

***Athletic Handbook  
for High School  
Coaches***

Eugene School District 4J

Revised October 2018

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***Part 1:***  
***Eugene School District 4J***  
***School Board Policies Regarding***  
***Athletics/Activities***

**SCHOOL BOARD POLICIES REGARDING INTERSCHOLASTIC  
ATHLETICS/ACTIVITIES**  
Eugene School District 4J

**SECTION 1: Intimidation, Bullying, Harassment, Discrimination, Hazing and Retaliation**

**School Board Policy Code JB**

**Adopted 2/3/88**

**Revised 6/17/98, 4/30/03, 6/06/07**

## **Eugene School District 4J**

Code: **JB**

Adopted: 2/3/88

Revised/Readopted: 6/17/98, 4/30/03,  
6/06/07

Orig. Code(s): 5205

### **Intimidation, Bullying, Harassment, Discrimination, Hazing and Retaliation**

School board policy prohibits discrimination, harassment, intimidation, hazing or bullying, as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or District. The District expects that staff, including student teachers, and practicum students, volunteers, and students will provide equal treatment and access to educational programs, services, and aid to students without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

1. **“Intimidation or bullying”** means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and that have the effect of:

- a. Physically harming a student or endangering a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment.

2. **“Harassment”** means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group of students on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

3. **“Discrimination”** means any act that has the purpose or effect of unreasonably differentiating in treatment, based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics of a national origin group.

4. **“Hazing”** means intentionally taking action or creating a situation that inflicts physical harm,

psychological harm, or distress on a student regardless of the consent or location of the participants.

- a. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students.
- b. Hazing is typically but not exclusively committed as a form of initiation, discipline, or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members.
- c. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

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

6. **District Staff’s Responsibility:** Staff including student teachers and practicum students, will follow school board policy to ensure that students are not discriminated against, harassed, intimidated, or bullied based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group, with regard to the following:

- a. The direct and indirect supervision of students and enforcement of the rules as defined in Section 7;
- b. Providing reasonable access to all District programs, classes, services, and aid;
- c. Use of terms that are derogatory;
- d. Unfair discrimination between students in use of tests and instructional material

7. **Informing Volunteers and Others:** Staff are responsible for informing volunteers and other adults working in schools and with extracurricular programs of this policy and for supervising their activities.

8. **Student Responsibility:** Students are expected to follow the standards for student behavior outlined in school board policy and the District’s *Student Rights and Responsibilities Handbook*, which includes the requirement that they refrain from intimidation, bullying, harassment, discrimination, hazing and comply with this policy.

- a. Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor, or administrator. These reports may be made anonymously.
- b. Students who violate this rule are liable for discipline, suspension, or expulsion following the rules established in the *Student Rights and Responsibilities Handbook*.

9. **District Responsibility:** In providing programs, services, benefits, or other aid to students, the District and its staff and volunteers shall not, on any basis prohibited by this policy:

- a. Treat one student differently from another in determining whether he or she satisfies any requirement or condition for the provision of the program, service, benefit, or other aid;
- b. Provide programs, services, benefits, or other aid, in a manner that differentiates among students;

- c. Deny any student such programs, services, benefits, or other aid;
- d. Subject any student to separate or different rules of behavior, sanctions, or other treatment;
- e. Otherwise limit any student in the enjoyment of any right, privilege, advantage, or opportunity;
- f. Allow student-to-student harassment, discrimination, intimidation, or bullying and will take direct action when it is observed or reported;
- g. Allow retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry.

10. **Tracking:** The District and its staff will track incidents of intimidation, bullying, harassment, discrimination, hazing and retaliation and report this information annually to the board.

11. **Training:** The District shall provide for the training and orientation of staff and volunteers on the contents of this policy with the goal that they will be able to avoid, recognize, discourage, and deal with intimidation, bullying, harassment, discrimination, hazing and retaliation.

12. **Complaint Procedures:**

- a. A student or his or her parent or guardian who believes that the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, staff member, or volunteer is encouraged to report the incident to the staff member on duty at the time or to the student's teacher or to the administrator. Information may be presented anonymously. Teachers and other staff who observe students engaging in discriminatory, harassing, intimidating, or bullying behaviors are responsible for taking action to deal with the behavior and reporting the incident, which may include following the rules for discipline outlined in the *Student Rights and Responsibilities Handbook*;
- b. A student and his or her parent or guardian are encouraged to attempt to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, a District staff member, or the District generally, or one of its volunteers, they are encouraged to follow the procedure outlined in the *Student Rights and Responsibilities Handbook* and the District's Discrimination, Harassment, Intimidation or Bullying Complaint Process;
- c. There will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation and/or other opportunities for problem solving between both parties. However, the severity of a specific incident may require immediate disciplinary action.

13. **Annual Review:** This policy and any procedures developed as a result of this policy will be reviewed annually, in the fall, with each building and department staff.

14. **Policy Review:** The Board will evaluate the effectiveness of this policy on the anniversary of its adoption and every three years thereafter.

15. The superintendent is responsible for developing appropriate administrative rules, procedures or guidelines for implementation of this policy, as needed.

**END OF POLICY**

Legal Reference(s):  
 ORS 163.190  
 ORS 166.065

ORS 166.155 - 166.165  
ORS 326.051  
ORS 329.025  
ORS 329.035  
ORS 332.072  
ORS 332.107  
ORS 336.067  
ORS 336.082  
ORS 336.086  
ORS 339.240  
ORS 339.250  
ORS 339.254  
ORS 339.260  
ORS 339.351 - 339.364  
ORS 342.123  
ORS Chapter 659  
ORS Chapter 659A  
OAR 581-021-0045  
OAR 581-021-0046  
OAR 581-021-0055  
OAR 581-022-1140  
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).

Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

## **SECTION 2: School Choice**

### **School Board Policy Code JECC**

**Adopted 7/2/73**

## **Eugene School District 4J**

Code: **JECC**

Adopted: 7/2/73

Revised: 6/4/79, 8/21/85, 11/16/91,

4/1/92, 12/1/99, 12/11/02

12/21/05, 1/10/07, 6/20/07

Orig. Code(s): 5020

### **School Choice**

#### **School Choice Requests**

Parents may request that a student be permitted to attend to a school outside the attendance area wherein the student's parents reside. Such requests will be honored unless the superintendent or designee and the principal of the receiving school determine that the school has reached its enrollment capacity. In determining enrollment capacity, administrators will consider the projected enrollment at the school, the number of available classrooms, the staff/student ratio, and existing caps on enrollment.

#### **Lottery**

Note: for the 2008 lottery, school choice applications may be submitted through Friday, March 21, 2008, rather than the first Friday in March. (This exception was made by Board direction on 6/20/07.)

A lottery will be used to select students and requests for school choice will be evaluated according to the criteria below. To be considered for this lottery, applications for school choice must be submitted to the Instruction Department between the first working day in January and the first Friday in March. Each year the lottery will be determine the order of the waiting list. Students applying for school choice after the lottery has occurred will be placed on the waiting list in the order the applications are



received.

1. First priority will be given to students who were previously enrolled in the school but whose parents have moved to the attendance area of another Eugene School District 4J school.
2. Second priority will be given to students who request transfer to a school that will be attended during the coming school year by another member of the requesting student's immediate household;
3. Third priority will be given to all other students who will be selected for placement on the waiting list by lottery, with the following exception;
  - a. The Board may establish attendance area priorities for students who reside in an attendance area to manage student enrollment capacity.
  - b. Priority will be given to students who qualify for free or reduced meals, and are applying to elementary schools that are below the District average for free or reduced meals. This priority will take place on an alternating bases. "Alternative basis" shall mean priority will take place with alternating selections between the two separate lists of free and reduced qualified students and all other students, by first selecting one name from one list and then one name from the other, beginning with the top of the lists. For qualified students to be included in the lottery, a complete free/reduced information waiver form must be attached to the application. This waiver form allows the District to use individual free/reduced student information to identify the student for special priority.
4. The parents of twin students who want both of their children to participate in the lottery have two options:
  - a. Parents may submit two separate applications. The two twins would be placed on the waiting list in the order they are selected. If only one twin is accepted the other twin may be considered for placement in the school the following year.OR
  - b. Parents may submit one joint application. Both names would be placed in the same position on the waiting list. If one twin is accepted, then both twins are accepted.

### **Approved Transfers**

Parents will be responsible for transportation to and from school unless space is available on a District bus traveling to that school. Once approved, a transfer will ordinarily remain in effect until the student completes the highest grade in the school, the student's parent requests that school choice be rescinded, or school choice is revoked from a neighborhood school.

1. When a student is promoted to a new level (from level K-5 to level 6-8 or from level 6-8 to level 9-12), the student will enroll in the school in the attendance area in which his or her parents reside unless a school choice request is submitted and approved. Students attending k-8 or k-12 alternative schools will automatically be enrolled in the next level school. If the student rescinds enrollment in the alternative school, a school choice request must be submitted and approved to remain in a neighborhood school outside their attendance area.
2. School choice in neighborhood schools may be revoked by the superintendent or designee for irregular attendance, chronic tardiness, or persistent refusal to abide by rules for student behavior in effect at the school.

School Choice - JECC  
2-3

The superintendent will develop procedures for the implementation of this policy.

### **School Choice - Athletics Eligibility**

Students who participate in school choice at the high school level will be eligible to participate in interscholastic athletics in accordance with procedures established by the superintendent. The procedures are intended to prohibit recruiting of athletes without unjustly penalizing students. The procedures in no way are to be interpreted as condoning the recruitment of any athlete from one high school to another since recruitment is a clear violation of Eugene School District 4J policy and intent.

END OF POLICY

**Legal Reference(s):**

ORS 433.255  
ORS 433.260  
OAR 333-019-0015  
OAR 437-002-0360  
OAR 581-022-0705

## **SECTION 3: Eugene School District 4J Nutritional Supplements in Athletics**

### **School Board Policy Code JFCIB**

**Adopted 2/18/04**

## **Eugene School District 4J**

Code: **JFCIB**

Adopted: 2/18/04

### **Eugene School District 4J Nutritional Supplements in Athletics**

The use of any drug, medication or dietary supplement as a performance-enhancing agent (steroids, bronchial dilators, creatine, androstenedione, etc.) is strongly discouraged. All student athletes and their

parents/guardians should consult with their physicians before taking any supplement.

In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, no coach or school staff member, when in the course and scope of employment by the District, shall ever recommend, supply or encourage the use of any drug, medication or dietary supplement for performance-enhancing purposes.

