

# MIDDLE LEVEL ATHLETICS & ACTIVITIES HANDBOOK



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CASPER, WY 82601  
307.253.5460  
[www.ncsdathletics.com](http://www.ncsdathletics.com)

Revised August 2009  
Revised July 09, 2015  
Revised September 2015  
Revised May 26, 2016  
Revised September 12, 2017  
Revised August 29, 2018  
Revised July 25, 2019  
Revised December 30, 2020  
Revised Jun 30, 2021  
Revised October 26, 2022  
Revised August 1, 2023  
Revised January 17, 2023  
Revised August, 2024

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## **Nondiscrimination Policy**

NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator – Katie Ostlund  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[katie\\_ostlund@natronaschools.org](mailto:katie_ostlund@natronaschools.org)

Title IX Coordinator - Dillon Fuller  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[dillon\\_fuller@natronaschools.org](mailto:dillon_fuller@natronaschools.org)

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or 307-777-7673

## Grievance Procedures

Students and parents of students have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

**Level I** – A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability concerning student activities may discuss it with the teacher, counselor or building administrator involved.

**Level II** – If the grievance is not resolved at Level I and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Associate Superintendent of Human Resources. The complaint should state the nature of the grievance and the remedy requested. The filing of a formal complaint at Level II must be within 20 working days from the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence. The grievant may request that a meeting be held with the Associate Superintendent of Human Resources or his/her appropriate Designee, who shall investigate and attempt to resolve the issue. A written report from the Associate Superintendent of Human Resources, or appropriate Designees, regarding action taken will be sent within 15 working days of receiving the complaint.

**Level III** – If the complaint is not resolved at Level II, the grievant may proceed to Level III by presenting a written appeal to the Superintendent within 120 working days after the grievant receives a report from the Level II. The grievant may request a meeting with the Superintendent or an appropriate Designee. The Superintendent has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or Designee within 10 working days after receiving the appeal.

**Level IV** – If the complaint is not resolved at Level III, the grievant may proceed to Level IV by presenting a written appeal to the Chairman of the Board of Trustees within 10 working days of receiving the Superintendent's report. The grievant may request a meeting with the Board to discuss the appeal. A decision will be rendered by the Board at its next regularly scheduled meeting. The grievant will be notified in writing of the decision within 10 working days after the Board action.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination.

For all other harassment or discriminatory complaints, follow Board policies.

### Associate Superintendent of Human Resources

Natrona County School District  
970 N. Glenn Rd., Casper, WY 82601  
307-253-5231 phone/307-253-5395 FAX

### Office for Civil Rights

U.S. Department of Health and Human Services  
999 18<sup>th</sup> St., Ste. 417, Denver, CO 80202  
303-844-2024 voice phone/303-844-2025 FAX  
307-844-3439 TDD

## **Philosophy of Athletics / Activities: Board Policy 5300**

Activities should function as an integral part of the total school curriculum. In striving for excellence, the District's goals are to produce young men and women who can be successful citizens in our highly competitive society.

The Board does not condone "winning at any cost" and discourages any pressure that neglects good sportsmanship, physical, or mental health. Therefore, objective criteria will be developed when tryouts and participant selection is part of any activity or sport.

Students and parents will be informed of the criteria before tryouts, and both will be made aware of the attrition of players through high school, due to the competitive nature of some teams and activities. Students not selected will be directed toward another sport or activity.

## **Activities Eligibility: Administrative Regulation 5300**

In a continued effort to assist students in the Natrona County School District to develop their intellectual potential, the Board of Trustees has by virtue of this policy, increased the eligibility requirements for participation in extra-curricular and co-curricular activities as governed by the Wyoming High School Activities Association. This supports the efforts of recent years in regard to improving standards in curriculum and raising the achievement level of students in the Natrona County School District.

The philosophy of strengthening the eligibility requirements is not to render students ineligible for activities. By monitoring grades weekly it is believed we will not only provide increased academic standards, but will, hopefully, contribute to the academic success of each student involved. Once a deficiency is identified, academic counseling and remediation will commence immediately.

The following activities eligibility regulations become effective at the beginning of each school year and fall activities season in accordance with the dates established by the Wyoming High School Activities Association and Natrona County School District.

**HIGH SCHOOL Students**-The activities eligibility regulations of Natrona County School District (NCSD) and activities eligibility rules of the Wyoming High School Activities Association (WHSAA) shall govern a student's activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with or sanctioned by the Wyoming High School Activities Association.

**MIDDLE SCHOOL Students**-The activities eligibility regulations of Natrona County School District shall govern a student's activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with Wyoming High School Activities Association sanctioned activities.



## Activities Eligibility: Middle School

- A. A middle level school student must be passing all classes in order to maintain academic eligibility regardless of the number of subjects taken.
- B. Grades for middle level school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each quarter, the beginning of a new school year and each subsequent quarter.
  - Good Academic Standing is a middle level student with no failing grades on the weekly Wednesday activities eligibility grade check report. Is a middle level student who improved the status of all grades to passing while on academic warning.
  - Academic Warning is a middle level student with a failing grade on the weekly Wednesday activities eligibility grade report. The student has from Wednesday until Friday at 3pm of the same week to complete the work required to improve all grades to a passing status verified by the teacher and head principal or designee. The student may practice, participate in competitions and travel while on academic warning.
  - Academic Ineligibility is a middle school student with a failing grade on the weekly Wednesday activities eligibility grade report and failed to improve all grades during the same week to passing by Friday at 3pm. The student may practice but not participate in competitions, sit on the bench, stand on the sideline or travel with the team.
- C. A mandatory intervention is required for students entering their third consecutive week of academic ineligibility. The coach or sponsor will initiate the intervention process with a recommendation of school staff and resources necessary to help the student regain academic eligibility.
- D. A middle level school student with one or more failing grades at the end of a quarter is ineligible the first week of the new quarter.
- E. A student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.
- F. A middle level school student is eligible to participate in co-curricular and extra-curricular activities at the beginning of a new school year and fall sports/activities season if the student meets the activities eligibility rules of Natrona County School District.
- G. Special education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.
- H. Poor conduct, poor attendance or inappropriate behavior, as determined by the school administrator, shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.
- I. Extenuating circumstances may be appealed to the head principal.
- J. It is up to each school's head principal to add to the minimum standards as long as they are clearly defined by the head principal and the students are given those standards in writing. The new eligibility standard must be consistently monitored and applied to the students participating in all NCSD co-curricular and extra-curricular activities and sports offered at the school.

## Selection Policy: Administrative Regulations 5311

Natrona County School District (NCSD) #1 supports the philosophy of encouraging all students to participate in co-curricular activities. The participation of students in co-curricular activities plays an integral role in the success of students in the classroom and in real life applications.

The nature or popularity of some co-curricular activities challenges this philosophy as students enter high school where the number of teams or positions available for students to participate are significantly reduced (view attachment "Selection Process Funnel") and coaches/sponsors are forced to cut some students from an activity.

The cut process or selection process is designed to be the last option considered by the high school administrators and coaches when elevated student interest in an activity requires the section process as a solution.

Administrators, coaches, and sponsors will look at all options to continue to keep participants engaged in the activity being offered. The possible option(s) being considered must fit successfully within the resources of the district and of the school i.e. (budget, space requirement, scheduling requirement, transportation availability, equipment requirements, availability of officials and qualified coaches or sponsors).

Communication about the high school co-curricular activity options available to all students and the awareness of the District's high school selection process (cut policy) will begin at the Middle Level (ML), grades 6<sup>th</sup>-8<sup>th</sup>.

The communication at the ML will occur at co-curricular activity parent meetings, be published in the following areas but not limited to the ML school's student handbook and posted in the District ML Activities Handbook. A current list of co-curricular activities offered at the secondary level and a copy of the Selection Process Funnel will be provided to ML students, parents, and coaches. The strategy is to educate and expand ML students and parents' awareness of the opportunities in co-curricular activities possible as the student enters high school.

All high school activities will have a written selection process. The selection process (cut policy) is communicated to participants and parents annually through the school's enrollment handbook, during co-curricular activity parent meetings, in the coach/sponsor activity handbook and in the district's High School Activities handbook. The high school coach/sponsor and administration are not limited to these options as the only and best ideas to inform students and parents.

The selection process for each high school activity will be approved by the school's Activities Director/Assistant Principal before publishing or communicating the process with students or parents. The selection process for each activity will include the following criteria but not be limited to the following criteria:

1. Objective individual skills evaluation process based on the horizontal and vertical alignment skills taught to participants in this activity from 6<sup>th</sup> through 12<sup>th</sup> grade.
2. A grading system or rubric will be utilized for the skills evaluation by coaches during the selection process which will provide feedback to the participants on their areas of strength and areas for improvement.
3. A grading system or rubric around teamwork, sportsmanship, citizenship, and attitude will be combined with the skills evaluation to produce the participant's final selection process grade/score.
4. There is a pre-selection communication such as a parent meeting or a letter to participants and parents concerning the need for the selection process, when it will occur, how long it will last, and who will be the evaluators and a list of co-curricular activity options at the high school if the participant is not selected.

5. There is a post evaluation process meeting with participants and the evaluator or coach to review the participant's selection status, the areas for improvement and the areas of strength.
6. The selection process will be completed during the first week of the activity's season with a minimum of three practices dedicated for the participant evaluation and selection process (does not include high school activities which do not have a designated season such as cheer, dance, drama, FFA, etc.)
7. Coaches/Sponsors will provide all participants, especially incoming 9<sup>th</sup> grade students, transfer students and students new to the activity an opportunity to review the skills, drills and techniques the selection process will be based on through a clinic, brochure, handout, online site or other means prior to the try outs for the activity.
8. Head coach or Sponsor provides a list of names of participants not selected for the activity to the building Activities Director/Assistant Principal/designee.
9. The Activities Director/Assistant Principal/designee tracks the participants not selected for the activity for the remainder of the school year in order to monitor if the participants chose another co-curricular activity of interest.
10. The Activities Director/Assistant Principal/designee submits an annual report to the District Athletic Activities Director with the names of all students cut from a high school activity. Natrona County School District (NCSD) #1 supports the philosophy of encouraging all students to participate in co-curricular activities. The participation of students in co-curricular activities plays an integral role in the success of students in the classroom and in real life applications.

The nature or popularity of some co-curricular activities challenges this philosophy as students enter high school where the number of teams or positions available for students to participate are significantly reduced (view attachment "Selection Process Funnel") and coaches/sponsors are forced to cut some students from an activity.

The cut process or selection process is designed to be the last option considered by the high school administrators and coaches when elevated student interest in an activity requires the section process as a solution.

Administrators, coaches, and sponsors will look at all options to continue to keep participants engaged in the activity being offered. The possible option(s) being considered must fit successfully within the resources of the district and of the school i.e. (budget, space requirement, scheduling requirement, transportation availability, equipment requirements, availability of officials and qualified coaches or sponsors).

Communication about the high school co-curricular activity options available to all students and the awareness of the District's high school selection process (cut policy) will begin at the Middle Level (ML), grades 6<sup>th</sup>-8<sup>th</sup>.

The communication at the ML will occur at co-curricular activity parent meetings, be published in the following areas but not limited to the ML school's student handbook and posted in the District ML Activities Handbook. A current list of co-curricular activities offered at the secondary level and a copy of the Selection Process Funnel will be provided to ML students, parents, and coaches. The strategy is to educate and expand ML students and parents' awareness of the opportunities in co-curricular activities possible as the student enters high school.

All high school activities will have a written selection process. The selection process (cut policy) is communicated to participants and parents annually through the school's enrollment handbook, during co-curricular activity parent meetings, in the coach/sponsor activity handbook and in the district's High School Activities handbook. The high school coach/sponsor and administration are not limited to these options as the only and best ideas to inform students and parents.

The selection process for each high school activity will be approved by the school's Activities Director/Assistant Principal before publishing or communicating the process with students or parents. The selection process for each activity will include the following criteria but not be limited to the following criteria:

1. Objective individual skills evaluation process based on the horizontal and vertical alignment skills taught to participants in this activity from 6<sup>th</sup> through 12<sup>th</sup> grade.
2. A grading system or rubric will be utilized for the skills evaluation by coaches during the selection process which will provide feedback to the participants on their areas of strength and areas for improvement.
3. A grading system or rubric around teamwork, sportsmanship, citizenship, and attitude will be combined with the skills evaluation to produce the participant's final selection process grade/score.
4. There is a pre-selection communication such as a parent meeting or a letter to participants and parents concerning the need for the selection process, when it will occur, how long it will last, and who will be the evaluators and a list of co-curricular activity options at the high school if the participant is not selected.
5. There is a post evaluation process meeting with participants and the evaluator or coach to review the participant's selection status, the areas for improvement and the areas of strength.
6. The selection process will be completed during the first week of the activity's season with a minimum of three practices dedicated for the participant evaluation and selection process (does not include high school activities which do not have a designated season such as cheer, dance, drama, FFA, etc.)
7. Coaches/Sponsors will provide all participants, especially incoming 9<sup>th</sup> grade students, transfer students and students new to the activity an opportunity to review the skills, drills, and techniques the selection process will be based on through a clinic, brochure, handout, online site or other means prior to the try outs for the activity.
8. Head coach or Sponsor provides a list of names of participants not selected for the activity to the building Activities Director/Assistant Principal/designee.
9. The Activities Director/Assistant Principal/designee tracks the participants not selected for the activity for the remainder of the school year in order to monitor if the participants chose another co-curricular activity of interest.
10. The Activities Director/Assistant Principal/designee submits an annual report to the District Athletic Activities Director with the names of all students cut from a high school activity.

Reference: Board Policy - None  
Standard Operating Procedures

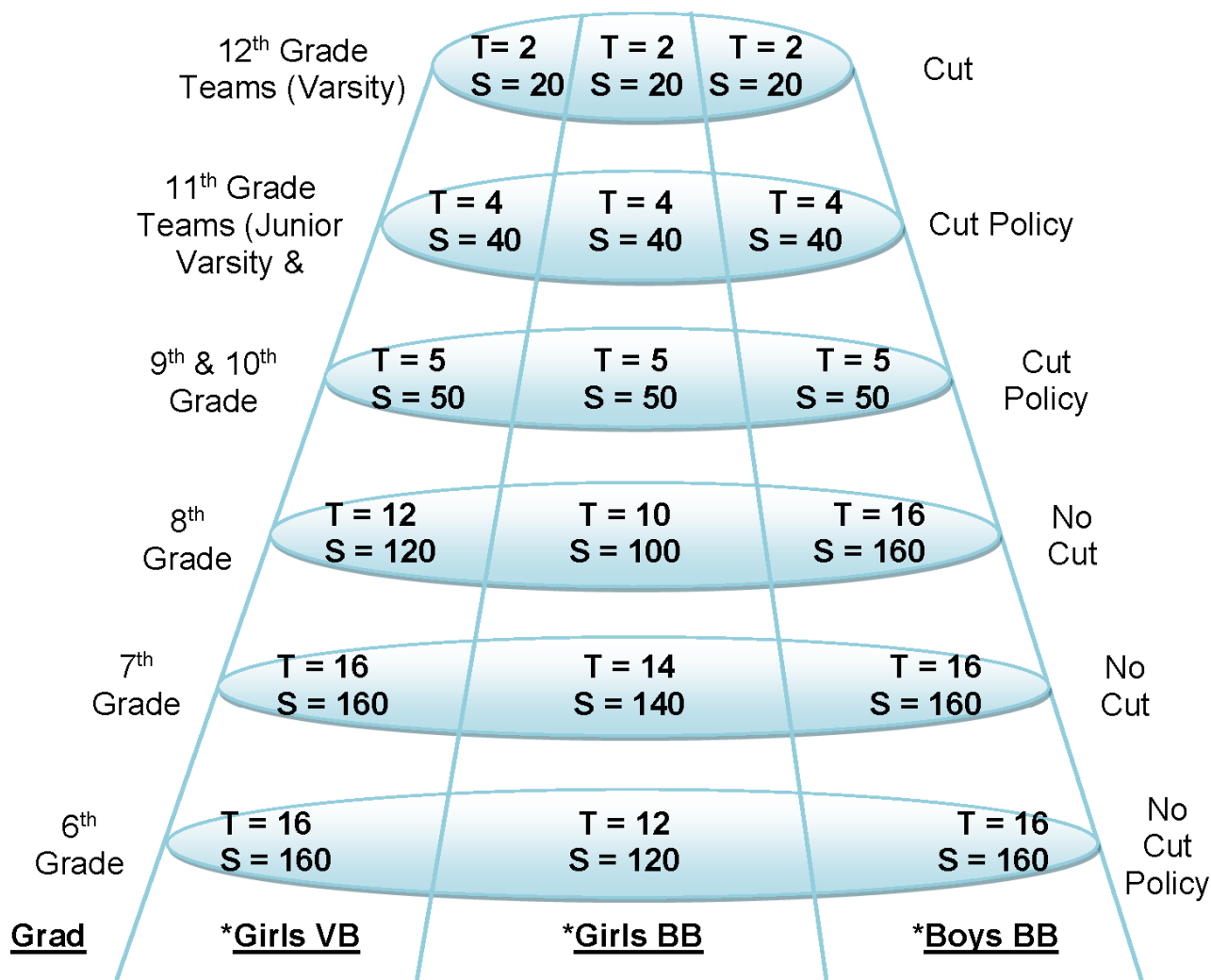
[Co-curricular Participant Selection Process.pdf \(344 KB\)](#)

### District Co-Curricular Selection Process Chart

## DISTRICT CO-CURRICULAR PARTICIPANT SELECTION PROCESS

6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADES VOLLEYBALL & BASKETBALL AT CCA/FMS, CN, CY AND DM  
AND 9<sup>TH</sup>, 10<sup>TH</sup>, 11<sup>TH</sup> AND 12<sup>TH</sup> GRADES AT KW AND NC

**KEY:**  
T = Teams  
S = Students



\* Some participants will have the ability/skills to play/participate on both the volleyball and basketball teams and, in some cases, in all grades 6<sup>th</sup> through 12<sup>th</sup>

Source: <http://www.ncaa.org>

Revised June 2015

#### A. Administration

## Administrative Procedures

1. The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade programs are to be administered by the Designee and administrators. Designee, with the support of their building principals, have the discretion to make any decision deemed necessary to ensure the logistics and integrity of all athletics/activities. Any decisions that would affect other school(s) will be made in conjunction with that school(s) Principals.

### B. Annual Revisions

1. Designees or Administrators will meet at the end of each season to recommend corrections and revisions for next year's activities. The Designees and Middle School Administrators will review these recommendations and make final approval.

### C. Official's Pay Scale

SPORT	LEVEL	# OFFICIALS	RATE	TOTAL
Football	7/8	4	60.00	260.00
Girls Volleyball	6/7/8	1	45.00	45.00
Basketball	8 A/B	2	60.00	120.00
	8 C	2	55.00	110.00
	6&7 ABC	2	55.00	
Wrestling	6/7/8	1	4.00	per/match
Soccer	6/7/8	3	55.00	165.00
Swimming	6/7/8	4	60.00	Dual

Revised 08/01/22

### E. Scheduling Procedures

1. All Designees or Administrators will participate in the setting of the schedule.
2. The Designees or Administrators will agree on schedules and tournament brackets before they are finalized.
3. All Designees or Administrators will compile schedules together.
4. Games will be equally divided among away and home whenever possible.
5. Schedule changes will be kept at a minimum and will only be made by the Designees or administration. There may be changes due to conflicts, weather, etc.
6. Teams will play at least a 6-game schedule. Designees will attempt to equalize the number of football, girls volleyball and basketball games<sup>2</sup> played by boys and girls teams at each grade

level.

<sup>2</sup>Revised 08/01/22

#### **F. Tournament Rotation**

1. Tournaments will be held during the last week of the season and schools will rotate hosting the tournaments. 6<sup>th</sup> grade girls volleyball and basketball seasons will end with seeded games held during the last week of the season.
2. The annual tournament is designed for “A” teams. In case of less than 8 teams in a bracket, one or more byes will be used to fill in the bracket.
3. Tournament bracket and seeds will be determined by Designees or administrator according to the competition level and the number of teams.
4. An effort will be made to avoid having two (2) teams from the same school play each other in round one.
5. Every attempt for an 8-team bracket for 7<sup>th</sup> or 8<sup>th</sup> grade tournaments will be made with the option of additional games depending upon the number of teams and gym space available.

#### **G. Travel – 7<sup>th</sup> and 8<sup>th</sup> Grade Athletics and Activities**

1. 7<sup>th</sup> and 8<sup>th</sup> grade teams/students may travel outside NCSD #1 up to three (3) games; dependent upon availability of transportation by NCSD.
2. On all trips students will be expected to pay for their own meals and lodging if the trip is approved by the building administrator.
3. It is required that Designees have all travel requests signed off by building administrators.
4. Travel arrangements for middle schools will be scheduled via the current process for 7<sup>th</sup>, and 8<sup>th</sup> grade co-curricular activities. Middle level travel is subject to driver and bus availability.
5. A minimum of one head coach must travel with the athletes on the bus. Adequate supervision must be maintained (1 Supervisor/Coach to 16 students). 1<sup>st</sup> coach seated in middle of bus. 2<sup>nd</sup> coach seated in back of bus. 3<sup>rd</sup> coach seated in front of bus.

### **Coaching Responsibilities**

**Note:** Coaches will not verbally or physically abuse officials, fans, players, other coaches or other personnel associated with that activity. **Corrective action will be taken by a building administrator at his or her discretion depending upon the severity of the coach’s offense.**

#### **A. Grievance Procedures**

1. All problems or questions will be directed to the Designees or administrators in their respective schools.
2. Problems not resolved by the middle school Designees will be submitted to their administration.
3. The administrators, Designees and parties involved will meet and work together to reach resolution.
4. If the grievance is not settled at the administrator level, the parties involved and a representative at the District level will work together to resolve.

#### **B. Participation in Games**

1. All deserving players will participate in each regular season contest.
2. A deserving player is one who attends practices, cooperates with the coach, and meets all eligibility requirements.
3. Tournaments are an exception to the participation rule.

### C. Teams

1. Changing players from one squad (“A” to “B” or “B” to “A” or “C” to “B” etc.) to another is highly discouraged after the first two weeks of the season. It is understood that it may take some time before a student/athlete’s true ability may appear. However, if a change in squads is made, that change must be reviewed by all coaches involved and the Designee or administrator before informing the student athlete. **No individual is to play in two games of different levels in the same night during the season.**
2. If any roster drops below the minimum requirements of 8 players, Designee or administrator will work cooperatively to determine which player, if any will move.
3. If both coaches and the Designee agree, a player may be brought up or across (“C” to “C”) in order to have enough players on that team to play the game. Designee or administrators have the discretion to move players in special circumstances to fill a team.

Non transfer students/athletes may be added to a school sports team during the first 10 days of the season. Thereafter, it is at the administrator or Designee’s discretion. Various factors will influence the decision of the administrator or Designee including but not limited to: length of season, type of sport, player to coach ratios, injuries, eligibility issues ... and safety.

### D. Travel

1. Players are not to enter another school’s gym or locker room until their coach arrives.
2. A transportation permission form must be on file in the administrator’s office before private vehicles will be allowed to transport participant to or from a contest site.
3. Players are not to be transported in open pickups.
4. Drivers must be an adult parent, guardian, or coach of 21 years of age or older.

### [PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

### E. Uniforms

1. Schools will provide uniforms for all participants.
2. Coaches will check out and check in all uniforms. A record of this will be maintained.
3. Coaches will pick up all uniforms and return them to the Designee or Administrator within 10 days after the completion of a season.
4. Athletes will be held accountable for lost uniforms or unusual damage.

### F. Disciplinary Procedures

1. Coaches will contact parents prior to removing an athlete from a team.
2. The Designee and administration will also be notified prior to any student being removed from the team.
3. Sportsmanship/Buyback program will be incorporated when approved.

