

# Ontario High School

## Athletics & Activities

# HANDBOOK

2023-2024  
GRADES 9-12



*"WE'RE O POSITIVE"*  
1115 w. Idaho Ave., Ontario, Oregon 97914

MISSION STATEMENT 3 **PART 1 – FOR COACHES/ADVISORS** 3 SECTION 1: PHILOSOPHY 3  
SECTION 2: INSTRUCTIONAL GOALS FOR STUDENTS 3 SECTION 3: ATHLETICS/ACTIVITY  
STANDARDS 3 SECTION 4: STUDENT ELIGIBILITY 3 SECTION 5:  
DISCRIMINATION/HARASSMENT 4 SECTION 6: CONTRACT LENGTH 4 SECTION 7:  
COMPLAINTS AGAINST COACH/ADVISOR 4 SECTION 8: PARENT AND STUDENT APPEALS 4  
SECTION 9: REQUIREMENTS FOR COACHES/ADVISORS 4 SECTION 10: SCHEDULING 5  
SECTION 11: COMMUNICATION 5 SECTION 12: LIABILITY 5 SECTION 13: FACILITY USE 5  
SECTION 14: EVENT OFFICIALS 5 SECTION 15: AWARDS AND RECOGNITION 5 SECTION 16:  
DAILY PRACTICES 6 SECTION 17: OFF/IN SEASON SPORTS/ACTIVITIES POLICY 6 SECTION  
18: FACILITY KEYS/SECURITY CODES 7 SECTION 19: VOLUNTEERS 7 SECTION 20: SHARED  
COACHING/ADVISOR STIPENDS 8 **PART 2 – FOR STUDENTS/PARENTS** 9 SECTION 21:  
ACADEMIC REQUIREMENTS 9 SECTION 22: ATTENDANCE REQUIREMENTS 9 SECTION 23:  
ATHLETICS/ACTIVITIES CODE OF CONDUCT 10  
SECTION 24: ADDITIONAL EXPECTATIONS OF PARTICIPANTS 19 SECTION 25:  
ATHLETIC/ACTIVITY CLEARANCE 19 SECTION 26: TEAM SELECTION/CUT PROCESS 20  
SECTION 27: CHANNELS OF COMMUNICATION 20 OSAA POLICIES 21 **PART 3 – PROGRAM  
PROCEDURES** 22 SECTION 28: TRANSFERS BETWEEN SCHOOL DISTRICTS 22 SECTION 29:  
UNDUE INFLUENCE 22 SECTION 30: MISREPRESENTATION 22 SECTION 31: LEGAL  
GUARDIAN 22

1

SECTION 32: OSAA STARTING YEAR/SEASON DATES 22 SECTION 33: SPORTS SEASONS  
22 SECTION 34: CONTEST LIMITATIONS 22 SECTION 35: PRACTICE/CONDITIONING 23  
SECTION 36: INCLEMENT WEATHER 23 SECTION 37: EJECTION POLICIES 23 SECTION 38:  
TEAM WITHDRAWN FROM CONTEST 24 SECTION 39: ATHLETIC CAMPS & TEAM MEALS 24  
SECTION 40: FUNDRAISING 24 SECTION 41: BOOSTER CLUB 24 SECTION 42: ACCIDENT  
AND INJURY PROCEDURES 24 SECTION 43: TRANSPORTATION- OUT OF DISTRICT EVENTS  
25 SECTION 44: USAGE/SCHEDULING OF ATHLETIC FACILITIES 25 SECTION 45:  
CONCESSION FACILITIES 26 SECTION 46: EVALUATION OF COACHES/ADVISORS 26 **PART  
4 – JOB DESCRIPTIONS** 27 **PART 5 – EVALUATION FORMS** 34 **PART 6 – FUNDRAISING  
FORM** 40 **PART 7 – OSD BOARD POLICY AND PROCEDURES** 41

## MISSION STATEMENT:

TO PROVIDE CO-CURRICULAR, EDUCATION BASED ATHLETICS AND ACTIVITIES, WHICH ENRICH THE EDUCATIONAL EXPERIENCES OF HIGH SCHOOL STUDENTS

## SECTION 1: PHILOSOPHY

*First*, we believe in sportsmanship and participation.

Above all else, the *character* of our coaches/advisors and students comes first. The simplest definition of *character* is being a positive role model for the student. Within that definition are five key behaviors: 1. Support the student's academic development first. 2. Present yourself to the student as someone who promotes a healthy life.

3. Speak positively about all coaches/advisors, students, parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behavior.

4. Coach the student with positive feedback and constructive criticism while maintaining a safe and healthy environment.

5. Model and demand sportsmanship and positive participation from staff and students. The program should also model and develop loyal attitudes toward team, school and community, and demand proper social behavior of all.

*Second*, we realize the programs and facilities exist for student development. The community built them for that purpose. As coaches and activity advisors we are the "custodians" of that investment. We will protect and enhance this investment to its highest degree. *Third*, we believe in equity. We are committed to providing comparable programs for boys and girls and to modeling our belief that all school programs, including academics/athletics/activities, are valuable for young people.

*Fourth*, we believe in supporting the standards adopted by the Ontario School District and the Oregon School Activities Association (OSAA). In that capacity, we realize we are "goodwill" ambassadors for both organizations and will conduct ourselves as such.

## SECTION 2: INSTRUCTIONAL GOALS FOR THE STUDENT

Each program will be conducted so students receive instruction from the coach/advisor through a variety of instructional strategies. See Part 5 for coaching evaluation rubrics.

Coaches/advisors must comply with OSAA and OSD Academic Requirements (see athletic/activity policy statement in the student section of this handbook)

## SECTION 5: DISCRIMINATION/HARASSMENT

Equal educational opportunity and treatment shall be

## SECTION 3:

### ATHLETIC/ACTIVITY PROGRAM STANDARDS

The district is committed to *total program quality*. In its simplest terms *total program quality* is evidenced by an honest and productive working relationship between the coach/advisor and the district that allows for team planning, mutual support, problem solving and fair evaluations. Within this setting, the district is committed to a number of program standards:

- Select qualified coaching and supervisory staff for each school sponsored event.
- Provide training for staff in response to new regulations, policies, and laws.
- Maintain equipment and facilities in a safe condition.
- Provide for equity and accountability in budgetary decisions.
- Evaluate the performance of coaches/advisors in accordance with job descriptions and program goals.
- Communicate directly with coaches/advisors on points of student, parent, and community concerns.
- Promote the programs to the community. · Develop and/or coordinate community-funding strategies for the programs, with help of coaching staff.
- For the coach/advisor, the *total program quality* standards include:
  - Support for the district philosophy.
  - Involvement in community fundraising and program work projects.
  - Adherence to program rules and policies including enforcement of the student athletic/activity code.
  - Acceptance and use of constructive feedback from the program administrator.
  - Enthusiasm for the program.

**SECTION 4: STUDENT ELIGIBILITY** The high school principal and the athletic/activity administrator are responsible for determining the eligibility of students to participate in all programs. In OSAA sanctioned programs, the administration shall submit an eligibility report to OSAA prior to the activity's first competition. In the event the administration determines that a student is not eligible for an OSAA event, the coach/advisor must comply with the administrator's directions concerning that student. In events that are not under the auspices of OSAA, the administrator shall provide the coach/advisor with rules governing participation and the administrator shall be the final arbitrator of all participation questions.

provided to all persons. No student enrolled in the district shall, on the basis of age, disability, national origin, race, religion or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the district. Coaches/advisors are expected

to educate students about the district's policy and to act proactively to maintain a discrimination-free environment for athletes. Due to district insurance policies, High School coaches and volunteers need to be twenty-one (21) years of age. Ontario High School recognizes that circumstances will arise where a coach/volunteer may need to drive a team or equipment with a district owned/rented vehicle. The driver must be twenty-one (21) years of age in order to be in compliance. In addition, the district shall provide a harassment-free student environment. Coaches/advisors are expected to educate students about the district's policy and to act proactively to maintain a harassment-free environment for students. Harassment includes, but is not limited to:

- intentionally harassing or annoying another person;
- subjecting another person to offensive physical contact;
- publicly insulting with abusive words or gestures in a manner intended to provoke a violent response; or,
- subjecting another person, or their family, to threats of violence or physical harm.

Coaches/advisors are expected to know and support the district's non-discrimination and non-harassment policies. Coaches/advisors are expected to immediately intervene to stop any discriminating or harassing event and to report the event to the athletic/activity director or other school administrator. If a coach/advisor is in doubt as to whether a situation or incident qualifies as discrimination or harassment, he/she should still report it.

## SECTION 6: CONTRACT LENGTH

The length of any coaching/advisor contract is for the current season. The district makes the continuation of extra duty assignments annually. In conjunction with the principal and the athletic/activity director, incoming head coaches may elect to retain coaches/advisors who have been in the past program or may choose to open one, multiple, or all assistant coach positions.

## SECTION 7: COMPLAINTS AGAINST COACHES/ADVISORS

It is understood by the nature of extra duty contracts, that coaches and activity advisors perform their duties in a public arena and thereby provide the community an extensive opportunity to observe their performance. In the event that a complaint is made to the athletic/activity

director or other school administrator, superintendent, or board member about an extra duty coach or advisor, the complaint shall be referred to the supervisor/evaluator and resolved at the lowest possible level whenever possible. It is important that a coach or advisor be made aware of any complaints and has an opportunity to respond. Anonymous complaints will be heard, but not considered as part of a formal complaint. The OSD athletics / activities chain of command will be observed in the following order:

1<sup>st</sup>- Parent/Player to Coach

2<sup>nd</sup>- Parent/Player to Athletic/Activities Director

3<sup>rd</sup>- Parent/Player to Building Principal

## SECTION 8:

### PARENT AND STUDENT APPEALS

The district encourages parents and students to appeal a rule if they feel it has been unfairly enforced or if there are extenuating circumstances. A parent/student appeal shall be in writing. Coaches/advisors are expected to consider such appeals and to reach an understanding or resolution of the issue with the parent and/or student. If resolution cannot be reached, the athletic director or principal shall review the appeal, with final appeal to the superintendent whose decision is final.

## SECTION 9: REQUIREMENTS FOR COACHES/ADVISORS

All non-licensed and newly hired coaches/advisors must meet with the school athletic/activity director to successfully complete the following requirements: 1.

- District and OSAA guidelines regarding emergency first aid procedures and safe schools training. Updated first aid card is required.
2. All OSAA certification training, including Concussion Management, Steroid Awareness Training, Heat Acclimatization Training and Fundamentals of Coaching Education Program (through NFHS.org).
3. Knowledge of the District Emergency Response Plan procedures pertaining to after-school events.
4. Knowledge of the district's rules and policies as set forth in this Handbook and other documents provided by the athletic/activity director.
5. Fingerprinting (to be arranged at the district office).
6. Employment forms (to be generated from the district office).

7. Van certification when applicable. (*Volunteer / Paid coaches must be 21 years of age to drive a district owned/rented vehicle.*)

## OSAA/OHSCA/OADA Coaching Certification and Training

With a need for certified coaches/advisors in the State of Oregon increasing, the Oregon School Activities Association, the Oregon High School Coaches Association, and Oregon Athletic Director's Association have developed a certification program for the coaches in the state.

Certification is required of all coaches who are associated with any high school program. Exception: A non-certified

coach hired after the required date may coach with a certified coach for one sport season, but would be required to satisfy the certification requirement prior to the beginning of the second sport season in any sport. Any other emergency exception must be authorized in writing by OSAA.

Coaches/advisors may also apply to attend clinics to enhance their coaching through approval from the Athletic Director and Building Principal.

## **SECTION 10: SCHEDULING**

The athletic/activity director will schedule all events. The athletic/activity director will work with Head Coaches to determine the best schedule for their particular sport. Head coaches are encouraged to submit ideas for non league events. All official confirmation of events or change of events must have the athletic/activity director's approval.

## **SECTION 11: COMMUNICATIONS**

Official program correspondence regarding athletics or activities to students, parents, and the community must have prior approval of the athletic/activity director. This includes but is not limited to (season calendars, team/program expectations, district approved electronic communication methods) Coaches/advisors are expected to assist individual students when asked for help in gathering information or applying for potential college scholarships related to their athletic/activity performance. All communication via social media platforms must include a positive reflection of Ontario School District schools, students, coaches and the athletic program.