END OF POLICY

Legal Reference(s): ORS 332.107

## **SECTION 4: Discipline of Students**

### **School Board Policy Code KJ**

**Adopted 11/15/00**

## **Eugene School District 4J**

Code: **JG**

Adopted: 7/2/73

Revised: 8/2/76, 8/15/77

Orig. Code(s): 3890, 5700

### **Discipline of Students**

A balance of student rights and responsibilities is necessary in each school and classroom to assure an atmosphere which is conducive to learning and which assures the safety and welfare of students and school personnel. The board believes that an educational program designed to meet the learning needs

of the students and to produce constructive behavior and self-discipline is the best approach for resolving discipline problems. Disciplinary actions by school personnel will be most effective when applied fairly and consistently and when students and their parents understand the methods and reasons for disciplinary measures. Specific rights and responsibilities of students have been adopted by the board and shall be widely publicized in Eugene School District 4J. (See *Student Rights and Responsibilities Handbook*.) The superintendent is responsible for developing procedures to implement this policy.

## END OF POLICY

### Legal Reference(s):

ORS 243.650  
ORS 332.061  
ORS 332.072  
ORS 332.107  
ORS 339.115  
ORS 339.240 - 339.280  
OAR 581-021-0045  
OAR 581-021-0050 to -0075

### Cross Reference(s):

JFC - Standard for Student Conduct and Discipline  
JGE – Expulsion

## SECTION 5: Commercial Activities

### Eugene School District 4J

Code: **KJ**

Adopted: 11/15/00

Revised: 12/11/02

Orig. Code(s): 7700 - 7760

### Commercial Activities

The Board of Directors recognizes that public schools provide a potential market for commercial activities. Therefore, it is important that the District protect students and parents from exploitation and ensure that commercial activities do not interfere with the educational program. Except for instruction relating to advertising, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials in curriculum-related activities, except as provided by this policy.

#### Definitions

1. **“Advertisement”**: Any payment of money or other economic benefit to a school or to the District that requires visual, audio, or video placement of a name, slogan, or product message on a school District property, publication, or broadcast. The term advertisement does not include traditional fund-raising activities such as jog-a-thons or magazine sales, and underwriting for the District’s radio stations, nor does it apply to outright gifts to which no quid pro quo is attached.
2. **“Sponsorship”**: Any payment of money or other economic benefit to a school or to the District in exchange for recognition.
3. **“Exclusive Rights Contracts”**: Any payment of a premium or provision of some economic benefit to a school or the District for the right to be a sole provider of a service or product. This term includes limited exclusive rights contracts where more than one provider may supply the same or similar service or product.
4. **“Purchase of Goods and Services”**: Purchase of services or goods by the District for a product or service required by the District.

## **Advertisements**

No advertisement, as defined by this policy, shall be allowed unless it fits one or more of the following categories, and is approved by the building principal and/or program manager:

1. Paid advertisements in a high school student newspaper or other District publication;
2. Instructional aids furnished by private sources when the advertising is reasonable, nonintrusive, and not inherent to the content. Such instructional aids must be used in a manner that is consistent with the District's policies and practices related to curriculum and instruction, controversial issues, and the use of District property;
3. Signs on athletic fields that meet the city's sign code;
4. Advertising in the program for an extracurricular activity;
5. A pro-school advertisement for an organization approved by the Board of Directors;
6. The display of product names on vending machines that have been placed in the school for the use of students, staff, and the public at secondary schools and other District facilities (vending machines with product names may only be placed in staff rooms at elementary schools);
7. Incidental advertisements that appear when students are using various internet services.

## **Sponsorships**

The board encourages District staff to seek sponsorships to help support District programs and services, but no sponsorship agreement shall require that the District's programs and services be delivered in a specific manner. A sponsor may be acknowledged in school District publications or broadcasts and on school premises. The acknowledgment should be tasteful and not minimize or take away from the District's role or responsibility for the activity or service.

## **Exclusive Rights Contracts**

The Board of Directors may from time-to-time consider the approval of an exclusive rights contract if it will result in substantial benefit to the District, its schools, and their respective students, and is consistent with the District's mission, policies, and goals. The board's consideration of such benefit may include, but is not limited to, the impact on students as well as the amount of funds that will be generated, how the funds will be used, and what alternative sources of funding are available. All such contracts must be issued to conform with purchasing procedures established by law and school board policy. No site will be required to be a party to an exclusive rights contract unless it has agreed in advance or unless the Board of Directors determines that there is an overriding interest by the District for all schools or a specific set of school to participate. Exclusive rights contracts shall not include provisions that would allow marketing activities, including advertising, to take place in District classrooms, hallways, or lunchrooms, except that vending machines at secondary schools may display product names.

Prior to approving an exclusive rights contract, the board shall, after conducting a public hearing, determine whether the substantial benefit of the contract justifies the required advertising, sale of products, or other contract provision.

## **Purchase of Goods and Services**

From time to time the District may contract for goods and services, particularly in its food service program, where the display of product names is necessary. Such arrangements shall be issued to conform with purchasing procedures established by law and school board policy, and be necessary to the economical use of the good or service, and shall not include provisions that would allow marketing activities, including advertising, to take place in District facilities other than where the product is being utilized.

### **Prohibited Commercial Activities**

The above policy notwithstanding, no commercial activity as defined or allowed by this policy shall be associated with tobacco, alcohol, illegal drugs or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or District policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measures; be associated with any company or individual whose actions are inconsistent with the District's mission and goals or community values; or otherwise be in violation of law. The District shall provide no personally identifiable data about a student to the sponsor of a commercial activity without the consent of a parent, unless approved by the superintendent or his or her designee, as provided in OAR 581-021-0340. Likewise, no student, in order to participate in a school program or school sponsored activity, shall be required to provide personally identifiable data to the sponsor of a commercial activity without the consent of a parent, unless approved by the superintendent or his or her designee, as provided in OAR 581-021-0340. Students shall not be required to complete any survey or questionnaire that is designed to provide marketing information to a vendor or business about their interests and preferences for a particular vendor, business, or product. Any commercial activity allowed by this policy shall be respectful of all people without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics.

END OF POLICY

Legal Reference(s):

ORS 279.015 (2)(a) ORS 332.107

***Part 2:***  
***Policies and Procedures Related***  
***to Coaches***

## **SECTION 6: EUGENE SCHOOL DISTRICT 4J PROGRAM PHILOSOPHY**

Eugene School District 4J believes in sportsmanship. The character of our coaches and students comes first. The simplest definition of character for coaches is being a positive role model for the student. Within that definition are six key behaviors:

1. Support the student's academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behavior.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportsmanship from staff and athletes.

We believe in competitive greatness.

We believe in equity. We understand the value of comparable programs for boys and girls and we will model that kind of support to the students and community at all times.

We believe in supporting the standards adopted by Eugene School District 4J and the Oregon School Activities Association (OSAA). In that capacity, we realize that we are "good will" ambassadors for both organizations and will conduct ourselves as such.

## **SECTION 7: PROGRAM GOALS FOR STUDENTS**

Each program will be conducted so that students receive instruction from the coach via teaching, readings, personal anecdotes, and advice and guest speakers. There are six foundational goals for our athletic and activity program in Eugene School District 4J, they include:

1. A commitment to sportsmanship.
2. Knowledge of the values that the program provides for the student and for society.
3. An understanding and use of teamwork and individual decision making.
4. A commitment to conditioning and overall health and fitness.
5. A commitment to high ethical standards.
6. An understanding and use of self-discipline, emotional maturity and self-confidence.

## **SECTION 8: PROGRAM STANDARDS**

Eugene School District 4J 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 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 foundational goals:

1. Select qualified coaching and supervisory staff for each school-sponsored event.
2. Provide training for staff in response to new regulations, policies and laws.
3. Maintain equipment and facilities in a safe condition.
4. Provide for equity in budgetary decisions.
5. Evaluate the performance of coaches in accordance with job descriptions and program goals.
6. Communicate directly with coaches on points of student, parent and community concerns.
7. Promote the programs to the community.
8. Develop and coordinate community funding strategies for the programs.

## **SECTION 9: STUDENT ELIGIBILITY**

The high school principal, and the athletic/activity coordinators 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 the OSAA office prior to each season's first contest verifying the eligibility of each student and coach. In the event that the administration determines that a student is not eligible for an OSAA event, the coach must comply with the administrator's directions concerning that student. In events that are not under the auspices of the OSAA, building administrators shall provide the coach with rules governing participation and the administrator shall be the final arbitrator of all participation questions.

Coaches must comply with the OSAA and Eugene School District 4J academic requirements listed on pages 22 in this document.

## **SECTION 10: DISCRIMINATION AND HARASSMENT**

The District is committed to providing a discrimination-free student environment. No persons shall, on the basis of disability, ethnicity, national origin, race, religion, gender, sexual orientation, or any other legally protected, be excluded from participation in, be denied the benefits of participation, or be subjected to discrimination.

Coaches are expected to educate athletes about the District's policy and to act proactively to maintain a discrimination-free environment for athletes.

The District is also committed to providing a harassment-free student environment. Coaches are expected to educate athletes about the District's policy and to act proactively to maintain a harassment-free environment for athletes. Harassment is any unwelcome verbal, physical or visual conduct based on race, sex, sexual orientation, gender identity, color, national origin, age, religion, disability, marital status, familial status, source of income, or any other legally protected status.

Coaches are expected to know and support the District's non-discrimination and non-harassment policies as stated in the Student Rights and Responsibilities Handbook and School Board Policy. Coaches are expected to immediately intervene in and stop any discriminating or harassing event and to report the event to a school administrator.

## **SECTION 11: SELECTION, EVALUATION, CONTRACT LENGTH**

The head coach for each sport is selected and evaluated by the building principal with the assistance of the building athletic director. The head coach recommends selection of assistant coaches to the building principal and building athletic director. The head coach evaluates assistant coaches.

The length of any coaching contract is for the current season only. The decision regarding continuing a coaching assignment for another year is made annually by the District. Terminations of coaching assignments during the season are made for reasons that include, but are not limited to: placing students in harms way, neglect of duty and insubordination. Coaching changes of bargaining unit members are subject Article 5 of the Collective Bargaining Agreement.

## **SECTION 12: COMPLAINTS AGAINST COACHES**

Complaints against coaches who are members of the EEA bargaining unit will be handled by the athletic director and/or principal, in accordance with the collective bargaining agreement.

Complaints against other coaches will be handled by the head coach, then the athletic director and/or principal in accordance with District policy.