## General Policies

### A. Eligibility

1. In order to practice in the middle school athletic program, a student must have a current physical examination form on file. In order to participate in a game, he/she **must** have completed the Parental Agreement and be signed by both student and parent/guardian.
2. In order to participate in an athletic season, students must be eligible for and attend practice prior to the beginning of the second week.
3. All athletes participating in non-mandatory practices (open gym, weight room, camps), must



have a current physical form on file.

4. All coaches must have consent to participate and emergency medical contact information for each participant and First Aid Kits with them at all times – whether at home or away games.
5. A student must be in school by noon in order to compete. This requires attendance in 4 classes (or 1/2 day) in order to be eligible to compete.
6. A student who is suspended (includes Refocus Room or In School Suspension room/setting) is ineligible to travel and participate in home or away contests but may still participate in practice. Students placed at any alternative to suspension setting, such as Safe School Suspension Lab (SSSL), may not take part in practices and are ineligible to participate in home or away contests. Students under Out of School Suspension should not be on School District grounds.
7. Players must adhere to all School Board Policies governing their actions on and off the playing field. Coaches will review these policies with squad members during their first week of that particular season.
8. Designees, coaches, and administrators will review unsportsmanlike conduct to determine corrective action.
9. Any athlete injured in athletics that is removed from practice or a game by a doctor will not be allowed to return for practice or a game without written approval from that doctor.
10. Player Transfers
  - a. Player transfers are allowed between teams within the same school within the first week.
  - b. Transfers between different schools are allowed within the first 2 weeks of the season.
  - c. Transfers from home school: once a player participates for a school (one play), they have declared their eligibility to that school for that year.
11. Elementary School Player Transfers
  - a. Transfers from elementary schools: once a player participates for a school (one play), they have declared their eligibility to that school for that year.
12. Catastrophic insurance – homeschool and virtual students must pay the Insurance fee directly to WHSAA.

## **B. Games**

1. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade games will be played weekdays and Saturdays at the scheduled time.
2. Due to out-of-building coaching personnel, in some instances a team will arrive a little late. If this occurs, at least 10 minutes must be allowed for warm-up after the team arrives at the host school. ***THERE WILL BE NO EXCEPTIONS TO THIS RULE.***
3. All B games will be played first.
4. Except in football, the host schools will provide practice balls.
5. See RULES APPENDIX page 127 for additional guidelines.

## **C. Practice Policies**

1. Prior to any competition, each player must have practiced 3 days for golf and 8 days for each remaining sport. Players cannot practice and participate in a game on the same day in order to get in the required number of practices. No practice is permitted on Sunday. The first three (3) days of football practice must be with helmets and then full pads and full contact following the three (3) days.
2. Practice times are before or after the regular school day. The exception is practice times in the fall before classes begin. Practice on Saturdays must be approved by the principal or designee. No practice during professional development scheduled times, on Saturdays,

National Holidays, and District Holidays listed in [Standard Operating Procedure 5430](#)

3. All practices will be completed by 9:00 p.m. However, on Wednesday's the dressing room and activity area will be cleared by 6:00 pm.
4. Coaches are expected to practice every school day unless they are participating in a contest. The Designee must clear exceptions and changes prior to the start of the school day of the event.
5. Morning practices must be cleared prior to practice by the Designee and/or administrator.

#### D. Seasons

1. There will be five seasons. The exact dates for each season will be determined by the school administrators and the Designee each spring after the new calendar has been adopted.

<b>Aug-Sept</b>	<b>SEASON ONE</b> 7 <sup>th</sup> & 8 <sup>th</sup> Football 6 <sup>th</sup> -8 <sup>th</sup> Volleyball – girls 6 <sup>th</sup> -8 <sup>th</sup> Cross Country Running	<b>Dec-Feb</b>	<b>SEASON THREE</b> 7 <sup>th</sup> & 8 <sup>th</sup> Basketball – boys 6 <sup>th</sup> -8 <sup>th</sup> Nordic Ski
<b>Oct-Nov</b>	<b>SEASON TWO</b> 7 <sup>th</sup> & 8 <sup>th</sup> Basketball – girls 6 <sup>th</sup> -8 <sup>th</sup> Wrestling	<b>Feb-Mar</b>	<b>SEASON FOUR</b> 6 <sup>th</sup> Basketball – boys & girls 6 <sup>th</sup> -8 <sup>th</sup> Swimming
		<b>Mar-May</b>	<b>SEASON FIVE</b> 6 <sup>th</sup> -8 <sup>th</sup> Soccer & 6 <sup>th</sup> -8 <sup>th</sup> Track

## Football

#### A. Squads

1. The 7<sup>th</sup> and 8<sup>th</sup> grade program will consist of “A” teams only at each grade level and in the case of more than one team at the 7<sup>th</sup> or 8<sup>th</sup> grade level, then equally competitive “A” teams at the 7<sup>th</sup> or 8<sup>th</sup> grade level will be formed.
  - a. These “equally competitive” teams are determined by the coaches and the Designee after a 7-day evaluation process. After the seventh day of practice, coaches and the Designee consult with each other and split key players and positions to make teams as equally competitive as possible.
  - b. Coaches are assigned to the teams AFTER the teams are created by way of a “flip of a coin” supervised by the Building Administrator.
  - c. Team and coach announcements will be made the morning of the 8<sup>th</sup> day of practice. Once a team is established, the student will remain on that team throughout the football season. All roster moves are to occur in the second week with written approval by the Designee or Administrator. Exceptions to this may be requested in writing by the parent if there is safety, transportation, or unresolved conflict issues with a coach. Administrators and Designees will consider the request.
  - d. All players who wish to participate are eligible under the rules and regulations. Cutting will not take place in football.
  - e. If squads are very large, (i.e. 25 players) teams will play a fifth quarter as agreed upon by the designated Administrator prior to the game.
  - f. If a team exceeds 35 participants, discussions should begin with the Designee or administrators to hire another certified coach.
  - g. If a team reaches 40 participants, then a second certified coach will be hired, and an additional team will be formed.
  - h. Administrators and Designees should not field a team with less than 16 participants. The

decision should be made in the first week in order to allow the participants to choose another team in the district at their same grade level. The ideal number of participants for a team is 20.

- i. Designated Administrators have the authority to sign a provisional contract (for a period of 1 – 2 weeks) to hire extra coaches at the beginning of practice in order to insure adequate supervision. The coach is then either released or retained due to the number of participants.

## **B. Regulations**

1. Team Rosters
  - a. All Designees or Administrators/coaches must have correct rosters in Tableau after the second week of practice.
2. The current National Federation of State High School Associations rule book will be followed with these exceptions:
  - a. 7<sup>th</sup> and 8<sup>th</sup> grade teams will play four quarters; 20 plays per quarter including kickoff. Points after touchdown (PATs) are not counted as plays by agreement of both coaches and host AAFs.
  - b. At Dean Morgan penalties will be 4, 8 and 12 yards.
  - c. Visitors will furnish their own practice balls.
  - d. Three officials are required to start a football game, but 4 are preferred. An attempt will be made to have 4 officials.
3. Playing time for each student
  - a. Each student plays a minimum of one quarter or 20 plays per game.
    1. Playing time should be quality plays for each position.
  - b. Documentation and regulation is to be handled through each building.
4. Size of ball
  - a. Youth size – ages 12-14.
5. Middle Level Student Transfers in District (6<sup>th</sup>-8<sup>th</sup>)
  - a. Students who transfer from one building to another within the District may participate in that season's activities as long as the transfer is within the first two weeks of the start of the season.
  - b. If an in-District transfer occurs after the two-week period students will not be allowed to participate in that season's activities.
  - c. The administrator can waive the transfer policy under extenuating circumstances.
6. Eligibility Declaration for Home School Students and 6<sup>th</sup>-8<sup>th</sup> Grade Middle Level Students
  - a. Once a participant has completed one (1) contest the athlete has declared their eligibility for the year. The exception to this policy is if the student enrolls in a middle school.
7. Weather Delay

**Girls  
Volleyball**

- a. Should there be a delay in the game due to weather if three (3) quarters have been completed that shall constitute a full game. If three (3) quarters have not been completed and it is after 6:30 pm the game will be rescheduled at a mutual time between the two schools.

**A. Squads**

1. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will consist of an “A” and then a “B” squad and as many “C” squads as needed based on the number of participants. (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> - A, B, C, C, C, etc. ....).
  - a. The number of eligible players at the conclusion of the fifth day of practice will determine the number of teams/coaches needed. Teams must have a minimum of 8 players on a team prior to starting a season.
  - b. During the first week of practice a 3-5 day skills evaluation process will be completed by the coach and reviewed by the designated building Administrator to determine which team the student athletes skills best fit. (A, B or C team if needed).
  - c. Evaluation process will be transparent and follow the selection process described in [Administrative Regulation 5311](#).

**B. Regulations**

1. The current National Federation of State High School Associations rule book will be followed with these exceptions:
  - a. Each team will provide one line judge per match.
  - b. Sixth grade A, B, and C teams are allowed one step across the line when serving, unless they are overhand serving.
  - c. All matches shall be the best of three games, using rally scoring.
  - d. First two games shall be played to 25 points (no cap) and the third game shall be played to 15 points (no cap).
  - e. Each team is allowed two time-outs per game.
2. Playing time for each student
  - a. Every 6<sup>th</sup> grade player will have equal playing time opportunities (based on practice attendance, eligibility, injuries, and illness).
  - b. Every 7<sup>th</sup> grade player will play a minimum of one full game.
  - c. 8<sup>th</sup> grade players are not held to the equal playing time rule.
3. Number of games per season
  - a. 6<sup>th</sup> grade A, B & C teams and 7<sup>th</sup> grade C teams will not be allowed to travel and will play all games in town.
  - b. 7<sup>th</sup> & 8<sup>th</sup> grade A & B teams may be able to travel up to 3 out-of-town trips (including tournaments) based on bus and driver availability.
4. Games
  - a. 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade will have a minimum of 6 games in a season.

**Cross Country Running****A. Squads**

1. All who wish to participate are eligible under the rules and regulations. “Cutting” will not take place in cross country running.
2. Each school will have a combined 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys’ and girls’ team.

3. Each school will host at least one cross country meet per season.
3. May travel up to two (2) meets in a week based upon transportation availability.
4. Home competitions will be scheduled according to season length and facility and transportation availability.
5. Out of town travel for meets will be a maximum of three (3) trips taken within the season.

## **B. Regulations**

1. The Designees or Administrators will meet two weeks prior to the season starting for the purpose of developing a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited schools prior to each meet.

## **Cheerleading**

USA Cheer and the National Federation of State High School Associations (NFHS) have reached an agreement to publish one set of rules as the NFHS/USA Cheer Rule Book.

USA Cheer recommends that Elementary, Junior High and Middle School cheerleaders follow the NFHS Spirit Rules with the additional restriction below:

Rule 3.5.10 (USA Cheer Add-on): All tosses other than Switch Ups are prohibited for Elementary, Middle School and Junior High cheerleading teams.

## **Basketball**

### **A. Squads**

1. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will consist of an "A" and then a "B" squad and as many "C" squads as needed based on the number of participants. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> – A, B, C, C, C, etc. ....)
  - a. The number of eligible players at the conclusion of the fifth day of practice will determine the number of teams/coaches needed. Teams must have a minimum of 8 players on a team prior to starting a season.
  - b. During the first week of practice a 3-5 day skills evaluation process will be completed by the coach and reviewed by the Designee to determine which team the student athletes skills best fit. (A, B or C team if needed).
  - c. Schools that have multiple "C" teams must have equally skilled "C" teams.
  - d. Evaluation process will be transparent.
  - e. Out of town travel for games will be limited to 7/8 A teams only and a maximum of three (3) trips can be taken within the season depending on transportation availability.

### **B. Regulations**

**The National Federation of High School Associations rulebook will be followed with these exceptions:**

1. 6<sup>th</sup> Grade Special Note
  - a. 6<sup>th</sup> grade basketball teams will be allowed to shoot free throws from an adjusted line approximately 1 foot closer from the regular free throw line.
2. Press and Zone

- a. 6<sup>th</sup> A/B teams are NOT allowed to use **zone or trapping** defense. These teams may press during the last 2 minutes of the game (including overtime). (Still NO Zone Defense). (Exception: 20-point lead – no press.) **2<sup>nd</sup> warning in the same game = indirect bench technical foul**
  - b. 6<sup>th</sup> grade may press the last 2 minutes of the game. If a team has a 20-point lead, that team is not allowed to press. **2<sup>nd</sup> warning in the same game = indirect bench technical foul**
  - c. 7<sup>th</sup> & 8<sup>th</sup> “A/B” teams may press and zone on first game of the season.
  - d. 7<sup>th</sup> & 8<sup>th</sup> “C” teams only are NOT allowed to use **zone or trapping** defense. They may press the last 2 minutes of the game all season. (Exception: 20-point lead – no press.)
  - e. Each home school will provide certified officials and a timer and scorekeeper, whenever possible.
  - f. Six-minute regulation quarters will be used for all 6<sup>th</sup> and 7<sup>th</sup> grade A/B Team games.
  - g. Seven-minute regulation quarters will be used for all 8<sup>th</sup> A/B team games.
  - h. All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade C Team quarters will be 10-minute running clock with standard clock rules the last two minutes of the game.
3. Playing time for each student
    - a. 6<sup>th</sup> grade is equal playing time, 7<sup>th</sup> grade is a minimum of eight minutes of playing time, and 8<sup>th</sup> grade does not have a minimum playing time.
    - b. Attendance matters – The amount of playing time may be impacted due to excused or unexcused attendance from practice and/or games.
  4. Ball Size
    - a. 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> girls, as well as 6<sup>th</sup> boys, play with a women’s size ball (28.5” diameter).
    - b. 7<sup>th</sup> boys and 8<sup>th</sup> boys play with a men’s size ball (29.5” diameter).
  5. Player Transfers
    - 4+ a. Player transfers (A, B, C teams) are permitted in situations of progressive skill development and special circumstances; otherwise, players remain on original team.
    - b. All player transfers must be cleared through both Designee and/or Administrator and opposing coach must be informed.
    - c. Transfers from “B” to “A” are allowed pending a special circumstance; transfers from “A” to “B” are highly discouraged. A circumstance that requires this transfer must be cleared through the designated Administrator and that student may only be used as a sub with limited playing time. (Rare exceptions can be made with clearance of the host Administrator or Designee.)
    - d. Teams that need to transfer players may have a maximum of 7 players on the team players transfers to.
  6. Team Rosters / Host Site
    - a. All designated Administrators/coaches must send rosters to competing schools after first week of practice.
    - b. Each home school will provide qualified officials, timer, scorekeeper, and practice balls.
  7. Length of Quarters, Overtime & Mercy Rule
    - a. All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> “C” quarters will be 10 minutes of running clock, with standard clock procedures under 2 minutes in the fourth quarter. 2-minute overtimes. 2-minute, second overtime is sudden death. Jump ball will determine possession.

- b. 6<sup>th</sup> – 7<sup>th</sup> A/B games will be 6 minute quarters, with 2-minute overtimes. 2-minute, second overtime is sudden death.
  - c. 8<sup>th</sup> grade A/B will be 7 minutes in length, with 3-minute overtimes. 3-minute, second overtime is sudden death. Jump ball will determine possession.
  - d. Mercy rule is a running clock in the second half when one team has a 25-point lead. The clock will stop only for time outs, injuries, and quarter change. Once the mercy rule is reached the clock will NOT return to regular clock operation if the lead goes below 25 points.
  - e. There will be a minimum of five minutes between games.
8. Penalties
- a. Failure to comply with these rules will result in one (1) warning then a technical foul against the coach.
    - 1. No Press rule (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> “C” teams and 6<sup>th</sup> A/B)
    - 2. No Zone rule (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> “C” teams and 6<sup>th</sup> A/B)
  - b. Failure to notify and clear player transfers with designated Administrator will lead to an investigation and possible forfeit of game.

## Wrestling

### A. Squads

1. All who wish to participate are eligible under the rules and regulations. “Cutting” will not take place in wrestling.
2. Athletes will wrestle at their natural weight. Dieting is strongly discouraged by coaches and team personnel.
3. Weigh-ins will take place prior to each match at the home school unless agreed on by the head coaches and Designee or Administrator. In the event there is a home weigh-in, all weigh-ins must be certified by the Designee and/or Administrator or wrestling officials.
4. Teams will consist of a combination of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade wrestlers. Wrestlers should be matched up with similar ability, weight, and discretion of the coach during the exhibition matches.
5. There must be a minimum of 21 wrestlers participating at each school to constitute a team for dual meet purposes.

### B. Regulations

1. The current National Federation of State High School Associations rule book will be followed with the following exceptions:
  - a. The weight classes will be:
 

65 and under	120	
70	127	
75	133	
80	138	
85	145	
90	152	
95	160	
100	171	
105	HWT	Capped at 215
110	215+	Capped at 240

## Nordic Ski

### A. Squads

1. Each school will have a combined 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys' and girls' team.
2. They may travel up to two (2) travel meets with no more than one (1) meet per week.

### B. Regulations

1. The Designees or Administrators will meet prior to the season starting for the purpose of developing a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited school teams prior to each meet.
3. Various factors will influence the guidelines and special regulation for the purpose of developing a season schedule including but not limited to:
  - Length of season
  - Total number of participants
  - Transportation availability
  - Facility availability
  - Weather conditions
  - Volunteers
  - Officials
  - Budget consideration
  - Policies and regulations
4. Middle level sports season games, tournaments or culminating events are scheduled with school teams and are not associated with any qualifying regional, state, or national event.

## Soccer

### A. Squads

1. Open to all eligible 6<sup>th</sup> through 8<sup>th</sup> grade Boys & Girls.
2. The number of eligible players at the conclusion of the 5<sup>th</sup> day of practice will determine the number of teams/coaches needed. Teams must have a minimum of 15 players prior to starting a season.
3. 6<sup>th</sup> through 8<sup>th</sup> combined grade level teams will consist of an "A" then "B" squad, and as many "B" squads as needed based on the number of participants. i.e., A, B, B.
4. The evaluation skills process to determine team placement will be transparent.
5. Schools that have multiple "B" teams must have equally skilled "B" teams.
6. **Player Transfers:** Transfers from "B" to "A" are allowed pending a special circumstance, i.e. Ineligibility, illness, injuries, etc. Transfers from "A" to "B" are highly discouraged. A situation that requires this type of transfer must be cleared through the Designee or Administrator and those player(s) may only be used as a sub with limited playing time.

### B. Regulations

1. The current National Federation of High School Associations (NFHS) rulebook will be used



with these exceptions:

- a. Game times are two (2), 30-minute halves with a 5-minute half time.
- b. All players will have equal playing time opportunities, (Based on practice attendance, eligibility, injuries & illnesses etc.)
- c. The game shall be played by two teams, each consisting of not more than 11 players, one of whom shall be the goalkeeper. Each team shall designate a team captain on the field who:
  - 1.) is the team's representative.
  - 2.) may address an official on a matter of interpretation.
  - 3.) may address an official to obtain essential information. A game shall not be started with fewer than seven properly uniformed players on each team. After the game is started, it may not be continued with fewer than seven players on either team. If a team has fewer than seven eligible players, the game shall be terminated, and a forfeit shall be declared.

**Exception:** Should a team drop below seven players due to a player having to leave the field for a temporary equipment repair, minor injury, or due to a blood-rule situation, the official may suspend the game momentarily until the problem is corrected and then continue the game.

2. A size 5 Soccer Ball is the game ball.
3. Game Scheduling: Through Designee, Administrators, officials and field availability, every attempt will be made to get each team a minimum of 5 games.
4. Out of town travel for games will be limited to A teams only and a maximum of two (2) trips can be taken within the season.

## Swimming

### A. Squads

1. Each school will have a combined 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys' and girls' team.
2. May travel up to two (2) meets depending upon transportation availability.

### B. Regulations

1. The Designees or Administrators will meet two weeks prior to the season starting for the purpose of developing a schedule.
2. Guidelines and special regulations for each meet will be sent to the competing schools two weeks prior to each meet.

## Track

### A. Squads

1. Each school will have a combined 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys' and girls' team.
2. May travel up to two (2) travel meets in a week depending upon transportation availability.

### B. Regulations

1. The Designees or Administrators will meet two weeks prior to the season starting for the purpose of developing a schedule.
2. Guidelines and special regulations for each meet will be sent to the invited school teams prior to each meet.

- The starting height for High Jump at a Casper track meet will be Girls 6<sup>th</sup>-Grade - 3'6"; 7<sup>th</sup>- Grade - 3'8"; and 8<sup>th</sup>-Grade - 4'0". Boys 6<sup>th</sup>-Grade – 4'; 7<sup>th</sup> Grade – 4'2"; and 8<sup>th</sup>-Grade 4'4" and raising the bar in 2" increments.
  3. The starting height for Pole Vault at a Casper track meet will be Girls 5' and Boys 6', and raising the bar in 6" increments.

#### WY Hurdles Placement for Middle School Track & Field

Boys' hurdles for the 75m & 110m go on the BLUE arrows on the straightaway. "Blue for Boys."

Girls' hurdles for the 55m & 100m go on the GOLD arrows on the straightaway. "Gold for Girls."

Both boys and girls hurdles go on the WHITE arrows for the 200m hurdles.

30" is the lowest (1st) notch on the hurdles; each notch is 3".

AGE GROUP	RACE DISTANCE	NUMBER OF HURDLES	HEIGHT	HURDLE WEIGHT SETTING
6 <sup>th</sup> GRADE BOYS	110m	10	30"	SLOT 1 of BASE
6 <sup>th</sup> GRADE GIRLS	100m	10	30"	SLOT 1 of BASE
6 <sup>th</sup> GRADE BOYS	200m	5	30"	SLOT 1 of BASE
6 <sup>th</sup> GRADE GIRLS	200m	5	30"	SLOT 1 of BASE
7 <sup>th</sup> GRADE BOYS	110m	10	30"	SLOT 1 of BASE
7 <sup>th</sup> GRADE GIRLS	100m	10	30"	SLOT 1 of BASE
7 <sup>th</sup> GRADE BOYS	200	5	30"	SLOT 1 of BASE
7 <sup>th</sup> GRADE GIRLS	200	5	30"	SLOT 1 of BASE
8 <sup>th</sup> GRADE BOYS	110m	10	33"	SLOT 2 of BASE
8 <sup>th</sup> GRADE GIRLS	100m	10	30"	SLOT 1 of BASE
8 <sup>th</sup> GRADE BOYS	200	5	33"	SLOT 2 of BASE
8 <sup>th</sup> GRADE GIRLS	200	5	30"	SLOT 1 of BASE

## Discipline and Conduct Philosophy: Board Policy 5370

The Natrona County School District, (NCS D or the District), Board of Trustees (*the Board*) recognizes its responsibility to give support and assistance to school employees with respect to student discipline policies and procedures of the school district.

Further, the Board recognizes that an effective discipline policy is intended to foster student growth while assuring each student an atmosphere which is safe, conducive to the learning process, and as free as possible from unnecessary disruptions.

The Board also recognizes that the District is the school community and that schools are a reflection of society. The rules of the District reflect the standards of the school community. The interest of this policy is to have all stakeholders use a consistent set of behavioral expectations and rules. Discipline techniques should teach those expectations, how to make acceptable choices, and how to resolve conflict in a productive, non-violent way.

Additionally, it is the intent of this policy to help create a positive, caring atmosphere where all students and adults feel respected and are valued members of our school community. The desired result is to have a safe, positive, and proactive environment where both the students and the staff feel enthusiastic about learning and sharing ideas. This policy is based on the following tenets:

- Students and adults are encouraged to work cooperatively.
- Students and adults are expected to treat one another with respect.
- Students and adults are expected to conduct themselves in an honest manner.
- Students and adults have the right to be physically and emotionally safe.
- When school personnel are instituting consequences or discipline for inappropriate behavior, they will consider the following:
  - Fairness (appropriate to the situation)
  - Consistent
  - Allows for individualization.
  - Developmentally appropriate
  - Adheres to District's and each school's philosophy.
  - Reflective of exemplary practice
  - Promotes partnerships/communication with families.
  - Promotes learning and personal responsibility.

