

COLFAX Junior/Senior High School Activities/Athletics Handbook



ACTIVITIES/ATHLETICS HANDBOOK
Updated: 5.26.26

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Section 1

I. INTRODUCTION

A. Purpose of this Activity Agreement

Students represent their school as a participant in school activities. It is imperative that team members operate in a climate free of disruptive behavior, and dress and behave in a manner that will inspire pride and approval by the community.

B. Length of Season

These rules and regulations contained here-in apply to each student who participates during an activity season, beginning with the first academic school day and concludes on the last scheduled day of the school year. These rules and regulations are in effect on and off school grounds including while participating at co-op schools or school related activities.

C. Definition of Activities

Activities are an extension of the school day. Activities include but are not limited to; cheerleading, associated student body offices, bands, choir, drama, all clubs, organizations and athletics.

Section 2

II. PHILOSOPHY

A. It is the intent of Colfax Junior/Senior High School to set a standard of acceptable behavior that encourages its students to strive for the highest level of performance while emphasizing the importance of integrity, moral responsibility, and a healthy respect for positive personal values.

B. SCHOOL GOALS

1. to provide a positive image of school activities
2. to strive always for good sportsmanship
3. to ensure growth and development that will raise the number of individual participants
4. to provide opportunities that will be similar to those encountered after graduation
5. to provide opportunities for students to experience success and have fun
6. to provide an outlet for a wide variety of interests and abilities
7. to create a desire to succeed and excel
8. to encourage the development of healthy habits and lifestyle

Section 3

III. ADMINISTRATIVE ORGANIZATION

- A. Colfax Junior/Senior High School is governed by a Board of Directors, who work with the Superintendent on setting policy. The Superintendent works closely with the School Principal conveying these policies. The Principal is designated to be in charge of the day-to-day operation of the school and all club advisors. Under the Principal, is the Athletic Director who is in charge of the athletic program including hiring, training, and evaluating coaches, and who acts as the principal's designee for matters dealing with the state and league athletic ruling bodies. Head coaches are responsible to the Athletic Director for the total operation of their respective sports program(s).

- B. As a member of the WIAA, Colfax agrees to abide by all of the state by-laws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of athletes.

Section 4

IV. PARTICIPATION REQUIREMENTS

- A. Insurance
 1. Students cannot participate in school extra-curricular activities unless covered by a family policy or by the school-offered student accident coverage.
- B. Academic Eligibility
 1. To be academically eligible to initially participate in activities, a student must have:
 - a. An accumulative 2.0 GPA;
 - b. No 'F' grade for the previous semester
 2. Students academically ineligible, as stated above, will be on academic probation for five (5) weeks (WIAA Rule). During this five-week period, the student may practice, but cannot compete in the activity or travel.
 3. Beginning the third week of each semester, grades will be checked each Monday. If a student has an 'F' semester grade and/or a GPA below 2.0, the student will be academically ineligible for the following week of competition.
 - a. Ineligible students cannot suit up in uniform, or participate in pre-event warm ups.
 - b. Ineligible students cannot travel if it means the student will miss school hours.

4. If a student is academically ineligible three (3) consecutive times during a season, the coach/advisor has the option to cut/drop the student from the team/activity/club for the remainder of that season.

C. Attendance

1. **Each student is expected to be in attendance at school for each class period in order to participate in any after-school activities, including practice.** The only exception is medical appointments with a doctor's note. Please schedule appointments accordingly.
2. Emergency situations regarding attendance will be dealt with by the principal and/or athletic director. Please contact the school immediately for unforeseen circumstances.
3. Up to three college visits per year are cleared for practice with prior request and approval from the school counselor.
4. If a student is tardy in any given class three times per sport season they are required to attend after school detention and will not be allowed to practice until detention has been completed or scheduled. Subsequent tardies will also result in detention assignments.

D. Forms and Fees

1. All required forms shall be signed and all fees and/or fines paid prior to any practice. Athletics forms are available at www.colfax-wa.finalforms.com.
2. Forms for athletics include but are not limited to;
 - a. Physical examination with a physician's signature. Completed physicals may be uploaded to Final Forms;
 - b. Emergency Contact Information form;
 - c. Signature of a parent/guardian and the student signifying they have read and accepted the regulations of this handbook;
 - d. Current ASB card;
 - e. Concussion and Sudden Cardiac Death information verification;
 - f. Baseline Concussion Testing.

E. Participation - Athletic participants must meet all WIAA eligibility requirements including but not limited to the following:

1. Each activity has established criteria for participation/playing time.
2. Coaches/advisors are to evaluate and decide how to best utilize participants.

