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**WEBER SCHOOL DISTRICT**

**BOARD OF MANAGERS' OBJECTIVES**

**JUNIOR HIGH SCHOOL ATHLETICS**

Athletics is a complex integral part of the junior high educational process. To ensure that this program meets the needs of our students and blends into the educative process with timeliness, quality and quantity, requires a great amount of planning and coordination.

**MAJOR OBJECTIVE:**

To facilitate the effective operation of junior high athletics, a Board of Managers shall be formed. This Board of Managers will be assigned the task of creating procedure and coordinating all athletic related activity with the district.

**MEMBERSHIP:**

1. Each junior high school will have one seat on the board. Principals may delegate athletic responsibility and school representation to the assistant principals.
2. Each spring a male coach representative and a female coach representative shall be nominated and elected to the board by coaches from the junior high schools. The District Athletic Director shall conduct the election. (5/15)
3. The District Athletic Director will sit as a non-voting advisor/specialist to the board.

**DUTIES & PROCEDURES:**

1. The chairperson of the Board of Managers will be assigned yearly by school rotation, according to the following rotation: (1) Sand Ridge, (2) Rocky Mountain, (3) Snowcrest, (4) Wahlquist, (5) South Ogden, (6) T.H. Bell, (7) North Ogden, (8) Roy, (9) Orion. The chairperson shall remain a voting member of the Board of Managers.
2. Review and update the procedure handbook for athletics.
3. Meetings of the Board of Managers will be conducted for each major sport or as items of concern surface which require board action.
  - a. District Athletic Director will act as secretary of the board and will publish a record of all decisions rendered by the board and maintain a record of these minutes. Copies will be sent to each board member, and assistant superintendent.
  - b. A 2/3 majority vote will be required on all decisions changing or creating procedures. All voting members must be present or a telephone vote will be taken for the decision to be binding
4. Issues that warrant consideration by the board should be called to the attention of the board chairperson presenting as many facts as possible so he can make board members aware of the issue and determine the necessity of unscheduled meetings being called. The board chairperson will be the contact person for athletic matters with the district athletic director.
5. The board will be responsible for dissemination of information, board policy and decisions to teachers and coaches.

6. The board will be cognizant of state and federal guidelines as they pertain to athletics and consult such in determining procedure for the athletic program.
7. All complaints or suggestions for change in policy and procedures should be brought initially before the Board of Managers in written form as part of the due process procedure.
8. All decisions of the Board of Managers must be in accordance with Board of Education policy and may be subject to review by the Board of Education or its designee.

**ROLE OF DISTRICT ATHLETIC DIRECTOR:**

1. Service oriented and function at board request.
2. Advisor or specialist to the Board of Managers to provide needed information.
3. Trainer at the request of board members.
4. Sounding board for policy, procedure, and trends in athletics.

## ATHLETIC STANDARDS AND ELIGIBILITY

### SECTION 1: CITIZENSHIP

A student participating in junior high sports would be eligible with one U, or one N and one U, or two N's for the previous quarter and current quarter. Any other combination beyond this a student would no longer be eligible for athletics. Printed report card will be the basis for determining eligibility. The determination of eligibility under this rule shall be made no later than five calendar days following the last day of the grading period. Grade changes after that time cannot restore lost eligibility. Reading/Advisory class citizenship may or may not count towards eligibility. Eligibility is the responsibility of each individual school and will be governed by the school.

### SECTION 2: SCHOLASTIC

Attain and maintain a 2.0 G.P.A. or better for the previous quarter or a cumulative 2.0 G.P.A. computed from the four previous successive quarters (not semester) and receiving not more than one F for previous and current quarter. The printed report card will be the basis for determining eligibility. The determination of eligibility under this rule shall be made no later than five calendar days following the last day of the grading period. Grade changes after that time cannot restore lost eligibility. Reading/Advisory class grade may or may not count towards eligibility. Eligibility is the responsibility of each individual school and will be governed by the school.

### SECTION 3: CONDUCT

Any conduct that results in dishonor to the athlete, the team or the school will be reviewed and appropriate disciplinary action will be taken. Acts of unacceptable conduct, such as, but no limited to, theft, truancy, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

### SECTION 4: AGE LIMITATION

No student shall be eligible to represent his/her school and participate in any activity who has reached an age of 16 years prior to September first of the current school year.

### SECTION 5: DUE PROCESS

If a question arises as to a student's eligibility, the athlete and parent have the right to a hearing by individual School Standards Committee and a review by the schools principal.

### SECTION 6: TRANSFER OF ELIGIBILITY

1. A student(s) transferring from one junior high school to another, under any circumstance, must meet the eligibility requirements of the Board of Education to participate. It reads: "*Secondary students who are admitted under enrollment options are not eligible for interscholastic competitive activities (including athletics, drill team, and cheerleading) for one year after their first day of attendance*". (Weber School District Policy 4150, #10)
2. A student who transfers from one junior high school to another junior high school remains **eligible for high school level competition** if student meets the enrollment criteria as established by the Weber School District Board of Education.

### SECTION 7: UNDUE INFLUENCE

**The use of undue influence by any person connected or not connected with the school that could reasonably be interpreted as recruiting is illegal and could jeopardize the standing of the coach, the student and the team in the district.**

## ATHLETIC POLICIES

### SECTION 8: FINANCIAL OBLIGATIONS AND EQUIPMENT

Each sport season, when teams are selected, athletes will be assessed a fee as established by the Board of Education. Fees must be paid prior to the first league game. In several sports, athletes will be responsible to purchaser a portion of the game uniform, which will become their property, i.e. shoes, socks, etc. All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contest and practice. All school equipment lost or not returned in good condition at the end of the season will be subject to a financial penalty.

### SECTION 9: MEDICAL CONSIDERATION/PHYSICAL EXAMS

1. Participants must submit evidence of having had a physical examination given by a physician licensed in the state of Utah. This must have taken place within a 12 month period prior to the sport the student is participating in.
2. Insurance: The school district **does not** carry insurance to cover student athletic injuries. **Parents or guardians must provide evidence of adequate insurance or sign insurance waiver releasing Weber School District of liability.** (8/18)
3. All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. **THE SIGNED PARENT CONSENT FORM MUST BE ON FILE IN THE SCHOOL PRIOR TO STUDENT PARTICIPATION IN LEAGUE PLAY.**
4. Emergency medical authorization: Each athlete's parents shall complete and Emergency Medical Authorization Form giving permission at their expense for transportation and or treatment by a physician or hospital when the parent(s) are not available.

### SECTION 10: TRAVEL

1. All athletes must travel to and from athletic contests in transportation provided by the school district unless previous arrangements are made by the coach and parents for exceptional situations.
2. A certified teacher must accompany his/her teams or students to all district activities in which they have qualified to participate unless arrangements are made with the athletic director for the junior high schools and the competing principals of the junior high schools.
3. Arrangements must be made in advance for students to be under the supervision of a teacher from another school. Teams or individuals without an official faculty representative will be barred from the activity.
4. Student spectators will be discouraged from traveling to places away from their home schools in order to watch an athletic contest, unless he/she is accompanied by a parent. On the other hand, students will be encouraged and provisions will be made for student spectator participation in matches which are played at home. Faculty members are requested no to transport students to athletic contests.
5. Only cheerleaders and 10 officers (with 1 appointed in charge) may travel with the team to athletic events. They should be identified by a school uniform. They are to go directly to the field or gym and remain there until the event begins. They are not to wander through the school nor distract from the warm ups of the athletes.

### SECTION 11: TEAM SELECTION

1. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at the junior high, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Choosing the members of the athletic team is the sole responsibility of the coaches of those squads. Students interested in participating in athletics at the Junior High School level will be required to attend the tryouts and be selected to the team. In the event of an extenuating circumstance such as health issues or other situations out of the students control the administration may allow the student to tryout at a later date.
2. Students who are not on the team, but practice with the team, travel to away games, etc. are considered “red shirts”. These students are learning the team’s system without being an official member of the team. If a coach chooses to have “red shirt” students on a team, the following are required:
  - a. Notify the student after the regular team is selected and a list is posted publicly.
  - b. The student and parent should be given a clear definition of expectations.
  - c. A parent consent form should be signed and on file.
  - d. The student will need a physical examination.
  - e. The student will follow the same busing requirements as the regular team athlete.
  - f. The student will not be required to pay the pay-to-play fee.
  - g. All students will be a junior high (7-9) student.

## **SECTION 12: AWARDS**

Individual participants of any interscholastic activity sponsored and/or approved by the district shall not accept any cash or merchandise awards. All awards shall be symbolic in nature with no intrinsic value.

## **SECTION 13: DRUG AND ALCOHOL POLICIES**

1. Liquor and Tobacco: Any athlete who shall use tobacco, harmful drugs, or intoxicating liquor while in a school building or on school premises or who appears at a school activity with the presence of liquor noticeably on his person, shall be subject to procedure as indicated in Weber School District Substance Abuse policy.
2. Harmful Drugs: Any student who is found to possess, or to have used recently, or to have in any way encouraged the illegal use by another, or any narcotics, drugs or inhalants, shall be suspended until the problem is investigated. If circumstances cause there to be suspicion that an illegal act has been committed, the student shall be referred to the police or sheriff’s department. The suspension shall continue until it has been determined whether the student’s attendance is a threat to the welfare of other students, at which time the student shall be either (1) re-admitted or (2) continued on suspension.

## **SECTION 14: CHEERLEADERS/PEP CLUB/MASCOT**

Cheerleaders, pep club groups and the mascot are recognized as performing groups at junior high school activities and will be subject to regulations and safety guidelines as outlined in this Junior High School Athletic Procedures Handbook. Eligibility and standards for cheerleaders, pep clubs and the mascot are the responsibility of each individual school and will be governed by the school.

## **SECTION 15: SCHOOL COLORS**

**ALL UNIFORM PURCHASES MUST BE APPROVED BY THE ADMINISTRATOR.**

Required colors assigned each junior high team competition:

**Orion – Navy Blue**

**Rocky Mountain – Black**

**Roy – Red**

**North Ogden – Purple**

**Sand Ridge – Gold**

**Snowcrest – Sky Blue**

**South Ogden – White**

**T.H. Bell – Royal Blue**

**Wahlquist – Green**

### **ACTIVITY LIMITATIONS**

## **SECTION 16: SCHEDULES**

Revised August 2018

1. All scheduled interscholastic athletics within the jurisdiction of this district shall be governed by the Board of Managers.
2. All schedules of athletics shall be approved by the local Board of Education or its duly authorized representatives. All games or schedule shall be so arranged as to interfere with a minimum of school work.
3. Start time for all athletic events shall be 3:00 p.m. Teams are not to arrive before 2:15 p.m. for court sports and before 2:00 p.m. on outdoor sports.
4. All teams will arrive dressed to play for the games.
5. All pep assemblies should be over before 2:25 p.m.; the opposing team needs to have the floor for warm-up.

