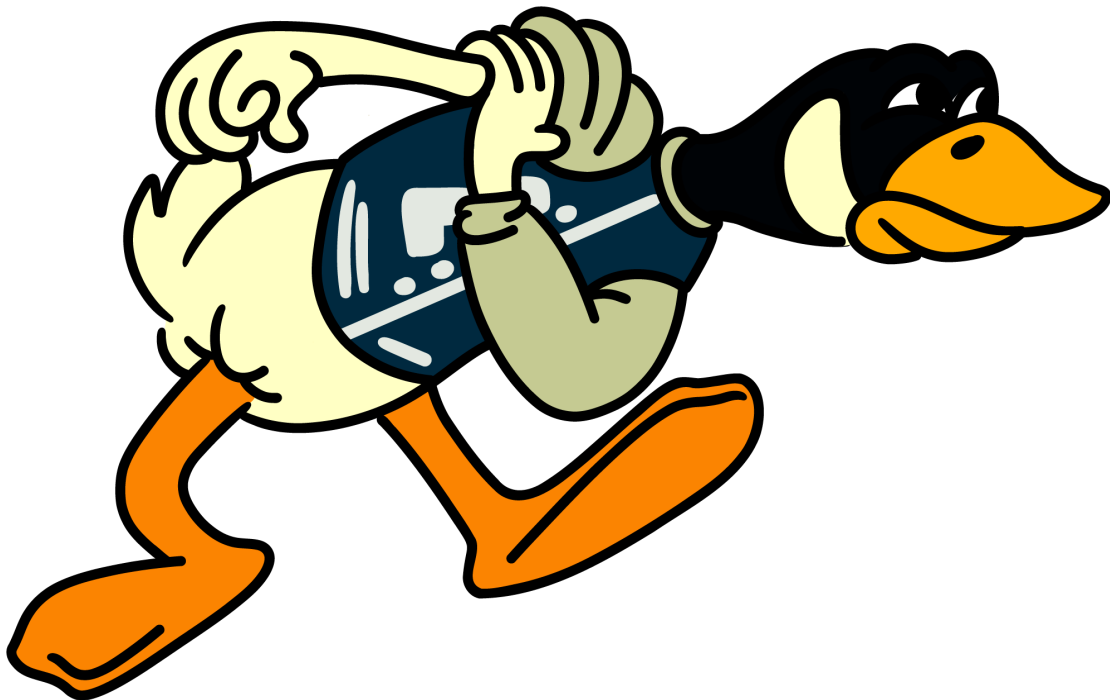


# **Athletic/Activities Handbook**

**Participants, Parents, and Coaches**  
Jr High and High School Programs

**Lake County School District #7**  
**2023-2024**



**Adopted By**  
**Lake County School District**  
**School Board**  
**June 2023**

# **Scott Havel, Casey Thornton, Teresa Shine, Darwin Johnson, and Amanda O'Bryan**

## **PREFACE**

This handbook is to be considered the standard for the operation and management of the athletic programs in Lake County School District #7 (LCSD7). It is a requirement for those responsible for the operation and management of the District's Athletic Programs to abide by the regulations and guidelines outlined within this handbook, the LCSD7 Policies and Procedures, and the Rules and Guidelines of the Oregon School Athletic Association (OSAA).

## **LCSD7 UPHOLDS NON-DISCRIMINATORY PRACTICES IN EMPLOYMENT AND IN EDUCATIONAL OPPORTUNITY**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, LCSD7 and its schools shall not exclude any student from participation in, deny benefits of, or be otherwise discriminated against in employment or in athletic programs offered on the basis of sex, sexual orientation, disability, past or present history of mental disorder, race, color, creed, religion, national origin, ancestry, age, educational status, or marital status.

### **Complaint procedures**

1. If not satisfied, file the complaint with Athletic Director
2. File complaint with school administration
3. Next level is to file the complaint with the Office of the Superintendent

## **PHILOSOPHY OF ATHLETICS**

Interscholastic Athletics in LCSD7 are an outgrowth of physical education, health programs and an extension of the learning and growth opportunities for the student. The interscholastic programs provide an opportunity for participants to learn positive life skills, values, and ethics in an environment that requires dedication, responsibility, self-discipline, cooperation, positive work ethic, and a respect for others. These programs provide opportunities for all students to share a common interest and goal, celebrate differences, develop team unity, develop a whole person including academics and develop physical skills for a lifetime of healthy habits.

## **DUTIES AND RESPONSIBILITIES OF COACHES/ADVISORS**

### **The coach/advisor should do the following:**

1. Be an educator.
2. Hold themselves accountable and show a high standard of ethics and morals.
3. Have a working knowledge of school policies, district standard operating procedures, OSAA handbooks, and sportsmanship guidelines.
4. Keep sight of the many responsibilities to the school, community, parents, participants, student body, coaching profession, family, and self.
5. Be responsible for knowing the rules and providing assistance to support staff.
6. Be responsible for communicating with other participating groups (such as rally and band) for clarifying rules of performance.
7. Provide instruction to ensure that participants perform to their maximum capabilities consistent with the rules of the activity and good sportsmanship.

