilitation. The AT assumes the responsibility and obligation of establishing and maintaining a high school athletic training program in all sports. The AT provides athletic injury management and other health services for all high school athletes and assists coaches with the design and implementation of injury prevention programs. The AT will review all student physicals, medical histories, and medical releases to ensure authenticity.. The Athletic Department will share a copy of the medical documentation with the AT. Original documents will be stored in the health room.

The Athletic Trainer works under the supervision of the Athletic Director, with main direction under the Principal of the serving high school.

Essential Functions

1. Responsible for prevention, emergency care, first aid, evaluation, and rehabilitation of athletic injuries under his/her care.
2. Serve as a liaison between physician, the athlete, the athlete's parents, and coaching staff.
3. Provide medical coverage and services for team practices and athletic contests as scheduled with the athletic director.
4. Consultant to coaching staff on conditioning, nutrition, and protective equipment.
5. Assist with prevention of injuries including preventive care and education for athletes and coaches. Identify factors that put athletes at risk.
6. Secure athletic training facility equipment and supplies as needed.
7. Maintain emergency equipment including AED.

Treatment and Evaluation

8. Provide emergency care and first aid including availability and upkeep of emergency equipment and establish (annual review) an emergency action plan.
9. Evaluate acute and chronic injuries and refer to a physician or specialist when needed. Determine if a player may return to competition following an injury.
10. Treat injuries through therapeutic modalities, manual therapy, and therapeutic exercises within the AT scope of practice.
11. Develop, supervise, evaluate, and modify individual rehabilitation programs to return athletes to activity.
12. Supervise and proctor neurocognitive assessment for baseline concussion testing through the OSAA ImPACT program.
13. Evaluate and refer to skin lesions for wrestlers. Provide patients with the OSAA Medical Release to Participate with Skin Lesion form.

Record Keeping

14. School health aid will maintain records including injury reports, home care instructions, referrals, treatment records, and progress notes.
15. Athletics secretary or athletic trainer will directly receive, from the parent or student, all medical notes and clearances after a healthcare provider sees a student. Athletic trainers will communicate the information to coaches.
16. Coordinate and facilitate as co-chair of the school's TBI/Concussion Team and assists with counselors and teachers for students returning to learn.
17. Provide weekly team specific injury reports to athletic directors and designated coaches. This will indicate the status of players who are full go, limited, or out. This will include detailed information on injury and progress.
18. Provide progress and athlete playing status to coaches via person to person, digital, or written note as needed between injury reports.
19. Provide the athletic office a list of athletes who were not cleared from injury at the end of the season to ensure proper clearance prior to the start of a new season.
20. School health aid maintains accurate and complete student documentation as required by law, district policy, and administrative regulations. This includes all medical documentation such as physician clearance/restriction, physical therapy notes and OSAA skin lesion forms.
21. Maintain appropriate levels of confidentiality.

Other

22. Provide weight assessments when applicable through the OSAA BIA program for wrestling.
23. Attend conferences and other professional development to maintain current knowledge of profession and license.
 - a. Including: State, District, National Meetings
24. Collaborate with school personnel to develop school-wide initiatives to make schools safer and more effective. ie - NATA Safe School initiative
25. Monitor OSAA Heat Index and adjust practices accordingly.

Fundraising / Financial

Individual athletic programs may organize fundraising efforts for deposit in ASB accounts under the following guidelines:

1. All fundraisers require prior administrative approval and review by the Associated Student Body. Use the Event/Fundraiser Request form in the Supplemental Section.
2. All funds must be deposited into the appropriate ASB account with the bookkeeper on a daily basis using the deposit reconciliation form.

3. Funds may only be collected by Springfield Public Schools employees or approved volunteers under the supervision of SPS employees.
4. Fundraising programs may not result in direct financial gain for district employees or volunteers, i.e., selling products or services from a coach-owned company.
5. All fundraising dollars stay with the high school. Funds earned for students to use toward fees or trips cannot be refunded to the student. Funds may be transferred to another sport, but must stay in the school's ASB account.
6. Please consider the wording you use for fundraising, as you cannot repurpose fundraised money without written consent from donors.
7. Funds raised for a school trip must be distributed equitably and cannot be used for personal travel expenses of any athletes or coaches.
8. It is recommended that a minimum of 50% of the gross sales of any fundraiser be returned back to the students. Example: If a group is selling wreaths for \$20 each, a profit of at least \$10 per wreath should go to the ASB account.
9. Fundraising for out of state trips cannot begin until the school board has approved the trip.
10. Fundraised money must benefit the club and cannot be used to purchase personal equipment for students.

ASB fund procedures

Purchases using ASB funds:

- Complete a *Purchase Order/Check Request form* and submit with appropriate department and student signatures.
- Include quotes from vendors for items requested and submitted to bookkeeper for processing and Principal's approval.

Three quotes are required for purchases of \$10,000 or more.

- Once approved, the Purchase Order is returned and the order can be placed.
 - Bookkeeper will fax and/or email the P.O. to the vendor if indicated on the request form.
- When order has been received, notify Bookkeeper by submitting the packing slip, with your initials indicating items are received, and it is approved to pay. If a packing slip was not provided, email Bookkeeper that the order has been fully received and is approved to pay.
- Occasionally a vendor or business won't accept Purchase Orders and items must be ordered and invoiced, or ordered and paid for by an employee.
 - If items are ordered and the athletic department will be invoiced a Check Request form (red form) must be completed and submitted and approved before the items are ordered. When the items are received

the vendor invoice should be submitted to the bookkeeper for payment.