### **SECTION 13: REQUIREMENTS FOR COACHES WHO ARE NOT MEMBERS OF THE EEA BARGAINING UNIT**

All non-licensed coaches must meet with the school athletic coordinator/athletic director and make arrangements to complete the following prior to coaching students:

1. Complete 7 Safe School trainings annually: General safety orientation, child abuse: mandatory reporting, Athletic liability, Bloodborn pathogen exposure prevention, AED, Boundary Invasion, Title 9 and Gender Equity in Athletics.
2. Demonstrating knowledge of the Districts rules and policies as set forth in this handbook and other documents provided by the athletic coordinator/athletic director or the District.
3. Fingerprinting at District office, unless currently a District employee.
4. Completing employment verification forms at the Eugene School District 4J offices.
5. Completing the OSAA mandatory NFHS coaches training prior to the practice sessions of your coaching season.

The cost for the NFHS coaching fundamentals certification program will be paid for by the coach.

### **SECTION 14: FUNDING FOR CLINICS**

Coaches who wish to use school or District funds to attend clinics must receive permission from the building athletic director or school principal. Clinic costs that may be covered include registration and materials and a per diem for food, lodging and travel.

### **SECTION 15: COMMUNICATIONS**

Coaches will hold a preseason meeting to describe the requirements for participation on athletic teams. The tryout process and criteria used for selection of teams will be described. The coach's philosophy, player expectations, attendance policies, requirements for earning a varsity letter and other necessary information will be presented. Head coaches will introduce their assistants. Practice and game schedules will be available. All parents should attend these preseason meetings. Parents should be notified of inherent dangers of participating in an athletic/sports activity. All parents must sign an informed consent form prior to any student participating in any athletic/sports activities. Coaches will explain to parents how and when to contact coaches.

### **SECTION 16: LIABILITY**

Coaches are responsible for the welfare of students who participate in their programs. Additionally, coaches are expected to identify any program safety concerns that may endanger players and spectators. Such concerns must be reported to the athletic coordinator/athletic director immediately. Paid and volunteer coaches are covered under the District's general liability for events or acts that occur during the course and scope of their coaching activities. Coaches may also join the Oregon Athletic Coaches Association (OACA) which extends an additional \$1 million dollar liability coverage as well as other coaching benefits.

### **SECTION 17: USE OF FACILITIES/PROGRAMS FOR RELIGIOUS PURPOSES**

School staff, volunteers or parents are forbidden to lead students in prayer or other religious activities during any school event or at any school facility. Questions regarding religious activities should be presented to the athletic coordinator/athletic director for answers.

## **SECTION 18: EVENT OFFICIALS**

Officials for school-sanctioned events must be met and their safety secured by the athletic coordinator/athletic director or their designee at each game site.

## **SECTION 19: AWARD AND RECOGNITION**

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

Each season will have an end-of-season recognition night. Recognition nights will be held at the school or at a site chosen by the coach and athletic director, each season with a major, positive emphasis on the student. Each sport may recognize a Most Valuable Player, Most Inspirational Player or other such designations. The selected athletes may be recognized by certificate or plaque. All other individual or special team awards must be approved by the athletic coordinator/athletic director. 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 intrinsic value.

All participants will receive a Certificate of Participation. *A letter will be awarded to varsity athletes who have met the requirements of the head coach and athletic director.* Each qualifying athlete receives one cloth letter.

## **SECTION 20: PRACTICES**

Practices are for skill development, game preparation and conditioning students for peak performance. Practices cannot be conducted after a game or on Sundays or holidays without the approval of the athletic coordinator/athletic director. Coaches will meet with the athletic director prior to the beginning of the season to develop a practice schedule.

## **SECTION 21: FACILITY KEYS/SECURITY CARDS**

Facility keys and security swipe cards are issued to District personnel and cannot be loaned or transferred to any other person. Lost/stolen security codes must be reported to the athletic coordinator/athletic director immediately. Keys may be accessed at your school site and security swipe cards must be obtained from the District office.

## **SECTION 22: EXTENDED PAY FOR POST-SEASON ACTIVITY FOR COACHES IN THE EEA BARGAINING UNIT**

(as per the Collective Bargaining Agreement)

5.4.10 EXTENDED SEASON PAY: Coaches that are licensed 4j employees in OSAA sanctioned activities whose teams proceed to postseason tournaments or games shall be compensated for each day on which they are required to perform services. This per diem compensation shall be calculated by dividing the Section 5.1 stipend by fifty-five (55); Provisions of this paragraph shall apply to band and cheerleader/rally team leaders who are required by the District to attend tournaments/playoffs. Athletic Directors who are required by the District to attend tournaments or games shall receive extended season pay at sixty-five percent (65%) of the above rate for each day the Athletic Director attends one or more tournaments or games.

## **SECTION 23: EXTENDED TRAVEL FOR COACHES IN THE EEA BARGAINING UNIT**

(as per the Collective Bargaining Agreement)

### **5.4.12 EXTENDED TRAVEL**

Unit members in a Section 5.1 extra duty coach position who are required to travel one way in excess of 120 miles to a conference game, will be paid a travel stipend of \$50 per trip.

## **SECTION 24: VOLUNTEER/NON-FUNDED COACHES**

The following rules **must** apply when adding VOLUNTEER NON-FUNDED coaches to a program:

- (1) Must be interviewed and approved by the athletic coordinator/athletic director
- (2) Must demonstrate knowledge and follow all District's rules and policies as set forth in the Eugene School District 4J Athletic Handbook.
- (3) Must complete background check at [helpcounter.net/Eugene](http://helpcounter.net/Eugene)
- (4) Must complete the all of the same certifications and courses as funded coaches.

## **SECTION 25: ASB FUNDED AND/OR WALK-ON COACHES**

ASB Funded coaching positions must be posted and interviewed for in the same manner as district paid positions. An ASB Funded coach must follow all the same procedures as a district funded position.

## **SECTION 26: MONETARY COMPENSATION**

If a program desires to have additional coaches involved in their program and they obtain prior approval of the District Athletic Director, they can fund-raise money for the compensation of payment for that position.

The monetary compensation amount, terms, and payment **MUST** conform to the current Extra Duty Agreement.

- (a) Funds must be made to the high school prior to the start of the season.

For Cheer and Dance: In the event that cheer and dance coaches extend their season to participate in OSAA state competitions, cheer and dance head coaches will increase their stipends to the contracted agreement. Currently this is 10%.

A sport may have as many **VOLUNTEER** coaches as the building athletic coordinator/athletic director approves. These coaches are volunteers and will not receive any monetary compensation but must complete all certifications as required for all coaches.

## **SECTION 27: SHARED COACHING STIPENDS FOR COACHES IN THE EEA BARGAINING UNIT**

Only stipends for assistant coaches are allowed to be split.

When coaches choose to share coaching stipends, the coaches MUST agree as to the division of the stipend and only if the employee is working for half of the time of the assignment.

Time spent over the shared agreement will be considered as VOLUNTEERED time.

Coaches in a SHARED COACHING position must sign an agreement which states the above-mentioned comments. This agreement form will be provided by the District Human Resources Department.

## **SECTION 28: NEW HEAD COACHES**

Incoming head coaches may elect to retain coaches who have been in the past program or may choose to open all assistant positions.

## **SECTION 29: SCHEDULING CONTESTS**

Scheduling contests will be the responsibility of the building athletic director. Coaches may not contact opposing schools and opponents to schedule games without the consent and advice of the building athletic director.

***Part 3:***  
***Policies and Procedures***  
***Related to Students***

### **SECTION 30: ATHLETIC TRAINING RULES**

See Part 5 OSAA and Eugene School District 4J forms for the Athletic and Rally Training Form

### **SECTION 31: CITIZENSHIP EXPECTATIONS**

Membership in an athletic/activities program is an honor that should be carefully guarded. The privilege of competing in athletics/activities also carries added responsibility for each participant. This privilege may be forfeited for conduct that is detrimental to the team, school, or program in general. As a member of a school program, behavior on campus, in the community, and at other schools, reflects not only on the student but on the program and school as well. Criminal acts, violence, intimidation or discrimination, whether at school or in the community, will not be tolerated and may be cause for immediate suspension from the program.

### **SECTION 32: ATTENDANCE POLICY**

Attendance at school for the entire day is a prerequisite for participation in contests or practice. School-related activities or appointments with prior approval by the administration do not fall under this regulation. Emergency situations may be reviewed and determined by the athletic director or athletic/activities coordinator.

### **SECTION 33: ATHLETIC CLEARANCE**

A student must have an athletic turnout clearance form issued from the athletic office. The athlete must present this to the coach prior to being issued any equipment and before beginning to practice. In order for an athlete to receive clearance from the athletic office, the athlete must have the following:

- 1) Results of a physical examination on file in the athletic office, on the required OSAA form. (The physical exam cannot be dated earlier than June 1 of the student's eighth-grade year)
- 2) Documented medical insurance coverage.
- 3) Parent/Guardian release signatures on all required forms.
- 4) Student and Parent signature regarding the athletic/activities policy statement booklet. Policy statement booklets are given to students at the time athletic clearance takes place.
- 5) Pay for participation receipt, or waiver information if applicable.

### **SECTION 34: EUGENE SCHOOL DISTRICT 4J ACADEMIC REQUIREMENTS**

Student-athletes must meet the requirements of the OSAA to become eligible and to remain so. The OSAA requires that Eugene School District 4J students must be enrolled in and passing at least 2.0 credits at all times. The student is also required to have passed 2.0 Credits in the trimester prior to participation in any OSAA activity.

The OSAA and Eugene School District 4J also require that a student-athlete must be making satisfactory progress toward the school's graduation requirements as determined by the Eugene School District 4J. Any exceptions to individual eligibility are defined in the OSAA handbook, under rule 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.2. The OSAA handbook is on file in each high school athletic office and can be reviewed on the Internet at <http://www.osaa.org>. (Sophomores: minimum of 4.5 credits earned; Juniors: minimum of 10 credits earned; Seniors: minimum of 17 credits earned.

### **SECTION 35: SPORTSMANSHIP**

Athletic contests should be conducted in an atmosphere that places maximum emphasis on good sportsmanship, positive relationships between schools, and the educational benefits of competition.