Parents are encouraged to take appropriate cooperative measures to ensure proper behavior of their student. Student chronic or severe misbehavior is an infringement on the right for *all* children to learn and negatively affects the classroom-learning environment.

Through the Wyoming Education Code (W.S. §21-1 - 21-15) and Board policy, all school personnel are charged with providing a proper learning environment and for maintaining order among the students placed in their charge. This charge includes developing means to motivate and reinforce positive behavior patterns and taking positive action to correct unacceptable behavior by students.

In addition, data will be gathered about effectiveness of creating an atmosphere that is safe, conducive to the learning process, and as free as possible from unnecessary disruptions. The purpose of gathering the information is to continually improve efforts to have a safe, positive, and proactive environment where both the students and the staff feel respected, valued, and enthusiastic about learning and sharing ideas.

It shall be the duty of all school personnel to enforce such rules for school and class control as the Board may establish. Procedures used to control pupil conduct should assist in advancing the purposes of education and be consistent with Board policies, state laws, and State Board of Education regulations.

Any misconduct on the part of pupils which directly relates to and affects the management and efficiency of the schools is within the scope of power of school officials and the Board to regulate. As appropriate based on the circumstances, the Board authorizes administrative and Facilitatory staff to suspend or expel students pursuant to the provisions set forth in W.S. § 21-4-305 and W.S. § 21-4-306.

The Board recognizes that individual schools may adopt additional rules for orderly conduct; however, such rules must be consistent with Board Policy and District Administrative Regulations.

The Board values and encourages student participation in co-curricular activities. However, the participation in athletics and co-curricular activities is a privilege and students who volunteer to participate in the Natrona County School District athletics, co-curricular clubs or co-curricular activity programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community. Therefore, the Board of Trustees adopts the Natrona County School District Code of Conduct for Athletics, Co-Curricular Clubs, and Co-Curricular Activities as amended from time to time.

The Discipline and Conduct Policy of Natrona County School District is binding upon all school and student personnel at all District operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the District and at all activities conducted, sponsored, or participated in by school personnel or students of Natrona County School District.

Revised: July 18, 2012  
Revised: April 28, 2003  
Readopted: October 23, 2000

## **Open Enrollment Athletic/Activity Participation for Grades 6-12: Board Policy 5310**

In an effort to allow students in Natrona County School District to have the opportunity to develop their athletic abilities to the fullest, the Board of Trustees supports the development of a consistent instructional approach to skills taught, that aligns age-appropriate knowledge, skills, and teaching technique in a progressive fashion. This will be known as Horizontal and Vertical Alignment of Athletics and does not define an attendance pattern for students between middle school and high school choices, nor should it seek to secure or retain the attendance of a student in a particular school. (January 26, 2015, Board Policy 5310 Horizontal and Vertical Alignment of Athletics)

Participating in athletics and activities is a privilege and not a right. Participants in grades 6-12 are not only governed by local Board policies but are also under the guidelines of the Wyoming High School Activities Association (WHSAA) and The National Federation of High Schools in grades 9-12.

Our community has chosen to adopt a school of choice/open enrollment philosophy that allows parents to select the best school for their child. Natrona County School District (NCSD) strongly discourages any form of influence, pressure, and/or recruitment by any person/persons in an attempt to alter a student to transfer or enroll in a particular school-sponsored sport and/or a school activity and/or a school program at a targeted school.

An undue influence free environment ensures the stability of all activities, programs, and sports, promotes harmony among all schools, benefits the well-being of all students, enhances opportunities for all participants, develops all participants' abilities to the fullest and supports a consistent approach of growth and learning through horizontal and vertical alignment of athletics.

Adopted: June 1, 2000  
Readopted: October 23, 2000  
Reviewed: May 15, 2013  
Revised: January 26, 2015  
Revised: July 20, 2015  
Revised: June 20, 2017

## **Open Enrollment Athletic/Activity Participation for Grades 6-12: Administrative Regulation 5310**

### **I. DEFINITION OF UNDUE INFLUENCE**

The use of influence, pressure, and/or recruitment by any person/persons in an attempt to alter a student's enrollment selection specifically toward or away from a specific school-sponsored sport and/or a school activity and/or a school program at a targeted school.

Thus, any influence, pressure, and/or recruitment towards targeting a student's enrollment selection is not allowed by any Natrona County School District (NCS D) employee, coach, sponsor, or volunteer at any time.

The term "Undue Influence" shall include:

- A. Initiating any form of oral or written contact, pressure, or efforts to recruit a student to participate or not to participate in a particular school's sponsored sport and/or activity and/or program.
- B. An action that solicits the student to transfer and then to participate in the school's sponsored sport and/or activity and/or programs.
- C. Giving a student priority or creating the perception that a promise has been made to:
  - a. participation
  - b. an assignment
  - c. cash or gifts in any form
  - d. any other privilege or consideration

To maintain the integrity of our schools, this district has adopted a procedure to address allegations and charges of Undue Influence from within NCS D and the community. If you have allegations that you would like to be addressed, contact your building administrator. See Section X of this document below for additional processes to address Undue Influence allegations.

All NCS D Administrators are cognizant of the importance placed on creating an Undue Influence-free environment to promote harmony among all schools and benefit all students. NCS D administrators have the direct responsibility of communicating and applying the Undue Influence rules of the Wyoming High School Activities Association and the rules and regulations of Natrona County School District in order to consistently address issues of Undue Influence in a professional, timely, and discrete manner.

### **II. What can NCS D employees, coaches, sponsors, or volunteers do under the Horizontal and Vertical Alignment of Athletics Guidelines and Undue Influence parameters?**

*Any information to be shared will be pre-approved and aligned to all standards within this regulation by the designated administrator at each school prior to the information being shared.*

1. NCS D employees, coaches, sponsors, or volunteers may talk with students as long as their communication does not encourage or discourage a student from attending or not attending a targeted school.
2. NCS D employees, coaches, sponsors, or volunteers may make announcements to members of the student body that would help to share information about any upcoming camps, meetings, games, special events, and/or visits to a school or a school program.
3. NCS D employees, coaches, sponsors, or volunteers may share the history and/or philosophy of athletic/activity/academic programs offered at your school and the expectations for students participating in the programs.
4. NCS D employees, coaches, sponsors, or volunteers may share information and/or talk to students about any of the schools offered athletic and/or activity and/or academic programs as long as the

efforts do not promote any aspect of an NCSD school over another NCSD school.

5. Information will be pre-approved by the designated administrator at each school prior to the information being shared.

### **III. NCSD employees, coaches, sponsors, or volunteers cannot talk about or hand out information that:**

1. Communicates playing or performance time.
2. Reference a playing a particular position or role.
3. Compare why a particular NCSD school's program is better/worse than another NCSD school's program.
4. Compares or contrasts any NCSD athletic/academic/activity program or facility in any manner.

**IV. From December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office, no NCSD employee, coach, sponsor, or volunteer may visit another school for the purpose of sharing information, articulation work, or counseling related to an athletic/academic/activity topic unless it is an allowable visitation and/or activity defined in Section V below.**

**V. What can NCSD employees, coaches, sponsors, and volunteers share or do with other schools, students, and parents during the enrollment window for the next school year from December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office.**

1. From December 1 until students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office.
  - a. A school may host an all-inclusive, school-wide information session(s) and/or event(s) at their individual hosting school's campus. This all-inclusive information session may include information, advertise and/or talk to potential students/families about any of the school's offered athletic/activity/academic programs as long as the efforts do not promote any aspect of an NCSD school over another NCSD school.
  - b. NCSD employees, coaches, sponsors, or volunteers may participate in meetings and work when associated specifically with any form of an individualized learning plan/service or general school enrollment processes. This type of work would be associated with the completion of a school's registration process for the upcoming school year.
  - c. NCSD employees, coaches, sponsors, or volunteers may collaborate, meet, and work within the content or sport articulations throughout the window for the purpose of defining and aligning that work. Content or sports articulation work involves adult-to-adult work.
  - d. Any information to be shared will be pre-approved and aligned to all standards within this regulation by the designated administrator at each school prior to the information being shared.

**VI. What can NCSD employees, coaches, sponsors, and volunteers share once students and parents have received official written notification (email or letter) of their enrollment placement for the next school year from the NCSD Enrollment Office.**

1. NCSD employees, coaches, sponsors, or volunteers may host school/campus visitations to help transition and educate NCSD students/families for the transitioning grade levels.
2. NCSD employees, coaches, sponsors, or volunteers may communicate any information that is deemed necessary to the future verified, enrolled student and/or their family.
3. Any information to be shared at the current middle-level school will be generated by the future high school's activities director and approved by the current middle-level school's principal or designee

before being distributed to students who have been notified by the NCSD Enrollment of their verified school of attendance for the future year.

4. Students who have registered for their next sequence of schooling (8th to 9th or 5th to 6th grade) are allowed to participate in practice with a spring sport or activity or academic program at the discretion of the future school's principal/designee.

## **VII. Other areas of clarity around Undue Influence:**

1. The following is appropriate as long as there is no form of influencing and/or promoting a particular school's program over another NCSD school's program (this would include comparing or contrasting any of the NCSD schools):
  - a. District employees may wear any form of NCSD school attire (hat, shirt, coat, etc.)
  - b. District employees may display an NCSD school's flag, pennant, poster, flyer, etc.
  - c. District employees may actively engage in forms of chaperoning, assisting, monitoring, supervising, and or/active participation with students.
  - d. School staff may post graphics, photos, electronic information, celebrations, and/or accomplishments on their individual website or share electronically with individuals who are enrolled and/or employed at the designated school.
  - e. During the school year, registration and enrollment information may be shared with students/families that are new members of the community and are seeking information about the enrollment process to inform their decision.
  - f. Students can participate in drama productions or plays allowing students the opportunity to support any specific role(s) at any school, K-12, as long as there is no form of influencing and/or promoting a particular school's program over another NCSD school's program This will include comparing or contrasting any of the NCSD schools.
  - g. Participation in NCSD sponsored cheer and/or dance clinics and/or camps are open to all students, K-12, as long as there is no form of influencing and/or promoting a particular school's program over another NCSD school's program. This will include comparing or contrasting any of the NCSD schools.
  - h. Activities that do not have an official season such as cheer and dance, may schedule tryouts after online enrollment has been completed for incoming and current high school students.
  - i. Activities Designees and/or Administrators will set the tryout date/window for all activities without an official season. The date will be mutually agreed upon by all NCSD high schools involved and allows incoming and current high school students an opportunity to learn the information being evaluated during the tryouts. Students not enrolled in a high school prior to tryouts for an activity will be able to contact the building Activities Director or coach to set up a tryout time after they have enrolled in the school.

## **VIII. Electronic communication systems/tools/social media must also follow all of the guidelines presented in this section of the handbook regulating the Undue Influence of students in NCSD.**

**IX. It is impossible to list every potential situation that may lead to allegations of Undue Influence. If you have questions about something not previously covered, please speak to the high school Activities Director/Principal, or middle-level principal/designee, or to the District Athletic/Activities Director for clarification.**



**X. What will happen if documented allegations of Undue Influence are brought forth?**

DISTRICT:

1. The administrators of the involved schools will pursue resolution prior to district-level involvement.
2. The administrator of the school receiving the documentation of the possible Undue Influence violation begins a documented inquiry related to the allegations.
3. If the school requesting the inquiry is not satisfied with the results of the inquiry or does not receive a reply within two weeks of requesting the inquiry, a written request may be made to the District Athletic/Activities Director to review the findings. If the findings are unsubstantiated the process stops.
4. If the information supports the allegations of Undue Influence, the documented results will be sent to the Associate Superintendent and/or designee to initiate a formal investigation.
5. If the findings are substantiated by the investigation, the findings will be documented and shared with the Wyoming High School Activities Association (WHSAA), the involved school's principal/designee, and the District Athletic/Activities Director.
6. Results of findings from the combined District inquiry and investigation will determine the corrective action and communication to be administered by the Associate Superintendent and/or designee.

WHSAA:

After review, the Commissioner may agree with the findings, disagree with the findings, or decide to conduct an investigation of his/her own.

If the Commissioner determines that the findings verify a violation of undue influence, s/he will determine what, if any, further disciplinary action will be taken in accordance with rule 4.1.0 and rule 4.1.2.

Adopted: June 1, 2000  
Readopted: October 23, 2000  
Reviewed: May 15, 2013  
Revised: January 26, 2015  
Revised: July 20, 2015  
Revised: June 20, 2017  
Revised: July 20, 2021  
Revised: October 15, 2021

### Information Required to Initiate Undue Influence/Recruiting Allegations Inquiry

Date the Undue Influence Allegation was reported to School Principal/Designee:

Reported to:

Name of School Principal/Designee

Date Inquiry Form Returned to School Principal/Designee:

Name of Person(s) Witnessing Undue Influence:

Phone #:

Violation cited-Page#:

Roman Numeral:

Section #:

I believe undue influence/recruitment happened to the following individual(s):

Witness Relationship to Impacted Student(s):

Impacted Student(s) is/are currently enrolled:  CCA  CYMS  DM  CN

KWHS  NCHS  Midwest  Roosevelt  PS  Woods  Elementary

Name of Person(s)/Group responsible for Undue Influence/Recruitment Allegations:

Date(s) of Alleged Incident(s):

**Describe the Undue Influence Alleged Incident(s):** 1) Use facts only; 2) Use names of people involved; 3) Describe what each person said/did; 4) Accurate Dates & Times; 5) Use Back of this form if needed.

**Witness**

**Date:**

**Signature:**

*This form must be returned to the School Principal/Designee within (3) school days*

**Findings:**  Unsubstantiated  Substantiated

**Administrator**

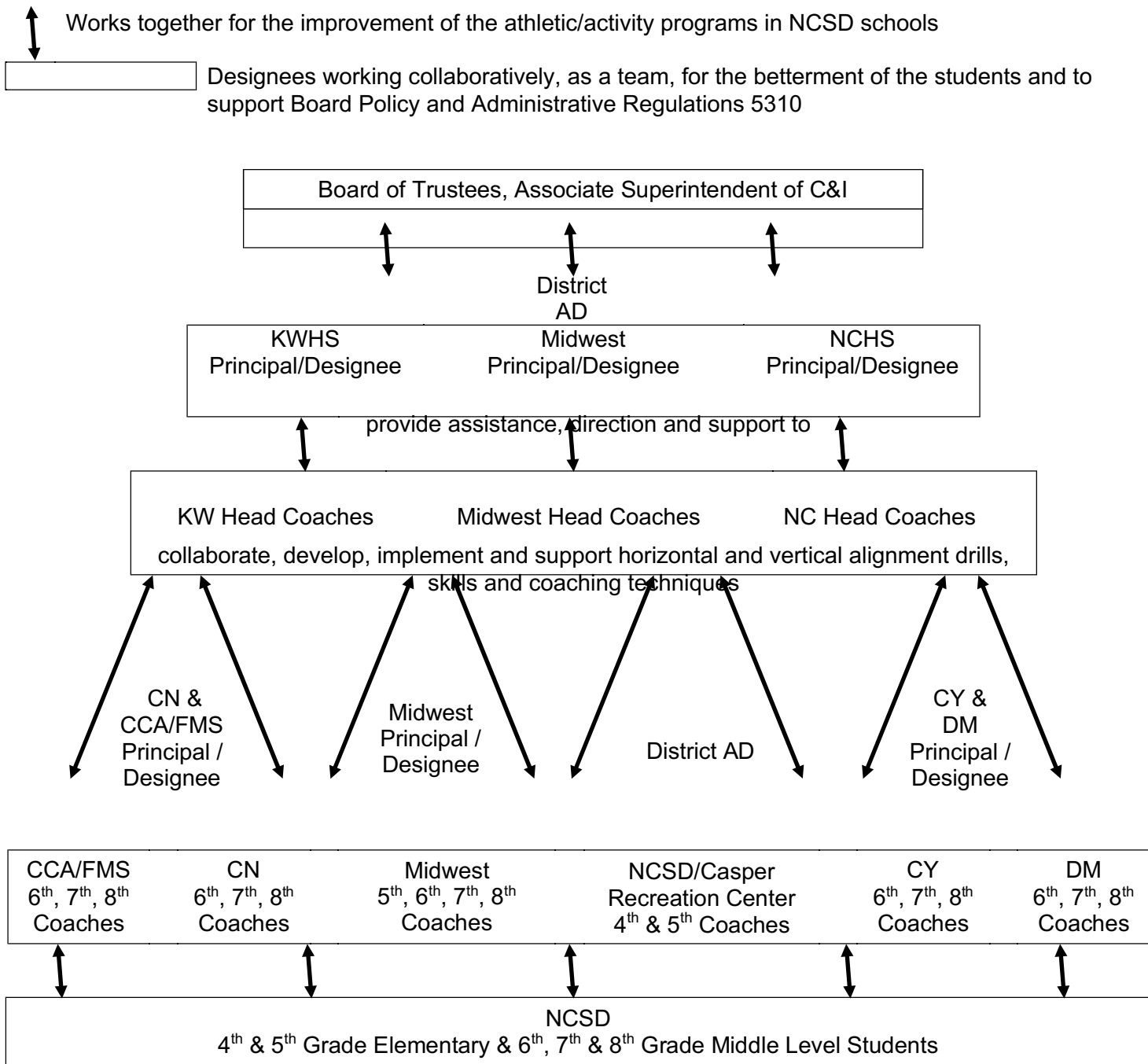
**Date:**

**Signatures:** \_\_\_\_\_

### Horizontal and Vertical Alignment of Athletics

**Board Policy 5310:** In an effort to allow students in Natrona County School District to have the opportunity to develop their athletic abilities to the fullest, the Board of Trustees supports the development of a consistent instructional approach to skills taught, that aligns age appropriate knowledge, skills, and teaching technique in a progressive fashion. This will be known as Horizontal and Vertical Alignment of Athletics, and does not define an attendance pattern for students between middle school and high school choices, nor should it seek to secure or retain the attendance of a student in a particular school.

**Diagram A – NCSD Alignment of Athletics Flow Chart**



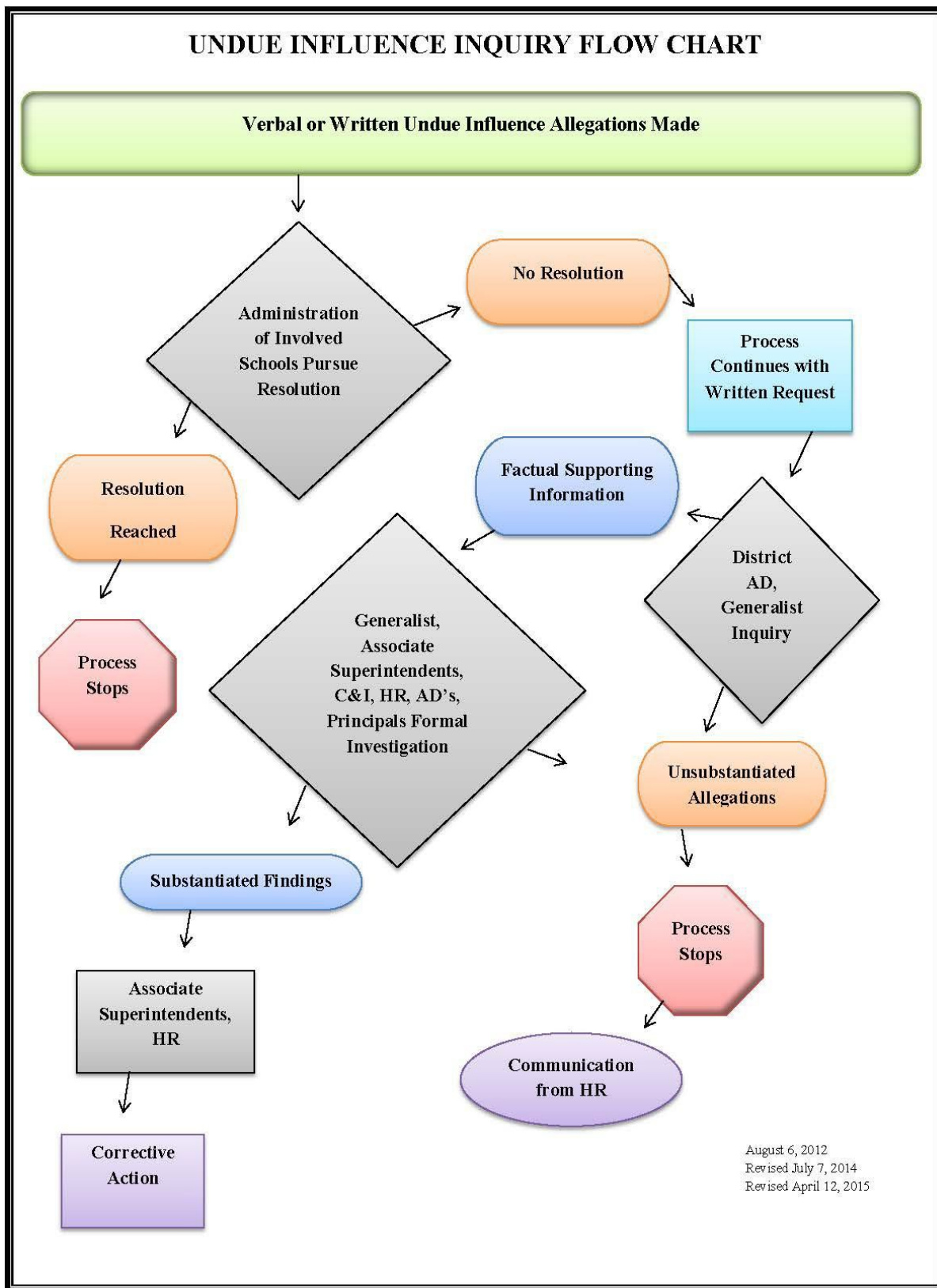
**Horizontal and Vertical Alignment of Athletics** – (4<sup>th</sup> & 5<sup>th</sup> grade basketball and volleyball and 6<sup>th</sup>-8<sup>th</sup> grade football, girls volleyball, XC-running, wrestling, basketball, XC-skiing, swimming, soccer and track)

The following information describes the roles, responsibilities and tasks of support provided through the NCSD Horizontal & Vertical Alignment of Athletics efforts:

- High School head coaches meet annually to jointly develop or update the Horizontal and Vertically Aligned sports specific resources being utilized to meet the expectations of Board Policy 5310 for middle level (ML) and elementary 4<sup>th</sup> & 5<sup>th</sup> grade sports participants.
- High School head coaches determine the implementation strategy for the sport specific Horizontal and Vertical Alignment information and resources which are realistic, consistent, and fit well with all aspects of the middle level and elementary sports programs.
- Resources suggested to assist high school head coaches in the implementation of the Horizontal and Vertical Alignment information include but are not limited to sports specific notebooks (hard copy or electronic), clinics, high school student mentoring, high school coaching visits or other resources focusing on teaching skills, drills, and coaching techniques in a progressive fashion.
- High School head coaches contact the ML Principal/designee annually prior to the beginning of the ML sport season to review the Horizontal and Vertical Alignment strategy, resources, and times for implementation in order to confirm approval, roles, potential changes, evaluation of previous alignment steps, communication methods and contact information updates.
- Due to geographic convenience, Natrona County High School (NCHS) head coaches will provide Horizontal and Vertical Alignment for Dean Morgan and CY middle level sports programs. Kelly Walsh High School (KWHS) head coaches will provide Horizontal and Vertical Alignment for Centennial and CCA middle level sports programs.
- Midwest will provide Horizontal and Vertical Alignment for Midwest elementary and middle level sports programs. The geographic convenience does not prohibit NCSD head coaches from working with any of the NCSD middle level or elementary sports programs.
- KWHS, Midwest and NCHS head coaches will provide Horizontal and Vertical Alignment for NCSD 4<sup>th</sup> and 5<sup>th</sup> grade volleyball and basketball sports programs through the District Athletic/Activities Director and the Casper Recreation Center Sports Program Director.
- A one size fits all Horizontal and Vertical Alignment for Athletics implementation plan is not recommended for all the sports programs offered at the elementary and middle levels which align with high school sports programs.
- The implementation and effectiveness of the Horizontal and Vertical Alignment information and implementation of middle level and elementary sports programs aligned to high school sports, are an annual evaluation component for the head high school coach, ML 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade coaches.