## **SECTION 12: LIABILITY**

Coaches/advisors are responsible for the welfare of students who participate in their programs. Additionally, coaches/advisors are expected to report any program safety concerns that may endanger students or spectators as well as any violations of the rules/regulations governing athletics/activities they believe may have occurred. Such concerns must be reported to the athletic/activity director immediately.

## **SECTION 13: USE OF FACILITIES/PROGRAMS FOR RELIGIOUS PURPOSES**

School staff, volunteers, or parents are not allowed to lead students in prayer or other religious activities prior to or during any school event or at any school facility. Questions regarding religious activities should be presented to the athletic/activity director for answers.

## **SECTION 14: EVENT OFFICIALS**

## **SECTION 16: DAILY PRACTICES**

Daily practice is an expectation. Cancellation of any practice should be communicated in advance with the athletic/activity director.

### **Team Practices**

1. A coach/advisor is required to be present at all team or activity practices, including when students are allowed to use the weight room, participate in "open gym" or at any other time a coach/advisor allows a student to use any school facility.
2. There shall be no games, mandatory practices, equipment issue or any other athletic/ activities held on Sundays or holidays without administrative approval.
3. No athletic practice of any kind can be held during

Only the athletic/activity director can secure officials for school-sanctioned events. Coaches are encouraged to report any issues with officials to the athletic/activity director. Any coach who is disciplined by an official (ejection, technical foul, red card) is required to notify the athletic/activities director within 24 hours of the action.

## **SECTION 15: AWARDS AND RECOGNITION**

The following guidelines are designed to ensure a level of spirit and amateurism commensurate with high school athletics and activities.

Each sport/activity will have an end-of-season recognition event with a major, positive emphasis on the student. For sports, the school may select a male and a female Athlete of the Year. Each sport may recognize a Most Valuable Player, Most Inspirational Player, or other such designations. The selected athletes may be recognized by a certificate or plaque. The athletic/activity directors must approve all other individual or special team awards. Examples of acceptable awards are rotating trophies, plaques, and pictures for trophy case display. Examples of unacceptable awards are names on uniforms or warm-ups, gifts, or an award with extrinsic value.

Any athlete recommended by the coach may be eligible for a varsity award, regardless of established qualifications. (The purpose of this is to provide for injured athletes or deserving seniors.) Awards for athletes brought up for playoffs are at the discretion of the coach.

An athlete will receive a chenille letter as a varsity award only once during his/her high school career. All other varsity awards will be in the form of certificates, sport emblems, and service bars. The official letter, with distinctive markings, may be awarded to the manager on the recommendation of the coaches.

Students who participate in competitive and performing activities are also eligible to earn a varsity letter. Cheer, dance, band, choir, speech, drama, all have specific criteria in their constitutions/handbooks that outline the requirements that can occur over a school year calendar.

Criteria for awarding varsity letters may vary among sports/activities. Written criteria for each sport/activity are available through the athletic/activity director.

school hours without administrative approval. 4. There should be no individual or group practice unless a coach or faculty member is in attendance. 5. Coaches are to remain in the activity or dressing room area until all athletes have left the premises. The condition and general maintenance of the dressing room is the responsibility of the coaches and athletes.

6. Coaches will be given a weekly attendance report. The report will be run on the first day of school for that week, and will use attendance data from the previous week. The athletic/activity director will determine practice/participation based on the following criteria:

Three (3) or less unexcused PERIOD absences in the

previous week will result in No Penalty

Four (4) to six (6) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out one practice for the current week.

Seven (7) to nine (9) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out two practices for the current week

More than ten (10) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out of all practices and activities including contests for the current week.

Permission from a physician is required before a player may return to practice after an injury or severe illness.

## SECTION 17: OFF / IN SEASON SPORTS/ACTIVITY POLICY

Because some athletes have goals and expectations of themselves that go beyond a 'normal' three-month season in a particular sport, and they still enjoy the competition in other sports, the following policy guidelines are to be followed for students participating in more than one sport:

1. Coaches of both in-season programs are to be advised of the athlete's goal to manage both, and schedules of competitions and practices will be available to coaches of both sports and to parents. All parties must come to a mutually agreed upon schedule. The athlete **MUST** choose one of the sports/activities as their primary activity/sport for that season. The athlete will not be allowed to participate in dual sport/activity unless ALL parties (parents, athlete, coaches, athletic/activity director) have agreed.

2. If there are conflicts with games or practices, the primary sport/activity will take precedence. Examples follow:
  - a) If an athlete has chosen Soccer over Football as their primary and practice times are at the same time. The athlete will go to the soccer practice before attending the football practice.
  - b) If an athlete has chosen wrestling over basketball as their primary sport and there is a wrestling match on the same day as the basketball game. The athlete will attend the wrestling match.
  - c) The athletic/activity director will have final say on all unresolved issues.
  - d) School activities such as FFA, Drama, Band & Choir that utilize class time for practices, rehearsals, etc. will be exempt from the athlete choosing their primary activity. Practices will arise after school when events become closer. Coaches will be flexible in working with other activities so that students can prepare for those competitions.
3. During the school year, team sport coaches will only be allowed to work with two (2) athletes at a time during the off season. This is referenced by OSAA as "the rule of two." Coaches of individual sports do not fall under the rule of two, per the OSAA. The school year is defined as the start/end of the OSAA calendar. (see below for OSAA dates)

### MORATORIUM WEEK

Moratorium week is a period scheduled by the OSAA in which NO coach is allowed contact with ANY athlete.

### DATES (2023/2024 School Year)

**Moratorium Week July 23 – July 29 2023 Season 1**

### Off-Season Open Facility and Weight Room Policy

1. Ontario School Districts major athletic emphasis is on IN-SEASON SPORTS, with ALL coaches encouraging the multi-sport athlete.
2. Open facility activities are designed for those athletes who choose not to participate in the current season sports.
3. Facilities: The weight room will be available in the mornings, before school, and after school for OHS students **as long as there is proper supervision**. This will be an open facility. All team rooms are for in-season sports only. Team rooms are closed to "out-of-season" athletes for security and supervision (safety) reasons. District staff or approved adult supervision is required at all times for any facility in the Ontario School District.

### Sports/Activities Programs

The position of OSAA on summer activities is as follows:  
*The Oregon School Activities Association recognizes that it does not have authority over Oregon's high school*

*students, personnel, facilities and equipment outside the OSAA year with the exception of recruiting or when school practices may start. The responsibility for and control of summer activities rests with the local school district.*

As a result, the following guidelines apply:

- There will be no school-financed summer programs.
- There will be a separation of community programs and school programs as much as possible during the school year.
- No athlete will receive preferential treatment as the result of participation in summer league or summer programs sponsored by coaches/advisors. Participation in a summer program is not a requirement for participation in any sport/activity sponsored by the Ontario School District during the school year.

## Commercial Summer Camps

Athletics: The OSAA Executive Board has determined that commercial summer camps do not properly come under the jurisdiction of the OSAA. The executive board recognizes the prerogative of parents to determine the activities of their children during the summer, non-school camps. This is strictly a volunteer choice of the parents, and in no way can a student be required to attend a commercial summer camp.

Student activities (dance/drill, music, cheerleading, speech): Service clubs, school organizations or schools may pay for student activities participants to attend commercial summer camps. Schools may set their own policies requiring student activities participants to attend commercial summer camps.

The OSAA year ends with Memorial Day weekend. Summer teams may begin competition immediately following Memorial Day, the first day after the end of the OSAA year.

Fundamentally, a student may participate in a summer recreational league in any sport with the following limitations:

1. The student may not represent his/her school in any such program.
2. The student may participate on a team comprised exclusively of students from his/her own high school, provided the team is in no manner sponsored by nor represents the school.
3. The student may participate on a team composed of students from more than one high school, provided the team neither represents nor is sponsored by a school.

## SECTION 18:

- The volunteer coach must be certified through the NFHS Coaching Principles Course sponsored by OSAA.
- The district retains the right to utilize volunteer coaches and/or individual volunteers at its discretion.
- Due to district insurance policies, ALL coaches and volunteers need to be twenty-one (21) years of age. Ontario School District recognizes that circumstances will arise where a coach/volunteer may need to drive a team or equipment with a district owned/rented vehicle. The driver must be twenty-one (21) years of age in order to be in compliance. Exceptions may be made for district employees.

## SECTION 20: SHARED COACHING / ADVISORS STIPENDS

When two coaches/advisors choose to share a coaching/advisor stipend, both coaches/advisors must agree to the percentage of sharing that occurs and sign a written statement provided by the athletic/activity director outlining their agreement. Time spent discussing the shared agreement will be considered as VOLUNTEERED

## FACILITY KEYS/SECURITY CODES

Facility keys and security fobs are issued to district personnel and cannot be loaned or transferred to any other person. Lost/stolen keys or security fobs must be reported to the athletic/activity director immediately. Keys will either be reissued or returned by any coach at the end of the season evaluation.

## SECTION 19:

### VOLUNTEER COACHES AND ADVISORS

If a program desires to have additional coaches/advisors involved in their program they must seek approval from the Athletic Director and Building Principal. The following rules must apply when adding VOLUNTEER

COACHES/ADVISORS to programs:

- The position must be posted through the HR office to solicit candidates.
- Candidates must be interviewed and approved by the athletic/activity director.
- Demonstrate knowledge and follow all district's rules and policies as set forth in the *Ontario High School Athletic/Activity Handbook*.
- Are subject to all rules and policies in the *Ontario High School Athletic/Activity Handbook*, including the evaluation of coaching performance. Must submit a complete Ontario School District Background Check Verification, Drug Testing and complete all other Ontario School District training.
- When the volunteer coach is not a licensed certified coach/advisor, they MUST be under the direct supervision of a district-approved coach/advisor at ALL times when athletes are present. Direct supervision is defined as within sight and within normal voice contact.

time and is not considered the financial responsibility of the district.

All SHARED COACHING/ADVISOR situations must be discussed and agreed to by the athletic/activity director.

Ontario is fortunate to have many dedicated and hard working coaches on our staff. Many of them have received distinguished awards, and have been selected to coach State all-star teams. Each sport is allowed a specific number of coaches whose salaries are paid by the school district. The head coach of each sport is responsible for the entire program, and he/she works with assistant coaches to offer a quality program. We are also very fortunate to have a number of volunteer coaches who are non-paid members of our coaching staff. We appreciate their contribution to our athletic program.

The athletic/activities code as outlined in this handbook establishes minimum expectations for athletics/activities for the current school year. The code will be administered by coaches/advisors in conjunction with the building administration. All participants in athletics/activities in the Ontario School District are also governed by the rules/regulations outlined in the *OSAA Handbook and Ontario High Student Handbook*. All rules/regulations apply to coaches/advisors and students in grades 9-12.

## SECTION 21: ACADEMIC REQUIREMENTS

The Academic Eligibility Policy for participation in extracurricular activities covers all those activities in which members compete against outside groups and/or perform before an

audience. At present this includes: all sports teams, cheer, class and student body officers, Choir, band, drama, speech, FFA, FBLA and FHFA. The Oregon School Activities Association (OSAA) and the Ontario School District require that a student must be making satisfactory progress toward the school's graduation requirements as determined by the Ontario School District. Any exceptions to individual eligibility are defined in the *Oregon School Activities Association Handbook*, under Constitution Rules, Rule 8-1, 8-1-1, 8-1-2, 8-1-3, 8-1-4, and 8-2. The *Oregon School Activities Association Handbook* is on file in the athletic/activity office and online at [www.osaa.org](http://www.osaa.org).

The school board has adopted OSAA's academic eligibility requirements for schools on a trimester. A full time student is one who is **enrolled in and passing a minimum of five classes, and who during the immediate preceding trimester was enrolled, attended regularly, and passed a minimum of five classes.**



**\*PLEASE NOTE THIS IMPORTANT NEW INFORMATION REGARDING MINIMUM SATISFACTORY PROGRESS REQUIREMENTS!**

OSAA has further defined Rule 8.1.2., 'Satisfactory Progress Toward Graduation'. In addition to the specific credit requirements mentioned in Rule 8.1.1., to be scholastically eligible a student must also be making progress towards the school's

graduation requirements by earning a minimum of the quantity of credits indicated below for the specified year.