#### **SECTION 17: PRACTICE, POST-SEASON, AND PRE-SEASON CONTESTS**

1. The Board of Managers shall have authority to determine the dates that schools may utilize for practice in each and all activities. (Coaches may meet with parents and/or students in order to outline conditioning and workout schedules that can be accomplished by individuals on their own time.)
2. Pre-season games and contests, post season games and contests, shall be governed by the Board of Managers. The number of games to be played during the sports season shall be governed by the Board of Managers. Note: see each sport section for number of pre and post season contests allowed.
3. Any violators of the date for starting any activity will be assessed a penalty as directed by the Board of Managers.
4. No team sponsored by the school may participate in non-district programs.
5. Practice time in all sports will last no longer than two hours per day. This includes (optional or mandatory) time spent with coach talks, team meeting, viewing videos, etc.
6. Practices, scrimmages, games, discussion and any activity involving junior high school students in the athletic program of our schools will be held only on school days scheduled for classes as per the annual Weber District School Calendar.
7. On school days when classes are canceled by the local building administration, practices, scrimmages, games, discussions, etc., may be held. Student attendance at such activities on these days cannot be mandatory.

#### **SECTION 18: NO DISTRICT SPONSORED SUMMER PROGRAM**

1. A coach or school may not require a boy or girl to attend clinics, camps team meetings, etc.
2. A coach may organize a get-together by individuals or teams through his or her direction for the purpose of preparing and athlete or team an upcoming summer camp.
3. There will be no discrimination tolerated against any student who wishes to try out for a team when he or she fails to abide by a coach's direction during this time of the year.



## **SECTION 19: COMMUNITY SCHOOL, RECREATION REGULATIONS, CAMPS AND CLINICS**

### **1. Athletic Clinics and Camps:**

- a. Schools may not suggest or requires a student to attend a clinic or camp for a sport or activity during the summer or school year.

- b. Rationale:

It is in the intent of the weber School District Board of Managers to provide opportunities for each student to participate in interscholastic competitions according to their individual levels of ability, dedication, and determination. It is well known that off season practice, training, and development increase individual skill and ability. However, the demands on time and financial resources often become prohibitive and restrictive to many students. The administration of each junior high school is responsible to review each clinic request. Clinic experiences should be productive and equational in nature, planned with no school time missed and at a minimal cost per individual or group. (Clinic participation guidelines and application is found under "Forms" in the back of this booklet.)

The Board of Managers appeals to the professional ethics of each coach and advisor to promote the spirit of fair and equitable competition by avoiding any comments or suggestions which may be construed or interpreted to mean team membership is predicated upon or enhanced because of student participation in specific off season training programs.

The board appeals to the integrity of all concerned with regard to the use of clinic participation as a means of instruction and involvement of the many rather than a way to circumvent the established dates for starting activities and the normal try-out procedures prior to team selection.

### **2. Areas of Concern:**

Some schools have been involved in organized per-school programs, such as, weight training, conditioning and fundamentals. This has been organized as part of the recreation program. Pressures placed on students and faculty to feel they have to participate to keep up with other. Parents like their children free in the summer to participate in family activities. Equal opportunities for all schools are a major concern.

Some schools have held special community school or recreation classes prior to the start of the regular season. A main concern is that this is not an extension of the regular season with coaches using it to prepare teams or to look at players for team selection. We are also concerned that students interested in making the school team do not feel pressure to have to participate. In many cases it interferes with home activities important to parents. Students should not be pressured to participate in a pre-season program as a prerequisite for making a school team.

## **SECTION 20: COMPETITION AGAINST AND WITH HIGHER INSTITUTIONS**

No athletic team representing a member of junior high school shall compete, in organized competition, against any higher institution.

**Exception:** Junior highs are permitted to compete against 9<sup>th</sup> grade teams enrolled at a higher institution.

## **SECTION 21: NINTH GRADE PARTICIPATION IN HIGH SCHOOL ACTIVIT** Revised 8/98

### **Purpose**

The junior high school program is designed and in place to give ample opportunities for development of skills and competition among students of the same age and comparable skill level. It is the Board of Education's purpose to have policies and procedures governing participation in junior high school and senior high school athletics that are equitable and protective of the best interests of all students.

The Weber School District Board of Education believes that ninth grade students should participate in athletics at the junior high school level. However, there may be occasions where a ninth grader may desire to participate in a sport at the high school level. In such cases a ninth grader may try out for a high school team. The Board of Education strongly encourage high school coaches and junior high coaches to collaborate together, along with the parents of student athletes, in making this important decision in a young person's development.

### Process

1. Ninth grade students, if otherwise eligible as set forth in paragraphs 3 and 4 below, may participate in any Utah High School Association (UHSAA) activity ("Association activities"). If the Student is not selected for the high school team, the student may still try out for the junior high school team. In the event a ninth grader is selected for the high school team, he/she may not participate on the junior high school level in that particular sport. Consistent with UHSAA rules, 9<sup>th</sup> grade students who have participated at the junior high level, are not eligible to participate at the high school level in the same activity in the same school year.
2. A student who is enrolled in a junior high school but participates or tries out for any Association Activity at a high school shall be deemed to have attended that high school. If such a student shall enroll in a different high school for the tenth grade, that enrollment shall be considered a transfer and shall be subject to the requirements of the Association's Transfer Rule (Article 1 Section B, UHSAA).
3. Ninth grade students participating in high school sports may not lose credit in more than one class in the Preceding grading period. Ninth grade students participating in high school sports must have obtained a minimum grade point average (G.P.A.) of 2.0 or its equivalent in the term prior to the Association activity and during that activity's full season even if a grading period ends. A student who has failed to meet these minimum academic requirements shall be ineligible for participation in Association activities throughout the next grading period. Deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district. Failed grades must be made up in the same subject area. Scholastic regulations apply to any ninth grade student at a junior high school who has established eligibility at UHSAA member high school (UHSAA) as provided in these procedures.
4. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting be more than 5 days following the last day of the grading period. Grade changes after that time cannot restore lost eligibility, except for a documented clerical error. These scholastic regulations are the minimum required for participation in Utah High School Activities Association (UHSAA) activities.
5. The ninth grade student athlete's parent or guardian shall be responsible for providing transportation for the student to the high school for practices and home events.
6. Senior high school coaches are prohibited from recruiting ninth grade students for any sport that is offered at the junior high level.
7. Once a 9<sup>th</sup> grade student has been selected for participation on a high school team, it will be that student's (as well as his/her parent's or guardian's) responsibility to make sure that the 9<sup>th</sup> grade

participation form is filled out and all necessary signatures obtained. The student will be ineligible for participation until the completed form is returned to the student's coach.

In order to develop students' character and athletic ability to a maximum level, the Weber School District Board of Education strongly encourages parents, coaches and community members to work together as young men and women participate in various sports. The board firmly believes and fervently advocates that junior high and high school coaches develop working relationships of trust and cooperation as they collaborate in developing young student athletes. When appropriate, these collaborative efforts could include 9<sup>th</sup> graders' participation in clinics, conditioning, and other off-season developmental programs sponsored by the high school. High school coaches should involve junior high coaches in these off-season developmental activities whenever possible. Always, the physical, emotional and social development of student athletes should be taken into consideration. Where possible, junior high and high school coaches are encouraged to work with parents and community volunteer coaches by helping them to most effectively develop these young student athletes.

## **SECTION 22: OFFICIALS**

1. Only certified officials may be used.
2. The Board of Managers is responsible for the appointment of certified officials to games within its region or playing league. The Board of Managers may delegate such authority to a committee or individual.

## PROTESTS AND PENALTIES

### SECTION 23: RESPONSIBILITY OF PRINCIPALS

It shall be the duty and responsibility of the principal of a member school to determine the participants have met all eligibility requirements.

### SECTION 24: PROCEDURE OF PROTEST

1. A game protest (direct result of a game, meet, etc.) which occurs before, during or after a game must be filed at the time of occurrence with officials, score keepers, and opposing coach verbally. This should be followed up by a statement in writing to the district athletic director within 24 hours. (**Exception** – if a game is played on Friday the protest should be in writing no later than 3:00 p.m. on Monday following the game.)
2. Protests involving sportsmanship, lack of crowd control, inappropriate actions of players, spectators and/or coaches may be submitted directly to the district athletic director for disposition to the Board of Managers.
3. A policy and regulation protest may be reported at any time and must be placed in writing and presented to the district athletic director before the conclusion of that particular sport season.
4. The protest may be evaluated and a recommendation rendered by an arbitrary board which will consist of the district athletic director and two authorities in the field of athletics.
5. Penalties may be assessed by the Board of Managers

### SECTION 25: WITHDRAWAL OF A TEAM

In assessing penalties, the Board of Managers may consider but not be restricted to any of the following and not in any particular order.

1. **Reprimand:** An official letter to the individual and/or school concerned in regard to the offense committed and warning against acts of a detrimental nature which are contrary to the aims and philosophies of the Board of Managers. This letter could become a part of the permanent file of the individual and/or school involved and subject to review after two year.
2. **Probation:** An official letter to the individual and/or school concerned in regard to the offense committed clearly stating what conduct, activity or behavior needs correcting. Offending individuals and/or schools would be advised that their continued participation in junior high athletics would be on a probationary status for a period of one year. In addition, the offending individual and/or school would be warned that any failure to correct these specified problems may result in more sever action by the Board of Managers but not limited to: restriction, suspension, fines or any combination thereof.
3. **Restriction:** Action which would restrict participation in district, group or state level activities. The restriction may be applied to an individual, to a team or group or to a school.
4. **Suspension:** The effect of a suspension shall be to drop the school from membership and prohibit participation in any or all sponsored activities. The length of suspension shall be determined by the Board of Managers
5. **Fines:** A coach, principal and/or school may be assessed a fine not to exceed \$100. The fine will be collected by the District Athletic Director and deposited into the district junior high athletic account.

