

11/3/2022



Coaches Handbook

Freeman School District

Table of Contents

Introduction.....	2
Athletic Department Goals.....	2
Notice of Non-Discrimination.....	2
Coaches.....	2
Coaches Code of Ethics.....	2
Requirements of Coaches.....	3
Coaching Contracts.....	3
Head Coach Responsibilities.....	3
Head Coach Evaluation.....	5
Assistant Coach Responsibilities.....	5
Assistant Coach Evaluation.....	5
Sportsmanship.....	6
Coaches Philosophy.....	6
Competition and Participation.....	7
Varsity Level.....	7
Sub-Varsity Level.....	7
Middle School Level.....	7
Parent/Coach Communication/Resolution of Athletic Complaints.....	7
FSD Emergency Plan.....	8
Emergency Plan Personnel.....	8
Emergency Communication.....	9
Emergency Equipment.....	9
Emergency Transportation.....	9
Activating the EMS System.....	9
Activity/Athletic Code.....	9
Academic Standards.....	10
Attendance at School.....	11
Equipment.....	11
Fees.....	11
Sportsmanship.....	11
Travel.....	11
Quitting a Team.....	11
Use And/Or Possession of Alcohol, Tobacco Products or Illicit Drugs.....	12
Self-Admittance/Self-Report.....	12
Additional Rules.....	12
Grievance and Appeal Process for Disciplinary Action.....	13
Penalties for Violation of the Athletic Code.....	13
Procedures for Violations of the Athletic Code.....	13
Paperwork and Fees for Student Athletes.....	14
Lettering/Awards.....	14
Letter Awards.....	14
Certificate of Participation Awards.....	15
Requirements for Varsity Letter by Sport.....	15
Procedures.....	16
Fundraising.....	16
Purchasing.....	17
Inventory.....	17
Uniforms.....	17
Training Room.....	17
Team Stores.....	17
Out of Season Camps.....	18
Open Gym Sessions.....	18
Weather.....	18
Policies.....	18
Schedule of Contests.....	18
Meetings.....	18
Important Contact Information.....	19

Introduction

At Freeman School District, we believe that the Interscholastic Athletic Program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness and personal health, the acquisition of competent performances and the achievement of excellence in the student's chosen sport. Participation is a privilege that carries with it responsibilities to the individual, to the activity, to academics, to the student body, to the school and school district, to the community and to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

Athletic Department Goals:

- Develop and maintain sportsmanship
- Increase physical fitness and motor skills
- Promote high academic standards and success
- Develop strong character traits
- Develop competitive teams

Notice of Non-Discrimination

FSD is committed to providing equal opportunity for all individuals in education. District programs, activities and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Coaches

Coaches Code of Ethics:

It is the duty of all concerned with school athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative and good judgment by the players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, state or nation.

Requirements:

- Meet Washington Interscholastic Athletic Association standards
- Attend rules clinics
- Attend pre/post season meetings
- Maintain a current First Aid card
- Be a member of professional organizations such as Washington State Coaches Association
- Follow District and WASBO rules and regulations regarding fundraising and purchasing

Coaching Contracts:

- All coaching assignments are approved by the School Board and are on a year-to-year basis. Recommendations are made to the Board by the Athletic Director and Principal.
- All coaches paid and volunteer must be approved by the School Board and meet the certification requirements.
- Coaches will be compensated according to the terms of the Freeman School District contract. Coaches may not be paid by an outside organization.

Head Coach Responsibilities:

The coach's relationship with school staff should be one of professionalism, understanding and cooperation. The coach will support the overall goals of the school and encourage student-athletes to display loyalty and enthusiasm for all school activities.

