

# WASHOE COUNTY SCHOOL DISTRICT



## HIGH SCHOOL ACTIVITIES AND ATHLETICS MANUAL

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# WASHOE COUNTY SCHOOL DISTRICT

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## HIGH SCHOOL ACTIVITIES & ATHLETIC HANDBOOK

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### INTRODUCTION

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This Activities & Athletic Handbook was written in an effort to establish guidelines to serve those people who have responsibilities in connection with the administration of any phase of Washoe County School District high school activities & athletic programs.

This should serve as a reference source for administrators, athletic directors, coaches, advisors and other personnel working with the Washoe County School District high school activities & athletics.

The Handbook will probably not cover all circumstances, questions and concerns, but it may assist in providing information relating to athletics. The rules and regulations of policy and procedure incorporated in this Handbook are designed so:

1. There is a clear understanding of what is expected of each member of the activities & athletic staff in the performance of his/ her duties in keeping with the continued growth and improvement in the total overall program.
2. They are not intended to restrain a coach/ staff member in the performance of duties or hold back the Activities & Athletic Department in fulfilling its function in the total education program.

**Rules and regulations are designed to be followed. This must be kept in mind in maintaining a quality activity & athletic program. If they are to serve the purpose for which they are intended, there should be no exceptions.**

To avoid giving out information that may be inaccurate or implementing policy incorrectly, consult an activity, athletic administrator or the Office of Student Activities & Athletics if you have any questions or need clarification of the information, rules or regulations in this manual.



## MISSION STATEMENT

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The mission and purpose of extracurricular and athletic programs in the Washoe County School District is to promote the physical, mental, moral, social and emotional growth of its participants. The Student Activity and Athletic Department ensures a positive force in the preparation of our youth for an enriching extra-curricular experience. The Student Activity & Athletic Department is an integral part of the total school program. We are strongly connected to the academic success of every student regardless of individual differences. The student gives their time, energy, loyalty and commitment by participating in the programs offered through the Student Activities & Athletics Department.

## PHILOSOPHY OF THE WCSD ATHLETIC DEPARTMENT

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High school interscholastic athletics is an integral part of the total educational program in the Washoe County School District. Interscholastic athletics provide opportunities for boys and girls to participate in competitive sports with the emphasis on the development of skills, work ethic, sportsmanship, and teamwork. Due to differences in abilities and interests, the program should be expansive and provide participation opportunities for as many students as possible.

When administrators, teachers and coaches demand student athletes to produce quality work in the classroom, maintain high citizenship grades, and demonstrate leadership qualities, the end result is a student athlete that is compelled to evaluate winning and losing in relation to a team concept, hard work and determination. Winning becomes the culmination of giving one hundred percent effort on a daily basis until 100% effort becomes a habit. From this philosophy, we develop a confident, intrinsically-motivated adolescent; a young adult who begins to understand how their personal habits and attitudes in sports carry over into their adult lives.

Effective schools use athletics as a vehicle to enhance academic achievement, school pride, healthy lifestyles, and team building. Interscholastic athletics are a key component in shaping a dynamic school culture where academics come first.

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**SECTION 1**

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**WASHOE COUNTY SCHOOL DISTRICT**

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*ACTIVITIES/ATHLETIC POLICY AND  
REGULATIONS*

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# SPORTSMANSHIP

## CODE OF ETHICS INTERSCHOLASTIC ACTIVITIES/ATHLETIC ADMINISTRATOR AND ATHLETIC DIRECTOR

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The WCSD Interscholastic Activities/Athletic Administrator and Athletic Director will:

1. Promote a high standard of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, advisors, students, parents and community to commit to these high standards.
2. Develop and maintain a comprehensive activities & athletic program which seeks the highest development of all participants and respects the individual dignity of every athlete or participant.
3. Consider the well-being of the entire student body as fundamental in all decisions and actions.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Organize, direct and promote an interscholastic athletic program that is an integral part of the total education program.
6. Cooperate with the staff and school administration to establish, implement and support school policies.
7. Act impartial in the execution of basic policies and in the enforcement of the conference, region, league, and the Nevada Interscholastic Activities Association's rules and regulations.
8. Fulfill all professional responsibilities with honesty and integrity.
9. Uphold the honor of the profession in all relations with students, colleagues, coaches, advisors, administrators and the general public.
10. Improve the professional status and effectiveness of the interscholastic activities/athletic administrator through participation in local, state and national in-service programs.

## CODE OF ETHICS – COACHES/ADVISORS

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The function of a coach/advisor is to educate students through participation in interscholastic competition. An inter-scholastic 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 was the coach/advisor's own child, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches/advisors have been adopted by the National Federation Coaches Association (NFCA) Board of Directors.

- ❖ **The coach/advisor** shall be aware that he or she has a tremendous influence 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.
- ❖ **The coach/advisor** shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach/advisor shall strive to set an example of the highest ethical and moral conduct.
- ❖ **The coach/advisor** shall take an active role in the prevention of drug, alcohol and tobacco use and abuse.
- ❖ **The coach/advisor** shall avoid the use of alcohol and tobacco products when in contact with players.
- ❖ **The coach/advisor** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school athletic and academic programs.
- ❖ **The coach/advisor** shall master the contest rules and shall teach to his or her team members. The coach/advisor shall not seek an advantage by circumvention of the spirit or letter of the rules.
- ❖ **The coach/advisor** shall exert his or her influence to enhance sportsmanship by spectators both directly and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.
- ❖ **The coach/advisor** shall respect and support the contest officials. The coach/advisor shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or participants is unethical.
- ❖ **Before and after contests**, coaches for competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- ❖ **A coach/advisor** shall not exert pressure on faculty members to give student athletes special consideration.
- ❖ **A coach/advisor** shall not scout opponents by any means other than those adopted by league and/or State High School Activities Associations.
- ❖ **The coach/advisor** shall promote the care, respect and proper treatment of the equipment and facilities of the "hosting" school's site with his/her players when competing at other school locations.

## CODE OF ETHICS – STUDENT ACTIVITIES/ATHLETIC PARTICIPANTS

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**Student Participants** are expected to know and follow all Nevada Interscholastic Activities Association (NIAA) and Washoe County School district rules as outlined in the “Athletic Packet”. Athletes or any other participants are responsible for knowing what is expected of them in terms of Sportsmanship by the coaching staff and the school administration. The following are the expectations for student athletes to follow as outlined by the NIAA:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the coaching staff and the school administration.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, “trash talking”, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
- **Win with humility; lose with grace. Do both with dignity.**
- Avoid excessive celebrating after a play or at the end of a game.

## SPORTSMANSHIP DEFINITIONS

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Sportsmanship is character displayed through activity/athletic competition. People of character live by the “Six Pillars of Character”, universal values that can be used to define a good person: **trustworthiness, respect, responsibility, fairness, caring and citizenship.**

### **TRUSTWORTHINESS:**

- Always pursue victory with honor.
- Demonstrate and demand scrupulous integrity.
- Observe and enforce the spirit and letter of rules.
- Don’t compromise education and character-development goals.
- Don’t engage in or tolerate dishonesty, cheating or dishonorable conduct.

### **RESPECT:**

- Treat the traditions of the sport and other participants with respect.
- Don’t engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent “trash talking”, taunting and unseemly celebrations.
- Win with grace and lose with dignity.

### **RESPONSIBILITY:**

- Be a positive role model on and off the field and require the same of participating students.
- Further the mental, social and moral development of participants and teach life skills that enhance personal success and social responsibility.
- Should be competent in the following: character building, first aid and safety, coaching principles, rules and strategies.

### **FAIRNESS:**

- Adhere to high standards of fair play and participation.
- Treat players fairly according to their abilities.
- Never take unfair advantage.
- Be open-minded.

### **CARING:**

- Assure that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win.
- Do not permit reckless or potentially unsafe behavior of participants.

### **CITIZENSHIP:**

- Avoid gamesmanship and promote sportsmanship by honoring the rules and goals of the sport.
- Establish codes of conduct for coaches, athletes, parents and spectators.
- Safeguard the health of participants and the integrity of the activity by prohibiting the use of drugs, alcohol and tobacco.
- Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs, alcohol and tobacco.

***Note: The definition of sportsmanship and the “Six Pillars of Character” were taken from the Pursuing Victory with Honor Program.***

## “CHARACTER PILLAR”

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### Caring

- Be good listeners and adjust to the problems and needs of the players.
- Care more about the development and overall well-being of the players than winning.
- Be generous with praise when it is deserved.
- Criticize softly, praise loudly.

*“ALWAYS DO RIGHT. THIS WILL GRATIFY SOME PEOPLE AND ASTONISH THE REST.”*

*- MARK TWAIN*

### MAJOR POINTS OF INTEREST

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- Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent “trash talking”, taunting and unseemly celebrations.
- Only individuals directly related to the school should be permitted in, on or around the team bench(s) or sideline(s) before, during or after contest(s). Students, ex-students, teachers, or parents should not be permitted in these areas.
- While face-painting is acceptable, **body painting is not**. Any spectator removing clothing, (disrobing), **is not acceptable**, and takes away from the spirit of the game. All NIAA venues are an extension of the classroom and school classroom dress code is to be enforced.

### CITIZENSHIP THROUGH SPORTS COMMITTEE RECOMMENDATIONS (BY SPORT):

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**FOOTBALL:** Each school is responsible for monitoring their own sidelines.

**BASKETBALL:** Negative and inappropriate cheers will not be tolerated. It is recommended that coaches and administrators assist with this problem.

1. Athletic administrators are asked to include cheer coaches, band directors, and announcers in their pre-season meetings.
2. Athletic Administrators should identify inappropriate cheers as:
  - Any cheer that requires a response.
  - Comments or cheers which are derogatory, demeaning, or racial in nature.
3. Officials will be asked to report negative and improper cheers to the NIAA office. A letter will be written asking for an explanation. If confirmed, a warning will be issued. If it occurs again, a fine will be issued.
4. **Schools will be expected to supervise their crowd and respond accordingly.**
5. It is expected that the first (1st) row of bleachers be kept free and reserved for the spirit squads.
6. Students should be reminded that basketball games are for entertainment, not to draw attention to the stands and poor behavior.

**Baseball / Softball:** School administrators / coaches should not allow their teams / fans to make derogatory comments towards opposing players and/or umpires.

*“ONE MAN PRACTICING SPORTSMANSHIP IS FAR BETTER THAN FIFTY OTHERS PREACHING IT”.*

*- KNUTE ROCKNE*

## THE NIAA “SILVER RULES” FOR HOSTING AN ATHLETIC CONTEST

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The NIAA would like to encourage all schools, administrators, coaches, athletes, spirit groups, students and spectators to follow the Nevada Silver Rule.

***“DO NOT DO TO OTHERS WHAT YOU DO NOT WANT THEM TO DO TO YOU.”***

### **When hosting an athletic contest the home team should:**

- Fulfill the responsibility to provide an environment that is free of safety hazards.
- Provide appropriate and clearly seen directional signs to the game venue.
- Provide appropriate number of supervisory personnel for the activity.
- Develop a plan of action to address inappropriate behavior at interscholastic contests. This procedure should be discussed and explained to all involved.
- Make contact with the visiting school's administrator and/or coaching staff.
- Meet and accompany visiting schools and officials to their locker rooms.
- Assure that visiting team and officials' locker rooms are secure.
- Escort officials and visiting team from playing area to their locker rooms at the completion of the contest.
- Provide services available to home team to visiting team, such as trainer, filming area, access to press box, whiteboards, etc.
- Provide beverages and food to officials prior to, during and after contests whenever possible.
- Only display signs that welcome opponents or that are positive toward your school/team. No signs **shall be** displayed that are derogatory.
- **Noisemakers are not allowed at athletic contests. This would include, but is not limited to, thunder sticks, air horns, shakers, whistles, megaphones used as drums, etc. Megaphones shall be used by cheerleaders only.**
- Allow only positive cheers that boost their own team/spirit without antagonizing the opponents or the officials.
- Establish a designated area for cheerleaders to stand that causes the least distraction to players. At no time should cheerleaders be stationed directly underneath the basket.
- Enforce the rule that no music/band shall be playing during actual game play.
- Monitor that the music played by bands, performance groups or over the PA system is appropriate and is played at the proper time during the athletic contest.
- Have the public address announcer read a prepared citizenship/sportsmanship message prior to each contest.
- Assure that the announcer acts in a professional manner absent of emotional favoritism and editorial comment. **Play by play is not acceptable.**
- Remain at the site upon completion of contest to assure that all needs and concerns are met.



## ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS

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The Nevada Interscholastic Activities Association is Nevada's governing body for athletics and activities. The following are the most critical aspects in regards to academic eligibility. **The regulation in its entirety can be viewed at [www.niaa.com](http://www.niaa.com) or in the WCSD Athletic Packet.** Questions on policy should be directed to the WCSD's Student Activities Office.

### ATHLETES

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- Athletes must have a 2.0 GPA and passed 2.0 credits to be eligible to try out.
- Athletes who take extension classes are responsible for maintaining academic work and it must be verified by the Athletic Department on three (3) week checks.
- Once an athlete makes an athletic team, their grades are checked every three (3) weeks.
- Athletes who are deemed ineligible on the three (3) week, the warning week, are given the following Monday thru Friday to bring their grade to passing or will be declared ineligible the **following** Monday thru Saturday.

### INELIGIBLE PLAYER

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**Ineligible players may not be released from class; they may not travel with the team under any circumstances and may not be in uniform or on the bench or sidelines with the team.**

- Ineligible players, who have been out due to grades, may become eligible when nine (9) week grades are officially entered in the computer.
- Athletes who have been eligible but failed to achieve a 2.0 GPA and / or two (2) semester credits will be ineligible by noon Friday the week grades are recorded with the District.
- Athletes who have started course work that is intended and approved to replace failing grades from the previous semester are required to complete that approved course work within three (3) weeks of the start of the following semester.

*revised 9/12/2014*

### RED SHIRT POLICY

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Students who are ineligible for reasons relating to the 2.0 GPA or 2 credits per semester rule **may not** try out for a team unless prior approval is obtained from the coach, athletic director, **athletic administrator and principal**. This is a site-based decision.

### GRADES

Students who are allowed the privilege of red shirting due to grade problems:

- A. Must be put on an approved agreement drawn up by the coach and athletic director.
  1. The agreement is a **one strike** policy and if violated, the athlete is removed for the remainder of the season.
  2. An athlete at no time may travel with the team, miss class or dress out on game day.
  3. *The athlete must receive a 2.0 GPA with NO F's at the nine-week grading period in order to regain eligibility.*
  4. *Once the athlete regains eligibility they will be placed on a weekly grade check. If the student receives an "F" in any class at these checks they become ineligible for the remainder of the season.*

## SIGNATURE VARIANCE ATHLETIC PARTICIPATION POLICY

**NAC 386.612 “Magnet school” defined.** (NRS 386.430) “Magnet school” means a school that is established by a school district to create special programs to attract pupils in the school district to attend the magnet school.

Under this definition, each school that hosts a Signature Academy meets the definition of a Magnet School. For the purposes of this policy, the term “Signature” will be used in place of the term “Magnet” and should be interpreted equivalently.

Signature Schools, Academies and Programs are defined as ***a stylized curricular approach that is unique to a school, reflecting both the schools’ identity and intent.***

### **Signature Schools**

*Definition: A comprehensive high school in which all students are enrolled in one or more Signature Programs through completion level. Signature Schools may be aligned under a single Signature Academy reflecting multiple disciplines and programs or structured as multiple Signature Academies, each reflecting a single discipline with one or more associated programs.*

A student who attends a Signature School that does not offer sanctioned sports remains eligible at his/her school of residence for the purpose of participating in any NIAA sanctioned sport (NAC 386.788).

A student who attends a Signature School that offers NIAA sanctioned sports but who does not reside in that school’s zone of attendance is eligible to participate under the Signature Variance as applied to Signature Academies (see below) (NAC 386.787).

### **Signature Academies**

*Definition: One or more Signature Programs (that may be aligned or independent of one another) within a school in which some of the student population is enrolled through completion of the pathway.*

Student athletes attending a Signature Academy at a school other than their zoned high school can be eligible to participate in any sanctioned sport offered at that school (NAC 386.787/NRS 386.430). Students must abide by the regulations of the Signature Variance, which include:

- Students must maintain full enrollment in the plan of study designated by the Signature Academy and associated Signature Program with which they are affiliated. Enrollment will be reviewed annually.
- Students must continue to meet the requirements of participation in the Signature Academy and associated Signature Program.
- Student athletic participation is limited to the sanctioned sports offered by the school the student is attending.

If a Signature/Magnet Variance is revoked or a student opts to leave the Signature Academy:

- Students who elect to return to the zoned school will lose athletic eligibility for the remainder of the school year in which the transfer occurs and for an addition 180 school days for any other sport in which the student’s name appeared on a varsity NIAA roster (NAC 386.786).
- Students who are removed from a Signature Academy but allowed to stay at the school in which the Signature Academy exists (which is not the students’ school or residence) will revert to a standard variance and must complete 180 days of ineligibility for any NIAA sanctioned sport at the varsity level of competition (NAC 386.784).
- Students who elect to transfer from a Signature Academy in which they were granted a Signature Variance to a different Signature Academy located outside of their zone of residence will be placed on a standard variance and will lose athletic eligibility for 180 school days for any sport in which their name appeared on a varsity NIAA roster (NAC 386.786).

## SIGNATURE VARIANCE ATHLETIC PARTICIPATION POLICY JUSTIFICATION

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This policy was developed with input from the NIAA and the Departments of Athletics and Activities, Accountability, and Signatures & CTE.

### This policy serves the following purposes:

- The policy utilizes the current magnet variance policy that has been established by the NIAA and is utilized across the state.
- The policy allows student athletes to fully participate in Signature Academies that are located outside of their zone of residence without having to choose between an academic and athletic commitment.
- The policy encourages participation in Signature Academies by allowing variance students to access all of the opportunities offered by the school, fostering a stronger identity with the school and the program.

### Implementation Timeline:

This policy will be in effect for the 2013-14 school year and revised for the 2014-2015 school year.

### Policy Monitoring/Tracking:

Infinite Campus will add a variance box to reflect “Signature/Magnet Variance” which will be used for only for students accepted into a Signature Academy that lies outside the student’s zone of residence.

A Signature/Magnet Variance form will be created to reflect the acceptance/maintenance criteria for Signatures, as well as the athletic policy.

Signature Academy variances and enrollment be audited annually to ensure accuracy and adherence. This will be one through the Signature & CTE Department.

## CHANGING ATHLETIC LEAGUE SCHEDULES

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**The following is the procedure to be followed for changing a schedule within the 4A League:**

League schedules, once adopted, may not be changed unless an emergency or special situation occurs or when unique circumstances occur where it would be unsafe to play a contest as originally scheduled, i.e. storm conditions, game problems because of crowd control, etc. Any game postponed or date revised for any of the above reasons must be rescheduled during the same week or the first available date. Sub-varsity games will be rescheduled with the approval of both schools, the officials association and the Commissioner. If the game cannot be played at the original site, then the game will be played at the opposing site. Support staff, security, and finances will be agreed upon by both of the two involved schools. If an emergency situation exists where multiple games have been postponed and the rescheduling by the individual schools is not possible during the allotted time, a rescheduling meeting will be called by the Commissioner involving a representative group of athletic directors (2 from Washoe County, 1 from outside Washoe County), NIAA (1), Student Activities (1), and the Commissioner of Officials for the affected sport. THE PRINCIPALS OF THE SCHOOLS INVOLVED AND THE REGION COMMISSIONER MUST AGREE UPON ANY OTHER CHANGE TO THE LEAGUE SCHEDULE, ONCE ADOPTED BY THE REGION.

**To change a league schedule**, the mechanics of the change must be consistent. A League schedule change form has been created and can be found in the AAAA Handbook. In order to facilitate a schedule change, the following procedure must be used:

- a) The initiating school verbally contacts affected school regarding the change.
- b) The initiating school presents the League schedule change form to the affected school for approval and signatures.
- c) The affected school presents the League schedule change form to the Region commissioner for approval.
- d) The Region Commissioner signs approval or denial and returns to both schools a copy of the agreement.
- e) The Region Commissioner notifies the affected schools of the change and the commissioner of officials.

After the schedule change has been approved, it is the responsibility of the initiating school to notify the following:

- Transportation
- Security
- Media

After the schedule change has been approved, it is the responsibility of the Region Commissioner to notify:

- Master scheduling
- NIAA
- Commissioner of Officials

## EMERGENCY MANAGEMENT AT ACTIVITIES/ATHLETIC CONTEST

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- **HAVE A PLAN.** If something occurs on or near your campus, what actions will the game management personnel perform? Ensure that each member of your staff have predetermined roles and responsibilities.
- **IMPLEMENT A COMMAND STRUCTURE.** Who is in charge? How many people are reporting to the supervisors? Ensure that the span of control does not exceed five individuals. (See FEMA.gov – Incident Command for Schools)
- **KNOW THE THREATS IN AND AROUND YOUR FACILITY.** Perform a Threat Assessment with your police officers and emergency management official. These people will help the school with emergency plans based on the actual known threats in the neighborhood.
- **ESTABLISH PROPER SIGNAGE.** In the event of an incident, it is important to set the staff up for success. Does the school allow backpacks, or re-entry in the gym or fields? Beverages from outside the facility may contain alcohol or other substances. Any patrons under the influence add problems to your event and the complications in emergencies.
- **MAKE AN EMERGENCY KIT FOR EACH VENUE.** Include in your kit at a minimum, a bullhorn, flashlights, first aid kit, paper, tape, extra batteries, pens, markers, and back up communications.
- **CONTROL THE ACCESS POINTS.** Allowing large numbers of spectator's uncontrolled access to your events gives rise to the probability that problems will ensue. Post staff persons at each access point, whether admission is charged or not, to be a point of contact for people in the event something is needed as well as being a deterrent to potentially unruly guests.
- **ENSURE THAT THE PUBLIC ADDRESS ANNOUNCER IS FAMILIAR WITH EMERGENCY PROCEDURES.** Provide a binder to the P.A. announcer that they can refer to in the event of an emergency. Provide scripts for the person to read. If power and the P.A. are working, this is the most powerful tool to get people into a safe location. The announcer should also make announcements prior to the beginning of play that include the location of police officers, fire exits, restrooms, concessions and where lost children or first aid can be found.
- **HAVE A COMMUNICATIONS PLAN.** In the event of an emergency, cell phones may not work due to the incident itself or cell phone overuse in a particular area, also due to the emergency. Therefore, school staff must have an alternate means of communication in an emergency.
- **BE AWARE.** There may be times when things do not look right. Inform the advisory/coaching staff and game management staff to be vigilant. If it looks weird, it probably is. Report it and be on the safe side.
- **EDUCATE THE ADVISORY/COACHING STAFF.** Ensure that each member of your advisory/coaching staff is familiar with all emergency plans for your facilities. Be sure to include bench clearing incidents, inclement weather (including lightning and wind storms), unruly spectators, Code RED's, Yellow's and Blue's and fire. You would not send them into a game without a play book. Give them some training to help them do the right things when things aren't right.
- Know where to access the school defibrillator (AED) unit, if needed.