8. Teach techniques of skills consistent with the rules and good sportsmanship.
9. Instruct participants and parents about their sportsmanship responsibilities. Keep participants informed of rule changes by providing intrasquad contests with officials present. Hold meetings to cover rules and expectations.
10. Deny participation in any practice or event to a student not submitting appropriate clearance/paperwork.
11. Lettering criteria must be submitted to the athletic office before the season starts.
12. Within the first 10 days of practice, hold a parent meeting, including the Activities/Athletic Director, addressing the following:
  - a. Eligibility/Health & Safety Issues
  - b. Expectations of players, including team rules
  - c. Complaint procedure/Communication Chain
  - d. Day-before / Day-after rule
  - e. Lettering criteria
  - f. Cut policy
  - g. Sportsmanship
  - h. Inform participants and parents of expected conduct during contests, on the bus, during flag ceremonies, and during pre- and post-game ceremonies/introductions.
13. Provide the AD with complete roster information within 10 days of first practice.
14. Following the season, provide AD with a list of students who lettered, including any special awards, i.e. All-league etc.
15. Instill respect for opponents in victory or defeat
16. Be a good host to opponents; treat them as guests.
17. Make remarks that foster good sportsmanship and ethical conduct at practice and prior to contests. Prepare participants mentally and emotionally for contests.
18. Provide opportunities for social interaction among coaches and participants before and after the contests.
19. Publicly shake hands with the officials and opposing coaches before and after contests.
20. During a contest, abide by the rules, set a proper example by controlling participants on the bench, remove personnel from the bench who do not belong, and have the courage to remove participants from a contest or even the team if they continuously demonstrate poor sportsmanship and poor conduct.
21. Be aware and sensitive to explosive situations, calm down those who might be involved, and use foresight in preventing other potential situations.
22. Provide assistance in helping to calm spectators, especially when asked by an official to intervene.
23. If questioning an official during a contest is necessary, it must be within the rules of the activity.
24. Respect officials' judgment and authority.
25. When reprimanding participants, use careful and sound judgment to prevent embarrassment to all involved.
26. At the conclusion of a contest, maintain supervision of the team, see that the locker rooms are left in good order, guard against equipment and facility damages, and extend courtesies to the other teams.
27. When dealing with the student body, adult fans, and media, encourage understanding of the rules, and avoid using them as a platform to air complaints. Promote the activity and accomplishments of the team and individuals. Deal fairly and respectfully when discussing opponents and contests.
28. Following the season the coach will be required to attend all-league meetings either in person or virtual.
29. Promote and take part in pep assemblies, when available, that instruct and recognize good sportsmanship.

30. Promote a league sportsmanship program with awards.
31. Participate in an end-of-season review/evaluation with the AD that covers but is not limited to the duties/responsibilities listed in items 1-29 above and in your district contract.
32. In collaboration with the AD, maintain a budget along with inventory of equipment and uniforms.

If a coach is found in violation in any of the above duties, or performs any actions that may be detrimental to the team, school, or district the coach may be non-renewed.

### **THE ATHLETE**

The student who voluntarily participates in the interscholastic program must have a personal commitment and dedication to the goals of the program and the team as membership may require choices and sacrifices only associated with participation. These personal commitments will nurture and grow personal traits of pride, loyalty, leadership, and goal setting while enabling the individual to become more resilient and cultivate and apply a set of skills to assist them in facing life’s challenges.

### **THE GOAL OF ATHLETIC COMPETITION**

The nature of athletic competition is to strive for and achieve victory, both personally and as a team. But this is not the sole measure of individual or team success. The win-loss record is only one measure of the success of the individual, team and the program. Ultimately, the measure of success comes from the development of the individual and team to achieve the philosophy of the athletic program. The competitive athletic environment is one that demands respect and recognition for those who rise to the challenges of their participation while accepting the potential for sacrifice and defeat. Those who develop and then apply the skills they learn through participation in interscholastic programs will embrace the future challenges of life and overcome them through goal setting, personal sacrifice, and personal commitment. If a participant strives to reach their potential with passion and perseverance, personal victories that last a lifetime will be the end reward and victory.

### **COMMUNICATIONS PROCEDURES**

To help maximize efficiency of the services we provide to our students and community, the district asks that all issues and/or concerns are first communicated with the person directly in-charge of a program. The district highly encourages and wishes for all individuals both inside and outside of the district by first communicating with the person that directly supervises the specific program before communicating with that person’s supervisor. We have found that most all issues can be solved through a simple phone call, email, or letter addressed to the individual that directly oversees the program. If the person still does not feel like the issue has been solved, the district invites the person to then communicate the issue with the next person in the line of communication which is 1. Employee (i.e. Teacher, Coach, etc...), 2. Building Principal &/or Athletic Director, 3. Superintendent & 4. Board of Directors. The table below provides examples on who to first talk with regarding school related issues. Please do not hesitate to contact us if you have any further questions about these procedures:

Coaching Issues.....	Head Coach
Student Discipline Issues.....	VP/AD
Transportation Issues.....	Assistant Athletic Director
Maintenance Issues.....	Assistant Athletic Director
Middle School Athletics.....	Middle School Athletic Director

#### **Contact List:**

Michael Carter– Superintendent	947-3347
Joseph Randall- Business Manager	947-3347

Hilary Hulseman – DMS/LHS Principal	947-2287
Challis Young – Vice Principal	947-2287
Andrew Rygg– Athletic Director	947-2287
Keli Hall– Middle School Athletic Director	947-2287

## **GOVERNANCE OF LCSD7 ATHLETIC PROGRAMS**

All schools in LCSD7 that offer interscholastic programs are members of the *Oregon School Activities Association* (OSAA) and are required to comply with the guidelines and rules outlined in the [OSAA Handbook](#).

All LCSD7 interscholastic programs must also comply with LCSD7 policies and the guidelines developed for the safe and equitable operation of the sponsored programs.

Lakeview High School (LHS)/~~Daly Middle School (DMS)~~ interscholastic programs are a member of a league/conference of similar size schools located regionally in their area of the state while also a member of a state classification of similar size leagues. In most programs, schools will participate in a pre-season schedule and then compete in a league schedule to see who advances to post-season play and potential state playoff games. Each league/conference will operate under the OSAA rules and guidelines and will also have a set of ‘*Standard Operating Procedures*’ (SOP) for their league. The SOP’s for a league set guidelines for the operation and organization of the league that includes games, all-league selections, and admission prices and how post-season teams are selected and games played. OSAA rules supersede league/conference SOP’s.

Daly Middle School (DMS) interscholastic programs participate within Klamath County School District organizations. All contests will operate under the rules and guidelines of these organizations.

The Officials who oversee contests for events in The Basin are governed by OSAA guidelines and the rules and procedures of the *National Federation of State High School Associations* (NFHS). All Officials in Oregon, at all levels of league classification, must abide by the same OSAA and NFHS rules and guidelines for high school athletic contests.