Revised 4/15

### SECTION 26: REVIEW AND RIGHT OF HEARING

1. Any individual or school accused of violating any of the rules or policies of the association will be entitled to a hearing with the appropriate governing body before any penalty or sanction is assessed.
2. All penalties assessed by the Board of Managers shall be subject to appeal and review by the assistant superintendent and designated appointees.

Revised 1/11

## COACHING GUIDELINES

### SECTION 27: COACHING GUIDELINES

1. Coaches, players and officials will adhere to all rules and regulations pertaining to the athletic program of the Weber School District which have been approved by the superintendent and the Board of Education.
2. All coaches are expected to work cooperatively with the administration, coaches and other teachers. We must respect the privileges and rights of all programs. Recruiting or encouraging students to participate in one sport over another is unwarranted.
3. It is a responsibility of the head coach to insure the safety of their team member before, during and after practice and games. The health and welfare of each pupil will be considered as the foremost item in administering the program.
4. Contacts concerning official's assignments, and any other input involving official and coaches, should come directly from the district athletic director to the arbiter and vice-versa.
5. All complaints or suggestions for change in policy and procedures should be brought initially before the Board of Managers in written form as part of the due process procedure.
6. Post-game visiting team meeting should be in the locker room or other designated area. Visiting teams should leave home school in a timely manner. No excessive on court or field celebrations or gatherings should occur.

### SECTION 28: SCOUTING & FILMING PROCEDURE

The filming or video-taping of any athletic contest is permitted under the following conditions:

1. Each school may tape own practice and games.
2. Must be viewed during practice session only.
3. The scouting of an opponent's practice session is prohibited.
4. The scouting and filming of league games is acceptable.

### SECTION 29: FINAL SCORE RULING

All coaches are advised to check the score at the conclusion of all activities, they are responsible for the final decision in all contests.

The outcome of a game, match, or meet must be determined at the conclusion of the activity. Scores cannot be changed once coaches have left the playing area even if a mistake in scoring is later detected.

### SECTION 30: OFF-CAMPUS ATHLETIC ACTIVITIES

1. Off-Campus Roadwork: Athletic programs that include off-campus roadwork as part of the preparation and/or conditioning for competition will follow a four-step procedure:
  - a. Route Selection – The training route or routes will be selected with careful consideration for safety. Problem areas will be identified for participant safety instruction. Athletic directors and coaches will be responsible for mapping out these routes with the school administration approval.

Revised 10/10

- b. Parent Notification – A Parent Notification and Consent form will be sent home notifying parents that an off-campus activity will be part of these training procedures. This will include a description of the activity, the inherent risk involved and a map of the selected training routes.
  - c. Parent Consent – The parents of each student involved will be required to indicate their consent for their student to be involved in the activities and to release the school district from any liability that arises from that participation by signing and returning the Parent Consent and Release form to the school. These forms will be kept on file at each school.
  - d. Participant Safety Orientation – Participants will be coached on safety before commencing training on the selected routes.
- 2. Junior high school athletic teams, whose members job over to the high school for athletic activities, will need to follow this same four-step procedure at the beginning of each activity season.
  - 3. Student Bus Request for Championship Games: Student buses will be allowed for schools participating in championship games only at the host high school in all sports with the exception of NAL (because of accommodations). Adequate supervision of at least two identifiable staff members should be provided per bus. These staff members will also be assigned crowd control responsibilities. Each school is responsible to pay for the student buses and supervision. Student spectators should not be dismissed from school early to ride the student bus.
  - 4. When games or activities are played at a high school site, the hosting high school will determine whether the game assignments (i.e. scorer, timer, ticket takers, chain gang, etc.) will be assigned by the host high school or the junior high school designated as the home team. However, each participating jr. high will be responsible to provide crowd control.

## CERTIFICATED COACHES

### SECTION 31: COACHES & ADVISORS

Coaches and advisors other than those regularly employed by the Board of Education as certificated teachers shall be prohibited except that a person employed by the Board of Education as a teacher's aide or para-professional or a volunteer person may assist in coaching providing that a certificated coach/advisor is always present and in charge of the practice session or activity concerned.

### SECTION 31: NON-CERTIFIED COACHES

The Utah High School Activities Association, redefined teacher's aides and para-professionals and how they relate to the hiring of a non-certificated person to coach and was adopted as a guideline by the Board of Managers.

The regulation as printed in the Utah High School Handbook Article V was modified to read as follows:

Coaches other than those regularly employed by the Board of Education as certificated teachers shall be prohibited except that a non-certificated person may be hired by the principal when submitting his/her name on "payroll data form" for the Board of Education's approval to assist in coaching providing that a certificated teacher is always present and in charge of the practice session or activity concerned.



## JUNIOR HIGH SCHOOL ACTIVITY PARTICIPATION FEE

Fees for participation on an athletic team will be assessed each individual according to the fee schedule approved by the Board of Education. Additional fees may not be assessed a student participant for uniforms, trips or for any other school purpose. Items purchased by the student must be considered as the personal property of the individual. Student purchases should be limited to the immediate essentials such as: shoes and socks. (6/18)

### SECTION 33: ASSESSMENT OF ATHLETIC FEES

In various activities, the following guidelines have been set:

1. Tryouts are open to all students – no fee required.
2. Names of students selected for a team or group will be placed on a roster by the coaches and given to the school office.
3. Participants must pay fees to the school office prior to the first game.
4. If any injury occurs that terminates participation or a student moves, a prorated fee schedule will be used for refunds.
5. If disciplinary action results in a student being released from the team, there will be no refund.
6. **If a student withdraws from a team, there will be no refund.**

### SECTION 34: DISTRICT FEE WAIVER PROCEDURE (7/05)

Fees, as established by the Weber School District Board of Education, will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Case by case determinations are made for those who do not qualify under one of the foregoing standards but who, because of extenuating circumstances, are not reasonably capable of paying the fee.

A student desiring a fee waiver will present to the principal of the school a Standard Fee Waiver Application form. Written communication provided by the Utah Department of Social Services, or the Social Security Office verifying a need for the waiver will be required.

In the event that the student requires a fee accommodation other than the above stated procedure, the principal with the permission of the parent or legal guardian, may provide an alternative to the payment of the fees. An alternative may include reasonable work assignments or a modified payment schedule. The principal and staff will maintain confidentiality with reference to student(s) who have applied for or received a fee waiver or an alternative to fee payment.

Parents whose students have been denied a fee waiver may appeal on the Standard Decision and Appeal form to the school principal.

Information concerning fees, fee waiver, and fee waiver application is furnished to all students using Utah State School Board Standardized forms prior to registration and are available upon request at all schools or the Weber School District office.

## **PLAYOFFS/TOURNAMENTS/TIE BREAKING RULES – ALL SPORTS**

Whenever possible, head to head regular league play will take precedence when determining team placements into tournaments or championship playoffs. The district athletic director will determine when head to head placement takes precedence.

A four team tournament will be held between the top four finishing teams in league play to determine the district champion. Any tie-breaker games must be played before the four team tournament begins.

Football, basketball, volleyball and baseball championship games will be played at the high school of the higher-seeded team if the site can be acquired; otherwise the district athletic director will choose an alternative high school site. An admissions fee of \$1 per individual will be charged for all championship games played at the high school. (6/18)

### **SECTION 35: CHAMPIONSHIP PLAYOFF – FOOTBALL**

1. Tie Breaker Rules: The teams with the same record at the end of the regular season will be placed according to the following:
  - a. In the case where teams have identical records and are tied for 1<sup>st</sup> place, seeding for the championship playoff will be determined by reverting to the regular league play. The winner of regular season head to head competition will be seeded first.
  - b. In the case where two teams are tied for second place in league standings, entry into the championship playoff will be determined by reverting to regular league play. The winner of the regular season head to head competition will be seeded second.
  - c. If there are three (3) teams tied for one (1) playoff spot, there will be a mini-playoff consisting of two (2) eight (8) minute quarters under regular game conditions with two (2) timeouts per game to be used at the coaches discretion. A coin flip will decide who sits out. The other two teams will play the mini-game with the loser out. The winner then plays a second mini-game with the team that sat out, and the winner of this game advances to the championship game. These games will be played at a neutral site (high school if available).
  - d. If there are three (3) teams tied for two (2) playoff spots, there will be a mini-playoff consisting of two (2) eight (8) minute quarters under regular game conditions with two (2) timeouts per game to be used at the coaches discretion. A coin flip will decide who sits out. The other two teams will play the mini-game with the winner qualifying for the championship game. The loser then plays a second mini-game with the team that sat out and the winner of this game advances to the championship game. These games will be played at a neutral site (high school if available).
2. Championship Game: The championship game will be played at the high school of the higher-seeded team if the site can be acquired; otherwise the district athletic director will choose an alternative high school site. An admissions fee of \$1 per individual will be charged for all football, volleyball and basketball championship games.

### **SECTION 36: CHAMPIONSHIP TOURNAMENTS – BASKETBALL/VOLLEYBALL**

1. Tie Breaker Rule: Basketball
  - a. In case of a two way tie, the placement into the tournament will be determined by reverting to head to head play of the regular season. The winner of the head to head will be seeded higher.

- b. If there are three (3) teams tied for one (1) playoff spot, there will be a mini-playoff consisting of two (2) eight (8) minute halves under regular game conditions with one (1) timeout per half. A coin flip will decide who sits out. The other two teams will play the mini-game with the loser out. The winner then plays a second mini-game with the team that sat out. The winner of this second game advances into the championship tournament. These games will be played at a neutral site.
- c. If there are three (3) teams tied for two (2) playoff spots, there will be a mini-playoff consisting of two (2) eight (8) minute halves under regular game conditions with one (1) timeout per half. A coin flip will determine who sits out. The other two teams will play the first mini-game. The winner of the first mini-game advances to the championship tournament. The loser will then play the team that sat out in a second mini-game. The winner of the second mini-game also advances into the championship tournament. These games will be played at a neutral site (high school if available).
- d. If there are four (4) teams tied for two (2) playoff spots, a coin flip will determine who plays one another in a playoff. This playoff will be held at two (2) different neutral sites. These playoff games will consist of a full game. The two (2) winners will advance to the championship tournament.
- e. If there are four (4) teams tied for one (1) playoff spot, there will be a single elimination tournament. These playoff games will be mini-games consisting of two (2) eight (8) minute halves under regular game conditions with one (1) timeout per half. The format will be determined by the Board of Managers.
- f. If there are three (3) teams tied for three (3) seeded positions, a coin flip will be used to determine the seed. The odd coin will have their choice of any of the three (3) seed positions. The losing teams will then flip again. The winning team will have their choice of the two (2) remaining seeds.
- g. If there are four (4) teams tied for four (4) seeded positions, a coin flip will be used. Teams will draw numbers. Teams 1 and 2 and teams 3 and 4 will flip coins. Winners will flip again for first and second. Losers will flip again for third and fourth place. The winning team will have their choice of the two remaining seeds.
- h. If there are five (5) teams tied for one playoff spot, a representative from each school will draw one letter. The letter will be A through E. The team that draws the letter E will go into the tournament as the 4<sup>th</sup> place seed. The teams that draw letters A and B will play each other in a mini-game and the teams that draw letters C and D will play each other in a mini-game. The mini-games will consist of two (2) eight (8) minute halves under regular game conditions with one (1) timeout per half. The winner of the game between A and B will be involved in a coin toss with the winner of the game between C and D to determine 1<sup>st</sup> and 2<sup>nd</sup> seeds for the final tournament. The losers of the games between A and B and C and D will play each other in a mini-game. The winner of this game will advance to the tournament as the 3<sup>rd</sup> seed.
- i. In case of overtime in the mini playoffs, the teams will play four (4) minutes. Fouls will revert to 0 to begin the play.

