

Athletic Handbook

Participants, Parents, and Coaches

Jr High and High School Programs

Klamath County School District 2018-2019



**Adopted By
Klamath County School District
Board of Directors
June 2018**

Replaces/Combines: Coaches Handbook, Jr High Handbook, Parents/Participant Handbook

PREFACE

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

KCS D UPHOLDS NON-DISCRIMINATORY PRACTICES IN EMPLOYMENT AND IN EDUCATIONAL OPPORTUNITY

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

Complaint procedures

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

PHILOSOPHY OF ATHLETICS

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

THE ATHLETE

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

THE GOAL OF ATHLETIC COMPETITION

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

personal commitment. If a participant strives to reach their potential with passion and perseverance, personal victories that last a lifetime will be the end reward and victory.

GOVERNANCE OF KCSD ATHLETIC PROGRAMS

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

All KCSD interscholastic programs must also comply with [KCSD policies](#) and the guidelines developed for the safe and equitable operation of the sponsored programs.

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

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

SPECIFIC SCHOOL ATHLETIC PROGRAM OPERATION

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

The operation of the interscholastic programs in each school will be the responsibility of that school's Athletic Director (AD). The AD for each school will establish the process to monitor and confirm all league, OSAA and KCSD rules and procedures are being followed and met in their specific school. This involves, but is not limited to, scheduling practices and contests, establishing practice and contest times, scheduling and making travel arrangements, hiring and evaluating coaches, and ensuring safety

measures are in place and are being followed for participants and spectators. The building AD is supervised by the building Principal in unison with the KCSD District Athletic Director.

QUALIFICATION REQUIREMENTS FOR COACHES, VOLUNTEERS, AND ATHLETIC DIRECTORS

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

Current KCSD PAID Employee ALL Paid Coaches and AD's	Non-KCSD Employee Paid Coaches – ONLY Coaches	ALL Volunteer Coach
• NFHS Fundamentals of Coaching -1 time certification required	• NFHS Fundamentals of Coaching -1 time certification required	• NFHS Fundamentals of Coaching -1 time certification required
• Concussion-required annually	• Concussion-required annually	• Concussion-required annually
• Heat Illness Prevention-4 yrs	• Heat Illness Prevention-4 yrs	• Heat Illness Prevention-4 yrs
• Anabolic Steroids-4 yrs	• Anabolic Steroids-4 yrs	• Anabolic Steroids-4 yrs
• First Aid-current	• First Aid-current	• First Aid-current-recommended
• KCSD Safe School Certifications-required annually	• KCSD Safe School Certifications-required annually	
• OSAA Sport Specific (FB and WR)	• OSAA Sport Specific (FB and WR)	
• Substance Screen	• Substance Screen	

NOTE: Specific program requirements for coaches

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

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

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

ACADEMIC ELIGIBILITY CRITERIA FOR STUDENT/ATHLETES

Interscholastic activities are considered extra-curricular and participants must meet and maintain an established set of KCSD and OSAA academic criteria to participate. The basic set of academic criteria is as follows:

- Participants must be enrolled as a full-time student in their school of attendance
- Must be making satisfactory progress towards graduation as defined by the OSAA
- Must have earned the required number of credits the previous semester they wish to participate in an activity

Once OSAA eligibility has been met, KCSD has eligibility requirements for continued participation in extracurricular programs. These academic eligibility requirements are:

Student/athlete participating in KCSD athletics must maintain at least a 2.00 grade point average (GPA) during any grading period or at the end of each semester and be passing five (5) classes. KCSD grading

periods are listed below; grades will be checked on the first Wednesday following the KCSD 'End of Grading Period' listed below:

- End of the first six week grading period – October 11th
- End of the second six week grading period – November 16th
- End of the First Semester (determines eligibility for next semester) – January 24th
- End of the fourth six week grading period – March 14th
- End of the fifth six week grading period – May 2nd
- End of the Second Semester (determines eligibility for next semester) - June 14th

A grade violation will begin on the first Wednesday following the end of a grade period. If grades are checked before the proceeding Wednesday and the athlete has a 2.0 or better, they are removed from academic probation period.