## **SPECIFIC SCHOOL ATHLETIC PROGRAM OPERATION**

LHS/DMS will provide interscholastic programs during the fall, winter, and spring seasons. The programs offered at a specific school will be determined by the potential number of participants, league opponents, the overall interscholastic programs the school is offering during a sports season, and the OSAA guidelines. Based on the structure of the league, the availability of opponents in this region, and the potential number of participants, schools will offer Varsity, Jr. Varsity and Sophomore/Freshman level teams. The placement of participants will be based on their individual skill set, safety for participants, and a placement where they will best develop as an athlete at the coaches discretion. Each program, prior to the start of the season and program tryouts, will establish a criteria for the placement of participants on a specific level team. The criteria should include a process to evaluate each participant to determine the best team placement to achieve the criteria above. The selection and/or placement of any student/athlete prior to the OSAA official 1<sup>st</sup> day of practice is not allowed. The failure of any potential player to participate in any off-season camps, workouts, off-season leagues and/or teams will not influence or impact their position on a team.

The operation of the interscholastic programs in each school will be the responsibility of the school’s Athletic Director (AD). The AD and AD Assistant will establish the process to monitor and confirm all league, OSAA and LCSD7 rules and procedures are being followed and met in their specific school.

This involves, but is not limited to, scheduling practices and contests, establishing practice and contest times, scheduling and making travel arrangements, communicating to the media, hiring and evaluating coaches, and ensuring safety measures are in place and are being followed for participants and spectators. The building AD is supervised by the building Principal.

## QUALIFICATION REQUIREMENTS FOR COACHES, VOLUNTEERS, AND ATHLETIC DIRECTORS

All LHS coaches, paid or volunteer, are required to meet all OSAA and LCSD7 requirements before they can assume any coaching duties with participants during the season or during the off-season. All DMS coaches are encouraged to complete the trainings as well. These requirements are as follows:

ALL Paid Coaches and AD's
<ul style="list-style-type: none"> <li>NFHS Fundamentals of Coaching -1 time certification required</li> </ul>
<ul style="list-style-type: none"> <li>Concussion-required annually</li> </ul>
<ul style="list-style-type: none"> <li>Heat Illness Prevention-4 yrs</li> </ul>
<ul style="list-style-type: none"> <li>Anabolic Steroids-4 yrs</li> </ul>
<ul style="list-style-type: none"> <li>Interrupting and preventing discriminatory acts</li> </ul>
<ul style="list-style-type: none"> <li>First Aid/CPR -current</li> </ul>
<ul style="list-style-type: none"> <li>LCSD Safe School Certifications-required annually</li> </ul>
<ul style="list-style-type: none"> <li>OSAA Sport Specific (FB and WR)</li> </ul>
<ul style="list-style-type: none"> <li>May Request Substance Screen</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>

ALL Volunteer Coaches
<ul style="list-style-type: none"> <li>NFHS Fundamentals of Coaching -1 time certification required</li> </ul>
<ul style="list-style-type: none"> <li>Concussion-required annually</li> </ul>
<ul style="list-style-type: none"> <li>Heat Illness Prevention-4 yrs</li> </ul>
<ul style="list-style-type: none"> <li>Anabolic Steroids-4 yrs</li> </ul>
<ul style="list-style-type: none"> <li>Interrupting and preventing discriminatory acts</li> </ul>
<ul style="list-style-type: none"> <li>First Aid-current-recommended</li> </ul>

*NOTE: Specific program requirements for coaches*

- *Spirit Safety Clinic-yearly for Cheerleading and Dance/Drill coaches only*
- *Heads Up Football Certification-Football Coach completes yearly certification*
- *Football Player Safety Coach-One (1) coach per program in-person yearly certification*

Coaches who have not met the requirements for their coaching category listed above are prohibited from performing any coaching duties on more than 3-separate occasions.

Some programs invite and/or use a 'Guest Coach' during their season. Any individual who participates or has a role in a practice, program activity and/or a contest up to three (3) occurrences is considered a 'Guest Coach' and is not required to hold the above certifications. Any involvement by this individual for more than three (3) occurrences is required to hold all of the appropriate certifications listed above.

## ACADEMIC ELIGIBILITY CRITERIA FOR STUDENT ATHLETES

Students participating in any school-sponsored activity must meet the minimum eligibility standards established by the Oregon School Activities Association, be in regular attendance, have passed six classes the previous and current semester, and obey participation rules as outlined below. This includes requirements for Home School and Associated School Athletes as outlined in OSAA. Students on an Individualized Education Plan (IEP) will be considered on an individual basis. Modifications may be made in the eligibility requirements to ensure students on individualized programs have the same opportunities.

School sponsored activities include all sports, cheer, team helpers, statisticians, managers, student body officers, individuals when representing the school, class officers, honor society, other clubs, and the extra-curricular aspects of annual, band, choir, and FFA.

The Lake County School District #7 board of directors feels that Lakeview student athletic/activity participants are capable of and should be expected to achieve high academic standards. Therefore, the following standards must be met by each student participating in a school-sponsored extracurricular activity:

1. Currently enrolled in and passing six subjects; 80% or better attendance by period
2. Passed six subjects the previous semester; 80% or better attendance by period

Grades will be checked every 4½ weeks. This will determine whether a plan of assistance is an option for continued eligibility. Ineligible students may not participate for the entire subsequent semester unless on a plan of assistance. Grades will be checked bi-weekly and progress reports will be sent to coaches if the grades are 65% or lower. It will be coaches discretion to ask athletes to attend any tutoring sessions or teacher meetings needed to improve grades.

The OSAA requires that student athletes be making satisfactory progress toward graduation. In order to be eligible, a student must have earned the following required credits: Prior to grade 10 a student must have earned 4.5 credits, prior to grade 11 a student must have earned 10.5 credits, and prior to grade 12 a student must have earned 17.5 credits.

#### Academic Plan of Assistance

Students who fail to meet the Lakeview High School eligibility guidelines at any of the 4½ week grade checks may be eligible for an academic plan of assistance. The student must continue to meet the OSAA guidelines of passing a minimum of five classes at the end of each semester. The student-athlete, parents, guardians, administrator, teachers, and coaches may all be involved with creating the academic plan of assistance. Grades will be monitored in accordance with the plan. The student-athlete will be placed on academic probation for the next 4½ week block during which the student-athlete will work to earn academic eligibility. During the probationary period the student-athlete may be eligible to still practice and compete with their team. If, at the end of the next 4 1/2 week block, the student-athlete has not reached academic eligibility again then they will not be eligible to participate for 4 1/2 weeks, even if a different sports season has begun.