**Credits to Graduate: 26**

**Credits per year 7.5**

**(70%) – Prior to Grade 10 4.5**

**(80%) – Prior to Grade 11 11**

**(90%) – Prior to Grade 12 18.5**

**If a student is ineligible at the beginning of the year due to having recorded too few credits to meet the 'Minimum Satisfactory Progress Requirements', the period of ineligibility covers the entire school year.**

Students who participate in athletics/activities must meet the above requirement at the end of each trimester. Students who do not meet the grade requirement at the end of the trimester will not be eligible until after successful completion of the next trimester. The athletic/activity director, along with all coaches/advisors, will work with teachers and counselors to monitor the progress of each student and ensure that all students who participate in

athletics/activities in the Ontario School District are meeting academic standards.

Any student who has an Individualized Educational Program (IEP) who has not met the OSAA or Ontario School District academic standards due to their handicapping condition may still be eligible to participate if the student's multidisciplinary team determines that the student is making adequate educational progress towards meeting their goals and objectives.

### **Weekly Eligibility**

Ontario School District understands that student academics come before co-curricular participation. The athletic/activities director will issue a grade report at the beginning of each week to the coach/advisor for participating students. Any student failing more than one class each week will first be put on academic warning. The student will be allowed to participate for that week. If a student is failing more than one class in consecutive weeks (must be the same classes) then that student will become ineligible for participation in contests until that student is passing their class(es).

### **Appeals Procedure**

Any student disciplined under the Athletic Training Rules or denied participation in athletics/activities due to the Academic Eligibility Policy may appeal the decision. To appeal an athletic training or eligibility decision, the student must follow the procedures outlined in the Ontario High School *Student Handbook* in the section Code of Conduct under Student/Parent Grievance Procedure.

9

## **SECTION 22: ATTENDANCE REQUIREMENT**

All participants in athletics/activities are expected to be students first, therefore attendance at school is a prerequisite for student participation in contests or practice.

Coaches will be given a weekly attendance report. The report will be run on the first day of school for that week, and will use attendance data from the previous week. The athletic/activity director will determine practice/participation based on the following criteria:

Three (3) or less unexcused PERIOD absences in the previous week will result in No Penalty

Four (4) to six (6) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out one practice for the current week.

Seven (7) to nine (9) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out two practices for the current week

More than ten (10) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out of all practices and activities including contests for the current week.

School-related activities or appointments with prior approval by the administration do not fall under this

requirement. **More information pertaining to attendance can be found in the school's**

**parent/student handbook.** Extenuating circumstances may be reviewed and determined by the athletic/activity director (e.g., doctor, funeral).

Parents are encouraged to call the attendance office at (541) 889-5309 whenever they are concerned about their child's attendance.

## **SECTION 23: ATHLETICS/ACTIVITIES CODE**

### **Co-Curricular Participation Agreement**

The following is an agreement between the Ontario School District and any student who participates in any co-curricular sport, organization, program, or activity. Students are covered under the policy until they sign for the following year. Review of the agreement is important prior to signing.

Participation in Ontario School District's co-curricular programs is a privilege. Co-curricular participants are a select group of youth who represent the district's students. Students in co-curricular programs are

ambassadors of the Ontario School District; many see their actions and behaviors. Co-curricular participants must therefore understand the expectations for their conduct, as well as the consequences for violation of the standards set forth in this agreement.

All participants are required to turn in all eligibility paperwork to the Athletic/Activities Director's office prior to attending any practices, meetings or contests. Upon doing so the student will be issued a "Tiger Card" to be delivered to the coach or advisor notifying them the student is eligible to participate. It is the coach/advisor's responsibility to enforce this procedure by not allowing participation until they have the "Tiger Card" in their possession.

## Section A: Rules of Student Conduct for Participation in Co-Curricular Activities

The following rules are in addition to all other Ontario School District policies, procedures and rules relating to student conduct. These rules apply to all Ontario School District co-curricular participants.

1. Student will not be present in an alcohol or drug situation. The student will not be present where alcohol or other drugs are being consumed,

- distributed, or given away. An exception to this rule may be made at the principal level or above if the student is under direct supervision of his/her parent.
2. Student will not be in possession of alcohol, drugs, or drug or vaping paraphernalia.
3. Student will not consume or take in alcohol, tobacco, nicotine, THC, vape pen products or other drugs. An exception to this rule may be made at the principal level or above if consumption is related to a religious observance.
4. Student will not use or possess any type of tobacco, nicotine, THC, or vape pen product.
5. Student will not participate in any unlawful or criminal activity including, but not limited to:
  1. Theft
  2. Willful destruction of private or public property
  3. Fighting or physical assault
  4. Participate in initiation, hazing, or intimidation of another student
  5. Make threats of violence or commit any type of harassment
  6. Possess, consume, or distribute alcohol or other drugs.
6. Student will not violate any Ontario School District policy, procedure, or rule relating to student conduct.

## Section B: Discipline for Violation of Rules of Student Conduct for Participation in Co-Curricular Activities

Students who are found to be in violation of the rules set out in Section A will be disciplined as follows:

### First Offense

#### Presence at Alcohol and/or Drug Situation

- Student will be placed on probation by his/her advisor/coach in accordance with team or club rules and complete a drug and alcohol education program approved by the principal. The education program will be a minimum of four hours in length.
- Report of the incident will be made to law enforcement.

#### Possession or Consumption of Tobacco, Alcohol, THC, Drugs, or Paraphernalia (including Anabolic Steroids and Performance Enhancing Drugs)

- Student will be suspended from participation in all co-curricular activities for three weeks (21 days) or

three contest days, whichever is greater.

- Student will submit to a drug and alcohol assessment and/or treatment at the student's expense (District administrative rule JFCI-AR III.A.1.a - c).
- Student will be suspended from participation in and attendance at all co-curricular events for three weeks (21 days) or three contest days, except for sports practices.
- Student will be referred to law enforcement.

#### Unlawful or Criminal Activity

- Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities.
- Student will be suspended from participation in all co-curricular activities for three weeks (21 days) or three contest days, whichever is

greater.

- Student will pay full restitution for any damaged or stolen property before student is eligible to participate in any future co-curricular activities.
- Student will be suspended from participation or attendance at all co-curricular events for three weeks (21 days) or three contest days, except for sports practices. Student will be referred to law enforcement.

## **Second and Subsequent Offenses**

### **Presence at Drinking Situation or Drug Situation. Possession or Consumption of Tobacco, Alcohol, THC, Drugs, or Paraphernalia (including Anabolic Steroids and Performance Enhancing Drugs)**

- Student will be suspended from participation in all co-curricular activities for six weeks (42 days) or six contest days, whichever is greater.
- Student will submit to a drug and alcohol assessment approved by the principal and will complete the recommended treatment at the student's expense.
- Student will be suspended from participation and attendance at all co-curricular events for six weeks (42 days) or six contest days. If permitted to continue in the activity the student will be allowed

combination of the above named offenses will be determined to have compounding offenses. · Students violating any items from Section A will be moved to second-time offenders.

- Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.

## **Section C: Attendance Expectations for Co-curricular Participants**

Student participants who return from a competition after midnight will be expected to be in attendance no later than the start of second period. The coach/advisor shall inform staff of absences or tardies due to late arrival from a competition.

Coaches will be given a weekly attendance report. The report will be run on the first day of school for that week, and will use attendance data from the previous week. The athletic/activity director will determine

to practice an adequate number of days prior to the first eligible contest to meet Oregon School Activities Association practice requirements.

- The incident will be reported to law enforcement.

## **Unlawful or Criminal Activity**

- Student will be suspended from participation in all co-curricular activities for eight weeks (56 days) or eight contest days, whichever is greater.
- Student will pay full restitution for any damaged or stolen property before the student is eligible to participate in any future co-curricular activities. · Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.
- Student will be referred to law enforcement.

## **Combination of Offenses**

- Any of the above named offenses are cumulative, within the school year. Any

practice/participation based on the following criteria:

Three (3) or less unexcused PERIOD absences in the previous week will result in No Penalty

Four (4) to six (6) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out one practice for the current week.

Seven (7) to nine (9) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out two practices for the current week

More than ten (10) unexcused PERIOD absences in the previous week will result in the athlete/participant sitting out of all practices and activities including contests for the current week.

## **Attendance at Practices/Meetings**

Coaches/advisors realize participants will have an

occasion to miss practice/meetings for reasons other than illness. However, if the participant is in attendance during the school day, it is required the participant sees the respective coach/advisor before he/she may be excused from practice or attendance at a meeting or activity.

A minimum of 9 practices are required before a student will participate in an athletic contest. (OSAA required football only) All other programs, Clubs and activities will establish similar rules for attendance, which will be approved by high school administration. Exceptions to the 9-practice rule may be made for extended seasons as approved by high school administration.

## Section D: Academic Expectations for Co-Curricular Participants

**OSAA has further defined Rule 8.1.2., 'Satisfactory Progress Toward Graduation'. In addition to the specific credit requirements mentioned in Rule 8.1.1., to be scholastically eligible a student must also be making progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated below for the specified year.**

**Credits to Graduate: 26**

**Credits per year 7.5**

**(70%) – Prior to Grade 10 4.5**

**(80%) – Prior to Grade 11 11**

**(90%) – Prior to Grade 12 18.5**

return trip. A coach/advisor will sit between boys and girls when at all possible.

7. If there is more than one coach/ advisor on a trip, please have one coach/advisor in back; one in the middle and one in front. If less than three have one in the back and one in the middle of the bus.
8. The bus driver will inform coach one time if they feel student/athletes need to improve their behavior in any way. The coach is to address this immediately, while the bus is pulled over.
9. If behavior continues the bus will return to Ontario if on the way to the trip. If misbehavior occurs while on way home it will be determined if Violators or the entire team will lose the privilege of participating in the next away contest.
10. Mini bus trips will require students to follow same guidelines, and supervision should be done from back of mini unless you are the driver.

**HOTEL RULES FOR OHS HOTEL TRIPS** 1. AT NO TIME WILL YOU BE IN ANY OTHER HOTEL ROOM OTHER THAN ONE ASSIGNED TO YOU. IF YOU WANT TO GET TOGETHER WITH MORE THAN YOUR ROOMMATES MUST HAVE COACH/ADVISOR PRESENT IN ROOM. 2. YOU MUST HAVE DOOR UNLOCKED AND PROPPED OPEN WHILE IN ROOM DURING HOURS BEFORE BED CHECK. COACH/ADVISOR WILL EXPLAIN. BUDDY SYSTEM SHOULD BE IN PLACE AT ALL TIMES, NO ONE LEFT IN ROOM OR LEAVE HOTEL ALONE.

## Academic Responsibilities When Absent for Competitions or Activities

When a co-curricular participant must be absent from class to attend a competition or activity, the current class assignments must be handed in before departure for the activity/contest unless prior arrangements are made with the teacher. It is the responsibility of the student to make these arrangements. Students are expected to find out what must be prepared for full participation in class on the day of return to class. This includes advance written assignments.

## Bus Supervision & Hotel Guidelines for OHS Co-Curricular Trips:

**These are the expectations for all OHS Co Curricular trips:**

1. All students will follow bus rules.
2. NO walking around while the bus is moving (stay in your seat).
3. NO putting coolers or anything else that can block the aisle at any time.
4. NO profanity.
5. NO student will sit in the far back two seats of the bus on either side. These will be reserved for at least one coaches/advisors to sit and or baggage; coolers; etc.
6. Separate girls from boys if coed trip, girls in back, boys in front and reverse if desired on

3. IF STUDENTS ARE GOING TO BE IN ROOMS LONGER THAN TWO HOURS A COACH WILL CHECK EACH HOUR TO MAKE SURE DOORS ARE UNLOCKED AND PROPPED OPEN AND STUDENTS ARE IN CORRECT ROOMS. 4. AT NO TIME WILL YOU BE IN HOTEL WITHOUT COACH PRESENT DURING THE ENTIRE STAY. 5. YOU WILL NOT BE ALLOWED TO LEAVE ROOM AFTER FINAL BED CHECK WITHOUT ADVISOR/COACH PERMISSION. 6. IF YOU FAIL TO OBEY THESE RULES YOU WILL NOT BE ALLOWED TO PARTICIPATE AT THE CONTEST AND YOU WILL LOSE PRIVILEGE TO TRAVEL TO ANY CO-CURRICULAR ACTIVITY UNTIL FURTHER NOTICE UPON DETERMINATION BY ADMINISTRATION.