Grades may be reviewed more frequently than the periods listed above for monitoring. However, the specific periods listed will be the required dates that determine academic eligibility for extra-curricular participation.

If a student/athlete fails to meet the academic standards at any of the above KCSD grading periods, the student/athlete will be placed on a three week probationary period according to the following guidelines:

- Week One: The student/athlete can participate in practices and contests while being monitored by the school administration and athletic coach. Grades will be checked at the end of the first full week (Wednesday to Wednesday) and if the deficiency causing the probation is corrected no other action will be taken and the athlete is declared eligible.
- Week Two: If the student/athlete is not meeting KCSD academic standards at the end of the first week period, the student will be allowed to participate in practices but is suspended from contests for the second week of probation. Student/athlete progress will continue to be monitored by the school administration and athletic coach. Grades will be checked at the end of the second full week and if the deficiency causing the probation is corrected no other action will be taken and the athlete is declared eligible.
- Week Three: If the student/athlete is still not meeting KCSD academic standards at the end of the second full week, the student/athlete will be suspended from participating in both practices and contests. Student/athlete progress will continue to be monitored by the school administration and the head coach. Grades will be checked at the end of the third full week and if the deficiency causing the probation is corrected no other action will be taken and the student/athlete is declared eligible. If at the end of the third full week the deficiency still remains, the student/athlete is declared ineligible for the remainder of the season.
- A student/athlete will be reinstated immediately once all academic standards are met, except when a student/athlete is declared ineligible for the remainder of the season.

ACADEMIC ELIGIBILITY COMMITTEE

The principal of each school will appoint a committee of five members to review individual cases of eligibility. Individual cases of district academic standard waivers will be decided by a simple majority decision.

The committee will consist of the principal, coach of the program the student/athlete is associated, school athletic director or another head coach for the school, and two staff members at large.

Parents/guardians are to be notified prior to appointing the eligibility committee and conducting the meeting of the planned process to keep them informed. It must be made clear to all members of the eligibility committee their roles in helping the athlete maintain his/her eligibility. All members, the athlete and parents, are to be kept informed of progress being made by the athlete until a final decision on eligibility is resolved. All committee members must follow through with the requirements of the committee decision.

ADMINISTRATION OF ATHLETIC PROGRAMS-COMPLAINTS

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

Level 1: Coach

Level 2: School Athletic Director

Level 3: School Administrator

Level 4: District Athletic Director

Level 5: Superintendent

ALCOHOL/TOBACCO-NICOTINE PRODUCTS/ILLEGAL DRUG POLICY

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

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

Student/athletes will be found in violation if they are not personally using, but remain in the presence of individuals who are violating this policy. Any infraction occurring will be enforced upon the conclusion of due process between the student/athlete, parents/guardians, and the school administration. Enforcement of any violation will take place during the present, next sport season, and/or a combination of the two overlapping seasons the athlete is/or will be participating. Violation of this policy can result in the athlete becoming ineligible for any team and/or school awards/honors and from being nominated for any league and/or state awards/honors for the sport they are participating in during the infraction. Athletes who find themselves in jeopardy because of a substance abuse problem should contact the school counselor, communicate concern to their coach, and/or seek professional assistance. An athlete who is in violation of these rules and transfers during the period of the consequence to another KCS D school will serve out their full consequence at their enrolled KCS D school of attendance.

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

1st Offense

1. The student/athlete will be suspended from interscholastic competition according to the following:

- 45 OSAA participation days, using a 7-day week standard, from the conclusion of a due process meeting between the student/athlete, parents/guardians, and the school administration.
- Suspension may carry from one sport season to the next in which the athlete participates. If an athlete is not able to serve their full consequence before the sport season concludes, the days of the consequence resumes on the 1st official OSAA practice date for the next season they participate.
- The athlete will be able to practice, but not compete during the suspension. The athlete will not be able to dress down for games and must sit with the team for HOME contests. The athlete is not allowed to leave school early to travel to AWAY contest with the team.

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

OR

2. EDUCATION AWARENESS OPTION:

In an effort to provide student/athletes an opportunity to have the 45 OSAA calendar day suspension reduced, an Educational Awareness Option (EAO) is available for First Offense violations ONLY. A student/athlete and parents/guardians, may choose to participate and successfully complete a KCSD provided, or approved alcohol and drug education program.