Daly Middle School: DMS student's grades will be checked at the end of each quarter. Students not passing 6 classes will be ineligible for the next quarter unless on a plan of assistance. Seventh grade fourth quarter grades determine eighth grade first quarter eligibility.

Adel/Plush students: County school students are eligible to participate in interscholastic activities sponsored by Daly Middle School and Lakeview High School. Those students participating shall meet all Lake County School District #7 eligibility requirements and observe all participation rules.

#### **ATTENDANCE STANDARD**

**The day before/day of rule:** To participate in or to attend any school-sponsored activity, game, or practice, a student must be present in school the entire day of the activity or all day Friday for a Saturday activity unless there is a pre-arranged absence approved by an administrator or an emergency

**where the absence is excused by administration.** (see pre-arranged absences, page 15 of LHS/DMS Student Handbook)

**The day after rule:** Students will be in school the entire day following a mid-week event, **unless pre-arranged by an administrator or an emergency where the absence is excused by administration.** A partial or full day absence the day following a mid-week event will result in loss of the next full game or activity including both participation and travel with the team to the event. Athletic violations will result in an athletic consequence. Activity violations will result in an activity consequence.

See the chart for athletic and activity trips that return to school late at night and requirements for school the following day:

<b>Bus arrival time at school</b>	<b>Expected student attendance at school</b>
anytime before 12:00am	all day including 0 period / 1 <sup>st</sup> period
between 12:00am and 1:00am	may choose to arrive after 0 period
between 1:00am and 2:00am	may choose to arrive after 1 <sup>st</sup> period

#### **ADMINISTRATION OF ATHLETIC PROGRAMS-COMPLAINTS**

In the event an individual has a concern with an athletic program operation, the following is the Chain of Command to address the concern. The concerned individual will begin and share their concern(s) at the lowest level:

- Level 1: Coach
- Level 2: School Athletic Director
- Level 3: School Administrator
- Level 4: Superintendent

#### **STUDENT ATHLETE ALCOHOL/TOBACCO-NICOTINE PRODUCTS/ILLEGAL DRUG/ ILLEGAL ACTIVITY POLICY**

This policy applies to active student/athletes during the time period from the first day of OSAA calendar until the end of the school calendar year. This policy is continuous and accumulative and begins during the first interscholastic program a student joins until they have either graduated, used all of their high school eligibility or have been banned from future participation due to infractions.

Lake County student/athletes shall not possess, use, transmit, or be under the influence of alcohol, tobacco-nicotine products, and/or illegal drugs of any kind, nor shall the student/athlete have in their possession any paraphernalia associated with the above banned items during the time frame identified above.

Student/athletes will be found in violation if they are not personally using, but remain in the presence of individuals who are violating this policy. Any infraction occurring will be enforced upon the conclusion of due process between the student/athlete, parents/guardians, and the school administration. Enforcement of any violation will take place during the present, next sport season, and/or a combination of the two overlapping seasons the athlete is/or will be participating. Violation of this policy can result in the athlete becoming ineligible for any team and/or school awards/honors and from being nominated for any league and/or state awards/honors for the sport they are participating in during the infraction.



Athletes who find themselves in jeopardy because of a substance abuse problem should contact the school counselor, communicate concern to their coach, and/or seek professional assistance. An athlete who is in violation of these rules and transfers during the period of the consequence to another LCSD7 school will serve out their full consequence at their enrolled LCSD7 school of attendance.

## 1. USE AND/OR POSSESSION OF ILLEGAL DRUGS OR ALCOHOL

### 1<sup>st</sup> Offense

The first time students involved in any sport/activity are found in violation of the participation rules, at any time, the following will take place:

1. Students will be immediately removed from participation in interscholastic sports/activities/clubs for 30 school days. During suspensions from sports/activities, students will be excluded from all school activities (e.g. assemblies, class activities, field trips, dances, etc.). Sports practice and club meeting attendance will be required if the student intends to participate at the end of the suspension. Any student who cooperates when questioned by the principal or vice principal will be removed from participation for a period of 10 school days once competition has begun. The 10-day suspension will be for competition only. Students who are unwilling to fully cooperate will serve the full 30-day suspension for competition and school activities. At the coach's discretion, athletes suspended for violations of the participation rules may be allowed to be present on the team bench in street clothes for home contests. Suspended students will not be permitted to travel with the team to away contests during the period of suspension. **First violations that occur while representing the team or activity (at practice, at games, on the bus, etc.) shall not be eligible for the 10-day suspension; the full 30 day suspension must be served.**
2. The intent of this policy is to encourage and reward student honesty, and to recognize that students sometimes make bad decisions. First violation consequence allows for students to return to activity, while the second and third violation consequences are far more severe.
3. For a first violation, students will be on probation for a minimum of 365 days from the date of the violation. Students who are cooperative and agree to the contest reduction will be required to sign a contract that will include additional eligibility requirements during the one-year probationary period (i.e.- curfew, minor in attendance, attendance, school behavior, etc).

All of the above consequences must be completed and/or ongoing before students may participate in the next activity/sport. During any period of restriction, the participant must abide by the Participation Rules to avoid further penalty.

- NOTE: The student/athlete may be required to comply with additional recommendations from the school administration before being permitted to rejoin the athletic programs.

**OR**

EDUCATION AWARENESS OPTION:

In an effort to provide student/athletes an opportunity to have the 30 OSAA calendar day suspension reduced, an Educational Awareness Option (EAO) is available for **First Offense violations ONLY**. A student/athlete and parents/guardians, may choose to participate and successfully complete a LCSD7 provided, or approved alcohol and drug education program.

The school administration will inform the student and parents/guardians of the EAO program. The athlete must choose this option within five (5) calendar days upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians.