- Annually
 - Assist in the recruitment, screening, hiring, training, evaluation and assignment of assistants
- Pre-Season
 - Set up a meeting with the Athletic Director
 - Conduct registration for the upcoming season
 - Ensure the collection of necessary paperwork for student athletes eligibility is taken care of through Final Forms/the office
- In-Season
 - Implement the Athletic/Activity Code
 - Provide information to the AD for transportation, officials and game management
 - Be responsible for constant care of equipment and facilities used
 - Follow procedures for purchasing
 - Assist in the coordination of all levels within the specific activity
 - Develop practice and seasonal plans and scouting duties if applicable with the idea of development the participants' greatest potential
 - Emphasize safety precautions and be aware of best training and injury procedures
 - Conduct team and self in an ethical manner during practice and competition
 - Report a weekly summary of all contests to the AD
 - Instruct participants concerning rules and rule changes, new knowledge, innovative ideas and techniques
 - Be responsible for student supervision as outlined in the Coaches Handbook
 - Meet with the AD a minimum of every two weeks

- Make sure the student athletes have all necessary paperwork, current ASB card and have all fines/fees paid for
- Have all necessary emergency information with you and accessible for all practices and games. Emergency information needed is as follows: (available in Final Forms)
 1. Emergency contact information
 2. Health alerts
 3. Copy of the students emergency card
- Post-Season
 - Inventory
 1. Return school equipment
 2. Clean, sort and store equipment
 3. Recommend equipment for repair/replacement
 - Provide fines list for items damaged/not returned
 - Letters and special awards
 - Make recommendations for facilities and equipment
 - Report seasonal records of teams and individual accomplishments
 - Return keys
 - Meet with the Athletic Director
- Student Supervision
 - Provide direction supervision of all students at all times.
 - No early release of students from practice or activities without administrative approval unless all participants are older students who have their own transportation and do not need to rely on the activity bus to get home. This means you must directly supervise students until 5:20 when the activity bus leaves.
 - No students are to be in the hallways after practice. Student-athletes should be exiting out of the building and going to their cars or busses.
 - If uniforms and/or equipment is being issued and all supervisors need to be involved, the students must sit in the activity room, gymnasium or other area until they can all be dismissed and supervised.
 - If students need a drink, one of the coaches or advisors should stand at the door and supervise.
 - When students are loading the bus, one coach/advisor should be supervising while another is in the locker room or hallway.
 - Supervisors should never leave the building until all activity participants have left the school.
 - After a game or event, you will directly supervise all of the participants until they are picked up or have completely left the school grounds. Please use your cell phone on away trips, if need be, so students can call parents before they get back to school to speed up their exiting the school grounds.
- Travel Duties
 - Inform participants of departure guidelines. Have each player check out/in equipment. When appropriate, include hotel address and phone number, departure and return times.
 - Take needed equipment
 - Ensure players have a ride home

- Players may ride home with parents if they sign them out in person at the contest
- Safeguard player valuables
- Inspect event location. Leave in better condition than when you arrived.
- Ensure behavior and dress follow the Activity Code.
- Lock dressing room during team absence and supervise players.

Head Coach Evaluation:

All head coaches will:

- Meet with the Athletic Director prior to the start of the season to discuss goals, turnout expectations and other pre-season needs. A checklist of what is discussed will be kept by the AD with date of meeting noted.
- Meet with the Athletic Director at the conclusion of the season. Items to be discussed include: program progress, inventory, program needs, future scheduling requests and performance of head coach in the just completed season. Written documentation of the meeting should be signed and dated by the AD and Head Coach.

Assistant Coach Responsibilities:

- Annually
 - Keep abreast of new knowledge, ideas and techniques by attending clinics, workshops and reading in her/his field.
 - Assist Head Coach
- Pre-Season
 - Assist the Head Coach in registration of student athletes, issuing of equipment and collecting accurate papers
- In-Season
 - Implement Activity Code
 - Care of equipment and facilities
 - Supervise participants
 - Attendance at practice sessions and contests
 - Discipline in a firm and positive manner
 - Emphasize safety precautions and be aware of best training and injury procedures
 - Conduct team and self in an ethical manner during practice and competition
 - Provide Head Coach with game reports and publicity information
 - Instruct players concerning rules and rule changes, new knowledge and innovative ideas and techniques
- Post-Season
 - Inventory and return equipment
 - Athletic awards
 - Recommend facility and equipment needs

Assistant Coach Evaluation:

All Assistant Coaches will:

- Meet with program Head Coach prior to the start of the season. Discussion will focus on roles of the Assistant Coach in the program, expectations and specific job duties that may be under the direction of the Assistant Coach. A one-sheet checklist of what was discussed will be given to the Athletic Director at the conclusion of the pre-season meeting.
- Meet with program Head Coach at the conclusion of the season. Items to be discussed include: implemented duties of Assistant Coach to the program as assigned by the Head Coach. In addition, questions that the parties have regarding program improvements may be discussed along with goals for the next season. Written documentation of this meeting is to be given to the Athletic Director upon completion of the post-season meeting.