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

- The athlete, with a parent or an adult advocate, will be required to complete all EAO sessions for the program.
- Upon successful completion of the EAO, the athlete and the parent or adult advocate will be required to meet with the advisor/coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement.
- Athletes who choose this option will be suspended from competition for a minimum of 30 OSAA participation days. If the EAO program exceeds 30 OSAA participation days, the athlete will be expected to successfully complete the EAO program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed from the team at the discretion of the school administration until the program is fully completed.
- Athletes not choosing the EAO will be suspended for 45 OSAA participation days. Any costs outside the KCSD provided program will be the responsibility of the parent/guardian.

2nd Offense

- The athlete will be suspended from the interscholastic athletic program for a period of one (1) calendar year from the conclusion of a due process meeting between the school administration, the student, and parents/guardians.

- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin an athletic program after the one calendar year suspension.

3rd Offense

- The athlete will become ineligible for athletic competition, practice, or team membership for the remainder of his/her high school years.

2. ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING

Athletes shall not remain at any site where illegal activities such as consumption of illegal drugs or alcohol by minors are occurring. The interpretation for this violation is at the discretion of the school administration.

1st Offense

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

1. 30 OSAA participation days upon conclusion of a due process meeting between the student/athlete, parents/guardians, and the school administration in any sport season in which the athlete participates.

OR

2. EDUCATIONAL AWARENESS OPTION

In an effort to provide athletes an opportunity to have the 30 OSAA participation days suspension reduced, an Educational Awareness Option (EAO) is available for First Offense violations only. An athlete and parent, or adult advocate, may opt to successfully complete a KCSD provided, or approved alcohol or drug educational program.

The Educational Awareness Option will consist of the following:

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

- The athlete, with a parent or an adult advocate, will be required to complete all Educational Awareness Option sessions.
- Upon successful completion of the Educational Awareness Option, the athlete and the parent or adult advocate will be required to meet with the head coach and school administration. The purpose of the meeting is to plan for continued assistance for the athlete. The meeting must take place prior to reinstatement.
- Athletes who choose this option will be suspended from interscholastic competition for a minimum of 15 OSAA participation days. If the Educational Awareness Option Program exceeds 15 calendar days the student will be expected to successfully complete the Educational Awareness Option Program if they have rejoined the team. An athlete not making satisfactory progress in the program after being reinstated can be removed from the team at the discretion of the school administration until the program is fully completed.

- Athletes not choosing the Educational Awareness Option will be suspended for 30 OSAA participation days.
- Suspension may carry from one sport season into the next in which the athlete participates.
- The athlete will be able to practice but not compete during the suspension.
- The athlete may be required to comply with additional recommendations before being permitted to rejoin the athletic program.
- Any costs outside the KCSD approved programs will be the responsibility of the parent.

2nd Offense

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

SUSPENSION REDUCTION OPTION

In an effort to provide athletes an opportunity to have the 1 calendar year suspension reduced, the athlete may opt to have the suspension reduced to 120 OSAA calendar days by completing 100 hours of community service and any additional recommendations decided by a KCSD District Athletic Director and a committee made-up of 3 KCSD school Athletic Directors.

3rd Offense

- The athlete will become ineligible for athletic competition, practice, or team membership for the remainder of his/her high school years.

3. USE OR POSSESSION OF TOBACCO/NICOTINE PRODUCTS

1st Offense

- Suspension for two weeks of OSAA participation days from athletic competitions; the suspension will begin upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians
- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.
- The athlete will be able to practice but not compete during the suspension.

2nd Offense

- The athlete will be suspended from interscholastic competition according to the following:
 1. 45 OSAA participation days upon the conclusion of a due process meeting between the school administration, the student, and parents/guardians in any sport season in which the athlete participates.
 2. Suspension may carry from one sport season into the next in which the athlete participates.
 3. The athlete will be able to practice but not compete during the suspension.

NOTE: There is not an option to have this 2nd Offense reduced.

- The athlete may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic program.

3rd Offense

The athlete will be fully suspended from the athletic program for a period of 1 calendar year.