3. Participation is based upon a combination of factors. Factors determining playing time/participation include but are not limited to:
 - a. Ability – Proficiency and skill.
 - b. Coachability – Listens and responds positively to coaching points.
 - c. Punctuality – Being on time and ready to participate.
 - d. Commitment – Dedication to the activity and team.
 - e. Effort – Positive work ethic toward tasks.
 - f. Teamwork – Willingness and compatibility to work with other team members.

F. Eighth Grade Participation in High School Program(s)

1. Practice with the High School Team

- a. If a sport is offered by the middle school, middle level students may practice with the high school teams only during the time period that the seasons run consecutively.

2. Participate with High School Team:

- a. With an existing Junior High program, and with league approval, Colfax High School may allow eighth (8th) grade students from a WIAA member feeder middle school/junior high to participate in the high school program in boys or girls basketball, boys or girls cross country, volleyball, boys or girls wrestling, and boys and girls track & field. With league approval, Colfax High School may allow eighth (8th) grade students from a WIAA member feeder middle school/junior high to participate at the high school level if at any time before the 50% rule during the season the number of participants on the high school team is at or below these specified numbers. Furthermore, if the 8th grader qualifies for the postseason in their individual sports they are allowed to continue to compete on the high school team.

Basketball: 16

Volleyball: 17

G. Fines and Fees

WIAA fines and fees are aimed at deterring negative behaviors across the Association. The process has been approved by the WIAA legal team and WASBO.

1. Contests

- a. ML/HS Ejection Appeals (if overturned, money is not collected) \$200
- b. ML/HS Ejection of Coaches \$200
- c. ML/HS Ejection of School Staff Acting in an Official Capacity \$200

3. State Contests

- a. HS Refusal to Address Unauthorized Streaming \$500
- b. HS Ejection of Fans \$200
- c. HS Unauthorized Fan Entry into Competition Area \$500

- d. HS Music Attestation Violation (Cheer) \$100
- e. HS Protest Fees at State and District Events (if upheld) \$100

Section 5

V. CODE OF ETHICS/SPECTATOR CONDUCT:

A. It is the duty of all concerned with school athletics/activities:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To encourage and support the best values of competition.
3. To stress the values derived from competing fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a friendly relationship between visitors and hosts.
6. To respect the integrity and judgment of officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use initiative, and good judgment by the competitors.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual competitors.
10. To remember that an athletic/activity/contest is only a game/competition, not a matter of life or death for players/contestants, fans/parents, coaches/advisors, officials of the school.
11. To remember that as a representative of the Colfax School District, students, coaches/advisors, parents/fans, and teachers should make every attempt to demonstrate exemplary behavior and respect, both within Colfax School Campuses and while visiting other campuses.

B. Spectator Conduct and Sportsmanship

1. Spectators are encouraged to attend school sponsored or approved extracurricular activities as guests of the school district. As guests, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment or instructional benefit of the participating students, the enjoyment of other spectators, or the duties of officials or event management personnel. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive, sets poor examples for students, and interferes with the District's mission. To protect their rights of students to participate without fear of interference and to permit the

sponsors and officials to perform to their duties without interference, the following provisions are in effect:

- a. Abusive, verbal or physical conduct of spectators directed at participants, officials, staff members, sponsors, or other spectators will not be tolerated.
- b. Verbal or physical conduct of spectators that interferes with the performance of students, officials, staff members, sponsors, or other spectators will not be tolerated.
- c. The use of vulgar, obscene, or demeaning language directed toward students, officials, staff members, sponsors or other spectators will not be tolerated.
- d. If a spectator becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event and/or ban the individual from future sponsored or approved extracurricular activities at the discretion of the principal and/or athletic director.

Section 6

VI. DISCIPLINE

- A. Students who participate in school related activities are held to a high standard of conduct. Violations of the school rules will subject the student to appropriate discipline as determined by the school Principal or Designee, which may include the activity advisor and/or coach. Individual activities may also have their own specific rules which are to be followed and for which discipline may be imposed. Because student athletes are leaders of, and role models for, other students, they are prohibited from attending or remaining at parties or gatherings where they know minors are consuming alcohol or other substances the law prohibits minors from consuming (collectively referred to as “prohibited substances”).
- B. If a student athlete does not leave a party or gathering where they know minors are consuming prohibited substances or does not self-report when circumstances prevent them from safely leaving the party or gathering, the student athlete will be suspended from competitions for twenty percent (20%) of the WIAA regular season.
- C. Drug, Alcohol, Vaping, and Tobacco Use
 1. A participant shall not possess, use, deliver, distribute, sell, offer to sell, be under the influence of, or show evidence of having used a controlled substance, counterfeit substance, any illicit drugs, alcohol, or tobacco (including smokeless tobacco/chew), nicotine-delivery devices, or paraphernalia.
 2. Students, as leaders and role models, shall not attend parties where minors are using prohibited substances. Students need to have the courage and self-discipline to leave immediately, and if they

choose not to, they will be held in violation. If a student cannot safely leave a situation where prohibited substances are present, the student should report the incident to an administrator immediately upon returning to school. Verification of the circumstances by the administrator will result in no disciplinary penalty.