- If the vendor will not take a purchase order and the employee would like to purchase the item personally and request a reimbursement, including the vendor invoice.
- If an order is placed and paid for by the employee, a Check Request (red form) should be completed, indicating the request is for a Reimbursement. This form must be signed and approved by the Department Head/Athletic Director/Assistant Principal before the purchase is made. After the purchase is made, return the receipts to the bookkeeper for reimbursement.
 - ❖ Reimbursements will only be processed to a District Employee.

Collecting funds/submitting deposits of ASB funds

- Any funds collected must be submitted to the school accounting office along with a completed and signed Deposit Reconciliation form. The school bookkeeper will confirm the amount submitted, sign the form and give a copy back to the submitter.
- This form should clearly indicate what department and/or group the funds are for and what event or activity the funds were generated from.
- When conducting a fundraiser, coaches should set up student turn-in times. Turn-ins should be clearly stated and scheduled in advance. Funds should not be randomly turned in to the coach or assistant coaches without a receipt being given. Fundraising dollars should be given to the coach, not directly to the bookkeeper. Funds collected must be kept in a locked, secured location. Funds should be submitted to the bookkeeper as soon as possible after the turn-in time.
- Any time funds are collected by the coach/bookkeeper a receipt should be provided. A receipt should be provided to the parent and/or student submitting their fundraising money. This should be done via receipt book, which can be picked up in the accounting Office. Receipt books have 3-part receipts -- White to parent/student, Yellow to Bookkeeper with the Deposit Reconciliation, Pink remains in book as your ongoing record.

Student Payments

Standard SPS Student fines should be turned in by the student and/or parent directly to the school accounting office where the funds can be appropriately posted and an official receipt provided.

Teachers, Coaches or staff shall not be personally collecting student fees or payments, instead directing students to the school accounting office during the posted times (before school, during lunch, after school).

Donations

Although it is sometimes difficult for supporters to understand, it is extremely important that all offers of gifts, in-kind donations and even cash, receive administrative approval before being accepted. The following are examples of issues that could arise include:

- The parents of several boys' soccer players would like to pay for the installation of new video equipment in the team room. Unless the girls' soccer team room is updated in a similar fashion, it will represent a Title IX violation. If the donation is accepted, the district will be compelled to pay for the work in the girls' team room.
- The father of one of the football players is a contractor, and he has offered to rebuild the steps leading to the press box. In an effort to save money, he wants to use 2 x 6 joists instead of 2 x 8's – which violates the new building code. If the donation is accepted, the district will have to pay to have the stairs brought up to code.
- The parents of a girls' basketball player would like to buy new uniforms for the team, but they want to make sure their daughter's club team can also wear the jerseys during the spring league. Since this is prohibited by OSAA and SPS policies, the school cannot accept the gift under the conditions outlined by the parents.

Donations must be used for their intended purpose. Any funds not used for that purpose should be returned to the donor, or if you would like to use them for a different purpose, you must have the donor's written permission.

Off-Season Programs

Springfield Public Schools shares the OSAA philosophy regarding the promotion of multi-sport athletes. The following is taken from the OSAA handbook:

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

- The mission of OSAA member schools is to foster well-rounded individuals. The purpose of interscholastic athletics is to help educate boys and girls and not to prepare students for college athletics, which is a by-product of interscholastic competition available to a very small percentage of high school athletes.
- For most students, specialization in a single athletic activity is not in their best long term interests.
- Students should be encouraged by coaches, administrators, and parents to participate in a variety of school activities, including more than one sport during the school year.
- Schools should not allow use of school equipment, including uniforms and school district vehicles, and facilities by non-school organizations that promote a philosophy contrary to the above statements.
- There should be no promotion or publicity within a school for non-school programs which promote a philosophy contrary to the above statements.

Off-Season Activities

Coaches may organize off-season activities for athletes such as open gyms and conditioning sessions within the regulations set forth by the OSAA, under the following guidelines:

1. All participants are informed that their participation or lack there-of, in off-season activities can have no impact on their participation in the program.
2. Every effort is made to avoid conflicts with practice and contests in the current sport season.
3. All participants provide parent permission and proof of insurance.

Open Period

SPS High Schools honor a six-week quiet period at the beginning of every sport season. During this time period, coaches are not allowed to provide any off-season activities –conditioning workouts are acceptable, but no sport specific instruction should take place.

Parent Meetings

Preseason Meetings

Every program is required to offer a preseason parent meeting prior to the first contest of the season. Guidelines and recommendations are provided in the Communication Section of this handbook.

Awards Night

At the conclusion of the season, every program is required to offer a banquet or celebration to honor the athletes. This event should occur within two weeks of the final contest, and must include an opportunity for the parents of the athletes to attend.

In addition to the traditional athletic department awards, certificates and varsity letters, coaches should acknowledge all-league and all-state designations if possible.

The awards night should be a celebratory event. Regardless of the team's won/loss record, parents expect to hear their children's coaches offer words of praise and encouragement. And while coaches may want to share program expectations for the off-season, it's important to keep the focus on the accomplishments of the current participants.

When scheduling awards nights, it is necessary to allow the athletics office at least one week to prepare the awards. Care should also be taken to avoid interfering with other school activities – including in-season sports.

Additional Parent Meetings

Additional parent meetings may be held throughout the season, and off-season. Coaches may schedule parent meetings by submitting the Event Request form to the athletics director. Coaches should prepare an agenda and other written materials for distribution to parents who may be unable to attend the meeting.