- The athlete may be required to comply with additional requirements from administration before being permitted to rejoin the athletic team/program.

If an athlete begins a sport season with a suspension, the athlete must complete the season as an active team member for the suspension to be credited for the Educational Awareness Option.

Any infraction in the above different violations will be handled separately and not as an accumulative total. Violations from different areas cannot be combined to have a cumulative violation total to determine a consequence. Only violations in the same area can be counted as cumulative for that specific violation.

ATTENDANCE STANDARD

Student/athletes are required to be in school the entire day of practice, contests, and/or travel related to an athletic program unless they have an administrative approved pre-arranged absence. For non-school day practice, contests, and/or travel, an athlete must be in school the entire previous day of the event in order to participate.

DISTRICT REGULATIONS AND PROCEDURES

Sport Seasons

The official sport season will begin and end in accordance with OSAA Rules and Regulations as set forth in the OSAA Handbook. Any contact between any adult associated with the program (coach, volunteer coach, guest coach, building staff) and a student/athlete must have prior approval of the building athletic director before occurring.

Season Limitations

Team and school competitions will be conducted on Mondays through Saturdays. No contests will be held on legal holidays or Sundays. Any variation must have prior approval of the Superintendent.

There will be no practice sessions held on legal holidays or Sundays without administrative approval. Administrative approval indicates the session will be optional participation and any athlete who chooses not to anticipate will not be penalized during future practices and/or games for non-participation.

Fees

Participation Fee

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

operation of an interscholastic athletic program, athletes will be assessed a \$100 fee per sport to participate in district-funded and approved programs. There will be a cap of \$400 per family at the high school level for each school year for participation fees.

- Individual school participation fee deadlines for high schools will be the 3-weeks after the 1st OSAA contest date:
 - ✓ Fall Sport – **September 10th** (Due to the start occurring before school begins)
 - ✓ Winter Sport – **December 3rd**
 - ✓ Spring Sport – **March 18th**

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

Individual school participation fees are to be submitted to the Accounts Payable department at the District Office.

- Refunds: If an athlete is eliminated from the program or removes himself/herself from participation prior to the first contest, he/she shall receive a full refund. Prorated refunds occur when the athlete is forced to leave the activity because of conditions beyond their control. No refund will be made after one-half of the contests have been played.
 - ✓ *Prorated Formula: If an athlete qualifies for a prorated refund, the total number of contests for that sport will be divided by the participation fee paid. The refund will be equal to the number of contests remaining that the athlete will not participate. Example: If the fee paid was \$100 and there were 24 contests, you divided \$100 by 24 and this equals \$4.16 per contest. If they are entitled to a refund and there are 15 regular season contests remaining, you would multiply 15 x \$4.16 and the athlete would get a refund of \$62.24.*

Eligibility

KCSO abides by the general Rules and Regulations as set forth by the OSAA. In addition, the district has adopted more stringent standards in the areas of drugs, alcohol, tobacco/nicotine products, and academics. The guidelines and policies for athletic participation can be located in this handbook, upon request from the athletic director for the school, and/or on the KCSO website.

Officials

Officials for athletic contests played at HOME for KCSO schools shall be from the Klamath Falls Officials Association or the Central Oregon Officials Association (for Gilchrist home games). Any dissatisfaction with officials will be submitted in writing to the building principal or athletic director, who in turn will meet with the commissioner for resolution

Admission

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

Team Classification

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

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

Freshman – Must be ninth grade students only unless approved by the school athletic director.

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

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

Fund Raising

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

Ejection of a player

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

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

DISTRICT REGULATIONS AND PROCEDURES

Sport Season

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

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

Summer Athletic Programs

All summer programs shall complete a **Facility Use Form** when the activity involves any student or individual who will not be attending that school the following year. Schools who are running

summer leagues, summer practices or other school specific activities are not required to submit a facility use form. If the program is a 'for operator profit', the organizer must have the **Facility Use Form** approved by the Risk Management Department and provide proof of insurance before approval for KCSD facilities are granted. Some external groups using KCSD facilities could be assessed a facility use fee to cover district incurred expenses.