Sportsmanship

Our aim is to develop a student with an improved self-image, with the ability to learn a new skill, and an intrinsic motivation for growth and development. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, student athletes, cheerleaders, parents and spectators to know and embrace the following fundamentals of sportsmanship:

- Freeman should treat visiting teams and their supporters as guests and accord them the consideration and respect everyone deserves.
- Respect should be demonstrated for the officials at all times.
- Knowledge of and respect for the current rules of the contest should guide the behavior of all participants.
- All participants should maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior on the part of the participants and spectators.
- In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected behavior before, during and after contests.
- Parents are a vital piece to a child's success. It is important that parents conduct themselves as good role models for the student athletes, the program their child is participating in and for the school and school district.

Coaches Philosophy

A coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Coaches serve as role models to students and bear the greatest responsibility for the development of sportsmanship and the education of the student athlete, and, therefore, shall never place the value of winning above the value of character building and continuous improvement. Coaches shall comply with all WIAA and school district rules and requirements. The coach shall be thoroughly acquainted with and follow state, league and local rules and is responsible for their interpretation to team members. A coach with a grievance will discuss it with the immediate supervisor. If unresolved, it may then be appealed to the Athletic Director, the Principal and the Superintendent in that order.

Competition and Participation

Freeman School District recognizes safety, facility and coaching availability as well as the specific nature of some sports may require squad size limitations be imposed on some sports. At any level, when squad size limitations occur, a competitive tryout will be conducted to determine the make-up of the teams. All student-athletes will be given a minimum of a three day tryout. The results of the tryouts will be announced in a timely manner. Individual team coaches will be responsible to establish and to announce guidelines for their own team's tryout procedures. Within a program, all student athletes will be given a fair, consistent opportunity to try out. Students who are cut may be directed into other programs when available to continue to build skills in particular sports.

Varsity Level:

We expect our teams to compete against opponents at their highest level of interscholastic competition. One of our goals at the varsity level here at Freeman High School is to be as competitive as possible. In order to accomplish this, there are many instances when the most competitive, skilled team members will carry the major burden. However, teams cannot and will not be successful without dedicated substitutes. These players have to be ready at all times to step forward and shoulder the burden when called upon. It is these players whose hard work in practice each day prepares the team for the upcoming contest. A valued team member in good standing may play every minute of a contest or not at all.

Sub-Varsity Level:

At the sub-varsity levels (junior varsity, C-squad), members of the coaching staff will make a strong effort to play all team members for as much time as is practical. At this level, the coaching staff is teaching the philosophy of the program along with the skills necessary to move to the next level.

Middle School Level:

The Freeman Middle School Athletic Program is the foundation for our grades 7-12 athletic programs as we are committed to the idea that participants in the interscholastic athletic program are students first and athletes second. Interscholastic athletics is a co-curricular activity with the practice and contest area an extension of the classroom. Participation in the interscholastic program is open to all who meet the minimum requirements to participate. At the middle school level, all students will be able to participate and will be placed in the appropriate competitive level based on skill level, physical development and prior experience with a particular sport. The middle school has a no-cut policy.

Parent/Coach Communication/Resolution of Athletic Complaints

As students become involved in sports programs within the Freeman School District, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be times when things do not go the way the athlete wishes. This is the opportunity for student-athletes to talk with their respective coach and discuss the situation. When they handle the problem, it becomes part of the learning and maturation process.