Open Practice Policy

All practices are open to the parents/guardians only. Following the practice-time guidelines below will ensure students are supported and coaches have the focused time and space required to build skills and remain competitive. If unable to follow these guidelines, parents will not be allowed to attend future practices.

1. Parents must remain silent during all practices and will have no communication with their child or the coaches. Parents are not to coach, text, reprimand or chat with players during practice in order to prevent distractions and allow players to focus.
2. Parents may not record practices. Recordings of both video and/or audio is prohibited.

Practice Schedules

Shared Facilities

Program head coaches are expected to coordinate with each other in the scheduling of facilities. Prior to the winter season, the boys' and girls' head basketball coaches should develop a season-long schedule for approval by the athletics director. Care should be taken to ensure equity of access across teams (Title IX).

Sunday Athletic Activities

It is an SPS procedure for no athletic team to compete or hold practices on Sundays without prior approval from the athletics director. This policy refers not only to school district facilities, but also any facility away from school property. It is felt that Sunday should be a day devoted to family activities. Exceptions to this rule might include the need to prepare for a short week of practice. Athletes may be excused from Sunday practices with prior approval from the coach. Coaches may conduct optional team meetings on Sundays, however, athletes cannot be required to attend.

Holiday Practices

Coaches may schedule practice on holidays with prior approval from the athletics director. However, coaches are encouraged to consider the demands placed on students, parents and assistant coaches when determining practices.

Length of Practice

All SPS teams will follow OSAA guidelines.

Pre-Game Music

If a coach wishes to allow pre-game music to be played, it is the responsibility of the program head coach to screen the selections to ensure they are appropriate based on the following

OSAA guidelines: ***Lyrics that include profanity, encouragement of violence or drug and alcohol use, or sexual references are not appropriate for a high school event.*** Music that requires extensive editing to remove profanity is also not allowed.

Requesting Pre-Game Music

All pre-game music must be approved by the head coach.

If inappropriate music is used during pre-game activities, the offending team will lose this privilege for the remainder of the season.

If music is allowed in team rooms, it must adhere to the guidelines stated above.

Team Selection

All students are entitled to a try-out. All sports that use a try-out system to determine teams and ultimately eliminate participants, will devise a method of informing students with a face-to-face meeting. The posting of lists, delivery of letters, or use of phone calls is not appropriate. The experience of being “cut” from the team can be devastating. It is important for coaches to demonstrate compassion, offer support and monitor the reactions of all students.

Coaches may allow additional students to tryout within two weeks of practices beginning, if there are extenuating circumstances why the student could not make tryouts. All late tryout requests must be cleared by the athletic director.

1. Explain your try-out procedure and system for informing the athletes at the beginning of the season. Make sure parents know that you will not be available to discuss your decisions the day cuts are made.
2. Plan to meet with every athlete for a couple of minutes at the end of practice and arrange to have them exit directly.
3. When you have to cut a student, emphasize the things they did well but be honest. If they are an underclassman, suggest one or two things they might work on in the off-season and encourage them to try-out again next year.
4. If a student feels like they need more time, tell them to call the next day to set up an appointment but don't allow them to take up more than their allotted time.
5. If a student seems particularly upset, contact their parents immediately.

Transportation

During the course of the school year, students may be involved in athletic events and school activities in which Springfield Public Schools does not offer transportation to or from an event. In these instances, parents and students will be responsible for their own transportation.

Two-way Trips

Due to the number of participants, two-way trips are usually provided in the following sports and activities: cross-country, football, track and field, and wrestling (except on Saturdays). Any time a two-way trip is provided, all players and coaches are required to ride the bus both ways unless prior arrangements are made with the head coach and the player's parents.

If parents wish to transport players other than their own a transportation release and agreement must be on file. Parents who wish for their player to be transported by a district approved driver must consent, in writing, for that driver to transport their child. This is also done through the transportation release and agreement form.



Parent/Guardian Release Agreement Terms

As a participant in the athletics and activities sponsored by Springfield School District 19, your child may require transportation to events. The District has elected to establish guidelines relating to transportation of students for these programs and events. This form is intended to advise parent/guardian of these circumstances and to have the parent/guardian release the District from all liabilities arising out of parent/guardian transport to/from events.

I acknowledge that I have reviewed the following procedures:

1. The Springfield School District does not endorse students driving themselves, or others, in privately owned vehicles to district-sponsored events.
2. If a parent chooses to transport, it is the responsibility of the parent/guardians to arrange, provide and supervise the transport of their student to this event.
3. With express permission of another student's parent, it is permissible for parents to provide shared transportation to/from events.

I agree to release from liability and indemnify the school district, sponsors, employees, school board members, volunteers, and agents from any and all claims and liabilities. This includes costs and attorney fees arising out of, or in any way connected to, the transportation of my child in vehicles personally owned by me or any other party. This release and indemnity agreement includes claims based upon negligence.

I further affirm that I have carefully read and understand this agreement and all of its terms. I understand this is a release and indemnity which will prevent the parent/guardian of my child from recovery damage in the event of injury or death, related to this transportation agreement. I, nevertheless, enter into this Agreement freely and voluntarily and agree that it will be binding upon my heirs assigns, my legal representatives, and me.