2. Tie Breaker Rule: Volleyball

- a. In case of a two way tie, the placement into the tournament will be determined by reverting to head to head play of the regular season. The winner of the head to head will be seeded higher.
  - b. If there are three (3) teams tied for one (1) playoff spot, there will be a mini-playoff consisting of a single elimination game (not match). A coin flip will decide who sits out. The other two teams will play the mini-game with the loser out. The winner then plays a second mini-game with the team that sat out. The winner of this second game advances into the championship tournament. These games will be played at a neutral site.
  - c. If there are three (3) teams tied for two (2) playoff spots, there will be a mini-playoff consisting of a single elimination game (not match). A coin flip will determine who sits out. The other two (2) teams will play the first mini-game. The winner of the first mini-game advances to the championship tournament. The games will be played at a neutral site.
  - d. If there are four (4) teams tied for two (2) playoff spots, a coin flip will determine who plays one another in a playoff. This playoff will be held at two (2) different neutral sites. These playoff games will consist of a full match. The two (2) winners will advance to the championship tournament.
  - e. If there are four (4) teams tied for one (1) playoff spot, there will be a single elimination tournament. These playoffs will be single elimination games (not matches). The format will be determined by the Board of Managers.
  - f. If there are three teams tied for three seeded positions, a coin flip will be used to determine seed. The odd coin will have their choice of any of the three seed positions. The losing teams will then flip again. The winning team will have their choice of the two remaining seeds.
  - g. If there are four teams tied for four seeded positions, a coin flip will be used. Teams will draw numbers. Teams 1 and 2 and teams 3 and 4 will flip coins. Winners will flip again for first and second. Losers will flip again for third and fourth place. The winning team will have their choice of the two remaining seeds.
  - h. If there are five (5) teams tied for one playoff spot, a representative from each school will draw one letter. The letter will be A through E. The team that draws the letter E will go into the tournament as the 4<sup>th</sup> place seed. The teams that draw letters A and B will play each other in a mini-game and the teams that draw letters C and D will play each other in a mini-game. The mini games will consists of two (2) eight (8) minute halves under a regular game conditions with one (1) timeout per half. The winner of the game between A and B will be involved in a coin toss with the winner of the game between C and D to determine 1<sup>st</sup> and 2<sup>nd</sup> seeds for the final tournament. The losers of the games between A and B and C and D will play each other in a mini-game. The winner of this game will advance to the tournament as the 3<sup>rd</sup> seed.
3. Championship Volleyball Game: The championship game will be played at the high school of the higher-seeded team. The district athletic director will make arrangements with the participating or alternative high school. An admissions fee of \$1.00 per individual will be charged for all football, volleyball and basketball championship games.

4. Championship Basketball Game: The championship game will be played at the high school of the higher-seeded team if the site can be acquired. The district athletic director will make arrangements with the participating or alternative high school. An admissions fee of \$1.00 per individual will be charged for all football, volleyball and basketball championship games.

### **SECTION 37: CHAMPIONSHIP PLAYOFF SOFTBALL/BASEBALL**

1. Tie Breaker Rule: Teams with the same record at the end of the regular season will be placed according to the following:
  - a. In cases where two (2) teams have identical records, seeding into the championship game will be determined by reverting to regular season head to head competition.
  - b. In the case where two (2) teams are tied for second place in league standings, entry into the championship playoff will be determined by reverting to regular season head to head competition. The winner of the regular season head to head competition will enter the championship game as the second seed.
  - c. In the case where three (3) teams are tied for one (1) playoff spot, there will be a mini-playoff consisting of three (3) inning single elimination mini-games. A coin flip will determine who sits out. The other two teams will play the first mini-game with the loser out. The winner then plays a second mini-game with the team that sat out. The winner of this second game advances into the championship game. These mini-games will be played at a neutral site (high school if available).
  - d. In the case where three (3) teams are tied for two (2) playoff spots, there will be a mini-playoff consisting of three (3) inning single elimination mini-games. A coin flip will determine who sits out. The other two teams will play the first mini-game. The winner of the first mini-game advances into the championship game. The loser will then play the team that sat out in a second mini-game. The winner of the second mini-game also advances into the championship game. These mini-games will be played at a neutral site (high school if available).
  - e. In case when four (4) teams have identical records, seeding into the playoff game will be determined by reverting to regular season wins and losses within the four teams involved. The team who has won more games within the four teams, and using head to head play if needed, will be seeded in the number one slot. All other seedings within these four teams will be determined the same. If there is a tie within the seeding, a coin flip will determine places. The championship game will then be determined by head to head regular season between the two teams.
  - f. If there are three teams tied for three seeded positions, a coin flip will be used to determine the seed. The odd coin will have their choice of any of the three seed positions. The losing teams will then flip again. The winning team will have their choice of the two remaining seeds.
2. Championship Game: The championship game will be played at the high school of the higher-seeded team if the site can be acquired. The district athletic director will make arrangements with the participating or alternative high school. If mutually agreed upon by both participating schools, the championship game may be temporarily rescheduled in order to secure an appropriate playoff site. There will be no time limit for playoff or championship games. International tiebreaker rule will be used if there is a tie at the end of the game (see Softball).

### **SECTION 38: CHAMPIONSHIP TOURNAMENT – PLAYOFF AND CHAMP**

Revised 7/18

1. Tie-breaker games and the first round of a tournament will begin at 3:00 p.m.
2. The championship game for football, basketball, softball, baseball, volleyball will begin at 3:30 p.m.
3. The district track meet will begin at 3:00 p.m. (7/18)

### **SECTION 39: TROPHY-DISTRICT CHAMPIONS**

1. In each sport the playoff game/tournament format will determine the district champions.
2. A trophy will be awarded to the district champion only.

### **SECTION 40: CHAMPIONSHIP PLAYOFF NAL**

1. Tie Breaker Rule: Teams with the same record at the end of the regular season will be placed according to the following:
  - a. In cases where two (2) teams have identical records, seeding into the championship game will be determined by reverting to regular season head-to-head competition.
  - b. In the case where three (3) teams are tied for one (1) playoff spot, there will be a mini-playoff consisting of one (1) ten (10) minute 4<sup>th</sup> quarter mini-game. A coin flip will determine who sits out. The other two teams will play the first mini-game with the loser out. The winner then plays a second mini-game with the team that sat out. The winner of this second game advances into the championship. These mini-games will be played at a neutral site.
  - c. In the case where three (3) teams are tied for two (2) playoff spots, there will be a mini-playoff consisting of one (1) ten (10) minute 4<sup>th</sup> quarter. A coin flip will determine who sits out. The other two teams will play the first mini-game. The winner of the first mini-game will advance into the championship game. The loser will then play the team that sat out in a second mini-game. The winner of the second mini-game also advances into the championship game. These mini-games will be played at a neutral site.
2. Championship Game: The game will be played at a higher-seeded team's junior high school.

## SPORTSMANSHIP

### SECTION 41: COACHES RESPONSIBILITIES

1. Exemplify the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual athlete.
3. Abide by the rules of the game in letter and in spirit.
4. Respect the integrity and judgement of sports officials, never baiting or taunting that official in any way. The head coach is responsible for all bench personnel by rule.
5. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.
6. Encourage a respect for all athletics and their values.
7. Display modesty in victory and graciousness in defeat.
8. Promote ethical relationships among coaches.
9. Encourage the highest standards of conduct and scholastic achievement among all athletes.

### SECTION 42: PARTICIPANTS RESPONSIBILITIES

1. Accept and understand the seriousness of your responsibility and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in achievement of a better understanding and appreciation of the game.
3. Cooperate with the coaches and always exercise good sportsmanship by living the rules and role as stated.
4. Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Exercise self-control at all times, accepting all decisions, unusual occurrences and abiding by them.
7. Treat opponents with the respect that is accorded a guest or a friend. Many lasting relationships may be developed from competitive situations.
8. Shake hands with opponents prior to the contest and wish them good luck. Feel friendly toward opponents immediately when the contest ends.

### SECTION 43: UNSPORTSMANLIKE EJECTIONS AND FIGHTING POLICY

1. Any coach, player or bench personnel ejected by an official for unsportsmanlike behavior shall be suspended from the next scheduled district game. When a coach is ejected and must sit out the next game, such coach shall not even be allowed to attend the game.
2. Ejections occurring on the final game of the season will carry over for all underclassmen and coaches to the first district game of the succeeding season in that sport.
3. An appeal must be made in writing to the district athletic director within 24 hours. (Exception – if a game is played on Friday the appeal should be in writing no later than 3:00 p.m. on Monday following the game). The appellant must also pay \$100.00 to have the appeal heard. The money will be refunded if the decision is overturned.
4. The appeal will be evaluated and a decision rendered by an arbitrary board which will consist of the district athletic director and two authorities in the field of athletics.

### SECTION 44: CHEERLEADERS RESPONSIBILITIES

1. Promote good sportsmanship.
2. Use appropriate cheers and chants at the appropriate time.
3. Concentrate on the game and know what is happening.
4. Never do a yell or chant while the opponent's cheerleaders are doing one.
5. Use pom pom routines only when there is enough time to perform them.
6. Use a variety of cheers, songs and chants to keep the fans interested.