National Federation of State  
High School Associations



## **NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES**

**National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

### **Proactive Planning**

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the "Guidelines for Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

**Reviewed and Approved in October 2010**

## GUIDELINES ON HANDLING CONTEST AND PRACTICES DURING SMOKE DISTURBANCES

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There are times throughout the school year, especially in the fall and winter months, when air pollution levels are higher than typical. This can be due to smoke from fires, cold weather inversions and lack of wind. Toxic pollutants in the air pose serious health concerns, especially for young children and those with respiratory conditions such as asthma.

Because air quality (AQI) levels can vary from one area of the county to another, we are asking each Athletic Administrator/Principal to decide whether to keep some of all of their student indoors when air quality is poor.

Before making a final decision about whether or not to keep students and practices indoors or canceling contests, Athletic Administrators/Principals are advised to check the U.S. EPA "[Air Now](#)" website. This provides local, updated air quality readings throughout the day. You can download their app onto your cell phone from this site, allowing you to check conditions from your phone, from any location. Also, refer to the [Washoe County Health District's](#) recommendations for schools.

Athletic Administrators/Principals are encouraged to take a conservative approach to student health and safety, keeping all students indoors and deferring outdoor aerobic activity when levels reach 100 or higher. If needed practice times may be adjusted and/or practices locations may be moved to indoor venues. You may note that air quality may be worse than the index shows as it will sometimes have a lag in its reporting, if you feel that your area is unsafe for outdoor activities please make the call to move indoors.

**Please note that District Level Administrators or Departments can/may cancel Activities or Athletic events at any time before or after an individual site decision has been determined.**

The purpose of the AQI is to help you understand what local air quality means to your health. To make it easier to understand, the AQI is divided into six categories:

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health warnings of emergency conditions. The entire population is more likely to be affected.
Hazardous	301 to 500	Health alert: everyone may experience more serious health effects.

## ATHLETIC GAME LIMITS

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The Nevada Interscholastic Activities Association is Nevada's governing body for athletics and activities. The following are the most critical aspects in regards to game limits, the regulation in its entirety can be viewed at [www.niaa.com](http://www.niaa.com) Questions on policy should be directed to the WCSD's Student Activities office.

### **NAC 386.699 Maximum number of games, contests or meets during seasons for sanctioned sports. (NRS 386.430)**

A school or a pupil enrolled in a school who participates in a sanctioned sport shall not, during the season for the sanctioned sport, participate in more than:

#### **FALL SEASON**

<b>SPORT</b>	<b>GAME LIMIT</b>	<b>TWO TOURNAMENTS</b>	<b>TWO SCRIMMAGES</b>
Cross-Country	14	no	no
Football	9 plus Hall of Fame	no	yes
Girls Golf	14	no	no
Soccer	18	yes	yes
Tennis	18	yes	no
Volleyball	18	yes	yes

#### **WINTER SEASON**

<b>SPORT</b>	<b>GAME LIMIT</b>	<b>TWO TOURNAMENTS</b>	<b>TWO SCRIMMAGES</b>
Basketball	18	yes	yes
Ski	14	no	no
Wrestling	15	no	no

#### **SPRING SEASON**

<b>SPORT</b>	<b>GAME LIMIT</b>	<b>TWO TOURNAMENTS</b>	<b>TWO SCRIMMAGES</b>
Baseball	21	yes	yes
Boys Golf	14	no	no
Softball	21	yes	yes
Swim / Dive	12	no	no
Track / Field	14	no	no

- ❖ All sanctioned sports are eligible for a Hall of Fame game.
- ❖ Sanctioned sports' scrimmages cannot have paid officials, scoring and are played prior to the first contest.
- ❖ Sanctioned sports that are eligible for two (2) tournaments may; substitute one (1) tournament for not more than three (3) games OR three (3) games for not more than one (1) tournament.

### **NAC 386.700 Forfeiture of game, contest or meet if pupil exceeds maximum allowed for sanctioned sport. (NRS 386.430)**

If, during a school year, a pupil participates in a sanctioned sport as a member of a team and if, during that school year, the pupil exceeds the total number of games, contests or meets in which he may participate in the sanctioned sport pursuant to NAC 386.699, **the team of which he is a member forfeits each game, contest or meet in which he participates** as a member of the team that is conducted after he exceeds that number.

*revised 9/8/2009*



## HIRING PROCEDURES–COACHES/ADVISORS (DISTRICT ALLOCATED POSITIONS)

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***Hiring of Coaches-*** *The hiring of quality and qualified coaches is perhaps one of the most important responsibilities that the Athletic Administrator and Athletic Director can make. A quality coach can make a school and athletic department look great, and a questionable or under qualified coach can create a substantial amount of problems. The Hiring Procedures are based on Board policy and have been put together through the joint efforts of Student Activities, Human Resources, and the WCSD Police Department. All questions on hiring procedures should be directed to the Student Activities office. The “half sheet” is available through Student Activities, and can be viewed in the appendix of the Athletic Manual.*

**Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request must be sent to Student Activities for approval of a younger qualified coach.**

### **PROCEDURE**

- 1) Prospective coach must complete a “District Coaching Application” and **is required to electronically attach their application to the posted position.** The application must be printed out by the **school-site-designee** (Secretary, Athletic Administrator, Athletic Director) **using the Administrative login and password for their school site.** If you cannot print out the application at the **school site** that indicates there is a problem with the application. Contact Human Resources for specifics. It is important at this point to talk to the applicant in regards to being totally honest in filling out their application. If they falsify or **OMIT** information from the application they will **not** be allowed to coach.
- 2) On-line application must be signed at the top by the coach **and the school-site-designee.**
- 3) New coach must fill out the W4.
- 4) ***The I-9 will be completed by Human Resources when the coach turns in his paperwork. I-9’s are only completed if the coach was not in a paid coaching position last year. Listed on the back of these instructions is the “Lists of Acceptable Documents” which outlines the various documents that can be presented in order to complete the Form I-9. Please note that the original document(s) from List A OR List B AND List C are needed for verification.***
- 5) A Coaching Requisition to Hire form (HR-F520) will be completed by school-site-designee with an administrator’s signature. A copy should be attached to the coaching paperwork and this form **must then be submitted electronically to position control.**
- 6) The fingerprint clearance form will be attached to all other forms and will be given to the new coach to take to Human Resources to be fingerprinted (There is a half sheet for New Coaches and a **different** half sheet for Returning Coaches).

***DO NOT SEND COACHES TO FINGERPRINTING WITHOUT COMPLETELY FOLLOWING STEPS 1-6!***

It is the coach’s responsibility to take the paperwork to Human Resources to be fingerprinted and turn in the paperwork (complete an I-9 if they were not paid last year).

### **CURRENT DISTRICT EMPLOYEES- NEW TO COACHING**

Coaches already currently employed with the District, i.e., substitute teachers, bus drivers, etc. are only required to have the Requisition to Hire form (HR-F520) completed **and electronically submitted to position control.** They will need to see their school-site-designee to fill out form, they do not need fingerprinting.

### **RETURNING COACHES ALREADY IN A DISTRICT ALLOCATED POSITION (i.e. MS Girls Volleyball Coach)**

**NON-CONTRACTED EMPLOYEES-** These are coaches who coach year after year on an ongoing basis, but hold no other position with WCSD. **ALL** of these coaches **must** be fingerprinted each school year, and optimally six weeks prior to the start of the season.

- 1) Print completed, updated application at the school site, **both coach and school site designee sign printable application.** Complete Reprint Clearance form.
- 2) Go to Human Resources to be re-fingerprinted. This process should be initiated 6 weeks prior to the start of the season.
- 3) **\$55.00** will be deducted from the coach’s end-of-season check to cover the cost of fingerprinting.

***Interview records for coaches must be kept for three years. This includes all reference checks, interview questions, etc. Once a coach is hired and cleared, their records will be sent back to the school for filing***

## HIRING PROCEDURES – COACHES/ADVISORS (VOLUNTEER/STUDENT ACTIVITY POSITIONS)

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Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request **MUST** be sent to Student Activities for approval of a younger qualified coach.

- 1) Volunteer must complete the on-line “District Coaching Application”.
- 2) **School-site-designee** (Secretary, Athletic Administrator, Athletic Director) prints the prospective coach’s on-line application using the Administrative login and password for their school site. If you cannot print out the application at the school site that indicates there is a problem with the application. Contact Human Resources for specifics. It is important at this point to talk to the applicant in regards to being totally honest in filling out their application. If they falsify or **OMIT** information from the application they will **not** be allowed to coach.
- 3) On-line application must be signed at the top by new coach **and the school-site-designee**.
- 4) New coach must fill out W4.
- 5) **The I-9 will be completed by Human Resources when the coach turns in his paperwork. I-9’s are only completed if the student activity worker was not in a paid position last year. I-9’s are not completed for non-paid positions. Listed on the back of these instructions is the “Lists of Acceptable Documents” which outlines the various documents that can be presented in order to complete the Form I-9. Please note that the original document(s) from List A OR List B AND List C are needed for verification.**
- 6) A Coaching Requisition to Hire form (HR-F520) will be completed by school-site-designee with an administrator’s signature. A copy should be attached to the coaching paperwork and this form **must then be submitted electronically to position control**.
- 7) The fingerprint clearance form will be attached to all other forms and will be given to the new coach to take to Human Resources to be fingerprinted (There is a half sheet for New Coaches and a **different** half sheet for Returning Coaches)

### **DO NOT SEND COACHES TO FINGERPRINTING WITHOUT COMPLETELY FOLLOWING STEPS 1-7!**

It is the volunteer/student activity worker’s responsibility to take the paperwork to Human Resources to be fingerprinted and turn in the paperwork (complete the I-9 if they were not paid last year and will be in a paid position this year).

### **CURRENT DISTRICT EMPLOYEES - TO BE PAID FROM NON DISTRICT ALLOCATED FUNDS (i.e. Activity Funds)**

Current district employees do not need requisitions or the above paperwork. The secretary or bookkeeper simply turns in the Name of Employee and amount on the “**Pink Sheet**”.

### **RETURNING COACHES**

**NON-CONTRACTED EMPLOYEES-** These are coaches who coach year after year on an ongoing basis, but hold no other position with WCSD. **ALL** of these coaches must be fingerprinted each school year and optimally six weeks prior to the start of the season.

- 1) Print completed Coaching application at the school site (see Step 1 above), **both coach and school site designee sign printable application**.
- 2) **SCHOOL SITE DESIGNEE WILL COMPLETE AND SIGN THE REPRINT CLEARANCE NON-CONTRACT COACHING FORM. Please clearly identify whether the coach is Student Activity Paid or a Non-paid Volunteer Coach by circling it on the Clearance Form.**
- 3) **Take signed forms** to Human Resources to be re-fingerprinted. This process should be initiated 6 weeks prior to the start of the season.
- 4) The **\$55.00** processing fee will be waived for all **unpaid volunteer** coaches.
- 5) Program paid coaches (paid through Student Activity funds) will have the **\$55.00** processing fee deducted from their check to cover the cost of fingerprinting.

**When a coach is truly a volunteer the paperwork will be reviewed by HR and then sent back to the school to be filed. This information is confidential and should be kept in a locked file. *These records must be retained for three years.* Please shred it when it is no longer needed. If it is later determined that the coach will be paid through student activity funds then the hiring paperwork will be resubmitted to HR *and the “pink sheet” to Payroll.***

# INCOMING PAPERWORK REQUIREMENTS

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## COACHES & STUDENT ACTIVITY WORKERS

New Hire	Rehire	Current District Employee
<ul style="list-style-type: none"> <li>• <b>New</b> Fingerprint Clearance Form (half sheet)</li> <li>• Electronic Coaching Requisition (HR-F520)</li> <li>• Coaching Application (signed by coach and school site designee)</li> <li>• I-9 Acceptable Documentation</li> <li>• W-4 Form</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reprint</b> Fingerprint Clearance Form (half sheet)</li> <li>• Coaching Application (signed by coach and school site designee)                             <ul style="list-style-type: none"> <li>○ <i>I-9 ID's (only if gap is &gt;1 year)</i></li> <li>○ <i>W-4 Form (only if gap is &gt;1 year)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Coaching Requisition (HR-F520) if employee did not coach for your school last year <b>or</b> if coaching a different sport</li> </ul>

## VOLUNTEERS

New Hire	Rehire	Current District Employee
<ul style="list-style-type: none"> <li>• <b>New</b> Fingerprint Clearance Form (half sheet)</li> <li>• Coaching Application (signed by coach and school site designee)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reprint</b> Fingerprint Clearance Form (half sheet)</li> <li>• Coaching Application (signed by coach and school site designee)</li> </ul>	
<b>**If volunteer paperwork is returned to us to become a paid Coach or Student Activity Worker, they need to return to HR to complete the following documents as well:**</b>		
<ul style="list-style-type: none"> <li>• I-9 Acceptable Documentation</li> <li>• W-4 Form</li> </ul>	<ul style="list-style-type: none"> <li>○ <i>I-9 ID's (only if gap is &gt;1 year)</i></li> <li>○ <i>W-4 Form (only if gap is &gt;1 year)</i></li> </ul>	

## GAME WORKERS

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When paying a non-contracted employee for working activity/athletic contests, (i.e. clock, scorer, announcer, ticket sales, etc.), they must follow the hiring procedures for Coaches.

## OUTSIDE USE OF FACILITIES

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This is from the WCSD Administrative Regulations found on the District website under Continuous System Improvement (CSI). The entire regulation (this is just page 1 under BOT-P1330) can be viewed and includes a facility rental fee schedule (FM-G001).

### **WASHOE COUNTY SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS COMMUNITY USE OF SCHOOL FACILITIES 1330**

The District will make available, upon proper and timely application, school district developed facilities and/or jointly developed facilities at such times when the use of these facilities are not in conflict with school district sponsored programs and activities. All requests for the use of facilities by any outside organization wishing to use the buildings after school hours are subject to School Board Policies, Administrative Regulations, city and county ordinances including those regarding licensure, and rental fee schedules adopted by the Washoe County School Board of Trustees. Arrangements for rental of a facility are to be made through the principal of the school concerned except in cases of emergency. The principal will accept applications for the use of the facility no later than March 15 of each year for summer use; no later than June 15 for first semester use; and no later than November 15 for second semester use. To the extent possible, the principal will provide continuity for existing programs from year to year. Applications for use of the facilities received after the above deadlines will be considered on a first-come, first-served, space-available basis. Absent a Reciprocal Use and Maintenance Agreement, scheduling conflicts will be resolved using the following guidelines:

For District-developed indoor facilities, priority of use will be given as follows:

- a. First to school district-sponsored programs and activities;
- b. Next for non-profit programs and activities solely for youth;
- c. Next for government-sponsored programs and activities solely for youth;
- d. Next for all other programs and activities solely for youth;
- e. Next for all other programs and activities.

For District-developed playgrounds and fields, priority of use will be given as follows:

- a. First to school district-sponsored programs and activities;
- b. Next for non-profit programs and activities solely for youth;
- c. Next for government-sponsored programs and activities solely for youth;
- d. Next for all other programs and activities solely for youth;
- e. Next for all other programs and activities.

For jointly developed facilities priority of use will be given as follows:

- a. First to school district sponsored programs and activities;
- b. Next for other sponsored programs and activities where the sponsoring organization has either participated in the development of the facility or has agreed to maintain the facility;
- c. Next for non-profit programs and activities solely for youth;
- d. Next for other programs and activities solely for youth;
- e. Next for all other programs and activities.

High school varsity football fields, soccer fields, and high school varsity baseball diamonds/ fields are generally excluded from regular league play and practices. For league champion-ships and other events, when deemed appropriate by the school principal, these fields may be available on a case-by-case basis. If the principal approves the application, s/he will place on the application set rental fees according to the approved rental fee schedule. It will then be forwarded to the **Facilities Management Office** for the final approval, provided that there is no reason for its denial because of one or more of the laws, policies or regulations that govern the school district.

## ATHLETIC PHYSICALS/IMPACT

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Students must have a physical at the start of their freshman and junior years. Transfer students must also show proof of a current physical. Athletes who see a doctor for an injury must bring the **written doctors release** to the head coach before they may participate. When a head coach receives the doctor's release he should make two copies of the release. The coach should keep a copy for his files, give a copy to the Athletic Trainer, and give the original to the school nurse to be filed. All physicals must be documented on the NIAA approved "Pre-Participation Physical Evaluation" form which is available in the student Athletic Packet

On May 5th, 2011, the Legislative Commission approved NAC 386.819, regarding pre-participation physicals, which may now be provided by the following healthcare professionals:

Pursuant to NRS 630 and NRS 633, or certified pursuant to NRS 630A.

- Medical Doctors (M.D.)
- Homeopathic Physicians
- Osteopathic Physicians
- Chiropractors
- Advanced Practitioners of Nursing (APN)
- Physician Assistant (PA)

Immediate Post-Concussion Assessment and Cognitive Testing (**ImPACT**) is a test that will assist our team physicians, personal physicians, and Athletic Trainers in evaluating and treating head injuries (e.g., concussion). The computerized exam is given to athletes **before** beginning contact sport practices or competition. This non-invasive test is essentially a preseason physical of the brain. This preseason (baseline) test is only required one time during the athlete's high school career. If a concussion is suspected, the athlete will be required to retake the test. Both the preseason and post-injury test data will be reviewed to help evaluate the injury. Our WCSD Trainers and Athletic Departments are **directed to take the following steps before releasing a concussed athlete back into action:**

- Must receive clearance from ImPACT, **and**
- Must have written clearance from their doctor.

When an athlete receives a concussion, or one is suspected, the trainer and coach should immediately make contact with the parent and let them know that these two conditions must be met in order for their son/daughter to return to action.

## ATHLETIC PRACTICES

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The coach should be a great communicator to both student-athlete and parent in regards to practice schedule and length of practices. It is professional to stick as closely to the schedule as possible so parents can arrange for transportation and other scheduling needs for their students. Practice schedules should be in writing with copies given to the Athletic Director, student, and parent. Practices are required and athletes are expected to attend. Communication is the key to success. In the event a practice is going to be missed, the athlete must notify the head coach. If this is not possible, the athlete should leave a message and make personal contact as soon as they return. Remember a missed practice is a missed practice and playing time must be earned. Each coach is expected to communicate this to the athletes and list how athletes earn their spots back. It is recommended that **high school practices should not exceed 2 ½ hours.**

## TEN DAY PRACTICE RULE

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The Nevada Interscholastic Activities Association is Nevada's governing body for athletics and activities. The following are the most critical aspects in regards to the ten day practice rule, the regulation in its entirety can be viewed at [www.niaa.com](http://www.niaa.com) Questions on policy should be directed at the WCSD's Student Activities office.

### **NAC 386.813 Minimum amount of practice: Pupil. (NRS 386.430)**

1. Except as otherwise provided in this section and NAC 386.815, a pupil is not eligible to participate in a sanctioned sport at a school unless he completes at least 10 days of practice in the sanctioned sport under the direct supervision of a member of the school's coaching staff for that sanctioned sport.
2. Each calendar day, other than a Sunday, shall be deemed 1 day of practice regardless of whether more than one practice is held during that day.
3. Except as otherwise provided in subsection 4, if a pupil participates individually in a state tournament for a sanctioned sport or as a member of a team that qualifies for a state tournament for a sanctioned sport, and if the season for that sanctioned sport extends beyond the beginning of the season for another sanctioned sport in which the pupil participates, the pupil must complete at least 5 days of practice for the other sanctioned sport before he is eligible to participate in that sanctioned sport. A pupil may not participate in a day of practice for a sanctioned sport and compete in a sanctioned sport during that day.
4. A pupil specified in subsection 3 who participates in baseball is not eligible to pitch during any baseball game unless he completes at least 10 days of practice in baseball.

## PRACTICE SESSIONS

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Coaching and teaching in a classroom have many similarities. Activities must be well-planned and organized for proper utilization of time. The better prepared teacher or coach can then adapt the daily program to meet the changing needs of individual team members.

Because of the many school teams (boys and girls) using facilities, most practice sessions will be held after school; however, morning practices and some evening practices will have to be held. All vacation / holiday practices should be cleared through the principal or athletic director. **There is no practice held on Sunday, this would include team meetings, films, etc.** Practice sessions should not conflict with the school day or scheduled faculty meetings. Our professional training and experience should guide us as to the length of practice sessions (again they should not exceed 2 ½ hours), taking into consideration the age and maturity of the individual. Work with the Athletic Trainer to assure that enough breaks are given for water.

## FINALS WEEK (DEAD WEEK FOR EXTRACURRICULAR ACTIVITIES AND ATHLETIC COMPETITION)

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No extracurricular activities or athletic contest should be scheduled during finals week. Events and games scheduled for the last day that finals are taken will be allowed, provided participating students not miss any time from the final schedule. Activities Advisors and Coaches should also be sensitive in regards to meeting and practices during finals weeks, it is suggested that varsity sports practices be 2 hours or less, sub-varsity practices 90 minutes or less. Student activity practices should follow a similar time frame protocol. Student academic needs should be taken into consideration and late night and early morning meetings or practices should be avoided. Encourage all Activities Advisors and Coaches to communicate to administrators their finals week practice plans for approval ahead of time. No off-season sports or open gyms practices are to take place during finals week!

## PRACTICE AVAILABILITY

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All coaches need to understand that reasonable and prudent use of an athletic facility will be scheduled on a priority system consisting of the following:

- In- Season: Sports will receive first priority in the use of athletic facilities
- Preseason: Sports will be given second priority in the scheduling of athletic facilities.
- Other activities: Will be given priority on a first-come, first-served basis.

Scheduling the use of athletic facilities (fields, gyms, courts, weight room, dance room, etc.) will be coordinated through the each school's athletic department. Each school should create an "In House Facilities Use Request Form" or something similarly named to help eliminate scheduling conflicts. To schedule a facility during the off-season, a **Facility Request Form** must be submitted to the athletic director a set amount of time to be determined by each school (one month is suggested prior to the requested date). **It is important to note that the AD must communicate well with the Administrator in charge of Buildings and Grounds to avoid scheduling conflicts between athletic programs and other groups requesting the use of the facilities.**

## Nevada Northern Division 1

**rSchool Today** is a program that will assist an Athletic Department and School in their day to day operations. Designed to keep a school calendar for all events, rschooltoday prevents double booking areas of the school. Rschooltoday provides staff, parents, and students a vehicle to keep up with a high school's very busy calendar. As an Athletic Director it keeps all schedules, transportation, rosters, coaches' information, scores, and alumni records to name a few.

**Step One:** Go online at <http://www.nnd1.org> to find your school on the Northern Nevada Division I home page for rschooltoday.

**Central Minnesota Conference**

You are here: [Home](#)

The schools of the Central Minnesota Conference hope that you find this website to be a very useful tool for you to keep informed with what's happening conference-wide or at the school that you are interested in.

Click on any of the schools to the right to view their calendars. Click on the Calendar at the top to view the Conference Calendar.