- The athlete, with a parent or an adult advocate, will be required to complete all EAO sessions for the program.
- Upon successful completion of the EAO, the athlete and the parent or adult advocate will be required to meet with the advisor/coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement.
- The athlete will be expected to successfully complete the EAO program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed from the team at the discretion of the school administration until the program is fully completed.
- Athletes not choosing the EAO will be suspended for 30 OSAA participation days

Any costs outside the LCSD7 provided program will be the responsibility of the parent/guardian.

### 2<sup>nd</sup> Offense

If a second violation occurs at any time during the student's high school career (or middle school), they may be removed from all activities/athletics for one calendar year (365 days) from the date of the second violation. A hearing may take place regarding ineligibility to play. Upon the requests of students to head coaches/advisers of restricted sports/activities, the athletic director and the administrator may consider and develop an Athletic Plan of Participation for students who are affected by this rule. Students who request an Athletic Plan of Participation may be suspended from activities/athletics for 45 school days. Plans of Participation must be approved by the superintendent; it may take effect at the end of the 45 school-day suspensions. The Plan of Participation will be a minimum of 365 days from the date of the violation. A second violation that occurs during the 365 day probationary period of a first violation may eliminate the student for consideration for a plan of participation and the full 365 day suspension may be served.

### 3<sup>rd</sup> Offense

If a third violation occurs at any time in the student's high school career (or middle school career), the student may be removed from all activities/athletics for the remainder of his/her high school enrollment. A hearing will be held to determine eligibility to play. Suspended students must have administrative approval to attend school activities (eg-dances, games, school activities, etc.)

Due process: For all violations of the participation rules, due process procedures and rights as identified in this handbook under the heading of Suspension Procedures shall apply.

## **2. OTHER ILLEGAL ACTIVITIES INCLUDING ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING**

Athletes shall not participate in or remain at any site where illegal activities are occurring. This is not limited to abuse of illegal substances but could include any illegal activity such as harassment, including electronic communication. The interpretation for this violation is at the discretion of the school administration.

### 1<sup>st</sup> Offense

The athlete may be suspended from interscholastic competition according to the following:

1. 5 OSAA participation days upon conclusion of a due process meeting between the student/athlete, parents/guardians, and the school administration in any sport season in which the athlete participates. If the student athlete cooperated with administration

**OR**

### **2. EDUCATIONAL AWARENESS OPTION**

In an effort to provide athletes an opportunity to have the 5 OSAA participation days suspension reduced, an Educational Awareness Option (EAO) is available for First Offense violations only. An athlete and parent, or adult advocate, may opt to successfully complete a LCSD7 provided, or approved alcohol or drug educational program.

The Educational Awareness Option will consist of the following:

The school administration will inform the student and parents/guardian of the Educational Awareness Option Program. The athlete must choose this option within five (5) calendar days of the conclusion of a due process meeting between the school administration, the student, and parents/guardians.

- The athlete, with a parent or an adult advocate, will be required to complete all Educational Awareness Option sessions.
- Upon successful completion of the Educational Awareness Option, the athlete and the parent or adult advocate will be required to meet with the head coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement.
- Athletes who choose this option will be suspended from interscholastic competition for a minimum of 5 OSAA participation days. If the Educational Awareness Option Program exceeds 5 calendar days the student will be expected to successfully complete the Educational Awareness Option Program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed from the team at the discretion of the school administration until the program is fully completed.
- Athletes not choosing the Educational Awareness Option will be suspended for 5 OSAA participation days.
- Suspension may carry from one sport season into the next in which the athlete participates.
- The athlete will be able to practice but not compete during the suspension.
- The athlete may be required to comply with additional recommendations before being permitted to rejoin the athletic program.
- Any costs outside the LCSD7 approved programs will be the responsibility of the parent.

## 2<sup>nd</sup> Offense

- The athlete may be fully suspended from the athletic program for a period of 1 calendar year pending a due process meeting.
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.

### **SUSPENSION REDUCTION OPTION**

In an effort to provide athletes an opportunity to have the 1 calendar year suspension reduced, the athlete may opt to have the suspension reduced to 120 OSAA calendar days by completing 100 hours of qualifying community service hours per the community service protocol in addition to any additional recommendations decided by a LHS/DMS Athletic Director.

### **COACH AND ADVISOR ILLEGAL DRUG/ ILLEGAL ACTIVITY POLICY**

This policy applies to active coach/advisors, it is continuous and accumulative and begins during the first interscholastic program a coach/advisor joins.

LCSD7 coaches/advisors shall not participate in illegal use of drugs and alcohol or participate in any other illegal activities. Any infraction occurring will be enforced upon the conclusion of due process between the coach/advisor and school administration. Enforcement of any violation will take place during the present season and be reevaluated after one calendar year. Conviction of a DUI will result in a loss of ability to coach in LCSD7 for two years. Coaches/advisors have the right to appeal this requirement to the LCSD7 superintendent. Coaches/advisors who find themselves in jeopardy because of a substance abuse problem should communicate concern to administration, and/or seek professional assistance.

### **DISTRICT REGULATIONS AND PROCEDURES**

#### Sport Season

The official sport season will concur with the official OSAA calendar for the year. The OSAA calendar will determine when season practices and contests can begin and will end for each sport.

With prior approval, individual programs can run 'open gyms', workout sessions, and/or hold summer camps for their programs. Student/athletes cannot be required to attend these off season activities and will not be penalized for non-participation. The programs are designed to develop/improve/enhance participants' skills for interscholastic athletics, physical abilities and/or participants' strength/endurance. The off-season activities should have a direct connection to the program and athletes are encouraged to attend when possible.

#### Fees

##### Participation Fee

- It is the policy of LCSD7, as provided for in ORS 336.183 and in accordance with ORS 339.155 and ORS 336.168 to charge a fee for participation in extracurricular activities that are not a required part of a credited class. In order for the district to assist with the

operation of an interscholastic athletic program, athletes will be assessed a \$100 fee per sport to participate in district-funded and approved programs. There will be a cap of \$300 per family at the district level for each school year for participation fees.