A maximum of three hours per year may be compensated to high school head coaches in the development, updating and evaluation (meets Board Policy 5310 requirements) of the Horizontal and Vertical Alignment process/strategies for their sport's program annually. The Horizontal and Vertical Alignment plan for the sport must be submitted with the payment application form referencing the alignment plan evaluation and recommended updates. The paperwork for the alignment plan update and recommendations is submitted to the District Athletic/Activities Director for payment approval.

### Undue Influence Inquiry Flow Chart



## AT WILL Head and Assistant COACH DUTIES AND RESPONSIBILITIES and Job Descriptions

**EDUCATION:** High School Diploma / GED

**REQUIREMENTS:** Current PTSB Coaching Certificate and current CPR / First Aid card

Able to, work afternoons, evenings, nights & on weekends (not including Sunday) in order to provide the necessary practice time and game schedule associated with the sport and season length. Coaches are expected to schedule practice every week day (M-F) except for holidays, game days, and never on Sundays. All Natrona County School District (NCSD) student sponsored activities and sports must be completed by 6pm at the middle schools and 6:30pm at the high schools on Wednesdays-as per Board Policy 1200 Parent and Community Night.

Cooperate and coordinate with the Assistant Principal/Athletic Director (AD) or Designee on all matters pertaining to:

- the scheduling of contests, practice schedules, and parent meetings
- complaint and grievances process
- code of conduct requirements implemented, and violations consistently administered.
- participant eligibility requirements implemented, and violations consistently administered.
- purchasing of equipment and uniforms
- bus transportation procedures
- coach active supervision requirements during activity trips
- emergency action plan
- safety checklist
- fund raising requirements.
- copyright law
- coach conduct requirement and issues
- coordinating and administering an effective system of assigning locks and lockers
- distribution and collection of equipment and uniforms
- beginning practice on the earliest date allowed by the regulations of the Wyoming High School Activities Association (WHSAA) and/or NCSD.
- communicate coach active supervision expectations, and implementation during all practice and competition sessions.
- understanding undue influence and the complaint process
- horizontal and vertical alignment strategy for each sport
- participant and coach attendance policy
- the annual review and approval of the team handbook and communication documents to students and parents
- annual evaluation process for head coaches, assistant coaches and aides
- annually completing district required compliance training.

Ensure all athletic participants have:

- a current physical examination prior to starting practice.
- been provided and understand the Natrona County School District's Code of Conduct and Academic Eligibility rules and regulations for activities and sports.
- been provided the opportunity to purchase insurance coverage before the first practice session.
- reviewed the safety video and WHSAA concussion risk information and Consent on file.

Ensure that all athletic equipment and uniforms are:

- inspected, cleaned and/or repaired prior to issuing to participants.
- accurately inventoried, distributed, repaired, cleaned, maintained and secured.
- used correctly by participants through proper instruction.

Ensure that:

- the locker and equipment rooms are maintained in a safe and orderly manner.
- there is district required adult supervision for all student athletes in all settings (locker rooms, fields, gymnasiums, buses, lodging, etc., Administrative Regulation 5341)
- all injuries are reported immediately verbally and in writing via the NCSD Injury Reporting Form to the following: parents, athletic trainer, nurse and AD or AAF.
- all volunteers, chaperones, aides and/or coaches assigned to the activity/sport know their duties and responsibilities.
- the goals and values of the athletic program reflect those of the school and District educational program.
- awards and award letters are created and distributed fairly in accordance with all award/s requirements

Overnight lodging, only the activity/sport participant is allowed in the assigned room unless there is an emergency or reason to believe misconduct is taking place in the room.

- If a co-educational trip is undertaken each gender must be housed in separate rooms
- Under no circumstances may an individual of the opposite gender visit the other's room

Actively communicate and notify all eligible participants:

- of the activity competition and practice schedules
- of the dates and times for receiving equipment
- of the academic & conduct eligibility information
- of the pre-season parent meeting
- of the team rules in the team handbook

Attendance is required at annual coaches' meetings scheduled by the AD, Designee or Administrator.

Be responsible to the head coach, AD Principal and/or the Designee.

- for the conduct of all student athletes
- for reporting rule violations
- for scheduling and planning details of out-of-town transportation
- for early dismissal of students involved in an activity trip
- for keeping statistics that are necessary for school records
- for maintaining participant minimums for the activity
- for recording attendance of activity participants
- for providing beginning and end of season participant rosters

Provide a travel roster, emergency phone numbers of participants, trip itinerary, adult sponsor forms, and field trip forms if required to the head coach, AD/Designee and transportation department bus scheduler.

Complete the Sport Safety Checklist at the beginning of each season for every sport coached (Head and Assistant Coaches)

Know and enforce the transportation rules and regulations for scheduling bus requests and supervising student athletes on buses during activity trips (Administrative Regulations 5341 & 5342)

**HEAD COACH**

- ensure that all coaches and participants conduct themselves in a sportsmanlike manner at all times.
- coordinate with the athletic trainer the scheduling of trainer availability before, during & after practices and competitions.
- ensure that all student athletes and coaches know and follow all transportation policies and guidelines (Administrative Regulations 5341 & 5342)
- maintain current coaching & CPR certification requirements.
- communicate performance and Code of Conduct (Administrative Regulation 5371) expectations to all assistant coaches and participants.
- assist coaches in achieving performance expectations assigned.
- provide annual performance evaluations to all assistant coaches and aides.
- meet with the AD or designated Administrator to complete an annual review of the activity.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- to organize, promote and attend seminars, meetings and other professional development opportunities.
- to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of District policies, regulations, operating procedures and guidelines.
- to integrate resources, policies, and information e.g., Horizontal & Vertical Alignment of Athletics, Undue Influence, Activities Eligibility, Code of Conduct, and active supervision of participants
- to establish and maintain effective working relationships with students, parents, staff, and the public.
- to communicate effectively with students, parents and NCSD staff
- to represent NCSD #1 in a friendly, courteous, and professional manner
- to respond effectively to emergency situations

**SAFETY:**

- lead in the creation of a culture of safety and environmental protection by performing work safely in accordance with District, department and school safety procedures.
- annually review the compliance safety film with all participants, in all sports, prior to participating in practice, competitions, games, events, matches....
- operates equipment safely and reports any unsafe work conditions to the Athletic Director/Designee or Principal
- inspect and ensure the safety of all facilities utilized and equipment issued to student athletes.
- teach and follow the concussion protocol designed for student athletes in NCSD.
- know, teach, and implement the emergency action plan for the sport, and facilities used at all times in the case of, a violent intruder, lightning, extreme temperatures and injuries.
- establish, know, enforce, monitor, and teach all district, local and state health safety requirements related to the COVID-19 virus but not limited to COVID-19

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



## Coaches Evaluation

### Purpose

- Assist and improve coaches' performance of duties.
- Ensure program is in alignment with District athletic philosophy and policies.
- Communicate performance expectations of the individual, i.e., make duties and responsibilities clearer

## Head Coach and Assistant Coach

### Grades 6-8

- Designee confers with principal prior to final conference with coach
- If coach being evaluated is also the Designee, the principal will assume the responsibilities of the Designee

### Evaluation process:

- A meeting prior to the season, at which the following topics will be discussed:
  - School/district philosophy and goals of the athletic department
  - Procedural format for travel, equipment inventory, etc.
- A meeting within two weeks of the conclusion of the season at which an evaluation instrument will be completed, based on:
  - Coach's behavior
  - Contests throughout the season

## Undergarment / Jewelry Policy

### Supportive Undergarment Policy

In an attempt to enhance the safety of all NCSD #1 student athletes we have adopted the following "Supportive Undergarment Policy." A number of injuries specific to several male students as well as modesty throughout the gymnasiums, weight rooms, and training rooms have caused us to examine this issue and make the following recommendations for all student athletes.

All male participants must wear a jock strap or supportive brief type undergarment and all female athletes must wear a sports bra or similar type supportive undergarment. Failure to do so increases the risk of injury and potential disability to the athlete involved.

### Jewelry Policy

In an attempt to enhance the safety of all NCSD #1 student athletes we have adopted the following "Sport Participation – Jewelry Policy."

All participants male and female will not be allowed to participate, compete, or practice while wearing jewelry of any kind. Athletic Administration, coaches and game officials will impose the jewelry rule during practices and competitions.

## Number of Coaches Per Sport

### Secondary Athletics

\* **Minimum** 2 adults up to the first 32 participants (due to safety issue)

Each sport will have one (1) Head Coach and one (1) Assistant/Aide for the initial 32 participants. An Assistant/Aide will be added for each additional 14 participants beyond the initial 32 participants. The administrator has the discretion to determine the need for an additional head coach and/or assistant. If an assistant is hired due to an increase in participation numbers, they would be hired for a provisional 10-day period. If participant levels substantiate the additional assistant, the agreement will continue for the specified sport.

The maximum number of volunteer assistants: football – two (2) volunteer assistant coaches, all other sports grades 9-12 – one (1) volunteer assistant.

An exception may be made if an assignment is authorized by an Administrator when the head coach is of the opposite sex of the team members. The District will cover the cost for a staff member's substitute in the case when a staff member of the same sex for a team member is required.

### Procedures and Resources for Coaching in Secondary Athletics

These procedures change from year to year.

To receive the most updated and correct information please visit: <http://ptsb.state.wy.us>

**Applications may be procured at:**

[www.ptsb.state.wy.us/applicationsList.asp](http://www.ptsb.state.wy.us/applicationsList.asp)

or

NCSD #1 (307) 253-5200

### Course Work

Coaching courses

WHSAA Office

(307) 577-0614

### All District Job Postings

Visit [www.natronaschools.org](http://www.natronaschools.org) and click on Careers

## Coach/Sponsor General Responsibilities

### Coaching/Teaching Techniques

- Use sound and acceptable teaching practices.
- Run well-organized and productive practice sessions.
- Complete all pre-season planning well in advance of the starting date.
- When applicable, adhere to a highly efficient and technically sound program of injury prevention.
- Construct a well-organized and effective contest plan.
- Develop a sound system for equipment/material accountability, including a seasonal inventory, repair, reconditioning and replacement of equipment/materials. All purchasing should be accomplished through the allocated budget.

- Keep assistant coaches/sponsors, student managers and all other help well informed as to what is expected. Cooperate fully with maintenance staff, transportation personnel and other similarly involved in the overall activities program.

### **Student Managers**

- Each manager is to be selected by the coach/sponsor in charge of the activity.
- The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches/sponsors and participants.
- Managers who take care of the equipment/materials are to be under the direct supervision and management of the coach/sponsor.
- All participants' equipment is to be issued by the coach/sponsor. In sports, all players' equipment is to be fitted and issued by the coach.
- The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments.
- Managers are not to be given free rein with school keys.
  - Keys are never to be given on a long term basis.
  - The coach/sponsor who gives the key to the manager is ultimately responsible for the use of those keys.
- Student managers are expected to follow the same guidelines as the student participants in the activity and are also under the Code of Conduct

### **Storing Equipment between Seasons**

- Equipment is important to every coach/sponsor.
- Proper storing and inventory of equipment after the season makes a coach/sponsor's job easier the following season.
- Having equipment properly marked and in neat order makes inventory easy.
- A check out sheet and check in sheet makes better control of equipment and is to be used by all coaches/sponsors.
- Equipment should be cleaned before final storage between seasons.
- Equipment no longer usable should be discarded.
- No equipment should be discarded without approval of the Athletic Director or designated administrator.

## NCSD Athletics & Activities Code of Conduct: Administrative Regulation 5371

### INTRODUCTION

The Natrona County School District (NCSD) recognizes that participation in athletics, activities and co-curricular clubs is a “privilege” not a right.

Students who participate in the Natrona County School District athletics, activities or co-curricular clubs do so with the understanding that they must follow all Wyoming High School Activities Association (WHSAA) rules and NCSD policies, regulations and guidelines with higher standards and expectations than those relating to the general student community.

This administrative regulation, containing the Code of Conduct, is in effect upon the students enrolled in Natrona County School District grades 6<sup>th</sup>–12<sup>th</sup>. All students (e.g., NCSD, Home School, Virtual Education, Private School and other Wyoming school district students) will follow the NCSD Code of Conduct parameters and expectations, as well as complete the required WHSAA and NCSD forms prior to participation.

The Code of Conduct applies to students who participate in athletics, activities or co-curricular clubs and is in effect during the entire NCSD academic school year and during the dates as set by the Wyoming High School Activities Association. The first day of the WHSAA fall season for sports typically begins two to three weeks prior to the beginning of the NCSD academic year.

### SUMMER PARTICIPATION

The Code of Conduct administrative regulations and guidelines also apply to students while participating in summer school, summer marching band or any summer Natrona County School District affiliated and/or organized activity, camp, clinic, event, practice (etc.) that has been identified as a responsibility of NCSD. Summertime Code of Conduct violations are applied in the upcoming NCSD academic year and WHSAA activity and sport seasons.

### CONTEST DEFINITION

The Natrona County School District definition of a “contest” aligns with the Wyoming High School Activities Association description of the maximum number of contests or days or events or games or meets allowed in the regular season for the corresponding activities and sports:

NCSD contest = One contest or day or event or game or meet as defined by the WHSAA for the sports and activities listed below

**Contest** = Basketball, Cheer, Dance, Marching Band, Soccer, Softball, Girls Volleyball

**Contest Day** = Alpine Ski, Cross Country, Golf, Nordic Ski, Swimming and Diving, Tennis

**Event** = FFA, Wrestling

**Game** = Football

**Meet** = Indoor Track, Outdoor Track, Speech and Debate

**WHSAA Handbook** (e.g. 4-1-2019 rules for the maximum number of contests, games, contest days, meets or events allowed in the activities and sports listed above are as follows):

### NCSD CONTEST DEFINITION AS ALIGNED TO WHSAA

<u>Sport or Activity</u>	<u>Title of WHSAA Competition</u>	<u>Number of competitions per season*</u>	<u>Sport or Activity</u>	<u>Title of WHSAA Competition</u>	<u>Number of competitions per season*</u>
Alpine Ski	Contest Day	12	Soccer	Contest	14
Basketball	Contest	18	Softball	Contest	26
Cheer	Contest	>13	Speech & Debate	Meet	10
Cross Country	Contest Day	8	Swimming & Diving	Contest Day	18
Dance	Contest	<12	Tennis (fall)	Contest Day	10
FFA	Event	<12	Tennis (spring)	Contest Day	9
Football	Game	9	Track - Indoor	Meet	8
Golf (fall)	Contest Day	10	Track - Outdoor	Meet	10
Golf (spring)	Contest Day	9	Girls Volleyball	Contest	18
Marching Band	Contest	<12	Wrestling^	Event	15
Nordic Ski	Contest Day	12			

^(Wrestling Event values > Single Dual & Tournament = 1; Double Dual, Triangular, Quad, Dual Tournament = 2)

\*Designated number of competitions do not include Conference, Regional or State

### CONTEST EXCLUSIONS

Contest exclusions from activities and sports identified in this document shall not prevent a student from taking part in practice sessions, but the student cannot be associated with the team in any manner, before, during or after a home or away competition. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meetings.

Students placed at any alternative disciplinary setting (e.g., Refocus Room or In-School Suspension room/setting) may take part in practice sessions, but the student cannot be associated with the team in any manner, before, during or after a home or away competition. The school administration may determine extenuating circumstances that led to the placement and may revoke permission for practice participation. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meeting.

Students placed at any alternative to suspension setting, such as Safe School Suspension Lab (SSSL), may not take part in practices. The school administration may determine extenuating circumstances that led to the placement and may grant permission for practice participation, but the student cannot be associated with the team in any manner before, during or after a home or away contest. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team or during any locker room pre or post competition meeting.

Students serving an out of school suspension or on a stipulated expulsion agreement cannot be on school grounds or associated with the team in any manner. Per building administrative authorization, a student serving an out of school suspension may be granted permission to attend, as a spectator, an isolated special event or program on school grounds related to the student or immediate family. NCSD athletics, activities and co-curricular clubs are an extension of the classroom. The Code of Conduct contest exclusion is not completed until midnight on the last day of the exclusion being served.

The middle level school student (6<sup>th</sup>-8<sup>th</sup> grades) Code of Conduct violations reset annually upon completion of the fourth quarter of the current academic year and do not carry over from 8<sup>th</sup> grade to 9<sup>th</sup> grade.

If the contest exclusions cannot be completed prior to the beginning of the student's participation in the high school sports listed in this document. The intervention steps assigned must be completed prior to participating in high school sports.

Once a student begins participation in sports or activities in high school the student must also follow the rules of the Wyoming High School Activities Association as well as Natrona County School District.

The high school student (grades 9<sup>th</sup>-12<sup>th</sup>) Code of Conduct violations reset annually upon the completion of the fourth quarter of the current academic year but follow the student until the contest exclusions and intervention steps have been completed. The exclusions are not specific to the sport in which the violation occurred. The completion of the contest exclusion may carry over into a new sport season in the same academic year or into a new academic year in order to complete the contest exclusions.

A high school or middle level student with Code of a Conduct violation(s) must participate in the entire sport season in which the contest exclusion violation(s) are served in order to fulfill the contest exclusion step guidelines.

## **NCS D CONDUCT REGULATIONS**

Students who participate in athletics, activities or co-curricular clubs will not use, possess, transfer, or disperse any tobacco products, including e-cigarettes, vaporizers, Juul-like devices or products, drug paraphernalia, alcoholic beverages, or illicit controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include but not be limited to theft, shoplifting, breaking, and entering, and vandalism.

Students covered by the Code of Conduct who violate Municipal, State, or Federal codes (excluding minor traffic violations) will incur consequences as outlined in this administrative regulation.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, illicit controlled substances, tobacco products, suspected stolen merchandise or are in violation of any Municipal, State or Federal codes. The penalty administered by the Justice System may be different, and in addition to penalties outlined in School Board Policies and Administrative Regulations.

The possession, distribution or use of alcoholic beverages, tobacco, drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school sponsored trip is a Code of Conduct violation.

The reference herein to "other substance" is intended to prohibit the use, possession, or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting for the purpose of generating a high or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", Juuling like pods or cartridges containing THC, or any other substance, whether organic or non-organic, which are utilized in such a manner as to create a high or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

It is prohibited to have in the student's possession, be under the influence of, or have in the student's blood stream, any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a "drug" as defined by this administrative regulation.

It is prohibited for a student to possess "drug paraphernalia" as defined by the Wyoming Controlled Substances Act 1971. It is the policy of NCS D that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students. A student who violates any part of this policy shall be subject to discipline which may include exclusion, suspension, or expulsion.

To help students who are identified as possibly abusing alcohol/drugs/substances, NCSD and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such NCSD and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

NCSD will recommend resources to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances. NCSD will provide counseling services that will make it possible for students to seek and obtain interventions for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

### **Definition of Alcohol, Drugs, Products, Substances and Actions with Code of Conduct violation consequences:**

**Alcoholic Beverages**--Any alcoholic liquor or malt beverage as defined by Wyoming statutes.

**Tobacco**--Any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to, cigarettes, electronic cigarettes, vaporizers or Juul-like devices, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco.

**Electronic Cigarettes and Vaporizers, and Juul-like Devices**--Any product that employs any mechanical heating element, battery, or electronic circuit, regardless of shape or size, which can be used to deliver doses of nicotine vapor or any other substance by means of heating a liquid, wax, or other solution contained in a cartridge or alternate delivery system.

**Drug**--Any controlled substance as defined by Wyoming statutes.

**Drug paraphernalia**—Drug paraphernalia means all equipment, products and materials described in the Wyoming Controlled Substances Act of 1971 and any amendment thereof of and of any kind when used, advertised for use, intended for use or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

- (1) Objects when used, advertised for use, intended for use or designed for use in injecting controlled substances into the human body
- (2) The following objects when used, advertised for use, intended for use or designed for use in ingesting, inhaling, or otherwise introducing tobacco, marijuana, cocaine, hashish or hashish oil, or any other controlled substance into the human body
  - a. Metal, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
  - b. Bongs
  - c. e-cigarettes or electronic smoking devices such as Juuls
  - d. vaporizers or vaping devices

**Substance**--Any substance, whether organic, or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or otherwise altering the mental processing, or impairing the consumer's judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or healthy condition. The term substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, "spice", "K-2", and Juul-like pods or cartridges containing THC.

**Drug or Substance Trafficking/Providing**--Any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

### **Behaviors with Code of Conduct violations consequences:**

Derived from Administrative Regulation 5370 - Student Conduct & Discipline & the NCSD Student/Parent Handbook-Administrative Regulation 5371 Athletics and Activities Code of Conduct:

- Arson
- Assault/Battery
- Breaking and Entering
- Drugs, Drug Paraphernalia possession, consumption, distribution, selling, transfer, trafficking
- Electronic Cigarettes, Vaporizers and Juul-like devices, possession, consumption, distribution, selling, transfer, trafficking
- Fighting
- Habitually Disruptive Students
- Party Rule
- Shoplifting
- Stealing
- Substance, organic or non-organic, possession, consumption, distribution, selling, transfer, trafficking
- Tobacco containing nicotine, including but not limited to cigarettes, e-cigarettes, vaporizers, Juuling devices, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco, possession, consumption, distribution, selling, transfer, trafficking
- Theft
- Threat
- Vandalism
- Weapons/Firearms/Explosive Devices

#### **Administrative Regulation 5440 - Student Bullying**

- |                                       |                |
|---------------------------------------|----------------|
| • Bullying                            | • Harassment   |
| • Cyber-bullying                      | • Hazing       |
| • Disability Harassment               | • Intimidation |
| • Discrimination                      | • Menacing     |
| • False charges/malicious accusations | • Texting      |

#### **PARTY RULE**

Participants are expected to avoid situations/gatherings where substances, used illegally, are available to underage youth. Participants need to take positive action to avoid situations where illegal substances are present. A plan should include information about the situation/gathering prior to attending and take action immediately to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a Code of Conduct violation.



## SPORTSMANSHIP

Unsportsmanlike behavior resulting in being ejected from a contest is a Code of Conduct violation for middle level students. High school students are subject to WHSAA unsportsmanlike conduct rules (3.5.2, 3.5.25 & 3.5.3) only, for an unsportsmanlike behavior resulting in an ejection.

## CONTEST EXCLUSION STEPS

Middle school students follow the contest exclusion steps for activities and sports with 12 or fewer contests for all middle school activities and sports and **reset annually**. High school students follow all exclusion steps for the activities & sports listed below, but are not limited to, the following and also **reset annually**.

A student must be academically eligible and qualify for a contest, event, games, meet or contest day in order for the Code of Conduct exclusion to be applied.

A student participating in more than one activity or sport simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or sport listed below.

All activities or sports with **12 or fewer** season contests (not including culminating events)

Alpine Ski

Cross Country

Dance

Football

FFA

Golf (Fall & Spring)

Marching Band

Nordic Ski

Speech & Debate

Tennis (Fall & Spring)

Track (Indoor & Outdoor)

### EXCLUSION STEP

1. One Contest
2. Three Contests
3. One Year - 365 days from the date of the Code of Conduct violation

All activities or sports with **13 or more** regular season contests regular season contests (not including culminating events)

Basketball

Cheer

Soccer

Softball

Swimming & Diving

Girls Volleyball

Wrestling

### EXCLUSION STEP

1. Two Contest
2. Six Contests
3. One Year - 365 days from the date of the Code of Conduct violation

Single day or multiple day competitions connected to **contests, events, games, meets or contest days** with a NCSD or WHSAA contest value of TWO (i.e. basketball, girls volleyball or soccer tournament, soccer jamboree, wrestling double dual, triangular or quad), but not limited to, may not be entered by a student once the contest, event, game, meet or contest day has begun (no matter the location, home or away).