Student Name (print)	Date	Student Signature
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Parent/Guardian Name (print)	Date	Parent/Guardian Signature
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Student address:



SPRINGFIELD
PUBLIC SCHOOLS
Every Student, Every Day

Parent/Guardian Extra Curricular/Athletics Transportation Release Agreement Form

I, _____ hereby accept my child
(Parent/Guardian Name)

_____ into my care for transporting to school-sponsored
(Student Name)

events. This releases the Springfield School District from any duty or liability with respect to the transportation of my child to/from the extra curricular/athletics events.

Date of Event: _____

Event Location: _____

Initial below:

_____ I will transport my child to the event,

_____ I will transport my child from the event.

_____ I authorize _____ to transport my child to the event.

_____ I authorize _____ to transport my child from the event.

_____ I will provide transportation to and from the event as well as provide any transportation needs during the event.

(Parent/Guardian Signature)

Date

Note: It is recommended that students be transported via district-sponsored transportation options, to the extent practicable.

Section VI

OSAA and MWL Guidelines

Refer to MWL SOP's handbook for all league information

Association Year (OSAA)

The Association Year shall start with the first day of practice for fall sports established by the OSAA and shall end on the day after The State Track Meet.

Fall Sports

Fall Practice shall not start prior to the first day established by OSAA. The first contest shall be played on the date listed in the OSAA yearly calendar.

Winter Sports

Winter Practice shall not start prior to the first day established by OSAA. The first contest shall be played on the date listed in the OSAA yearly calendar.

Spring Sports

Spring Practice shall not start prior to the first day established by OSAA. The first contest shall be played on the date listed in the OSAA yearly calendar.

During the Association Year, practice in a sport shall not be held after the conclusion of a school's sport season in that sport as defined in Rule 6.8.6. The season for a school in a sport shall end when a school has completed its regular season contests and all state championship contests.

Concussion Management (OSAA)

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that contest, or any other athletic contest or practice on that same day. In school districts which have the services of an athletic trainer registered by the Oregon Board of Athletic Trainers, that athletic trainer may

determine that an athlete has not exhibited signs, symptoms, or behaviors consistent with a concussion, and has not suffered a concussion, and return the athlete to play. Until an athlete who has suffered a concussion is no longer experiencing signs, symptoms, or behaviors consistent with a concussion, and a medical release form signed by an appropriate Health Care Professional (Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners) is obtained, the athlete shall not be permitted to return to athletic activity. Athletic trainers may also work in consultation with a Healthcare Professional in determining when an athlete is able to return to play following a concussion. See the concussion management protocols in the supplemental section.

Contest Limitations (OSAA)

Contest limitations, exclusive of any varsity district playoffs and state championships, are as follows:

- Baseball 26 games
- Basketball 24 games
- Cross Country 12 meets
- Football 9 games
- Golf 20 9-hole rounds
- Soccer 14 games
- Softball 26 games
- Swimming 12 meets
- Tennis 16 matches
- Track 12 meets
- Volleyball 18 playing dates / 36 matches
- Wrestling 14 events / 18 weigh-ins / 50 mat appearances

Questions and Answers

Q. May a student or a team representing a member school participate in an organized practice or contest against a student or a team of a college, university, community college, non-high school club or alumni?

A. No, unless approval is granted (non-contact sports only) by the Executive Director.

Q. Is a contest between the alumni and the high school students considered a contest?

A. Yes, it is considered a contest and counts in the limitation of contests permitted.

Q. Does participation in a faculty game jeopardize the eligibility of a student?

A. Contest participation between coaches and players within each individual school for fund raising or entertainment purposes will not jeopardize the eligibility of any high school student. Such a contest shall be considered to be intramural. However, such participation shall not be held in contact sports (football, wrestling and soccer).

Q. When may "summer teams" begin practice and/or competition?

A. Summer teams may begin practice and/or competition on the Tuesday after the observance of Memorial Day.

Q. May non-school students or alumni participate in an organized practice with a school team?

A. No. If this occurs, the practice is considered a contest and will count against the participation limitations for that sport.

Q. May a student or a team of a member school participate in an organized practice with a certified coach?

A. Yes, as long as that coach is certified and has been approved by the local school district as a member of the coaching staff.

Ejection Policies (OSAA)

If a coach is ejected from a contest and that contest is forfeited, such incident must be reported to the OSAA office by the schools involved and also by the contest officials. If a coach is ejected and the game is not forfeited, it is the school's responsibility to be certain that any such person who assumes the coaching responsibilities in such a situation meets the requirements of the OSAA and that school district.

If a player or coach is ejected by an official, both the athletic director of the school of the ejected player/coach and the commissioner of officials shall notify the OSAA by facsimile of the ejection by the next workday. Ejected coaches must leave the contest immediately and shall remain out of "sight and sound" of the team for the duration of that contest. It shall be the responsibility of the school to disallow the ejected player or coach from participating during the period of suspension specified in the Regulations, regardless of whether written notification has been received by the school from the commissioner of officials. Should an ejected player participate or an ejected coach remain within "sight and sound" of the team during the period of suspension specified in the Regulations, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Board.

Additional requirements regarding an ejected coach: In addition to the requirements previously listed in this policy, an ejected coach shall be required to complete the online NFHS course, "Teaching and Modeling Behavior", within seven calendar days of the school being provided a license to take the course by the OSAA. Should a coach fail to complete the course requirement within the time limit stipulated in this policy, the ejection suspension shall be reinstated and the coach shall be ineligible to coach until the requirement has been fulfilled.

Questions and Answers

Q. When a player is ejected, may the player remain on the bench?

A. Yes. The player is required to sit out the remainder of the contest, but may remain on the bench.

Q. When a coach is ejected, must the coach leave the playing area?

A. Yes. The coach must leave the playing area and shall be allowed no further direct or indirect contact with the team until the contest is completed. In order to avoid direct or indirect contact, the coach must be "out of sight and sound" of the team.