Central Minnesota Conference Schools

- [Rockford High School](#)
- [Belgrade-Broten-Eirosa High School](#)
- [Howard Lake-Waverly-Winsted](#)
- [Kimball Area High School](#)
- [Pierz Healy High School](#)
- [Holderness High School](#)
- [Eden Valley-Watkins](#)
- [Maple Lake High School](#)
- [St. John's Prep](#)

**Step Two:** Click on your school name and it will automatically show your schools calendar, the login link is in the lower right corner under the view – login.

**Visitation School Calendar**

View by Type:

[Notify me!](#)

**Calendar**

All Schedules subject to change. Please check frequently for updates. For further detail on an event, please click on the link.

**Monday, Jan 15, 2007**

Time	Event	Details	Comments
	No School		Martin Luther King Day
4:00pm	Basketball:Boys 6 Game (Changed) <a href="#">New</a>	vs. SPA @ <a href="#">SPA - Goodrich Campus</a>	
5:15pm	Basketball:Girls 7/8 Game	vs. Transfiguration @ <a href="#">Transfiguration</a>	3:15 Bus

**Tuesday, Jan 16, 2007**

Time	Event	Details	Comments
8:15am	<a href="#">Semester Exams</a>		
3:15pm	<a href="#">MS Faculty Meeting</a>		<a href="#">The meeting will be held in a...</a>
3:45pm	Nordic Skiing: Varsity Meet	Blake, Breck School, Minnehaha Academy, Mounds Park, SPA vs. Mounds Park @ <a href="#">Como Park Golf Course</a>	
4:00pm	Basketball:Girls 5/6 Game	vs. Nativity @ <a href="#">Visitation HS - Small Gym</a>	

**Wednesday, Jan 17, 2007**

View:

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**View Schedules:**

- 10th Grade Staffing
- 1st Friday - Spirit Dress
- 4th Gr. Orchestra Night
- 5th-8thgr. Basketball Meeting
- 6-8 Open House
- 7th Gr. Camp St. Croix
- 8-12 Choir Concert
- 8th Gr. Camp St. Croix
- 8th Gr. Mother/Daughter Tea
- 9th Gr. Entrance Test Make-up
- 9th Grade Entrance Test

[View](#) [Help](#)

[Go to Advanced View](#)

[Login](#)

**User name** is your e-mail address.

**Password** is your selection from your registration.

**Step Three:** Three types of calendar events. When you login to the main administrative (admin) screen, you will notice there are 3 different types of calendar events: **Conference, Non-Conference** and **School Only**.





**Step Four:** Time to learn the system. If you need assistance see below:

- **Support site** [www.rschooldtoday.com](http://www.rschooldtoday.com) where you will find interesting videos about many of the rSchoolToday Activity Scheduler features
- Online manual for the Activity Scheduler found by clicking on the **HELP** tab once logged in your Activity Scheduler.



- For immediate assistance please contact us through our client portal at: [crm.dwebsite.com/portal](http://crm.dwebsite.com/portal)
- Support Line: 1-612-605-1623

## WHAT IS THE ARBITER?

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**The Arbiter (link) is a web-based assigning program used to schedule officials.** More detailed information can be learned about Arbiter by going to the NIAA website at [www.niaa.com](http://www.niaa.com) and going to any official's page. The Arbiter utilizes Microsoft .NET technology that produces an incredibly interactive, user-friendly database for both officials and league administrators. Your schedule can be accessed for review or printing anytime, anywhere, on any P.C. (or MAC) with internet access.

The Arbiter features an array of details about your schedules such as:

- Team Schedules segmented by level, site, & date.
- Officiating crews scheduled to work the game (with contact info)
- Automatic e-mail notification of game changes
- Maps, directions, and phone numbers to 1100+ schools, parks, and gyms in Southern California

### **What is the difference between a "League Administrator" and a "Contact"?**

League Administrators (Ace 5on5.com Term) & Contacts (Arbiter Term) are in general the same group of people. Both titles refer to Athletic Directors, Coaches, League Presidents, Master Schedulers, or anyone who is designated to coordinate the scheduling. A League Administrator who signs into The Arbiter is considered a Contact.

## How does a League Administrator join The Arbiter?

### First Time Visitors

1. You will receive an e-mail entitled: Welcome to The Arbiter.NET
2. Carefully follow the steps listed in the e-mail
3. Log on to: [www.thearbiter.net](http://www.thearbiter.net)
4. Read and accept the terms and condition
5. Change your password. Your default/old password (which is your last name) automatically expires upon signing in. Although you may opt to retain your last name as your password, we suggest that you change it to make it unique and undetectable.
6. To ensure that all changes are accepted, you should "SIGN OUT" and then "SIGN IN".
7. After signing out and then back in, you should now be at your START PAGE!

### Tips on using The Arbiter

Tip #1- Once you have signed in the system, you may want to do the following:

Click on Account Information. From the UPDATE MY INFORMATION screen, you should update your Phone #, Address, and other important statistics.

To add or edit your phone #:

Click on PHONES: Click the red + button to add a new phone number. Select a phone type and then enter the phone number.

Checking the box marked PUBLIC allows each unique phone # to be viewed by partners & schools. Un-checking the PUBLIC box allows only the Assignor to view a particular phone #.

When you have added or updated your current phone #'s, click the green checkmark. You may also re-arrange the order of the appearance of your phone #'s by using the Up/Down buttons (far right).

Tip #2- How to access Team Schedules: From the Start Page:

1. On the left legend under the category Schedules, click on "Schedules." This should bring you to the "GAME SCHEDULES SCREEN"
2. You can access/view schedules by either the site or by the team.
  - SITE SCHEDULES: May include other leagues and events that play games at that particular site.
  - TEAM SCHEDULES: Will only associate the teams within your league (both home and away games). WE RECOMMEND THAT YOU USE TEAM SCHEDULES!
3. TEAMS: Can belong to more than one level. For example, St. John's (team) can belong to the elementary division and also the junior high division. CHOOSE THE CORRECT LEVEL
4. BLOCKS: Allow you to prevent an official from working you're a game(s) with your team (home and away). The assignor reserves the right to override this block.
5. GAMES: Under the GAMES column, click on the number of games for that team or site to view the applicable schedule.
6. GAME SCHEDULE SCREEN: Games can be viewed by today's date and into the future. To view past games, click on "Show All".
7. OFFICIALS: To view the officials on each game, click on "Show all slots."
8. CONTACT OFFICIALS: To contact the official on any game, after clicking on "show all slots", simply click on the officials name to view address/phone number/e-mail/picture.

## SEXUAL HARASSMENT

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This is from the WCSD Administrative Regulations found on the District website. The entire regulation (this is the first two pages under Regulation 4111.3) can be found under Policies and Regulations.

### **WASHOE COUNTY SCHOOL DISTRICT SCHOOL BOARD POLICIES HARASSMENT/SEXUAL HARASSMENT AND INTIMIDATION 4111.3**

The Washoe County School District is committed to a positive and productive working environment free from discrimination including discrimination based on sex and sexual orientation. The school district prohibits the form of discrimination known as sexual harassment or intimidation of its employees whether committed by a co-worker, supervisor, subordinate, contractor or volunteer. Discrimination adversely affects employee morale and productivity. The school district, therefore, prohibits harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference, as harassment is defined by this policy and regulation. The school district also prohibits harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex, sexual orientation, age, disability, and/or religious preference. Such behavior is just cause for disciplinary action. The school district will not tolerate harassing behavior in general, sex based or sexually harassing behavior between members of the same or opposite sex. The school district will act promptly on reports, complaints, and grievances of harassment and sexual harassment or intimidation (including informal reports), which come to the attention of the school district. The district will immediately report harassing conduct which is violent or criminal in nature of law enforcement.

The school district prohibits retaliation against any employee because he or she has made a report of alleged harassment or sexual harassment, or against any employee who has testified, assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law prohibiting discrimination and will lead to disciplinary or other appropriate action against the offender.

This policy applies to harassment/sexual harassment by any individual and/or of any employee on school district property, or while on school district business.

#### **1. HARASSMENT**

Prohibited harassment is defined as behavior consisting of verbal or physical conduct which ridicules, degrades, or harasses a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Prohibited harassment exists when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance; or
- c. otherwise adversely affects an individual's employment opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, harass, etc., a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as:

- a. unwelcome comments, ethnic, racial, anti-gay slurs and jokes, or threats;
- b. cartoons, graffiti, posters, visuals, etc., with offensive connotations, though nothing in this regulation shall be interpreted to prohibit use of such materials for genuine academic, educational or instructional purposes;
- c. sabotage, criticism, unreasonable monitoring of an employee's work, etc.; and
- d. hitting; intentionally blocking the path of; body, hand or facial gestures or contact.

## **2. SEXUAL HARASSMENT**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

- a. submission is made either explicitly or implicitly a term or condition of an
- b. individual's employment; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment; or of creating an intimidating, hostile or offensive employment environment.

An "intimidating, hostile or offensive employment environment" means an environment in which:

- a. any unwelcome behavior with sexual connotation which makes an employee feel uncomfortable, humiliated, or embarrassed, or
- b. any aggressive, harassing behavior in the workplace is directed toward an individual based on their sex and interferes with their ability to perform at work.

The following are some examples of sexual harassment or intimidation:

- a. sexual advances which are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal).
- b. sexual gestures, verbal abuse, sexually-oriented jokes, innuendos or obscenities.
- c. displaying of sexually suggestive objects, pictures, cartoons or posters.
- d. sexually suggestive letters, notes, threats or invitations.
- e. employment benefits affected in exchange for sexual favors.
- f. physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- g. hazing or daring to perform in unsafe work practices, particularly directed toward employees in nontraditional settings.

## **3. PREVENTION**

It is the policy of this school district to provide regular in-service training about harassment and sexual harassment and intimidation for employees.

# HAZING POLICY

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## STUDENT / PARENT AGREEMENT CONCERNING HAZING

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The Washoe County School District supports only those athletic activities which are constructive, educational, inspirational, and that contribute to the personal development of student/athletes. The Washoe County School District unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule.

### DEFINITION

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Hazing is a broad term that encompasses any intentional action or activity which does not contribute to the positive development of a student/athlete; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants... any action or situation which intentionally or unintentionally endangers a student for admission or affiliation with any athletic team or other school organization. Additionally, hazing can include any exaggerated or excessive teasing. Any requirements by a student which compels another student to participate in any hazing activity which is against this Washoe County School District policy or state/federal law will be defined as hazing. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of the one who is doing the hazing. Any person who knowingly witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse the student/athlete regardless of the person's willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, or publicly indecent, contrary to his/her genuine moral and/or beliefs, e.g. lewd conduct or public profanity.
- Any activity or action that creates a risk to the health, safety, or property of the Washoe County School District or any member of its surrounding community.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate in.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not in accordance with the WCSD dress code policy or what is not generally considered to be in good taste.
- Assigning or endorsing "pranks" such as stealing or the harassment of another organization.
- Degrading or humiliating games or activities that make the member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.
- Retaliation: Harassment, intimidation or bullying toward a person in response to previously reported harassment, intimidation or bullying. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and can result in disciplinary action or other appropriate sanctions.

This policy/regulation shall be in effect from the time a student athlete first participates in a NIAA sanctioned sport and shall remain in effect until the student graduates from high school.

*If, after an investigation by the school, which would include the WCSD Coordinator of Athletics and Activities, and could include school police, and it is determined that the student/athlete is in violation of this policy, then the student/athlete will be subject to disciplinary action by the school. Each individual school site will determine the type and duration of consequences based on the decision of the school's administrative team.*

*(revised 6/30/2014)*

## HONORABLE, RESPECTFUL, DIGNIFYING RELATIONSHIPS

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*An honorable, respectful, and dignifying relationship is an emotional, romantic, or physical relationship where all parties concerned maintain their dignity and personal autonomy (body safety).*

*An honorable relationship with physical intimacy would include the practice of attaining consent during all sexual or nonsexual acts of physical touching. Respect must be maintained regardless of the sexual aspect of the relationship.*

*Physical and sexual harassment can be a number of actions and behaviors, both implicit and explicit, including but not limited to unwelcome sexual advances, touching, grabbing, stalking, flashing, sexual assault, etc.*

*Consent is defined as an affirmative, enthusiastic, and vocal word, phrase, or action that clearly and obviously grants permission before the intimate act is initiated. Manipulated or coerced consent is sexual assault, not affirmative consent – convincing someone to participate is not the same as active participation. Consent gained from someone intoxicated (under the influence of alcohol or drugs) is sexual assault, not affirmative consent. Consent must be given at every step of the physical intimacy process (e.g. consent for one act does not constitute consent for all acts).*

*Physical and sexual assault and sexual coercion are illegal and may result in consequences up to and including suspension from games, contests or events, or removal from the club, activity or team.*

- *School advisors, coaches, teachers, athletic directors and administrators, will report any allegations of physical or sexual harassment, coercion, or assault to the proper authority within the Washoe County School District upon learning of any incident either observed or reported to them.*

## SUBSTANCE ABUSE

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### DRUG, ALCOHOL AND TOBACCO POSSESSION, USE, ABUSE AND PENALTIES

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Participation in NIAA sanctioned sports is a privilege and responsibility, which requires all participants to adhere to athletic training rules, imposed by the school district and member or affiliate school and student attends and represents. Adherence to training rules ensures that all student-athletes are in top physical condition, minimizes potential for injury, and further ensures that all member and affiliate school athletic teams are appropriately represented by their student athletes. *Therefore, the possession or use of any controlled substance, designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician by a student athlete, whether it occurs on or off of school property, is prohibited, and shall result in the penalties set forth herein.*

***This regulation shall begin once the student begins participation as an athlete in high school athletics. This policy remains in effect for every calendar school year during the course of the student's high school career and when the student is directly involved in a school activity occurring at any time (summer leagues/camps, etc.). This policy remains in effect regardless of whether the student is currently participating on a high school athletic team.***

Definitions: The following terms or phrases shall have the meaning ascribed to them for purposes of interpreting this Washoe County Provision.

- A. Competitive Week – means a seven (7) calendar day period of time beginning with the first scheduled competition after a violation occurs in which a student athlete is participating as a member of an athletic team for a member or affiliate school, and in which that team is officially competing in NIAA sanctioned competition. *Student athlete may not participate in scrimmages while under an NIAA Substance Abuse violation, and scrimmages do not count towards competitive weeks.* (revised 4/7/2011)
- B. Controlled Substance – includes any mind altering substance or beverage set forth in Schedule I-V of the list of Controlled Substances as identified by the office of the Drug Enforcement Administration or as set forth in 21 U.S.C. §812.
- C. Period of Suspension – means a student athlete is prohibited from appearing in any NIAA sanctioned sport or event as a member of an athletic team or in individual competition. A suspension from athletic competition begins on the date the student is placed on suspension by his/her school and shall continue until the term of the suspension has been served. A student athlete who is suspended under this regulation who does not serve the entire period of suspension during the sport season in which suspension occurs shall serve any remaining period of suspension during the next sport season in which the student athlete appears on a NIAA roster. A violation of this regulation that occurs during a time when a student athlete does not appear on a NIAA roster shall be implemented at the commencement of the next sport season in which the student athlete participates. The period of suspension is only satisfied after the student athlete completes the next sport season on a team in which the student has previously appeared on a NIAA roster as a member in good standing. The student must finish the sport season during which the suspension is being served in good standing, otherwise the suspension will need to be served during the next sport season. Attendance in a summer school class shall not count toward satisfying any period of suspension. (revised 3/15/2010)
- D. Possession – means a student-athlete who is in actual physical control of alcohol, tobacco or a controlled substance, designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician.

Possession or Use of Tobacco, Alcohol/Controlled Substance/Narcotics. Any student athlete determined to be in possession of, or to have used tobacco, including smoking tobacco, chewing tobacco or snuff, an alcoholic beverage (as defined by NRS 202.020 and any relevant local ordinances), controlled substance and/or narcotic designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician (unless prescribed by the student-athlete's physician for medical purposes), is in violation of this policy. This would include, but not be limited to, the following: **1)** on campus during regular school hours; **2)** after regular school hours; **3)** at any academic, intramural or interscholastic activity; **4)** at any other location during the calendar school year or when directly involved in a school activity occurring at any time. If after an investigation by the school it is determined that the student athlete is in violation of this regulation the student athlete shall immediately be declared ineligible to compete in any NIAA competition for the remainder of the competitive week in which the violation occurred.

Additionally, the student athlete shall be subject to the following discipline:

1. First Violation: a **six (6) competitive week** suspension from participation in interscholastic competition *from a sport in which the student's name has appeared on any NIAA roster*, beginning the first competitive week after the suspension occurs. Four **(4) competitive weeks** of the suspension of eligibility may be waived if the student successfully completes all components of the appropriate substance abuse intervention program set forth in subparagraphs (d) (1) (A) and (d) (1) (B) below. The student may practice with the team during the period of suspension if approved by the coach and principal. The Assistant Principal in Charge of Athletics should follow the WCSD First Offense Clearance Form and Procedures exactly (appendix) and call the Office of Student Activities if any clarification is needed.
2. Second Violation: The student shall be suspended from interscholastic competition *from a sport in which the student's name has appeared on any NIAA roster*, for a minimum of ninety **(90) school days** and a minimum of 6 competitive weeks. The student shall not be allowed to practice with the team, or participate in any out of season activities and must complete the requirements set forth in subparagraphs A and B below, in order to be considered for reinstatement of future athletic eligibility, which shall be determined following the ninety (90) school day suspension of athletic eligibility by a group composed of one of the student's parents/legal guardians, the school principal, athletic director, coach and a substance abuse program coordinator.

A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian of the student must be completed within ten (10) school days following the suspension and all assessment recommendations must be satisfactorily met before athletic eligibility may be reinstated.

The student must successfully participate in all sessions of the appropriate substance abuse intervention program set forth in subparagraphs (d) (1) (a) and (d) (1) (B) below, and successfully complete a minimum of ten (10) tobacco or alcohol/drug related support sessions.

3. Third Violation: The student shall be ineligible to participate in interscholastic athletics for the remainder of the student's high school career.
4. Appeal: A student that serves their third violation and still has more than one year of remaining eligibility can appeal through the NIAA Board of Control. Both the students and his/her parents must attend this meeting of the Board to present their appeal.

Cumulative Effect of Suspensions: Multiple suspensions of a student athlete's athletic eligibility based on violations of this Regulation shall be considered as cumulative over the length of each student athlete's high school career, 9<sup>th</sup> through 12<sup>th</sup> grade.



Substance Abuse Intervention Program: Any student who has been suspended from athletic eligibility for violation of the provisions of this Regulation and whose future athletic eligibility is contingent on successful completion of a Substance Abuse Intervention Program, or whose suspension of athletic eligibility may be reduced through successful participation in a Substance Abuse Intervention Program, shall complete the Substance Abuse Intervention Program developed by the NIAA in conjunction with the State of Nevada, Department of Human Resources Division of Child and Family Services Program available through the Juvenile Justice Programs Office: (775) 685-7294.

Successful completion of the Substance Abuse Intervention Program shall require, at a minimum:

1. The completion of a video program specific to the nature of the student athlete's offense, by the student athlete, and his/her parent(s) or legal guardian(s), as demonstrated by the successful completion of a test on the content of the video by the student athlete and his/her parent(s) or legal guardian(s).
2. The completion of an eight (8) hour assignment selected from a list of ten (10) possible assignments by school personnel. Successful completion shall be determined through a meeting between the student athlete, his/her parent(s) or legal guardian(s), the head coach of the sport in which the student athlete was participating at the time of offense, and the school counselor or dean of students.

**NRS 202.020 Purchase, consumption or possession of alcoholic beverage by minor.**

1. Any person under 21 years of age who purchases any alcoholic beverage or any such person who consumes any alcoholic beverage in any saloon, resort or premises where spirituous, malt or fermented liquors or wines are sold is guilty of a misdemeanor.
2. Any person under 21 years of age who, for any reason, possesses any alcoholic beverage in public is guilty of a misdemeanor.
3. This section does not preclude a local governmental entity from enacting by ordinance an additional or broader restriction.
4. For the purposes of this section, possession "in public" includes possession:
  - a. On any street or highway;
  - b. In any place open to the public; and
  - c. In any private business establishment which is in effect open to the public.
5. The term does not include:
  - a. Possession for an established religious purpose;
  - b. Possession in the presence of the person's parent, spouse or legal guardian who is 21 years of age or older;
  - c. Possession in accordance with prescription issued by a person statutorily authorized to issue prescriptions;
  - d. Possession in private clubs or private establishments; or
  - e. The selling, handling, serving or transporting of alcoholic beverages by a person in the course of his lawful employment by a licensed manufacturer, wholesaler or retailer of alcoholic beverages.[1:272:1947; 1943 NCL § 10594.02] – (NRS A 1967, 482; 1987, 482)

*(NIAA POLICY revised 8/2011)*

# ATHLETIC TRAINERS

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## POSITION REQUIREMENTS

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1. The Athletic Trainer must be certified by the National Athletic Trainers Association Board of Certification (NATA BOC) and maintain the standards established by the National Athletic Trainers Association's (NATA) role delineation study.
2. The Athletic Trainer must be a member in good standing with the NATA, the local NATA district and the State Athletic Trainers' Association.
3. The Athletic Trainer must apply for and maintain Nevada State Licensure to practice as a healthcare professional within the state.

## GENERAL STATEMENT OF DUTIES

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The position of Athletic Trainer is a full school year position. The duties of the Athletic Trainer include, but are not limited to, prevention of athletic injuries, recognition, evaluation, and immediate care of athletic injuries, rehabilitation and reconditioning of athletic injuries, health care administration, and professional development and responsibility as specified in the *Domains of the NATA Certified Athletic Trainer*. The Athletic Trainer serves as a liaison between physicians, coaches, athletes, and parents. The Athletic Trainer ensures that players participate only when physically able and that any physician instructions are understood and followed. The Athletic Trainer will coordinate with the Activities/Athletic Director to ensure that the athletic training room and all required events will be covered.

## SPECIFIC DUTIES OF THE ATHLETIC TRAINER

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The specific duties of the Athletic Trainer in part shall be categorized according to the *Domains of the NATA Certified Athletic Trainer*.

### 1. Prevention

- A. Advise coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.
- B. Educate and aid coaches and athletes in the fitting and maintenance of protective equipment.
- C. Application of preventative taping techniques, special pads, and braces; fabrication of specialty pads and braces.
- D. Monitor and control of possible environmental hazardous situations.
- E. Identification and correction of common risk factors and conditions predisposing the athletes to increased risk of injury.

### 2. Recognition, Evaluation, and Immediate Care

- A. Conducts a thorough initial evaluation of injuries sustained by the athlete and devise an impression of the injury for the purpose of:
  1. administering proper first aid and emergency care
  2. making the appropriate physician referral for diagnosis and medical treatment
- B. Obtain a history of the athlete.
- C. Observe and inspect the involved area.
- D. Performing special testing procedures to include tests of strength, range of motion, stability, and function.
- E. Determine the appropriate management of the injury with physician involvement.