In all activities and sports, the Code of Conduct Exclusion Step consequences apply to all contests until the student has served the exclusion consequence at the level of play the student has the most playing time or the highest level of play if playing time cannot be differentiated (cannot play up or down a level in order to serve the exclusion step). If the exclusion occurs near the end of the activity or sport season, the student may be required to serve the exclusion in the next activity or sport in which the student participates. A student may not participate in another activity or sport to serve the exclusion step consequence unless the student successfully completes the entire season for that activity or sport.

### **(Exclusion Steps 1 & 2) - First and second Code of Conduct Violation**

(During the Defined annual Code of conduct time frame-page 1 Paragraph 4)

The student is excluded from contest participation according to the applicable contest exclusion step. The student will complete an intervention deemed appropriate by the school administration as per the Athletics & Activities Code of Conduct Standard Operating Procedure (SOP). A student may return to competition once the exclusion step and intervention are completed. During a rare and extenuating circumstance when an intervention extends over a prolonged amount of time, the school administration may grant the opportunity for the student to return to competition participation if the student is in good standing and is actively engaged in the intervention process. If the student does not complete the assigned intervention, the student will be moved to the next exclusion step in the sequence.

After a student receives a first or second Code of Conduct violation in the same academic year:

- a. Within one (1) school day and not to exceed three (3) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.

### **(Exclusion Step 3) - Third Code of conduct violation**

The student is excluded from contest participation for one year 365 days from the date of the Code of Conduct violation. The intervention plan must be successfully completed for the student to participate in any future sports or activities.

After a student receives a third Code of Conduct violation in the same academic year:

- a. Within five (5) school days and not to exceed ten (10) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.
- b. Within five (5) school days and not to exceed fifteen (15) school days, a hearing will occur with the following participants: student, parent/guardian, school administration, District Athletics & Activities Director, Associate Superintendent of C&I and/or designee.

## **SUSPENSION CRITERIA-ACTIVITIES & CO-CURRICULAR CLUBS**

A student participating in activities and co-curricular clubs, not identified on page 9 under Contest Exclusion Steps, receiving a discipline consequence due to a behavior violation will be suspended from competitions, enrichment activities, performances, productions, concerts, community trips, fundraisers or any event related to the activity or club during the suspension time frame determined by the District Parent-Student Handbook and/or Administrative Regulation 5370. As with Contest Exclusion Steps, suspension for activities and co-curricular clubs not listed on page 9, is not completed until midnight on the last day of the suspension being served. A student must be academically eligible and qualify for a contest, event, game, meet or contest day in order for the Code of Conduct exclusion/suspension to be applied.

A student participating in more than one activity or co-curricular club simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or club.

## REGULATION ADMINISTRATION

A student must ride with the team to an out of town single day or multiple day contest, game, meet, event or contest day on NCSA Transportation. An exception to this requirement may be granted by the school administration for rare and extenuating circumstances (i.e. attending a family funeral, medical emergencies, required medical procedures/appointments, required academic testing/appointments or family life changing event). An exception will not be granted because of a discipline or Code of Conduct exclusion.

The school administration has the authority to and must authorize any addition to the minimum discipline consequence as long as they are clearly defined in writing. Participants and parents/guardians must be informed of the additional behavior expectations and consequences in writing prior to the start of the activity or sport season.

Annually, and prior to the start date of an activity, co-curricular club or sport season, the school administration (i.e., athletic director/administrator, athletic & activities facilitator, coach or sponsor) will schedule a meeting with the students and their parents or guardians to explain the behavior expectations, guidelines and regulations.

Annually, and prior to the start date of a WHSAA sanctioned or aligned activity or sport season, the school administration will have on file a signed copy of the Information and Consent form for each student involved in the WHSAA sanctioned or aligned activity or sport.

The Standard Operating Procedure (SOP) for the NCSA Code of Conduct can be found at the district website. Please feel free to copy and paste the link below to your computer's web browser.

<https://www.ncsdathletics.com/forms.htm>

## Student Rights and Responsibilities

### RIGHT TO:

- ◇ Learn in a positive atmosphere free from threats, intimidations, harassments, or prejudices
- ◇ Have an opportunity to be provided an education consistent with student's ability and/or potential
- ◇ Be recognized as a unique individual and be an active participant in his/her own well-being;
- ◇ Receive a free public education from age six until graduation or to age 21, whichever occurs first
- ◇ Produce in an educational environment that is conducive to learning and free from prejudice

### RESPONSIBILITY TO:

- ◇ Provide input in making decisions affecting school life and activities
- ◇ Be informed of learning or behavioral difficulties and be involved in the development of an improvement plan
- ◇ Be provided with a review of charges relating to possible disciplinary action
- ◇ Expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others
- ◇ Be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study

- ◇ Support an atmosphere free from threats, intimidations, harassments, or prejudices
- ◇ Continually strive to advance to the highest degree possible by attending all classes and meeting all academic requirements and standards
- ◇ Support wellness aimed at improving the general welfare of the student, family unit, staff, and community
- ◇ Be on time and attend all classes daily, from six years of age or at least until age 16 or completion of the tenth grade, whichever occurs first
- ◇ Respect rights of all district personnel and other students who are involved
- ◇ Expect school to be a safe place
- in the educational process to ensure a positive learning climate
- ◇ Utilize appropriate channels for expressing ideas and/or opinions
- ◇ Make a conscientious effort to follow an improvement plan
- ◇ Be aware of all rules and regulations for student behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior
- ◇ Volunteer information regarding serious disciplinary cases and cooperate with school staff
- ◇ Provide reasonable care for said educational materials and facilities
- ◇ Assist school staff in maintaining a safe school

## **Home-Based School Participation in Sponsored Athletic Programs**

### **Sixth, Seventh and Eighth Grades**

- Student must be registered with District home school coordinator and complete Parental Agreement
- Submit completed physical examination to school principal or designee.
- Parent and student meet with school principal or designee to review:
  - School academic eligibility policy
  - School Code of Conduct
  - View safety video and concussion video
  - Team policies and rules
  - Sport uniform policies
- Participation fee of \$7.00 per student-paid to WHSAA
- Complete combination school agreement form
- Meet District eligibility.

### **WHSAA Affiliate Membership**

- Only home schools are eligible to join the Wyoming High School Activities Association as Affiliate Members. These home school Affiliate members:
  - Must apply for affiliate WHSAA membership each year before the first competition of the appropriate fall, winter or spring season.
  - Have no voting powers within the WHSAA.
- Must pay the enrollment fee each school year as outlined below:

- Affiliate membership fee per home school is set by the WHSAA.

The assessed Wyoming High School Activities Association activity fee for each activity in which the affiliate member wishes to participate. (The fee is not charged to affiliate member home schools that enter into a combination school agreement as the visiting school.)

- Must satisfy the statutory requirements of the State of Wyoming as specified for home school educational programs while an affiliate member of the WHSAA.
- Attain a composite score, not less than the twenty-fifth percentile, on a nationally norm referenced achievement test administered according to the guidelines established by the test in question. The test score will be used to determine academic eligibility for the calendar year from the date of the results being received in the WHSAA office from the testing company. ([www.WHSAA.org](http://www.WHSAA.org))

### **WHSAA Rules and Regulations:**

Affiliate member schools must abide by the WHSAA constitution, and all bylaws, rules and regulations of the association.

The affiliate member school student must meet the guidelines for activity participation required for all other students as defined in the current WHSAA handbook.

- Meet with principal or his/her designee and complete and/or review the following:
  - Submit completed Natrona County School District physical examination form.
  - Complete the NCSD Parental Agreement
  - Review District and state academic eligibility policies
  - Review District Code of Conduct
  - Complete District and state combination school agreement form
  - Submit proof of student immunization to school nurse

## Natrona County School District (NCSD) Middle School Combination School Agreement

\_\_\_\_\_ Visiting School (Home School, Virtual School, Private School)

\_\_\_\_\_ Natrona County School District Host School

After the two schools listed above verbally agree to combine to offer a sport, the principal from the visiting school shall complete and sign the portions of this agreement that pertains directly to his/her school and then forward this agreement to the host school. The host school principal shall complete the remaining portions of the agreement and sign to complete the combination agreement.

This is an agreement between \_\_\_\_\_ **visiting school** and \_\_\_\_\_ Middle School (NCSD **host school**) regarding the combination school agreement for ( Student's Name ) \_\_\_\_\_ in order to participate in the following sport(s) \_\_\_\_\_

1. It is the intention of \_\_\_\_\_ **visiting school** and \_\_\_\_\_ middle school ( **host school** ) to combine in the above sport.
2. In order to participate in middle level sports the student must have physical exam after May 1 annually and return the completed NCSD physical exam form to the host school main office prior to participating in a practice.
3. Home School must create a student ID # on Infinite Campus by contacting the home school coordinator at 253-3150 and completing the home school information form.
4. Private School and Virtual School Parents/Guardians must create student ID # by contacting the District Athletics & Activities Department 253-5462 and complete the information form.
5. Home, Virtual and Private school parents/guardians will now log on to natronaschools.org, click on Infinite Campus and log in, go to the parent portal, click on More, choose Parental Agreement, enter the student ID # and complete the electronic activity/sport registration questions and submit
6. Call (577-0614) or go to the Wyoming High School Activities Association (WHSAA) (6571 E. 2 nd Street, Casper, WY 82609) and purchase WHSAA Catastrophic Liability Insurance and provide Proof of Payment to the NCSD host school.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

Visiting School Principal \_\_\_\_\_ Date \_\_\_\_\_

Host School Principal \_\_\_\_\_ Date \_\_\_\_\_

## Injury Procedures

- Natrona County School District emergency treatment procedures for school officials to follow:
  - Chain of command during injury (in descending order):
    - Physician
    - Athletic Trainer
    - Head Coach
    - Assistant Coach

When a more qualified individual is present, the less qualified individual will relinquish authority to the more qualified.

- If, in the judgment of the school official\*, the injury is deemed serious enough, the school official will take the responsibility of calling an ambulance to transport the injured athlete to the hospital.

### WHEN EMERGENCY ASSISTANCE IS NEEDED - - Dial (9) 911

Other telephone numbers that may be of assistance:

Hospital	(9) 577-7201	
Hospital Emergency	(9) 577-2222	or 577-2424
City Fire Department	(9) 235-8222	
County Fire Department	(9) 265-8656	or 234-8826
Poison Control Center	(9) 1-800-955-9119	

### You must dial a “9” first when using a school phone

#### ***Athletic Trainers:***

Sydney Jensen	307-253-2000
Viola Davies	307-253-1700

- Notify parents or guardian.
- A school official will accompany an injured player to the hospital and arrange for treatment. If parents are not attending the game, be sure the player’s emergency contact information is in the possession of the coach. The school official shall continue trying to contact the parents and remain at the hospital with the player until the parents arrive. Be sure that you brief parents on the injury situation before leaving.

\*The definition of a school official is: an administrator, coach, or responsible employee of the Natrona County School District.

## **Health and Safety: Board Policy 4160**

It is the policy of Natrona County School District to take reasonable precautions for the health and safety of the students, employees, visitors, and all others having business with this school district.

Employees will observe federal, state, local and school district health and safety regulations, adhere to proper operating practices and procedures, and maintain safe and appropriate conditions.

Approved: June 23, 1986

Revised: June 1, 2000

Reviewed: October 23, 2000

Reviewed: HR Committee May 14, 2012



## Health and Safety

The following will be included in the District's Health and Safety Program:

### Employees:

- An orientation for new and transferred employees related to the District's health and safety policy and procedures
  - Responsibility for this orientation is outlined in the administrative regulations concerning this policy.
- Timely and appropriate training
- A recommended personal protective equipment program
- A cooperative effort with Wyoming Workers Safety Department officials for an annual inspection

All employees shall make this health and safety policy and related procedures an integral part of their daily operations. Along with other responsibilities, safety consciousness must always exist in each employee's thinking and planning. Because of this obligation, each employee must not only prevent obvious unsafe acts on the part of those around him/her but must also anticipate potential hazards.

All employees shall observe established safety regulations and practices, including the use of personal protective equipment. Performance in this regard will be measured along with the employee's overall performance.

### Students:

- All employees who have responsibility to stabilize a student after a head injury will be provided training.
- Parents will be notified when their child experiences a head injury occurrence.
- NCSD nurses or designee will follow Head Injury/Non-sports Related Protocol
- NCSD secondary coaches, athletic trainers, administrators, and other related personnel will follow the Sports Related Concussion Protocol

Approved: June 23, 1986  
Revised: June 1, 2000  
Readopted: October 23, 2000  
Revised: June 6, 2011  
Reviewed: HR Committee May 14, 2012

## **Sports-Related Concussion Protocol Secondary Athletics**

The Management of sports-related concussions continues its evolution, as documented in the 6th International Conference on Concussion in Sport Consensus Statement (6<sup>th</sup> Consensus Statement). New research information and recommendations for sports-related concussions are reflected in the 6<sup>th</sup> Consensus Statement.

Natrona County School District (NCSD) has established that its sports-related concussion protocol has been adjusted to align with the 6<sup>th</sup> Consensus Statement. The updated NCSD concussion protocol is shared annually to provide an educational resource for NCSD athletic department staff, coaches, nurses, counselors, administrators, community medical professionals, other relevant school personnel, students, and parents/guardians. This protocol outlines procedures to follow in managing head injuries and outlines return-to-learn (RTL), and return-to-sport/activity (physical activities) (RTSA) processes after a concussion.

NCSD seeks to provide a safe return to academics and sports/activities for all athletes after a head injury resulting in a suspected concussion. To manage these head injuries, procedures have been developed to ensure concussed athletes are identified, treated, and referred appropriately, effectively, and consistently. They receive appropriate follow-up medical care until they fully recover.

In addition to recent research, three (3) primary documents were consulted to develop this protocol. The “Consensus Statement on Concussion in Sport – 6<sup>th</sup> International Conference: Amsterdam 2022”, the “National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion” (referred to in this document as the NATA Statement), and the “American Medical Society for Sports Medicine (AMSSM) (Harmon KG et al. Position Statement on Concussion in Sport. BJSM. 2019. 53:213-225)”.

Furthermore, the protocol complies with the State of Wyoming Senate Act – SEA0097 (SF0038) signed by Governor Matt Mead on March 10, 2011.

NCSD personnel review this protocol annually for recommended changes or modifications. The approved changes and alterations are distributed to the appropriate school personnel during staff training and in writing.

## Contents:

- I. Definitions
- II. Recognition of Concussion
- III. SWAY Neuropsychological Testing Requirements
- IV. Management and Referral Guidelines
- V. Guidelines and Procedures for Licensed Athletic Trainers (LAT)
- VI. Guidelines and Procedures for Coaches
- VII. Guidelines and Procedures for Nurses and Guidance Counselors
- VIII. Procedures for Approved Healthcare Providers
- IX. Return to Learn and Return to Sport/Activity Procedures
- X. Appendix A

## I. DEFINITIONS

**A. Sports-Related Concussion (SRC)** as defined by the 6th Consensus Statement, a sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck, or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change, and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours and commonly resolve within days, but may be prolonged. Sport-related concussions result in a range of clinical symptoms and signs that may or may not involve loss of consciousness. The clinical symptoms and signs of concussion cannot be explained solely by (but may occur concomitantly with) drug, alcohol, or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction), or other comorbidities (such as psychological factors or coexisting medical conditions).

**B. A Licensed Athletic Trainer (LAT)** is a person licensed under the Wyoming State Board of Athletic Training who meets the board's qualifications and practices athletic training. Athletic training encompasses the prevention, examination, diagnosis, treatment, and rehabilitation of emergent, acute, or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), the Health Resources Services Administration (HRSA), and the Department of Health and Human Services (HHS) as an allied healthcare profession.

**C. Sway** is a balance and cognitive testing platform that is an FDA-cleared Class II medical device. Sway is used to evaluate a person's balance, cognition, and functional movements across many medical use cases.

- D. Collision/Contact Sports** In collision sports, the person purposely hits or collides with other people or objects with great force, e.g., football. In contact sports, the person is constantly contacting other people or objects, but with less force than in collision sports but also includes that risk of hitting the ground or water forcefully, e.g., basketball, soccer, girls volleyball, diving, Alpine skiing, Nordic skiing, pole-vaulting, wrestling, softball, dance, and cheerleading.
- E. Return-To-Learn (RTL):** return to pre-injury learning activities with no new academic support, including school accommodations or learning adjustments.
- F. Return-To-Sport/Activity (RTSA):** completion of the RTSA strategy with no symptoms and no clinical findings associated with the current concussion at rest and with maximal physical exertion.
- G. Approved Healthcare Provider (AHP) for concussion clearance:** A Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO), licensed nurse practitioner, licensed physician assistant, or licensed Doctor of Psychology with training in neuropsychology or concussion evaluation and management. This EXCLUDES those working in the Emergency Department and Telehealth Settings.
- H. Vestibular Ocular Motor Screening (VOMS):** is a tool designed by the experts at the University of Pittsburgh Medical Center to detect signs and symptoms of a concussion. It looks at the systems in charge of integrating balance, vision, and movement.
- I. Sport Concussion Assessment Tool 6 (SCAT6)** is a standardized tool for evaluating concussions designed for use by healthcare professionals (HCPs). The SCAT6 cannot be performed correctly in less than 10-15 minutes. Except for the symptoms scale, the SCAT6 is intended to be used in the acute phase, ideally within 72 hours (3 days), and up to 7 days, following injury. If greater than 7 days post-injury, consider using the SCOAT6/Child SCOAT6.
- J. Sport Concussion Office Assessment Tool 6 (SCOAT6)** is a tool for evaluating concussion in a controlled office environment by healthcare professionals typically from 72 hours (3 days) following a sport-related concussion.
- K. Standardized Assessment of Concussion (SAC)** provides immediate sideline mental status assessment of athletes who may have incurred a concussion. The test contains questions designed to assess athletes' orientation, immediate memory, concentration, and delayed memory. It also includes an exertion test and a brief neurological evaluation.

## II. RECOGNITION OF CONCUSSION

- Common signs and symptoms of sports-related concussion
  - Signs (observed by others), not an exhaustive list or not limited to the list below:
    - The student appears dazed or stunned
    - Confusion (about assignments, plays, etc.)
    - Forgets plays
    - Unsure about game, score, opponent
    - Moves clumsily (altered coordination)
    - Balance problems
    - Personality change
    - Responds slowly to questions
    - Forgets events before hit
    - Forgets events after the hit
    - Loss of consciousness (any duration)
  - Symptoms (reported by student), not an exhaustive list or not limited to the list below:
    - Headache
    - Fatigue
    - Nausea or vomiting
    - Double vision, blurry vision
    - Sensitive to light or noise
    - Feels sluggish
    - Feels “foggy”
    - Problems concentrating
    - Problems remembering
  
- These signs and symptoms are indicative of a probable concussion. Other causes for symptoms should also be considered.
  
- Cognitive impairment (altered or diminished cognitive function)
  - General cognitive status can be determined by simple sideline cognitive testing.
  
  - The LAT may utilize SCAT6, SAC, sideline SWAY, or other standard tools for sideline cognitive testing.
  
  - Coaches should use concussion sideline cards provided by NCSD.

### III. SWAY NEUROPSYCHOLOGICAL TESTING REQUIREMENTS

- SWAY is a research-based software tool utilized to evaluate recovery after concussion.
  - Is a neuropsychological testing tool.
- All high school students participating in contact/collision sports at NCSD are required to take a baseline Sway test before participating in sports or other identified activities at NCSD.
  - Contact/collision sports may include but are not limited to football, girls volleyball, Nordic Skiing, Alpine Skiing, wrestling, basketball, soccer, softball, diving, pole-vaulting, cheer, and dance.
- Annually, all high school and middle school athletes and parents/guardians will acknowledge reading the Concussion Information Sheet on the Parental/Guardian Acknowledgement Form on the parent portal in Infinite Campus.

### IV. MANAGEMENT AND REFERRAL GUIDELINES

- Suggested Guidelines for Management of Sports-Related Concussion:
  - Parents/Guardians will be contacted if their student/athlete has a suspected concussion.
  - Any student with a witnessed loss of consciousness (LOC) of any duration must be evaluated. As a result of the evaluation, proper medical referrals will be made, which may include spine boarding and or transportation via emergency vehicle.
  - A symptomatic and unstable student with a possible concussion (i.e., the condition is changing or deteriorating) is to be transported immediately to the nearest emergency department. This should be via an emergency vehicle when possible.
  - A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
    - deterioration of neurological function
    - decreasing level of consciousness
    - decrease or irregularity in respirations
    - decrease or irregularity in pulse
    - unequal, dilated, or unreactive pupils
    - any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
    - mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation
    - seizure activity
    - cranial nerve deficits
- A symptomatic but stable student may be transported by their parent/guardian. The parent/guardian will be educated on further care by the Concussion Basics: Need to Know Information for Parents/Guardians handout.
  - ALWAYS give parents/guardians the option of emergency transportation, even if you do not feel it is necessary.

## V. GUIDELINES AND PROCEDURES FOR THE LICENSED ATHLETIC TRAINER (LAT)

- The LAT will assess the injury or guide the coach if unable to personally attend to the student.
  - Immediate referral to the student's primary care physician or the hospital will be made when medically appropriate (see section III)
  - The LAT will perform serial assessments following recommendations in the NATA Statement and 6th Consensus Statement. Tools may include but are not limited to the SCAT6, and Vestibular/Ocular-Motor Screening (VOMS, Sway, if available.)
  - The LAT will notify the athlete's parents/guardians and give written and verbal home and follow-up care instructions.
  - The LAT will instruct the athlete to follow up with the school nurse on the first day they return to school after an injury.
- The LAT will notify the school nurse and guidance counselor of the injury, so appropriate follow-up care can be initiated and maintained for the duration of the injury.
- The LAT is responsible for administering post-concussion testing.
  - The initial post-concussion test will be administered as needed.
  - Repeat post-concussion tests will be given at appropriate intervals, dependent upon clinical presentation.
  - The LAT will review post-concussion clinical findings with the student and the student's parent/guardian.
- The LAT will provide testing results to the parents/guardian.
- The LAT or the student's parent/guardian may request that a neuropsychological consultant review the clinical findings. The student's parents/guardian will be responsible for charges associated with the consultation.
- The LAT will monitor the student and keep the necessary school personnel informed of the individual's symptomatology and neurocognitive status, to develop or modify an appropriate healthcare plan for the student.
- The LAT is responsible for monitoring recovery and coordinating the appropriate return-to-activity/sport progression, including participation in P.E. class(es).
- The LAT will maintain appropriate documentation regarding the assessment and management of the injury.

## VI. GUIDELINES AND PROCEDURES FOR COACHES to Recognize, Remove, Refer

- **RECOGNIZE** concussion signs and symptoms
  - All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
  - Very basic cognitive testing should be performed to determine cognitive deficits related to possible concussion.
  - Refer to concussion sideline cards provided by NCSD LATs for cognitive testing.