There may also be situations that require a conversation between the coach and the parent. These are encouraged. It is important that both parties have a clear understanding of the other's position. Please follow the following procedure to help promote a resolution:

- **Step 1** Student-athlete meets with head coach (if not resolved go to step 2)
- **Step 2** Student-athlete meets with head coach and Athletic Director (if not resolved go to step 3)
- **Step 3** Parent and student-athlete meet with head coach and Athletic Director (if not resolved go to step 4)
- **Step 4** Parent and student-athlete meet with head coach, Athletic Director and Principal (if not resolved go to step 5)
- **Step 5** Parent and student-athlete meet with Superintendent

Among the concerns that are appropriate for a parent to discuss with their student-athlete's coach are:

- Mental and physical treatment of the student-athlete
- Concerns about the student-athlete's behavior
- Ways to help the student-athlete improve

Inappropriate areas of concern that a parent should not discuss with their student-athlete's coaches include:

- Playing time
- Team strategy or play calling
- Other team members

Freeman School District Emergency Plan

Emergency Plan Personnel:

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians (EMT), certificate athletic trainers (ATC), coaches, managers, and possibly bystanders. Roles of these individuals within the emergency team may vary depending on factors such as the number of members of the team, the athletic venue itself or the preferences of the athletic trainer. There are four basic roles within the emergency team:

- Immediate care of the student athlete. Acute care in an emergency should be provided by the most qualified individual on scene. Individuals with lower credentials should yield to those with training that is more appropriate.
- Equipment retrieval. This may be done by anyone on the emergency team who is familiar with the types and location of specific equipment needed.
- EMS activation. This may be necessary in situations where emergency transportation is not already present at the scene or sporting event. This should be done as soon as the situation is deemed an emergency or life-threatening situation. This may be done by anyone, but should be the individual who is calm under pressure and who has good communication skills. They should be familiar with the location and the address of the sporting event.

- Directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site. A manager or coach may be appropriate for this role.

Emergency Communication:

Good communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and other parts of the emergency team must work together to provide the best possible care to injured student-athletes. Access to a working telephone, fixed or mobile, should be assured. At any athletic venue, it is important to know the location of a workable telephone. Prearranged access to a phone should be established if not easily accessible.

Emergency Equipment:

All necessary equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition. When not in use, equipment should be properly stored and maintained so it is readily available when an emergency arises.

Emergency Transportation:

In an emergency, the student athlete should be transported by ambulance where the necessary staff and equipment is available to provide appropriate care. The emergency evaluation assists the emergency care provider in identifying situations requiring critical intervention and in determining transport decisions. An ambulance and/or EMT from the Freeman Fire Department will be on site at Freeman High School varsity football games. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.

Activating the EMS System:

Call 911 and be prepared to provide:

- Name, address, telephone number of caller
- Number of student athletes involved
- Condition of student athlete(s)
- First aid treatment initiated by the first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by the dispatcher
- Let dispatcher hang up the phone first or wait for them to tell you to hang up

Activity/Athletic Code

The opportunity to participate in interscholastic and associated student body activity programs is a privilege granted to all students at Freeman High School who have fulfilled all school district and WIAA requirements. Participants in these voluntary programs are expected to conform to the specific athletic code established by the Freeman School District. Provisions are made for a student who allegedly violates one or more of the rules described in the athletic code to appeal a disciplinary action as specified in this code.

The following rules shall apply for an entire year for both Freeman Middle School and Freeman High School participants, unless specified otherwise. The code goes into effect from the time of signing the document (must be done before sports participation) and concludes 365 days later.

Academic Standards:

- **High School**

Weekly grade checks take place every Wednesday morning. Students that have a failing grade are immediately ineligible to participate in competitions. Students will be given an academic eligibility sheet by the Athletic Director that the student must fill out and return once the failing grade is passing. Once the student is passing the class, they are immediately eligible to complete in competitions. Students who are ineligible shall be allowed to practice but will not be allowed to participate in contest or travel to events that leave during school hours. Academic standards continue from the final grading period in the spring to the following fall season's first three-week grading period. The building Principal or Athletic Director shall make exception to the academic standards at his/her discretion.

1st Semester Academic Probation/Suspension Period

A student is placed in academic probation for the first four weeks of the 1st semester if they failed a class from the previous spring semester. If the student is passing all of their current Classes after the 4th Saturday in September, they are removed from their probationary status. If the student is failing any class after the 4th Saturday in September, they are then in academic suspension for the next three weeks. WIAA Rule 18.8.6.1 B.

2nd Semester Academic Suspension Period

A student is placed in academic suspension for the first 5 weeks of the semester if they failed a class from 1st semester. WIAA Rule 18.8.6.2.