7. Support the band and drill team and show hem appreciation for half-time show.
8. Show friendship with cheerleaders from opposing school at an appropriate time, perhaps half-time.
9. Cheerleader placement will be located at the same end of the gym where their respective team is seated. During volleyball, cheerleaders will switch ends of the gym as their respective team does.

#### **SECTION 45: STUDENTS RESPONSIBILITIES**

1. Should not go onto the playing surfaces at any time including after the end of the game.
2. Realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Know and demonstrate the fundamentals of sportsmanship.
4. Cooperate with cheerleaders.
5. Exert peer pressure on fellow students whose conduct is unbecoming.
6. Respect property.
7. Respect the judgement of the coach and game officials.
8. Avoid abusive and profane language and obnoxious behavior.
9. Censure fellow students whose behavior is unbecoming.

#### **SECTION 46: SPECTATOR BEHAVIOR**

1. It is felt that more emphasis concerning sportsmanship must include pep clubs, cheerleaders and student bodies. All factions must work to improve the attitude posture between schools.
2. We would recommend that cheerleaders, pep clubs and student bodies refrain from using cheers that are derogatory and antagonistic in nature. It is also suggested, when formulating cheers, that information presented apply solely to the school's own team.

#### **SECTION 47: BAND AND DRUMS**

1. The host school may have its band or pep band play for home games.
2. No spectator is permitted to have noise makers such as bells, sirens, horns, drums, etc. No balloons permitted during indoor competition. NO MEGAPHONES.
3. Drums are to be used to play with the band, to play as part of an organized cheer. Drums are not to be used indiscriminately as noise makers!! Drums will not be used while play is in progress.

#### **SECTION 48: BANNERS & SIGNS**

1. The hose school may have an appropriate welcome sign posted in the gym or stadium. No spirit banner or signs will be permitted other than the welcome sign.
2. Schools can have sponsor banners in the gym or on the fields.

#### **EXCEPTION:**

1. Signs and balloons are appropriate for championship games only. Signs must be of a positive nature.
2. Signs indicating cheers may be used by the cheerleaders.



### **SCHOOL BUS REQUESTS**

1. All requests for the use of district school buses are to be submitted for approval on the “Request for use of School Bus” form provided by the district office.
2. All approved transportation requests must be received by the transportation office at least eight school days prior to the date bus is needed.
3. No charge for regularly scheduled district junior high and athletic events. Practice games fall under #4.
4. PRACTICE GAMES will be paid for by individual school.
5. CHARGES – Driver’s time and mileage.

### **OFFICIALS**

#### **SECTION 49: OFFICIALS PAY**

The officials’ pay will comply with the UHSAA pay schedule for J.V./Sophomores.

The officials pay for all sports will be \$51.00. (7/18)

#### **SECTION 50: OFFICIALS FOR TIE BREAKER, PLAYOFF OR CHAMPIONSHIP GAMES**

For tiebreaker, playoff or championship games a school may be allowed to rest one official. The schools involved in the tournament will contact the district representative over junior high athletics and request who they would like to rest. (4/2000)

### **HEALTH EXAMINATION POLICY**

A health examination must be performed and the Pre-participation Athletic Health Examination and Consent Form must be on file at the school before any student may participate in activities sponsored by the junior high schools.

## FOOTBALL

### PRACTICE

1. Scrimmages and practice games are not permitted. Teams will only compete with an opponent when a game is schedule by the Board of Managers.
2. Practice is limited to two hours per day (see Section 17, #5).

### GAMES

1. All games will be played after school (3:00 p.m.).
2. Marking the field will be the school's responsibility.
3. Home schools are responsible for supplying game footballs.
4. Willing team will report the results of the game to the local press.
5. Bus service – refer to the “Bus Requests” section of this handbook.
6. Any changes in date or playing time will be by mutual agreement of both teams and will be cleared through the district athletic director's office. Officials and all others concerned would be notified by the home team. Visiting team should notify transportation department of any changes in bus schedule.
7. It has recommended that colored vests be worn by chain-post men.
8. Home team will be responsible to make any emergency calls to ambulance or EMT for serious injuries.
9. A facility should be provided for half-time sessions.
10. Ladders are **not** allowed on the field for filming purposes or any other reason.
11. In case of a tie at the end of the game, each team will start on the 10 yard line.

### SCORING

1. Timers and scorers must obtain a set of rules and regulations. Score keepers and timers should, if possible, remain on sideline and not on the playing field. (Timers, score keepers – adults only. Chain gang must have at least one adult.)
2. Field goal and extra-point kicks may not be attempted as all our schools do not have goal posts established on the respective fields.

### OFFICIALS

1. Four officials will be assigned to each game.
2. The district athletic director is responsible for contacting official's arbiter for the purpose of assigning officials.
3. Contacts concerning official's assignments, and any other input involving official and coaches should come directly from the district athletic director to the arbiter and vice-versa.

Revised 7/18

## **BASEBALL & SOFTBALL**

### **PRACTICE**

1. Each school will be permitted to arrange two practice/scrimmage games.
2. Practice time is limited to two hours per day (see Section 17, #5).
3. Snowcrest Junior High may have baseball tryouts for one week in the fall of the year.

### **GAMES**

1. Boys and girls will play under the National Federation Rules.
2. The length of the games will be seven innings for boys and girls. The game will end any time after the fifth inning if one team is ahead by ten or more runs or end after the 3<sup>rd</sup> inning if ahead by fifteen or more runs. The inning must be completed. (Slaughter rule)
3. Marking the field will be the school's responsibility. Safety bases will be used at first base.
4. Home schools are responsible for supplying game baseballs and softballs.
5. Bus service - refer to the "Bus Requests" section of this handbook.
6. Home team will have the official score book. Visitors should have someone at the scoring table to assist with scoring.
7. Any changes in date or playing time will be first available day by mutual agreement of both teams and will be cleared through the district athletic director's office. Officials and all others concerned would be notified by the home team. Visiting team should notify transportation department of any changes in bus schedule.

### **PITCHING PROCEDURE FOR BASEBALL**

The following is a pitching procedure for baseball that would assist coaches when scheduling a player to start a game. The following procedure will be complied with.

1. A player may have one pitching assignment every 4 days.
2. A pitching assignment is defined as pitching 7 innings with one exception (1 - A player who is pitching in the 7<sup>th</sup> inning of a tie game, may pitch to the conclusion of a game). (Again, good judgment must prevail.)

**EXAMPLE:** A player pitches the quota as explained above on Monday, he may not be scheduled to pitch until Friday of that week. It was also suggested that the end of the season play-offs must take into consideration if possible pitching assignments before scheduling the playoff.

### **SOFTBALL**

1. Games will have a time limit of 2 hours with completion of the inning for league games. There will be no time limits for playoff or championship games.
2. Helmet straps and face masks are essential for safety. Each school is required to keep their helmets updated.

3. In case of a tie, the international tie breaker rule will be used. At the beginning of each team's at-bat the last batter from the previous inning is placed on 2<sup>nd</sup> base. The game ends when one team is ahead at the end of an inning.

### **OFFICIALS**

1. Two officials will be assigned to each game. Make sure the assigned timers and score keepers have a copy of the rules and regulations. Timers and score keepers will be adults only.
2. The district athletic director is responsible for contacting official's arbiter for the purpose of assigning officials.

## VOLLEYBALL

### PRACTICE

1. Practice time limit per day is two hours (see Section 17, #5).
2. Each school will be permitted to arrange two practice/scrimmage games.

### GAMES

1. Warm up: Floor made available 30 minutes prior to game time with coaches dividing the time equally. Warm-ups will be six minutes for each team, then two minutes together (6-6-2).
2. Winning team will report the results of the game to the local press.
3. Bus service - refer to the "Bus Requests" section of this handbook.
4. Any changes in date of playing time would be cleared through the district athletic director's office. Officials, and all others concerned should be notified by the home team. Visiting team should notify transportation department of any changes in bus schedule.
5. 2 time-outs allowed during each of the first 4 games (to 20), 1 time-out allowed during the 5<sup>th</sup> game (to 15).

### OFFICIALS

The district athletic director is responsible for contacting official's arbiter for the purpose of assigning officials.

### SCORING

1. Make sure that the assigned timers and score keepers have a copy of the rules and regulations. Timers and score keepers will be adults only.
2. Supply the score sheets.
3. Recommend two line persons for each match (faculty members, if possible).
4. Teams will play best of five (5) games; first four (4) games will be to 20 points; next one (1) game will be to 15 points.
5. Libero will serve.
6. After completion of league game, practice teams will only play if NAL is not finished with their competition.

### LIBERO

The libero is designed to add excitement to the game of volleyball and raise the level of play. This player becomes the "back-row specialist" by getting digs up to the setter. This position could become as important as the setter or the big hitter.

Under NFHS volleyball rules, the following are the guidelines for using the libero during the game:

1. Wears a uniform in distinct contrast to other team members.

2. Specializes in defense and serves.
3. May replace a back-row player any time (except server) without taking away from the team's allowed substitutes.
4. Can only serve in one position the entire game. She can serve for a different person in a different spot in the 2<sup>nd</sup>-5<sup>th</sup> games.

Weber School District  
**Libero Tracking Sheet**



<b>Set 1</b>	<b>TEAM:</b>		<b>L:</b>
	<b>Serving Order</b>	<b>SP</b>	
	I		
	II		
	III		
	IV		
	V		

<b>TEAM:</b>		<b>L:</b>
<b>Serving Order</b>	<b>SP</b>	
I		
II		
III		
IV		
V		

<b>Set 2</b>	<b>TEAM:</b>		<b>L:</b>
	<b>Serving Order</b>	<b>SP</b>	
	I		
	II		
	III		
	IV		
	V		

<b>TEAM:</b>		<b>L:</b>
<b>Serving Order</b>	<b>SP</b>	
I		
II		
III		
IV		
V		

<b>Set 3</b>	<b>TEAM:</b>		<b>L:</b>
	<b>Serving Order</b>	<b>SP</b>	
	I		
	II		
	III		
	IV		
	V		

<b>TEAM:</b>		<b>L:</b>
<b>Serving Order</b>	<b>SP</b>	
I		
II		
III		
IV		
V		

<b>Set 4</b>	<b>TEAM:</b>		<b>L:</b>
	<b>Serving Order</b>	<b>SP</b>	
	I		
	II		
	III		
	IV		
	V		

<b>TEAM:</b>		<b>L:</b>
<b>Serving Order</b>	<b>SP</b>	
I		
II		
III		
IV		
V		

<b>Set 5</b>	<b>TEAM:</b>		<b>L:</b>
	<b>Serving Order</b>	<b>SP</b>	
	I		
	II		
	III		
	IV		
	V		

<b>TEAM:</b>		<b>L:</b>
<b>Serving Order</b>	<b>SP</b>	
I		
II		
III		
IV		
V		

**Directions for Scorer and Assistant Scorer when Libero Serves**

### Recording Libero Serving:

The libero can serve in one position in the serving order by replacing the player who is in the service position, right back, and will serve the next ball. When the libero serves, a triangle is used in the scoring sections in each part of the scoresheet where score is reflected 1) running score; 2) serving order and 3) individual player score on scoresheet. Likewise, the assistant scorer shall place a triangle around the position in the serving order on the tracking sheet when the libero first serves.