- **REMOVE** from sport/activity
  - If a coach suspects/or is unsure if the student has sustained a concussion, the student must be removed from sport/activity until evaluated by a medical professional (MD, DO, LAT PA, NP). **WHEN IN DOUBT, SIT THEM OUT**

**Any student who exhibits signs or symptoms of a concussion must be removed immediately and not allowed to return to sport/activity that day.**

- **REFER** the athlete for medical evaluation
  - Coaches must report all head injuries to an NCSA LAT, school nurse, or administrator, as soon as possible.
    - LAT can be reached at Kelly Walsh High School 253-2000 or Natrona County High School 253-1700.
- If the school's LAT is unavailable and a student is injured at an away or home event, the coach is responsible for caring for the injured student and notifying the student's parent/guardian of the injury.
  - The Coach should seek assistance from the host site medical personnel if at an away contest.
  - The coach must contact the parents/guardians to inform them of the injury and plan for parents/guardians to pick the student up.
  - The coach must contact school personnel (Administrator, High School Athletic Director (AD), or Middle School Athletic Designee/Assistant Principal) and nurse to inform them of the injury.
  - The Coach must contact the LAT (if applicable) with the student's name so that follow-up can be initiated.
  - The coach should remind the student to report directly to the LAT (if applicable) and the school nurse on the day he or she returns to school after the injury.
- Sending an athlete home without medical clearance
  - If the Coach can ensure that the student will be with a responsible individual designated by the parent/guardian, who can monitor the student and understand the home care instructions (Appendix A), the student can be sent home rather than directly to an AHP.
  - The Coach must continue efforts to reach the parent/guardian until contact is made. Emergency contact?
  - If there is any question about the status of the student, or if the student is not monitored appropriately, the student should be referred to the emergency department for evaluation. A coach should accompany the student and remain with the student until the parent/guardian arrives.
- Students with suspected head injuries should not be permitted to drive home.



## VII. GUIDELINES AND PROCEDURES FOR SCHOOL NURSES AND GUIDANCE COUNSELORS

- **Responsibilities of the School Nurse after notification of student's concussion**
  - The student will be instructed to report to the school nurse upon returning to school. The school nurse will:
    - Re-evaluate the athlete utilizing a graded symptom checklist or other evaluation tools.
    - Provide an individualized plan (RTL & RTSA) based on the student's current condition and initial injury information provided by the administrator, AD, LAT, or parent/guardian.
    - The nurse will notify the student's guidance counselor and teachers of the injury.
    - The nurse will notify the student's P.E. teacher that the student is restricted from all physical activity until further notice.
    - If the school nurse receives the notification of a student who has sustained a concussion from someone other than the LAT (student's parent/guardian, athlete, physician note), the LAT should be notified as soon as possible, so that an appointment for Sway retesting can be scheduled.
  
- **Responsibilities of the Guidance Counselor**
  - Monitor the student and recommend appropriate academic accommodations (RTL) for students exhibiting symptoms of concussion and/or impeding academic performance or impairing engagement in academic activities.
  - Communicate with the school nurse and/or the LAT as needed, to provide the most effective care for the student to support return to learn.

## VIII. GUIDELINES AND PROCEDURES FOR APPROVED HEALTHCARE PROVIDERS (AHP)

- The AHP will comply with the NCSD Concussion Protocol.
- Complete the NCSD Concussion Form and send it back with the student.
- Communicates with NCSD LATs and Nurses.

### **Return To Learn (RTL) Procedures (Recommendations) After Concussion**

- RETURN-to-Learn (RTL)

The transition back to learning and school following sports-related concussions (SRC) is an important consideration for children, adolescents, and young adults. The systematic review revealed that most athletes (93%) of all ages have a full RTL with no additional academic support by 10 days. While many students can quickly return to learning with no or minimal difficulty, the RTL process can be more challenging for those with specific considerations (e.g., high acute symptom severity, a prior learning disability) that may affect recovery. To minimize academic and social disruptions

during the RTL strategy, AHPs should avoid recommending complete rest and isolation, even for the initial 24–48 hours, and instead recommend a period of relative rest. Early return to activities of daily living should be encouraged if symptoms are no more than mildly and briefly increased (i.e., an increase of no more than 2 points on a 0–10 point scale for less than an hour). In consultation with educators, and accounting for social determinants of health, some students may be offered academic support to promote RTL including:

- **Environmental adjustments** such as modified school attendance, frequent rest breaks from cognitive/thinking/desk work tasks throughout the day, and/or limited screen time on electronic devices.
- **Physical adjustments** to avoid any activities at risk of contact, collision, or falls, such as contact sports or gameplay during physical education classes or after-school activities, while allowing for a safe non-contact physical adjustment (e.g., walking).
- **Curriculum adjustments**, such as extra time to complete assignments/homework and/or preprinted class notes.
- **Testing adjustments**, such as delaying tests/quizzes and/or permitting additional time to complete them.

The above suggestions are based on individual student's needs or requirements and may include other accommodations as determined by the AHP, nurse, or counselor.

## IX. RETURN TO LEARN AND RETURN TO SPORT/ACTIVITY PROCEDURES

### Return-to-Learn (RTL) Strategy

Step	Mental activity	Activity at each step	Goal
1.	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (e.g., reading) while minimizing screen time. Start with 5–15min at a time and increase gradually.	Gradual return to typical activities
2.	School activities	Homework, reading, or other cognitive activities outside the classroom.	Increase tolerance to cognitive work
3.	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities
4.	Return to school full-time	Gradually, progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

- Following an initial period of relative rest (24–48) hours following an injury at Step 1, athletes can begin a gradual and incremental increase in their cognitive load. Progression through the strategy for students should be slowed when there is more than a mild and brief symptom exacerbation.
- Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour compared to the baseline value reported before cognitive activity.

## RETURN TO SPORT/ACTIVITY (RTSA) PROCEDURES AFTER CONCUSSION

- Return to sport/activity on the same day of head injury.
  - A student who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, must not be permitted to return to sport/activity (RTSA) on the day of the injury. Any student who denies symptoms but has abnormal sideline cognitive testing (SCAT6, VOMS, Sway) must be held out of sport/activity.
  - **“When in doubt, sit them out.”**
  
- Return to sport/activity after concussion.
  - The student must meet all the following criteria to progress:
    - Return to full academic activities.
  
  - Following an initial period of symptom-limited activity (Step 1: approximately 24–48 hours following injury), clinicians can implement Step 2 (i.e., light (Step 2A) and then moderate (Step 2B) aerobic activity) of the RTSA strategy as a treatment of acute concussion.
  
  - The athlete may then advance to Steps 3–6 on a time course dictated by symptoms, cognitive function, examination findings, and clinical judgment.
  
  - Athletes may be moved into the later stages that involve risk of head impact (typically Steps 4–6 and Step 3 if there is any inadvertent risk of head impact with sport-specific activity) of the RTSA strategy following authorization by an AHP and **after** full resolution of concussion-related symptoms, abnormalities in cognitive function and clinical findings related to the current concussion, including the absence of symptoms with and after physical exertion.
  
  - Achieve Sway post-injury test results on all sections within a 10% range of their baseline results.
  
  - If a student hasn’t completed Sway testing, the student must be asymptomatic and cleared by AHP.
  - Have the NCSD Concussion Form clearance from an Approved Healthcare Provider (AHP) (student must be cleared for progression to sport/activity by an AHP other than an Emergency Room or Telehealth Healthcare Provider)
  
- Progression is personalized for each student and may vary depending on individual circumstances, potentially resulting in longer timelines.

- The student will follow up with the school nurse (or LAT if applicable) to discuss appropriate activities for the day until they have progressed to unrestricted activity.

## Return-to-sport/activity (RTSA) strategy (each step typically takes a minimum of 24 hours)

Step	Exercise strategy	Activity at each step	Goal
1.	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking).	Gradual reintroduction of work/school
2.	Aerobic exercise <b>2A—Light</b> (up to approximately 55% max HR) <b>OR</b> <b>2B—Moderate</b> (up to approximately 70% max HR)	Stationary cycling or walking at slow to medium pace. Light resistance training may be started that does not result in more than mild and brief exacerbation of concussion symptoms.	Increase heart rate
3.	Individual sport-specific exercise Note: If sport-specific training involves any risk of potential head impact, medical clearance should occur before Step 3	Sport-specific training away from the team environment (e.g., running, change of direction, and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function, and any other clinical findings related to the current concussion, including with and after physical exertion.			
4.	Non-contact training drills	Exercise to high intensity including more challenging training drills (e.g., passing drills, multiplayer training) can integrate into a team environment.	Resume usual intensity of exercise, coordination, and increased thinking
5.	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff

6.	Return to sport	Normal gameplay.	
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# **CONCUSSION BASICS:**

## **Information Parents Need to Know**

*Please remind your child to check in with the School Nurse before going to class, on the first day s/he returns to school. Your child should also follow up with the Certified Athletic Trainer (CAT) after school.*

### **Appendix A: What is a concussion?**

A concussion is a brain injury caused by a bump or blow to the head or a blow to the body with force transmitted to the head. It can happen to any child or adolescent — girl or boy — in any activity. A concussion temporarily changes the way the brain normally works.

Your child does not have to lose consciousness or be "knocked out" to have a concussion.

### **Watch for signs and symptoms of a concussion including:**

- Appears dazed or stunned
- Can't recall events before or after the hit or fall
- Answers questions slowly
- Clumsy
- Change in behavior or personality
- Headache or "pressure in the head"
- Upset stomach or throwing up
- Balance problems or dizziness
- Forgets sports plays, position assignment, routines
- Confusion
- More tired than usual; feeling sluggish, hazy, foggy or groggy
- Difficulty focusing or memory problems
- Doesn't "feel right"
- Grouchy
- Unsure of game, score or other team
- Double or blurry vision
- Sensitive to light or sound



## Danger signs:

*Your child or adolescent should be seen in an emergency department right away if s/he has problems including:*

- One pupil (the black part in the middle of the eye) is larger than the other
- Marked drowsiness or cannot be awakened
- A severe headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Loss of consciousness

## How long will symptoms last?

Each individual recovers at his/her own pace, and younger children often recover more slowly. While the majority of people improve within 7-10 days, some may have symptoms that last longer.

## Cognitive Activity:

Relative cognitive rest may be part of the recovery process. While your child is recovering, check to see if activities such as homework, watching television, listening to music, playing video games, texting or using the computer increase symptoms. If that is the case, limiting these activities to a level that is tolerated without increasing the concussion symptoms will help in the initial recovery.

Discuss with your licensed healthcare provider when it is appropriate for your child to return to school. It is encouraged for children to continue cognitive activity and school as tolerated for academic, social, and emotional reasons. Your child may need accommodations in school to help recover most efficiently.

Your child may need to:

- Take rest breaks
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
  
- Reduce time spent reading, writing, or on the computer

## Physical activity restrictions:

Your child or adolescent should not participate in any physical activity until cleared by his/her licensed healthcare provider. This includes sports, physical education classes, and physical activities during recess or after school.

## Social Activity:

Limiting social activities that cause worsening of concussion signs and symptoms is helpful during the recovery process. Activities that have larger crowds, loud noises, and bright lights may not be tolerated. Spending time, as tolerated, with someone you know in a quiet environment such as your home may be better during the initial stages of concussion recovery.

## Sleep Hygiene:

It is important for your child to get rest while recovering from a concussion. Good sleep hygiene can help aid in the healing process. If your child's sleep pattern is disrupted please contact your health care provider.

## Hydration and Nutrition:

Your child should continue a normal diet and be encouraged to stay well-hydrated. Avoiding substances such as caffeine, energy drinks, and alcohol is helpful during concussion recovery.

## Medication:

Your child should only take medications (including over-the-counter medications) that are recommended by your licensed healthcare provider.

## Return to Sports:

In accordance with the State of Wyoming (SB 0039) and the NCSA Concussion Policy, your child cannot return to practice or play organized sports until s/he is cleared in writing by an approved healthcare provider trained in the evaluation and management of concussion. The "return to play protocol" involves a gradual return to activity.

While proper equipment fitting is important, there is no helmet, brace, or other piece of equipment that can reliably prevent a concussion. Return to practice and play after a concussion should include attention to fair play, rules enforcement, and proper technique instruction in an environment where reporting any potential signs and symptoms of the previous concussion or a new concussion is emphasized.



## Wyoming High School Activities Association



6571 E. 2<sup>nd</sup> Street

Casper, WY 82609

DATE: October 23, 2014

TO: Superintendents, Principals and Activity Directors

FROM: Ron Laird, Commissioner

### Open Gym Rules and Sunday Participation

Through our discussions at the District Meetings, several questions arose concerning open gyms. In addition, with the start of the basketball season beginning after Thanksgiving, there have been several questions concerning what is allowed before the official start date. Please accept this memo as official guidance concerning these questions.

It is important to remember that the out-of-season rules during the school year are different than those for the summer. As stated in Rule 7.4.0, each sport has a start and end date. No contests shall be played after the state tournament or before the first practice date during the school year. (Rules 5.3.9.5, 7.5.2, 7.5.42). Therefore, no scrimmages, team camps, individual camps, or any of the conditions outlined in Rule 7.3.0 concerning a contest between two member schools will be allowed. However, any club tournaments that are not sponsored or played at a member school before the two week dead period (Rule 5.3.6), would be allowed since our coaches may coach independent teams not directly sponsored by a member school. (Rules 5.3.4, 5.8.1)

As far as open gyms, they were designed to allow students an opportunity to get into condition before the start of the season and in no way should it be mandatory for a student to attend. (Rule 5.5.0). A coach should only be in attendance at open gym in a supervisory capacity. Any organized drill work/stations will be construed as a practice and will be in violation of Rule 5.3.4. Basically, the extended period of time between the fall and winter seasons has extended the opportunity for open gyms. As a reminder, this extended time was designed to give the students a little break between seasons.

Rule 3.8.0 states, "There shall be no interscholastic activity, **including practice**, held on Sunday..." It has come to our attention that there are several schools that are having an open gym on Sunday. Open gym would be in violation of this rule. In no way should the coach, faculty member, or school, sponsor an activity on Sunday. If you have a faculty member that wants to take their own son/daughter in the gym on Sunday to shoot around, that would be up to you whether you want to allow that or not. However, if that faculty member brings other students in with them, then that becomes a violation of this rule. If an outside organization, such as a Recreation Department, uses your facilities on Sunday for the **public** to attend, this would be acceptable.

Please make sure your Theater/Drama sponsors are aware of this rule as sometimes on the Sunday before the curtain is to go up, they like to bring their students in for a Sunday rehearsal. Same can be said for Speech and Debate, Cheer and Dance and other activities where the sponsor/coach may work outside the school setting. It is your responsibility to make sure they are aware of and abide by this rule.

In closing, the fact there is the possibility of your school having a little longer break between the fall and winter season in no way changes the rules we have had in place. I realize we have some creative coaches that are looking for ways to keep their students engaged and active during the break. Please share this guidance information with **all** of your winter coaches.

Thank you for your immediate attention to this matter!

## Secondary Schools Student Activity Travel

### Introduction

The scope of this regulation is to include all Secondary School Student Activity Travel which is approved by the District at the Central Office level. Special travel arrangements approved at the building level are required to follow the portions of the accompanying regulations that apply to those specific trips. The general thrust of this policy is to set acceptable limits for schedules, number to travel, meals, lodging, and to see that these limits are uniformly followed in order to ensure quality programs within the scope of the various budgets.

Adopted: August 8, 1985  
Revised: June 19, 1986  
Revised: June 30, 2000  
Readopted: October 23, 2000  
Reviewed: April 4, 2013

### Athletic – Dual/Concurrent Competitions

Natrona County School District (NCSD) sponsored secondary activities and events sanctioned by the Wyoming High School Activities Association (WHSAA) or aligned with WHSAA sanctioned activities and events will not be run concurrently with “like” independent non-sanctioned activities or events. There must be a clear separation of the start and end of any NCSD secondary school sponsored WHSAA sanctioned event and the start and end of an outside affiliation independent event. This applies to any activity or event hosted or sponsored by Natrona County School District or their agent/s.

Natrona County School District does not provide or blend resources (buses, equipment, financial support, food, attire, staff ...) to support “like” non-sanctioned events/activities.

“Like” independent activities or events not sanctioned by WHSAA, but not exclusive to the following include:

- Amateur Athletic Union (AAU) –girls volleyball, basketball, football, track, cheerleading, dance, swimming, diving, golf
- United State Ski and Snowboard Association (USSA) - Nordic Ski,
- United States Sports Association Track and Field (USATF) - track
- United States Sports Association (USA) wrestling, girls volleyball, soccer, swimming, golf, hockey
- United State Tennis Association (USTA) – tennis

\*Natrona County School District schools with teams, coaches, students participating in sports governed by rule 5.8.5 will not utilize NCSD resources in order to participate in outside affiliations, activities, practices, or events.

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WHSAA Rules governing dual or outside competition (independent team) begin with rule 5.8.0 in the WHSAA Handbook:

WHSAA rule 5.8.1-an independent team shall be defined as any team not directly sponsored by a WHSAA member high school.

WHSAA rule 5.8.2-A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same sport during the same season.

WHSAA rule 5.8.3-Sudents may not participate in a WHSAA sanctioned activity (non-athletic) and with an independent group in the same activity during the season for the activity.

\*WHSAA rule 5.8.5 –EXCEPTION:

1. Students may participate in the individual sports of skiing, tennis, track, indoor track, cross country, golf swimming/diving and wrestling while a member of the high school team with outside affiliations as long as permission has been given by the local school district. During the season, skiers are allowed the opportunity to ski USSA point races.
2. Participate with non-athletic teams at the same time.
3. College auditions.
4. Olympic tryouts

## **Transportation Code of Conduct**

### **General Instructions**

- A student shall be given a written copy of the rules and regulations regarding their conduct on the bus
- These rules shall be discussed by parents and students
  - A form indicating their intent to follow said rules shall be signed by both parents and students and returned to the school
- Drivers shall be in complete control of the bus at all times and shall issue misconduct reports as follows:
  - White copy to administrator immediately
  - Green and yellow copies to student for signatures
  - Return signed yellow copy to administrator
  - Pink copy to transportation coordinator and
  - Gold copy retained by driver
- The school administrator shall be responsible for disciplinary action when students receive misconduct reports from the driver
  - First disciplinary action can vary from a warning report to the parents up to and including a permanent suspension from bus riding privileges
  - Repeated misconduct reports, or an exceptionally serious incident, may lead to suspension

## Consequences for Misconduct

### Misconduct Notice Number 1

- A. Pupil will be transported home after receiving the first misconduct report and will be transported again as soon as the driver receives the conduct report signed by the parent

The administrator must sign the citation to enable a student to ride the bus on the return trip home

### Misconduct Notice Number 2

- A. Pupil will be transported home after receiving the second misconduct report but  
B. will not be transported again until such time that the parents have a conference with the school administrator

The parents shall initiate this conference

Upon completion of a satisfactory conference, the child may regain bus-riding privileges by having the administrator send a bus-riding pass with the child to the driver

### Misconduct Notice Number 3

- A. Pupil will be transported home after receiving the third misconduct report but will not be  
B. transported again for ten consecutive **school** days

The parents must contact the administrator within this ten-day period before the student will be issued a pass to begin riding on the 11<sup>th</sup> day

### Misconduct Notice Number 4

- A. Pupil will be transported home after receiving the fourth misconduct report, but bus-riding  
B. privileges will be suspended for the remainder of the year

Parents and pupil may appeal the suspension to the Transportation Committee

Such appeal must be in writing and addressed to the Transportation Committee, 970 N. Glenn Road, Casper, WY 82601

The Transportation Committee meets the third Wednesday of each month

## School District Procedures

- Activity and field trip buses will carry only assigned staff, students, and drivers
  - No friends, spouses, children, or relatives who are not regular members of the activity, class or group shall be transported
  - At no time shall any pre-school age children be permitted on any activity trip or field trip
- The responsible staff i.e., sponsors/coaches, are to properly supervise the students at all times
  - This includes moving to the back to supervise at various times
- Students shall not leave the scene of an accident, unless directed to do so by a staff member
  - The buddy system shall be used
- A staff member on the bus shall have an up-to-date passenger roster to and from the event
  - The roster shall include names and home phone numbers of all passengers on the bus
- The school coach/sponsor shall encourage students to wear appropriate clothing, as the seasons require
  - The students shall be encouraged to carry a blanket on overnight trips and on long winter trips

- The buddy system shall be used for traveling purposes and accountability of students

### **Responsibilities – Coach/Sponsor**

The coach/sponsor is responsible for the welfare and conduct of the students off and on the bus to include:

- Maintain correct roster of names, telephone numbers, and second person to contact in case of emergency for all students riding the bus, one for the coach, and one on file in Activities Office
- Provide an itinerary for each trip and turn it in to the driver as they load the bus
- To ensure the students follow the bus guidelines and maintain a safe traveling atmosphere
- To resolve individual student situations requiring medical treatment
- To work with the building administrator and athletic director/Designee to ensure proper and adequate food and lodging sites are known and contacted beforehand, if required
- To be available at the event to control inappropriate student behavior, i.e., fighting, obscenity, drinking, or other situations that might arise
- To ensure that students know the location and time of bus departure
- Plan activity far enough in advance so approval can be obtained by building administrator/athletic director/Designee
  - All activity trip requests, and field trip requests must be submitted at least **thirty days** before the expected trip
  - It is the responsibility of the coach/sponsor to inquire about District procedures regarding travel
- Provide prompt follow-up report to building administrator/athletic director/Designee upon return if any problems occurred
  - If serious incidents do occur, submit detailed written report of events, actions, dates, times, witnesses, injuries, etc.
- To ensure litter and debris are picked up and swept up by the students and placed in trash containers at the end of each trip
- Ensure each student has a buddy for accountability when traveling
- Ensure you know location and use of safety equipment
- To assess student injury along with driver and recommend means of evacuation in case of an accident

### **Coordination**

It is recommended that prior to leaving Casper/Midwest, the coaches/sponsors meet with the activity driver and/or Transportation Director to ensure familiarity with the procedures and to coordinate last minute details.

### **Bus Regulations**

#### **INAPPROPRIATE BEHAVIOR**

All school and District policies are in effect when on an activity trip or field trip. The coach/sponsor shall monitor behavior and deal with infractions accordingly. If the infraction is serious in nature the coach/sponsor shall contact the building administrator or designee to report the incident and to develop an action plan. Students displaying inappropriate behavior and not responding to the direction of the coach/sponsor may not be allowed on future activity trips.

## **Bus Rules**

### **The Bus Driver Is in Full Charge While Transporting Students**

- Stay in your seat, facing forward when bus is moving
- Keep your hands and feet to yourself; no hitting or shoving ... no hitting with your backpack
- Keep your feet out of the aisle
- No yelling or screaming
- No cussing, inappropriate language or conversations or gestures
- No throwing objects in the bus or out of the bus windows
  - Matches or lighters – 2-year suspension from riding bus
- Do not put your head, hands, feet or body out of the bus windows
- Skateboards, roller blades/skates and scooters are not permitted on any school bus
- Glass bottles are not permitted on the bus
- Bottled water only
  - NO soda or juice
  - NO food, candy or gum (exceptions for medical reasons)





**TRANSPORTATION DEPARTMENT**

**922 N. FOSTER RD. CASPER, WY 82601 (307) 253-5283 FAX (307) 253-5256**

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## **Athletic/Activity/Field Trip Bus Guidelines**

**Trips are to be scheduled to leave after 5:00 a.m.**

**Trips are to be scheduled to be back in Casper prior to 2:00 a.m.**

**Activity drivers will have a 60-minute travel “window/cushion” to allow for road conditions, stops and unforeseen time infringements on the travel itinerary.**

**STUDENT BUS RIDERS MUST:**

1. Be responsible
2. Be respectful
3. Be safe
4. Be nice

**COMMON BUS RULES TO FOLLOW:**

- Keep hands, feet and objects to self
- Use school appropriate language (no profanity, name calling etc.)
- Follow adult direction
- Sit properly/correctly in the seat
- Activity on the bus must not divert driver’s attention from his or her primary duty: safely transporting students on the bus
- Camera flashes, flashlights, cell phone and computer screen lights must be used so as not to blind or distract the driver
- Alcohol & tobacco is prohibited

Students are to remain seated while the bus is entering, exiting or traveling in a town. Once the bus is on the highway students may be allowed to get up and move to another seat, with the understanding that they find another seat and sit down. No standing in the aisle or sitting on equipment.

Coaches, sponsors or teachers may not stand in the door compartment while the bus is moving.