- **Middle School**

Any student-athlete, manager, scorekeeper, or band/choir participant with a failing grade on the weekly eligibility check will be notified by the Athletic Director of their academic status. Students that have a failing grade are immediately ineligible to participate in competitions. Students will be given an academic eligibility sheet by the Athletic Director that the student must fill out and return once the failing grade is passing. Once the student is passing the class, they are immediately eligible to complete in competitions. Students who are ineligible shall be allowed to practice but will not be allowed to participate in contest or travel to events that leave during school hours. Academic standards continue from the final grading period in the spring to the following fall season's first three-week grading period. The building Principal or Athletic Director shall make exception to the academic standards at his/her discretion.

Attendance at School:

A student shall attend school ALL DAY on the day of a performance, athletic contest, or practice except for a doctor's appointment, pre-arranged absence or unforeseen circumstances that have been approved by the Principal/A.D. Any student who shows up for school more than 15 minutes late will be considered absent. The penalty for violating the school athletic attendance policy shall be the prohibition of participating in that day's activity.

Equipment:

School-owned equipment, when checked out by a participant in any activity, is his/her responsibility. Loss or misuse of this equipment will not be tolerated and any damages shall be the financial responsibility of a student-athlete. A participant will not be allowed to receive any awards or turn out for the next sport season until all obligations have been completed.

Fees:

- **High School**
Each student-athlete will be required to pay for a Freeman High School ASB card for \$35 as well as a participation fee of \$25 for each sport they participate in and a once-annual transportation fee of \$20 before their first contest.
- **Middle School**
Each student-athlete will be required to pay for a Freeman Middle School ASB card for \$15 and a once-annual extracurricular fee of \$10 before their first contest.

Sportsmanship:

A student-athlete shall exhibit appropriate conduct in the classroom, in the school building, as a fan, in the locker room, at practice and in contests at all times. As stated earlier, student participants must be held to a higher standard and will be held responsible for their actions. We expect all participants to follow the core virtues of the Freeman School District: Sportsmanship, Teamwork and Perseverance. Any violation is subject to disciplinary action up to and including dismissal from the team or from further participation in activities for the remainder of the school year. The coaches and principal may be involved in determining disciplinary action. Teachers may also be involved in the decision when deemed necessary.

Travel:

When transportation is provided by the school district, a participant is expected to travel to and from contests in the vehicle provided. Students may ride home with their parents as long as they sign out with their coach or advisor. Students wishing to travel home with someone other than their parents must have a written pre-arranged permission slip signed by the Principal or A.D. 24 hours prior to the event.

Quitting a Team:

Once a season has started, quitting becomes a serious matter affecting the team not just the individual. We strongly encourage any athlete who feels it necessary to quit a team to discuss their

feelings with the head coach prior to quitting. In the event that the athlete decides to quit, they must turn in all issued equipment and all uniforms to the head coach.

If a student quits after the first ten practice days, they will not be allowed to participate in any sport for the remainder of that season. If an athlete quits before the sport(s) season ends, they shall not letter in that sport.

Use And/Or Possession of Alcohol, Tobacco Products or Illicit Drugs:

A student who is found by a school district employee or a law enforcement official, or has evidence that a student was around, in possession, or use of alcohol, tobacco/tobacco dispensing products, Vape Devices/nicotine delivering devices, legend drugs (RCW 69.41.020-RCS 69.41.050), and/or controlled substances (RCW 69.50) shall be considered in violation of the eligibility code and standards, and shall be subject to the following disciplinary action.

- **1st Violation** Ineligible from competition for a duration of two weeks, and will be required along with a parent (if possible) to attend an intervention program for alcohol/drug abuse and follow all recommendations. The student will be required to attend all practice sessions but will not be allowed to participate in any contests during the probationary period.
- **2nd Violation** Ineligible for interscholastic competition for a calendar year.
- **3rd Violation** Permanently ineligible for interscholastic competition for the remainder of their high school career.
- Violations are totaled separately in Middle School and High School.
- A student-athlete shall not be at gatherings where illegal use of alcohol, tobacco, performance enhancing substances or any controlled substances are present and/or used. Just being there is considered “guilty by association”. Student-athletes are expected to get out of a situation safely and as soon as possible.
- When a student-athlete signs the Athletic/Activities Code, it is valid for one calendar year (all school year) rather than just the sport season. Meaning, if a spring athlete has an infraction during the fall or winter season, it will affect the start of their next spring season.