3. After signing this agreement, each student shall abstain from the use of prohibited substances for the duration of their season. (*See length of season section.*)

D. Penalties Regarding Drugs, Alcohol, Vaping and Tobacco

1. FIRST OFFENSE

- a. The student will be ineligible immediately and will be suspended from competitions for fifty percent (50%) of the WIAA regular season competition allowance per sport and will be required to attend a re-entry meeting. The first week of ineligibility includes NO participation in any team activities within the specific sports season. Beginning with the second week, the student will be REQUIRED to attend all practice sessions, at the discretion of the coach and Athletic Director. The suspension begins on the day the discipline is imposed.
- b. The percentage of competitions missed carries over into the next season of the student's participation. If the exact percentage cannot be reached within the season, the student must serve the suspension through the next game(s) to put them over the imposed suspension.
- c. The student will be allowed only one "first offense" during his/her **entire high school career** and it will apply to all extra-curricular activities.
- d. Any drug or alcohol offense will transfer to and from other school districts.

2. Self-Admittance Discovery vs. Investigative Discovery

- a. Students are encouraged to self-report infractions of the Athletics/Activities Code by contacting the school administration. Self-admittance is defined as initiating the discovery i.e. being the first person to report.
- b. If a student self-reports, the suspensions will be reduced to twenty-five (25) percent of the competitions.

3. Re-entry meeting

- a. Upon completion of the 50% penalty the student, guardian(s), coach, Principal and or Athletic Director shall meet to clarify expectations.

4. Second Offense

- a. The student will be ineligible for participation in all extra-curricular activities, but allowed to continue co-curricular activities, for a period of one (1) calendar year from the date of the second violation.

5. Third Offense

- a. The student will be permanently ineligible for the remainder of his/her high school career.

6. Treatment

- a. Students may, at the discretion of the Superintendent/Eligibility Board, have their punishment and exclusion from activities reduced if the student agrees to submit to an appropriate drug or alcohol assessment and treatment plan from an appropriately qualified provider.
- b. Failure to comply with the treatment recommendations will result in imposition of the full penalty.

7. Appeal

- a. Any student who disagrees with the discipline imposed on his/her participation in activities may submit a grievance to the Athletic Eligibility Board selected by the Principal/Athletic Director to hear the student's appeal.
- b. A meeting will be scheduled with the Athletic Eligibility Board and student in order to allow the student an opportunity to share his/her perspective and explanation regarding the behavioral violation.
- c. The discipline imposed may continue pending this appeal.
- d. The decision of the Athletic Eligibility Board will be final.

Section 7

VII. COMMUNICATION BETWEEN STUDENTS, COACHES, AND PARENTS

- A. When a student becomes involved in athletics or activities, staff will strive to provide concise communication of that program's expectations. This should include game/competition and practice schedules, review of team and school rules and regulations, transportation procedures, injury reporting, program philosophy, and reviewing the process for addressing concerns. These issues should be addressed at the pre-season parent/participant meeting that each head coach/advisor is responsible for organizing and promoting. There will be times when participants and parents will be challenged with difficulties. Examples could include lack of playing/participation time, not making the starting lineup or top team/group, feelings of being mistreated or neglected, differences of philosophy, etc. In all cases the solution lies in communication. Our

primary goal is that of developing students who are prepared to meet the challenges of the 21st century. The following procedures will be used in addressing concerns:

1. First, students address concern(s) with the coach/advisor. In some cases, students are reluctant to approach their coach/advisor. In that case the Athletic Director can help facilitate a meeting.
2. Second, if a satisfactory solution does not occur, a meeting with the student-athlete, coach, and athletic director may be appropriate. In some cases, other solutions as determined by all concerned parties may be agreed upon.
3. Third, after the student has exhausted all avenues for resolution outlined above, it is then appropriate for guardian(s) to contact the coach/advisor and/or athletic director. In the event that parents contact the principal, parties will work together to facilitate the process described above. This process empowers students to work through problems utilizing the concept of chain of command and communication skills. This serves as a real world learning experience for students.