**State law prohibits GLASS CONTAINERS on buses.**

**Change of clothing on the bus is prohibited. Students should bring adequate clothing in case of inclement weather.**

Exit doors and rear windows must remain clear. Keep aisles clear of belongings. Items brought on the bus may be stored either under the seat, in the travel compartments or in the overhead racks. Make sure these items are securely packed so they do not cause injury.

Teams and classes are expected to clean any excess trash from the inside of the bus after the return trip to Casper. The coach/sponsor/teacher should verify the bus is clean before dismissing the students. Coaches and Sponsors are responsible for the active supervision of the students.

**If a student leaves the venue with a parent, the driver must be notified by the coach/sponsor/teacher before departure.**

In case of inclement weather, it is the Director of Transportation and the bus driver's decision as whether to proceed or remain in a town.

Due to insurance carrier restrictions only NCSD bus drivers, coaches, sponsors or registered NCSD Activity volunteers shall be transported on a Natrona County School District #1 bus.

As a Transportation Department our responsibility is transporting students and staff to the activity or event and back again safely. We ask for your cooperation and adherence to these guidelines.

All Natrona County School District #1 busses have audio visual recording equipment.

Thank you for your assistance and understanding.

Revised 08/29/2012  
Revised 08/04/2015

## **Procedures in Case of Unexpected Delay OUT-OF-TOWN ACTIVITY TRIPS**

**(Breakdowns, Inclement Weather, etc.)**

### **FOR ACTIVITY TRIP AND FIELD TRIP DRIVERS AND SPONSORS**

8/21/00

#### **If Breakdown Is on The Road:**

- Coach/Sponsor is to be in charge of students
  - If breakdown occurs on the way to the event, contact sponsoring school and school administrator
  - If breakdown occurs on the way home, contact school administrator
- Driver is responsible for obtaining assistance and alternate transportation arrangements

#### **If Breakdown Is in Another City:**

- The coach/sponsor is to be in charge of students
- Sponsor is to contact school administrator as determined by building administration and provide the following information:
  - Reason for delay
  - Location of group and phone number
  - Estimated arrival time.
- The driver is responsible for obtaining assistance and alternate transportation arrangements

#### **In Case of Breakdown:**

Try to determine what caused the mechanical malfunction. Know the bus you are driving. Often times the driver can do minor fixes to get the bus to its destination. If you cannot do anything about the problem yourself, consider the following alternatives:

- Call transportation facilitator in Casper to determine how they prefer you handle the situation
- If you cannot reach the transportation facilitator try the following alternatives:
  - Call local bus garage for assistance
  - If another NCSD #1 bus is in the same town, contact for assistance
  - Call local repair shop for assistance
  - Call local truck stops for assistance

### Mileage Chart

Afton	354	Rawlins	122	Billings, MT	285
Alcova	30	Riverton	125	Chadron, NE	195
Basin	194	Rock Springs	226	Colorado Springs, CO	345
Buffalo	117	Sheridan	153	Denver, CO	285
Cheyenne	182	Shoshoni	100	Fort Collins, CO	240
Cody	216	Sundance	200	Greeley, CO	232
Douglas	52	Thermopolis	136	Hardin, MT	235
Dubois	200	Torrington	146	Lafayette, CO	264
Evanston	328	Wheatland	112	Loveland, CO	250
Gillette	140	Wind River	161	Miles City, MT	292
Glenrock	27	Worland	167	Pocatello, ID	448
Green River	240	Yellowstone	310	Rapid City SD	285
Greybull	204			Scottsbluff, NE	180
Guernsey	114			Salt Lake City, UT	418
Jackson	287			Scottsbluff, NE	186
Kaycee	70			Spearfish, SD	230
Kemmerer	312			Sturgis, SD	235
Lander	147			Vernal, UT	335
Laramie	152				
Lingle-Ft. Laramie	134				
Lovell	235				
Lusk	105				
Midwest	48				
Moorcroft	165				
Newcastle	187				
Pinedale	276				
Powder River	38				
Powell	240				

Buses are not to exceed the posted speed limit, and it has been recommended that drivers not exceed 75 mph on higher posted speed limits. Speed limit should also be reduced when road and weather conditions necessitate such action. When planning the length of time it takes to travel please consider the following guidelines:

- To travel from one side of Casper to the other – add 10 minutes travel time
- Rest stop for up to 25 students – add 15 minutes travel time
- Rest stop for more than 25 students – add 20 minutes travel time
- To travel through the town where activity is being held to get to the school – add 10 to 15 minutes travel time

## **Parent-Community Night: Board Policy 1200**

No school district sponsored activities for students' grades 9th-12th will be scheduled after 6:30 p.m. on Wednesday nights. For all other district schools, no school sponsored activities will be scheduled after 6:00 p.m.

Exceptions to this policy may be granted only by the Superintendent in very unusual circumstances or emergencies.

Adopted: May 16, 1983  
Readopted: October 23, 2000  
Reviewed: February 20, 2013  
Reviewed: April 4, 2013  
Readopted: February 12, 2018

## 2024-2026 NCSD Officials Pay Scale

	<b>HS Basketball (Per Official/Game)</b>		
Sub Varsity (3 officials)		\$67	\$201
Varsity (3 officials)		\$90	\$270
	<b>ML Basketball (Per Official)</b>		
All Levels (2 officials)			
8 A/B		\$60	\$120
6-7 A/B/C and 8 C		\$55	\$110
<hr/>			
	<b>HS Football (Per Official/Game)</b>		
Sub Varsity (5 officials)		\$82	\$410
Varsity (5 officials)		\$105	\$525
	<b>ML Football (Per Official/Game)</b>		
All Levels (4 officials)		\$60	\$240
<hr/>			
	<b>HS Girls Volleyball (Per Official/Match)</b>		
Freshman (2 officials)		\$47	\$94
Sophomore (2 officials)		\$52	\$104
JV (2 officials)		\$57	\$114
Varsity (2 officials)		\$80	\$160
	<b>ML Girls Volleyball (Per Official Match)</b>		
All Levels		\$45	\$45
<hr/>			
	<b>HS Soccer ( Per Official/Match)</b>		
JV (4 officials)		3 @ \$70 + 1 @ \$45 = \$255	
Varsity (4 officials)		3 @ \$90 + 1 @ \$65 = \$335	
	<b>ML Soccer (Per Official/ Match)</b>		
All Levels (3 officials)		3 @ \$55 = \$165	
<hr/>			
	<b>HS Softball ( Per Umpire/Game)</b>		
JV (2 officials)		\$57	\$114
Varsity (2 officials)		\$80	\$160
<hr/>			
		<b>HS Wrestling (Per Official/Match)</b>	
Dual/Double Dual-Varsity		\$90	
Dual/Double Dual- Sub-Varsity			
	<b>ML Wrestling (Per Official)</b>		
Per Official/Match		\$4	
<hr/>			
	<b>HS Swimming (Per Official)</b>		
Dual - Varsity		\$75	
Triangular - Varsity		\$85	
One day Invitational - Varsity		\$105	
Middle Level		\$60	

### **Extra-Curricular Activities: Board Policy 3450**

Under the supervision and subject to review by the office of the Executive Director of Business, Finance, Technology, Facilities and Operations, extra-curricular accounts of all schools shall be subject to annual audit by an independent auditor retained by the school district. A separate account is provided for the control of receipts and expenditures of student clubs and organizations not requiring support from the general fund.

All funds derived from school, entertainment, athletic contests, and from any and all activities of the school involving school property or students from which monies are collected and disbursed shall be classified as extra-curricular funds, and be subjected to all regulations herein contained. The extra-curricular fund and all other activities and projects for which individual school accounts are kept shall be construed as school projects under the direction of the Board of Education.

All extra-curricular fund accounting shall be in accordance with sound accounting principles.

Reviewed: September 20, 2000  
Readopted: October 23, 2000

## **Student Trips - Defined 5340**

### **Student Trips – Defined 5340**

[Admin. Regulation 5340 > Student Trips - Defined](#)

### **Student Trips – Supervision of Student Activity and Field Trips 5341**

### **Student Trips – Supervision of Student Activity and Field Trips 5341**

[Admin. Regulation 5341 > Student Trips - Supervision of Student Activity and Field Trips](#)



## **Student Trips – Secondary School Activity Trips 5342**

### **Student Trips – Secondary School Activity Trips 5342**

[Admin. Regulation 5342 > Student Trips - Secondary School Activity Trips](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

[PE01 Physical Exam Form](#)

## **Student Trips – School Field Trips 5343**

### **Student Trips – School Field Trips 5343**

[Admin. Regulation 5343 > Student Trips - School Field Trips](#)

[AFT01 Field Trip Application Form](#)

[AFT02 Parent/Guardian Consent Form](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

## **Student Trips – Non-school District Sponsored Student Trips 5344**

### **Student Trips – Non-school District Sponsored Student Trips 5344**

[Admin. Regulation 5344 > Non-school District Sponsored Student Trips](#)

[NDSST01 Non-school District Sponsored Student Trip](#)

### **Insurance - Student: Board Policy 5380**

An insurance plan will be available to students to protect them in case of injury at school. The plan is not compulsory but shall be encouraged. Premium cost is the responsibility of the parent or child.

Readopted: October 23, 2000  
Reviewed: May 15, 2013

## **K-12 Academic Competitions: Board Policy 5350**

### **Introduction**

In accordance with the District's mission to develop student skills and abilities in the areas of accessing and processing information, creative thinking, and problem solving, the District recognizes the need to maintain the support offered to children who achieve local, regional, state and national recognition through various academic competitions. This policy is intended to support monetarily such achievement by assisting students and their sponsors with the financial costs of travel and competition in individual and group academic competitions. Adults who provide direct supervisory services may be covered under this policy and may be considered for financial support.

### **Academic Competitions**

Building Principals, or their Designee, will make application to the Superintendent and/or Designee for assistance to compete in approved academic competitions.

After evaluation and review, the Superintendent and/or Designee shall determine the extent of District funding, if any, for activities. Travel expenses will follow the established activity travel regulations.

### **Board Policy 5350**

<https://go.boarddocs.com/wy/ncsd1/Board.nsf/Public#>

Adopted: June 12, 1989  
Revised: September 14, 1992  
Reviewed: June 1, 2000  
Readopted: October 23, 2000

# **ATHLETICS**

# **&**

# **ACTIVITIES**

# **FORMS**

**Natrona County School District #1  
Activity and Field Trip Manifestation**

Name	Coach/Sponsor/Student	Emergency Contact	Telephone #	Telephone #





## Undue Influence Findings

### Procedures for Verbal or Written Allegations Made

- Verbal allegation is made
- Involved school Administration investigates allegation
  - Invalid findings – process stops
  - Valid findings
    - Request for written confirmation
      - Invalid findings – process stops
      - Valid findings – refer for further assessment, intervention or prosecution
- Committee of District Administration investigates allegation
  - Invalid findings – process stops
  - Valid findings – district consequences
- 9-12 grades continued process
  - Committee of District Administration and WHSAA Commissioner investigates allegation
    - Invalid findings – process stops
    - Valid findings – WHSAA consequences

It is my desire to have these allegations investigated by the committee.

I agree with the preliminary findings by the Administration have found no basis for this complaint and no further investigation is warranted.

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

### Committee Findings:

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\_\_\_\_\_  
District Representative

\_\_\_\_\_  
WHSAA Commissioner/Committee Chair

**This form must be returned to the building principal within three (3) school days**

*Undue Influence – Form UI/R02*

## Natrona County School District #1 Physical Examination Form

PHYSICIAN'S STATEMENT MUST BE DATED AFTER MAY 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

**RED Areas Are to Be Completed by Parent and Student Prior to Physical Examination**

**STUDENT INFORMATION**

**School:** \_\_\_\_\_ **Date of Exam:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Grade Entering:** \_\_\_\_\_ **Gender:**      **Male**      **Female**

**SPECIFIC SPORT YOU WILL BE PARTICIPATING:**    **Fall:** \_\_\_\_\_    **Winter:** \_\_\_\_\_    **Spring:** \_\_\_\_\_

**Height:** \_\_\_\_\_    **Weight:** \_\_\_\_\_    **% Body Fat (optional):** \_\_\_\_\_    **Pulse:** \_\_\_\_\_    **BP:** \_\_\_\_\_  
**Vision:**    **R 20/** \_\_\_\_\_    **L 20/** \_\_\_\_\_    **Corrected:**     **Yes**     **No**    **Pupils:**    **Equal** \_\_\_\_\_ **Unequal** \_\_\_\_\_

MEDICAL	NORMAL *	ABNORMAL FINDINGS
Appearance	_____	_____
Eyes/Ears/Nose/Throat	_____	_____
Lymph Nodes	_____	_____
Heart	_____	_____
Pulses	_____	_____
Lungs	_____	_____
Abdomen	_____	_____
Genitalia (males only)	_____	_____
Skin	_____	_____

MUSCULOSKELETAL	NORMAL *	ABNORMAL FINDINGS
Neck	_____	_____
Back	_____	_____
Shoulder/Arm	_____	_____
Elbow/Forearm	_____	_____
Wrist/Hand	_____	_____
Hip/Thigh	_____	_____
Knee	_____	_____
Leg/Ankle	_____	_____
Foot	_____	_____

\*Normal by check (√) or No

Cleared

\*Cleared after completing evaluation/rehabilitation for: \_\_\_\_\_

Not cleared for : \_\_\_\_\_  
**Reason:** \_\_\_\_\_  
**Recommendations:** \_\_\_\_\_

**Physician's Name (print/type):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



PLEASE TURN IN TOGETHER: 1) COMPLETED PHYSICAL TO THE SCHOOL'S MAIN OR ACTIVITIES OFFICE –REVISED 06/05/2020



### Injury/Illness Report

Name of injured: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Describe injury: \_\_\_\_\_

How did it happen? \_\_\_\_\_

Signs/Symptoms: \_\_\_\_\_

Concussion symptoms: If present or uncertain; follow District concussion protocol

Care provided: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Title  
: \_\_\_\_\_

**Doctor/Provider's release needed?      Yes    No**

Doctor Notes: \_\_\_\_\_

Signature: \_\_\_\_\_

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

PARENT/GUARDIAN PRIVATE TRANSPORTATION RELEASE FORM

This is to certify that my son/daughter has my permission to return home with me, his/her parent/legal guardian, in a private vehicle after the completion of the following activity/field trip.

		/ /
Event	Location of activity/field trip	Date

I/We understand that Natrona County School District student trip (activity or field trip) regulations require that students ride the bus while on a school-sponsored student trip. By transporting my student, I/we release, relinquish, discharge, and agree to indemnify, protect and hold harmless Natrona County School District, its agents, and employees, and from, all claims, demands, and causes of action of every kind and character, including the cost of the legal defense thereof, for any injury, including death, in connection with reference to above-stated transportation.

Your signature below states that you will take responsibility for your son/daughter’s care and welfare at the time the bus departs from the activity/field trip, the location, and the date listed above.

**Please Note: This release involves your child only.**

Name of Student-Print

Parent/Legal Guardian-Print and Sign Name


Coach/Sponsor \_\_\_\_\_ Date \_\_\_\_\_

## Volunteer Confidentiality Agreement

This Agreement is made between \_\_\_\_\_ (“Volunteer”) and Natrona County School

District #1, on \_\_\_\_\_, 20\_\_\_\_.

Volunteer will perform services for Natrona County School District #1 which may require Natrona County School District #1 to disclose confidential and proprietary information (“confidential information”) to volunteer. (Confidential information is any information of any kind, nature or description concerning any matters affecting or relating to volunteer’s services for Natrona County School District #1, the business or operation of Natrona County School District #1, and/or the products, drawings, plans, processes, or other data of Natrona County School District #1.) Accordingly, to protect the Natrona County School District #1 Confidential Information that will be disclosed to volunteer, the volunteer agrees as follows:

- Volunteer will hold the Confidential Information received from Natrona County School District #1 in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others
- Volunteer will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Natrona County School District #1
- Volunteer will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Natrona County School District #1
- Volunteer will, upon the request or upon termination of his/her relationship with Natrona County School District #1, deliver to Natrona County School District #1 any drawings, notes, documents, equipment, and materials received from Natrona County School District #1 or originating from its activities for Natrona County School District #1
- Natrona County School District #1 shall have the sole right to determine the treatment of any information **that is part or project specific** received from volunteer, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as Natrona County School District #1 may deem appropriate
- Natrona County School District #1 reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

Volunteer represents and warrants that it is not under any pre-existing obligations inconsistent with the provisions of this Agreement.

Signing below signifies that Volunteer agrees to the terms and conditions of the agreement stated above.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Return to the School’s Athletic Director or Athletics/Activities Designee***



970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464

## Volunteer Consent Form

I, \_\_\_\_\_, by signing below, understand that I am a volunteer for

Natrona County School District #1 and that I have chosen to volunteer for the following support task:

**(Mark one only)**

Tickets

Crowd Control

Announcer

Scorer

Timer

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand that the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

***Return to the School's Athletic Director or Athletics/Activities Designee***



970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464

## District Employee Volunteer Record

Printed Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Date	Event/Activity	Hours	Location	Pay Rate	Account Number

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

Events Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

***Return to the School's Athletic Director or Athletics/Activities Designee***

August 11, 2008



970 N. GLENN ROAD – CASPER, WY 82601 – (307) 253-5460 – FAX (307) 253-5464



## Non-Employee Volunteer Record

Printed Name \_\_\_\_\_ Address \_\_\_\_\_  
S

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ SS \_\_\_\_\_  
N

Date	Function (Scorekeeper/Timer/Announcer)	Hrs Worked	Location	Pay Rate	Account Number

By signing below, I am certifying that I am choosing to participate in this activity on my own volition and free will; and no one has pressured, coerced or in any way forced me to participate. I understand the school district will pay a nominal sum to me. This nominal fee is not a substitute for compensation and is not tied to productivity.

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

High School Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_

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

***Return to the School's Athletic Director or Athletics/Activities Designee***

October 28, 2022

**Sixth, Seventh & Eighth Grades**

## Volunteer Incentive Scale

Football	\$ 9.00	One timer per game
Girls Volleyball	\$ 9.00	Two scorekeepers (board & book) per match
Basketball	\$ 9.00	One timer and scorer per game
Wrestling	\$ 9.00	One timer and/or scorer/meet or \$0.50 per match (whichever is larger)
Crowd Control	\$ 9.00	Per game
FB Chain Gang	\$18.00	Per contest

### Ninth Grade

Football	\$12.00	One timer per game
Girls Volleyball	\$12.00	One Scorer and timer per match
Wrestling	\$12.00	One timer and/or scorer per tournament session
Basketball	\$12.00	One timer and scorer per game
Crowd Control	\$12.00	Per contest

### High School (10<sup>th</sup> thru 12<sup>th</sup>)

Football Stats	\$25.00	Varsity game
FB Spotter	\$30.00	Varsity game
Scorers	\$20.00	Varsity, JV & Soph game
Timers	\$20.00	Varsity, JV & Soph game
Announcers	\$30.00	Varsity game
Swim Announcer	\$20.00	Varsity/JV
Swim	\$20.00	Varsity meet
Computer/Console		
Head Timer Swim	\$20.00	Varsity & JV games
Crowd Control	\$20.00	Varsity game
VB Line Judge	\$17.00	Varsity & JV games
Liberio Tracker	\$20.00	Varsity, JV & Soph games
Softball	\$35.00	Varsity
Scorebook/board		
Softball	\$25.00	Varsity & JV games
Scorebook		
Video Streamer	\$20.00	Varsity games

### Goals for Current Season:

**Coaches Evaluation Instrument**

	Accomplished	In Progress	Incomplete
1.			
2.			
3.			
4.			

What Improvements Can Be Made? How can we help as a school and/or District? Items rated N or U must be addressed in this section.

1.	
2.	
3.	
4.	

**Comments:**

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**Goals for Next Season:**

1.	
2.	
3.	
4.	

**General Comments (Coach) – use back if necessary**

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**General Comments (Athletics/Activities Director) – use back if necessary**

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## Evaluation – Head Coach

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

### Professional and Personal Relationships

Self	Evaluator	
1.	_____	_____ Cooperates with the Athletic Director/Designee in regard to submitting information as required by School Policy or School District Policy which is relative to your sport
2.	_____	_____ Works effectively with school coaching staff and faculty
3.	_____	_____ Attends meetings when called by the District Athletics/Activities Director
4.	_____	_____ Stays current in respective sport by attending clinics when possible and/or subscribes to any of the various coaching journals
5.	_____	_____ Works effectively with:
	_____	a. Sports Media
	_____	b. Booster Club
	_____	c. Parents
	_____	d. Interested Fans
6.	_____	_____ Understands and follows rules and regulations set forth by the following governing agencies:
	_____	a. School
	_____	b. School District
	_____	c. Activities Association
	_____	d. League
7.	_____	_____ Maintains suitable conduct toward own players, opponents, officials and other workers
8.	_____	_____ Assumes leadership role and works cooperatively with coaches at all levels in developing a coordinated program
9.	_____	_____ Promotes all sports in athletic program attempting to foster school spirit
10.	_____	_____ Responds appropriately to player and/or parent-initiated questions regarding playing time or other related concerns
11.	_____	_____ Develops team spirit and unity

\*High School Head Coaches Only

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

### Coaching Performance

Self	Evaluator	
1.	_____	_____ Develops respect by example in appearance, manners, behavior, language and conduct during practices and contests
2.	_____	_____ Provides proper supervision of locker room, training room, practice facility and while on trips
3.	_____	_____ Is well versed and knowledgeable in matters pertaining to the sport

- |      |       |       |   |
|------|-------|-------|---|
| 4.   | _____ | _____ | Develops and implements an effective coaching discipline plan and communicates that plan to athletes and parents  |
| 5.   | _____ | _____ | Develops a well-organized practice schedule which utilizes the entire staff to its maximum potential  |
| 6.   | _____ | _____ | Places the welfare of the athlete above winning and does not sacrifice values/principles to win   |
| 7. * | _____ | _____ | Holds periodic staff meetings, including junior high/middle school coaches, to insure the availability of appropriate and progressive individual skills and team concepts |
| 8.   | _____ | _____ | Provides an environment that makes participation safe and enjoyable for the athletes  |
| 9. * | _____ | _____ | Continues to assist senior athletes who wish to continue in athletics beyond the high school level  |
| 10.  | _____ | _____ | Follows Scope and Sequence (Vertical Alignment) as established  |
| 11.  | _____ | _____ | Encourages student athletes in their classroom performance or other student activities.   |
| 12.  | _____ | _____ | Provides leadership and attitudes that produce positive efforts by participants.  |
| 13.  | _____ | _____ | Follows the advice of the physician/trainer regarding the participation of injured athletes   |
| 14.  | _____ | _____ | Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.   |
| 15.  | _____ | _____ | Uses all possible ethical means of motivation, emphasizing values of competitive athletics and responsible decision making.   |
| 16.  | _____ | _____ | Team performance is consistent with the quality of athletes available.  |

\*High School Head Coaches

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

**Related Coaching Responsibilities**

Self Evaluator

- |    |       |       |  |
|----|-------|-------|--|
| 1. | _____ | _____ | Coach is in compliance with:                 |
|    | _____ | _____ | a. Purchasing Procedures                     |
|    | _____ | _____ | b. Travel Procedures                         |
|    | _____ | _____ | c. Budget Procedures                         |
|    | _____ | _____ | d. Pre-season Duties/Responsibilities        |
|    | _____ | _____ | i. Physicals                                 |
|    | _____ | _____ | ii. Code of Conduct                          |
|    | _____ | _____ | iii. Safety Program                          |
|    | _____ | _____ | iv. Eligibility                              |
|    | _____ | _____ | v. * WHSAA Policies                          |
|    | _____ | _____ | e. Inventory Regulations                     |
| 2. | _____ | _____ | Coach accepts responsibility for the proper: |
|    | _____ | _____ | a. Care of Equipment                         |
|    | _____ | _____ | b. Issuance of Equipment                     |
|    | _____ | _____ | c. Storage of Equipment                      |