By signing the OHS Co-Curricular agreement the student and parent or guardian acknowledge that they have read, understand and agree that the student shall comply and abide by the terms and conditions of this policy at all times throughout the remainder of the student's high school attendance.

## Dress Code Expectations for OHS Co-curricular participants:

School dress code applies to all activities before or after school hours where all or part of the expectation of your attendance is that you are representing OHS. For example, all club, award, banquet and performance activities, and all public forums where you represent the

school, such as school board and community organization presentations.

### **Anti-Hazing Agreement for all OHS Co curricular participants: High School Student Athlete Anti-Hazing Agreement Statement**

Ontario School District is proud of its athletes and is dedicated to ensuring the safety of all students while participating in school sponsored athletic programs. These guidelines have been established for athlete and parent or guardian approval before any student can represent Ontario School District in athletics:

1. Participation in District sponsored extracurricular programs is a privilege, not a right, and is contingent upon the student's academic standing, attendance, and ability to abide by the behavior standards set forth in this policy.
2. Participants and a parent or legal guardian shall acknowledge their receipt and understanding of this agreement by reading, signing, and returning a completed copy to the school

grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

**"Harassment"** includes, but is not limited to, any act

which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin,

disability or sexual orientation. **"Intimidation"** includes, but is not limited to, any threat

or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or

sexual orientation. **"Cyberbullying"** means the use of any electronic

communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false

identity. **"Menacing"** includes, but is not limited to, any act

intended to place a district employee, student or third party in fear of imminent serious physical injury.

6. Athletes have a duty to not only refrain from hazing,

administration. The signed agreement will remain in effect for all subsequent years that the student participates in a District sponsored athletic program.

3. This agreement is not inclusive of all policies athletes must abide by in order to participate in sports. This policy focuses on behavior standards and anti-hazing, and compliance does not guarantee ability to participate in athletic events. If you have any further questions, contact the coach or athletic director.

4. Failure to adhere to this policy may result in disciplinary consequences up to and including expulsion, and in some instances criminal charges.

5. Athletes must refrain from any hazing, harassment, intimidation, cyberbullying and menacing at all time, in accordance with District Policy GBNA-AR:

**"Hazing"** includes, but is not limited to, any act that

recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district sponsored work activity, work group or work assignment,

harassment, intimidation, cyberbullying and menacing themselves, but also to report any suspicions or known violations of other athletes violating this policy. Reports of violations can be made to any District personnel. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the student or result in retaliation in any way.

7. If an athlete is found or suspected to be in violation of this policy, the District will promptly investigate and notify the parent of the nature of the complaint involving their student. Discipline and due process procedures will be governed by District policies.

BY SIGNING THE CO-CURRICULAR AGREEMENT, THE STUDENT ATHLETE AND PARENT OR GUARDIAN ACKNOWLEDGE THAT THEY HAVE READ, UNDERSTAND, AND AGREE THAT THE STUDENT ATHLETE SHALL COMPLY AND ABIDE BY THE TERMS AND CONDITIONS OF THIS POLICY IMMEDIATELY FOLLOWING THE EXECUTION, AT ALL TIMES, THROUGHOUT THE REMAINDER OF THE STUDENT ATHLETE'S HIGH SCHOOL ATTENDANCE.

### **Equipment/Club Resources**

Each participant will be responsible for all equipment checked out to him/her and for its return at the end of the season. Equipment or uniforms lost by a player will be paid for by the individual at the replacement value of the lost item, before participation in another sport or activity is allowed. This includes turning in fundraising materials, club journals, reports, or any other material or resources which belong to the club or team.

## **Section E: Special Rules for**

# Athletes

## Physical Examinations

Physical examinations shall be required for all athletes prior to participating in a sport. Examinations will be required during the student's freshman and junior years and for students new to Ontario High School's athletics. A consent form must be signed by the parent of the participant and are available through the team coach/ advisor, or the Athletic Director. These records will be filed with the Athletic Director.

## Athletic Insurance/Release Form

No student may participate in athletic programs without proof of insurance coverage. If a student's parents have medical insurance, they are advised to check the policy or call the insurance company to see if the policy has any restrictions related to the student's participation in school athletics. For students whose families do not have medical insurance, insurance is available at parental cost. Student insurance application forms are available at the school

semester was enrolled in school, attended regularly, and passed subjects equivalent to at least five trimester units of work. Two semester units equals one credit of work, and one-half credit is granted each semester. Work with school counselors on this specific detail.

8-1: In addition to the specific credit requirement identified in Rule 8-1, to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements as determined by local school administration.

## Section F: Definitions and Clarifications for Sections A and B of the Agreement

### Drug

As used in this agreement, "drug" means alcohol, narcotics, inhalants, and any other chemical or substance which if used or misused has an intoxicating or mind-altering effect. An unlawful or illegal drug includes any drug not prescribed by a licensed medical practitioner for the person in possession.

### Anabolic Steroids and Performance Enhancing Drugs

Illegal substances that are used to improve any form of activity performance in humans.

### Tobacco & Nicotine Products

Tobacco: The general term for any product prepared from the cured leaves of the tobacco plant. Nicotine: is a widely used stimulant and alkaloid that is naturally produced in the nightshade family of plants (most notably in tobacco)

office. A parent must sign the Assumption of Risk and Release Form for Athletic Participation (available through the team coach/advisor, or the Athletic Director) and provide proof of insurance before the student will be allowed to participate in any athletic practice or competition.

## Oregon School Activities Association Regulations

High school students participating in sports or activities regulated by the OSAA must meet all eligibility requirements set forth by the OSAA. Following are the OSAA requirements for attendance and academic standards.

### Attendance and Semester Grades:

An eligible student must be enrolled full time as defined in this rule. For purposes of this rule, a full-time student is one who is enrolled in school, attending regularly, and passing subjects equivalent to at least five Trimester units of work, and who, during the immediate preceding

14

## Vape Pin & Products

**Vape:** To inhale vapor through the mouth from a usually battery-operated electronic device (such as an electronic cigarette) that heats up and vaporizes a liquid or solid.

**Vape Pin:** An electronic device shaped like a pen that is used to inhale vapor when vaping.

**Vape Products:** E-liquid is the liquid that is

converted into an aerosol by an e-cigarette, or vaping, product. It is typically a mixture of water, food grade flavoring, a choice of nicotine levels, cannabis (THC, CBD), propylene glycol (PG) or vegetable glycerin (VG).

### THC Products

Any product containing THC, or tetrahydrocannabinol, is the chemical responsible for most of marijuana's psychological effects.

### Suspension

As used in this agreement, "suspension" means the student may not participate in or attend any co-curricular activities, nor may the student attend any district sponsored activity or function held outside of the regular school day at or away from any district facility, except for those activities or functions which are required for a curricular class.

Suspensions which are not invoked or not served during one OSAA sport season will be carried forward to the OSAA athletic season in which the student participates. Students may not defer suspension from an OSAA athletic season to a non-sport activity for the purpose of avoiding suspension during the next OSAA sport season.

### Days

As used in this agreement, "days" means days when

school is in session or days when a contest, competition or activity takes place during a scheduled vacation, break, or weekend.

### **Season**

As used in this agreement, "season" is defined as the regularly scheduled events, activities, or contests, including state play-offs. In the case of class-related activities, a season will be an academic trimester.

### **Co-Curricular**

As used in this agreement, "co-curricular" means any school-sponsored team, club, or activity which has criteria for participation, which identifies membership and conducts activities, contests, competitions, or events, which are

outside of or in addition to regular curricular offerings.

Students who fail to comply with treatment Recommendations of an approved drug and alcohol assessment will be ineligible to participate in any co curricular activities until the student provides the principal with a signed statement from the treatment provider which states the student is in compliance with treatment recommendations or that recommended treatment has been completed.

Students who commit three violations of any combination of the rules listed in Section A of this agreement while attending OHS will be reviewed by a panel as described in Section I of this agreement to determine the student's eligibility to participate in future co-curricular activities.

Consequences for violations during spring sports will be issued during the next school year.

## **Section G: Due Process**

Rules governing the conduct of students participating in co-curricular activities will be made available in writing as part of the registration process. The rules will be reviewed with students by the coach/advisor at the beginning of each sport season or activity in which the student participates. Each student and his/her parents will sign an Ontario School District Co-Curricular Participant Agreement form before the student will be allowed to participate in any co-curricular activity. The agreement will be in effect the entire school year the student is enrolled at OHS and will govern the conduct of the co curricular participant.

Consequences for violations during spring sports will be issued during the next school year.

The student's coach/advisor or other school official will investigate alleged violations of conduct rules. If the investigating coach/advisor or school official finds the facts more likely than not to support a violation of the rule set forth in Section A of this agreement, the coach/advisor or school official must administer discipline as set forth in Section B of this agreement. Before making a decision, the person investigating the alleged violation will notify the student of the alleged rule violation and the evidence being relied upon to make a determination. Before a decision is made, the student will have a right to be heard. If a violation is determined to have occurred, the student and parent will be informed in writing of the violation and the discipline. The district may proceed with disciplinary action when criminal charges are pending. Violation of school policy or rules is separate from a criminal violation.

The student may request appeal or review of the alleged violation and/or discipline issued in writing within five days of the administration of discipline. Appeals will be heard within five days of receipt of the written appeal. The principal will be the sole decision maker. The principal may exercise his/her discretion in modifying the discipline issued by the coach/advisor or school official. The principal's decision may be appealed to the superintendent. The superintendent may exercise his/her discretion in modifying

the discipline issued by the coach/advisor or school official. The superintendent's decision may be appealed to the Ontario School District Board of Directors. At their next regular session or special meeting the board will review the superintendent's decision and will affirm, modify or reverse the decision. Students who wish to appeal the superintendent's decision will have the opportunity to be heard at the time the board reviews the decision. All Review and appeal hearings will be held in closed session.

## **Co-Curricular Drug Testing**

Students participating in co-curricular activities represent the community, the school, and their peers. When co curricular participants use illegal substances, such use infringes upon general motivation, cohesiveness, and performance. As a result, the wellbeing of the individual and the general school community is diminished by a participant's use of illegal substances.

Ontario School District is conducting a mandatory drug testing program for co-curricular participants. The purpose of the drug testing program is threefold:

- To provide for the health and safety of all co curricular participants
- To undermine the effects of peer pressure by providing a legitimate reason for participants to refuse to use illegal drugs
- To encourage participants who are found to be using drugs to participate in drug treatment programs. This drug-testing program shall be instituted and conducted according to the procedures set forth in this policy.

### **Definitions**

#### **Drug**

As used in this agreement, "drug" means any substance considered illegal by Oregon Statute or which is controlled by the Food and Drug Administration. Alcohol is included.

#### **Co-Curricular Participant**

As used in this agreement, "co-curricular participant"

means any student participating in co-curricular programs sponsored by the Ontario School District at OHS.

### **Season**

As used in this agreement, “season” means fall, winter, and spring athletic and cheerleader seasons begin on the first day of practice and end the day prior to the next

season as determined by the Oregon School Activities Association. For other co-curricular activities a season will be an academic trimester.

### **Positive Test**

As used in this agreement, “positive test” means the presence of any level of illegal drugs other than prescription medications (see “Procedures”).

## **Procedures**

Rules related to this policy will be made available in writing as part of the registration process. The rules will be reviewed with students by the coach/advisor at the beginning of each sport season/activity in which the student participates. An Authorization to Test for Drugs Agreement will be signed by each student and his/her parent before the student will be allowed to participate in any co-curricular activity. The policy will be in effect the entire school year the student is enrolled at OHS and will govern the conduct of the co-curricular participant. Consequences for violations during the spring will continue into the next year.

## **Consent**

Each student involved in any co-curricular programs will be required to provide a signed consent form prior to joining the program. Both student and parent signatures are required.

## **Non-Punitive Nature of Policy**

Students will not be penalized academically for testing positive for illegal drugs under this policy. Nor will co-curricular drug tests be documented in any student's academic records. The information gathered under this policy will only be disclosed to criminal or juvenile authorities in order to comply with lawful court orders or subpoenas. In the event of such legal compulsion, the district will notify parents at least 72 hours prior to releasing information.