Q. May a player sit on the bench during a period of suspension?

A. Yes, but the player must not be in uniform.

- Q. May a coach have any contact with a team at a contest following an ejection or at the contest at which the suspension is served?***
- A. No. The coach is allowed no direct or indirect contact with the team during the contest following ejection. In order to avoid direct or indirect contact, the coach must be "out of sight and sound" of the team. Further, the coach is allowed no direct or indirect contact with the team at the contest at which the suspension is served nor is the coach permitted to attend the contest at which the suspension is served.
- Q. May a coach or participant who has been suspended at one level of competition (i.e. varsity) participate in a contest at another level during the period of suspension?***
- A. No.
- Q. May a coach or participant who has been suspended at one level of competition (i.e. varsity) serve the suspension in a contest at another level?***
- A. No.
- Q. May a coach or participant ejected from a contest serve the one-game suspension at a jamboree?***
- A. No, the coach or participant may not count a jamboree as a "contest" for the purpose of serving the period of suspension. The coach or participant must sit out the jamboree and the next contest at that level of competition.
- Q. May a suspended coach have contact with team members/other coaches of the team during the period of suspension on a game day that is a school day?***
- A. A suspended coach may have contact with team members/other coaches of the team during regular school hours. However, once the regular school day is over, the coach must be "out of sight and sound" of the team members/other coaches of the team, and have no contact with them until the game is over.
- Q. May a suspended coach have contact with team members/other coaches of the team during the period of suspension on a game day that is NOT a school day?***
- A. The suspended coach may have no contact with team members/other coaches of the team until the game is over.
- Q. May a suspended coach have any contact with other coaches of the team (for example, via mobile phone or wireless radio) during a game in which a suspension is being served?***
- A. No. The suspended coach must be "out of sight and sound" of the contest during which a suspension is served.
- Q. If a player or coach is ejected during the last contest of the season, does the un-served suspension carry forward to a subsequent season?***
- A. No.
- Q. In soccer, does the ejection of a player as a result of receiving two yellow cards result in the player being suspended from the following contest?***
- A. No. Only if a player receives a "hard" red card ejection is suspension from the following contest required.

Q. In soccer, does the ejection of a coach as a result of receiving two yellow cards result in the coach being suspended from the following contest?

A. Yes.

Q. In basketball, does the ejection of a player or coach as a result of receiving two technical fouls result in the player or coach being suspended through the next contest at that level?

A. Yes, a player or coach who is ejected as a result of receiving two technical fouls is ejected for the remainder of the day and must sit out through the next contest at that level.

Q. Does the contest from which a participant is suspended due to an ejection count against the individual contest limitation for the participant?

A. Yes.

Q. When a player or coach is ejected while acting as a spectator at a contest in the same sport in which the coach or player participates, but at which he or she is not serving as a player or a coach, does a period of suspension still apply?

A. Yes. The ejected player or coach is suspended from all participation for the same period of time as if he or she had been a participant in the contest at which the ejection occurred.

Q. When a player or coach is ejected in one sport, may the player or coach participate or coach in another sport during the period of suspension?

A. No.

Q. When a player or coach is ejected from an out-of-state contest, does the OSAA ejection policy apply?

A. Yes.

Ejection Policies - Fines

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

- **EXCEPTION:** The fine for an ejection in the last contest of the season shall be increased by \$100 over the standard fine for the offense.
- **EXCEPTION - Soccer Player:** A soccer player who is disqualified because he or she "deliberately handles a ball to prevent it from going into the goal" shall not be subject to the fine specified in this and other OSAA ejection policies, but shall be subject to the specified suspension.

A school receiving five or more ejections during one school year shall be required to attend a sportsmanship training class and submit a written Plan of Correction to the Executive Board, including timelines for implementation of the Plan.

Multiple Ejections of Individual

A second ejection for an unsportsmanlike act during the same sport season will result in a two-game suspension. A third ejection for an unsportsmanlike act during the same sport season will result in disqualification from further participation in that sport during that sport season.

Physical Contact with Official

Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended as provided in the Regulations and may be required to satisfy other requirements as prescribed by the Board. Both the athletic director of the school of the offending coach/player and the commissioner of officials shall notify the OSAA by facsimile of the incident by the next workday. In addition, the school shall be fined and may receive other penalties as determined by the Board, and an administrator and the coach/player shall be required to appear before the Executive Board at the next scheduled meeting.

Moratorium Week (OSAA)

A seven-day OSAA Moratorium Week shall be in effect for all high school administrators / coaches / directors / advisors and students. During the OSAA Moratorium Week, there shall be no high school facility usage by administrators / coaches / directors / advisors and students, and no contact between administrators / coaches / directors / advisors and students.

Questions and Answers

Q. During the Moratorium Week, will coaches be allowed any contact with their athletes?

A. No.

Q. During the Moratorium Week, will schools be allowed to have open facilities?

A. Schools may only host an activity that includes high school students involved in athletics and activities if they have appealed for and been granted permission from the Executive Director prior to the Moratorium Week. Permission shall not be granted for team camps.

Q. During the Moratorium Week, will coaches be allowed to have conditioning with their athletes, including working out in the weight room?

A. No, no contact is allowed.

Q. During the Moratorium Week, may students attend camps, clinics, etc?

A. Yes, so long as no high school administrators / coaches / directors / advisors are present, and participation is not organized or paid for by the school.