- \_\_\_\_\_ d. Collection of Equipment
- 3. \_\_\_\_\_ Is cooperative in sharing facilities
- 4. \_\_\_\_\_ Consistently meets deadlines as required
- 5. \_\_\_\_\_ Works cooperatively with maintenance and transportation personnel

\*High School Head Coaches Only

**Comments**

Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____
Item # _____	_____

Coach _____	Date _____
Evaluator(s) _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

## Evaluation – Assistant Coach

**S** – Satisfactory

**N** – Needs Assistance

**U** – Unsatisfactory

### Professional and Personal Relationships

	Self	Evaluator	
1.	_____	_____	The teaching ability in terms of:
	_____	_____	a. Developing specific position skills
	_____	_____	b. Current techniques
	_____	_____	c. Knowledge of current trends with the sport
	_____	_____	d. Team execution
2.	_____	_____	The quality of interpersonal relationships with players in terms of his/her:
	_____	_____	a. Approachability
	_____	_____	b. Encouragement of players
	_____	_____	c. Enthusiasm for the sport
	_____	_____	d. Impartiality in selecting players
3.	_____	_____	The contribution to planning in terms of:
	_____	_____	a. Scout report analysis
	_____	_____	b. Suggestions for the game plan
	_____	_____	c. Suggestions for practice plans
4.	_____	_____	The contributions in terms of support duties:
	_____	_____	a. Equipment fitting and care
	_____	_____	b. Locker room supervision
	_____	_____	c. Scouting
	_____	_____	d. Equipment intake and inventory
	_____	_____	e. Clinic attendance when possible
	_____	_____	f. Travel supervision
	_____	_____	g. As assigned by head coach
5.	_____	_____	Performance during the past season in terms of:
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	

### Comments

Item # \_\_\_\_\_

Item # \_\_\_\_\_

Item # \_\_\_\_\_

Item # \_\_\_\_\_

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

Evaluator(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ a. Overall impact of the season in specific area of responsibility
- \_\_\_\_\_ b. Continuous assessment of players' skill level
- \_\_\_\_\_ c. Continued improvement of players' techniques
- \_\_\_\_\_ d. Contribution to a sense of team unity
- \_\_\_\_\_ e. Conduct toward players, officials, workers, parents and interested fans
- \_\_\_\_\_ f. Loyalty

**Goals and Objectives**



## NCSD Sports

## Safety and Warning Program

- To provide a safer environment for athletic participation
- To make athletes and parents/guardians aware of the inherent risks of athletic participation
- To educate athletes and parents/guardians on the safety of organized school sponsored sports, relative to other non-school activities
- To reduce the liability of coaches, athletic trainers and all other school district personnel associated with sports

### Means of Achieving Goals

- Through the teaching and coaching of proper safety techniques in regard to executing sports skills
- Through the use of proper placement of sports safety equipment
  - Examples: mats, pads, uniforms and emergency equipment
- Through providing coaches, athletes and parents/guardians with information in sports safety
  - Examples: Environmental hazards, Blood Borne Pathogens
- Through the use of visual aids for the education of athletes on proper techniques and for warning the athletes of the risks by use of films, posters, etc.
- By occasional distribution of papers or flyers concerning the safety aspects of sports participation
- By enforcing the policy of “no participation” without a completed Athletic/Activity Clearance Form
  - Examples: Physical, Physician release, WHSAA form, Proof of Insurance
- By enforcing ALL WHSAA guidelines and sports specific rules
- Through the implementation of a “plan of action” for emergency situations
- Only certifiable personnel may qualify to coach athletic events within the Natrona County School District
  - No other person may be brought in on a temporary basis to demonstrate skills techniques using student athletes as a model for demonstration
  - Coaches’ aides must be employees of NCSD #1
- Only team members will be allowed to take part in any athletic team practice
- By requiring all coaches to maintain current certification in CPR and First Aid
- By ensuring that coaches have access to athlete’s physical at all events
- By ensuring that athletes are not left unattended at practices or upon return from athletic events
- All athletes have the right to leave an athletic site or activity, without fear of repercussion or penalty if they feel they are in danger

## Nata Recommendations

### Lightning Safety

- Monitor local weather forecasts and warnings through the Pocket Perry weather App
- Designate a safe shelter for each venue.
- Use the Pocket Perry App to determine when to go to safety
- Once activities have been suspended, you may resume outdoor activities when you have received the “all clear” message from Pocket Perry
- Avoid being the highest point in an open field, in contact with, or in proximity to the highest point, as well as being on the open water
  - Do not take shelter under or near trees, flagpoles, or light poles
- Assume the lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises
  - Do not lie flat on the ground
- All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

### Lightning Guidelines

#### (Pocket Perry Weather App)

**Storm Condition:** Lightning detected between 20-30 miles away

**Recommendation:** Coaches, trainers, administrators, and game officials should check the radar and evaluate the storm intensity and path – start making a plan of action e.g., determine evacuation strategy and safe areas for participants

**Storm Condition:** Lightning detected between 10-20 miles away

**Recommendation:** Prepare to evacuate the area and get all participants and spectators in safety – increase monitoring of the storm intensity and path – Make an announcement to the participants and spectators regarding making a plan to evacuate if the storm gets within 10 miles or closer.

**Storm Condition:** Lightning detected 0-10 miles away

**Recommendation:** Suspension of activities until storm passes. Take shelter - Make announcement to warn all spectators and participants to take shelter and wait for “all clear” notice before resuming an activity or returning outdoors.

## Weather Precautions

### Cold Weather Precautions

There are three main factors to be considered by the administrator, coach, athletic trainer, or official regarding cold weather safety: the temperature, the duration of the exposure, and the clothing and other protection against cold weather. These factors together with any other relevant information such as the wind chill factor must be taken into consideration when a decision is to be made regarding cold weather.

#### *Between 32° and 20° F*

If the temperature or wind chill factor level is forecast to be between 32° and 20° F at any point on the field, track, etc., recommendations regarding cold weather protection should be made available to the participants. Under such conditions it is the responsibility of the participants to seek the information and to follow the recommendations given by the organizer. These recommendations may include the following: appropriate clothing, safe shelter, proper hydration, etc.

#### *20° F and Below*

If the temperature or wind chill factor is **20° F** or below, the competition or practice shall be delayed or canceled.

### Mountain Specific Guidelines

#### *Between 5°F and -13°F*

If the temperature level is forecast to be between 5°F and -13°F at any point on the course(s), recommendations regarding cold weather protection should be made available to the participants. Under such conditions it is the responsibility of the participants to seek the information and to follow the recommendations of the coaching staff.

#### *-13°F and below*

If the temperature in a major portion of the mountain (areas, courses) is at -13°F, or below, the competition or practices should be delayed or cancelled.

### Warm Weather Precautions

#### *80° F and Above*

If the temperature is forecast to rise above **80° F** during the course of participation, recommendations must be given to participants concerning clothing, skin protection, and the need to consume adequate liquids before and during competition.

The site administrator, athletic trainer, or coach has the right to delay or cancel any participation in an activity when environmental conditions may be a hazard.

All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of environmental hazards (cold, heat, or lightning, etc.) without fear or repercussions or penalty from anyone.

### NWS Wind Chill Chart

		Temperature (°F)																	
		Calm	40	$\frac{3}{5}$	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40
Wind (mph)	5	36	$\frac{3}{1}$	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
	10	34	$\frac{2}{7}$	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
	15	32	$\frac{2}{5}$	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
	20	30	$\frac{2}{4}$	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
	25	29	$\frac{2}{3}$	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	$\frac{2}{2}$	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	$\frac{2}{1}$	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	$\frac{2}{0}$	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	$\frac{1}{9}$	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	$\frac{1}{9}$	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	$\frac{1}{8}$	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
	60	25	$\frac{1}{7}$	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98
		Frostbite Times							30 Min.	10 Min.	5 Min.								
$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$																			

### Chill Factor Chart

Wind Speed (MPH)	Air Temperature											
	32	23	14	5	-4	-13	-22	-32	-40	-49	-58	
Equivalent Temperature												
Calm	32	23	14	5	-4	-13	-22	-31	-40	-49	-58	
5	29	20	10	1	-9	-18	-28	-37	-47	-56	-65	
10	18	7	-4	-15	-26	-37	-48	-59	-70	-81	-92	
15	13	-1	-13	-25	-27	-49	-61	-73	-85	-97	-109	
20	7	-6	-19	-32	-44	-57	-70	-83	-98	-110	-121	
25	1	-10	-24	-37	-50	-64	-77	-90	-104	-117	-130	
30	-1	-13	-27	-41	-54	-68	-82	-97	-109	-123	-137	
35	-1	-15	-29	-43	-57	-71	-85	-99	-113	-127	-142	
40	-3	-17	-31	-45	-59	-74	-87	-102	-116	-131	-145	
45	-3	-18	-32	-46	-61	-76	-89	-104	-118	-131	-147	
50	-4	-18	-33	-47	-61	-78	-91	-105	-120	-134	-150	
LITTLE DANGER FOR PROPERLY CLOTHED PERSON			CONSIDERABLE DANGER				VERY GREAT DANGER					
DANGER FROM FREEZING OF EXPOSED FLESH												

### Water Survival Chart

IF THE WATER TEMP IS	EXHAUSTION OR UNCONSCIOUSNESS OCCURS IN	EXPECTED TIME OF SURVIVAL IS
32.5	UNDER 15 MIN.	UNDER 15-45 MIN.
32.5-40	15-30 MIN.	30-90 MIN.
40-50	30-60 MIN.	1-3 HOURS
50-60	1-2 HOURS	1-6 HOURS
60-70	2-7 HOURS	2-4 HOURS

### Accidental Hypothermia Chart

Predisposing Factors	Signs (Observed by Others)	Symptoms	Prevention	Treatment
<ul style="list-style-type: none"> <li>Poor condition</li> <li>Inadequate nutrition and hydration</li> <li>Thin build</li> <li>Non-woolen clothes</li> <li>Inadequate protection from wind, rain and snow</li> <li>Getting wet</li> <li>Exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>Careless attitude</li> <li>Slowing of pace</li> <li>Poor coordination</li> <li>Stumbling</li> <li>Thickness of speech</li> <li>Amnesia</li> <li>Irrationality, poor judgment</li> <li>Hallucinations</li> <li>Loss of contact with environment</li> <li>Blueness of skin, dilation of pupils</li> <li>Decreased heart and respiratory rate</li> <li>Weak or irregular pulse, stupor, intense shivering</li> </ul>	<ul style="list-style-type: none"> <li>Intense shivering</li> <li>Muscle tensions</li> <li>Fatigue</li> <li>Feeling of deep cold or numbness</li> <li>Poor articulation (thickness of speech)</li> <li>Disorientation</li> <li>Decrease in shivering followed by rigidity of muscles</li> <li>Blueness of skin</li> <li>Slow irregular or weak pulse</li> </ul>	<ul style="list-style-type: none"> <li>Good rest and nutrition prior to exertion</li> <li>Continued intake of food</li> <li>Waterproof/windproof clothing (some woolen)</li> <li>Emergency shelter equipment</li> <li>Early shelter in storm or if lost or darkness falls</li> <li>Exercise to keep up body's heat production</li> </ul>	<p>REDUCE HEAT LOSS</p> <ul style="list-style-type: none"> <li>Shelter the victim from wind and weather</li> <li>Insulate him/ her from ground</li> <li>Replace wet clothing with dry</li> <li>Put on windproof/waterproof gear</li> <li>Increase exercise level if possible</li> <li>ADD HEAT (put in warmed sleeping bag)</li> <li>Hot drinks</li> <li>Heat from hot stones or hot canteen of water</li> </ul>

**HYPOTHERMIA will threaten your outdoor activity. Expect it to happen. Be alert because it is impossible to self-diagnose after gaining a foothold. Give the victim lots of hot sugary drinks. (Test temperature by drinking some of the liquid yourself.) Do not attempt to travel until the victim is fully aware of what is going on around him/her.**



## Guidelines for Preventing Heat Stress

As part of the Inclement Weather Protocol, District personnel must pay attention to weather conditions and use common sense and good judgment for modifying academic and physical activities.

### Introduction

Heat stress is the overall effect of excessive heat on the human body. Prolonged exposure to high air temperatures or to high humidity at moderate temperatures may cause the body temperatures of people of all ages to rise and produce one or more of the signs of heat stress affecting the ability to learn, work, or even play.

**To counteract heat stress, all District personnel must pay attention to these contributing factors:**

- Air temperature
- Medical problems and use of medications
- Humidity
- Fluid intake
- Air circulation
- Appropriate clothing
- Radiant heat
- Physical condition
- Acclimation to heat
- Classroom temperature
- Classroom location
- Intensity, type and duration of activity

**Students with certain health problems may require more attention. If students complain about the heat, allow them to rest or see the school nurse who may want to have their health status clarified by a parent or guardian. Employees with specific health problems should make them known to site administrators.**

### Protocol

When classroom heat index exceeds 91°, consideration should be given to moving students to cooler rooms or other appropriate areas, such as the auditorium, multipurpose room, library, or shaded outdoor areas. When possible, classes should be combined in air-conditioned rooms.

**Heat Index Chart (Temperature & Relative Humidity)**

Air Temp	Relative Humidity (percentage)																				
	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
135°	120	126																			
130°	117	122	131																		
125°	111	116	123	131	141																
120°	107	111	116	123	130	139	148														
115°	105	107	111	115	120	127	135	143	151												
110°	99	102	105	108	112	117	123	130	137	143	150										
105°	95	97	100	102	105	109	113	118	123	129	135	142	149								
100°	91	93	95	97	99	101	104	107	110	115	120	126	132	138	144	150					
95°	87	88	90	91	93	94	96	98	101	104	107	110	114	119	124	130	136	140	150		
90°	83	84	85	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122	126	131
85°	78	79	80	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102	105	108
80°	73	74	75	76	77	77	78	79	79	80	81	81	82	83	84	85	86	87	88	89	90
75°	69	69	70	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	79	80
70°	64	64	65	65	66	66	67	67	68	68	69	69	70	70	70	70	71	71	71	71	72

= Heats troke risk extremely high	= Heat exhaustion possible
= Heat exhaustion likely, heats troke possible	= Fatigue possible

If air circulation (or wind velocity) is 10 mph or greater, the effects of temperature will be less severe.

During times of excessive heat, the following precautions need to be taken for indoor/outdoor physical activity, which includes recess, physical education, recreation, and competitive sports:

- The intensity of exercise activities must be limited or they must be modified whenever air temperature and humidity are above caution levels (refer to Heat Index Chart).
- Adequate water must be available. If adequate water is not available, physical activity must be modified. Prior to prolonged physical activity, a person should be fully hydrated. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged.
- Proper clothing should reflect heat, permit freedom of movement, and allow free perspiration. Clothing should be light colored, lightweight, loose, and limited to one layer of absorbent material in order to facilitate evaporation of sweat and expose as much skin as possible, yet still be appropriate for the school environment.
- Rest periods should be provided during activity.
- Activities must be followed by the proper cool-down (for example, jogging should be followed by walking) and rest.
- Athletes engaging in competitive sports must have their activities closely observed for all of the above considerations.
- Other strenuous student activities – such as drill team, marching band, cheerleading, and the like – must be closely observed by teachers, coaches, and other personnel assigned to supervise such activities.

Common sense and good judgment must always be applied by staff when analyzing site conditions.



### Weather Conditions Guidelines and Academic Activity

The following chart provides guidelines for consideration in modifying instructional programs, physical activity, and school schedules:

Category	Heat Index (Feels Like)	Possible Heat Stress Effects	SUGGESTED ACTION	
			Humidity less than 50%	Humidity 50% or greater
Normal	79° or less	<ul style="list-style-type: none"> <li>• Good learning conditions</li> <li>• No effect</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> </ul>
Alert	80° - 90°	<ul style="list-style-type: none"> <li>• Learning may decrease with long exposure</li> <li>• Fatigue may increase after 4-6 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• If near 50% humidity, limit intensity of or modify physical activity and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of or modify physical activity &amp; monitor closely</li> </ul>
Caution	91° - 105°**	<ul style="list-style-type: none"> <li>• Early heat stress and cramps possible</li> <li>• Heat exhaustion or heat stroke possible with long exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of or modify physical activity &amp; monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Regular school day</li> <li>• Limit duration &amp; intensity of &amp; modify physical activity &amp; monitor closely</li> </ul>
Extreme Caution	106° - 129°**	<ul style="list-style-type: none"> <li>• Heat stroke or heat exhaustion possible</li> </ul>	<ul style="list-style-type: none"> <li>• Consider schedule change</li> <li>• Prohibit or limit duration &amp; intensity of, modify physical activity &amp; monitor closely</li> </ul>	<ul style="list-style-type: none"> <li>• Consider schedule change</li> <li>• Prohibit physical activity</li> </ul>
Medical Emergency	130° and above**	<ul style="list-style-type: none"> <li>• Heat stroke likely</li> </ul>	<ul style="list-style-type: none"> <li>• No school</li> </ul>	<ul style="list-style-type: none"> <li>• No school</li> </ul>

\*\*If air circulation (or wind velocity) is 10 mph or greater, the effects of temperature will be less severe.

**Heat Stress Signs, Symptoms, And First Aid**

<b>Physical Disorder</b>	<b>Signs and Symptoms</b>	<b>First Aid</b>
Early Heat Stress	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Lethargy</li> <li>• Decreased productivity</li> <li>• Normal body temperature</li> <li>• Sweating</li> <li>• Pallor</li> <li>• Headache</li> <li>• Nausea</li> <li>• Nosebleeds</li> <li>• Heat rash</li> </ul>	<ul style="list-style-type: none"> <li>• Send person to a cool place</li> <li>• Have person sit or lie down and rest</li> <li>• Supervising adult should be able to observe person frequently or assign someone to monitor or assist</li> <li>• Give generous amounts of cool water</li> <li>• Giving salt is usually not necessary</li> <li>• Loosen or remove excess clothing</li> <li>• Sponge down or immerse the person in cool or cold water</li> <li>• Check temperature periodically</li> <li>• Watch for cessation of sweating</li> <li>• Notify parent or guardian as needed</li> <li>• Recommend medical care if needed</li> </ul>
Heat Cramps	<ul style="list-style-type: none"> <li>• Painful spasms of abdominal wall and heavily used skeletal muscles</li> </ul>	<ul style="list-style-type: none"> <li>• Treat as above</li> <li>• Commercially available replacement fluids for athletes may be used if on hand</li> <li>• Having person stretch (not massage) muscles may help</li> <li>• Notify parent or guardian if needed</li> </ul>
Heat Exhaustion	<ul style="list-style-type: none"> <li>• Normal/slightly elevated body temperature</li> <li>• Sweating/moist, clammy skin</li> <li>• Extreme weakness</li> <li>• Nausea/vomiting</li> <li>• Fainting</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Loss of consciousness in extreme cases</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain medical care at once</li> <li>• If possible, remove person to a cool location or protect from exposure to direct heat</li> <li>• Have person lie down with head low</li> <li>• Give water if conscious and able to swallow</li> <li>• Watch for progression to heat stroke</li> <li>• Notify nurse and administrator</li> <li>• Paramedic may need to be called (911)</li> <li>• If school nurse is not available, call paramedics (911)</li> <li>• Notify parent or guardian at once</li> </ul>
Heat Stroke	<ul style="list-style-type: none"> <li>• Elevated body temperature (above 103°)</li> <li>• No sweating</li> <li>• Hot, dry, red skin</li> <li>• Vomiting/diarrhea</li> <li>• Mental confusion</li> <li>• Agitation</li> <li>• Convulsions</li> <li>• Loss of consciousness</li> <li>• Death or permanent brain damage if not treated immediately</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CALL PARAMEDICS (911). THIS IS A MEDICAL EMERGENCY. DELAY COULD BE FATAL!</b></li> <li>• If possible, remove person to a cool location or protect from exposure to direct heat</li> <li>• Immediately cool body by immersing in cool water, spraying with cool water, fanning the body, or any other means available while awaiting transfer to a hospital</li> <li>• Notify nurse and administrator</li> <li>• Notify parent or guardian at once</li> </ul>

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Basketball  
Checklist of Procedures**

**[Basketball Checklist of Procedures](#)**

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Cheerleading  
Checklist of Procedures**

[Cheerleading Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Cross Country Running  
Checklist of Procedures**

[Cross Country Running Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Football  
Checklist of Procedures**

[Football Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Golf  
Checklist of Procedures**

[Golf Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Ski - Alpine  
Checklist of Procedures**

[Ski - Alpine Checklist of Procedures](#)



**NCSD Sports Safety and Program  
Risk Management Checklists**

**Ski – Nordic  
Checklist of Procedures**

[Ski - Nordic Checklist of Procedures](#)

**NCSA Sports Safety and Program  
Risk Management Checklists**

**Soccer  
Checklist of Procedures**

[Soccer Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Softball  
Checklist of Procedures**

[Softball Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Swimming  
Checklist of Procedures**

[Swimming Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Tennis  
Checklist of Procedures**

[Tennis Checklist of Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Track  
Checklist of Procedures**

[Track Checklist of Procedures](#)

**NCSA Sports Safety and Program  
Risk Management Checklists**

**Girls Volleyball  
Checklist of Procedures**

[Girls Volleyball Checklist of  
Procedures](#)

**NCSD Sports Safety and Program  
Risk Management Checklists**

**Wrestling  
Checklist of Procedures**

[Wrestling Checklist of Procedures](#)



# **SCHOOL ACTIVITY AND SCHOOL FIELD TRIP FORMS**



[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

[PE01 Physical Exam Form](#)

[AFT01 Field Trip Application Form](#)

[AFT02 Parent/Guardian Consent Form](#)

[AFT04 Activity/Field Trip Coach/Teacher/Sponsor/Chaperone Volunteer & Student Expectations](#)

[AFT05 Activity/Field Trip Itinerary Form](#)

[AFT06 Activity/Field Trip Manifest Form](#)

[AFT07 Airport Ground Transportation Form](#)

[PV01 Motor Vehicles Record \(MVR\) & School Verification to Transport Students Form](#)

[PV02 Parent/Guardian Private Transportation Release Form](#)

[SOP Wednesday/Sunday Travel](#)

[SOP Use of Private Transportation](#)

[SOP Charter Transportation](#)

## Rules Appendix

### **Overtime Criteria for Football**

Coin Toss; Winner of the coin toss is allowed to choose offense, defense or designate which end of the field is utilized for the first overtime period. The loser of the toss has the choice of the other options (i.e. winner chooses offense/defense, loser chooses which end zone to start OT). Each team is permitted one timeout per OT period (each team possessing the ball).

To start the overtime, the offensive team will put the ball in play, first and goal, on the defensive team's 10-yard line. The first offensive team will have a series of 4 downs. That series is terminated by any score of the offensive team or if the defensive team has possession of the ball.

If a team scores a touchdown it is entitled to the opportunity for a try unless the points will not affect the outcome of the game. Teams will use the same end zone for the first full period (each team possessing the ball) of OT.

### **Seeding Tie-Breakers for Girls Volleyball and Basketball**

Head to Head win/loss is the first tiebreaker for A teams with identical records.

B team records will then be used to break a tie between two A teams with identical records that split their regular season matches/games.

A coin flip is the third tiebreaker, if B team records do not resolve the tie.

If the B brackets are seeded based on B team records, the same steps are followed with A team records serving as the second tiebreaker.

C brackets are seeded by record and also Athletic Administrator/Designee discretion, as to avoid having teams within the same school

(i.e. DM1 v. DM2). playing against each other in the opening round.

### **Parent-Community Night Protocol**

In order to help observe the Board Regulation for Parent-Community Night, which calls for an end of activities at 6 p.m. on Wednesday evenings, the following protocols will be followed.

Games will be scheduled to start at 3:45 (or earlier) is possible. If the aux gym is available, warmups will be conducted in those spaces so subsequent games could potentially start sooner.

If every attempt has been made to save time the games are played in their entirety.