## **Testing Rules**

All co-curricular participants may be tested at the beginning of any season at the discretion of the superintendent. Students joining a program after the season starts will be tested at their expense if the rest of the co-curricular participants were tested earlier. Additionally, random testing will be conducted throughout the school year at the superintendent's discretion.

A minimum of 5% and a maximum of 25% of co-curricular participants will be tested at each test period as determined by the superintendent.

Once the Authorization to Test for Drugs Agreement is signed the student is eligible for random testing whether or

not he/she is at that time participating in a co-curricular activity.

## **Procedures for Testing**

Selection for testing will be by random procedures from a pool of all students who have signed the Authorization to Test for Drugs Agreement. The superintendent will take due precautions to ensure the integrity and confidentiality of the selection process. No individual involved in the selection process will be able to identify students or to determine the selection of a particular student for testing.

The high school principal will be notified on the day students are selected for testing and will arrange for samples to be taken the same day. If a student is absent on a testing day an alternate will be tested. The absent student will become a part of the group the next time a random test is done. Any student unable to provide the sample will be expected to remain at the collection area until a specimen is obtained. Those selected for testing will be given the option of doing so in private. Students who refuse a sample will be considered to have tested positive and will be subject to the procedure as others who test positive (see “Positive Results”).

## **Prescription Medications**

Students on prescription medications may provide a copy of the prescription or a physician's written verification to school personnel within 24 hours of the time a sample is collected. Any information provided in this manner will be sealed in an envelope and forwarded to the testing lab with the sample and instructions to consider the medication in processing the sample. Prescriptions or doctor's verifications will not be reviewed by the school. Students who do not provide verification and test positive will be subject to the measures as others who test positive (see “Positive Results”).

## **Scope of Tests and Confidentiality of Results**

All specimens that screen positive will be sent to a certified laboratory for confirmation testing. Chain of custody procedures, as recommended by the laboratory, will be followed.

Initial screening tests will test for common illegal drugs of



abuse. The superintendent shall decide prior to selection of students which illegal drugs shall be screened. Samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

Test results will be communicated only to the

- Any student that tests positive in the initial test will be required to provide an additional specimen for confirmation testing.
- If the confirmation specimen tests negative, the student and parent will be notified and no further action will be taken.
- If the confirmation specimen tests positive, notification will be made and a meeting will be scheduled with the student, the parent, and the building principal.

## Discipline

Due process procedures will be followed for all discipline arising from violation of the district's policy.

### First Positive Result

- Athletes and cheerleaders will be suspended from participation in all athletic activities for three weeks (21 days) or three contest days, whichever is greater. The suspension shall carry over to the next season in which the student participates if the schedule ends before the suspension is completed. Students will be suspended from participation in all co-curricular activities for three weeks. A week with less than three school days will not be counted in satisfying the suspension.
- Student will submit to a drug and alcohol assessment and/or treatment at the student's expense (District administrative rule JFCI-AR (III.A.1.a-c)).
- Student will be suspended from participation in and attendance at all co-curricular activities during the suspension period described above, except for practices.
- Student will be drug tested any time there is a random test for the next nine weeks. With approval of the superintendent the principal may waive additional penalties for positive tests during the testing prescribed in this subsection.

### Second Positive Result

- The suspension shall carry and athletes/ cheerleaders will be suspended from participation in all athletic activities for six weeks (42 days) or six contest days, whichever is next season in which the student participates if the schedule ends before the suspension is completed. Students will be suspended from participation in all co-curricular activities for six weeks. A week with less than three school days will not be counted in satisfying the suspension.
- Student will submit to a drug and alcohol

superintendent or the superintendent's designee. Individual test information will be treated confidentially.

## Positive Results

Whenever a participant's results indicate the presence of drugs (positive test), the following steps will be taken:

- assessment approved by the principal and must complete the recommended treatment at the student's expense.
- Student will be suspended from participation and attendance at all co-curricular activities during the suspension period referred to above. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.
- Student will be drug tested any time there is a random test for the remainder of the school year. With approval of the superintendent the principal may waive additional penalties for positive tests during the first six weeks of testing prescribed in this subsection.

### Third Positive Result

- For the third positive result in any two consecutive calendar years, the student will be suspended from co-curricular activities for the remainder of the student's high school career. Any student suspended under this section can only be reinstated by action of the school board.

## Relationship to Student Discipline Policy, Substance Abuse Policy, and Student Activities and Athletics Policy

Co-curricular participants should be advised that each of the above policies might also affect their eligibility. Normal disciplinary measures are still applicable for violations which do not arise from these testing procedures.

## Appeals Procedure

Any student disciplined under the Athletic/Activity Code Training Rules or denied participation in athletics/activities due to the Academic Eligibility Policy may appeal the decision. To appeal an athletic training or eligibility decision, the student must follow the procedures outlined below:

1. The student or parent may file a written appeal of the decision regarding the case within 5 school days of the decision being issued by the athletic director and head coach.

2. The appeal must include rationale for requesting the appeal (i.e. new information to be considered, erroneous facts in the original case

appeal being filed provided grounds for appeal are appropriate and merit review.

4. The discipline committee will report their findings to the originator of the appeal with their recommendation for action (i.e. overturned, upheld, modified, etc.)
5. While any case is being appealed, the original consequence will be followed until the the committee has reached its conclusion.
6. If the problem is not resolved to the satisfaction of the student and/or parent at the building level, this process can be repeated with the direction of an appeal to the superintendent's office.

### Self-Referral

It is understood that substance abuse is a condition that can be treated. If a student involved in extracurricular activities seeks help, s/he will be referred to the appropriate people for assistance. If there has been no accusation of substance use/abuse and the student has obtained help on his/her own, s/he may continue athletic/activity participation without penalty. Any student who attends school and/or an athletic/activity event under the influence will have school related consequences. A student can self report an incident or substance abuse problem once in four years without penalty.

## SECTION 24: FURTHER EXPECTATIONS OF PARTICIPANTS IN ATHLETICS / ACTIVITIES

The following regulations pertain to athletic/activity participation:

1. Athletes who quit one sport may not enter another sport in that season without the consent of the Athletic Director and coaches involved and the athletic/activity director and provided the competitive season has not yet begun. Athletes removed from an athletic team because of disciplinary action may not turn out for another team in that season.
2. Athletes who are cut from one sport during the try out period, may not join another sport in that season without coach and the athletic/activity director approval.
3. Students may not "try out" for a team after the tryout period has been completed and final rosters have been made.
4. All students must meet academic requirements. See "Academic Requirements" (Section 21) for details.
5. Students are to exhibit appropriate behavior at all times.
6. Students are required to be at every practice unless the coach/advisor has excused them prior

decision, etc.)

3. A review of the case will be conducted by a discipline committee (identified in the citizenship section of this policy) within 5 school days of the

18

to practice. Athletes must practice and condition sufficiently to prepare for a sport

before being allowed to compete in that sport. In accordance with OSAA policies, students turning out for football must have nine (9) days of practice prior to competing in a game.

7. Athletes may not accept any articles or awards for athletic skills during the school year other than the school awards or OSAA sanctioned awards.
8. Students must maintain emotional control at all times. Any displays of misconduct, unsportsmanlike actions, or use of profanity in practices, competition, or on campus, will result in disciplinary action.
9. Optional Lay-Off: Athletes, in working with their coaches, may have up to one calendar week layoff between the end of a sport season and the beginning of a new sport season. Athletes must communicate to their varsity coach their plan in exercising this option.
10. Students are to exhibit appropriate behavior at all times. Violation of city and local ordinances may result in disciplinary action (See Section 23).

## SECTION 25: ATHLETIC / ACTIVITY CLEARANCE

Students desiring to participate in athletics/activities must obtain clearance from the athletic/activity director before participating in practice or activity.

After presenting the necessary completed forms to the Athletic/Activity office, **the athletic/activity director** issues the student a "Tiger Ticket" to be taken by the student to the coach of their particular sport/activity. **If the student-athlete does not have a signed "Tiger Ticket", they will not be allowed to participate in tryouts or practices.**

**Participation in athletics/activities is not required.**

**The student must meet the following requirements before participation in competition is allowed:** 1. Turn in ALL completed Athletic Participation forms (includes parent permission, insurance and emergency contact information).

2. Have on file with the Athletic / Activity office, a copy of a current physical examination. (Required every two years, see Part 1 for sample of Physician's Statement). A medical update is required in alternate years.
3. Meet academic eligibility standards (grades checked by school office)
4. Have returned all equipment issued in previous sport(s) or have paid for item(s) not returned.
5. Obtain a current student identification card.

## SECTION 26: TEAM SELECTION/CUT PROCESS

In order to provide a quality athletic/activity program in which students can participate under optimum conditions, it is sometimes necessary to limit the total number of participants on a team. The head coach, in cooperation with the athletic/activity director, will determine the participation limit for each team. Reasons for limiting the number of participants may include safety, funding, OSAA requirements, and the need to provide the best possible teaching/learning environment for students.

Choosing the members of any particular team is the sole responsibility of the coach/advisor of that team. The coach/advisor must choose the team members in conformity with the philosophy of the athletic/activity program. The need for limitation of the number of participants on a team may vary from one sport/activity to another. Criteria and procedure for the selection/cuts will be available in writing for students and parents prior to and during the first week of practice or tryouts. In the event that a student is cut from a team, he/she will be informed in person by the coach/advisor in a timely manner.

## SECTION 27: CHANNELS OF COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and able to provide greater benefit to your children. As parents, when your child becomes involved in the athletic/activity program at Ontario High School, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach/advisor of your child's team.

### ***Communication you should expect from your child's Coach/Advisor:***

1. Philosophy of the coach/advisor.
2. Expectations the coach/advisor has for your child as well as all the participants.
3. Locations and times of all practices and contests.
4. Procedure should your child be injured during participation.
5. Discipline resulting in the denial of your child's participation.

### ***Communication Coaches/Advisors expect from Parents:***

1. Athlete absences need to be communicated to the coach as soon as possible.
2. Concerns expressed directly to the coach during appropriate times, preferably from the student athlete first.

message with the best time and place to reach you.

### ***What can a parent do if the meeting with the***

3. Notification of any schedule conflicts – at least 24 hours in advance.
4. Specific concerns in regard to a coach's philosophy and/or expectations.
5. As your child becomes involved in the programs at Ontario High School, they will experience some of the most rewarding moments of their lives. It is important to understand there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach/advisor is encouraged.

### ***Appropriate concerns to discuss with Coaches/Advisors:***

1. The treatment of your child: Mentally and Physically.
2. Questions asking how your child can improve
3. Concerns about your child's behavior or attitude

It is difficult to accept your child is not playing as much as you may have hoped. Coaches/advisors are professionals and they make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/advisor. Other things such as those listed next, must be left to the discretion of the coach/advisor.

### ***Issues not appropriate to discuss with Coaches/Advisors:***

1. Playing time
2. Game strategy
3. Other student-participants

There are situations that may require a conference between the coach/advisor and the student-athlete and/or parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

### ***If you have a concern to discuss with a Coach/Advisor, the procedure you should follow:***

1. A student-athlete can make a conference request in person, via email, or by voicemail.
2. Call to set up an appointment with an onsite coach/advisor. Ontario High School's phone number is (541) 889-5309. Ask to leave a voice mail or message for the coach/advisor. Email is also effective in setting up an appointment.
3. For any off-campus coaches/advisors, call the Athletic Office (541) 889-5309 to leave a

***Coach/Advisor did not provide a satisfactory resolution?***

1. Call and set up an appointment with the Athletic/Activity Director to discuss the situation. The Athletic/Activity Director may select any of the following procedures for a conference:
  - a) Athlete and Athletic/Activity Director
  - b) Coach/Advisor and Athletic/Activity Director
  - c) Athlete, Coach/Advisor and A/A Director
  - d) Athlete, Parent and A/A Director
  - e) Athlete, Parent, Coach/Advisor, and A/A Director
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co curricular activities has a greater chance for success during adulthood, these programs have been established. Your child will learn values such as hard work, time management, teamwork, sportsmanship, interpersonal relationships, honesty, and striving for success.

Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

We hope the information provided within this booklet makes a more enjoyable, less stressful experience with the school athletic/activity programs for both you and your child.