Q. Are there any exceptions to this policy?

A. Yes. There will be an appeals process in place for teams, coached by a high school coach, that have been playing together all summer and have qualified for a post-season event

that is taking place during all or part of the Moratorium Week. Approval must be granted by the Executive Director prior to the Moratorium Week.

Q. What is the penalty for a Moratorium Week violation?

A. The violation penalty will be similar to that assessed for a "Rule of Two" violation. The standard penalty is a \$500 fine, and game suspension(s) for the offending coach.

Q. May coaches work with non-high school students during the Moratorium Week?

A. Yes, but not at a high school venue.

Q. May coaches encourage their athletes to work out at another facility during the Moratorium Week?

A. No. The intent of the policy is that coaches and students take a week off.

Q. May a school schedule their athletic physical night, or a similar event, during the Moratorium Week?

A. No, the school may schedule nothing that is related to OSAA activities.

Q. May coaches / students make contact through phone, email, etc., during Moratorium Week?

A. Yes, but with restrictions. For example, the coach may not ask the student, "What is your workout today?"

Q. May a high school coach work with another high school's students during the Moratorium Week?

A. No. Contact is not allowed by high school coaches with any high school students during the Moratorium Week.

Q. May a coach work in any capacity (coaching or not coaching) at a camp during the Moratorium Week?

A. Yes, but only if there are no high school students at the camp and not at a high school venue.

Out-of-Season Activities (OSAA)

A member school or official representative of a member school shall not participate, either directly or indirectly, in the promotion, management, supervision, player selection, coaching or officiating of an all-star contest involving high school students during the Association year.

No member school or official representative of a member school shall condition participation in high school athletics on participation in a non-school athletic event, including, but not limited to camps, leagues, and any form of organized summer competition. Further, no member school may give consideration to such participation when determining membership on, or participation in, high school competitive athletics.

Questions and Answers

Q. May a coach require participation on a non-school team including summer teams or use participation on a non-school team as a factor in selecting members of a school team or allowing full participation in team activities?

- A. No to both questions. Participation on a non-school team is a personal choice of the student and his/her parents, and may not be required or even considered when selecting school team members or allowing full participation in team activities.

Q. May a coach require participation in summer workouts as a factor in selecting members of a school team or allowing full participation in team activities?

- A. No.

Play-off Representation (MWL)

Criteria to be used in determining league representation to the State play-offs in the event of a tie. In the event of a multi-team tie for multiple play-off positions in which one or more teams will be eliminated, the Head-To-Head and Descending Order criteria will be used to award play-off positions until the remaining tied teams face elimination from the play-offs. Note: Water Polo is excluded from the Power Rating portion of this policy because they are not an OSAA sanctioned activity.

Head-To-Head

The team with the best record (i.e. most wins) against the tied teams will be selected as the highest available seed.

Descending Order

If the tie remains, the team with the best record against the highest finishing opponent in descending order from the top of the final regular season standings will win the tie. If two or more teams remain tied with the same record against the higher finishing opponent(s) and Head-To-Head will not break their tie, then only those teams that are still tied will be compared to the next higher finishing opponent. Teams that did not remain in the tie will drop from consideration for the seed. This process will continue through the final regular season standings until the tie is broken, or Power Rating becomes the next step.

Power Rating

If the tie remains, OSAA sanctioned Power Ratings will be used as of the last league game.

Practice Limitation Rule (OSAA)

The spirit of the Practice Limitation Rule is that every school and participant shall have the same opportunity to practice prior to the first contest. Practice is defined as the involvement of individuals from a member high school in any program, demonstration, instruction, or

participation conducted in part or in its entirety by a person or a group of people who are or who have been involved in the coaching of any of these athletes in that sport at the high school, including volunteer coaches. Unless a person has been approved by the school district as a member of the coaching staff, that person may not practice against a team or a team member (example- throwing batting practice or working against a basketball post player).

Team Sports Limitation

Schools may conduct practices and / or compete in contests in team sports (baseball, basketball, football, softball, soccer, volleyball) only during the designated OSAA sports seasons as outlined in Rule 6. It shall be a violation of the rule if there is any attempt during the Association year to gather more than two members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participating athletes' high school program. Attempts to circumvent the rule by encouraging team members to attend out-of-season practices or camps during the Association year other than through general dissemination of information or brochures shall be considered a violation of this rule.

Individual Sports Limitation

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

Open Facility

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

Conditioning

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

Questions and Answers

Q. Does the Practice Limitation Rule apply during the summer?

A. No. The Board Policy is only in effect during the Association year, which starts on the first day of fall practice and ends after Memorial Day is observed.

Q. May a school or an individual student compete in an indoor track meet?

- A. The OSAA does not have a season designated for indoor track. Therefore, indoor track is not an OSAA sanctioned activity. Since track and field is an individual sport, it falls under the Individual Sports Limitation. A participant in indoor track must do so unattached and may not represent his / her high school. No school uniforms, equipment or transportation may be used.

Q. What are the penalties if a high school coach violates the Practice Limitation Rule by coaching more than two members of his or her team in an out-of-season program?

- A. As outlined in Rule 5.2., violations of any rule of the OSAA could include probation, forfeiture, fines, suspension, or expulsion from the Association. The Executive Board would determine the penalty.

Q. Is a school in violation of the Practice Limitation Rule if an unpaid volunteer coach coaches both the high school team and the out-of-season team during the OSAA year?

- A. Yes, this would be a violation.