- F. In the event of serious injury including suspected fracture, head or spinal injury, the following procedures will apply: activate EMS if necessary, refer to physician for additional evaluation/treatment.

### **3. Rehabilitation and Reconditioning**

- A. Evaluate athlete using standard procedures of evaluation and reassessment in order to determine appropriate rehabilitation program in all phases of treatment.
- B. Development and implementation of comprehensive rehabilitation/treatment programs including the determination of rehabilitation and sport goals and objectives, administration of the indicated therapeutic modalities and exercise required to help the athlete meet goals. Utilize methods of evaluation/re-evaluation and recording rehabilitation progress/status and development for criteria of the progression for the athlete to return to competition under the direction of a referring physician.
- C. Serve as a resource for parents, staff, coaches, and athletes regarding the rehabilitation process by using various forms of communication in order to enhance the rehabilitation of the athlete.

### **4. Health Care Administration**

- A. Completes and maintains appropriate documentation related to the athletes' medical history, injuries, treatment, rehabilitation, and physician referrals.
- B. Assist in the coordination of a prescribed protocol which includes emergency management and referral systems specific to the setting by involving the appropriate health care professionals in order to facilitate proper care.
- C. Actively participates and communicates athlete's progress to the physician and other staff members in a timely manner to provide total care.
- D. Establish a working relationship with a designated team physician and community physicians.

### **5. Professional Development and Responsibility**

- A. Enhance ones knowledge of sports medicine issues by participating in staff meetings, educational and clinical activities in order to improve skills.
- B. Adhere to the ethical and legal statutes, rules and guidelines, which define the proper role of a certified Athletic Trainer. Maintain a high standard of professional accountability with respect to attitude, safety, efficiency, and effectiveness.
- C. Must hold and maintain the NATABOC certification as well as CPR certification.
- D. Serve as a resource in order to enhance awareness of the roles and responsibilities of the certified Athletic Trainer.
- E. Complete Blood Borne Pathogens Exposure control plan training and comply with the regulations therein.

## **OTHER RESPONSIBILITIES**

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In addition to the above stated duties the WUSD certified Athletic Trainer shall work in cooperation with the School Principal, Athletic Director and Administrator in setting up the following duties and protocols for their respective high schools. The High School's Athletic Director will serve as the Athletic Trainer's immediate supervisor. If there is a problem, the chain of command will be as follows: Athletic Director, Lead Athletic Trainer, Athletic Administrator, School Principal, and Director of Student Activities.

- A. The ATC will provide coverage for all football contests and travel with **varsity** football. If there are multiple contest going on at the same time, the Athletic Trainer will cover the contest with the highest risk of injury.

- B. The Athletic Trainer will cover the following athletic events: Home Football games and reasonable practices, travel with varsity football; Home Wrestling and Track meets; Varsity Boys and Girls Basketball, Softball and Baseball. Athletic Trainers will post and maintain open training room hours equivalent to one hour on non-game days to offer medical attention for all student-athletes during the Winter and Spring athletic seasons.
- C. If there is a non-league tournament hosted at the Athletic Trainers' school excluding NIAA post-season events, the Athletic Trainer will not be required to cover the event. The event director is responsible for paying the Athletic Trainer additional money for event coverage.
- D. Establish and post daily hours of operation for the athletic training room.
- E. Establish rules and procedures for the training room.
- F. Assist in providing coverage for NIAA post-season contests.
- G. Responsible for budgeting, ordering, and inventorying athletic training supplies.
- H. Counsel and advise athletes on health related issues, including nutrition and substance abuse.
- I. The ATC/educator should be given release time in consideration for the additional hours worked in providing sports medical care to the athletes and supervising athletic training student aides after regular school hours.
- J. ImPACT tests all student-athletes and do follow up procedures for head injuries.

## TRANSFERS

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Please follow the steps listed below when a student transfers into your school:

### TRANSFER ELIGIBILITY FORM GUIDELINES

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All students who are enrolling in your school for the first time (this includes transfers within or out of district students) must complete a transfer eligibility form.

**NOTE:** Ninth grade students enrolling from a zoned feeder school, unless they are on a variance, are not required to submit a form.

**Step 1:** A student submits an athletic packet.

**Step 2:** The athletic director begins checking the packet and notices the student:

- did not attend their school the previous year **or**
- is a ninth grader and **did not** attend a zoned feeder middle school

**Step 3:** The athletic director contacts the student and requests he/she completes a transfer eligibility form.

**Step 4:** The student completes the signed form and returns it to the athletic office.

**Step 5:** The athletic director reviews the completed form and faxes (both pages) of the form to the former/previous school.

**NOTE:** If the student is an incoming ninth grader, the form should be faxed to his/her zoned high school.

**Step 6:** The athletic director at the former/previous school reviews and completes the form and faxes (both pages) back to the students' new school.

**Step 7:** The athletic director submits the form to the Coordinator of Student Activities for final approval.

If the student is on a variance a copy of the variance form should be included with the Transfer Eligibility Form when submitted to the Office of Student Activities. Both the Transfer Eligibility Form and the Variance form are in the appendix; however the Variance form is a NCR form and should be available at each school site.

**Remember that transfers from a WCSD school to a WCSD school come to the Office of Student Activities; and transfers coming from out of district including a private school go to the NIAA office.**

***NAC 386.784: "Any pupil who transfers to another school is presumed ineligible to participate in any sanctioned sport at the school to which he transfers for 180 school days."***

**REMEMBER: Student is INELIGIBLE until written confirmation is received from Student Activities or the NIAA.**

**Athletic Administrators and Directors, be aware:** If an athlete has been placed on a variance or a transfer and is cleared for the sub varsity level only that is **exactly** what it means. . If a sport does not offer a freshman or junior varsity level (cross-country, golf, tennis, wrestling, skiing, swimming, track) the student **CANNOT PARTICIPATE as unattached or exhibition/non-scoring during a varsity competition.** In the case of a wrestler, he cannot wrestle in any varsity dual or **tournament and can wrestle in a JV dual or tournament. The top of p. 89 of the NIAA handbook** defines exhibition. The wrestler cannot be part of the varsity dual line-up or step in "unattached/exhibition" to a weight class while the varsity competition is being contested. As far as duals, can wrestle JV before the varsity line-ups are introduced or contested. **No varsity tournaments in or out of state.** If a sub varsity athlete competes in a varsity tournament he risks the loss of two years of eligibility and the team risks forfeiting the remainder of their season. This has been discussed at length with the NIAA officials and this is the official ruling in line with NFHS rules. Please be aware of any athletes that are on transfer/variance (designated sub varsity) and let your wrestling coaches know specifically, but also any other coaches that this might pertain to. If you have questions please direct them to the WCSD Office of Student Activities.  
(revised 4/23/2012)

## TRANSPORTATION

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The following guidelines are to be used when transporting students to a Washoe County School District athletic/ activity event. These procedures were developed for the protection of the student, coaches, advisors, and athletic directors and activity advisors of our school district. It is the philosophy of the Washoe County School District that when at all possible, students be transported both to and from athletic events and activities by the Washoe County School District Transportation Department. If there are any questions, or if unusual circumstances occur, please contact either the Student Activities Office or the Transportation Department for policy clarifications.

Currently in the Washoe County School District an Athletic Transportation Fee of **\$35.00** is charged to help offset the costs of bussing our student athletes to athletic contests. This fee is charged one time per year to each student athlete that participates, and requires the use of WCSD transportation.

### USE OF DISTRICT TRANSPORTATION

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- Athletic administrators/ athletic directors should turn in requests for transportation for each sport season (fall, winter, and spring) online at <http://fieldtrips/webtrips/> at least one month prior to the start of each sport season.
- Athletic administrators/ athletic directors should confirm his/ her schools transportation schedule weekly. Call transportation the proceeding Thursday to confirm the following weeks trips.
- Other transportation requests should be submitted at least three (3) weeks in advance online at <http://fieldtrips/webtrips/>
- Communicate with the Transportation Department as soon as possible regarding any changes in travel plans.
- **A district certified paid coach must ride the bus with his/her team and is responsible for students' behavior on the bus. The coach or a designated coach should be the last one off of the bus and make sure that the bus is clean and free of trash.**
- Family members of the coach or coaching staff, including children, are not allowed to ride the bus with the team.

### REQUIRED STUDENT ROSTERS

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- Rosters are **required** on all trips: athletic, activity, and field trips.
- If more than one (1) bus is used, all of the buses need a roster of the students riding each particular bus. Two (2) rosters should be in the coach's possession on each trip, one going and a separate one for the return trip. The return trip roster should indicate which students have been signed out by their parents and will not be returning on the bus. Please use the **"Transportation Roster"** provided in the appendix.
- A **Transportation Roster** must have each student's name, address, telephone number, and age or date of birth. If the trip is a drop and return, a different bus may do the return, and it will be necessary to have a roster for both drivers. Again, the coach should update the return roster because some students may have been taken home by their parents. (Use the Transportation Roster provided in the appendix; there is a column for parent sign out.)
- A master team roster could be produced prior to the season starting and then adjusted for each trip. Again, please make sure the coach is using the standard **Transportation Roster** provided in the appendix.
  - Students are not to fill out the rosters themselves.

## USE OF MULTIPLE PASSENGER VEHICLES (MPVS)

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If a group is planning on using district MPVs or MPVs obtained through a rental agency, the following guidelines must be followed. All drivers must fill out a **Washoe County School District Transportation Department Annual Request to Transport Students** (available in the appendix).

- The only MPV that can be used is one that is designed to transport **ten (10)** passengers or less. For example, a Caravan, Windstar, or a Suburban is the largest vehicle you can use. **No more than three (3) MPVs should be used to transport students to a single activity. MPVs THAT WERE ORIGINALLY DESIGNED TO CARRY 11-15 PASSENGERS AND HAVE BEEN CONVERTED TO CARRY 10 PASSENGERS OR LESS CANNOT BE USED.**
- All drivers **must** be 21 years of age or older and hold a current and valid driver's license.
- All drivers must be cleared to drive by providing a copy of his/her Department of Motor Vehicles driving record **and completing an Annual Request to Transport Students**. These should be sent to the Washoe County School District Transportation Department or the athletic administrator of the school to obtain authorization to transport students. **THIS MUST BE DONE ANNUALLY and should be done well in advance of the trip; plan on three (3) weeks turn around.**
- A driver will not be allowed to transport students if he/she has been convicted of three (3) moving traffic violations within the past two (2) years. Also, this request will not be approved if the driver has been convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past ten (10) years **or has a violation code 400 or higher.**
- Drivers and passengers shall **wear seat belts at all times** when vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- **Only school district employees can drive district vehicles or rented vehicles.** Volunteer coaches are allowed to drive district vehicles or rented vehicles as long as they have completed all procedures for district hiring of volunteer coaches.
- **When vehicles are rented, schools should purchase additional insurance for liability and damage to vehicle.**

## PRIVATE VEHICLES

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When an employee drives his/her personal vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, the following guidelines **must** be met. **All drivers must fill out a Washoe County School District Transportation Department Annual Request to Transport Students.**

- The only multiple passenger vehicle (MPV) that can be used is one that is designed to transport **ten (10)** passengers or less. For example, a Caravan, Windstar, or a Suburban is the largest vehicle you can use. **MPVs THAT WERE ORIGINALLY DESIGNED TO CARRY 11-15 PASSENGERS AND HAVE BEEN CONVERTED TO CARRY 10 PASSENGERS OR LESS CANNOT BE USED.**
- All drivers must be 21 years of age or older and hold a current and valid driver's license.
- The driver must provide evidence of current automobile insurance with limits equal to or greater than those required by the State of Nevada.
- A driver will not be allowed to transport students if he/she has been convicted of three (3) moving traffic violations within the past two (2) years. Also, this request will not be approved if the driver has been convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past ten (10) years, **or has a violation code 400 or higher.**
- Drivers and passengers shall **wear seat belts at all times** when the vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- **Students may not be transported on out-of-state trips in any personally-owned vehicles.**

(revised 11/16/2009)

## STATE TRAVEL ACCOMMODATIONS

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Athletes and coaches **must use** the travel and room accommodations arranged by the Washoe County School District, Student Activities Office. **WCSD policy for state travel is based on cost and availability.** Student Activities will, as a general rule, bus groups totaling over 15 (including coaches); and fly individual teams/groups when the total number of WCSD athletes and coaches traveling to the Las Vegas metropolitan area is 15 or less. ***Athletes who fail to use district travel and accommodations may not compete at state.*** Per Diem is paid by individual schools *at the District maximum rate of \$20 per student per day.* The individual program may not change the travel and/or room accommodations. Each athlete will be assigned a room with a maximum of four athletes per room. Athletes will not be assigned one to a room. Athletes may be asked to share a room with athletes from another school as well as coaches sharing a room with coaches from another school. If a coach wishes to stay in their own room they must make their own travel arrangements and pay for the room themselves. The coach should also have the **Athletic Emergency Information Form** for each athlete in their possession on the trip.

WCSD will make arrangements to use Las Vegas, Clark County School District buses for transportation if there is a need. Coaches need to have a **Transportation Roster** at all times during the trip that includes students' name, address, telephone number, and date of birth. Ground travel at the site may be arranged by the individual school site at their expense. If a coach or anyone else is to drive students using rental cars/vans WCSD Admin Regulation 3545.2 requires that everyone must have an **approved** copy of the **Annual Request to Transport Students** in their possession. These requests are submitted three weeks prior to the event to the Transportation Department and approval must come from the Transportation Department.

*Revised 6/30/2014*

## RELEASE TO PARENTS

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Student athletes can always be released to parents upon parent request. The coach should make contact with the parent after the competition before releasing the student. It is also recommended that the parent provide a note to the coach or athletic administrator/ athletic director prior to or at the time of release. Having parents sign for their student on the bus roster is an excellent way of notifying that the student will not be returning on Washoe County School District transportation.

## RELEASE TO PERSON OTHER THAN PARENT

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Parents may also request **prior to a specific event** that their son/daughter be released to a relative or friend after an event; however, the procedure for doing so is meant to discourage those from using it unless absolutely necessary. Please do the following exactly: Submit to the school's athletic administrator/athletic director a completed copy of the **Specific Event Transportation Release Form SA001\***. The coach should not release the student unless they have been directed to by Administration or the Athletic Director. The Athletic Director should verify this form's authenticity with a call to the parent or meeting with the parent. A copy of the form is given to the student athlete (signature of AA/AD required) and the original is kept on file in the Athletic office. **Again, this must be done prior to the event.** The person transporting the student must discuss the release with the coach or administrator at the site of the activity, and present a copy of the form that has been approved by the Athletic Administrator, Athletic Director, or Principal. Without the form the student cannot be released to anyone other than their parent/guardian.



## OVERNIGHT TRIPS- REGULATIONS FOR SUPERVISION OF OVERNIGHT TRAVEL

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It is required that a complete itinerary be provided by the coach to the school's administration as well as to the players and parents.

Each group or busload of students must have at least one (1) District employee (not including the bus driver) with the group at all times. Mixed groups of students should have both male and female chaperones. Any exceptions must be approved by the Coordinator of Student Activities & Athletics Department in the Options Area .

It is very important that athletic directors and administrators advise coaches of their supervisory responsibilities for student athletes on overnight trips. Athletes will be under reasonable supervision **at all times** by their respective coaching staff.

- Athletes may not go to individual restaurants
- The coaching staff will have the latitude and the flexibility to establish supervisory guidelines at malls, amusement parks, Movie Theaters, or other places.

**Students should not be left unsupervised at any time during the trip.** Any damages or theft that occurs during overnight lodging will be charged to the individual school.

**Chaperones** Any non WCSD employee wishing to chaperone or volunteer in any way on a trip must be cleared through Volunteer Services, (Lisa Marie Lightfoot, (775) 851-5655 and fax (775) 851-5669, email: [llightfoot@washoe.k12.nv.us](mailto:llightfoot@washoe.k12.nv.us)), using an **Adult School Volunteer Application**. This should be done a minimum of 3 weeks prior to the event.

The following restrictions will apply:

- Rooms will be assigned by either the athletic director or coach. Washoe County School District student athletes are to be in their assigned rooms only.
- Upon arrival and at departure, coaches must make a room check and evaluate the condition of the student athlete's room. In addition, periodic room checks are expected.
- **Coaches will advise the lodging desk clerk to turn off phones and paid movie channels to the room of any student athlete.**
- Coaches will advise the athletes of required **curfew**. Whenever there is more than one school or county lodging at the same location, a **common curfew** must be set up and enforced by the participating schools.
- It is recommended that coaches have student cell phone numbers recorded.

It is the athlete's duty to follow established travel regulations. Athletes and their parents/guardians will be advised of their responsibilities in regards to travel regulations. Failure to follow these regulations will result in disciplinary action in accordance with the Washoe County School District's Policies and Regulations.

An athlete who violates any of the regulations or policies such as breaking curfew, smoking, substance abuse, and/or creates an embarrassing situation for the team, coach, or school will be sent home at the athlete's and parent/guardian's expense. The athlete and parent/guardian will be apprised by the school of this policy prior to the trip taking place. **Schools should have a signed statement by athlete and parent/guardian on file agreeing to the conditions of this policy.**

Finally, coaches should understand that they are **on duty the entire length of the trip**, and should conduct themselves like they are at work. The WCSD should expect the same guidelines for coaches as it does from its athletes in regards to no use or abuse of alcohol, tobacco or drugs. Standards of behavior for our coaches should be exemplary; any questions in regards to this should be directed to Student Activities.

## ATHLETIC PARTICIPATION NUMBERS FOR STATE TRAVEL

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The following are maximum state travel numbers by sport in which the Washoe County School District will pay transportation and lodging costs.

Football	65	Basketball	16
Cross-Country	8	Softball	20
Golf	8	Baseball	22
Soccer	22	Tennis	12
Volleyball	16		

Swimming All athletes that qualify, and two coaches. If a school feels they have a large number of athletes qualifying, they may request a team manager be sent with the team.

Wrestling All athletes that qualify, and two coaches. If a school feels they have a large number of athletes qualifying, they may request a team manager be sent with the team.

Track All athletes that qualify, head coach, and event coach of record. If a school feels that they have a large number of athletes qualifying, they may request a team manager be sent with the team.

These numbers reflect **MAXIMUM** allowable numbers to travel with arrangements made by and paid for by the Student Activities Office. Schools should take only the athletes that have qualified to compete. These numbers do not reflect any administrators that want to attend the event. Please contact the Student Service Office if an administrator wishes to attend the event. If a school wishes to send additional athletes and / or coaches, the individual school must make all travel and rooming arrangements at their expense.

***\*These forms are available in the Appendices.***

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**SECTION 2**

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**PROCEDURES FOR ACTIVITIES &  
ATHLETIC ADMINISTRATORS AND  
ATHLETIC DIRECTORS**

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## JOB DESCRIPTIONS

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### ATHLETIC ADMINISTRATOR (AA)

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The athletic administrator is responsible for the entire athletic program. The athletic administrator is the immediate supervisor of the AD and is ultimately responsible for the site athletic program and facility. Working closely with the AD the athletic administrator will assist with managerial, financial, personnel, student, and miscellaneous duties and responsibilities.

### ATHLETIC DIRECTOR (AD)

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The athletic director is the direct liaison between the administration and the athletic department. A general manager of a sports franchise is an applicable comparison. Under the direction of the principal and athletic administrator, the athletic director will coordinate and promote athletics. The athletic director is responsible to the school administration and is an advocate of student athletes, coaches, athletics and activities at the school level.

### ATHLETIC SECRETARY (AS)

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Under the athletic administrator and athletic director's general direction, performs and supervises a wide variety of difficult and responsible clerical work in maintaining the daily, periodic and recurrent functions of any office. A Secretary prepares purchase orders; types correspondence; performs file maintenance; processes the mail; acts as a receptionist in working with students, teachers, the public, and District personnel; performs research and basic statistical tabulations; and may be responsible for bookkeeping, financial record keeping, student attendance accounting and registration. Performs related duties as required. *Maintains the athletic information in the student's Infinite Campus panel. Under "Cleared" this will indicate the sport the student has cleared to participate in, not the level. "NIAA" tab will indicate that the student has been added to the NIAA roster.* (Revised 4/7/2011)

## DUTIES AND RESPONSIBILITIES OF THE ACTIVITIES & ATHLETIC OFFICE

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These duties should be assigned to either the Athletic Administrator, Athletic Director or Athletic Secretary. In many instances there will be cross-over.

### MANAGERIAL

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1. Enter transportation requests in Sports Field Trip Request Program via Trip Tracker for all sports. Coaches must confirm to the athletic director a schedule with the requested times for the busses at least 6 weeks prior to the first contest.
2. Administer all school and district policies and procedures as well as the rules and by-laws of the Nevada Interscholastic Activities Association.
3. Observe coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
4. Distribute all NIAA forms and printed material.
5. Complete the NIAA eligibility forms for each sport. The athlete's packets must be delivered to the athletic director at least 2 weeks prior to the eligibility forms deadline.
6. Assume responsibility for game management at all home gate-receipted interscholastic contests.
7. Maintain a file of necessary forms for future reference, i.e., transportation requests, eligibility packets, officials' lists, etc.

8. Make arrangements for officials and communicate with the NIAA Arbiter. Cancels or postpones officials and transportation because of weather or other hazardous conditions.
9. Take charge of athletic P.R. and publicity. Supply the school, community, and media with the athletic schedule and other items of information.
10. Is responsible for scoreboard operations, the procedures, and policies, and set-up for all gate receipted home athletic contests.
11. Is responsible to see that the visiting teams are met and greeting and their needs taken care of.
12. Maintain and display athletic records for all sports. Coaches are to supply the record information to the athletic director.
13. Make arrangements for the lining of fields. Money for marking materials is included in each sport's athletic budget.
14. Schedule the use of all athletic facilities, including coaches and athlete's locker areas, before, and after school. Develop, with the head coach of each sport, the schedules for all non-region and/or practice contests. Assists coaches in scheduling opponents, if requested. Notify the appropriate administration of any changes in schedules.
15. See that officials are paid according to the NIAA schedules.
16. Assist in supervision of athletic events as directed by the athletic administrator.
17. Arrange for proper medical care at home contests.
18. Resolve conflicts within the ranks of the athletic department.
19. Interpret Board policy to coaches.
20. Supervise the Ticket Manager and any workers at athletic events.
21. Act as tournament director for all league, region, and tournament playoff activities that are assigned to the school.
22. Data collection – participation numbers for all sports
23. Rosters submitted to the NIAA, schools, and media. Rosters are updated for game announcer.
24. State academic champions submitted to NIAA.
25. Submit fall, winter, and spring schedules to NIAA.
26. Monitor game/tournament limits of all sports as dictated by the NIAA.
27. Monitor and enforce coaches' education, CPR certificates, hiring procedures, and sportsmanship.