**OSAA POLICIES ARE AVAILABLE:**

*www.osaa.org*

<https://www.osaa.org/governance>

**SECTION 28: TRANSFERS BETWEEN SCHOOL DISTRICTS**

State law regarding school district residency requires that the district office handle all inter-district and intra district

transfers. A student becomes eligible when officially enrolled in his/her new school and the principal has filed the Eligibility Report and Transfer Certificate form and received approval for the transfer through the OSAA Executive Director.

**SECTION 29: UNDUE INFLUENCE**

Despite compliance with any of the other provisions of OSAA Rules, any student who attends a member high school as a result of undue influence is thereafter ineligible, and the high school is subject to the penalties set out in OSAA Rule 5-2.

For purposes of this rule, “undue influence” is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators) to induce the attendance of a student at a public or a private member school for purposes of athletic/activity participation.

Undue influence includes but is not limited to:

- Contacting a student with the intent of recruiting the student to a particular school for purposes of athletic/activity participation;

- Promising employment or any other pecuniary benefit to the student or any member of the student’s family to induce the attendance of the student at a particular school for purposes of athletic/activity participation.
- Offering free transportation; inviting a student to attend practice or games; awarding any privileges or consideration not offered to other members of the student body.

It shall not be considered undue influence for authorized representatives of a private high school to contact students attending private feeder schools to request their attendance at the private high school or for authorized representatives of public high schools to contact students within that public high school’s district attendance boundaries.

## SECTION 30: MISREPRESENTATION

Misrepresentation, such as an incorrect address, or participating under an assumed name in any interscholastic content, shall make the student ineligible for the remainder of that sport/activity season and for any additional period of time determined by the OSAA executive board. In addition, the school shall be subject to any further penalty under OSAA Rule 5 that the executive board may impose.

## SECTION 31: LEGAL GUARDIAN

Legal guardianship is to be determined by certified copies of court records. Under no circumstances will the taking out of guardianship papers for a participant in activities/athletics be tolerated as a device for avoiding the obvious letter and spirit of OSAA regulations. The district may accept, under conditions approved by the

Golf 20 (9-hole rounds)  
Soccer 14  
Softball 26  
Tennis 16  
Track 12  
Volleyball 18  
Wrestling 14

## SECTION 35: PRACTICE/CONDITIONING Limitation:

The spirit of the practice limitation rule is that every school

superintendent, power of attorney records.

**SECTION 32: OSAA YEAR, PRACTICE, CONTESTS – STARTING/ENDING DATES** The OSAA year shall start with the first day of practice for fall sports and shall end on Memorial Day; except for those individuals still competing in an OSAA sponsored activity. OSAA establishes official start times of each season, closing dates of regular season, and play-off schedules. Out-of-season, as defined by OSAA, will be the Tuesday after Memorial Day until the start date of fall sports practices.

**Moratorium Week**, established by the OSAA, is defined for 2021-2022 AS July 25<sup>th</sup> through July 31<sup>st</sup>. All school district practice and playing fields/gyms are closed to activities.

## SECTION 33: SPORTS SEASONS

Ontario High School offers a variety of sports and activities sanctioned by the OSAA. Pursuant to its authority under Article 5-2 of the OSAA Constitution, the OSAA executive board has adopted the following additional interpretations concerning sports seasons in order to provide further clarity of the OSAA Rules: **Fall sports:**

Cross Country  
Football  
Soccer  
Volleyball

### Winter sports:

Basketball  
Wrestling

### Spring sports:

Baseball  
Golf  
Softball  
Tennis  
Track/Field

**SECTION 34: CONTEST LIMITATIONS** High school contest limitations are set by OSAA. Coaches must not exceed the maximum number of contests exclusive to play-offs.

Baseball 26  
Basketball 24  
Cross Country 12  
Football 9

and participant shall have the same opportunity to practice prior to the first contest. As a result, schools may conduct practices and/or compete in contests only during OSAA sports seasons as specified in OSAA Rule 6.

## Practice

Practice is defined as the involvement of individuals from a member high school in any program, demonstration, instruction, or participation that is conducted in part (or in its entirety) by a person or a group of people who are to have been involved in the coaching of any of these athletes. It shall be a violation of the rule if there is any attempt to gather individuals or members of the same school team

together to receive specialized athletic instruction from any person connected with the participating athlete's high school. Attempts to circumvent the practice limitation rule by encouraging team members and potential team members to attend practice shall be considered a violation of this rule. If a scrimmage or a workout involves exclusively students from one high school, it is considered to be practice. If a scrimmage or a workout involves anyone other than current students of the high school, it is viewed as an interscholastic contest and is subject to all rules pertaining therein. NOTE: Alumni are not considered to be current students of the high school.

### Conditioning

Conditioning is defined as a session where students work on physical fitness and conditioning by use of weights, running, and/or calisthenics.

**NOTE:** Conditioning does not allow for the use of sports equipment or apparatus specific to a given sport. Examples of some specialized sports equipment are: shoulder pads, blocking dummies, charging sleds, balls, and/or implements related directly to an OSAA sponsored event. ORS 339.250 specifically states that although laps and push-ups may cause pain or discomfort for some students, they are allowed as part of conditioning or training in physical education classes and extracurricular athletics. Pain from team practice or class activities is exempted from the definition of corporal punishment, but

Pain from activities used as punishment or discipline is not.

**SECTION 36: INCLEMENT WEATHER** If there is inclement weather, the superintendents, or designees, of the schools involved, shall confer, and if it is determined that conditions are not safe, the contest shall be postponed to a later date. Usually the contest is played only if it has a bearing on the representative(s) in that sport to the State Playoff series. If a State playoff contest is involved, the OSAA office shall take jurisdiction and make any decision rather than the schools involved.

**consequences up to and including dismissal from an extra-duty contract or a team.**

### Physical Contact with an Official

Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. In addition to the coach/player being ejected from a contest, the school or coach shall be fined up to \$1,000 depending on OSAA policy. **In addition to OSAA sanctions, the Ontario School District may impose additional consequences up to and including dismissal from an extra-duty contract.**

### SECTION 38:

**TEAM WITHDRAWN FROM CONTEST** If a coach removes his/her team from competition prior to completion of that competition, it shall be considered a gross act of unsportsmanlike conduct. In such a case the school shall forfeit the contest and an administrator and the coach responsible for the action shall appear before the OSAA executive board at its next regular scheduled meeting.

**SECTION 37: EJECTION POLICIES** If a coach is ejected from a contest and that contest is forfeited, the incident must be reported to the OSAA office by the schools involved and also by the contest officials. If a coach is ejected and the game is not forfeited, it is the school's responsibility to be certain that any person who assumes the coaching responsibilities in such a situation meets the requirements of that school district.

**Ejection Policy – Ejected Player or Coach** If a player or coach is ejected by an official for an unsportsmanlike act, both the athletic/activity director of the school of the ejected player/coach, and the commissioner of the officials shall notify the OSAA by fax of the ejection by the next work day. Ejected coaches must leave the contest immediately and shall not be allowed further contact with team members for the duration of that contest.

It shall be the responsibility of the school to disallow the ejected player or coach from participating in the next scheduled contest. Should an ejected player or coach participate at the next scheduled contest and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the Ontario School District. **In addition to OSAA sanctions, the Ontario School District may impose additional consequences up to and including dismissal from an extra-duty contract or a team. The head coach is responsible for notifying the athletic/activity director within twenty-four (24) of the ejected coach or player.**

**Multiple Ejection of Individual Coach or Player** A second ejection for an unsportsmanlike act during the same sport season will result in a two-game suspension. A third ejection for an unsportsmanlike act during the same season will result in disqualification from further participation during that sport season. A coach will pay any OSAA sanctioned fine for either a second or third ejection. **In addition to OSAA sanctions, the Ontario School District may impose additional**

### SECTION 39: ATHLETIC CAMPS AND TEAM MEALS

Athletic camps are permissible only during the defined sports season. Any group meeting for a sport outside the defined sports season during the OSAA year would be

considered an athletic camp if any of the following criteria were met:

1. Students, as a team, are housed and/or fed at the school.
2. Students, as a team, are housed, and/or fed away from the school.
3. Students, as a team, are taken on an outing such as to the mountains or to the beach.
4. NOTE: An athletic team may be fed *during* the season for a sport or immediately after the season (Awards Banquet).

An athlete may not receive a free meal or any monetary compensation. However, if a coach were asked to bring an athlete with him/her to a service club luncheon or dinner or some similar function, this would not be a violation of the rule.

## SECTION 40: FUNDRAISING

Fundraising may be done by coaches/advisors or team(s) for their school athletic/activity programs within the district's approved policies and administrative procedures.

**NOTE:** Prior to conducting a fundraising event for either an in-school or out-of-school program (American Legion, summer basketball, etc.), the athletic/activity director and the district's chief financial officer must receive a completed copy of the *Application for Approval of Fundraising Project* for approval. No fundraising activities will be conducted without prior approval. *Guidelines for Fundraising* are available in the athletics/activities office.

Practice time and school competition time is time dedicated for purposes other than fundraising. Any clinics held as fundraising by the coaches' community teams would not be scheduled at the same time or immediately before or after a scheduled school practice. The intent is not to force students to participate in a fundraising event as part of their practice session. Financial matters involving summer teams or recruiting of prospective players will not be dealt with during school practices or games. The school district will provide limited services (i.e., bookkeeping, mailing, athletic

doctor and/or hospital. A certified staff member must accompany the injured student to the doctor or hospital if the parent is not readily available.

**NOTE:** If serious injury to head, neck or spine is suspected, **do not move** the injured person unless instructed by a doctor or assisted by ambulance attendants.

### Serious Injuries

**Definition:** Any injury involving a fracture, loss of consciousness, or in any way rendering a student non-ambulatory.

Head injuries having any noticeable effect upon the student, including dizziness, impairment of vision, etc. · Neck, back or spinal injuries.

- Lacerations requiring suturing, disinfectant or other treatment.

hotlines) to coaches' summer teams that are not available to all community youth sports programs. All money collected must be documented and submitted to the OHS financial Secretary or OHS Athletic/ Activities Director in a timely manner at the completion of the fundraiser. Door to Door solicitation must be done in groups of three or more and supervised by an adult.

## SECTION 41: BOOSTER CLUBS

Ontario schools are fortunate to have a very active and generous Booster Club that supports K-12 athletics and activities. It is expected that all coaches/advisors will cooperate in every way possible to make its job easier. The school athletic/activity director is expected to work with the Booster board, and all coaches/advisors are encouraged to attend any Booster Club meeting. If a coach/advisor has any request of the Booster Club, it should be filed on the appropriate forms through the high school head coach/advisor of their sport or activity and the school athletic/activity director. The Athletic Director and Head Coach/ Advisor will then present to the Booster Club for final approval.

## SECTION 42: ACCIDENT AND INJURY PROCEDURES

The coach/advisor and school athletic/activity director must maintain communication with the student's parent/guardian concerning injuries and record information concerning diagnosis and prognosis. In addition, within 24 hours after the injury, the student accident form must be completed and filed with the school athletic/activity director. Students treated or seen by the athletic trainer must complete an injury report as trainers track such injuries for complications.

**The following guidelines apply: Emergency**

**Definition: Immediate care or hospitalization appears to be needed.**

**Procedures:** Call 911 to request instructions. If possible call the parent/guardian as to selection of

**Procedures:** Apply necessary first aid at the time of injury. Immediately inform the head coach and school athletic/activity director and immediately phone or otherwise contact the student's parent/guardian. See the emergency athletic treatment information card coaches have on file.

### Minor Injuries

**Definition:** Minor bumps and bruises that do not involve loss of school or practice time.

**Procedures:** Apply first aid.

## SECTION 43: TRANSPORTATION / OUT OF DISTRICT EVENTS

The athletic/activity director will make all arrangements for

athletic/activity modes of travel. School buses or other school transportation will be used on all trips whenever practicable. Commercial transportation will be used only when approved by the proper administrative authorities and the athletic/activity director. Students will not be authorized to drive school transportation. Students must be transported to and from another school in compliance with the athletic/activity transportation policy:

- Students must ride to and from the site of the athletic event or activity on school provided transportation unless the guardian has signed out in person with the coach, or written permission has been submitted at least twenty-four (24) hours in advance to the athletic/activities director for that student to ride home with someone other than their direct guardian. Students will not be allowed to travel to and from contests with coaches in their personal vehicle.
- Coaches/advisors are expected to accompany their students to/from all school-sponsored events and remain with them at all times when away from home on an athletic/activity trip.
- Students will not be allowed to travel to or from contests with any student driver under any condition.