- Scholarships are available for pay to play, inquiries can be made to LHS front office.
- Individual school participation fee deadlines for high schools will be the 3-weeks after the 1<sup>st</sup> OSAA contest date:

- ✓ Fall Sport – **September 10<sup>th</sup>** (Due to the start occurring before school begins)

- ✓ Winter Sport – **December 3<sup>rd</sup>**

- ✓ Spring Sport – **March 18<sup>th</sup>**

An athlete who has not paid, established a payment plan, or had a waiver approved by the LCSD7 District Athletic Director will not be able to participate after the fee deadline.

**Individual school participation fees are to be submitted to the LHS/DMS front office.**

- Refunds: If an athlete is eliminated from the program or removes himself/herself from participation or is cut prior to the first contest, he/she shall receive a full refund.

### Eligibility

LCSD7 abides by the general Rules and Regulations as set forth by the OSAA. In addition, the district has adopted more stringent standards in the areas of illegal activity and academics. The guidelines and policies for athletic participation can be located in this handbook, upon request from the athletic director for the school, and/or in the LHS/DMS Student Handbook. Contact the AD for all home school, online school, alternative school, GED, transfer student, and international student eligibility.

### Admission

Admission prices are determined by respective leagues within the league Standard Operating Procedures (SOP). OSAA state playoff contest admission prices are determined by OSAA and are not allowed to be changed. In most cases of OSAA playoffs or endowment games, guests will not be able to use passes for entrance. A current LCSD7 employee, with their official identification badge, will be allowed to enter HOME contests of LCSD7 schools FREE of charge. Family members of LCSD7 employees are required to pay the posted admission rate to enter games. The identification badge will not gain FREE admittance for any OSAA Endowment and/or post season game.

### Team Classification

Varsity – Varsity team competition is available to any eligible high school student skilled enough to contribute to the success of the team.

Junior Varsity – Junior Varsity competition is for those athletes who at their present physical development and skill set are not able to successfully compete at the varsity level.

High school athletes may be moved from one team to another during the season within the limits of the above statements provided they do not violate OSAA regulations on participation limitations as set forth in the OSAA Handbook.

*Note: Placement and movement of players during the season is at the discretion of the Head Coach and school Athletic Director.*

### Fund Raising

Teams may conduct fund raising activities. These functions are to have the prior approval of the school administration and student body. The purpose of the fund raising activity (uniforms, tournaments fees, equipment, etc) should be advertised and the funds spent for that purpose only. All funds collected in fund raising activities are required to be deposited and expended in LCSD7 ASB accounts.

### Ejection of a player

If a player or a coach is ejected from a contest, they may be required to comply with the OSAA policies for such an infraction. Any fines associated with the ejection will be the responsibility of the individual and no school or programs funds can be used to cover any ejection fines or costs.

Based on the severity, nature of the infraction, and/or history of similar behavior, additional steps can be assigned and be required to be met before the individual rejoins the team/program and/or participates in practices and/or contests.

### Ejection of a coach

If a coach is ejected by an official for an unsportsmanlike act, both the athletic director of the school of the ejected coach and the commissioner of officials shall notify the OSAA ~~by FAX~~ of the ejection by the next work day. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest. The ejected coach will not participate in the next scheduled contest. They will pay the appropriate fine. Any coach who is ejected for a second time in a school year will not be able to coach for the remainder of the year. Should the ejected coach participate at the next scheduled contest, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the OSAA board.

### Practice

Coaches/advisors need to do the following:

1. By working with the athletic/activities director, establish a practice schedule which starts and ends at a specific time to better enable parents/guardians to plan meals and pick up children. The length and frequency of a practice session should be set to gain maximum training effectiveness. Double practices for LHS teams during the OSAA-approved summer/fall pre-season dates are to follow all OSAA requirements as outlined in the OSAA handbook. Practice on Sunday is not permitted. Practices on holidays and during vacations are permitted with advance approval of the Athletic/Activity Director and Building Administrator. Practice during vacations should be planned in advance to enable families to plan their activities.
2. Be responsible for informing parents/guardians of practice dates and times, game schedules, bus departures, and return times.
3. Obtain the approval of the athletic/activity director in advance of any practice cancellations.
4. High school teams shall adhere to all OSAA requirements on practice sessions.

### Conditioning and Training

An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete, type of competition, and OSAA rules and regulations.

### Athletic Cut Policy

If there is a need to cut numbers on an athletic squad, all athletes will be notified of a cut date and the process by which cutting will take place. Athletes will be given a minimum of three days of practice prior to any cuts. The process to be used for cutting will be approved by the school administration prior to any notification of cutting to athletes and their parents. If cutting is necessary, the coaching staff, with approval of the administration, will make the decision.

### Summer Athletic Programs

All summer programs shall complete a **Facility Use Form** and submit it to the Assistant AD.

LCSD7 Athletes participating in LCSD7 summer athletic programs will need to have the following completed prior to participating:

- Physical Examinations
  - ✓ Current 8<sup>th</sup> graders who wish to participate in summer programs, at the high school level, must have a current physical within the past 2-years that will cover them through that summer. On the 1<sup>st</sup> day of OSAA designated practice for the sport they wish to participate as a freshman, they must have a current physical on the OSAA Physical Form signed by an approved medical personnel and dated **AFTER** May 1 in order to participate in any programs.
- Rules and Insurance Card
- Current Impact Test
- Transfer students are not able to participate until submitting an OSAA Intent to Transfer Form
- All Home School and Associated School athletes need to complete the appropriate paperwork and submit to the AD prior to participating in athletic activities, including summer programs.

Coaches involved with LCSD7 students in LCSD7 approved summer athletic activities will need to have the following completed prior to coaching and/or interaction/contact with any athlete.