A. Scoresheet Running Score

<del>1</del>	16
<del>2</del>	17
<del>3</del>	18
4	19
5	20
△6	21
△7	22
△8	23
9	24
10	25
11	26
12	27
13	28
14	29
15	30

Triangle indicates points 6, 7, & 8 were scored in libero's term of service.

B. Scoresheet

Game No.		TIME-OUTS									
Serve Order	Player No.	Team: L5 Wildcats									
1	13	1	2	3	-						
2	14	4	-								
△3	2	5	△6	△7	△8						
4	8										
5	3										
6	7										

Triangle indicates libero is serving in 3<sup>rd</sup> position of serve order.

Triangle indicates points 6, 7 & 8 followed by a loss of rally occurred in libero's term of service.

#5 (libero) scored points 6, 7, 8 and had loss of rally

C. Libero Tracking Sheet

Team:		L: 5	
Game	Serving Order	SP	
	I	13	
	II	14	
	△III	<del>1</del>	<del>2</del> 2
	IV	8	
	V	3	
	VI	<del>1</del>	<del>2</del> 2

Triangle indicates libero is in 3<sup>rd</sup> serving position.



## **BASKETBALL**

### **PRACTICE**

1. Practice time limit per day is two hours (see Section 17, #5).
2. Each school will be permitted to arrange two practice/scrimmage games.

### **GAMES**

1. Two officials will be assigned to each game.
2. The district athletic director is responsible for contacting official's arbiter for the purpose of assigning officials.
3. Any changes in date of playing time will be by mutual agreement of both teams and will be cleared through the district athletic director's office. Officials, and all others concerned should be notified by the home team. Visiting team should notify transportation department of any changes in bus schedule.

### **SCORING/TIMING**

1. Home team will have the official score book. Visitors should have someone at the scoring table to assist with scoring.
2. All score board clocks should be in top condition. If this is not possible, opposing coaches and officials should be notified before game time. An additional manual wind-up clock should always be available at the score table.
3. Coaches should supply timers and score keepers with the rules and regulations as apply to the respective positions (timers and score keepers must be adults). This information can be obtained from the official Basketball Rules Book. These regulations should be inserted in the official score book for ready reference.
4. Make sure that the assigned timers and score keepers have a copy of the rules and regulations. Timers and score keepers will be adults only.

### **SPECTATORS**

In reference to home game problems, all pep assemblies should be over before 2:30 p.m. The opposing teams need to have the floor from 2:30 p.m. on for warm-up.

## TRACK

### PRACTICE

1. Each school will have four scheduled practice meets in addition to the district meet. Coaches may also arrange one open meet. This meet may be outside the district or may be a time trial meet within the district with another junior high.
2. Coaches must make arrangements with high school track coaches for use of facilities.
3. Practice time limit per day is two hours (see Section 17, #5).
4. Javelin and pole-vault will not be allowed.

### PARTICIPANTS

1. Participants will be kept in stands or in an area which is isolated from the track events.
2. Participants will warm up in an area isolated from the track events.

### MEETS

1. A public address system will be used to call events.
2. A fully automatic timing system will be used for each finisher.
3. A watch will be used for first place finishers in 800 & 1600 as well as the fully automatic timing system.
4. Field events must be roped off.
5. The winning team coaches will report the results of the meet to the local pres..
6. All meets: timers, score keepers, as well as the head individual authority for each event, will be adults.
7. Awards will be presented at the district meet only. Awards should be presented at the end of each event. Two trophies will be awarded at the conclusion of the district meet, boys/girls champions.
8. All scoring will be done in accordance with National Federation Rule Book.
9. At the district meet, the top 7 teams for the relays will be used rather than running 2 heats.

(07/18)

### OFFICIALS

Any changes in date or meet time should be cleared through the district athletic director's office. (Officials and all others concerned, should be notified by the home team.)

### OTHER

1. The following procedure will be implemented when a practice meet in progress has to be discontinued because of weather or for any other unforeseen problem.
  - a. If the meet cannot be rescheduled, the times, height and distance acquired by an individual may be used for seeding purposes if the event was completed.

- b. Times, heights and distances acquired will be carried over if the events have been completed when rescheduling the meet.
- 2. The rules as established by the National Federation always apply unless exceptions have been made.
  - Exceptions:**
    - 1) Javelin and pole vault will not be allowed.
    - 2) Competitors may compete in a maximum of 4 events, of which only 3 may be running events, including relays.

## **CHEERLEADING/PEP CLUB/MASCOT**

The main purpose and function of the cheerleader, pep club groups and mascot in the junior high school is to maintain enthusiasm and school spirit at all athletic events and as such is considered to be an integral part of the athletic program. Cheerleader and pep club groups may be used as a service organization when called upon. The enforcement of the following guidelines is the responsibility of the individual school and principal as the governing agency for cheerleading.

### **GENERAL GUIDELINES**

1. Cheerleader clinics involving school cheerleader teams are not school sponsored.
2. The cheerleader advisor or their designated school representative will accompany the cheerleaders at all school sponsored events.
3. An advisor or school may not require a student to attend summer clinics, camps, team meetings, competitions, etc.
4. Any cheerleading activities held during non-school months are not district or school sponsored.
5. Although cheerleaders are technically members of the cheerleading team during the summer months and are held to proper standards during this time period, actual start time begins the first day of school and ends the last day of school.

### **SAFETY GUIDELINES**

1. No standing pyramids.
2. No flyers.
3. No mini-tramps or springboards.
4. Acceptable gymnastic maneuvers are limited to forward and backward walk-overs, aerials, splits, round-offs, cartwheels, hand springs, hand stands, tucks, and front or back somersaults.
5. No tumbling past half court.

# FORMS



**WEBER SCHOOL DISTRICT**  
**5320 SOUTH ADAMS AVENUE**  
**OGDEN, UTAH 84405**

Dear Parent:

The junior high school athletic program of the Weber School District is again being conducted this year.

With the welfare of all concerned in mind, we are requesting that the procedures listed below be followed before your son/daughter, \_\_\_\_\_, will be eligible to participate in the athletic program.

Your signature will be interpreted to mean that you have complied with each one of the following items:

That you have given consent to having your son/daughter participate in the athletic program and to travel to and from other schools for this purpose.

That he/she has been examined by a physician licensed in the state of Utah and has been found physically acceptable to participate. A signed statement from the physician must be attached to this sheet. This must have taken place within a 12 month period prior to the sport in which the student is participating.

That you have given emergency medical authorization at your expense for transportation and/or treatment by a physician or hospital when the parents/guardian are not available.

That he/she is covered by insurance. Please check one of the following:

\_\_\_\_\_ We have our own family insurance policy.

\_\_\_\_\_ We do not carry an insurance policy. I have signed and attached the Weber School District Insurance and Waiver Form and understand that Weber School District will not cover student injuries inherent in inter-scholastic athletic competitions and waive any right to assert a claim against Weber School District or associated school for medical, doctor, or hospital bills or expenses resulting from such injuries.

That you are aware that there are eligibility requirements for participation and that your son/daughter will comply with and meet those requirements or will not be allowed to participate.

*You further certify by signing below that you agree that any claim or dispute arising out of injuries sustained while participating in these activities shall be settled by binding arbitration administered by the American Arbitration Association under its commercial arbitration rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.*

Please check the activity or activities in which your child will be participating:

\_\_\_ FOOTBALL      \_\_\_ BASKETBALL      \_\_\_ VOLLEYBALL      \_\_\_ CHEERLEADING

\_\_\_ BASEBALL      \_\_\_ SOFTBALL      \_\_\_ TRACK      \_\_\_ NAL

Respectfully yours,

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

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

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

06/19/18

**WEBER SCHOOL DISTRICT  
5320 SOUTH ADAMS AVENUE  
OGDEN, UTAH 84405**

**INSURANCE NOTICE AND WAIVER**

Participation in inter-scholastic athletic competition comes with inherent risks. Students who participate in such activities assume these risks voluntarily. Students are strongly encouraged to be covered by health and accident insurance that covers injuries sustained while traveling to and from inter-scholastic athletic events, during practice, or during an event. **Student injuries that occur as a result of participation in inter-scholastic athletic competition are NOT covered by a Weber School District's insurance policy.**

By having your student participate in Weber School District inter-scholastic athletic competitions, you acknowledge your understanding that Weber School District will not cover student injuries inherent in such competitions. You further warrant and acknowledge and waive any right to assert a claim against Weber School District or your attending school for any medical, doctor, or hospital bills and expense resulting from injuries sustained by your student in the normal course of participation in inter-scholastic athletics.

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, acknowledge my understanding that Weber School District will not cover student injuries inherent in inter-scholastic athletic competitions and waive any right to assert a claim against Weber School District or associated school for medical, doctor, or hospital bills or expenses resulting from such injuries.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

06/19/18



**Weber School District**  
**Code of Conduct Contract (53A-11-908)**  
Advisors & Coaches

The Legislature recognizes that participation in student government and extracurricular activities may confer important education and lifetime benefits upon students. Weber School District encourages a variety of opportunities for all students to participate in these types of activities and does not create such a right. The Legislature and District further notes that those who participate in student government and extracurricular activities including coaches and advisors become role models for others in the school and community. These individuals play major roles in establishing standards of acceptable behavior in the school and community, and in establishing and maintaining the reputation of the school and the level of community confidence and support afforded the school. When an advisor/coach agrees to participate in an extracurricular activity sponsored by the school, he/she is agreeing to abide by the reasonable and rigorous standards the school chooses to promote and impose.

It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all laws and rules of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities.