## FINANCIAL

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1. Be directly involved with the budget needs of all sports. A yearly record of amounts spent for all moneys distributed to each athletic account is to be filed with the athletic administrator and principal. All purchases and budget requests from individual accounts are to go through the athletic director with the final approval from the athletic administrator.
2. Pick up and deliver tickets to and from the NIAA for the state playoffs and for pre-sale in the school.
3. Make arrangements for coaches to have access to official contracts for all contests between schools of different regions. Coaches are to keep the completed contract on file.
4. Coordinate the submitting of work orders for repairs or improvements of the athletic facilities.
5. See that the participation fee is collected from each NIAA participant as part of the athlete eligibility packet.
6. The athletic director may serve as a game manager for any home athletic event.
7. BOOSTER GROUPS, PTA AND PTO GROUPS (taken from the WCSD Activity Funds Handbook)  
 Booster groups, PTA and PTO groups that wish to maintain their own checking accounts and control of their funds should comply with State and Federal law relating to tax-exempt organizations. Washoe County School District accepts no legal or financial responsibility for such funds not presented for deposit in the school's checking account.

Booster groups, PTA's, etc., must provide documented proof of non-profit status [IRS Tax Code 501(c)(3)] when wishing to maintain their own separate checking account(s).

Bank accounts for these groups must be established using the group's own federal Tax Identification Number (TIN). Except for Student Activity Fund checking or savings accounts, Washoe County School District's TIN is never to be used to establish a bank account for any school or school group.

No District employee will be an authorized signer on a checking account for an outside Booster group, PTA, or PTO group unless that individual is an elected officer of said group.

Any funds turned over to a school by booster groups, PTA or PTO groups, or others, shall not be refunded to any respective group without written approval by the Superintendent or Assistant to the Superintendent of Washoe County School District.

## PERSONNEL

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1. Evaluate all coach candidates for original appointments. The athletic director shall be a member of the selection committee, which includes the athletic administrator, principal, and any other person the principal or athletic administrator appoints.
2. Establish time and dates for athletic department meetings. Also coordinate any in-service or clinics for coaches.
3. Give personal and objective suggestions about athletic programs to each coach upon request.
4. Establish a close working relationship with the custodian in charge of athletic facilities to ensure physical facilities are clean, functional, and safe.
5. Update coaches win loss records.

## STUDENT

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1. Counsel athletes concerning athletic scholarships in conjunction with the head coach. See that students are made aware of NCAA guidelines and directives.
2. Maintain a permanent file of medical examinations, insurance forms, records, parent consent forms, etc. for each athlete.
3. Coordinate all excused absence lists for all sports.
4. Assist, if requested, any coaching staff in making arrangements for athletic banquets and awards ceremonies.
5. Arrange for and participate in disciplinary infractions by students.
6. Maintain a file of all athletic suspensions and expulsions from teams.

## MISCELLANEOUS

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1. Develop a reasonable and equitable program for the utilization of the concession stands and other vendors at gate-receipted contests.
2. Serve as school liaison to all booster clubs.
3. Maintain permanent records for each sport.
4. See that trophies are engraved, properly placed, and banners are ordered and hung.
5. Work with the athletic administrator, cheerleading advisor, and coaches to schedule athletic assemblies and pep rallies.
6. Assume responsibility for the assignment of keys and alarm codes to athletic facilities.
7. Represent the school at league, region, and state meetings.
8. Request and distribute NIAA passes and Region I passes for the school administration.
9. Review the athletic policy and staff handbook yearly.
10. Evaluate and seek ways of improving the interscholastic athletic program.
11. Perform other duties as the athletic administrator may direct.
12. *Because of potential liability concerns and for their safety, no children, minors or non-team students are allowed on sidelines. No exceptions, please.*

*Revised 12/5/2011*

## MONTHLY ATHLETIC TICKLER

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### AUGUST

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- Eligibility Check (make sure dates, cards ready to go)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Assist with field maintenance
- Boosters Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Director - 4A Meeting (monthly)
- Athletic Department Meetings (every week)
- Meet with Trainer/Athletic Admin – Expectations/Rules/Hours
- NIAA Directory/Handbook
- Clearances
- Review with Athletic Admin - sideline procedures for football games
- RSchool Today
- Review with Athletic Admin – performances for football games (band, cheer, dance)
- Cross Country Meets – If hosting, check needs of cross country coach
- Game crews for fall sports
- Fall Schedules distributed to media, school personnel, etc...
- E-mail visiting teams – locker room use, agenda for game, etc...
- Game manager – (when I can for football)
- Attend as many events to evaluate coaches and support our athletes

### SEPTEMBER

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- RSchool Today
- Check with Athletic Secretary – NIAA Registration completed
- E-mail visiting teams – locker room use, agenda for game, etc...
- Send to WCSD – Transportation Fee Money
- Turn in all Winter schedules to NIAA
- Attend as many events to evaluate coaches and support our athletes

## **OCTOBER**

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Winter Coaches Meeting
- Remind Athletic Admin to order School Police for winter sports
- Coaches Evaluations – Fall Sports
- “Get Ready” Check list for winter sports – Meet with Athletic Admin. and Head Custodian
- Inventories due for fall sports (October and November)
- Attend as many events to evaluate coaches and support our athletes
- Winter Coaches fingerprinted no later than November 1
- Impact Roster due to Student Activities by 1<sup>st</sup>
- Impact and Transportation fees due to Kelly Case in Business Office by 1<sup>st</sup>

## **NOVEMBER**

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget/fall gates receipts finalized
- E-mail visiting teams – locker room use, agenda for game, etc...
- Submit payroll for district paid coaches to Bookkeeper and principals’ secretary
- Remind head coaches to submit for paid volunteers
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- RSchool Today
- Coaches Evaluations Fall Sports/check keys in and all paper work
- Winter Schedules distributed
- Game crews for winter sports
- Check with Athletic Secretary – NIAA Registration – Winter Sports
- Awards Nights – Fall Sports
- Have groundskeepers clean press box, concessions, bathrooms
- Reconditioning of football, baseball and softball equipment
- Meet with Athletic Admin. and Trainer – Schedule/Rules
- Game Manger for all home basketball/wrestling events.
- Attend as many events to evaluate coaches and support our athletes



## **DECEMBER**

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Christmas vacation – gym practice schedule/locker room cleaning schedule
- Turn in all Spring schedules to NIAA
- Attend as many events to evaluate coaches and support our athletes
- Impact Roster due to Student Activities by December 1
- Impact and Transportation fees due to Kelly Case in Business Office by December 1

## **JANUARY**

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- Hire Fall Coaches
- Athletic Director - 4A Meeting (monthly)
- Eligibility Check
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- “Get ready” checklist-Spring Sports – meeting with Groundskeeper and Athletic Administrator
- Booster Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Spring Coaches Meeting
- Summer gym schedule – for use and cleaning
- Attend as many events to evaluate coaches and support our athletes

## **FEBRUARY**

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- Spring Coaches fingerprinted no later than February 15
- Spring Schedules
- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Game Crews – Track Meets
- Booster Newsletter
- Web Page – update regularly
- Budget

- Submit payroll for district paid coaches to Bookkeeper and principals' secretary
- Remind head coaches to submit for paid volunteers
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- Send transportation money for spring sports to WCSD
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Attend as many events to evaluate coaches and support our athletes

## **MARCH**

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget/Winter gate receipts finalized
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- Winter coaches evaluations
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Attend as many events to evaluate coaches and support our athletes
- Impact Roster due to Student Activities by 1<sup>st</sup>
- Impact and Transportation fees due to Kelly Case in Business Office by 1<sup>st</sup>
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## **APRIL**

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- Eligibility Check
- Athletic Director - 4A Meeting (monthly)
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Booster Newsletter
- Web Page – update regularly
- Budget
- Fund-raise for Athletic Department
- Athletic Department Meetings (every week)
- Coach/Athlete of the Year (end of month) to coaches (nominations)
- Ball order for next year
- Training supply order for next year (order from Trainer)
- Awards order for next year
- Coaches Athletic Manual to print shop (for next year)
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Attend as many events to evaluate coaches and support our athletes

## **MAY**

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- Eligibility Check
- Facilities Meeting (every week)
- Attend Admin meeting every week
- Weekly score updates to 4A Commissioner
- Assist with field maintenance
- Boosters Newsletter
- Web Page – update regularly
- Budget
- Submit payroll for district paid coaches to Bookkeeper and principals' secretary
- Remind head coaches to submit for paid volunteers
- Fund-raise for Athletic Department
- Athletic Department Meetings (every other week)
- Coach/Athlete of the Year (voting) (order plaques)(names to senior awards)
- Lifetime Passes (determine/order passes/names to senior awards)
- Set dates for clearances for next year
- Confirm with golf course/restaurant – coaches golf tournament
- Budget for next year go over with Athletic Admin.
- Spring coaches – evaluations
- Athletic Department – review/revise athletic department tickler
- E-mail visiting teams – locker room use, agenda for game, etc...
- RSchool Today
- Order School Police – Fall Sports
- Awards Nights – Spring Sports
- Load uniform money into coaches accounts
- Fall Coaches Meeting
- Finalize bus schedule for Fall sports
- Turn in all Fall schedules to NIAA
- Attend as many events to evaluate coaches and support our athletes
- Attend next year's calendar meeting

## **JUNE**

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- Financial Report
- "Get Ready" Checklist for Fall Sports – Meet with Athletic Admin and Groundskeeper
- Order field paint/grounds
- RSchool Today
- Web Page – update regularly
- Budget folders/binder for next year – clean out/store records
- Order NIAA pass cards, rule books, and score books for year
- Fall Coaches fingerprinted no later than August 1

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**SECTION 3**

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**COACHES/ADVISORS EXPECTATIONS**

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## GENERAL GUIDELINES

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- A. The work of the coach/advisor must contribute to the educational goals of the school system.
- B. In order to maintain a high standard of performance, the coaches/advisors should make every effort to increase and improve their knowledge and technique of coaching/advising.
- C. The coach/advisor should be loyal to colleagues and administrators as they strive to make activities/athletics fit into the general program of education.
- D. Coaches/advisors will be responsible for good sportsmanship, fair play, and ethical conduct by all their assistants and players/participants throughout the season.
- E. **At no time should one sport program interfere with another program.** This especially holds true with a sport not in season interfering with a program that is in season. Student athletes should be encouraged to participate in as many activities as they feel qualified for. Encouraging athletes to specialize is improper etiquette and should be brought to the attention of the school's Athletic Administrator and / or principal to be handled at the school site.

## GENERAL RESPONSIBILITIES

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- A. Coaches will be responsible for following the regulations and policies of the Washoe County School District, and his/ her assigned school. High School Coaches are responsible for the Nevada Interscholastic Activities Association regulations.
- B. Strict enforcement of eligibility rules and playing regulations will be expected at all times since such application will help promote fair play and eliminate the embarrassment of forfeits and protests.
- C. Coaches will provide all participants, and file with their Athletic Director and vice-principal, a written copy of the standards, procedures, and expectations regarding student behavior, conduct, attitude, compliance with rules, use and care of equipment, discipline, lettering requirements, try-out requirements and any other subject pertinent to participation in the specific athletic program.
- D. Coaches will discuss all codes, standards, procedures, and sports rules with participants at the beginning of the season and then enforce compliance throughout the season.
- E. Coaches are expected to attend all District and school athletic meetings.
- F. **Head coaches are responsible for assuring that each athlete is cleared before being allowed to try-out and / or participate for any athletic team.**
- G. **Head coaches are expected to ride busses to and from athletic events.**
- H. **Coaches are responsible for the direct supervision of student athletes during all athletic events.**
- I. **Coaches should check all locker rooms, restrooms and facilities used by players at visiting school sites prior to leaving the school to return to their home school.**
- J. **Coaches are not to leave any event until all athletes are verified to be on the bus or with a parent.**
- K. **Upon returning from an away contest, coaches must wait at the school for student athletes' rides to arrive.**
- L. **A paid coach must be at each practice or event.**
- M. **Supervise all team members. Do not allow athletes to roam the halls of the visiting school, or leave the school campus.**
- N. Coaches must monitor the gym, locker room and any other area under their supervision. These areas must be verified clear of all students and are to be locked and secure before leaving the building. Coaches must check locker room before leaving.

## PROFESSIONAL BEHAVIOR

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Educators are role models in the classroom, on the practice fields, and during activities and events. The position of role model for the youth of the State of Nevada cannot be taken lightly. It is expected, therefore, that all educators assigned to such positions demonstrate ethical and professional conduct at all times, **to include, but not limited to, all out-of-town, overnight trips, camps and tournaments.**

- A. Alcohol, tobacco, and / or drugs are not to be used when supervising students.
- B. Foul and abusive language, taunting or insulting gestures are not to be used or directed towards students, officials, or any other person associated with the activity or contest.
- C. Abusive physical contact with students is prohibited.
- D. Conduct which may result in fighting or which incites individuals to anti-social behavior is prohibited.
- E. The major portion of coaches' time is spent in teaching. The first responsibility is to meet all their teaching obligations. Their attendance at school faculty meetings and department meetings is mandatory. With cooperation of the administration and the department chairman, the coach may be excused occasionally; however, this should be kept to a minimum.

Please be aware of the NIAA regulation "Ejection from contests".

## PUBLIC RELATIONS

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### PARENTS

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Communication is an important factor in the success of any athletic program. Coaches are strongly urged to try to schedule a meeting with parents prior to a regular sport season. This is an excellent opportunity to introduce the coaching staff, discuss coaching philosophy, length of practices, award system, training rules, etc.

The coach must understand that when dealing with parents, they may not always share his/ her views. Try to be objective and stress the positive values of their child's contribution. Never put yourself in a position of being accused of favoritism because of parental pressure.

### TEACHERS

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The teachers are trying as hard as the coach to help students find a place for themselves in this world. The coaches should develop a working relationship with them; they may provide each other with different facets of boys or girl's character, intelligence, and abilities.

## SPORTSWRITERS

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The coach must never become involved or emotional with sportswriters about a negative game incident. The printed word can never be completely retracted. You can be sorry about your actions and what you may have said, but you can never take away the shame or disgrace which has been placed upon your school, your players, and yourself. The coach should be friendly with sportswriters, but this friendship should always be on a professional level.

## OFFICIALS

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No competitive contest can be satisfactorily played without an acceptable code of rules and impartial officials. Officials must have the respect and support of coaches and players if they are to do their jobs effectively. On and off record criticisms of officials to players or the public shall be considered unethical. On the day of a game, officials should be treated in a courteous manner.

Derogatory post-game comments should be avoided. It should be remembered that criticism once made can never be retracted. Coaches must assume full responsibility for whatever comments they make.

## CROWD CONTROL

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As directed by the Washoe County School District Board of Trustees, each school will help coordinate crowd control measures at each activity and athletic event. Each school will work along with the Washoe County School Police Department in planning and implementing these crowd control measures. Each coach is expected to be professional in every way and should be a role model and in control of his/ her students at all times. It is hoped that, through a joint effort, all athletic events will continue to be safe for both participants and spectators.

## SELECTING THE TEAM

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Choosing the members of any particular squad is the sole responsibility of the athletic coach of that team. The coach must choose the squad members in conformity with the philosophy of the athletic program and utilizing a system that justifies the selection of players. Coaches must allow students an adequate time for the student to try out for the team. It is *mandatory* that try-outs be held for a minimum of two days. When it becomes necessary to eliminate a player during the selection process, the coach should be prepared to discuss his/ her reasons with the athlete and/ or parent or guardian. Before starting try-outs, the coach should discuss with all students involved the standards for making the team and the responsibilities and details involved with being a team member. **All students trying out for a team must own a current student body activity sticker.** (Revised 1/24/2011)

### A. Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at \_\_\_\_\_, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

## B. Cutting Policies

### 1. Responsibility

- a) Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- b) Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
- c) Prior to squad selection, the coach shall provide the following information to all candidates for the team:
  - (1) extent of try-out period
  - (2) criteria used to select the team, a *written rubric is mandatory* to justify cuts
  - (3) number to be selected
  - (4) practice commitment if they make the team
  - (5) game commitments

### 2. Procedure

- a) When a squad selection becomes a necessity, the process will include three important elements:
  - (1) Each candidate shall have competed in a minimum of *two days of* practice sessions
  - (2) have performed in at least one intra-squad game
- b) Cut lists are not to be posted.
- c) Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
- d) If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the athletic administrator.

*Revised 3/26/2012*



## DISCIPLINE

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Athletes perform in public and represent their teams, schools and community. Therefore, they must be expected to conduct themselves at all times in an exemplary manner. A student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of the program or welfare of their team or school is subject to discipline, suspension, or expulsion from the activity.

Such students are entitled to the **Due Process Procedures** for discipline which are outlined in the WCSD's Administrative Regulations 5144. A coach has a unique opportunity to help students understand the need for discipline to develop positive standards of conduct and help students to learn to develop self-discipline.

In applying discipline the coach:

- should inform the students of all rules, codes and standards expected of them
- is fair, consistent, but firm, in applying discipline
- is honest in dealing with players
- respects individual differences in players but does not play favorites
- provides disciplined athletes with conditions he/ she can meet for corrective action or reinstatement to participation if the situation warrants
- **must** comply with the discipline Due Process Procedures contained in the WCSD's Administrative Regulations

## REMOVING A STUDENT FROM A TEAM

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After the athletic squad has been selected, **only a head varsity coach** of a sport may request the removal of a student from a team. An assistant coach is never to remove a student from the team. It is expected the head coach will exercise mature judgment and give ample time of consideration before removal of a student from an athletic team. **Notification to the Athletic Administrator should be given within twenty-four hours if a student is requested for removal from a team.** When the head coach requests removal of a student athlete from the team, the coach must prepare the necessary information to present to the administration pertaining to the removal of the athlete from the squad. The administration will investigate and follow-up on the coach's request.

## SUSPENSIONS

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Student athletes who have been suspended from school may not attend practice or be in attendance of an athletic event during the time of their suspension.

## MINIMUM DAY/ATTENDANCE

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Athletics should never be used as an excuse to avoid responsibility to classroom assignments. Participation in athletics is a privilege. Athletes must attend a minimum school day the day of an activity to participate in that activity; a minimum 220 minutes of class time on the day of participation (WCSD Regulation 5134.2) Exception is allowed if distance for travel, weather conditions, certain travel arrangements or a safety issue become a factor in conducting a safe trip. **This includes games as well as practices.** It is the belief of the Washoe County School District that if a student athlete is too ill to attend school, he/ she should not be allowed to practice or compete on that day. Special exceptions to this rule can be made by the principal and / or athletic administrator at the school site.

## OVERNIGHT TRIPS

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All overnight trips must be approved by the office of Student Activities. Field trip request forms; part one and part two must be filled out and submitted to the Washoe County School District Transportation Department six (6) weeks in advance of the date of the trip. This must be done for all overnight trips, conference or non-conference, and regardless if school will be missed.

**Varsity Athletes** may be excused for only one full day per sports season to participate in a non-conference contest. Coaches can submit a justification letter to appeal for extra days for varsity trips. Junior varsity and freshman athletes are not allowed to miss school for non-conference games.

## REGULATIONS FOR SUPERVISION OF OVERNIGHT TRAVEL

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It is required that a complete itinerary be provided by the coach to the school's administration as well as to the players and parents.

It is very important that athletic directors and administrators advise coaches of their supervisory responsibilities for student athletes on overnight trips. Athletes will be under reasonable supervision at all times by their respective coaching staff.

- Athletes may not go to individual restaurants.
- The coaching staff will have the latitude and the flexibility to establish supervisory guidelines at: malls, amusement parks, movie theaters, etc.

Students should not be left unsupervised at any time during the trip. Any damages or theft that occurs during overnight lodging will be charged to the individual school.

The following restrictions will apply:

- Rooms will be assigned by either the athletic director or coach. Washoe County School District student athletes are to be in only their assigned rooms.
- Upon arrival and at departure, coaches must make a room check and evaluate the condition of the student athlete's room. In addition, periodic room checks are expected.
- Coaches will advise the lodging desk clerk to turn off phones and paid movie channels to the room of any student athlete.
- Coaches will advise the athletes of required curfew. Whenever there is more than one school or county lodging at the same location, a common curfew must be set up and enforced by the participating schools.

It is the athlete's duty to follow established travel regulations. Athletes and their parents/ guardians will be advised of their responsibilities in regards to travel regulations. Failure to follow these regulations will result in disciplinary action in accordance with the Washoe County School Districts Policies and Regulations.

An athlete who violates any of the regulations or policies such as breaking curfew, smoking, substance abuse, and / or creates an embarrassing situation for the team, coach, or school will be sent home at the athlete's and parent/ guardian's expense. The athlete and parent/ guardian will be apprised by the school of this policy prior to the trip taking place. **Schools should have a signed statement by athlete and parent/ guardian on file agreeing to the conditions of this policy.**

## BOARD POLICY – WCSD REGULATION 5134.2 - LOSS OF CLASS TIME

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**Students involved in an extracurricular activity may take one (1) trip beyond the scheduled competition obligations of the organization, missing no more than one (1) school day.**

## SUPERVISION AT ACTIVITIES & ATHLETIC EVENTS

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All home varsity events must have an assigned administrator or designee for supervision of the event. Home varsity football games, several administrators must be assigned, as well as one visiting administrator. Varsity soccer home contest requires a home administrator or designee to be assigned to supervise the event. Varsity conference games in Washoe County require a home and away administrator to be assigned for supervision of the event. **When on duty at an event the Administrator in Charge should go introduce him or herself prior to the event starting to School Police.** The Administrator should discuss any specific expectations and exchange cell phone numbers with school police. Before leaving when on duty as an administrator, the administrator should check in with school police to make sure everything is safe and secure.

In the event a situation arises at an event that School Police are present, the administrator or designee may request police assistance.

**There is an expectation that a school administrator stays on site until all students are picked up by parents or guardians at the end of school events (including events at other venues).**

**Refer to "Game Supervision" in the Appendix.**

*(revised 10/07/2014)*

## AWARDS/ LETTERING

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Each head coach establishes requirements for team awards and lettering requirements. Athletes will receive in writing at the start of the season the type of team awards and how they are distributed. Athletes must complete the entire season in good standing and follow all team, WCSD and NIAA policies to be eligible for awards. At the conclusion of each season, athletes who finish in good standing will be eligible and invited to an awards presentation. See Appendix regarding suggested Award Banquet protocol.

## BOOSTER CLUBS

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Booster Clubs are support groups to the school. All activities are to be pre-approved by the principal and/or the Athletic Administrator following the guidelines of the WCSD.

## EDUCATION

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### CPR

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All coaches must have their **current** CPR card at all times.

### COACHES EDUCATION

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Coaches must take and pass one of the approved courses and successfully pass **prior** to start of coaching assignment. Each high school athletic department is required to keep updated records of all classes and CPR certification of participants.

Must complete NFHS Concussion Management course **prior** to start of coaching assignment.

## ATHLETIC DIRECTORS / ATHLETIC ADMINISTRATORS

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Athletic Directors and Administrators are expected to work on becoming nationally certified through the National Federation of High Schools by completing LTC classes that are offered.

### FEEES

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Certain fees have been added to athletics. The Washoe County School District charges a yearly transportation fee of **\$35.00**. Athletes are required to pay a yearly **\$5.00** impact fee and the **\$25.00** Student Activity Card fee. Individual sports may also have a fee. If at any time fees become a financial problem, please meet with your coach to talk over the situation so other arrangements can be made. In cases of financial hardship, each site will work with the family to come up with options so the student athlete can still participate. Travel fees for Activities may be instituted specific to the State Travel needs of that activity.