## **Eugene School District 4J Sportsmanship Guidelines**

The following behavior will not be tolerated, and IMMEDIATE ACTION is requested if the following rules are not observed:

- a) Students must sit in the clearly marked section for STUDENTS and will not stand on the seats, but rather on the floorboards designed for standing.
- b) Students will not show disrespect for participants on the floor while introductions are being made, during or after the contest.
- c) Students are prohibited from throwing items from bleachers toward the playing floor. Immediate removal for the remainder of the game and possibly the season will result. Other disciplinary action may be indicated, according to School Board Policy and the Student Rights and Responsibilities Handbook.
- d) Artificial noisemakers will not be used at any Eugene School District 4J contest.
- e) Host school will only display positive signage at athletic contests.
- f) Behavior that borders on harassment (i.e. yelling at a player whenever they touch the ball; directing chants or cheers toward a specific player, etc.) is prohibited. This intimidation will not be tolerated and will result in immediate removal for this and possible future contests. Other disciplinary action may be indicated, according to School Board Policy and the Student Rights and Responsibilities Handbook.
- g) Movement by students during the contests which cause them to move to a completely new location (moving the student section from one end of the gym to the other end of the gym should not be permitted).
- h) Fans and spectators will STAY OFF THE PLAYING FIELD/FLOOR until after the teams involved have shaken hands. At no time will students be allowed to meet at center field or center court for the purposes of celebrating.

What is appropriate?

- a) Cheering for your team – cheers, yells, that bring positive attention to YOUR TEAM.
- b) Clapping, cheering, whistling, etc., for plays that bring an immediate response!
- c) Having fun with fellow students – just not at an individual's expense. We want students and spectators to enjoy the emotion and enthusiasm of a well-played contest.

### **SECTION 36: ATTENDANCE AT PRACTICES/CONTEST**

Athletes will attend all practices and/or contests to be in good standing. If an absence is unavoidable, it is the responsibility of the athlete to notify his/her coach prior to the practice and/or contest. Any athlete suspended from school will not be eligible for athletic practice or competition for the length of the suspension. Any athlete that chooses to miss a practice and/or contest for a social event may result in dismissal from the team. Athletes must be in attendance at school for the full school day to participate unless they have a prearranged absence (doctor, etc.) or clearance from the athletic director.

### **SECTION 37: EXPECTED BEHAVIOR**

Behavior, dress and grooming standards are at the discretion of each head coach. It is expected that coaches recognize athletes as representatives of the Eugene School District 4J. Any athlete suspended from school will not be eligible for athletic practice or competition for the length of the suspension. Any rules or regulations that result in suspension or dismissal of individuals from teams or from participating in games must be cleared with the school's athletic director/coordinator.

## **SECTION 38: PAY-TO-PARTICIPATE POLICY**

A. Fees for athletics are as follows: \$100 for cheer and dance, \$150 for sports without officials, and \$200 for sports with officials. If an individual student plays more than two OSAA sports in a school year, the third OSAA sport will be free. Families with students in several OSAA sports will pay a maximum of \$600 per year. Schools that use an online registration procedure may charge a \$5 user fee per year per athlete.

- 1) All athletic fees must be paid in full, or a pay-to-participate waiver granted prior to participation with the athletic program in the Eugene School District 4J.
- 2) Fee reimbursement will be made on the following conditions:
  - a. Athletes who are dismissed from participation with the team by the coaching staff prior to the first regularly scheduled league contest will be reimbursed in full.
  - b. Those athletes who withdraw from participation with a team, for any reason, will be reimbursed on a prorated basis. The prorated basis will be to divide the season into fourths (1/4). Reimbursement will be made on the basis of any complete fourths remaining in the season or time frame.
- 3) Each high school will set up its own system of collecting fees. No student will be allowed to participate in any event until they have met the pay-to-participate fee.
- 4) Families qualify for a fee reduction of 80% that are on the Free and/or Reduced Lunch program.



***Part 4:***  
***Program Policies/Procedures***

### **SECTION 39: TRANSFER BETWEEN SCHOOLS**

The eligibility for students transferring from one high school to another high school in a multiple-school district is as follows:

School Districts that have more than one high school under one administration and which permits students to transfer from one high school to another shall not deny eligibility to students who transfer from one high school to another in the same school district without a move in residence, provided the transfer meets all necessary requirements of the Oregon Schools Activities Association and Eugene School District 4J

### **SECTION 40: TRANSFERS BETWEEN SCHOOL DISTRICTS**

The student becomes eligible when properly enrolled in the new school and the principal (or designee) has filed the eligibility report form with the OSAA Executive Director.

### **SECTION 41: UNDUE INFLUENCE**

For purposes of this rule, “undue influence” is the attempt by any person (including, but not limited to coaches, boosters, teachers, administrators, parents, alumni) to induce the attendance of a student at a public or private OSAA member school for the purposes of athletic participation. Any student who attends an OSAA member school as a result of undue influence is ineligible and the high school may be subject to additional OSAA penalties as set out in OSAA rule 5-2.

Undue influence includes the following:

- 1) Contacting a student with the intent of recruiting the student to a particular school for purposes of athletic participation.
- 2) 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 participation.
- 3) Offering free transportation; inviting a student to attend practices or games; awarding any privileges or consideration not offered to other members of the student body., for purposes of athletic participation.

It shall not be considered undue influence for authorized representatives of a private high school to contact students attending private feeder schools to include 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 42: INTENT TO TRANSFER FORM**

All upper classman that transfers to another school must first fill out the OSAA intent to transfer form prior to participating in any activities at the new school.

### **SECTION 43: MISREPRESENTATION**

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

### **SECTION 44: LEGAL GUARDIANSHIP**

Legal guardianship is to be determined by certified copies of court records. Under no circumstances will the taking out of guardianship papers for an athlete be tolerated as a device for avoiding the obvious letter and spirit of OSAA regulations.

## SECTION 45: OSAA YEAR, PRACTICE, CONTESTS STARTING AND ENDING DATES

**Association Year.** The OSAA Association Year shall start with the first day of practice for fall sports as outlined on the OSAA.org website.

The OSAA establishes an annual calendar that determines when practices and contests begin for Fall, Winter, and Spring.

During the *Association* year, practice in a sport shall not be held after the conclusion of a school's sport season in that sport as defined in OSAA Rule 6.1.6.

## SECTION 46: CONTEST LIMITATIONS

High school contest limitations are set by the OSAA. Coaches must not exceed the maximum number of contests as determined by the OSAA.

Baseball 26 games	Swimming 12 meets (NOTE: If more than 10, two shall be invitational meets.)
Basketball 24 games	Tennis 16 matches
Cross Country 12 meets	Track 12 meets
Football 9 games	Volleyball 18 play dates / max 9 double duals / 5 tournaments
Golf 20 9-hole rounds	Wrestling 14 matches / 50 mat appearances
Soccer 14 games	
Softball 26 games	

## SECTION 47: PRACTICES ON SUNDAYS AND HOLIDAYS

Scheduling of practices is at the discretion of the head coach in cooperation with the athletic director/athletic coordinator. There are to be no Sunday or holiday practices by Eugene School District 4J teams without the consent of the school athletic director/athletic coordinator. Daily practice is an expectation. Cancellation of practice may be done only with the advanced agreement of the school athletic director/athletic coordinator. Practices should be limited to two (2) practices lasting between two (2) and two and one-half hours (2½) per day during preseason practices with a single practice not exceed two and one-half hours (2½) during the season. The daily doubles protocols must follow the OSAA requirements.

## SECTION 48: PRACTICE LIMITATION RULE/OUT OF SEASON PRACTICE

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

- 1) The mission of OSAA member schools is to foster well-rounded individuals. The purpose of interscholastic athletics is to help educate boys and girls and not to prepare students for college athletics, which is a by-product of interscholastic competition available to a very small percentage of high school athletes.
- 2) For most students, specialization in a single athletic activity is not in their best long-term interests.
- 3) Students should be encouraged by coaches, administrators, and parents to participate in a variety of school activities, including more than one sport during the school year.
- 4) Schools should not allow use of school equipment and facilities by non-school organizations that promote a philosophy contrary to the above statements.

5) There should be no promotion or publicity within a school for non-school programs, which promote a philosophy contrary to the above statements.

**B. Preface.** The spirit of the Practice Limitation Rule is that every school and participant shall have the same opportunity to practice prior to the first contest. Practice is defined as the involvement of individuals from a member high school in any program, demonstration, instruction, or participation conducted in part or in its entirety by a person or a group of people who are or who have been involved in the coaching of any of these athletes in that sport at the high school, *including volunteer coaches. Unless a person has been approved by the school District as a member of the coaching staff, that person may not practice against a team or a team member (example- throwing batting practice or working against a basketball post player).* (Revised December 2004)

**C. Team Sports Limitation.** Schools may conduct practices and/or compete in contests in team sports (baseball, basketball, football, softball, soccer, volleyball) only during the designated OSAA sports seasons as outlined in OSAA guidelines.

It shall be a violation of the rule if there is any attempt during the Association year to gather more than two members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participating athletes' high school program. Attempts to circumvent the rule by encouraging team members to attend out-of season practices or camps during the Association year other than through general dissemination of information or brochures shall be considered a violation of this rule.

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

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

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

## **SECTION 49: INCLEMENT WEATHER**

If there is inclement weather, the Superintendent, or their representatives of the schools involved, shall confer, and if it is determined that conditions are not safe, the contest shall be postponed to be played at a later date. Usually the contest is played only if it has a bearing on the representative(s) in that sport to the OSAA state playoffs.

## **SECTION 50: EJECTION POLICIES**

### **Coach Ejected, Contest Forfeited**

If a coach is ejected from a contest and that contest is forfeited, such incident must be reported to the OSAA office by the schools involved and also by the contest officials. If a coach is ejected and the game is not forfeited, it is the school's responsibility to be certain that any such person who does assume the coaching responsibilities in such a situation meets the requirements of the Eugene School District 4J and OSAA.

### **Ejection Policies-Ejected Player or Coach**

**A.** If a player or coach is ejected by an official for an unsportsmanlike act, the commissioner of officials shall notify the OSAA of the ejection. 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 during the period of suspension specified in the OSAA Regulations. Should an ejected player *participate or an ejected coach remain within "sight and sound" of the team* during the period of suspension specified in the Regulations, and no appeal is pending, that action shall be considered use of an ineligible participant and shall result in forfeiture of that contest and other penalties as determined by the OSAA Executive Board. *(Revised Fall 2005)*

**B. Appeal Process:** If the principal or the Athletic Director of the ejected coach/player and the commissioner of officials agree that the suspension should be set aside, the principal may appeal to the Executive Director within 48 hours of the ejection to set aside the next game suspension portion of the penalty. If the Executive Director denies an appeal, that denial may be appealed to the OSAA Executive Board, which shall hear the appeal at its earliest convenience and issue a final ruling. Implementation of the next game suspension may be postponed during the time that an appeal is pending. *(Fall 1998) (Revised Fall 2002)*

### **Ejection Policies – Fines**

**A.** Schools shall be assessed fines for ejections within specific sports programs. Each sport (i.e., Football, Boys Basketball, and Softball) shall be tracked as separate and distinct for the purpose of calculating fines. When the first participant or coach in a sport is ejected, the school that the participant or coach is representing shall be assessed a \$50 fine by the OSAA Executive Board. A second ejection in the same sport during the same season shall result in the assessment of a \$100 fine, and each ejection thereafter in that sport during that season shall result in a fine to be increased by \$50 increments for each ejection without limitation. The coach/player may be responsible to pay the fine prior to returning to play after the suspension. The payment of the fine will be at the discretion of the principal and athletic director.