- OSAA Required Certification Classes
- First Aid/CPR
- Volunteer Form
- Facility Use Form

### Off-Season Gym Use/Rule of Two

Use of the gym facility at LHS will be allowed for off-season sports only when there is no conflict with the current sport/activity. Open gyms will be open to students not participating in a current sport or current athletes with approval of in-season coaches of the current sport being played. If a player quits a sport, that player is not eligible to join another sport if it is 10 days

after the start of the season. No coach will work with more than two students outside of the designated sports season. Off-season gym use pertains only to the OSAA sports year, September through May. A high school administrator will schedule facility use

### Open Gym Policy

While we believe that off-season skill development is important to a successful sports program, our priority is the season that is in progress at the time. The purpose of this policy is to allow some open gym flexibility while ensuring that the open gyms do not infringe on the sports currently in season. There are several guidelines that all Lake County School District #7 high school coaches, both under contract and volunteer, must follow:

1. Open gyms must be limited to four hours per week.
2. Open gyms must be after the in-season sports practices are concluded.
3. Conditioning and weight training is appropriate but should not include in-season athletes without the in-sport coach's approval.
4. OSAA rules will apply to all open gyms.
5. Open gym attendance is NEVER a requirement for team participation.
6. Gym time for non-school-related groups will be granted providing there is sufficient scheduling time available. Non school-related groups must forfeit times when weather or scheduling of current Daly MS / Lakeview HS requires additional gym time.
7. The priority for scheduling the gym is:
  - School district sponsored athletic teams and activities
  - School district sponsored clubs
  - Inclusive community groups (indoor soccer, adult volleyball)
  - Exclusive community groups (traveling teams)
8. The district's facility use form must be completed to use any district facility

### **TRANSPORTATION GUIDELINES**

The driver is responsible for the safety of the passengers and the protection of the bus. The driver will use the intercom to correct any action that endangers either the passengers or the bus driver. While the bus driver is in charge of the bus and the safety of the passengers, the coach/advisor is responsible for the behavior of the students. At the start of each trip, the bus driver will use the bus microphone to inform all the passengers of the trip/bus rules.

The coach/advisor will handle all bus rule violations, as well as all misbehavior on day trips as well as overnight trips. The coach/advisor will respond to bus misbehavior if requested by the bus driver. This responsibility will include but is not limited to random room checks, baggage and luggage checks if there is reasonable suspicion, and close monitoring of all student activities.

### Coaches/Advisors' responsibilities are as follows:

1. Prior to leaving the school building, communicate travel itinerary including meal plans with the bus driver; maintain a rapport with the bus driver.
2. Understand that bus drivers are restricted to 15 hours unless there is an emergency or road conditions permit a longer trip (no exceptions).
3. Communicate with the bus driver, prior to the trip, if they need to take lunch with them.
4. Provide the Assistant AD any roster changes or a list of participants at least three days in advance of the event when students must be excused from classes.



5. When traveling, make every effort to inspect the locker room/facilities with a representative from the home school prior to and following the use by the group.
6. Closely monitor behavior on travel trips at all times, including on the bus, during the activity and random room checks.

### Food

1. Food and/or drink may be eaten on the bus, as monitored and approved by the coaches/advisors and bus driver.
2. The bus driver will provide containers for garbage on the bus. If coaches/advisors allow their students to eat and drink on the bus, they will supervise students cleaning the bus and disposing of all garbage.

### Seating

1. Boys and girls will be segregated.
2. Movement on the bus will be minimal. Passengers are not to be standing, blocking the aisle, standing in the stairwell, extending legs across the aisles, and extending arms, hands, head, feet, etc. out of the windows. Students will not change clothes while on the bus. Aisles must be kept clear at all times.
3. The bus will be locked unless the driver or a coach is present. Students will not be allowed to sit or wait on the bus without the supervision of a coach/advisor or the bus driver.
4. The bus should not be gone for an extended period of time. If the driver leaves the bus, the key should be left with the coach/advisor.
5. At events which require the students to be outside (track meets, cross-country matches) and there is a need for the bus to be used as a shelter during inclement weather, the coach/advisor or driver will chaperone such use.
6. Coaches/advisors will not allow students to make long distance calls on district cell phones unless it is an emergency.
7. The students are responsible (under the coach/advisor's supervision) for cleaning the bus of all belongings, supplies, equipment, and garbage.
8. Upon return, the coach/advisor and driver will inspect the bus to be sure it is clean and nothing is broken or damaged.
9. Supervise students until ALL are picked up by a parent or guardian.

### Team Travel

The Athletic Director must be notified of any overnight team activities, this includes all camps, contests, including summer travel.

Travel itineraries for all games must be submitted and approved by the Athletic Director prior to any reservations for hotels or travel is made.

### Travel in Private Vehicles

All participants must ride the district provided transportation with the advisor/coach when going to contests, field trips, and athletic contests. With prior arrangements by parents/guardians, administrators may approve the release of their children to an adult 21 and over or to a sibling for travel to or from an activity, provided that the administrator/athletic director pre-approves the release in writing and notifies the coach/adviser of the release approval. For return trips home without pre-approval, the coach/adviser may release students ONLY to the students' own

parents/guardians. Students are also permitted to ride with their coach/adviser with parental approval.

### Emergency Plans

The OSAA and Lake County School District requires each school to have an *Emergency Action Plan (EAP)* for their school for athletic programs. It is the responsibility of each school's athletic Director to develop and implement this plan. The plan should be developed on the foundation found at the 'Anyone Can Save A Life' website at <http://www.anyonecansavealife.org/> .

If you incur a medical emergency during a contest, please approach the school Athletic Director and/or the PA announcer to request assistance. Each school should have access to an AED at their contests in the event such assistance of this nature is required.

### Social Media

Social media provides a method for communication between all participants and interested parties that are associated or have an interest in an athletic program. It can be used to update times and locations for practices and games in the event changes are required. It allows Q&A to be viewed by large groups. There are many uses and it is part of the communication tool used by many programs. It is NOT REQUIRED for participants to have access to social media formats as a tool of communication and other forms will be used to ensure participants are informed of program updates.

We also recognize that social media allows users to make anonymous comments associated with a program. LCSD7 discourages anyone from using any form of social media to make comments which would violate the concept of sportsmanship and respect towards players, coaches, teams, schools, spectators, and/or officials.