With the ever-increasing use of social media platforms (e.g., Facebook, Twitter, Snapchat, Instagram), it is imperative that advisors & coaches participating in any extracurricular activities, clubs, groups and leadership organizations understand that they will be expected to adhere to appropriate standards regarding any posts (including photos), tweets, snapchats, etc. Any use of social media platforms by advisors & coaches, on or off campus, may be monitored by the administration and disciplinary action may be taken, including removing a student from the team, group, activity, and/or organization, if use is deemed inappropriate. Standards related to appropriate use of social media platforms include, but are not limited to: zero tolerance for cyber-bullying; harassment (all forms); lewd, suggestive, or sexually explicit posts/photos; discriminatory remarks/posts; posts/photos depicting or promoting illegal activities (alcohol, drugs, e-cigs), re-tweeting any/all of the above, etc.

The State Legislation, State Board of Education, and Weber School Board prohibit the following:

1. The use of foul, abusive or profane language;
2. The use, possession or distribution of controlled substances or drug paraphernalia, and the use, possession or distribution of tobacco or alcoholic beverages contrary to law; and
3. Hazing, demeaning or assaulting behavior.

This piece of legislation (53A-11908) makes clear that its prohibitions relate not only to students and District employees, but also all adult coaches, advisors and assistants. It also requires all school employees who reasonably believe that there has been a violation of the above prohibitions to report the violation to the principal or District Athletic director. Failure to report by a person who holds a professional certificate constitutes an unprofessional practice under the statute.

Please take time to review with all of your advisors and coaches the requirements of the statute and pay particular attention to make sure the requirements are communicated to students and any volunteers or para-professionals who are not regular employees of the District. The District will vigorously enforce the provisions of statute and Board policies adopted to enforce the statute.

***I have read and understand the preceding regarding inappropriate use of social media, inappropriate behavior, foul, abusive or profane language; hazing, demeaning or assaulting behavior; the use of controlled substances.***

---

*Coach/Advisor Print Name*

---

*Date*

---

*Coach/Advisor Signature*

---

*Date*

**Weber School District**

**Code of Conduct Contract (53A-11-908)**  
**Students**

The Utah State Legislature recognizes that participation in student government and extracurricular activities may confer important education and lifetime benefits upon students. Weber School District encourages a variety of opportunities for all students to participate in such activities in meaningful ways; there is no constitutional right to participate in these types of activities and does not create such a right. The Legislature and District further note that those who participate in student government and extracurricular activities including coaches and advisors, become role models for others in the school and community. These individuals play major roles in establishing standards of acceptable behavior in the school and community, and in establishing and maintaining the reputation of the school and the level of community confidence and support afforded the school. When a student agrees to participate in an extracurricular activity sponsored by the school, he/she is agreeing to abide by the reasonable and rigorous standards the school chooses to promote and impose.

It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all state laws and school rules of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities. Extracurricular participants who do not abide by established community and school rules, laws and standards may lose their opportunity to represent their school in extracurricular activities.

With the ever-increasing use of social media platforms (e.g., Facebook, Twitter, Snapchat, Instagram), it is imperative that students participating in any extracurricular activities, clubs, groups and leadership organizations understand that they will be expected to adhere to appropriate standards regarding any posts (including photos), tweets, snapchats, etc. Any use of social media platforms by students, on or off campus, may be monitored by the administration and disciplinary action may be taken, including removing a student from the team, group, activity, and/or organization, if use is deemed inappropriate. Standards related to appropriate use of social media platforms include, but are not limited to: zero tolerance for cyber-bullying; harassment (all forms); lewd, suggestive, or sexually explicit posts/photos; discriminatory remarks/posts; posts/photos depicting or promoting illegal activities (alcohol, drugs, e-cigs), re-tweeting any/all of the above, etc.

In addition, the State Legislation, State Board of Education, and Weber School Board prohibit the following:

1. The use of foul, abusive or profane language;
2. The use, possession or distribution of controlled substances or drug paraphernalia, and the use, possession or distribution of nicotine products or alcoholic beverages contrary to law; and
3. Hazing, demeaning or assaultive behavior.

This piece of legislation (53A-11-908) makes clear that its prohibitions relate not only to students and District employees, but also all adult coaches, advisors and assistants. It also requires all school employees who reasonably believe that there has been a violation of the above prohibitions to report the violation to the principal or District Athletic Director. Failure to report by a person who holds a professional certificate constitutes an unprofessional practice under the statute.

***I have read and understand the preceding regarding inappropriate use of social media, inappropriate behavior, foul, abusive or profane language; hazing, demeaning or assaulting behavior; the use of controlled substances.***

---

*Student Name (Print)*

---

*Date*

---

*Student Signature*

**Weber School District**  
**Protection of Athletes with Head Injuries** (26-53-101)

As per House Bill 204 the Legislature recognizes that participation in athletics presents a possibility for concussions and head injuries. Weber School District fully supports the protection of athletes with head injuries in accordance with the Utah Health Code. In the event of a head injury, policy states that the child will be removed from play until he/she has been medically cleared by a qualified health care professional to return to play.

As a parent of a child participating in Weber School District extra-curricular activities please take time to review the free course developed by the National Federation of High Schools that is available on-line ([www.nfhslearn.com](http://www.nfhslearn.com)) and is an excellent resource on concussion management. The 20 minute course provides education and instruction for parents and students regarding concussions and the actions to take when a concussion occurs.

*I have read and understand the above procedures and management regarding Athletes with Head Injuries.*

\_\_\_\_\_  
*(Parent – Print Name)*

\_\_\_\_\_  
*(Parent – Signature)*

\_\_\_\_\_  
*(Student Name)*

\_\_\_\_\_  
*(School)*

\_\_\_\_\_  
*(Date)*

Step  
**1**

## **Injury Occurs**

A concussion may occur in school, during athletics or outside of school grounds. It is essential that awareness be raised among school staff, athletics, students and parents/legal guardians on how to recognize/report a concussion and how to initiate concussion management protocol to ensure the student is appropriately supported.

Once the school obtains information regarding the injury it is important that they follow up with the student, parent/legal guardian and/or the individual who witnessed the injury. It is beneficial to gather information on what happened, the medical diagnosis, and how the student is being impacted i.e., current symptoms.

Information on the injury should then be communicated to all school team members that work with the student. The student should not be engaging in any physical activity where they may be reinjured such as: athletics, PE class, physical play at recess and also take into account situations where they are at risk of being hit or knocked over as a bystander.

It is beneficial to follow and support a student regardless of their current athletic status. Take a moment to consider the fact that all concussed students can be impacted academically and are at risk of an additional injury during recovery. Additional situations to consider include: a concussed student who is about to transition into an athletic sport, a student transitioning between sports, an athlete being managed by an athletic trainer as the season ends but will still require academic adjustments.

Step

2

## Team is Notified

Team members will include an administrator, counselor, student’s teacher(s), school nurse, coach, athletic trainer, and any other staff member deemed necessary. One team member will be identified as the point person, who has the ability to follow a student regardless of athletic status.

Team members will be notified of head injury via verbally, through written communication or electronic communication.

School professionals may notice concussion signs and symptoms that the student is experiencing following the concussion. The list below represents disciplines that may be involved in supporting the student during the recovery process.

School Nurse: The school nurse will notify parent of any “bump” on the head or possible concussion when an injury occurs during school hours and when the nurse is in the school building. WSD Head Injury Notification Form will be given to parent of injured child, or sent home with the child. The school nurse will communicate with medical provider regarding accommodations to be made at school following a head injury, with parental permission.

Secretary/Administrative Assistant: They should be aware of the signs and symptoms of a concussion, who to notify if a student is injured, and names of students who have concussion symptoms, since they may need a place to rest during the recovery period.

Student’s Teachers: The teachers should be aware of the injury so they can reduce cognitive demands as appropriate.

It is beneficial to notify the teacher of the student’s reported symptoms and suggested classroom adjustments. This may take more coordination for students who have multiple classes and teachers. Teachers should also be aware that adjustments that are appropriate in the first few days following the injury may not be appropriate in subsequent days. Academic adjustments may need to be continuously adjusted as the student recovers. School professionals should be assessing the student’s academic needs, intervening as appropriate, monitoring progress, and modifying academic adjustments as needed.

Parent/Legal Guardian: Will be notified by school when head bump occurs at school. (See School Nurse information)

Counselor: The counselors within the school may be involved in supporting teachers as they work to determine appropriate academic adjustments, assist in determining if/how to best adjust class schedule (especially for students with multiple teachers), and may be involved in problem solving teams for students who are having difficulty recovering from the concussion symptoms.

Coach/Athletic Trainer: Communication between school academics and school athletics is essential. If a student is suspected of having sustained a concussion during athletics there needs to be a process of communicating this information to the school so the student can be followed, removed from physical activity and cognitive demands reduced. The coach or certified athletic trainer (ATC) may have valuable information/data such as signs and symptoms following an injury, pre-season baseline assessment data, etc.

In addition, an asymptomatic student who has begun the graduated RTP guidelines may flare symptoms. School professionals from both academics and athletics should still be communicating during this process.

**Communication between academics and athletics:**

This communication is important for many reasons. Please consider the following scenarios:

1. A student who sustained a concussion in athletics. The school also needs to be informed so they can provide the appropriate academic support and remove the student from physical activity.
2. A student who sustains an injury outside of school. The school teams (teachers/nurse/counselor/coach/ATC) need to be notified so the student can be removed from physical activity and appropriate academic adjustments be provided while the student is recovering.
3. A student who has sustained a concussion and is about to transition into an athletic activity. This could also be a student who is transitioning between sports and the coach/athletic trainer for the upcoming sport needs to be aware of the injury and where the student is in the recovery process.

Step

**3**

## **Collect Data**

The school will want to ensure that information regarding how a student is recovering from the concussion is shared with the appropriate individuals (parent and/or health care provider with appropriate consent). Some examples of information that is relevant for the school to share include classroom adjustments needed to support the student, symptoms reported or observed (changes from typical behavior), neurocognitive data, etc.

For logistical reason it may be easier for an identified school professional within the academic setting to collect any information that is relevant for the parent and/or health care provider. This “point person” may vary by school, school district, and on a case-by-case student basis.

### **Who is a “Point Person”?**

It is essential that the “point person” be someone who is regularly within the school setting and who has some ability to support/influence academic adjustments. This individual may be determined on a case-by-case basis depending on who knows the student the best and who is able to facilitate collecting relevant data and implementing appropriate interventions.