**B.** All funds accumulated by the Association as a result of ejection fines shall be used to conduct Citizenship through Sports training workshops throughout the state. Training shall be offered on the October statewide in-service day and at other times as announced by the OSAA.

**C.** A school receiving five or more ejections during one school year shall be required to submit a written Plan of Correction to the Executive Board including a Citizenship through Sports training workshop and timelines for implementation of the Plan. *(Fall 2000) (Revised Fall 2002)*

### **Ejection Policies – Multiple Ejections of Individual**

A second ejection for an unsportsmanlike act during the same sport season will result in a two game suspension. A third ejection for an unsportsmanlike act during the same sport season will result in disqualification from further participation in that sport during that sport season. *(Fall 1999)*

### **Ejection Policies – Physical Contact with Official**

Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended as provided in the OSAA Regulations and may be required to satisfy other requirements as prescribed by the OSAA Executive Board. Both the athletic director of the school of the offending coach/player and the commissioner of officials shall notify the OSAA by facsimile of the incident by the next workday. In addition, the school shall be fined up to \$1,000 as set by the OSAA Executive Board, and an administrator and the coach/player shall be required to appear before the OSAA Executive Board at the next scheduled meeting. *(Fall 1998)*

## **SECTION 51: TEAM WITHDRAWING FROM A CONTEST**

- A.** 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.
- B.** 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 regularly scheduled meeting. A fine of up to \$1,000 could be levied against the school by the OSAA Executive Board.

## **SECTION 52: ATHLETIC CAMPS**

Athletic camps must be in compliance with all OSAA rules and regulations. Any group meeting for a sport outside the defined sports season would be considered an athletic camp if both of the following criteria are met:

1. Coaches provide athletic instruction to kids
2. Fees are collected from participants

If an athletic camp is advertised as a school or school District sponsored activity and fees are collected from participants, a minimum of 50% of all funds must be deposited in a school ASB account and the proceeds are the property of the school. The maximum of 50% may be deposited into a recognized 501C3 account that is approved by the School District.

Coaches in the EEA bargaining unit may be paid a daily stipend, based on their increment in Article 5.1, for a reasonable period of time, as determined by the District's athletic director, for coaching in an athletic team camp.

If an athletic camp is not a school sponsored activity the camp sponsors will rent the school facilities and the Eugene School District 4J facilities fee schedules will apply.

High schools shall not recognize or advertise youth sports camps or teams as "feeder programs" for high school athletic teams. High school coaches may choose to participate in youth athletic camps and provide instruction to youth athletic programs but the high school coach's participation in no way indicates that youth participation is a prerequisite for selection to high school teams.

## **SECTION 53: SUMMER ACTIVITIES**

The Oregon School Activities Association recognizes that it does not have authority over Oregon's high school students, personnel, facilities and equipment outside the Association Year with the exception of undue influence/participation on affiliated team and when school practice may start. The responsibility for and control of summer activities rests with the local school Districts.

Regarding summer athletic-related programs the following will be in effect:

- (1) There will be no school-financed summer programs.
- (2) There will be a separation of community programs and school programs during the school year.
- (3) No athlete will receive preferential treatment as the result of participation in summer league or summer programs sponsored by coaches.

### **Football – Summer Team Contact Camp**

**A.** Individual school Districts and other member schools of the association have the option of determining whether or not they will allow a school within their District to participate in a summer contact football camp. This decision should take into consideration the inherent liability when a team represents the school District, is supervised by school personnel, uses school District transportation, uses school facilities, and participants using protective equipment owned by the school.

**B.** It is imperative that local school administrators set guidelines for participation in these camps. Safety of the participants is of the utmost importance; therefore proper fundamental and physical preparation is necessary prior to the participants engaging in any type of person-to-person contact.

C. Prior to participation in the camp, each participant should be required to show proof of insurance and provide documentation of a valid physical examination within the last two years as prescribed by Oregon law. Coaches and other supervisors should have liability insurance.

D. Summer team football contact camps must be completed between the end of the OSAA Association year and the first Monday of August.

#### **SECTION 54: COMMERCIAL SUMMER CAMPS**

**A. Athletics.** The OSAA Executive Board recognizes the prerogative of parents to determine the activities of their children during the summer, non-school period. Participation in a commercial summer camp is strictly a volunteer choice of the parents, and in no way can a student be required to attend regardless of how fees for participation are covered. Service clubs, school organizations or schools may pay fees for participation according to their own school and/or District policies.

**B. 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.

#### **SECTION 55: FUND-RAISING**

Fund-raising may be done by coaches or athletic teams for their school athletic programs. Any money raised by coaches or athletic teams may not be refunded to individuals or families. If fund-raising must be done for school or out of school programs (American Legion, Summer Basketball, etc.), see your school athletic coordinator/athletic director before beginning such endeavors.

No school time, school practice time, or school competition time will be used for community team fund-raising. Coaches will communicate with prospective summer players away from the program. The emphasis will be on weekend meetings or by contacting them outside the school day. No products or money related to this outside fund-raising will be transferred at school between coaches and their players during the instructional day. Coaches will inform the school athletic director/activity coordinator of fund-raising, for outside teams, that is being conducted during the school season.

Any clinic held as a fundraiser by the coaches' community teams will not be scheduled at the same time or immediately before or after a scheduled school practice. The intent is not to force student athletes to participate in a fund-raising event as part of their practice session.

Financial matters involving summer teams will not be dealt with during school practices or games. The Eugene School District 4J will not provide services (i.e., bookkeeping, mailing, athletic hotlines) to coaches' summer teams that are not available to all community youth sports programs.

#### **SECTION 56: BOOSTER CLUBS**

Eugene School District 4J schools are fortunate to have very generous and active Booster Clubs that support all athletics. All coaches are welcome to attend any Booster Club meeting. If a coach has any request of the Booster Club, it should be filed on the appropriate forms through the high school head coach of their sport and the school athletic director/athletic coordinator. Booster clubs are **not permitted** to provide additional compensation to coaches in addition to the coach's seasonal salary.

## **SECTION 57: BOOSTER CLUB SUPPORT AND PARTICIPATION FEES**

**OSAA information related to booster clubs:** Booster groups and other outside organizations may contribute money to a school or a District to help offset the cost of equipment, transportation, participation fees, etc. However, money cannot be contributed directly to an individual. It is the school administration's responsibility to utilize funds as it sees fit to enhance its sponsored program.

## **SECTION 58: ACCIDENT AND INJURY PROCEDURES**

The coach and school athletic director/coordinator must maintain communication with the student's parents/guardian concerning injuries and record information concerning diagnosis and prognosis.

Within 24 hours following an athletic-related injury the student accident form must be completed in triplicate and filed with the school District athletic director/athletic coordinator or school principal. This form can be completed by the coach, certified athletic trainer or athletic director/activity coordinator.

Athletes treated or seen by each school's certified athletic trainer must complete an injury report. Such injuries need to be tracked by athletic trainers for complications.

Any student who has been treated by a physician for an injury may not return to practice or competition without a letter of clearance provided by the attending physician of the student athlete.

Minor Injuries are defined as minor bumps, bruises and do not involve loss of school or practice time. Coach, certified athletic trainer or athletic director/activity coordinator should apply first aid.

Serious Injuries are defined as any injury involving a fracture, loss of consciousness or in any way rendering a student non-ambulatory. Head injuries having a noticeable effect upon the student including dizziness, impairment of vision etc. Neck, back or spinal injuries. Lacerations requiring suturing, disinfectant or other treatment. Coach, certified athletic trainer or athletic director/activity coordinator should apply necessary first aid at the time of the injury. Immediately inform the head coach and school athletic director/activity coordinator and immediately phone or otherwise contact the student's parent/guardian.

If medical care or hospitalization appears to be indicated, request instructions, if possible, inform the parent/guardian as to selection of doctor and/or hospital, and you or another certified staff member accompany the injured student to the doctor or hospital if the parent is not readily available.

If the injury appears to be a serious one to the head, neck or spine, **do not move the injured person** unless instructed by a doctor or assisted by emergency medical personnel.

## **SECTION 59: TRANSPORTATION**

It is the responsibility of the head coach to make sure that District rules related to the transportation of athletes are followed.

**See District transportation policy.**

**Out of state travel must be approved in advance by the Eugene School District 4J Risk Manager.**



***Part 5: Eugene School District  
4J and OSAA Forms***

## Eugene School District 4J Athletic Eligibility Rules & Code of Conduct

In order to promote open communication and understanding between families and the 4J Athletic program, parents and students are asked to read and sign this District 4J Extracurricular/Athletic Eligibility Rules and Code of Conduct document.