Q. May high school team members belong to the same club team?

- A. Yes, if the high school team members independently try out and / or belong to the same club team through no influence or direction from the high school coach, then no violation would occur.

Q. Is it a violation of the Practice Limitation Rule if a high school coach works at a YMCA, "The Hoop," "Sports Nation," etc., during the Association year?

- A. No, as long as the high school coach is not involved in directly coaching more than two players from his or her high school team on any given day.

Q. Under the Practice Limitation Rule, may two high school coaches "trade" teams and coach each other's teams in an out-of-season program, or may a person coach a high school team and then have his / her spouse coach the out-of-season club team?

- A. No. According to the team sports limitation policy, "It shall be a violation of the rule if there is any attempt to gather more than two members of the same high school program together to receive specialized instruction. Attempts to circumvent the rule by encouraging team members to attend out-of-season practices or camps during the Association year, other than general dissemination of information or brochures, shall be considered a violation of this rule." The intent of the rule is to prevent the high school coach from directly or indirectly pressuring players from the high school team to play on an out-of-season club team. If the high school coach organizes the high school team members to congregate on the same out-of-season club team and then secures someone else to coach them, i.e., spouse, parent, another high school coach, etc., he or she would violate the intent of the rule and it would be considered a violation.

Q. A coach of a high school team allows a parent to coach that same team in an out-of-season program. Is this legal under the Practice Limitation Rule?

- A. Yes, as long as the high school coach does not organize or require members of the high school team to participate on the out-of-season team coached by the parent.

Q. Under the Practice Limitation Rule, may a high school coach work with a group of 9th graders before they turn out for a sport?

- A. No. A coach may work with no more than two players (or potential players) outside the designated sports season.

Q. Under the Practice Limitation Rule, may a high school coach work with 8th grade students before they enter high school?

A. Yes, as long as the contact occurs prior to the Fall first practice date on the OSAA Calendar.

Q. Under the Practice Limitation Rule, may a high school coach work with two students at a time, rotating the students every half-hour?

A. No. A high school coach may work with no more than two students from his or her program on any given day.

Q. Under the Practice Limitation Rule, may a high school coach work with two students at one basket, then two different students at another basket, etc.?

A. No. A high school coach may work with no more than two students from his or her program on any given day.

Q. Under the Practice Limitation Rule, may the head coach work with two students, the assistant coach work with two other students, the JV coach work with two other students, etc.?

A. No. All coaches in a program are collectively allowed to work with no more than two students from that program on any given day.

Q. Under the Practice Limitation Rule, may a high school coach work with more than two students provided that any student(s) in excess of two are his/her children?

A. Yes. When determining the number of players for the purpose of this policy, the children of the person coaching shall not count toward the limitation.

Q. Are open gyms still permissible under the Practice Limitation Rule?

A. Yes. The terminology has been changed to "open facility" and is applicable to gymnasiums, fields, tracks, etc. The basic philosophy of an open facility is that it is a recreational opportunity open to anyone and that no instruction is occurring. A coach may not be "at the other end" of an open facility working with two students.

Q. Are batting cages considered open facilities?

A. Yes, if a batting cage is open to anyone and no coaching is taking place. If the high school coach is working with athletes in the batting cage, then the cage is no longer an open facility and the coach is limited to working with no more than two athletes from his or her team on any given day.

Q. A high school baseball / softball coach wants to run a hitting camp for players prior to the first practice date for spring sports. Is this legal under the Practice Limitation Rule?

A. No. The high school coach may coach no more than two of his or her players on a given day outside of the OSAA designated sports season.

Q. Under the Practice Limitation Rule, may a school have an "open gym" or "open field" where baseball / softball players play catch to get their arms in shape?

A. Yes, provided that no coaching is taking place.

Q. Under the Practice Limitation Rule, may a high school coach include graduating seniors on an out-of-season club team after the high school season in that sport has been completed?

- A. Yes. Once seniors have completed their sports season, they are no longer considered to be team members or potential team members for that sport.
- Q. Under the Practice Limitation Rule, may a high school wrestling coach be involved with his wrestlers in AAU, Greco-Roman and / or freestyle wrestling?**
- A. Yes. Under the Individual Sports Limitation Rule, local school districts and / or leagues may establish their own policy regarding the high school coach's involvement in individual sports such as wrestling.
- Q. Under the Practice Limitation Rule, may a high school coach conduct club team try-outs prior to the end of the association year?**
- A. No.
- Q. Under the Practice Limitation Rule, may more than two students serve as demonstrators at a clinic or camp at which their school coach is making a presentation outside of the OSAA season for that sport?**
- A. Yes, but with these restrictions:
1. More than two students may attend a camp or clinic only as demonstrators for a presentation by their coach. It would be a violation of the Practice Limitation Rule for more than two students to attend as participants at a clinic or camp at which their school coach is making a presentation unless the clinic or camp was held during the OSAA season for that sport.
 2. Each school is limited to only one clinic or camp to which this interpretation applies per program each school year.
 3. Clinics or camps to which this interpretation applies may be no more than two days in length.
- Q. May a coach participate in an open gym with more than two members of his / her school program?**
- A. Yes, so long as no instruction takes place.
- Q. May a coach participate on an organized team with more than two members of his / her school's program?**
- A. No.
- Q. Under the Practice Limitation Rule, may a coach own a club on which there are teams, which include more than two members of his / her school program?**
- A. Yes, but the coach may not personally coach a team with more than two members of his/her school program.
- Q. May a coach be present at a camp or clinic during the Association Year outside of their sport's designated season if more than two or his / her high school students are attending as participants?**
- A. No, a coach may not attend as an instructor or observer.
- Q. Under the Practice Limitation Rule may a high school coach work with his/her children and two additional students?**
- A. Yes, a coach's children are not counted under the Practice Limitation Rule.