### **Conduct of Traveling Squads**

The coaches/advisors are responsible for all conduct and appearance of students under their supervision on traveling trips. Trips will not be scheduled if our school reputation is jeopardized by poor conduct.

When representing OHS while traveling, the following shall be observed:

1. No loud or boisterous demonstrations in the bus or van.
2. No shouting or making remarks from the windows of the bus or van.
3. Shoes with metal cleats or metal tip cleats shall not be worn on school buses.

1. Ontario School District programs.
2. In-district youth programs. Request for facility or field use that involve students from that school building.
3. Ontario community youth programs. Request for facility or field use that involves students from other buildings.
4. Ontario community adult programs.
5. Non-local youth programs. District facility use may be denied for the following reasons:
  - Lack of availability or priority program requires the use of the facility
  - Falsification of application.
  - Violation of district policy (use of alcohol/drugs/tobacco, unsportsmanlike conduct, etc.)
  - Degradation of facilities (intentional or unintentional).
  - Any other reason for which a written notice has been provided and the situation has not been rectified.
  - Violation of district policy or philosophy.

4. All students must remain seated on the bus or van.
5. It is the coaches'/advisor's responsibility and duty to see that all representatives of Ontario High School behave appropriately while under their jurisdiction and representing our school.
6. When traveling, and not in playing uniforms, it is expected that all players and coaches will be attired in at least "good school clothes."

### **Reservations and Travel Expenses**

All hotel and meal reservation requests for athletic teams are to be made through the athletic/activity director's office by the coach/advisor in charge of the traveling team. All coaches/advisors are to present receipts for all expenses incurred for the athletic/activity contest. All coaches/advisors are charged with the responsibility of providing phone numbers and addresses where they/students can be reached when away from home on an athletic/activity trip.

### **Scouting**

Scouting arrangements are to be made by the head coach with approval of the athletic/activity director, when applicable.

## **SECTION 44: USAGE/SCHEDULING OF DISTRICT ATHLETIC/ACTIVITY FACILITIES**

The district's facilities usage will be coordinated through building athletic/activity director or building administration. Ontario School District fields and gyms are to be used for district events coordinated by the school administration, who consults with the district's facilities scheduler regarding community needs. The following is the priority given to all requests for district's facilities. In the event that there is a shortage of facilities, lower priority programs will not be granted facility use:

25

The school athletic/activity director will oversee the use of district concession facilities by the following groups, in order of priority:

1. Student Body Group/ Club
2. Athletic team being serviced
3. Any other athletic team

**Note:** It is expected all profits raised by the sale of concession items during the school year will be returned to the school sport or school activity group.

## **SECTION 46: EVALUATION OF COACHES/ADVISORS**

All coaches/activity advisors, including volunteer coaches/advisors, will be evaluated annually and copies of all evaluation documents included in the employee's working file. All coach/advisor evaluations will be

## **SECTION 45: DISTRICT CONCESSION FACILITIES**



completed within three weeks of the last contest. The evaluation will be based on the individual's ability to perform the essential functions of the job as outlined in the specific job description and on the standards of performance described on the evaluation form. It is also expected that all those hired for extra duty will adhere to all board policies governing the Ontario School District and all expectations and procedures outlined in this *Athletics/Activities Handbook*.

It is the intent of the Ontario School District to attract and retain the highest caliber coaches and advisors to work with our young people. Extra duty contracts are annual in nature, and the district retains the right to reassign coaches or activity advisors based on district need as well as to reopen any extra duty contract at the conclusion of the season without cause. All mid-season or pre-season dismissals will provide appropriate due process according to state law/contract.

If an employee's actions while employed under the terms of an extra duty contract require administration intervention and correction, a progressive discipline approach will be used whenever possible.

Documentation of each of the following steps will be provided both the employee and the personnel office:

1. Verbal warning with email summary

2. Written warning

3. Dismissal

In the event an employee's action may result in a preseason or midseason dismissal from the extra duty assignment, the employee will be suspended pending the outcome of an investigation conducted by the school

administration.

### **Posting Extra Duty Positions:**

All open extra duty positions will be posted for a minimum of seven days within the school district and may be posted and advertised outside the district. Every effort will be made by the athletic/activity director and the personnel office to recruit the best-qualified individuals for any extra-duty position that becomes vacant. All known vacancies for fall and yearlong sports and activities will be posted prior to the close of the previous school year.

### **Hiring of Extra Duty Personnel**

The Ontario School District is interested in high-caliber individuals to serve in extra-duty positions, individuals who have both technical expertise in their particular sport or activity but also the proven ability and training to work successfully with young people.

All in-district applicants will submit a letter of interest in any open coaching position. All letters of interest are to be submitted to the personnel office prior to screening and returned to the personnel office after selection is made.

The athletic/activity director or building principal will verbally notify all unsuccessful applicants. All out-of-district applicants will complete an application for an extra duty position and will submit the names, addresses, and phone numbers of the required references.

### **Resignations:**

All written resignations are to be submitted to the athletic director or personnel office.

## **PART 4: JOB DESCRIPTIONS**

### **Head Coach Job Description**

Extra Duty Position Title: **Head Coach**

Department: Athletics

Reports To: Athletic Director

**SUMMARY:** Work with the athletic director and assistant coaches to encourage personal growth in student athletes' skills and abilities. Support the athletic programs of the district by coaching, mentoring, and assuming appropriate duties assigned by the athletic director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Communicate with, seek advice, and follow the direction of the athletic director. Cooperate with other district coaching and teaching staff.

2. Demonstrate sound practice organization and conduct regular, daily practice sessions on days when no event is scheduled. Provide training that will condition athletes to competition and assist in preventing injury.
3. Demonstrate proper active supervision during all scheduled activities of players including, but not limited to, game, practice, locker room, and transportation areas.
4. Assure proper use, care, and management of facilities. Issue, keep inventory, and oversee appropriate use and care of equipment used by the team.
5. Participate in professional development as appropriate and attend district athletic department meetings as requested.
6. Demonstrate solid understanding of the game and implement acceptable game strategies. Work with assistant coaches to build and coordinate the program of the sport being coached.
7. Take personal responsibility to know district rules as outlined in Board policy, student handbook, Activities Handbook and perform coaching duties accordingly. Know and enforce rules of the league and Oregon School Athletic Association, when applicable.
8. Follow safe practices during practices and scheduled events to prevent and provide care for injuries. Have and apply personal knowledge of emergency first aid procedures.
9. Provide firm, fair, and consistent discipline. Report serious infractions of rules or other player- or eligibility-related problems to athletic director as soon as reasonably possible.
10. Communicate regularly and effectively with players on an individual basis and as a team, with parents, assistant coaches, and other district staff. Keep players informed of their obligations for practices, events, etc.

27

11. Promote good sportsmanship and appropriate competitive attitude of the team. Commend good execution of the sport and work with players as individuals and a team to strengthen weaknesses in a positive, professional and respectful manner.
12. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits.
13. Demonstrate personal enthusiasm for the sport and commitment to the total athletic program of the district.
14. Emphasize the importance of academic achievement of students/athletes.
15. Maintain professional relationships, conversations and boundaries with all staff, students and public at all times.
16. Communicate with athletes in adherence with district policy, best practice and modes of communication approved by the athletic director.
17. Transportation of athletes/students in private vehicle is prohibited.

**SUPERVISORY RESPONSIBILITIES:** Supervise athletes/students and assistant coaches during sessions.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in and/or knowledge of the sport, coaching techniques, and student supervision. ASEP/NFICEP coach certification required according to OSSA rules, when applicable.
- Ability to work successfully with student athletes, parents, assistant coaches and other school staff, and public.
- Ability to perform coaching responsibilities in accordance with school and district procedures and policies.
- Meet OSAA guidelines for emergency first aid procedures, when applicable. Prefer current first aid card.
- Physical and mental skills and abilities needed to perform the essential functions of the position.

**EXPERIENCE:** 3-5 years coaching experience for activity preferred.

**LANGUAGE SKILLS:** English proficient in both oral and written language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure

28

manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to strength and conditioning programs. Ability to plan and implement programs based on professional objectives, as well as the ability to address the needs and abilities of athletes. Ability to establish and maintain effective/professional relationships with students, staff, and the public. Skill in oral and written communication. Ability to perform duties with awareness of all district requirements and school board policies, as well as Oregon law and administrative rule.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as supplies and equipment. The employee is directly responsible for the safety and well-being of those under their care. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands and interact frequently with others.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

29

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

Signature Date

*Ontario School District is an equal opportunity educator and employer*

## **Assistant Coach Job Description**

*Extra Duty Position Title: **Assistant Coach***

*Department: Athletics*

*Reports To: Athletic Director & Head Coach*

**SUMMARY:** Work with the head coach to encourage personal growth in student athletes' skills and abilities. Support the athletic programs of the district by coaching, assisting the head coach, mentoring, and assuming appropriate duties assigned by the head coach or athletic director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Communicate with, seek advice, and follow the direction of the head coach and athletic director. Cooperate with other district coaching and teaching staff.
2. Demonstrate sound practice organization and conduct regular, daily practice sessions on days when no event is scheduled. Provide training that will condition athletes to competition and assist in preventing injury.
3. Issue, keep inventory, and oversee appropriate use and care of equipment used by the team.
4. Participate in professional development as appropriate and attend district athletic department meetings as requested.
5. Demonstrate solid understanding of the game and implement acceptable game strategies in consultation with the head coach.
6. Take personal responsibility to know district rules as outlined in Board policy, student handbook, Activity Handbook and perform coaching duties accordingly. Know and enforce rules of the league and Oregon School Athletic Association, when applicable.
7. Follow safe practices during practices and scheduled events to prevent and provide care for injuries. Have and apply personal knowledge of emergency first aid procedures.
8. Provide firm, fair, and consistent discipline. Report serious infractions of rules or other player- or eligibility-related problems to the head coach and athletic director as soon as reasonably possible.
9. Communicate regularly and effectively with players on an individual basis and as a team, with parents and other district staff. Keep players informed of their obligations for practices, events, etc.

10. Promote good sportsmanship and appropriate competitive attitude of the team. Commend good execution of the sport and work with players as individuals and a team to strengthen weaknesses in a positive, professional and respectful manner.

31

11. Practice professional conduct during events and practices. Exemplify high standards of personal conduct and habits.

12. Demonstrate personal enthusiasm for the sport and commitment to the total athletic program of the district.

13. Emphasize the importance of academic achievement of students/athletes.

14. Maintain professional relationships, conversations and boundaries with all staff, students and public at all times.

15. Communicate with athletes in adherence with district policy, best practice and modes of communication approved by the athletic director.

16. Transportation of athletes/students in private vehicle is prohibited.

**SUPERVISORY RESPONSIBILITIES:** Supervise athletes/students during sessions.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in and/or knowledge of the sport, coaching techniques, and student supervision. ASEP/NFICEP coach certification required according to OSSA rules, when applicable.
- Ability to work successfully with student athletes, parents, head and other assistant coaches, other school staff and public.
- Ability to perform coaching responsibilities in accordance with school and district procedures and policies.
- Meet OSAA guidelines for emergency first aid procedures, when applicable. Prefer current first aid card.
- Physical and mental skills and abilities needed to perform the essential functions of the position.

**EXPERIENCE:** Coaching experience for activity preferred.

**LANGUAGE SKILLS:** English proficient in both oral and written language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed and basic

written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

32

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to strength and conditioning programs. Ability to plan and implement programs based on professional objectives, as well as the ability to address the needs and abilities of athletes. Ability to establish and maintain effective/professional relationships with students, staff, and the public. Skill in oral and written communication. Ability to perform duties with awareness of all district requirements and school board policies, as well as Oregon law and administrative rule.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as supplies and equipment. The employee is directly responsible for the safety and well-being of those under their care. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands and interact frequently with others.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

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

*Ontario School District is an equal opportunity educator and employer*

# Ontario High School Athletic Head Coach Evaluation Form

## Introduction

Ontario School District provides educational opportunities for students through an extensive interscholastic athletic program. Coaches serve the school district and student-athletes as educators, role models, and representatives for the district.