### CONDITIONS

1. My son/daughter is fully covered by the indicated insurance program.
2. My son/daughter has a current OSAA athletic physical form administered and signed by an appropriate medical provider on file with the school's athletic department.
3. As per ORS 336.479, Section 1 (3) "A school district shall require students who continue to participate in extracurricular sports in grades 7 through 12 to have a physical examination once every two years." Section 1(5) "Any physical examination required by this section shall be conducted by a (a) physician possessing an unrestricted license to practice medicine; (b) licensed naturopathic physician; (c) licensed physician assistant; (d) certified nurse practitioner; or a (e) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects."
4. I am advised that my son/daughter must meet OSAA and 4J School District academic requirements. This includes earning 2 credits in the previous (high school) Trimester.  
In addition, at the time of the sport, they must be enrolled in, and in good standing of, at least 2.0 credits. Additionally, there is an "on track to graduate" requirement that states: at the beginning of the school year, 10th graders must have earned 4.5 credits, 11th grade 10 credits and 12th grade 17 credits.
  - A. Student athletes who enroll in authorized 4J School District on-line courses are responsible to notify the athletic department by showing a hard copy of proof of enrollment and grades at the beginning/end of each quarter. This includes on-line college credits/classes, independent PE, dual credit and other college classes, and work-experience.
5. I am advised that my son/daughter will be held financially responsible for all equipment owned and issued by the sport.
6. I the parent/guardian do hereby acknowledge that I understand the RISKS of being involved in a sport(s). If I want more information, I will personally contact the coach. I realize that my child named above may suffer serious injury, including but not limited to sprains, fractures, ligament and/or cartilage damage, and concussions which could result in a temporary or permanent, partial, or complete impairment in the use of his/her limbs, brain damage, paralysis or even death by participating in sports(s). I understand that School District 4J assumes no financial obligation for any injury that may occur. Notwithstanding such warnings and with full knowledge and understanding of the risk of serious injury which may result to my child. I give consent for participation in the activity of which he/she registers for.
7. I, the student athlete, hereby acknowledge that I understand the RISKS I am exposing myself to by participating in the activity. The risk of serious injury, including but not limited to, the risk of sprains, fractures, ligament and/or cartilage damage, and concussions which could result in a temporary or permanent, partial, or complete impairment in the use of my limbs, brain damage, paralysis or even death. Having been so cautioned and warned, it is still my desire to participate in the activity and should I choose to participate in the activity, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participation in the activity.
8. I give my consent for the Certified Athletic Trainer (AT) to treat my child for any injury, illness or condition that falls within the AT's scope of practice.
9. I hereby authorize emergency medical treatment and/or transportation to a medical facility for any injury or illness deemed urgently necessary by a certified athletic trainer, designated district employee or volunteer.
10. I authorize any attending physician to communicate/release information with the Certified Athletic Trainer and my child's coach, regarding my child and his/her medical/health condition and any written physician prescription of treatment to be performed by the Certified Athletic Trainer for the school calendar year.
11. I want my child to have the privilege of participating in competitive school athletics, therefore my child has my permission to compete in all sports approved by the Board of Education of the Eugene School District 4J.
12. I give my consent for my child to be transported according to the Eugene School District 4J Transportation Policy.
13. I understand that it is the responsibility of parent/guardian to notify the athletic office of any change to any information on this form.
14. I understand that participation fees are non-refundable with exceptions for: cut sports (full refund given), and injury (refund will be on a prorated basis, refunds are NOT given after half of scheduled games completed.)
15. I understand all students in sports must purchase an annual non-refundable ASB Sticker.

## EXTRACURRICULAR/ATHLETIC ELIGIBILITY RULES & CODE OF CONDUCT

In order to promote open communication and understanding between families and the 4J Athletic program, parents and students are asked to read and sign this District 4J Extracurricular/Athletic Eligibility Rules & Code of Conduct.

### Eligibility

**Grades:** Every athlete must meet OSAA and 4J School District academic requirements. This includes earning 2.0 credits per trimester. In addition, at the time of the sport, they must be enrolled in and in good standing of at least 2.0 credits.

Additionally there is an “on track to graduate” requirement that states: at the beginning of the school year, 10th graders must have earned 4.5 credits, 11th 10 credits and 12th grade 17 credits.

- Student athletes who enroll in authorized 4J School District on-line courses are responsible to notify the athletic department by showing a hard copy of proof of enrollment and grades at the beginning/end of each quarter. This includes on-line college credits/classes, independent PE and work-experience.
- In addition, at Mid-terms, grades will be checked to ensure all student athletes are passing a minimum of 2.0 credits. Any student that is not meeting this requirement will be notified and placed on academic probation for 5 days. IF, after 5 days, the student is still not passing 2.0 credits, they will not be permitted to participate in contests until they demonstrate that they are currently passing 2.0 credits.

**Physical Exams:** All High school students who participate in interscholastic athletics competition must have physical examinations performed by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a certified nurse practitioner or a chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects, prior to participation. Students who continue to participate in extracurricular sports shall be required to complete a physical examination once every two years. New students entering at any grade level will be required to have a physical examination before participating in interscholastic sports. Athletes in specified sports may be required to participate in the ImPACT concussion testing program. Please contact your school's athletic director for more information.

**Insurance:** The district shall require all students who participate in interscholastic athletics to be covered by accident insurance. If a student is covered by any plan other than that made available through the district, he or she must provide proof of the coverage to the school and file a request signed by the parent that the district waive the accident insurance requirement. All registered students must provide a policy number and carrier for the insurance policy that is current and will be in effect for the entire season.

**Medical Clearance – Concussions:** Student athletes identified with a concussion must follow the OSAA required “Return to Play Guidelines” as directed and monitored by the schools Athletic Trainer. The athlete must have a signed “Concussion-Return to Participate Medical Release” to return to practice and play. This form can only be signed by one of the following: (a) School Athletic Trainer; or (b) physician possessing an unrestricted license to practice medicine; or (c) licensed naturopathic physician; or (d) licensed physician assistant; or (e) certified nurse practitioner; or (f) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

**Medical Clearance- Non-Concussions:** All athletes who participate in OSAA sponsored athletic events have access to a certified athletic trainer (AT). The AT is an expert in the prevention, evaluation, treatment & rehabilitation of athletic injury/illness. ATs work in collaboration with physicians and other healthcare providers to optimize the care of the athlete. Anytime an athlete sees a physician concerning an injury, it is REQUIRED that a student athlete obtain a release back to sport with written documentation from one of the following: (a) physician possessing an unrestricted license to practice medicine; or (b) licensed naturopathic physician; or (c) licensed physician assistant; or (d) certified nurse practitioner; or (e) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

**Nutritional Supplements in Athletics:** The use of any drug, medication or dietary supplement as a performance enhancing agent (steroids, bronchial dilators, creatine, androstenedione, etc.) is strongly discouraged. All student athletes and their parents/guardians should consult with their physician before taking any supplement. In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, no coach or school staff member, when in the course and scope of employment by the district, shall ever recommend, supply or encourage the use of any drug, medication or dietary supplement for performance enhancing purposes.

### CODE OF CONDUCT

Our district sets standards with regard to behavioral expectations of our student athletes. A team member’s conduct, both on and off the playing field/court, impacts his/her individual performance, the team’s success, and the school’s reputation. For these reasons, student athletes need to know that if the school administration determines that a student athlete is guilty of “misconduct” as explained in the Eugene School Districts 4J Students Rights and Responsibilities handbook (SRRH), then he/she may be suspended from athletic competition. This would likely be in addition to other disciplinary consequences for the misconduct (i.e.: suspension from school). Prior to beginning practice, the student athlete and parent must sign below to acknowledge their understanding of these behavioral expectations and consequences.

**Extracurricular/Athletic Eligibility Rules & Code of Conduct are in effect from the first day an athlete signs this form with the intent to participate in athletics and remains in effect throughout his/her HIGH SCHOOL CAREER. It is in effect 24 hours a day, during the school year, including winter and spring vacations, and all school sponsored activities during summer break. The following are violations of these rules.**

- Failure to voluntarily request assistance as described below.
- Possession, use, or transmittal of alcohol, a tobacco product, drugs, inhalants, or controlled substances
- Determination by a school official that an athlete has used, possessed or transmitted alcohol, tobacco, drugs, or controlled substances
- Any other violation of student behavior offenses as listed in the SRRH under Bully, Harassment and Intimidation, or Student Conduct: Offenses.

Violations of these rules will subject the athlete to the following consequences in addition to any other disciplinary action taken by the school.

**First Offense** in student athlete's school year:

- **Two weeks suspension** from participation in interscholastic athletic competition from the date the school official becomes aware of the possession, use, or transmission. If offense occurs prior to first contest, the two week suspension will begin with the first contest, which will include any scheduled Jamboree.
- The two week suspension for an offense that occurs outside of the athlete's sport season, will be served beginning on the date of the first regularly scheduled contest of their next season.
- Suspension(s) that occur at the end of a season and are less than two weeks in length, shall carryover from the participant's next sport season until suspension has been served.
- A PROBATIONARY period of one full calendar year following the two week suspension.
- Any subsequent violation during a probationary period shall be considered a second offense.
- At the conclusion of the probationary period without a violation, the athlete obtains first time athletic status.
- By agreement of the coach, athletic director and school administrator, the student athlete may attend practice sessions

**Second Offense**

- Second offense will result in a **four week suspension**. Suspension from participation in interscholastic competition will be from the date the school official becomes aware of the possession, use or transmission.
- A PROBATIONARY period of one full calendar year following the four-week suspension. Any subsequent violation during a probationary period shall suspend the individual for one full calendar year.
- The four-week suspension for an offense that occurs outside of the athlete's sport season, will be served beginning on the date of the first regularly scheduled game of the next season.
- At the conclusion of the probationary period without a violation, the athlete obtains first time athletic status.
- By agreement of the coach, athletic director and school administrator, the student athlete may attend practice sessions

**Third Offense**

Any subsequent violation during a probationary period shall suspend the individual for **one full calendar year** from the date of the third offense.

**Important: For any suspension to count during a season, the athlete must finish that season in good standing.**

## EXTRACURRICULAR/ATHLETIC ELIGIBILITY RULES & CODE OF CONDUCT

### Notice and Appeal

Before any athletic suspension is implemented, the building administrator and/or athletic director shall follow the notice and grant the opportunity for review as required by the district's Student Rights and Responsibilities Handbook. Athletic Directors are responsible for interpreting Code of Conduct Athletic Eligibility Rules and provide information to students and parents. An appeal of an interpretation shall be initiated by placing, in writing, such an appeal with the building principal that refers it to the high school Athletic Director for review. The Appeal Committee will consist of the building administrator, district athletic director, building athletic director, and a member of district coaching staff.

**The suspension will be in place until the appeal is completed.** Appeals must follow the following criteria:

1. Submitted by both the athlete and the guardian/parent;
2. Submitted within three days of the violation;
3. Submitted in writing; and
4. State the specific reason for the appeal.

### Request for Voluntary Drug/Alcohol/Tobacco Intervention Assistance

The use of alcohol/tobacco/drugs/inhalants is prohibited. It is the position of the Eugene School District that athletes who are in jeopardy because of a substance abuse problem should receive professional assistance. No student involved in interscholastic athletics may knowingly possess, use, transmit or be under the influence of alcohol, a tobacco product, drugs, inhalants, or controlled substances of any kind (except as prescribed by a medical professional), during the school year, including winter and spring vacations.

Athletes who **voluntarily request assistance** from school officials with regard to an alcohol/tobacco/drug use problem and who have not previously committed such an offense, shall receive no discipline provided that:

1. The athlete meets with an appropriate professional person, (such as a counselor of drug addiction and use) and follows his/her recommendations.
2. There are no subsequent incidents of either alcohol/tobacco/drug use.

**Code of Conduct Record of Violation**

This form is intended to document any violation of the extracurricular/athletic eligibility Rules & Code of Conduct. This form is required to be filled out by the High School athletic director and copies should be delivered to the Building Principal, and the parent/guardian of the student.