Self-Admittance/Self Report:

Students and parents are encouraged to self-report infractions of the Athletic/Activities Code (regarding themselves) by contacting the school administration. Self-admittance is defined as either initiating the discovery, by admittance of attendance/participation, and/or admittance of attendance/participation during the initial round of investigation.

*If a student-athlete self reports/self-admits, the suspension *may be reduced* based upon information and a decision by the Athletic Director.

Additional Rules:

In addition to the rules and regulations listed here, each team or club member may be required to adhere to rules that are unique to a particular sport or activity.

Grievance and Appeal Process for Disciplinary Action:

When infractions occur the following procedure will be followed:

- Upon the imposition of penalties regarding rule's violation – The student and parent shall have the right to an informal conference with the building Principal, AD or designee. If the student and parent do not make a written request for this informal conference within 3 school days of the infraction, they will have waived their right to the conference and appeal procedure. The informal conference will be scheduled within 3 school days of their request.
- The student and parent may appeal to the superintendent of schools within 3 school days of the appeal decision. The superintendent of schools, after hearing the case in detail, shall render a decision within 10 school days of the request.
- NOTE – Student-athletes who appeal disciplinary action will remain on suspension (can practice but cannot participate in events or travel during school) until a decision is made.

Penalties for Violation of the Athletic/Activity Code:

- Violation of the activity code may result in discipline by the coach, athletic director, etc.
- In a school setting, student participants are role models. Therefore, violations of the drug, alcohol and tobacco policies will automatically exclude them from league, team and special awards for the season in which they were in violation. This includes (but is not limited to) MVP, Most Inspirational, Team Captain and the SRSC luncheon for seniors.
- Violation of the activity code may also be the basis for school discipline, suspension or expulsion.

Procedure for Violations of the Athletic/Activity Code:

- In the event a coach has reason to suspect a student-athlete is in violation of the Activity Code, a conference should be held with the student.
- Discipline imposed for violations not requiring suspension or expulsion will be carried out by the coach. Notification will be made to the AD.
- Prior to suspension or expulsion, the varsity coach will discuss the situation with the AD.
- Types of Sanctions:
 - Level 1 – Team Rules
Team rules and regulations will be determined by the coach and will be submitted to and approved by the AD prior to the sport season.
 - Level 2 – Activity Code
All rules and regulations of the Athletics/Activity Code should be enforced by the coach.
- It is expected that coaches/advisors will go over the Activity Code with participants on the first day of practice.

Paperwork and Fees for Student-Athletes

All student-athletes will complete required forms through the Freeman School District's Final Forms access point online. Sports physicals are valid for two years and must be submitted directly to the office.

The following fees must be paid in order to participate:

- **High School**
 - \$35 ASB card annually
 - \$25 sport fee for each sport played
 - \$20 transportation fee paid once annually
 - *Student athletes must have these paid or arrangements made before participating in the first contest. If a student has financial difficulty with any fees, please direct them to the Athletic Director
- **Middle School**
 - \$15 ASB card annually
 - \$10 Extracurricular fee annually
 - *Student athletes must have these paid or arrangements made before participating in the first contest. If a student has financial difficulty with any fees, please direct them to the Athletic Director

Lettering/Awards

An award is a symbol of accomplishment, good sportsmanship and observance of policies. Since the award is a symbol of accomplishment, its value lies in its implication rather than in its monetary worth. In order to qualify for a letter, a student athlete must meet the requirements set forth by the head coach of the respective program.

Letters and awards shall be presented only to participants who complete the entire season. (This does not apply to participants who are unable to complete a season due to illness or injury. In the case of illness or injury, the student athlete must remain an active contributor to the team in some capacity.)

Upon dropping out of a sport or being dropped from the sport for disciplinary reasons, a student-athlete automatically forfeits any points, awards or letters he/she would receive.

Letter Awards:

- **1st Year** Certificate of lettering, FHS Letter, Sport Emblem – students who meet the requirements for a letter for a given sport/activity
- **2nd Year** Certificate of lettering, Bar pin – students who meet the requirements for a second letter for a given sport/activity
- **3rd Year** Certificate of lettering, Bar pin – students who meet the requirements for a third letter for a given sport/activity
- **4th Year** Certificate of lettering, Bar pin – students who meet the requirements for a fourth letter for a given sport/activity
- A student-athlete will receive only one letter and one sport emblem per sport during his/her

high school career and one bar pin for each year they letter after year one in that sport.