The purpose of evaluation is to increase the opportunities for the improvement of professional practice via honest and constructive feedback.

The purpose of self-assessment is to allow each employee to carefully reflect upon coaching performance and to honestly consider effectiveness in all areas of responsibility. The “expectations” detailed in this document describe optimal or desired performance levels.

## Performance Areas

- 1) Effective and Timely Communication
- 2) Relationships
- 3) Organizational Skills Demonstrated
- 4) Judgment, Professionalism and Ethics
- 5) Coaching Knowledge
- 6) Student Safety and Discipline

## Data Collection

The Athletic Director/ Head Coach will complete the evaluation instrument based on data collected from the following sources:

- 1) Observations from practices and game situations
- 2) Observations from other building administrators
- 3) Input from stakeholders, only as appropriate
- 4) Documentation of progress toward targeted goals established from prior evaluations

## Evaluation Procedures

1. Prior to each season, the Athletic Director will conduct a meeting with all coaches to review expectations, distribute appropriate documents, and address questions and/or concerns regarding the athletic department.
2. The assistant coach and head coach will communicate throughout the season and off-season regarding issues of the assistant coach's responsibility.
3. After the completion of a season, the Assistant Coach will be given an opportunity to complete a self-assessment (same as evaluation form) and submit it to the Head Coach.



# Ontario High School

## Athletic Head Coach Evaluation Form

Assessment Standards: Please use the rating system below of plus, check, minus.

+ Consistently Exceeds Expectations

✓ Meets Expectations

- Inadequate Progress Toward Expectations

### **EFFECTIVE AND TIMELY COMMUNICATION**

\_\_\_\_\_ Provides positive feedback to athletes on a regular basis

\_\_\_\_\_ Keeps Head Coach informed of potential problems

\_\_\_\_\_ Take proper action to resolve conflicts and handle complaints effectively and in a timely fashion. \_\_\_\_\_ Upholds and supports decisions of administration, coaches, and teachers.

### **RELATIONSHIPS**

\_\_\_\_\_ Develops positive relationships with students, parents, and community members. \_\_\_\_\_ Maintains positive rapport with coaches, district officials, parents, media, students and the athletic director. \_\_\_\_\_ Team members consistently display sportsmanship towards opponents and officials. \_\_\_\_\_ Supports and promotes all sports within the athletic program.

### **ORGANIZATIONAL SKILLS**

\_\_\_\_\_ Consistently accepts, supports, and enforces school/district athletic policies

\_\_\_\_\_ Maintains office and locker room space

\_\_\_\_\_ Submits district required paperwork on time such as; safe schools, OSAA Coaching Classes \_\_\_\_\_ Attends required meetings and arrives on time

### **JUDGMENT, PROFESSIONALISM AND ETHICS**

\_\_\_\_\_ Promotes a positive image of self and program by one's language and actions \_\_\_\_\_

Grooming and dress are appropriate and meet district standards at all times

\_\_\_\_\_ Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns. \_\_\_\_\_ Takes responsibility for actions/words and accepts/profits from constructive criticism. \_\_\_\_\_ Always follows the chain of command

when dealing with problems or issues. \_\_\_\_\_ Maintains appropriate demeanor and poise during contest with officials, players, and coaches. \_\_\_\_\_ Sets professional goals for improvement and shows evidence of progress in self. \_\_\_\_\_ Personal attendance is exemplary.

\_\_\_\_\_ Performs other duties as assigned with a pleasant and enthusiastic attitude.

\_\_\_\_\_ Maintains professional boundaries with students, staff and the public in all settings. **COACHING**

### **KNOWLEDGE**

\_\_\_\_\_ Demonstrates adequate knowledge of sport and is a good teacher of technique. \_\_\_\_\_ Displays the ability

to motivate others and applies basic sports psychology where applicable. \_\_\_\_\_ Demonstrates understanding and uses effective strategies in contests/practices. \_\_\_\_\_ Provides a variety of approaches/activities for drills and skills.

\_\_\_\_\_ Is able to motivate participants to practice / perform at their optimal level.

\_\_\_\_\_ Takes steps to ensure the mental and physical development and wellbeing of athletes.

### **STUDENT SAFETY AND DISCIPLINE**

\_\_\_\_\_ Shows caution by matching athletes of appropriate size and skill level.

\_\_\_\_\_ Provides adequate water breaks and rest breaks to avoid dehydration and heat related illnesses \_\_\_\_\_ Attends to injured athletes quickly and appropriately, follows recommendations of athletic trainer \_\_\_\_\_ Provides appropriate and timely discipline for misbehavior of athletes under ones care.

\_\_\_\_\_ Appropriately supervises athletes in locker rooms, weight rooms, practice fields, and those not actively involved in practice, such as injured or ineligible athletes.

*Identify coaching-related accomplishments for the school year:*

Evaluator Comments:

Assistant Coach Signature  
Date:

Head Coach Signature:  
Date

Athletic Director Signature  
Date:

# **Ontario High School Athletic Assistant Coach Evaluation Form**

## **Introduction**

Ontario School District provides educational opportunities for students through an extensive interscholastic athletic program. Coaches serve the school district and student-athletes as educators, role models, and representatives for the district.

The purpose of evaluation is to increase the opportunities for the improvement of professional practice via honest and

constructive feedback.

The purpose of self-assessment is to allow each employee to carefully reflect upon coaching performance and to honestly consider effectiveness in all areas of responsibility. The “expectations” detailed in this document describe optimal or desired performance levels.

### **Performance Areas**

- 1) Effective and Timely Communication
- 2) Relationships
- 3) Organizational Skills Demonstrated
- 4) Judgement, Professionalism and Ethics
- 5) Coaching Knowledge
- 6) Student Safety and Discipline

### **Data Collection**

The Athletic Director/ Head Coach will complete the evaluation instrument based on data collected from the following sources:

- 1) Observations from practices and game situations
- 2) Observations from other building administrators
- 3) Input from stakeholders, only as appropriate
- 4) Documentation of progress toward targeted goals established from prior evaluations

### **Evaluation Procedures**

1. Prior to each season, the Athletic Director will conduct a meeting with all coaches to review expectations, distribute appropriate documents, and address questions and/or concerns regarding the athletic department.
2. The assistant coach and head coach will communicate throughout the season and off-season regarding issues of the assistant coach’s responsibility.
3. After the completion of a season, the Assistant Coach will be given an opportunity to complete a self-assessment (same as evaluation form) and submit it to the Head Coach.

# **Ontario High School Athletic Assistant Coach Evaluation Form**

Assessment Standards: Please use the rating system below of plus, check, minus.

+ Consistently Exceeds Expectations

✓ Meets Expectations

- Inadequate Progress Toward Expectations

#### **EFFECTIVE AND TIMELY COMMUNICATION**

\_\_\_\_\_ Provides positive feedback to athletes on a regular basis

\_\_\_\_\_ Keeps Head Coach informed of potential problems

\_\_\_\_\_ Take proper action to resolve conflicts and handle complaints effectively and in a timely fashion. \_\_\_\_\_ Upholds and supports decisions of administration, coaches, and teachers.

#### **RELATIONSHIPS**

\_\_\_\_\_ Develops positive relationships with students, parents, and community members. \_\_\_\_\_ Maintains positive rapport with coaches, district officials, parents, media, students and the athletic director. \_\_\_\_\_ Team members consistently display sportsmanship towards opponents and officials. \_\_\_\_\_ Supports and promotes all sports within the athletic program.

#### **ORGANIZATIONAL SKILLS**

\_\_\_\_\_ Consistently accepts, supports, and enforces school/district athletic policies

\_\_\_\_\_ Maintains office and locker room space

\_\_\_\_\_ Submits district required paperwork on time such as; safe schools, OSAA Coaching Classes \_\_\_\_\_ Attends required meetings and arrives on time

#### **JUDGEMENT, PROFESSIONALISM AND ETHICS**

\_\_\_\_\_ Promotes a positive image of self and program by one's language and actions \_\_\_\_\_

Grooming and dress are appropriate and meet district standards at all times

\_\_\_\_\_ Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns. \_\_\_\_\_ Takes responsibility for actions/words and accepts/profits from constructive criticism. \_\_\_\_\_ Always follows the chain of command when dealing with problems or issues. \_\_\_\_\_ Maintains appropriate demeanor and poise during contest with officials, players, and coaches. \_\_\_\_\_ Sets professional goals for improvement and shows evidence of progress in self. \_\_\_\_\_ Personal attendance is exemplary.

\_\_\_\_\_ Performs other duties as assigned with a pleasant and enthusiastic attitude.

#### **COACHING KNOWLEDGE**

\_\_\_\_\_ Demonstrates adequate knowledge of sport and is a good teacher of technique. \_\_\_\_\_ Displays the ability to motivate others and applies basic sports psychology where applicable. \_\_\_\_\_ Demonstrates understanding and uses effective strategies in contests/practices. \_\_\_\_\_ Provides a variety of approaches/activities for drills and skills.

\_\_\_\_\_ Is able to motivate participants to practice / perform at their optimal level.

\_\_\_\_\_ Takes steps to ensure the mental and physical development and wellbeing of athletes.

#### **STUDENT SAFETY AND DISCIPLINE**

\_\_\_\_\_ Shows caution by matching athletes of appropriate size and skill level.

\_\_\_\_\_ Provides adequate water breaks and rest breaks to avoid dehydration and heat related illnesses \_\_\_\_\_ Attends to injured athletes quickly and appropriately, follows recommendations of athletic trainer \_\_\_\_\_ Provides appropriate and timely discipline for misbehavior of athletes under ones care.

38

\_\_\_\_\_ Appropriately supervises athletes in locker rooms, weight rooms, practice fields, and those not actively involved in practice, such as injured or ineligible athletes.

*Identify coaching-related accomplishments for the school year:*

*Professional goals related to coaching performance*

1

2

Evaluator Comments:

Assistant Coach Signature  
Date:

Head Coach Signature:  
Date

Athletic Director Signature  
Date:

39

## FUND RAISING PROJECT REQUEST

Name of Organization: \_\_\_\_\_ Date of Request \_\_\_\_\_ -

-- Name of person in charge of fund raiser and a number where they can be reached.

What date(s) will your fundraiser run?

Whom will you target with your fundraising efforts?

Please describe the fund raising project **in detail**: (If applicable, describe the items, size, colors, etc.)

What company will you be working with for this project, if applicable?

Actual **cost** of item(s) that you will be marketing:

Amount you will be selling the item(s) for:

Profit Margin:

How will your funds be used and how will the fundraiser benefit students at OHS? Please explain in detail.

If you fund raiser involves preparing and/or selling food, who in the organization has a food handlers card? \_\_\_\_\_ Phone number where they can be reached.

Number of chaperones will be determined by event. Please see an administrator for the number of adults needed. Number needed: \_\_\_\_\_ initialed by administrator \_\_\_\_\_.

Chaperones assisting with this fund raising effort:

Note: Only three organizations may have fundraisers per game and they may only do two games per season (fall, winter, spring) unless otherwise specified. The Junior Class has the first opportunity for concessions for basketball games to fund the Junior/Senior Prom.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date Admin. Signature \_\_\_\_\_ ---- \_\_\_\_\_

40

Nondiscrimination

<https://policy.osba.org/ontario/AB/AC%20G1.PDF>

Student Transportation in Private Vehicle

<https://policy.osba.org/ontario/E/EEAE%20D1.PDF>

Alcohol/Controlled Substance Use

<https://policy.osba.org/ontario/G/GBCBA%20D1.PDF>

Drug Free Workplace

<https://policy.osba.org/ontario/G/GBEC%20D1.PDF>

Sexual Harassment

[https://policy.osba.org/ontario/G/GBN\\_JBA%20G1.PDF](https://policy.osba.org/ontario/G/GBN_JBA%20G1.PDF)

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullyin

g [https://policy.osba.org/ontario/G/GBN\\_JBA%20G1.PDF](https://policy.osba.org/ontario/G/GBN_JBA%20G1.PDF)

Reporting Requirements for Suspected Sexual Conduct with  
Student [https://policy.osba.org/ontario/G/GBNAA\\_JHFF%20D1.PDF](https://policy.osba.org/ontario/G/GBNAA_JHFF%20D1.PDF)