**Name of Student:** \_\_\_\_\_

**Date of Infraction:** \_\_\_\_\_

**Please circle the correct information: 1<sup>st</sup> infraction 2<sup>nd</sup> infraction 3<sup>rd</sup> infraction**

**Infraction report:**

**Consequence established (please include the behavior expectation that was not met as stated in the SRRH or athletic code of conduct):**

**Student may attend practice sessions: Yes No (circle one)**

**Date suspension begins:** \_\_\_\_\_

**Date suspension will be completed:** \_\_\_\_\_

**Date that the probation period will be completed:** \_\_\_\_\_

**Note: The date above should be exactly one year later of the infraction date.**

**Important: For any suspension to count during a season, the athlete must finish that season in good standing.**

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
(Student) (Parent)

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
(Athletic Director) (Administrator)

A copy of this document will be given to the athlete, building administration, secondary director, and the original will be filed in the High School Athletic Director's office for reference if needed.

**HIGH SCHOOL ATHLETIC CLEARANCE FORM**

**INSTRUCTIONS...** Carefully read and **circle** yes or no to each of the following questions:

- 1. I currently live with my parent(s) or legal guardian.    yes    no
- 2. \_\_\_\_\_ is the only high school I have attended.    yes    no  
If no, list other high school(s) attended \_\_\_\_\_
- 2a. If I attended another High School, I have submitted an Intent to transfer form to the A.D.    yes    no
- 3. The first day I attended high school was, month \_\_\_\_\_ year \_\_\_\_\_
- 4. I have transferred to \_\_\_\_\_ in the past 12 months.    yes    no
- 5. I am currently enrolled as a Home School student and/or a private school student.    yes    no
- 6. I am currently taking at least 2.0 total credit classes.    yes    no
- 7. I passed (D or better) at least 2.0 classes last semester.    yes    no
- 8. I am a Foreign Exchange Student.    yes    no
- 9. I am a fifth (5th) year senior.    yes    no
- 10. I turned 19 prior to August 15th of this year.    yes    no

**Please Print**

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

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

All of the above information is accurate and true to the best of my knowledge.

Parent Signature \_\_\_\_\_

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

## LANE COUNTY SCHOOLS ANNUAL INTERVAL HISTORY FORM

Name of Sport \_\_\_\_\_ Received by \_\_\_\_\_  
 Fees \_\_\_\_\_ Date \_\_\_\_\_

To be completed by parent/guardian.

Name of student \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
 Home Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Parent's Name \_\_\_\_\_ Student's Birthdate \_\_\_\_\_

In the past year, \_\_\_\_\_ (student's name) circle answers--please explain any "yes" answers.

1. Has had injuries requiring medical attention.                    yes    no
2. Has had illness lasting more than a week.                    yes    no
3. Is under a physician's care now.                                    yes    no
4. Takes medication now.    yes    no
5. Wears glasses: yes no                    contact lenses:            yes    no
6. Has had a surgical operation.                                        yes    no
7. Has been in a hospital (except tonsillectomy)                    yes    no
8. Do you know any reason why this student should not participate in all sports?    yes    no
9. Name of physician \_\_\_\_\_

10. In case of emergency, contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \*\*\*\*\*

PARENT OR GUARDIAN PERMIT

I want my ( ) son or ( ) daughter to have the privilege of participating in competitive school athletics. therefore, \_\_\_\_\_, has my permission to compete in all sports approved by the Board of Education of the local School District and to be transported according to District Transportation Policy.

While I expect school authorities to exercise reasonable precautions to avoid injury, I understand that there are risks of injury when participating in athletics and the District assumes no financial obligation for any injury that may occur. I am advised that students are held responsible for all player's equipment owned and issued by the school.

I hereby give permission to the physician selected by the school director, or in his or her absence their designee, to hospitalize, secure treatment for, and to order injections, anesthesia, or surgery for my child as named above.

Person to contact in case of emergency if I cannot be reached:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address Zip \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\*

INSURANCE ARRANGEMENTS

Please check one:

- \_\_\_\_\_ My son/daughter is covered by insurance purchased at school, 20 /20 school year. Check below  
 \_\_\_\_\_ 24 Hour ----- School-Time Plan  
 \_\_\_\_\_ Interscholastic Tackle Football Plan \_\_\_\_\_ Other Interscholastic Sports \_\_\_\_\_ 24-Hour Dental Plan  
 \_\_\_\_\_ My son/daughter is fully covered by insurance carried by Parent/Guardian, and the school will not be liable for any injury that occurs during athletic activities or travel for activities.

Name of company with which insured \_\_\_\_\_

Insurance Co. Phone # \_\_\_\_\_ Group # \_\_\_\_\_ Member # \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Parent/Guardian)

\_\_\_\_\_  
 Date



## **Important Links for Coaches:**

1. **Overnight Trip Approval Process**  
Any trip that requires an overnight stay must be approved by Human Resources 30 days in advance. The online form to request permission is available at this link:  
<https://www.4j.lane.edu/hr/risk/travelandfieldtrips/fieldtrips/>
2. **OSAA Link to Student Forms**  
(including intent to transfer, transfer certificate, home school student, foreign exchange student, etc.)  
<http://www.osaa.org/governance/forms>
3. **OSAA Physical Examination Form**  
<http://www.osaa.org/governance/forms>
4. **OSAA for coaches that includes all mandatory trainings.**  
<http://www.osaa.org/coaches>
5. **OADA Coaches website:** <http://www.oregoncoach.org/>  
*This site gives you up to date info on coaches clinics, etc.  
Also provides the opportunity for a GOLD CARD that gives you a 1 million dollar liability insurance policy and free admittance to all State Tournament contests.*
6. **4j Website information for coaches:** <https://www.4j.lane.edu/hr/employeeinformation/coaches/>
7. **Salary Scale for walk on coaches:**  
<https://www.4j.lane.edu/wp-content/uploads/2018/09/4.-2018-19-Walk-On-Coach-Hourly-Rates.pdf>
8. **Coaching assignments by season:**  
[http://www.4j.lane.edu/files/hr/4j\\_hr\\_coach\\_assignments\\_season\\_paydays.pdf](http://www.4j.lane.edu/files/hr/4j_hr_coach_assignments_season_paydays.pdf)
9. **Stipend Amounts by percentages are on page 14 bargained contract:**  
<http://www.4j.lane.edu/wp-content/uploads/2018/03/EEA.District-CBA-2017-20-Signed-Final-3.13.18.pdf>
10. **Activate your email account:**  
<https://www.4j.lane.edu/hr/eugene-school-district-4j-new-hire-intake-faq/activating-email-accounts-2018/>

# Pre-Season Coaches Information Statement

## Student Behavior Expectations

**Note: This must be read to all students prior to engaging in practice for the season.**

---

1. All students have the right to a safe learning environment.
2. All students will be treated with respect no matter their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, marital status, familial status, source of income or disability.
3. Harassment, intimidation, bullying, cyberbullying, and hazing will at NO TIME be tolerated.
4. Students may face disciplinary consequences for any off campus behavior that would disrupt the educational process or the operation of the school or district. This would include transportation, locker room space, and/or overnight trips representing your school.
5. If at any time, any student witnesses and/or is the recipient of the above mentioned activities, you need to contact the adult in charge, or your teacher, counselor, coach, and/or administrator.
6. You can report these actions anonymously.
7. Teen dating violence is not acceptable behavior. If at any time, a person suspects that sexual violence exists to another person from the age of 13-19, you need to report that to a school official.
8. Retaliation towards a person for reporting any suspected abuse will not be tolerated and will face discipline, up to and including expulsion.
9. Students that engage in harassment, intimidation, bullying, cyberbullying, hazing and/or teen violence will be disciplined, up to and including expulsion.
10. Any adult associated with students are required to report any act of harassment, intimidation, bullying, teen dating violence, hazing, or cyberbullying to an administrator of the building.

Date this message was delivered: \_\_\_\_\_

Person giving the message: \_\_\_\_\_

Signature that message was delivered: \_\_\_\_\_

Team(s) that heard message: \_\_\_\_\_

### Coaches Directions:

1. You are required by the 4j School District to read this document to your team and/or program prior to the first practice session.
  2. Document that you have done so by signing the front page and turning in this document to your Athletic Director.
  3. The definitions supplied below are to assist with any clarification and/or questions that may arise from students.
  4. In addition, turn in a roster with this document of all students that heard the message at the time you delivered it.
- 

### Bullying, Harassment and Intimidation

*School board policy JB prohibits harassment, intimidation, hazing, bullying, cyberbullying, teen dating violence and retaliation, as defined by school board policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or district.*

#### Definitions

- a. Bullying, harassment or intimidation** means any act that substantially interferes with a student's educational benefits, opportunities or performance; that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-sponsored transportation, or at any official school bus stop; and that has the effect of:
- Physically harming a student or endangering a student's property;
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
  - Creating a hostile educational environment.
- It may be based on, but is not limited to, the protected class status of a person.
- b. Cyberbullying** is the use of any electronic communication device to harass, intimidate or bully.
- c. Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as sex-oriented verbal kidding, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.
- d. Hazing** means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent or location of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.
- e. Protected class** means a group of persons distinguished or perceived to be distinguished by disability, race, color, national origin, ethnicity, sex, sexual orientation, gender identity or expression, age, religion, marital status, socioeconomic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.
- f. Teen dating violence** means a pattern of behavior, within a dating relationship, in which a person uses or threatens to use physical, mental or emotional abuse to control another person, or threatens sexual violence against another person, when one or both persons in the dating relationship are 13–19 years of age.
- g. Retaliation** means acts of reprisal, intimidation, or harassment toward a person in response to previously reported harassment.