### FUNDRAISING

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Fundraising has become a major component of coaching at the high school level. Coaches should meet with athletic administrators and the school bookkeeper to assure that all district rules and regulations are followed, especially with regards to raising, accounting, and spending monies obtained from fundraising projects. For detailed information, please refer to the Districts Student Fundraising Activity Procedures manual.

Coaches should always provide athletes and parents with the following information:

- What the money is being raised for.
- How much money was raised?
- A breakdown of how money was spent.

This information will provide accountability to the coach, school and district and inform parents and the community on how their efforts positively affect their school and student athletes. It is best practice to inform parents in advance of upcoming fundraising activities. When student athletes are asked to fundraise door to door they should have their school ID visible and wear identifying team clothing.

Fundraising has become a necessary part of high school athletics. Athletes are asked to participate with their teams fundraisers. Fundraising or participation is not a requirement for making the team or to achieve playing time.

### OFF-SEASON PHILOSOPHY & GUIDELINES

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The philosophy of the Washoe County School District (WCSD) is to provide an atmosphere where student-athletes have an opportunity to participate in a broad range of activities. As stated in the NIAA handbook, "A pupil must not be compelled to participate in preseason or postseason programs, and the student-athlete must be permitted to choose his or her activities without the persuasion of any member of the coaching staff."

This philosophy encompasses working toward group cohesion among each school's coaching staff with an emphasis on developing working relationships based on respect and loyalty. We wish to establish a coach's common goal of providing programs that are in the best interest of the student-athlete.

With this goal in mind, we have established guidelines related to non-contact periods between coaches and student-athletes. The purpose of establishing an off-season policy is as follows:

1. To create definable seasons of competition which allow student-athletes to participate in various activities without coaches feeling the need to “compete” for athletes within each individual school.
2. To discourage “sport specialization” in which students are deprived of the opportunity to participate in a variety of extracurricular experiences which high school exploratory life stage provides.
3. To create a window which protects some personal time for students and coaches between activities.
4. To prevent the exploitation and “burn out” of participant athletes and coaches.
5. To provide the opportunity for families to clearly define times for various family functions.

The ultimate goal of this policy is to encourage the development of multi-sport athletes within the WCSD.

## OFF-SEASON GUIDELINES FOR THE WASHOE COUNTY SCHOOL DISTRICT

Below is a list of guidelines all head coaches, assistant coaches, and volunteer coaches within the WCSD will follow in order to meet the above stated purposes and promote the development of the multi-sport athlete and a cohesive athletic department:

1. Coaches are not to have contact with athletes until the “allowable contact time”- the week before the official start date through the Monday two weeks after the official NIAA starting date for the individual sport season. This does **NOT** include summer time activities. Preseason meetings with student-athletes are allowed.
2. **“NO CONTACT”** means that WCSD head coaches, assistant coaches, and volunteer coaches are only to have contact with the athletes in their sport during the defined “allowable contact time” noted above. This “no contact” period includes any and all off-campus as well as on-campus sport specific activities.
3. Coaches are permitted to participate in intramural activities, which are sport specific, only during the “allowable contact time.”
4. Off-season guidelines and “no contact” policies DO NOT apply to summer activity. Summer activity is defined as “the period of time from the last day of spring sport competition until the officially scheduled NIAA *dead period for fall sports.*” This summer period would be considered “allowable contact time” for off-season training.
5. Athletes currently participating in a NIAA sanctioned sport representing the WCSD are not allowed to be involved with another coach’s off-season program, even during allowable “contact” time.
6. Athletes who quit or who are dropped after cuts have been made (for any reason), from an in-season sports team, will not be permitted to participate in an off-season activity until the last scheduled conference game of that current sports season. An appeal can be submitted to each school’s athletic director’s office.
7. Head coaches, assistant coaches, and volunteer coaches are highly encouraged to coach other sports during their sport’s off-season. In doing so, not only are coaches helping to support another coach’s program, but they are also sending a positive message to our student-athletes that they support our philosophy of developing the multi-sport athlete.

8. Coaches are to refrain from coercing athletes to not play another sport so they can specialize and participate in their sport's off-season program. Any coach found promoting such activity will be reprimanded and such actions could be grounds for termination from their coaching responsibilities.
9. Incoming freshmen will not be allowed to participate in any high school off-season sports program until the completion of the middle school track season during their 8<sup>th</sup> grade year. The exception will be a middle school sports camp sponsored by the high school (not to exceed 3 days) and this camp must be held at a time where it does not conflict with any middle school sports. *Any meeting/practice must be held at the middle school, or late enough that parents can provide transportation to the high school for their student.* *revised 6/30/2014*

## DISCIPLINARY CONSEQUENCES

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Failure to comply with the established WCSD athletic philosophy and guidelines will result in disciplinary administrative action involving the following steps:

1. A conference held with athletic administrator, athletic director, and building principal. The school can impose an immediate 1 game suspension.
2. A conference held with athletic administrator, athletic director, and building principal to determine possible removal from current coaching position.

## NIAA GUIDELINES FOR PARTICIPATION IN OFF-SEASON ACTIVITIES DURING THE SUMMER

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As the school year draws to a close, each year many schools call and request guidelines regarding off-season participation during the summer. Please review NIAA Regulation (NAC 386.696) Participation in Out-of-season activities in the NIAA handbook for more information.

### Key Issues:

1. A student can participate in any activity if the following criteria are met:
  - a. It must be voluntary on the student's part and not a prerequisite for tryouts or team selection.
  - b. The activity is conducted to improve his/her ability to participate in the sanctioned sport.
  - c. The activity is not conducted during the week before or the week of tryouts for another sanctioned sport (this is exact NIAA language).

### Legal Out-of-Season Equipment:

1. Footballs
2. Football Shoes
3. Shorts and sweatshirts
4. **Other Football Equipment for camp purposes only.** The use of a helmet and shoulder, hip and thigh pads, and any other equipment is allowed with the following restrictions: they can be used for a sanctioned camp during the last 2 weeks of June through the first 2 weeks of July and only for 7 consecutive days. This is an NIAA policy and any questions regarding this **very specific policy** should be directed to Student Activities.

### Illegal Out-of-Season Equipment:

1. Helmets, shoulder, hip and thigh pads, and all other protective equipment other than during a sanctioned camp as described above.
2. Blocking dummies, sleds or similar devices.
3. Proof of adequate insurance coverage should be required before any participation in a non-school activity that involves a school coach and members of an in-school team.

All schools that fall under N.I.A.A. membership are required to enforce the rules and policies set forth. Violation of these policies by member schools can and will result in the maximum fines and the school may be placed on probation.

It is not the purpose of the administration of the WCSD to restrict the ability of our coaching staffs or athletes to develop competitive and successful teams. It is however, our philosophy to encourage multi-sport athletes, the sharing of athletes within the athletic program, and the prevention of "burn out" for both athletes and coaches. It is also our intent to establish cohesive athletic departments based on cooperation, not separation.

**When participating in off-season workouts, the coach should make sure the athlete has on file with the Athletic Office current insurance, physical form and off-season conditioning form, and the coach should always have the *Athletic Emergency Contact Form* on file for each athlete prior to allowing them to participate.**

Please refer to the NIAA Master Activities Calendar for the current year for dead periods.

*Revised 6/30/2014*

## **PARTICIPATION LIMITS**

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A player cannot be a member of two (2) athletic teams during the same season. No overlapping participation is permitted: i.e., a boy on a football team may not participate in basketball until the school's football season is officially concluded. The regular season ends for student participants the day following the last game/ match/ contest.

A student may transfer to another sport in any one season if he/ she transfers prior to the first scheduled contest or game after being registered with the NIAA.

## **POSTING RESULTS**

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**The home team coach** is responsible for calling the sport writers and reporters to give the game results and related items. Athletic directors are responsible for entering the results on RSchool Today the following school day.

## **TRAVEL**

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## MISSING SCHOOL - NON CONFERENCE TRIPS

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**Varsity Athletes** may be excused for only one full day per sports season to participate in a non-conference contest. Coaches can submit a justification letter to appeal for extra days for varsity trips. Junior varsity and freshman athletes are not allowed to miss school for non-conference games.

## OVERNIGHT TRIPS

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All forms must be filled out and submitted 3 weeks prior to the trip. Coaches should be chaperoning the team at all times and know the whereabouts of all team members and managers every minute of time. The coach should perform a bed check each night of the trip. Teams should eat together, with the coach as a supervisor. The team members know travel rules and stick by them. **A final lights out time should always be given to the athletes and checked on by a coach.**

## PRIVATE VEHICLES

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Coaches are **discouraged** from transporting athletes in their private vehicles, but it may be done in town only. A coach or a parent who plans on using their vehicle to transport athletes **MUST** fill out an **Annual Request to Transport Students** (appendix) and it must be completed three (3) weeks in advance **and** cleared through district transportation. Athletes are allowed to drive to contests within the Reno/ Sparks area, if they return to their residence after they are released from school.



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**SECTION 4**

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**STUDENT-ACTIVITIES & ATHLETE  
EXPECTATIONS**

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# INTRODUCTION

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The purpose of this section is to help activity/athletic directors and activity/athletic administrators in their daily responsibilities and duties while working with parents and guardians of student/athletes/participants. Being a parent can be a difficult and trying experience during their son/daughter's four years in high school. Participation in high school sports can be a fulfilling and positive life experience if everyone has a better understanding of the issues and concerns that surround student's participation in interscholastic sports.

This section is an attempt to provide guidance and direction for those athletic directors/administrators to improve their dealings with student-activity/athletes and parents.

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## STUDENT-ACTIVITIES/ATHLETE EXPECTATIONS

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### TRADITIONS

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- Fulfill the obligations of the school's traditions
- Win with Honor
- Wear the Colors of the school with Pride and assume the responsibilities that come with the colors

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### RESPONSIBILITIES TO THEMSELVES

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- Broaden and Develop strength of Character
- Excel in academics maintaining or exceeding the 2.0 GPA required for each grade check (Athletic Participation)
- Behavior of each student athlete whether within the school or in the community must always be exemplary
- Participation in other extracurricular activities as well as sports establishes leadership and good role modeling behavior for younger peers

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### RESPONSIBILITIES TO THEIR SCHOOL

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- Perform on the playing field or court to the highest level possible
- Representing and demonstrating sportsmanship that contributes positively to the reputation of their school
- Each athlete is always in the spotlight whether within the school or the community 24 hours a day, 7 days a week
- Their actions contribute significantly to school spirit and community pride

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### RESPONSIBILITIES TO OTHERS

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- Performing at a level that brings honor to both their parents and home is essential
- Living up to the levels required during practice sessions every day and playing each game "all out" brings self-respect and pride to their family
- Younger athletes and peers learn from their older brothers/sisters through behaviors and actions

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# APPENDIXES

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## INFORMATION, GUIDELINES, AND EXPECTATIONS OF PARENTS AND ACTIVITIES PARTICIPANTS & ATHLETES

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The administration at \_\_\_\_\_ High School understands that being a parent is often challenging and that being a parent of an athlete further complicates this effort and responsibility. The following information, within guidelines and expectations, will give some insights into this responsibility. Please be advised that the administration at \_\_\_\_\_ High School will not tolerate inappropriate behavior by individuals who represent \_\_\_\_\_ High School parents, or any other spectator. One must also understand that athletes may be suspended from athletic competitions and that parents and spectators may be banned from attending athletic competitions if their behavior warrants such action. In addition please remember the importance and responsibility of being a good role model while understanding some of the important relationships that are involved with being an athlete and the parent of an athlete.

### **The Player – Coach/Advisor Relationship:**

The player-coach relationship is perhaps the most critical relationship in athletics and a parent can play a major role in cultivating this positive, yet delicate relationship. Parents have the opportunity to positively or negatively affect the player-coach relationship and must consider the importance of encouraging successful interactions. While one may not agree with all decisions made by a coach, how and when one expresses these feelings can have a definite effect upon the athlete. Regardless, the thoughts and convictions of each parent will undoubtedly be brought to each game and practice through their student athlete and thus will greatly affect this delicate relationship.

### **The Parent-Coach/Advisor Relationship:**

The administration and coaching staff of \_\_\_\_\_ High School feel that parental/guardian support is essential to the overall success of the student athletes. We understand that every parent/guardian loves their child unconditionally is concerned about their child's welfare, and wants the best for him/her. However, by allowing the coach to instruct and guide the team without interference is extremely important for individual and team success.

Knowing when to discuss questions, concerns, or any specific situation is imperative for both individual and team success. If you have questions or concerns about a particular program or situation, please do not approach the coach during practice, immediately after practice or even at the conclusion of the contest. These may be very emotional times for all participants. Parents/guardians are encouraged to call and make an appointment for a later date in order to discuss the situation in a calm, courteous, and logical manner.

Finally, each coach will have the responsibility to conduct a brief meeting with his/her athletes at the conclusion of each contest, thus possibly delaying when the athletes depart. These meetings will be brief in nature and will allow coaches and their athletes to discuss the contest, upcoming events, and lessons to be learned. Allow for this time as plans are being made for pick-up and departure times.

### **Relationship with Officials:**

Every official is assigned by the athletic commissioner of athletics and must agree to follow a code of ethics before officiating. In addition, neither \_\_\_\_\_ High School nor any other school has control over choosing particular officials for athletic contests. Regardless of the official(s) assigned however, one must realize that officials are essential and that a contest cannot take place without one. Parents, fans, teachers, and administrators are role models for each student and athlete, thus it is our responsibility to respect each official and his/her decisions while conducting ourselves appropriately at all times.

Help us promote a positive, yet competitive work ethic and attitude in all areas of school athletics. Coaches, athletic administrators, and school officials work diligently to establish a positive rapport and successful working relationship with officials and other athletic and/or school representatives, thus parental and fan support must enhance, not hinder these efforts.

### **Relationship between Spectator and Cheerleaders:**

Cheerleaders attempt to infuse spirit into the fans/spectators and to lead them in selected cheers. While the emotion and environment at each athletic contest can be extremely exciting, cheerleaders must be allowed to direct and control these aspects. Parental and spectator support is however, both encouraged and appreciated.

### **Athletic Chain of Command:**

\_\_\_\_\_ High School asks that parents and athletes utilize the following chain of command when discussing ideas, problems, or concerns:

1. Coach
2. Athletic Director
3. Athletic Administrator
4. Principal

The appropriate coach should be the first point of contact.

### **Sportsmanship:**

Since athletics should be educational in nature, it is important that all parents and spectators demonstrate good sportsmanship at all times while serving as positive role models for the students and athletes. Sportsmanship is an overt display of respect for the rules of the sport and for all individuals involved, including players, coaches, officials, and spectators. It also involves a commitment to fair play, ethical behavior, and integrity. This means:

1. There can be no vulgar or inappropriate language from fans or spectators.
2. Taunting or "trash talking" of any individual or team will not be tolerated.
3. Spectators cannot leave the bleachers or enter onto the court or field during a contest.
4. Spectators should be supportive and positive at all times. **Cheering should be done for, not against our opponents.**
5. Spectators should not impede or interfere with our opponent's cheerleaders from leading their cheers.
6. **In sports such as basketball and volleyball yelling while another athlete or opponent is taking a foul shot or attempting to serve is prohibited.**

### **Responsibility of an Athlete:**

Each athlete must:

1. Understand that the team's goals, welfare and success must come before those of each athlete.
2. Consistently attend practice sessions. \*This also includes weekend and holiday periods.
3. Maintain excellent physical condition.
4. Be receptive to coaching and follow instruction given regarding such things as diet, work ethic, and needed sleep.
5. Report all injuries to the coach and athletic trainer immediately.
6. Avoid use of alcohol, drugs, and tobacco.
7. Care for equipment and return all equipment at the conclusion of each season.
8. Have all participation documents filed with the Athletic Director on time.
9. Follow team rules.
10. Maintain a positive attitude at all times.

Each athlete should know, understand and refrain from participating at all times in the following:

**Sexual Harassment** is a form of gender discrimination that consists of unwelcome verbal, electronic, or physical interaction between two or more people. Harassment can happen between people of the same gender or people of different genders.

**Hazing** is any action or activity which inflicts physical or mental harm or anxiety or which demeans, degrades or disgraces a person, regardless of location, intent or consent of participants.

Athletes must also remember that they are ambassadors and representatives not only of them, but also of their coaching staff, parents, and school officials. Furthermore, rules of the contest and of those who administer them must be respected at all times.

**Retaliation** Harassment, intimidation or bullying toward a person in response to previously reported harassment, intimidation or bullying. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

**Responsibilities of a Coach:**

At \_\_\_\_\_ High School coaches are responsible for the following:

1. Selection of each team or squad.
2. The determination of the style of play, including the offensive and defensive philosophy implemented.
3. Teaching and instruction given during practice and game sessions.
4. The determination of who starts and how long an athlete plays in each athletic contest.
5. The decision of who plays what positions
6. The establishment of team rules.
7. The selection of team captains.
8. The establishment and enforcement of the requirements to earn a varsity letter.

**Removing a Student from a Team:**

After the athletic team or squad has been selected, only a head coach of sport may request the removal of a student from a team. An assistant coach is never to remove a student from the team. It is expected that the head coach will exercise mature judgment and give ample time of consideration before the removal of a student from an athletic team. Notification to the Athletic Director should be given within twenty-four (24) hours if a student is to be removed from a team.

**Classroom Assignments:**

Athletics should **NEVER** be used as an excuse to avoid responsibilities in the classroom. Participation in athletics is a privilege, not a right thus academics must come first. In addition, athletes must be in attendance the day of an interscholastic activity in order to participate. The Athletic Administrator or Principal shall handle exceptions.

**Participation on an Athletic Team:**

As written above, participation on an athletic team at \_\_\_\_\_ High School is a privilege, not a right. Being on and maintaining one's membership on an athletic team means accepting all of the responsibilities of an athlete. Equal or *guaranteed* playing time does not exist and each coach will utilize players he/she feels are best suited for the conditions or demands of each particular athletic contest. These responsibilities include appropriate conduct at all times, as well as successful academic achievement.

**Practice Sessions and Games:**

Practice sessions are normally closed to spectators because interruptions and interference to an athlete's concentration and focus can jeopardize the achievement of athletic objectives at that time, as well as their safety. Without complete concentration and focus, an athlete is more likely to be injured in athletic competition, a drill, or activity.

Spectators are strongly encouraged to attend games however, and can be the key element to an athlete's success. Parental and spectator support of each athletic team or squad is much appreciated and imperative in creating a positive environment for all participants.

# Washoe County School District

## Student Activities

425 E 9<sup>th</sup> Street, Reno, NV 89512  
(775) 789-4663 Fax (775) 348-0286

Brian Rothe, Coordinator, Athletics/Activities  
Nasyeli Centeno, Administrative Assistant

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### ACCOMMODATIONS FOR STATE TRAVEL

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Athletes and coaches **must use** the travel and room accommodations arranged by the Washoe County School District, Student Activities Office. **WCSD policy for state travel is based on cost and availability.** Student Activities will, as a general rule, will bus groups totaling over 15 (including coaches); and fly individual teams/groups when the total number of WCSD athletes and coaches traveling to the Las Vegas metropolitan area is 15 or less. ***Athletes who fail to use district travel and accommodations may not compete at state.*** Per Diem is paid by individual schools *at the District maximum rate of \$20 per student per day.* The individual program may not change the travel and/or room accommodations. Each athlete will be assigned a room with a maximum of four athletes per room. Athletes will not be assigned one to a room. Athletes may be asked to share a room with athletes from another school as well as coaches sharing a room with coaches from another school. If a coach wishes to stay in their own room they must make their own travel arrangements and pay for the room themselves. The coach should also have the **Athletic Emergency Information Form** for each athlete in their possession on the trip.

WCSD will make arrangements to use Las Vegas, Clark County School District buses for transportation if there is a need. Coaches need to have a **Transportation Roster** at all times during the trip that includes students' name, address, telephone number, and date of birth. Ground travel at the site may be arranged by the individual school site at their expense. If a coach or anyone else is to drive students using rental cars/vans WCSD Admin Regulation 3545.2 requires that everyone must have an **approved** copy of the **Annual Request to Transport Students** in their possession. These requests are submitted three weeks prior to the event to the Transportation Department and approval must come from the Transportation Department.

#### Release to parents:

Student athletes can always be released to parents upon parent request. The coach should make contact with the parent after the competition before releasing the student. It is also recommended that the parent provide a note to the coach or athletic administrator/ athletic director prior to or at the time of release. Having parents sign for their student on the bus roster is an excellent way of notifying that the student will not be returning on Washoe County School District transportation.

#### Release to Person Other Than Parent:

Parents may also request **prior to a specific event** that their son/daughter be released to a relative or friend after an event, however the procedure for doing so is meant to discourage those from using it unless absolutely necessary. Please follow the directions in the following sentences exactly. In order to do this, they must submit to the school's athletic administrator/athletic director a completed copy of the **Specific Event Transportation Release Form SA001**. The coach should not release the student unless they have been directed to by Administration or the Athletic Director. The Athletic Director should verify this forms authenticity with a call to the parent or meeting with the parent, a copy of the form is given to the student-athlete (signature of AA/AD required) and the original is kept on file in the Athletic Office. **Again, this must be done prior to the event.** The person transporting the student must discuss the release with the coach or administrator at the site of the activity, and present a copy of the form that has been

approved by the Athletic Administrator, Athletic Director, or Principal (the form in the appendix requires a signature from the athletic administrator/director). **Without the completed form the student cannot be released to anyone other than their parent/guardian.**

### **Overnight Trips- Regulations for Supervision of Overnight Travel**

It is required that a complete itinerary be provided by the coach to the school's administration as well as to the players and parents.

It is very important that athletic directors and administrators advise coaches of their supervisory responsibilities for student athletes on overnight trips. Athletes will be under reasonable supervision **at all times** by their respective coaching staff.

- Athletes may not go to separate restaurants
- The coaching staff will have the latitude and the flexibility to establish supervisory guidelines at: malls, amusement parks, Movie Theaters, or other places.

**Students should not be left unsupervised at any time during the trip.** Any damages or theft that occurs during overnight lodging will be charged to the individual school.

The following restrictions will apply:

- Rooms will be assigned by either the athletic director or coach. Washoe County School District student athletes are to be in their assigned rooms only.
- Upon arrival and at departure, coaches must make a room check and evaluate the condition of the student athlete's room. In addition, periodic room checks are expected.
- **Coaches will advise the lodging desk clerk to turn off phones and paid movie channels to the room of any student athlete.**
- Coaches will advise the athletes of required **curfew**. Whenever there is more than one school or county lodging at the same location, a **common curfew** must be set up and enforced by the participating schools.
- It is recommended that coaches have student cell phone numbers recorded.

It is the athlete's duty to follow established travel regulations. Athletes and their parents/guardians will be advised of their responsibilities in regards to travel regulations. Failure to follow these regulations will result in disciplinary action in accordance with the Washoe County School Districts Policies and Regulations.