Q. Would it be a violation of the Practice Limitation Rule for a coach to teach more than two members of the high school program in a sport-specific class outside of the season for that sport during the Association Year?

- A. No, so long as the sport-specific class meets the following conditions:
1. The coach must be the teacher of record for the sport-specific class, and
 2. The sport-specific class must be part of the regular school curriculum for which credit is granted, and
 3. Enrollment in the sport-specific class must not be limited to team members.

Q. Would it be a violation of the Practice Limitation Rule if a school was to offer a sport specific class for which the coach is not the teacher of record, and the coach was allowed to attend the class as a guest and teach sport specific skills to more than two members of the high school program outside of the season for that sport during the Association Year?

- A. Yes.

Senior Eligibility (MWL)

No senior shall be eligible for junior varsity play in any team sport unless approved by the district committee of Principals. There is an exception for foreign exchange students otherwise eligible under OSAA standards.

Sportsmanship (MWL)

It is the intent of the conference to conduct all athletic events within a framework of good sportsmanship. Good sportsmanship is simply defined as the creation of an atmosphere of courtesy and fair play toward officials, contestants, and spectators at all activities.

Signs

Banners, posters and signs at all contests should be limited to the home team or give specific directions to fans. Hand held signs are not allowed. Any other signs must be approved by the home school administration.

Noisemakers

No artificial noisemakers of any kind will be allowed at contests. Noisemakers are defined as any type of implement that is not of the person's normal belongings. This specifically refers to spectator-used drums, air horns, whistles, bells, sirens, megaphones, etc. Megaphones are to be used by cheerleaders only.

Throwing of Objects at Contests

The safe conduct of all contests makes it necessary to prohibit the throwing of materials of any type in the stands or onto the playing surface at any time during the course of an event. This refers specifically to such things as paper airplanes, confetti, torn programs, etc.

Cheering

Cheers, yells, and chants should always be confined to positive support of your teams. Do not at any time resort to negative or derogatory yells or gestures toward other players, the other team, officials, or spectators. Yells which are the least bit suggestive or have phrases that rhyme with swear words; obscenities or obscene idioms should never be used. Shirts must be worn at all contests by all spectators.

State Championships Team Size (OSAA)

The following limitations shall apply to replacement players and maximum team sizes for team sport State Championship events, first round through championship final.

Penalties for Excessive Team Size

Suiting up or playing too many players shall be considered a gross act of unsportsmanlike conduct and may be punishable by fines, forfeiture and/or other penalties as determined by the OSAA Executive Board.

- Baseball. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent rounds. Maximum in uniform: 6A - 20; All other classifications - 18.
- Basketball. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A - 14; All other classifications - 12.
- Football. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A-60, 5A-50; 4A-40; 3A-33, 2A-33; 1A-24.
- Soccer. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A - 22; All other classifications - 20.
- Softball. Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A - 20; All other classifications - 18.
- Volleyball. Team: Replacement of players applies to each match. A player replaced on the roster may be reinstated to the roster in subsequent matches. Maximum in uniform: 6A - 14; All other classifications - 12.

Undue Influence (OSAA)

For purposes of this Rule, "undue influence" is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators, parents, alumni) to induce the attendance of a student at a public or a private member school for purposes of athletic or activities participation. Undue influence includes, without limitation, contacting a student with the intent of recruiting the student to a particular school for purposes of athletic or activities participation or promising employment or any other pecuniary benefit to the student or any member of the student's family to induce the attendance of the student at a particular school for purposes of athletic or activities participation. It shall not be considered undue influence for authorized representatives of a private high school to contact students attending private feeder schools to induce their attendance at the private high

school or for authorized representatives of public high schools to contact students within that public high school's attendance boundaries.

Questions and Answers

Q. Does the undue influence rule apply only during the Association year?

A. No. The undue influence rule applies at all times.

Q. Does the undue influence rule apply prior to attending high school?

A. Yes.

Q. Is it considered undue influence to initiate contact with a student from another school at any game or contest for the purpose of discussing athletic or activities programs?

A. Yes. Any contact initiated by a coach or other school representative with a student from another school for the purpose of athletic or activities recruitment is considered undue influence.

Q. Is it considered undue influence for a school to send recruiting letters to students who already are enrolled in a high school?

A. Yes.

Q. Is it considered undue influence for a private school to send general information letters to students enrolled in public middle schools?

A. Yes. Private schools are only allowed to send general information letters to large groups of students in their own feeder systems. Private schools are not allowed to send a general information letter to a student currently enrolled in a public feeder school unless the family of the student has specifically requested information about the private school.

Q. What are other examples of undue influence?

A. If selected individuals are offered free transportation, invited to attend practice or games, or offered or awarded any privileges or considerations not offered to other students, whether athletes or non-athletes, those offers or awards would be examples of undue influence.

Withdrawal During a Competition (OSAA)

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

Air Quality and Heat Index Practice Limitations

SPS coaches shall follow OSAA guidance and rules for practice limitations due to air quality and heat index. Utilizing the Purple Air app, the following monitors apply:

- Springfield HS: Parkside Springfield Monitor (Willamalane Park Swim Center)
- Thurston HS: LRAPA Thurston HS Monitor



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