# *Appendix*

**EUGENE SCHOOL DISTRICT 4J**  
**OSAA HIGH SCHOOL STATE ACTIVITIES**  
**EUGENE SCHOOL DISTRICT 4J**  
**O.S.A.A. HIGH SCHOOL STATE ATHLETIC CHAMPIONSHIPS**

<b>YEAR</b>	<b>SPORT</b>	<b>SCHOOL</b>	<b>COACH</b>
1927	Boys Basketball	Eugene High	R. G. Brown
1946	Boys Basketball	Eugene High	Hank Kuchera
1953	Boys Golf	Eugene High	Larry Daggett
1954	Boys Golf	Eugene High	Larry Daggett
1955	Boys Basketball	Eugene High	Hank Kuchera
1958	Boys Swimming	South Eugene	Mr. Oyama
1960	Boys Gymnastics	North Eugene	Richard Smith
1960	Boys Golf	South Eugene	Larry Daggett
1961	Boys Baseball	South Eugene	Duane Mellum
1961	Boys Gymnastics	North Eugene	Richard Smith
1961	Boys Golf	North Eugene	Mel Jaegers
1962	Boys Gymnastics	North Eugene	Richard Smith
1962	Boys Track & Field	North Eugene	Bob Robertson/Bob Newland
1962	Baseball	South Eugene/Hillsboro*	Bob Lane
1963	Boys Basketball	North Eugene	Mel Krause
1963	Boys Golf	South Eugene	Larry Daggett
1963	Boys Gymnastics	South Eugene	Harry Johnson
1964	Boys Gymnastics	South Eugene	Harry Johnson
1965	Boys Gymnastics	South Eugene	Harry Johnson
1965	Girls Gymnastics	North Eugene	Charlotte Jones
1966	Girls Gymnastics	North Eugene	Ray Chinn
1966	Boys Gymnastics	South Eugene	Harry Johnson
1966	Boys Swimming	South Eugene	Bob Williams
1966	Boys Basketball	North Eugene	Barney Holland
1967	Boys Gymnastics	South Eugene	Harry Johnson
1967	Boys Cross Country	North Eugene/Corvallis*	Tom Ragsdale
1967	Boys Swimming	South Eugene	Bob Williams
1968	Boys Gymnastics	South Eugene	Harry Johnson
1968	Boys Cross Country	South Eugene	Bob Kane
1968	Girls Gymnastics	South Eugene	Susann Slezak
1968	Girls Track & Field	Sheldon	Carolyn Rayborn
1969	Boys Gymnastics	South Eugene	Harry Johnson
1969	Girls Gymnastics	South Eugene	Susann Slezak
1970	Boys Gymnastics	South Eugene	Harry Johnson
1970	Girls Gymnastics	South Eugene	Linda Scott
1970	Boys Cross Country	South Eugene/Lake Oswego*	Harry Johnson
1971	Boys Tennis	Sheldon/Roseburg*	Harry Johnson
1971	Girls Track & Field	Churchill	Jean Janell
1971	Boys Track & Field	South Eugene	Harry Johnson
1972	Boys Gymnastics	South Eugene	Harry Johnson
1972	Boys Cross Country	South Eugene	Harry Johnson
1972	Boys Tennis	Sheldon/Sunset*	Ed Gilland
1972	Boys Track & Field	South Eugene	Harry Johnson
1973	Boys Gymnastics	South Eugene	Sandy Cutler
1973	Boys Track & Field	South Eugene/David Douglas*	Harry Johnson
1973	Boys Cross Country	South Eugene	Harry Johnson

1973	Boys Gymnastics	Churchill	Dick Foxal
1974	Boys Track & Field	South Eugene	Harry Johnson
1974	Boys Cross Country	South Eugene	Harry Johnson
1974	Boys Gymnastics	Churchill	Dick Foxal
1974	Girls Volleyball	Churchill	Beryl Brown
1975	Boys Gymnastics	South Eugene	Sandy Cutler
1975	Girls Gymnastics	North Eugene	Dean Berry
1975	Girls Track & Field	South Eugene	Al Fletcher
1975	Boys Track & Field	South Eugene	Harry Johnson
1975	Boys Swimming	Sheldon	Jan Hardin
1975	Boys Cross Country	South Eugene	Harry Johnson
1976	Boys Cross Country	South Eugene	Harry Johnson
1976	Boys Basketball	North Eugene	Barney Holland
1976	Boys Golf	South Eugene	Duane Mellum
1976	Girls Swimming	South Eugene	Arlene Woods
1976	Boys Track & Field	South Eugene	Harry Johnson
1977	Boys Cross Country	South Eugene	Harry Johnson
1977	Boys Gymnastics	South Eugene	Sandy Cutler
1977	Football	Churchill/Medford*	Floyd Halvorsen
1977	Boys Track & Field	South Eugene	Harry Johnson
1977	Boys Basketball	North Eugene	Barney Holland
1978	Boys Cross Country	South Eugene	John Gillespie
1978	Boys Gymnastics	South Eugene	Sandy Cutler
1978	Girls Gymnastics	Churchill	Mike Olson
1979	Boys Cross Country	South Eugene	John Gillespie
1979	Boys Gymnastics	South Eugene	Rick Rude
1979	Boys Track & Field	South Eugene	John Gillespie
1980	Boys Track & Field	South Eugene	John Gillespie
1980	Girls Softball	Churchill	Steve Minney
1981	Boys Track & Field	South Eugene	John Gillespie
1981	Girls Softball	Churchill	Steve Minney
1981	Girls Gymnastics	South Eugene	Nancy Shaw
1981	Boys Cross Country	South Eugene	John Gillespie
1982	Boys Track & Field	South Eugene	Ron Whisler
1982	Girls Gymnastics	South Eugene	Joan Walton
1982	Girls Cross Country	South Eugene	John Gillespie
1982	Girls Softball	Churchill	Steve Minney
1983	Boys Track & Field	South Eugene	Steve McChesney
1983	Girls Track & Field	Churchill	Terry Larson
1983	Girls Softball	Churchill	Steve Minney
1985	Girls Softball	Churchill	Steve Minney
1986	Boys Swimming	Sheldon	Doug Smith
1986	Girls Softball	Churchill	Steve Minney
1986	Girls Cross Country	South Eugene	Steve McChesney
1986	Boys Tennis	South Eugene	Tom Grieder
1987	Girls Softball	Churchill	Steve Minney
1987	Girls Basketball	South Eugene	Jim Denker
1987	Girls Track & Field	Churchill	Dick Weeks
1987	Boys Tennis	South Eugene	Tom Grieder
1987	Boys Swimming	Sheldon	Doug Smith
1988	Boys Swimming	Sheldon	Doug Smith
1988	Boys Golf	South Eugene	Al Fletcher
1989	Girls Basketball	North Eugene	Roy Bass
1989	Boys Tennis	South Eugene	Darryl Wisner
1990	Boys Tennis	South Eugene	Darryl Wisner

1991	Boys Swimming	Sheldon	Richard Vaughn
1991	Girls Softball	Churchill	Alan Richards
1992	Boys Basketball	Sheldon	Chuck Johns
1992	Girls Softball	Churchill	Alan Richards
1993	Boys Swimming	Sheldon	Richard Vaughn
1993	Girls Tennis	Sheldon	Gary Knapp
1994	Boys Tennis	South Eugene	Darryl Wisner
1995	Boys Basketball	Churchill	John Roche
1996	Boys Swimming	Sheldon	Richard Vaughn
1996	Boys Tennis	South Eugene	Darryl Wisner
1997	Girls Swimming	Sheldon	Rich Vaughn
1998	Boys Swimming	Sheldon	Rich Vaughn
1998	Boys Soccer	South Eugene	Connie Jaqua/Steve Studley
1999	Boys Swimming	Sheldon	Rich Vaughn
1999	Girls Basketball	South Eugene	Jim Denker
1999	Boys Golf	South Eugene	Shawn Goben
2000	Girls Swimming	Sheldon	Rich Vaughn
2000	Girls Softball	North Eugene	Mike Jodoin
2001	Boys Basketball	Churchill	John Roche
2001	Boys Tennis	Sheldon	Michael Keenan
2001	Boys Track & Field	Churchill	Jonathan Hays
2001	Rally	Churchill	Cindy Wilgus
2002	Girls Cross Country	South Eugene	John Gillespie
2002	Dance & Drill	Sheldon	Rhonda Loomer
2002	Boys Track & Field	Churchill	Jonathan Hays
2002	Boys Soccer	Sheldon/South Eugene*	Mac Wilson/Colin McMillan
2002	Football	Sheldon	Marty Johnson
2005	Girls Soccer	Sheldon	Phil Larsen
2005	Boys Golf	Sheldon	Todd O'Neal
2006	Boys Golf	Sheldon	Todd O'Neal
2007	5A Boys Basketball	North Eugene	Bill Wagner
2007	5A Boys Tennis	Churchill	Steve Hirons
2007	6A Boys Football	Sheldon	Marty Johnson

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2017

\*CO-CHAMPIONS

These records compiled by the Eugene School District 4J High School Activities Coordinator

## CHAMPIONSHIPS

2008	6A Dance and Drill	Sheldon	Hillary McClintock
2009	6A Dance and Drill	Sheldon	Hillary McClintock
2009	6A Football	Sheldon	Marty Johnson
2009	6A Boys Track	Sheldon	Erin Regali
2009	6A Boys Golf	South Eugene	Tim Zuelter
2010	5A Boys Baseball	North Eugene	Corey Nicholson
2011	6A Girls Cross Country	South Eugene	Jeff Hess
2011	6A Boys Cross Country	South Eugene	Jeff Hess
2012	6A Football	Sheldon	Lane Johnson
2013	6A Baseball	Sheldon	Stan Manley
2013	6A Girls Golf	Sheldon	Todd O'Neil
2014	6A Girls Cross Country	South Eugene	Jeff Hess
2015	6A Baseball	Sheldon	Stan Manley
2016	5A Girls Softball	Churchill	Eric Leyba
2016	6A Boys Track	Sheldon	Erin Regali
2017	6A Dance and Drill	Sheldon	Hillary McClintock
2017	5A Baseball	Churchill	Kenny Niles

### DID YOU KNOW!!

1. The District has won 146 state championships.

A. Forty-Four (44) Girls State Championships

B. One Hundred three (103) Boys State Championships

2. Best years:

1975 - 6 state championships      1976 - 5 state championships

1977 - 5 state championships      1978 - 5 state championships

1987 - 5 state championships

3. The building that currently houses South Eugene High School opened as Eugene High School in 1953 and became South Eugene High School in 1957.

South Eugene opened in 1957.

North Eugene opened in 1957.

Sheldon opened in 1963.

Churchill opened in 1967.

4. South Eugene High School has won 70 state championships.

Churchill High School has won 25 state championships.

North Eugene High School has won 17 state championships.

Sheldon High School has won 32 state championships.

Eugene High School has won 5 state championships.



5. The Eugene School District 4J has won championships in the following sports:

Boys Gymnastics - 19  
Boys Track and Field – 17  
Boys Cross Country - 13  
Boys Swimming - 12  
Girls Gymnastics - 9  
Girls Softball - 11  
Boys Basketball - 11  
Boys Golf - 11  
Boys Soccer - 2  
Dance & Drill - 4  
Girls Soccer – 1

Boys Tennis - 10  
Girls Track and Field - 5  
Boys Baseball - 6  
Girls Cross Country - 5  
Girls Basketball- 3  
Girls Swimming - 3  
Girls Volleyball - 1  
Boys Football - 5  
Girls Tennis – 1  
Rally - 1  
Girls Golf - 1

6 OSAA activities where the District has not won state championships include:

Boys Wrestling