Section 8

VIII. AMATEUR STANDING

A. In order for a student to maintain his/her amateur standing, he/she may not:

1. Accept merchandise of more than \$300.00 in value;
2. Accept cash rewards;
3. Enter competition(s) under a false name;
4. Accept payment in excess of that needed for actual and necessary expenses for the athletic trip;
5. Sign or have ever signed a contract to play professional athletics (whether for a money consideration or not), play or have ever played on any professional team in any sport; received, directly or indirectly, a salary or any other form of financial assistance (including scholarships or education grant-in-aid from a professional sports organization or any of his/her expenses for reporting to or visiting a professional team).

B. A Student Athlete May:

1. Participate as an individual or as a member of a team against professional athletes, but he/she may not participate on a professional team.
2. He/she may play summer sports as an amateur on any team not under the jurisdiction of professional sports.
3. Be employed in the intramural sports program(s) of his/her school district and his/her duties may include officiating intramural contests at the going rate for such employment.

4. In, supervise or officiate in any organized youth sports program, recreation, playground or camp activity whether the student athlete is paid or not paid for these duties.

C. Two or More Conflicting Activities

1. Colfax Junior/Senior High School provides a wide variety of extra-curricular and curricular activities in which students are encouraged to participate. It is not the intention of the school for participation to be limited to a single activity. In fact, research shows that a student's satisfaction with the high school experience is enhanced if he/she is involved in two or more activities. It is important, however, that students avoid ongoing activities with schedules that regularly conflict. Students will also be expected to prioritize school activities ahead of non-school activities. Failure to do so can result in appropriate consequence at the discretion of the coach, advisor or director.
2. Athletic teams must follow WIAA Rule 18.23.1 which states: *Schools may not give students special treatment or privileges on a regular basis to enable them to participate in non-school athletic activities. Some examples of special treatment or privileges include reduced practice times, special workouts, late arrivals, early dismissals or missing a practice or contest. Regular is defined as being more than once.*

Section 9

IX. CHECKING OUT EQUIPMENT/UNIFORMS

- A. Each athlete is issued uniforms and/or equipment at the beginning of each season. All uniforms/equipment must be returned to their coach two weeks after the conclusion of the season.
- B. Failure to return uniforms/equipment may result in fees as determined by the coach.

Section 10

X. TRAVEL

- A. Athletic team travel is based upon WIAA guidelines.
- B. A participant is expected to travel to contests, performances, or activities with the team when transportation is provided for this purpose. Guardians may request that their son/daughter return home from an event with them. To do so, the guardian must sign out their child with the coach/supervisor of that activity.
- C. If the student will be riding home from an event with an adult *other than their guardian*, a request must be made by filling out an *Alternate Travel Request* at least one day prior to the date of activity. District policy does not allow a student to return in separate transportation from an away event without a completed *Alternate Travel Request*. These forms must be

approved by an administrator and the coach/advisor if district transportation is not used. Only qualified participants/teams will be allowed to travel (no extras with the exception of team managers).

Section 11

XI. ASSUMPTION OF RISK

- A. It is the Colfax School District's intent to provide participants with good instruction, safe equipment, and safe transportation; but the District cannot eliminate all risks involved in activity participation. Activities, particularly athletic and sports activities, may involve extreme physical exertion and physical contact, which by the nature of the activity can result in injury, including serious injuries. By allowing my son or daughter to participate in such activities, I have personally determined that my son or daughter is in good health and can take part in these activities in full recognition of the inherent risks involved. I fully understand that participation in these activities is voluntary and that serious risks and danger may occur.

- B. The Colfax School District provides WIAA catastrophic medical insurance coverage to participating students. As the parent or legal guardian of the student, I acknowledge that it is my responsibility to secure, at my expense, any additional medical, disability or other insurance to cover or offset any costs, expenses or losses that may be incurred as a result of my child's participation in the Colfax School District's extracurricular activities. If you have any questions regarding the WIAA catastrophic medical insurance coverage, it is your responsibility to contact the WIAA to answer any questions.

Section 12

XII. NON-DISCRIMINATION STATEMENT

- A. Colfax School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal, or any other basis prohibited by law. The following employees have been designated to handle questions and complaints of alleged discrimination:

- B. Title IX Coordinator, Section 504/ADA and Civil Rights
Compliance Coordinator: Superintendent, 1207 N. Morton
Street, Colfax WA. 99111. 509-397-3042