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

- Physical Examinations
 - ✓ Current 8th grades who wish to participate in summer programs, at the high school level, must have a current physical within the past 2-years that will cover them through that summer. On the 1st day of OSAA designated practice for the sport they wish to participate as a freshman, they must have a current physical on the OSAA Physical Form signed by an approved medical personnel and dated **AFTER** May 1 in order to participate in any programs.
- Athletic Participation Form
- Proof of Insurance
- Proof of School Residency
- Current Impact Test

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

- OSAA Required Certification Classes
- First Aid/CPR
- Criminal Background Check
- Building Use Form Completed and Approved when applicable

Team Travel

The KCSD Athletic Director must be notified of any out of state contests exceeding 400 miles round trip excluding district, regional, state and national competition. Before contests are scheduled, the trip must be approved by the KCSD School Board.

Travel itineraries for post-season playoff games and/or state playoff games must be submitted and approved by the KCSD Athletic Director prior to any reservations for hotels or travel is made.

Emergency Plans

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

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

Social Media

Social media provides a method for communication between all participants and interested parties that are associated or have an interest in an athletic program. It can be used to update times and locations for practices and games in the event changes are required. It allows Q&A to be viewed by large groups. There are many uses and it is part of the communication tool used by many programs.

It is NOT REQUIRED for participants to have access to social media formats as a tool of communication and other forms will be used to ensure participants are informed of program updates.

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

KCSO also encourages any communication between a participant and their coach be shared with their parents/guardians to ensure professionalism is in place.

KLAMATH COUNTY SCHOOL DISTRICT - CONCUSSION MANAGEMENT PROTOCOL

Coaches

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

Athletes

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

Concussion Management Plan

The KCSO Concussion Management Plan shall be followed for any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion.

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

Concussion Management Protocol

Step 1 – Recognition and Evaluation:

- Suspected or Diagnosed Concussion. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day.
- NOTE: In schools which have the services of an athletic trainer registered by the *Oregon Board of Athletic Trainers*, that athletic trainer may determine that an athlete has not exhibited signs, symptoms or behaviors consistent with a concussion, and has not suffered a concussion, and return the athlete to play. Athletic trainers may also work in consultation with an appropriate Health Care Professional: Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners, in determining when an athlete is able to return to play following a concussion.

Step 2 – Removal from Participation:

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

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

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

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

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

- ImpACT results are then discussed with the designated Concussion Management Team (CMT) and health care professional for that athlete. The athlete's care will then follow the ImpACT Flow Sheet for Post-Concussion Management.
- School attendance and other activities may need to be modified on an individual basis according to the individual's symptoms and cognitive impairment.

- Workload and homework may also need to be reduced/modified/etc.
- Physical and cognitive rest are very important while the athlete is experiencing concussion symptoms.
- Contact the KCSD nurses' office.

Step 5 – Monitor Symptoms.

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

Step 6 – Progressive Return.

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

Additional Information/Definitions:

- Concussion: A concussion is a brain injury in which trauma to the head results in a temporary disruption in brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of direct or indirect force to the body. An athlete does not have to lose consciousness ("knocked out") to suffer a concussion. A concussion may cause multiple symptoms which may appear immediately after the injury, while others may develop over several days or weeks. Concussion symptoms may interfere with school, work, and social life.
- Concussion Management Team (CMT): The KCSD Concussion management team will consist of one KCSD school administrator, one KCSD nurse, one KCSD coach, one KCSD teacher, and one KCSD counselor and/or academic advisor.
- Health Care Professional: Is defined by OSAA policy as a Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners.
- Post-Concussion Syndrome: Is characterized by prolonged concussion symptoms (headache, nausea, dizziness, difficulty concentrating, poor memory, etc.) that may continue for months or longer.
- Second Impact Syndrome: Occurs when an individual receives a second blow to the head after they have already sustained a concussion, which results in rapid swelling of the brain and is often fatal. Even a very minor blow can cause Second Impact Syndrome. Although Second Impact Syndrome is rare it can have dire consequences.
- Any necessary, scans, CT's, etc., will be determined by the appropriate health care professional. (Cost of any procedures (CAT Scans, MRI's, etc) will not be the responsibility of KCSD or the school the student attends.)

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