**Any communication between a participant and their coach needs to be in a group text, communication app, or include at least one other adult.**

### Sportsmanship Philosophy

- SHOW RESPECT FOR THE OPPONENT AT ALL TIMES: The opponent should be treated as a guest, greeted cordially upon arriving, given the best accommodations, and accorded the tolerance, honesty, and generosity all human beings deserve.
- SHOW RESPECT FOR THE OFFICIALS AT ALL TIMES: The officials should be recognized as impartial arbitrators who are trained to do their jobs and who can be expected to do them to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- NEGATIVE OR DEROGATORY CHEERS WILL NOT BE TOLERATED: Cheers such as "air ball", "it's all over" and other cheers demeaning our opponents will not be allowed. No cheers isolating a player, official, or coach will be allowed.
- KNOW, UNDERSTAND, AND APPRECIATE THE RULES OF THE CONTEST: It is essential to be familiar with the current rules of the game and to recognize their necessity for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- MAINTAIN SELF-CONTROL AT ALL TIMES: A prerequisite of good sportsmanship requires understanding one's own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the

potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

- **RECOGNITION AND APPRECIATION SKILL IN PERFORMANCE REGARDLESS OF AFFILIATION:** Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as teasing. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.
- If anyone present at a contest ridicules, or demeans athletic competitors, or harrasses officials or coaches at any interscholastic event, or otherwise demonstrates unsportsmanlike conduct, they will be asked to leave that event and the next athletic contest.

## **LAKE COUNTY SCHOOL DISTRICT - CONCUSSION MANAGEMENT PROTOCOL**

### **Coaches**

All LCSD7 coaches (paid and volunteer) shall annually complete an OSAA approved concussion management course for the purpose of ensuring they understand and learn how to recognize the symptoms of a concussion and how to seek proper medical treatment for an athlete suspected of having a concussion. Approved concussion training courses must be completed prior to assuming coaching responsibilities. Any coach failing to complete approved courses will not be allowed to assume coaching responsibilities until successful completion of the course is verified by the building athletic director.

### **Athletes**

All athletes who participate in a LCSD7 eligible sport will be required to complete the most current district approved concussion management tool (e.g. ImPACT Concussion Management Software) during their ninth (9<sup>th</sup>) and eleventh (11<sup>th</sup>) grade school years. All new students to Lakeview High School who participate in an eligible sport will be required to complete the concussion management tool prior to the first day of practice.

### **Concussion Management Plan**

The LCSD7 Concussion Management Plan shall be followed for 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.

*NOTE: Any student/athlete who is identified as having a potential concussion, is required to have an Impact test completed before returning to practice and/or contests. If an athlete visits a health care provider for a concussion prior to the test being administered, no matter the outcome or if they have been released by the provider, an Impact test will still be completed before they begin practices and/or contests. If the results of the Impact test reflect a change in previous tests scores or their baseline tests, the LCSD concussion protocol will be initiated.*

### **Concussion Management Protocol**

#### **Step 1 – Recognition and Evaluation:**

- Suspected or Diagnosed Concussion. 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 athletic contest or practice, or any other athletic contest or practice on that same day.
- NOTE: In schools 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. Athletic trainers may also work in consultation with 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, in determining when an athlete is able to return to play following a concussion.

**Step 2 – Removal from Participation:**

- Removal from the athletic contest/practice if a concussion is suspected.
- Parent/guardian and school administration must be contacted.
- LCSD7 Incident Report submitted.
- Immediate referral to a health care professional; any necessary scans, CT's, etc. will be determined by the Health Care Professional (HCP).
- Any athlete who sustains a concussion will not be allowed to return to full participation until the concussion management protocol is completed.

**Step 3 – Neurocognitive Testing (ImPACT) as available; consult with Concussion Management Team (CMT) and health care professional for a medical release.**

- Post-concussion Neurocognitive testing with the ImPACT program should take place within 24-72 hours of injury.
- Authorization to use and/or disclose Educational and Protected Health Information forms must be signed by the parent to communicate with the Health Care Professional.
- OSAA Concussion Return to Participation Medical Release form must be completed. Used on all concussions
- The athlete is cleared to participate if he/she meets all of the following:
  - Cleared by HCP from the approved list above,
  - Impact retesting (post injury test) is “ok” based on HCP evaluation and interpretation of test results and the student is symptom free.

**Note – Steps 4 through 6 are to be followed when a student is not cleared to participate.**

**Step 4 – Rest and School/Activities modified as needed.**

- ImPACT results are then discussed with the designated Concussion Management Team (CMT) and health care professionals for that athlete. The athlete's care will then follow the ImPACT Flow Sheet for Post-Concussion Management.
- School attendance and other activities may need to be modified on an individual basis according to the individual's symptoms and cognitive impairment.
- Workload and homework may also need to be reduced/modified/etc.
- Physical and cognitive rest are very important while the athlete is experiencing concussion symptoms.
- Contact the LCSD nurses' office.

**Step 5 – Monitor Symptoms.**

- The individual's symptoms should be closely monitored by the CMT, health care professional, and a parent until the athlete is symptom free.
- ImPACT testing will be performed according to the ImPACT testing protocol determined by the CMT and health care professional.

## Step 6 – Progressive Return.

- Once the athlete is symptom free, and has been cleared through the CMT and health care professional, they will follow the graduated, step-wise return-to-participation progression on the OSAA concussion form in order to participate in full competition.

### Additional Information/Definitions:

- Concussion: A concussion is a brain injury in which trauma to the head results in a temporary disruption in brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of direct or indirect force to the body. An athlete does not have to lose consciousness (“knocked out”) to suffer a concussion. A concussion may cause multiple symptoms which may appear immediately after the injury, while others may develop over several days or weeks. Concussion symptoms may interfere with school, work, and social life.
- Health Care Professional: Is defined by OSAA policy as a 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.
- Post-Concussion Syndrome: Is characterized by prolonged concussion symptoms (headache, nausea, dizziness, difficulty concentrating, poor memory, etc.) that may continue for months or longer.
- Second Impact Syndrome: Occurs when an individual receives a second blow to the head after they have already sustained a concussion, which results in rapid swelling of the brain and is often fatal. Even a very minor blow can cause Second Impact Syndrome. Although Second Impact Syndrome is rare it can have dire consequences.
- Any necessary scans, CT’s, etc., will be determined by the appropriate health care professional. (Cost of any procedures (CAT Scans, MRI’s, etc) will not be the responsibility of LCSD or the school the student attends.)

***This handbook is not inclusive of all Lake County School District policies and procedures related to athletics. Should you have questions, we encourage you to contact your school Athletic Director.***

***Revised 5/2/2023***