- A student-athlete who is a senior and has participated in three consecutive years of service for a given sport shall letter.
- A student serving as team manager may earn a letter at the discretion of the head coach.
- A coach has the right to recommend any student-athlete for a letter if for some reason he/she believes the individual has earned that letter. Head coach and AD have the final decision on all announced awards given to a student-athlete.

Certificate of Participation Awards:

- Participation awards will be given to Junior Varsity/C-Team student-athletes, statisticians, team managers

Requirements for Varsity Letter by Sport:

- Baseball
 - No playing time requirement
 - Student-athletes who have made a significant contribution to the team and/or been on varsity roster all season will receive a varsity letter
 - Those players named to a post-season roster may receive a varsity letter
- Basketball (Boys)
 - No playing time requirement
 - Student-athletes who have made a significant contribution to the team and/or been on varsity roster all season will receive a varsity letter
- Basketball (Girls)
 - No playing time requirement
 - Student-athletes who have made a significant contribution to the team and/or been on varsity roster all season will receive a varsity letter
- Cheerleading
 - Must be a member of the varsity cheer squad for two seasons to earn a varsity letter
- Cross Country
 - A player must compete and have his/her score count as part of the team score in sixty percent of the meets of the regular season
- Football
 - All seniors who finish the season receive a varsity letter
 - Players who take part in 50% or more of the season's quarters (excluding special teams with the exception of the kicker) will receive a varsity letter
- Golf
 - A player must play and have his/her score count as part of the team score in sixty percent of the matches of the regular season
- Soccer
 - A player must play in 50% of the total periods of the regular season to earn a letter
- Softball
 - Any player who sees action in 50% of the softball games played during a given season is eligible for a letter

- Pitchers not involved in at least 50% of the games must have at least two decisions or have pitched in 25% of the total games played during a given season to receive a letter
- Tennis
 - A player who participates in at least 50% of all varsity matches, not counting exhibition matches, is eligible for a letter
 - A player who earns a place in any district meet is eligible for a letter
- Track
 - A student-athlete must earn an average of one point per meet during the regular season or place in the district meet. Meet and practice attendance can affect lettering at the coaches discretion.
 - All relay race participants will divide any points earned equally among the members of the relay team.
 - The number of points awarded to a participant for a meet with a smaller school shall be 50% of the total points.
- Volleyball
 - No playing time requirement
 - Student-athletes who have made a significant contribution to the team and/or been on varsity roster all season will receive a letter.
- Wrestling
 - A student-athlete that completes the season is eligible for a varsity letter.
 - A student-athlete that makes the post-season will receive a varsity letter.

Procedures

Fundraising:

You are required to learn the rules and regulations regarding fundraising. The steps are as follows:

- Make sure the fundraiser meets ASB guidelines.
- Before moving ahead with anything, submit a Fundraiser Request Form to the ASB Bookkeeper to get the Principal and/or Athletic Director approval and then on to the ASB Council for approval at one of their regular meetings.
- You or a representative will need to present the proposal at the next council meeting.
- If approved, you will receive notification.
- If purchasing is required, please fill out an ASB PO Request form.
- During and after the event, you are responsible for turning in packing slips and/or acknowledging invoices for payment. If registration forms are collected, you will need to turn all of those in.
- If you need a cash box, please use the appropriate form to request one at least one week in advance and give to the ASB Bookkeeper. All appropriate cash handling procedures must be followed including using the Deposit Record form, also available from the ASB Bookkeeper. Turn all money in to the office within 24 hours.
- At the end of the fundraiser, see the ASB Bookkeeper for your Fundraiser Request Form, which also serves as the reconciliation form. The advisor is responsible for completing the reconciliation form that documents the profit/loss of the fundraiser. Please include all supporting documentation along with your reconciliation (if needed, collect from the ASB

Bookkeeper).

ASB Club accounts may be used for special projects or program needs at the discretion of the coach, with approval of the Athletic Director.