An athlete who violates any of the regulations or policies such as breaking curfew, smoking, substance abuse, and/or creates an embarrassing situation for the team, coach, or school will be sent home at the athlete's and parent/guardian's expense. The athlete and parent/guardian will be apprised by the school of this policy prior to the trip taking place. **Schools should have a signed statement by athlete and parent/guardian on file agreeing to the conditions of this policy.**

Finally, coaches should understand that they are **on duty the entire length of the trip**, and should conduct themselves like they are at work. Standards of behavior for our coaches should be exemplary; any questions in regards to this should be directed to Student Activities.



**GAME SUPERVISION**

<b>Fall Sports</b>	<b>HOME</b>	<b>AWAY</b>
Cross-Country B/G	Designee	Designee
Football F/JV	Designee	Designee
Football V	Administrator	Administrator
Golf G	Designee	Designee
Soccer B	Administrator/AD	Designee
Soccer G	Administrator/AD	Designee
Tennis B/G	Designee	Designee
Volleyball	Administrator/AD	Designee
ELKO – AWAY		Designee

<b>Winter Sports</b>	<b>HOME</b>	<b>AWAY</b>
Basketball B	Administrator	Administrator
Basketball G	Halftime – Administrator	Halftime – Administrator
Ski B/G	Designee	Designee
Wrestling	Administrator/AD	Designee
ELKO – AWAY		Designee

<b>Spring Sports</b>	<b>HOME</b>	<b>AWAY</b>
Baseball V	Administrator	Designee
Baseball JV	Designee	Designee
Softball V	Administrator	Designee
Softball JV	Designee	Designee
Golf B	Designee	Designee
Swim B/G	Designee	Designee
Track	Designee	Designee
ELKO – AWAY		Designee

**DESIGNEE = Game Manager, Athletic Director, Coach**

**ADMINISTRATOR = Vice Principal, Principal, Dean**

**All Home Schools – can request away Administrator for rivalries or parent concerns**

**As always, away schools can provide more supervision if they want.**

PARENT INFORMATION PAMPHLET

Expectations of Parent/Guardian

- To provide positive support, care and encouragement to your child and his or her team, coaches and school
- To provide positive support and encouragement to the visiting team, their coaches and school
- Maintain positive behavior and attitude at all athletic contests
- Respect the position and professionalism of the game official(s)
- Refrain from using foul language during and/or after any/all athletic contest
- Refrain from making derogatory comments to players, other parents, game officials or school administrators
- Refrain from yelling criticism at your child and his or her coach or team

Expectations of the Coach

- To treat his/her athlete with dignity and respect
- To reflect a positive attitude in all their approaches to and their interactions with officials and opponents
- Refrain from using obscenity toward players, opponents, officials and fans
- Provide quality leadership that focuses on commitment in preparing students to develop their skills & talents.

**SPORTSMANSHIP IS  
EVERYONE'S RESPONSIBILITY**

SPORT	NAME
Cheer (Fall and Winter Season)	
Cross Country	
Football	
Girls Golf	
Boys Soccer	
Girls Soccer	
Boys Tennis	
Girls Tennis	
Volleyball	
Dance	
Boys Basketball	
Girls Basketball	
Rifle Team	
Ski Team	
Wrestling	
Baseball	
Boys Golf	
Softball	
Swim Team	
Track and Field	

ATHLETIC PHILOSOPHY

The Athletic Program at \_\_\_\_\_ High School belief and goals are to foster in its players and coaches a spirit of cooperation, sportsmanship and mutual respect. The Athletic Department believes that we must all work together to support the efforts of players and to increase the enjoyment of the game. We must support the efforts of the community, school and program for everyone's benefit. Thank you for your consideration of our athletes, coaches, officials and fans.

ATHLETIC SCHEDULES  
[www.kishschoolsports.org](http://www.kishschoolsports.org)

ATHLETIC TRAINER

\_\_\_\_\_ High School

Parent/Athlete/Coach  
Communication Guide



"Home of the \_\_\_\_\_"

School Address  
Phone Number  
e-mail address

Athletic Director:

Athletic Secretary:

Athletic Administrator:

Principal

### Parent/Coach Relationship

Parenting and coaching are both extreme vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, you have a right to understand what expectations are placed on him/her. Clear communication from the coach is imperative.

#### Communication expected from Coach to Parent

- Coaches' philosophy
- Expectations the coach has for your child as well as the entire team
- Location and times of practices and games
- Team rules and guidelines
- Team requirements, special gear and/or equipment, fees
- Any discipline action of your child that results in removal from participation

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, WHAT PROCEDURE SHOULD BE FOLLOWED:

- Contact the coach directly by telephone or schedule an appointment time to meet with him/her
- If the coach cannot be reached, call the Athletic Director to arrange a meeting
- Please do not attempt to confront a coach before, during, or following a contest or practice. Meetings of this nature do not promote resolutions.

### WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION

- Call and set up an appointment with the Athletic Director to discuss the situation
- At this meeting, the appropriate next step can be determined if the situation is still unresolved
  - Meeting with Athletic Administrator
  - Meeting with the Principal

It is the goals of the Athletic Department at \_\_\_\_\_ High School to continually improve communication with the students and parents. For our program to be truly successful, it is necessary that everyone involved understand the direction the program is headed.

#### Communication expected from Parent to Coach

- Notification of any schedule conflicts well in advance (i.e. vacations, college visits, etc)
- Specific concerns regarding expectations
- Specific concerns regarding your child's health

### ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACH

- Playing time
- Team strategy
- Play calling
- Other student-athletes

### APPROPRIATE CONCERNS TO DISCUSS WITH THE COACH

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns to be expressed directly to the coach
- Specific concern in regard to a coach's philosophy and/or expectations
- Academic support and college opportunities

#### Expectations for Student Athletes

The student athlete must accept responsibility for his/her development in becoming a successful participant. Student athletes must:

- Follow all training rules, school rules and academic regulations. Academics come first!
- Learn the sport, cooperate with the coaching staff, and have faith in the coach's system
- Display respect! This includes respect for yourself, the rules of the contest, officials and their decisions, the coaching staff, teammates, opponents, and fans
- Have pride in yourself, your team, your school and care for your facility
- Be a role model for all students before, during and after school
- Exhibit good sportsmanship toward the opponent, teammates and fans
- Work hard, play safe
- Work hard to excel in academics
- Athletes are expected to attend all practices and contests unless special permission has been granted by the Head Coach prior to the absence.

## ADULT SCHOOL VOLUNTEER APPLICATION

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PLEASE PRINT THIS FORM FROM THE WASHOE COUNTY SCHOOL DISTRICT WEB SITE AT  
<http://www.washoeschools.net/Page/3689>

### PRE-GAME SPORTSMANSHIP ANNOUNCEMENTS

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THE NIAA, THE WASHOE COUNTY SCHOOL DISTRICT AND \_\_\_\_\_ HIGH SCHOOL PROMOTES GOOD SPORTSMANSHIP BY STUDENT/ATHLETES, COACHES AND SPECTATORS. WE REQUEST YOUR COOPERATION BY SUPPORTING THE PARTICIPANTS AND OFFICIALS IN A POSITIVE MANNER. PROFANITY, RACIAL OR SEXIST COMMENTS, OR INTIMIDATING ACTIONS DIRECTED AT OFFICIALS, STUDENT/ATHLETES, COACHES, TEAM REPRESENTITIVES OR OTHER SPECTATORS WILL NOT BE TOLERATED AND ARE GROUNDS FOR REMOVAL FROM THIS VENUE, AND/OR A FINE AND POSSIBLE INCARCERATION. ALSO, FOR THE SAFETY OF ALL IN ATTENDANCE, SPECTATORS ARE NOT ALLOWED ON THE GYM FLOOR AT ANY TIME. YOUR COOPERATION AND GOOD CITIZENSHIP IS APPRECIATED.

## TEAM INTRODUCTIONS

\_\_\_\_\_ HIGH SCHOOL WOULD LIKE TO WELCOME OUR  
GUEST FROM \_\_\_\_\_ HIGH SCHOOL, HOME OF THE \_\_\_\_\_  
(MASCOT) TO THE \_\_\_\_\_ GYMNASIUM, HOME OF THE  
\_\_\_\_\_ (MASCOT) OF \_\_\_\_\_ HIGH SCHOOL.

## NATIONAL ANTHEM INTRODUCTION

LADIES AND GENTLEMEN, MAY I PLEASE HAVE YOUR  
ATTENTION! (PAUSE) IN HONOR OF THOSE WHO ARE  
PROTECTING FREEDOM AND HUMAN RIGHTS, HERE IN THE  
UNITED STATES AND AROUND THE WORLD, WOULD YOU ALL  
PLEASE STAND AND REMOVE YOUR HATS. (PAUSE WHILE  
PEOPLE STAND) TO HONOR AMERICA AND IN APPRECIATION  
FOR THE FREEDOM WE ENJOY, WOULD YOU ALL PLEASE JOIN IN  
SINGING OF OUR NATIONAL ANTHEM....

**WASHOE COUNTY SCHOOL DISTRICT  
DRUG, ALCOHOL AND TOBACCO VIOLATION**

**FIRST OFFENSE PROCEDURE FOR ATHLETIC ADMINISTRATORS**

1. Begin the paperwork (listed below) in the presence of the parent / guardian;
  - WCSD Drug, Alcohol, Tobacco Violation Clearance Form and the
  - Substance Abuse Program (SAP) First Offense form.

(Contact Safe and Drug Free Schools for alternative program options if parent requests.)

2. Notify by e-mail: NIAA ([frasmussen@niaa.com](mailto:frasmussen@niaa.com)), Student Activities ([brothe@washoeschools.net](mailto:brothe@washoeschools.net)), and Safe and Drug Free Schools ([swinters@washoeschools.net](mailto:swinters@washoeschools.net)).
3. Make sure the violation has been entered into Infinite Campus, “NIAA Violation” and include the dates of ineligibility and sport(s) affected.
4. The WCSD SAP is an eight (8) hour program, consisting of four (4) two-hour sessions. Student-athlete must attend two consecutive sessions of the WCSD Substance Abuse classes with a parent / guardian to regain eligibility. Additionally, if the entire eight (8) hour program is not completed, the student-athletes two (2) competitive-week suspension will revert to a six (6) competitive-week suspension per NIAA policy and as outlined in the WCSD Athletic Packet.
5. Student-athlete will be required to prepare three (3) separate 1-page research papers on the effects of: 1) alcohol; 2) controlled substance; and 3) performance enhancers; or other topic(s) as approved by the Athletic Administrator. Student-athlete must turn these papers into the Athletic Administrator prior to reinstatement of eligibility.
6. **When numbers 1-5 have been completed and student-athlete is ready to return to competition:**
  - FAX the “WCSD Drug, Alcohol and Tobacco First Offense” form to Student Activities (348-0286). This form must have signatures of student, parent/guardian, and Athletic Administrator.
  - **Upon receipt, Student Activities will sign the form and fax it to the NIAA office and back to the school site with the “CLEARED” stamp on it. Please note that the athlete should not be considered cleared until you have faxed the “First Offense Clearance Form” to Student Activities and have received it back from our office with the “CLEARED” stamp on it and a signature.**

**NOTE: Notify parent and student that a second drug, alcohol or tobacco offense will result in a 90-school-day suspension from all WCSD / NIAA athletics and a referral to Student Activities.**

*revised 9/2011*

**NEVADA INTERSCHOLASTIC ACTIVITIES ASSOCIATION  
DRUG, ALCOHOL AND TOBACCO VIOLATION  
CLEARANCE FORM  
FIRST OFFENSE**

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Student's Name	School	Grade
----------------	--------	-------

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Sports: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\* Date of infraction: \_\_\_\_\_

\* Date of school notification: \_\_\_\_\_

Description of violation:  
\_\_\_\_\_

Video/Film (Describe):  
\_\_\_\_\_  
\_\_\_\_\_

Materials Returned

Assignment (Describe *and provide a written report*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Substance Abuse Education Program (Describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Possible date student becomes eligible:  
\_\_\_\_\_

**NOTE:** Both student and parent have been notified that a second drug, alcohol or tobacco offense will result in a **90-school day suspension from all Nevada Interscholastic Athletics.**

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Print Student's Name	Student's Signature	Date
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Print Parent's Name	Parent's Signature	Date
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School Athletic Administrator	Date
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Brian Rothe, Coordinator Washoe County School District	Pamela Sloan, Director of Athletics Clark County School District	Date
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Bart Thompson, Executive Director, NIAA	Date
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\*Revised 5/29/2013

*Student's Name* \_\_\_\_\_ *Sport(s)* \_\_\_\_\_

*School* \_\_\_\_\_ *Grade* \_\_\_\_\_ *Substance* \_\_\_\_\_

**NEVADA INTERSCHOLASTIC ACTIVITIES ASSOCIATION  
DRUG, ALCOHOL, TOBACCO VIOLATION  
SECOND OFFENSE**

**The student shall be suspended from interscholastic competition for a minimum of ninety (90) school days.** The student shall not be allowed to practice with the team, or participate in any out of season activities and must complete the requirements below. In order to be considered for reinstatement of future athletic eligibility, which shall be determined following the ninety (90) day school suspension of athletic eligibility by the Executive Director, Nevada Interscholastic Activities Association.

\* Date of infraction : \_\_\_\_\_

\* Date school was notified : \_\_\_\_\_

A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian.

The student must successfully participate in all sessions of the appropriate substance abuse intervention program as follows:

Video Program (Describe *and provide a written report*):

\_\_\_\_\_

8-hour Assignment (Describe and provide a written report):

\_\_\_\_\_

\* Possible date student becomes eligible: \_\_\_\_\_

**NOTE:** Both student and parent have been notified that a third drug, alcohol or tobacco offense will result in the student being **ineligible to participate in Nevada interscholastic athletics for the remainder of the student's high school career.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Athletic Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian Rothe, Coordinator  
Washoe County School District

\_\_\_\_\_  
Pamela Sloan, Director of Athletics  
Clark County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bart Thompson, Executive Director  
Nevada Interscholastic Activities Association

\_\_\_\_\_  
Date

Revised 5/29/2013



**NEVADA INTERSCHOLASTIC ACTIVITIES ASSOCIATION  
DRUG, ALCOHOL, TOBACCO VIOLATIONS**

**THIRD OFFENSE**

**Student's Name** \_\_\_\_\_ **Sport(s)** \_\_\_\_\_

**School** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Substance** \_\_\_\_\_

**Student athlete is ineligible to participate in all interscholastic activities for the remainder of their high school career in all Nevada Schools.**

\_\_\_\_\_  
Print Student's Name                      Student's Signature                      Date

\_\_\_\_\_  
Print Parent's Name                      Parent's Signature                      Date

\_\_\_\_\_  
School Athletic Administrator                      Date

\_\_\_\_\_  
Brian Rothe, Coordinator                      Pamela Sloan, Director of Athletics                      Date  
Washoe County School District                      Clark County School District

\_\_\_\_\_  
Bart Thompson, Executive Director                      Date  
Nevada Interscholastic Activities Association

Revised 5/29/2013

SCHEDULE CHANGE

**AAAA NORTHERN REGION  
ATHLETIC CONTEST (Varsity, JV, Freshman) SCHEDULE CHANGE**

SCHOOL: \_\_\_\_\_ Date: \_\_\_\_\_

SPORT: \_\_\_\_\_ Varsity \_\_\_\_\_ JV \_\_\_\_\_ Freshman \_\_\_\_\_

Please check the appropriate action: Addition \_\_\_\_\_ Deletion \_\_\_\_\_ Revision \_\_\_\_\_

PRESENT SCHEDULE:	CHANGE TO:

Reason for Change: \_\_\_\_\_  
\_\_\_\_\_

**Agreement:**

_____	_____	_____
Principal of Initiating School	Fax Number	Date
_____	_____	_____
Principal of Opposing School	Fax Number	Date

**REGION COMMISSIONER**

\_\_\_\_\_  
**Ron McNutt** fax 775-882-5749 Date \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

<p><b>Initiating School Must Notify:</b></p> <p>____ Transportation</p> <p>____ Media</p> <p>____ Security</p> <p>____ Opposing School(s)</p> <p>____ Weather related emergencies (72 hrs. or less)</p> <p>____ Administrators notify officials' commissioner</p> <p>Follow up by fax to the region commissioner</p> <p>Officials must be notified (through the region Commissioner) at least 14 days before change date to avoid penalties</p>	<p><b>Region Commissioner Must Notify:</b></p> <p>____ Master Scheduling</p> <p>____ NIAA Executive Director</p> <p>____ Officials' Commissioner</p>
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- 1. Initiating school contacts opposing school regarding change**
- 2. Initiating school signs form and faxes to opposing school**
- 3. Opposing school signs and faxes to region commissioner – 775-882-5749**
- 4. Commissioner signs approval or denial and returns a copy of agreement to both schools**
- 5. Commissioner notified appropriate officials commissioner.**

POLICE DEPARTMENT HOME ATHLETIC EVENT LIST

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**WASHOE COUNT SCHOOL DISTRICT  
POLICE DEPARTMENT  
HOME ATHLETIC EVENT LIST**

SCHOOL: \_\_\_\_\_ ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

DATE	DAY	EVENT	#OF GAMES	LOCATION at School	OPPONENT	STARTING TIME	BOYS/GIRLS V/JV/ FR

SPECIFIC EVENT TRANSPORTATION RELEASE FORM

---

**SPECIFIC EVENT  
TRANSPORTATION RELEASE FORM**

I hereby acknowledge that I am the lawful parent or legal guardian of

(student) \_\_\_\_\_, who is a student with the Washoe County School District, who is participating in a Washoe County School District approved event or activity.

(Event) \_\_\_\_\_ (date) \_\_\_\_\_

at (location) \_\_\_\_\_.

I hereby authorize the Washoe County School District to release (student) \_\_\_\_\_ to/from (circle one or both) said event to:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Recognizing that the Washoe County School District is otherwise prepared to provide transportation for the travel referenced in this release.

In so doing, and in consideration of the rights afforded hereby, **I RELEASE AND FOREVER DISCHARGE THE WASHOE COUNTY SCHOOL DISTRICT, ITS INSURERS, AGENTS, EMPLOYEES, REPRESENTATIVES, AND ASSIGNS, FROM ANY AND ALL CAUSES OF ACTION, CLAIMS, DEMANDS, OR EXPENSES IN ANY WAY CONNECTED WITH OR ARISING OUT OF THE PRIVATE TRANSPORTATION OF (student) \_\_\_\_\_ AS NOTED HEREIN.**

I hereby represent and warrant that in signing this release, I have been fully advised and represented by legal counsel of my own selection, or that I have had full opportunity to do so, that I am fully familiar with all the circumstances incident hereto, that in executing this release, I rely wholly upon my own judgment and the advice of counsel of my own independent selection, or that I have waived the right to rely on such advice, and that I have been in no way influenced in making this release by any representation or statement whatsoever by any person, individual, agent, employee, representative or servant of the Washoe County School District.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Administrator/Director

\_\_\_\_\_  
Date

Copies: parent  
site file  
coach

revised 10/03/2008

## STUDENT-ATHLETE UNDER ARREST OR CITED

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There are guidelines to refer to in the Nevada Interscholastic Activities Association handbook in regards to requirements for eligibility of our student-athletes. NAC 386.835 is specific to **“Standards of Conduct: General requirements; penalties for violation.”** NAC 386.835 specifically states:

A pupil who represents a school in any sanctioned sport must be of good moral character as determined by the principal of the school. The pupil shall comply with any standards concerning discipline adopted by the school he attends or school district in which he resides and shall not engage in conduct that discredits the pupil or school. As used in this subsection, **“conduct that discredits the pupil or school”** includes, without limitation:

The commission of any act that violates a law or regulation of this State or the Federal Government, such as: shoplifting, vandalism, assault, robbery, breaking and entering, etc.

With the NIAA policy as a point of reference, if a student is arrested or cited for a **misdemeanor** (shoplifting, vandalism, etc.) or a felony (assault, robbery, DWI, possession, etc.) the student will be allowed to represent the school in the interscholastic activities pending legal outcome of the case. However, if there is admission of guilt by the athlete or if, after reviewing the case, school officials believe there is strong evidence (e.g., a witness that indicates probable guilt), then the school may restrict the student from participation before the legal outcome of the case. Parents and the student are to be informed of any problem through a meeting with the head coach, athletic director, and the principal. Students should be afforded due process and it is suggested that language such as this become part of each program’s player contract.

## TRANSFER ELIGIBILITY FORM

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PLEASE PRINT THIS FORM FROM THE NEVADA INTERSCHOLASTIC ACTIVITIES WEB SITE AT

[www.niaa.com](http://www.niaa.com), under FORMS.

## WASHOE COUNTY SCHOOL DISTRICT TRANSPORTATION DEPARTMENT ANNUAL REQUEST TO TRANSPORT STUDENTS

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Please refer to the Students Activity and Athletics web page for the most current form or click on the link below.

<http://www.washoecountyschools.net/csi/search.php?search=af 7576>

FALL COACHES CHECKLIST

NAME	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>BOYS CROSS-COUNTRY</b>									
<b>GIRLS CROSS-COUNTRY</b>									
<b>FOOTBALL</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>Freshman</b>									

SPORT	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>GIRLS GOLF</b>									
<b>BOYS SOCCER</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>GIRLS SOCCER</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>BOYS TENNIS</b>									
<b>GIRLS TENNIS</b>									
<b>VOLLEYBALL</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									



SPORT	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>Freshman</b>									
<b>CHEER Varsity</b>									
<b>Junior Varsity</b>									
<b>DANCE</b>									
<b>OTHER</b>									

WINTER COACHES CHECKLIST

NAME	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>BOYS BASKETBALL</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>Freshman</b>									
<b>GIRLS BASKETBALL</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>Freshman</b>									
<b>SKIING</b>									

SPORT	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>WRESTLING</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>RIFLE</b>									
<b>CHEERLEADING</b>									
<b>Varsity</b>									
<b>Junior Varsity</b>									
<b>Freshman</b>									

SPORT	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
OTHER									

SPRING COACHES CHECKLIST

NAME	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>BASEBALL</b>									
Varsity									
Junior Varsity									
<b>BOYS GOLF</b>									
<b>SOFTBALL</b>									
Varsity									
Junior Varsity									
<b>SWIMMING</b>									

NAME	PAID	CLASSES				FP	BADGE RECEIVED	TELEPHONE NUMBER	E-MAIL
		COACHING EDUCATION	FIRST AID	CPR EXPIRATION DATE	CONCUSSION MNGT				
<b>TRACK</b>									
<b>OTHER</b>									

**Washoe County School District  
Athletic Transportation Bus Roster**

School: \_\_\_\_\_

Sport: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Student Name	Address	Telephone #	Date of Birth	Signed out by parent

UNDER-21 COACH PETITION FORM

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**WASHOE COUNTY SCHOOL DISTRICT  
STUDENT ACTIVITIES  
425 E 9<sup>TH</sup> STREET., RENO, NV 89512  
(775) 789-4663 FAX (775) 348-0286**

**BRIAN ROTHE, COORDINATOR, ATHLETICS/ACTIVITIES  
NASYELI CENTENO, ADMINISTRATIVE ASSISTANT**

---

DATE: \_\_\_\_\_

TO: The Office of Student Activities

FR: \_\_\_\_\_

RE: Petition for Under-21 Coach

Please accept this letter as a petition \_\_\_\_\_  
(name and sport/activity)

to coach at our school, even though he/she is less than 21 years old. As such, we understand that this coach can have no stand-alone supervisory role. We have made it clear in a meeting with this individual that there are challenges with coaching others so close to their own age and any social contact with any member of the student body is strictly forbidden.