Purchasing:

All purchases using team or club funds are to be approved by the Athletic Director and Principal. Purchase orders must be used to order any materials or equipment. Do not order by phone or mail without a PO number. At this time, responsibility and procedures for handling money will be determined. During and after the event, advisors are responsible for turning in packing slips and/or acknowledging invoices for payment.

Under no circumstances are purchases to be made with cash from club monies. All purchasing must be handled by purchase orders, imprest checks or transfers (from club to club) through the financial office.

Inventory Procedures:

- The head coach is responsible for ALL equipment.
- All equipment is to be marked for identification purposes. Uniforms or equipment to be issued to athletes is to be marked with an identifying number for check-out purposes.
- All equipment issued to athletes is to be recorded on a sheet and check off at the end of the season. This list is to be on file with the Athletic Director at the beginning of the season.
- All equipment must be returned at the end of the season. Equipment is not to be given away to students or kept at home. All uniforms and equipment should be stored in the designated sports program storage room.
- A periodic check of equipment for safety and for detecting and replacing damaged equipment should be made.
- Participants will be held responsible for lost or damaged equipment.

Uniforms:

Uniforms being ordered need to be approved by your Athletic Director before anything can be ordered. School colors are Columbia Blue, Red and White. In addition, we are an Adidas school for varsity uniform needs – meaning we must order through their inventory.

Training Room:

Treat the training room with respect. Clean up after yourself and alert the Athletic Director when in need of any medical supplies.

Team Stores:

Team stores will be offered to student athletes in grades 7-12. The head coach of a program should set the spirit pack with input from assistant coaches and middle school coaching staff. Spirit packs should be similar for the high school and middle school programs and need to have at least a two-week

ordering window. They should be timed for the middle or beginning of a month for family budget needs. NO FUNDRAISERS FOR TEAM STORES with an emphasis on “requiring” the purchase of very few items.

Out of Season Camps:

All out of season camps must be kept on a master calendar schedule so as not to overlap. Any camps used for fundraising purposes must follow proper fundraiser requirements for submission and approval of appropriate parties. Program head coaches will designate from whom on program staff will be expected to work at a camp and the role, if any, of program student athletes. Camps are not a required attendance of program student athletes.

Open Gym Sessions:

Open gym sessions must have at least one program coach present to insure safety and proper conduct of participants. Open gym participation is not required of that specific sport’s athletes. No in-season student athlete will participate in an out of season open gym session. Open gym sessions must be scheduled with the Athletic Director and a master calendar kept on file. Only Freeman High School student athletes may take part in Freeman program open gym sessions. No coaching will take place in open gym sessions.

Weather:

The decision to close school or use a delayed start will be made by the superintendent before 6:00 a.m. Notifications will be send through Instant Messenger which includes email and voicemail. After noon, the high school administration will decide whether to proceed with a game or event. Coaches and sponsors should contact an administrator for more information. Each situation will be judged on its own merit. Coaches and sponsors would then contact all participants.

Policies

Schedule of Contests:

- All contests involving Freeman High School shall be scheduled by the Athletic Director. No change in schedules of contests shall be made without the approval of the Athletic Director.
- The Athletic Director will ensure that officials have been assigned.

Meetings:

- **Building**
Coaching staff meetings may be called by the Athletic Director.
- **League**
The Athletic Director shall be the official representative of the school district at all athletic meetings of the league in which this district is a member or at any other meeting involving athletics.

Important Contact Information

Athletic Director:

Chad Ripke

School: (509) 291-7232

Cell: (509) 280-3899

cripke@freemansd.org

Principal:

Jeff Smith

School: (509) 291-7200

Cell: (509) 919-2116

jsmith@freemansd.org

ASB Bookkeeper:

Kristal Hayek

School: (509) 291-3721

khayek@freemansd.org

Freeman Athletics Website

<https://www.goscotties.org/>

Coaching Forms/Helpful Information

<https://www.freemansd.org/Page/3111>

Final Forms Athlete Registration/Paperwork

<https://freeman-wa.finalforms.com/>

Handbook Agreement

As a coach in the Freeman School District, I have read the Coaches Handbook and understand all of my responsibilities. I understand and agree to abide by all policies listed in the handbook. I understand that it is my responsibility as coach to relay all pertinent information to volunteer coaches.

Coach Printed Name

Date

Coach Signature