**SIGNED AND DATED BY COACH, HEAD COACH, ATHLETIC DIRECTOR and/or  
ATHLETIC ADMINISTRATOR**

\_\_\_\_\_  
Coach Signature Date

\_\_\_\_\_  
Head Coach Signature Date

\_\_\_\_\_  
Athletic Administrator/Director Date

\_\_\_\_\_  
WCSD Coordinator of Activities/Athletics Date



# VARIANCE REQUEST FORMS



## WASHOE COUNTY SCHOOL DISTRICT INTER-WCSD VARIANCE REQUEST FORM ONE FORM PER STUDENT

**ATTENTION:** The variance request process begins in the home school, where parents may request a variance form. This variance request form must be signed by the Principal of the student's home school **and** the Principal of the receiving school. Students attending a WCSD school on an inter-WCSD variance **will need to reapply each year** for the same variance. Variance reapplications need only be made to the current receiving school. The Principal will decide if a continuation of a variance is appropriate.

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Ph. \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Ph. \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Ph. \_\_\_\_\_

This variance is requested for grade: \_\_\_\_\_ What is the name of school you are zoned for? \_\_\_\_\_

What is the name of the school you are applying to? \_\_\_\_\_ Are you an incoming 9<sup>th</sup> grader? Yes  No

If yes, what is the name of the middle school you are attending? \_\_\_\_\_

**REASON FOR VARIANCE REQUEST:** (Check **any** that apply)

- Change of Residence (Continuing Student)     Prefer Curriculum/Program     Mental/Physical Health Problems
- Extracurricular Activities     Work/Child Care Considerations
- Other \_\_\_\_\_
- Other programs required (e.g., Remedial, Academically Talented, Special Education, etc.) Yes  No

If yes, please specify \_\_\_\_\_

**In applying for this inter-WCSD variance, I certify that I fully understand the following:**

1. Variances are revocable at the conclusion of each school year. The reasons for variance revocation may include, but are not limited to, parent request, poor attendance, unsatisfactory behavior or conduct, low academic performance, transportation difficulties, and/or zoning changes.
2. The District does not provide transportation for students granted variances.
3. Granted variances are a one-time transfer.
4. Athletic Eligibility (NIAA Regulations):
  - a. Freshman and sophomore high school students granted variances shall be eligible to participate in interscholastic activities at the sub-varsity level only.
  - b. Juniors and seniors who are granted variances are ineligible for 180 school days. If a student's variance is revoked, the student loses his/her athletic eligibility for the remainder of the current school year. This also includes 180 school days in any other sport the student's name appeared on a NIAA roster.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Home School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION:**  Approved     Disapproved     Continuing Request     New Request     Guidance Directed  
(Check all that apply)

Receiving School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date Variance to Begin \_\_\_\_\_

Comments: \_\_\_\_\_



WASHOE COUNTY SCHOOL DISTRICT  
**MAGNET VARIANCE REQUEST FORM**  
 ONE FORM PER STUDENT

ATTENTION: The Magnet variance request process begins during the signature academy application process, where students must meet the qualifications for participation in a Signature Academy and be invited to attend.

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Ph \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Ph \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Ph \_\_\_\_\_

This variance is requested for Grade: \_\_\_\_\_ Name of Zoned School: \_\_\_\_\_

Name of School you are applying to: \_\_\_\_\_

Name of Signature Academy: \_\_\_\_\_

Are you an incoming 9<sup>th</sup> grade?  Yes  No If yes, Name of Current Middle School: \_\_\_\_\_

In applying for this Signature Variance, I certify that I fully understand the following:

1. The District does not provide transportation for students granted variances.
2. Student athletes attending a Signature Academy at a school other than their zoned high school are eligible to participate in any sanctioned sport offered at that school. (NAC 386.787, NRS 386.430) Students must abide by the regulations of the Signature Variance, which include:
  - a. Student must maintain full enrollment in the plan of study designated by the Signature Academy and associated Signature Program with which they are affiliated.
  - b. Students must continue to meet the requirements of participation in the Signature Academy and associated Signature Program.
3. If a Signature Variance is revoked or a student opts or is asked to leave the Signature Academy:
  - a. Student will return to the zoned school and lose athletic eligibility for the remainder of the school year in which the transfer occurs and for an additional 180 school days for any other sport in which the student's name appeared on a varsity Nevada Interscholastic Activities Association (NIAA). (NAC 386.786)
  - b. Students who are removed from a Signature Academy but allowed to stay at the school in which the Signature Academy exists (which is not the student's school of residence) may revert to a school granted variance and must complete 180 days of ineligibility for any Nevada Interscholastic Activities Association (NIAA) sanctioned sport at the varsity level of competition. (NAC 386.784)
  - c. Students who elect to transfer from a Signature Academy in which they were granted a Signature Variance to a different Signature Academy located outside of their zone of residence may be placed on a school granted variance and will lose athletic eligibility for 180 school days for any sport in which their name appeared on a varsity NIAA roster.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

Signature Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date Variance to Begin: \_\_\_\_\_

Comments: \_\_\_\_\_



WASHOE COUNTY SCHOOL DISTRICT
SIGNATURE VARIANCE REQUEST FORM
ONE FORM PER STUDENT

ATTENTION: The Signature variance request process begins during the application process, where students must meet the qualifications for participation in a Signature Academy and be accepted to attend.

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Ph \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Ph \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Ph \_\_\_\_\_

This variance is requested for Grade: \_\_\_\_\_ Name of Zoned School: \_\_\_\_\_

Name of School you are applying to: \_\_\_\_\_

Name of Signature Academy: \_\_\_\_\_

Are you an incoming 9th grade? \_\_\_ Yes \_\_\_ No If yes, Name of Current Middle School: \_\_\_\_\_

In applying for this Signature Variance, I certify that I fully understand the following:

- 1. The District does not provide transportation for students on a signature variance except to the IB Wooster program.
2. Acceptance is for one school year only. Enrollment will continue from year to year (no application necessary) provided that students continue to meet the grade, credit, attendance and behavior requirements.
3. Granted variances are a one-time transfer.
4. Athletic Eligibility (NIAA Regulations): Freshman high school students granted signature variances shall be eligible to participate in interscholastic activities at the sub-varsity level only.
5. If a student's variance is revoked or the student elects to withdraw from the Signature Academy program of study, student will return to the zoned school and lose athletic eligibility for 180 school days for any sport in which the student's name appeared on a NIAA roster.
6. If student withdraws from the Signature Program after they have been in the program for a full school year, and would like to remain at their current high school, the student may apply for a school granted variance to remain at current school.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

Signature & CTE Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### CODE OF ETHICS - COACHES

The function of a coach is to educate students through participation in interscholastic competition. An inter-scholastic 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 was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation Coaches Association (NFCA) Board of Directors.

- ❖ **The coach** shall be aware that he or she has a tremendous influence, 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.
- ❖ **The coach** shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, 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.
- ❖ **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse
- ❖ **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- ❖ **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- ❖ **The coach** shall master the contest rules and shall teach to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- ❖ **The coach** shall exert his or her influence to enhance sportsmanship by spectators both directly and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.
- ❖ **The coach** shall respect and support the contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- ❖ **Before and after contests**, coaches for competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- ❖ **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 league and/or State High School Athletic Associations.
- ❖ **The coach** shall promote the care, respect and proper treatment of the equipment and facilities of the "hosting" school's site with his/her players when competing at other school locations.

## GENERAL GUIDELINES

- A. The work of the coach must contribute to the educational goals of the school system.
- B. In order to maintain a high standard of performance, the coaches should make every effort to increase and improve their knowledge and technique of coaching.
- C. The coaches should be loyal to colleagues and administrators as they strive to make athletics fit into the general program of education.
- D. Coaches will be responsible for good sportsmanship, fair play, and ethical conduct by all their assistants and players throughout the season.
- E. **At no time should one sport program interfere with another program.** This especially holds true with a sport not in season interfering with a program that is in season. Student athletes should be encouraged to participate in as many activities as they feel qualified for. Encouraging athletes to specialize is improper coaching etiquette and should be brought to the attention of the school's Athletic Administrator and / or principal to be handled at the school site.

## GENERAL RESPONSIBILITIES

- A. Coaches will be responsible for following the regulations and policies of the Washoe County School District, and his/ her assigned school. High School Coaches are responsible for the Nevada Interscholastic Activities Association regulations.
- B. Strict enforcement of eligibility rules and playing regulations will be expected at all times since such application will help promote fair play and eliminate the embarrassment of forfeits and protests.
- C. Coaches will provide all participants, and file with their Athletic Director and vice-principal, a written copy of the standards, procedures, and expectations regarding student behavior, conduct, attitude, compliance with rules, use and care of equipment, discipline, lettering requirements, try-out requirements and any other subject pertinent to participation in the specific athletic program.
- D. Coaches will discuss all codes, standards, procedures, and sports rules with participants at the beginning of the season and then enforce compliance throughout the season.
- E. Coaches are expected to attend all District and school athletic meetings.
- F. **Head coaches are responsible for assuring that each athlete is cleared before being allowed to try-out and / or participate for any athletic team.**
- G. **Head coaches are expected to ride busses to and from athletic events.**
- H. **Coaches are responsible for the direct supervision of student athletes during all athletic events.**
- I. **Coaches are not to leave any event until all athletes are verified to be on the bus or with a parent.**
- J. **Upon returning from an away contest, coaches must wait at the school for student athletes' rides to arrive.**
- K. **A paid coach must be at each practice or event.**
- L. **Supervise all team members. Do not allow athletes to roam the halls of the visiting school, or leave the school campus.**
- M. Coaches must monitor the gym, locker room and any other area under their supervision. These areas must be verified clear of all students and are to be locked and secure before leaving the building. Coaches must check locker room before leaving.

## PROFESSIONAL BEHAVIOR

Educators are role models in the classroom, on the practice fields, and during activities and events. The position of role model for the youth of the State of Nevada cannot be taken lightly. It is expected, therefore, that all educators assigned to such positions demonstrate ethical and professional conduct at all times.

- A. Alcohol, tobacco, and / or drugs are not to be used when supervising students.
- B. Foul and abusive language, taunting or insulting gestures are not to be used or directed towards students, officials, or any other person associated with the activity or contest.
- C. Abusive physical contact with students is prohibited.
- D. Conduct which may result in fighting or which incites individuals to anti-social behavior is prohibited.
- E. The major portion of coaches' time is spent in teaching. The first responsibility is to meet all their teaching obligations. Their attendance at school faculty meetings and department meetings is mandatory. With cooperation of the administration and the department chairman, the coach may be excused occasionally; however, this should be kept to a minimum.

Please be aware of the NIAA regulation "Ejection from contests".

## SELECTING THE TEAM

Choosing the members of any particular squad is the sole responsibility of the athletic coach of that team. The coach must choose the squad members in conformity with the philosophy of the athletic program and utilizing a system that justifies the selection of players. Coaches must allow students an adequate time for the student to try out for the team. It is *mandatory* that try-outs be held for a minimum of two days. When it becomes necessary to eliminate a player during the selection process, the coach should be prepared to discuss his/ her reasons with the athlete and/ or parent or guardian. Before starting try-outs, the coach should discuss with all students involved the standards for making the team and the responsibilities and details involved with being a team member. **All students trying out for a team must own a current student body activity sticker.**

*Revised 1/24/2011*

### **A. Philosophy**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at \_\_\_\_\_, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

## B. Cutting Policies

### 1. Responsibility

- a) Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- b) Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
- c) Prior to squad selection, the coach shall provide the following information to all candidates for the team:
  - (1) extent of try-out period
  - (2) criteria used to select the team, *a written rubric is mandatory to justify cuts*
  - (3) number to be selected
  - (4) practice commitment if they make the team
  - (5) game commitments

### 2. Procedure

- a) When a squad selection becomes a necessity, the process will include three important elements:
  - (1) Each candidate shall have competed in a minimum of *two days of* practice sessions
  - (2) have performed in at least one intra-squad game
- b) Cut lists are not to be posted.
- c) Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
- d) If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the athletic administrator.

*Revised 3/26/2012*

## PRE-SEASON HEAD COACHES CHECKLIST

NAME \_\_\_\_\_ SPORT \_\_\_\_\_

Before the season officially begins all head coaches must complete and turn in the following checklist, accompanied with all materials given to parents and players.

1. Confirm coaching staff (paid or volunteer) including home address, telephone number, email address and social security number. Be sure that the Athletic Director has all of this information. Confirm the completion of required district applications for all assistant/volunteer coaches and has their badge.
2. All coaches must have CPR training and hold a current certification prior to the first practice.
3. Submit a copy of all coaches' certifications to the Athletic Director.
4. Confirm that you have all of your equipment/uniforms for the upcoming season.
5. Review the scrimmage/game schedule and submit corrections to the AD if necessary. AD will make all final game changes.
6. Review the transportation schedule and submit changes to the AD as soon as possible.
7. **BEFORE** any student can participate in any tryout/practice/pre-season workout, make sure he/she is cleared by the office to participate. Check with the Athletic Secretary if you have questions about who has, or has not, been cleared. **Coaches are personally responsible for making sure that athletes DO NOT practice until they are cleared by the office.**
8. Submit tryout/pre-season workout schedule, dates, times, and locations to the AD prior to your first tryout/preseason workout.
9. Provide the AD with an in-season practice schedule (dates, times, and locations) to the AD and Athletic Secretary prior to your first practice.
10. Submit a roster of athletes (including managers) listed in alphabetical order to the Athletic Secretary by the end of the first week of practice. Also include height, weight, year, jersey/uniform number and position (if applicable).
11. Prepare a policy handbook (ex. Team Rules and Disciplinary Procedures) for your sport to be distributed to your teams and their parents. Provide a copy of your policy handbook to the AD, and the Athletic Administrator.
12. Submit a sportsmanship plan for your program based off the NIAA Standards of Conduct for teams and participants.
13. Submit a working budget for your season, listing all fund-raisers, and expenditures for the year.
14. Obtain medical travel kits from the Athletic Trainer for all squads (if applicable).
15. Arrange for a picture day to be held within the first 4 weeks of your season.
16. Meet with the AD to express needs or concerns about playing surfaces for your sport (i.e. football field, big gym, etc.)
17. Conduct pre-season meeting with the coaching staff to review policies, expectations, and compensation.
18. Review rulebook and casebook for your sport. Familiarize yourself with new rules and points of emphasis.
19. Obtain necessary keys for you and your assistants from the building administrator or AD.
20. Submit any and all other forms required by the school or district. This includes personal transportation forms, building use, substitute teacher requests, etc.
21. Submit all overnight/field trip packets if your schedule has overnight trips. This includes WCSD Activity Overnight Trip Form, itineraries/contact information, and parent notification.
22. Organize managers, statisticians and filmers.
23. Awards night date – set for end of season awards for all levels of the program. Submit all facility use forms if using the school campus for your event.
24. After selection of teams – activity excused lists for each level of your program – submit to athletic secretary or director.



## AWARD BANQUETS

1. Head Coach
  - a) Thank everyone who helped with your season.
  - b) Keep comments about the season brief and positive.
  - c) Make sure every player is introduced by name.
  - d) Comments about each player should be brief and positive. Keep most comments for seniors.
  - e) Do the talking for your team. Conduct the awards portion of your program.
  - f) Do not announce next year's captains.
  
2. Reserve/Freshman Coach
  - a) Thank people special to your season.
  - b) Comments about your season should be brief, positive. Save time for the varsity coach to make most of the comments.
  - c) Introduce each player by name. Save time by calling entire team forward together, then introducing each player.
  
3. General Guidelines
  - a) Unexcused absent players - no comments, please.
  - b) Public predictions or announcements of next year's varsity players are unfair to underclassmen. Everyone deserves a chance to make varsity.
  - c) There are parents in the audience who care only about their athletes. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
  - d) Be positive - no excuses need to be made for anything.
  - e) Double check names, grade level, jersey numbers.
  
4. Comments to avoid
  - a) Talking about the past (coaches or players)
  - b) Predictions about the future (they can haunt you)
  - c) Anecdotes not appropriate for a more formal awards ceremony
  - d) Recruiting for next year's team - it makes this year's players feel inadequate
  - e) Talking about other teams or other schools on any level
  - f) We are not inferior to any team we play.
  - g) Season review - keep it short and positive. You have a captive audience.
  - h) If you plan to resign from your coaching position, please do not announce this at the awards night.
  
5. Awards
  - a) Coaches should keep the certificates, letters, pins, bars, 4-year, conference, district or state awards. Four-year plaques are for earning four varsity letters in a sport. Most Valuable and Most Improved and other special awards authorized for your sport should be given at the end of your presentation.
  - b) EVERY SEASON IS A SUCCESS!

## COACH EVALUATION

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❖ **The evaluation form may be obtained from the Student Activities Office.**

### **Procedure**

- 1) Meet with the Head Coach to go over the evaluation document prior to the beginning of the season; ask them to state their goals for the season.
- 2) At the meeting to go over the evaluation document, tell them you would like them to complete a self-assessment and turn it in during the season (set a due date). At this meeting emphasize that they will be responsible for turning in this same evaluation document for each one of their assistants. Stress that the evaluation process is a great tool to improve performance.
- 3) Conduct formal and informal observations of the coach throughout their season, gathering artifacts.
- 4) When the season concludes set up a meeting time to go over the evaluation. It is a good idea to give them their written evaluation prior to the meeting. Again remind them that their assistant coach evaluations are due at the meeting.
- 5) Use the evaluation signing conference as an opportunity to have an open discussion about what is going right not only with them, their coaching staff, and also within the entire Athletic Department.
- 6) Make sure to talk about your recommendations for next year, and encourage them to attach to the evaluation any concerns they may have.
- 7) Ensure the written evaluation has signatures of the Athletic Administrator/Director, and the Head Coach. Give a copy to the coach and keep a copy in the Coach's file.

# WASHOE COUNTY SCHOOL DISTRICT

## COACHES EVALUATION

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>STANDARD 1</b>	<b>Unsatisfactory</b>	<b>Level 1</b> Target for Growth	<b>Level 2</b> Proficient	<b>Level 3</b> Area of Strength	<b>N/A</b>
<b>Professional Responsibilities and Growth</b>					
Understands and follows coaching criteria as outlined by athletic department.					
Understands and follows rules and regulations set forth by the NFHS, NIAA and WCSD.					
Attends all required meetings by school and athletic associations, i.e., officials meetings, etc.					
Accepts and implements athletic department decisions and policies.					
Completes all required certifications prior to start of season.					
Submits all required forms relating to sport season.					
Keeps administration informed of injuries, potential issues and/or problems.					
Oversees and is responsible for individual team parent booster groups and follows all athletic department policies relating to these groups.					
Ensures all off-campus coaches are WCSD cleared prior to interaction with student-athletes.					
Ensures that all athletes are cleared through the athletic department prior to participation.					
Works toward continuous improvement in their sport.					
COMMENTS:					
<b>STANDARD 2</b>	<b>Unsatisfactory</b>	<b>Level 1</b> Target for Growth	<b>Level 2</b> Proficient	<b>Level 3</b> Area of Strength	<b>N/A</b>
<b>Coaching Performance</b>					
Performs as a positive role model for other coaches, student-athletes, staff members and game officials.					
Supervises athletes during practice, games, in locker rooms and training room.					
Maintains current knowledge of sports rules and rule changes.					
Develops and adheres to a well-organized published practice schedule. (As a general rule practice should not exceed 3 hours.)					
Utilizes staff members and team to its maximum potential.					
Recognizes roll of athletics in the development of lifelong values.					
Teaches and practices highest standards of sportsmanship and personal conduct at all times.					

Maintains individual and team discipline.					
Provides guidance and help to assistant coaches.					
Uses language correctly and effectively. (Practice and games are an extension of the classroom.)					
COMMENTS:					
<b>STANDARD 3</b> <b>Student-Athlete Development and Growth</b>	<b>Unsatisfactory</b>	<b>Level 1</b> <b>Target for</b> <b>Growth</b>	<b>Level 2</b> <b>Proficient</b>	<b>Level 3</b> <b>Area of</b> <b>Strength</b>	<b>N/A</b>
Works to develop athletic ability and understanding of the game.					
Instills high standards of personal conduct and sportsmanship.					
Promotes positive relations with student-athlete and their parents.					
Teaches and practices respect for all individual participants, including opponents and officials.					
Teaches the rules and proper techniques of the game.					
Encourages and promotes all sports and student-athletes within the athletic program.					
Continually works with athletes without interfering with other sports programs.					
COMMENTS:					
<b>STANDARD 4</b> <b>Equipment and Facilities Maintenance</b>	<b>Unsatisfactory</b>	<b>Level 1</b> <b>Target for</b> <b>Growth</b>	<b>Level 2</b> <b>Proficient</b>	<b>Level 3</b> <b>Area of</b> <b>Strength</b>	<b>N/A</b>
Stress proper care of equipment and facilities.					
Instills in student-athletes the proper care of uniform and equipment and have policy in place for replacement for student-athlete.					
Keeps an accurate and ongoing inventory of uniforms, equipment and supplies used by team.					
Collects all uniforms and equipment at end of season.					
Works cooperatively with grounds keeper/custodial staff with maintenance of facility.					
Informs athletic department of any safety or maintenance issues regarding facility.					
COMMENTS:					

<b>STANDARD 5 Related Areas Associated with Coaching</b>	<b>Unsatisfactory</b>	<b>Level 1 Target for Growth</b>	<b>Level 2 Proficient</b>	<b>Level 3 Area of Strength</b>	<b>N/A</b>
Ensures all funds raised for the program are deposited with school bookkeeper.					
Follows proper procedures for purchasing equipment, supplies and payment of assistant coaches.					
Operates within program budget.					
Has in place a program philosophy and development program for lower levels.					
Participates in banquets, parent meetings and additional awards nights.					
Works cooperatively with middle school rules and regulations.					
Works cooperatively with school athletic trainer.					
Promotes and encourages student-athletes academic progress.					
Completes and returns assistant coaches evaluations to athletic department.					
COMMENTS:					
<b>COMMENDATIONS/RECOMMENDATIONS:</b>					
<b>RECOMMENDATION FOR NEXT YEAR:</b>					
<input type="checkbox"/> Recommended for continued assignment. <input type="checkbox"/> Recommended for reassignment provided improvements are made. <input type="checkbox"/> Not recommended for reassignment.					

Evaluator's Name (please print) \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Comments:       Attached       To Follow       None