The appropriate person may vary by school district, school setting, and/or by student. For example, in some schools the nurse may be appropriate; however, in other schools a nurse may not be as accessible. The counselor may also be considered as the appropriate point person if this individual knows the student and can best advocate for the student’s needs. In some situations the school may determine that a teacher is the most appropriate point person.

Ideally, information should be communicated in a way that is convenient for both the “point person” as well as school staff. If it is not convenient for school staff then this may impact the amount of feedback received. Information may be collected electronically (e-mail or documentation in a shared document/school electronic system) or written (submit paper copies). Also, consider if staff will be required to share feedback (even if this means noting that no symptoms were observed) or if it is understood that no feedback means symptom-free.

As a school team, review the current methods of documenting other health concerns/injuries and academic adjustments. If the school has the ability to document electronically this could allow schools to assess the educational impact of concussions on students through queries. The school may want to use queries to collect information on how many concussions have occurred, average length of recovery, most frequent academic adjustments needed, the number of school absences recorded due to concussions, etc. It is recommended that the school record when the injury has occurred, when the student is “symptom free” and when the student has obtained medical clearance. You team should determine which school professionals will need to have access to the data and how to record appropriate information (preferably by a means that fits into current processes).

Step

**4**

## **Provide Data**

The information collected regarding how the student is managing during the recovery process (symptoms experienced, changes from typical behavior, and adjustments needed within the school setting) should be reported to the parent/legal guardian. If the school has appropriate consent then this information can also be provided directly to the health care provider managing the student during this recovery process.

*Repeat Steps 2 – 4 until symptom-free:* The school multi-disciplinary team should be continuously monitoring the student, providing appropriate adjustments, and assessing progress. Keep in mind that the adjustments a student needs when they return to school are likely to change over time (this could occur in days to weeks following the concussion). The need for academic adjustments typically declines overtime.

Step

**5**

## **Return to Learn**

As a student recovers from the concussion their symptoms should decrease and subsequently school professionals should be able to gradually decrease academic adjustments. This means they are engaged in school, completing assignments etc. with no academic adjustments and symptoms are not resurfacing. The Consensus Statement on Concussion in Sport: The 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich indicates that the student-athlete should return to school successfully before they return to their sport or activity (McCrory et al., 2013). Best practice would apply this to all students.



Step

**6**

## **Symptom-Free**

This occurs when all of the data collected during the recovery process (from parents, teachers, the student, neurocognitive testing, etc.) indicate that the student is no longer experiencing any symptoms, is no longer requiring academic adjustments/has returned to academic baseline, and is no longer needing medications to manage the concussion symptoms (refer to the Consensus Statement on Concussion in Sport: the 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich, International Concussion Consensus Guidelines ([http://bjsm.bmj.com/content/43/Suppl\\_1/i76.full.pdf](http://bjsm.bmj.com/content/43/Suppl_1/i76.full.pdf)))

Step

**7**

## **Return to Play**

Best Practice would involve the student being symptom-free and the health care provider evaluating and providing approval to begin graduated RTP. Following successful completion of the graduated RTP Protocol the Health Care Provider can then provide final medical clearance.

Remember, a student should not RTP if they are still requiring adjustments in the school setting. This has been reiterated in the 4<sup>th</sup> Zurich Guidelines (McCrory et al., 2013). For this reason, along with the fact that a student may develop a symptom while increasing physical activity it is important that the school-academic team and the school-physical team stay in communication with each other regarding the student's recovery.

**MEMORANDUM**

**TO:** Secondary Principals  
Secondary Assistant Principals  
High School Athletic Directors

**FROM:** Bill Grilz

**DATE:** August 1, 2012

**SUBJECT:** BACKGROUND CHECKS

---

Please inform all WALK-ON COACHES AND ADVISORS that a background check must be done **BEFORE** the season begins in which they coach. This includes paid and volunteer coaches and advisors. This is also necessary for coaches or advisors who are veteran coaches but have never had a background check. If a walk-on coach or advisor has had a background check previously, they will not need to do it again.

Please have these individuals come to the Human Resources Department at the District Office to take care of this. They will need to fill out an application for employment plus get instructions on getting the background check done. ***They will not be paid until this process is completed.*** This cost can either be paid by the individual or by the school as determined by the school principal.

We would also ask each school principal or designee to contact Human Resources with name of walk-on coaches or advisors **BEFORE** each season to ensure that background checks have been completed **BEFORE** they begin coaching. **Failure** to follow the background check procedure may result in disciplinary action for the coach, athletic director and school.

Thanks for your help!

**WEBER SCHOOL DISTRICT  
WALK-ON COACH/VOLUNTEER FORM**

Please have each coach or volunteer that is not an employee of WSD complete and sign this form before the season begins.

Name: \_\_\_\_\_

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

\_\_\_\_\_ I have completed my *Extra-Curricular Work Application* packet at the district office and have completed all forms for payroll.

\_\_\_\_\_ I have completed my background check and have attached a copy of the receipt from the Weber School District Human Resources.

**-OR-**

If this person states that he/she is cleared, please call Human Resources (476-7805) to verify clearance and to ensure he/she is able to coach or volunteer for your school.

Cleared Date: \_\_\_\_\_ Cleared by: \_\_\_\_\_  
(Print name of HR Employee)

-----

I understand before I can coach a team for WSD that I need to complete my application and background check ***before sports begins.***

Signature of Applicant: \_\_\_\_\_

Signature of AD/Asst. Principal: \_\_\_\_\_

**WEBER SCHOOL DISTRICT  
5320 ADAMS AVENUE PARKWAY  
OGDEN, UT 84405**

**EXTRA CURRICULAR WORK APPLICATION**

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

TO APPLICANT: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future reference. PLEASE PRINT!

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

Are you a US Citizen? \_\_\_\_\_ Applying for (position): \_\_\_\_\_

Email Address: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

High School Last Attended: \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

Completed: \_\_\_\_\_ Graduated: \_\_\_\_\_

<u>Post High School Institution(s)</u>	<u>Major</u>	<u>Minor</u>	<u>When Attended</u>
--	--------------	--------------	----------------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Degree held: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

**EXPERIENCE BACKGROUND**

List experience beginning with the most recent position. I give Weber School District permission to contact previous or current supervisors listed below.

<u>Employer</u>	<u>Duties</u>	<u>Salary</u>	<u>Reason for Termination</u>
-----------------	---------------	---------------	-------------------------------

From/To \_\_\_\_\_

Name of Supervisor/Phone No. \_\_\_\_\_

Employer \_\_\_\_\_ Duties \_\_\_\_\_

From/To \_\_\_\_\_

Name of Supervisor/Phone No. \_\_\_\_\_

Employer \_\_\_\_\_ Duties \_\_\_\_\_

From/To \_\_\_\_\_

Name of Supervisor/Phone No. \_\_\_\_\_

Employer \_\_\_\_\_ Duties \_\_\_\_\_

From/To \_\_\_\_\_

Name of Supervisor/Phone No. \_\_\_\_\_

If offered a position, when would you be available to begin work? (Date) \_\_\_\_\_

**PERSONAL REFERENCES**

(List three people that could be contacted in regard to a reference. No relatives please.)

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

List special talents or abilities: \_\_\_\_\_

Are you or have you ever been employed by a school district before?  Yes  No  
If yes, where: \_\_\_\_\_ From (date): \_\_\_\_\_ to \_\_\_\_\_

Have you ever forfeited bail, been convicted, fined, jailed or placed on probation for any violation of the law other than minor traffic offenses? \_\_\_\_\_  
If yes, please explain fully:

\_\_\_\_\_  
\_\_\_\_\_

In accordance with Utah State Law, by signature below, applicant consents that Weber School District may conduct a criminal background check and I hereby waive written notice of the same.

The facts set forth above in my application for employment are true and complete. I understand that if employed, incomplete, false, or misleading statements on this application shall be considered sufficient cause for dismissal.

Weber School District adheres to federal guidelines: No applicant for employment shall be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activity on the basis of sex, race, religion, age, national origin or disability. Accommodations will be made as necessary for applicants with disabilities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Human Resources Director, 5320 Adams Avenue Parkway, Ogden, UT 84405, 801-476-7804.

Weber School District adheres to the school district policy prohibiting sexual harassment.

In connection with my application for employment with Weber School District, I hereby authorize the Weber School District to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations, from any damages of, or resulting from, furnishing such information. I further agree that a copy of this release shall function as an original.

**I understand that all classified employees are hired as an “at will” employee for the first 90 days. This means the employee or the District may terminate the employment relationship during the initial 90-day assessment period for any reason or for no reason.**

\_\_\_\_\_  
Signature

WEBER SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

## MEMORANDUM

**TO: Secondary Administrators  
Athletic Directors**

**FROM: Bill Grilz**

**DATE: August 20, 2013**

**SUBJECT: COACHES' CLINICS AND TOURNAMENTS**

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Clinics (camps) are an essential part of our sports' programs. Students learn basic skills and improve their own skills through participation in these programs.

There is a distinct difference between sports' clinics and tournaments, along with commercial sponsored clinics. Tournaments and commercial clinics will need to provide their own insurance and follow the guidelines of the WSD rental policy (#2241). Risk management will not indemnify the district for tournaments and clinics not sponsored by the school. Also, those types of clinics and tournaments that are not school sponsored will handle their own finances.

Sports' clinics are for the students at the school that is sponsoring the clinic. At times these clinics will charge just enough to pay coaches for their time, but a distinguishing factor of clinics is that extra money made from the clinic will go into the sports program at the school. In order for these clinics to be held without rental fees and to be covered under WSD's insurance, the following guidelines should apply.

1. Coaches need to meet with administrators **before** the clinic to arrange the area needed at the school, to agree upon the cost to students and to agree upon the amount paid to the coaches running the clinic.
2. Clinics are held for only five days (or less) the week prior to tryouts and are held on weekdays. No uniforms or equipment will be distributed.
3. All money collected from participant will be paid to the bookkeeper at the school. No coach will handle any money.
4. All coaches will need to be paid through WSD payroll and will need a background check. All volunteers will need a background check, as well.
5. Each sport will only offer one clinic per year. More than that would appear to be a commercial clinic which would then have different guidelines.

**OFFICE USE ONLY:**

**Clinic/Camp:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **By** \_\_\_\_\_

**WEBER SCHOOL DISTRICT**

**EXTRACURRICULAR CLINIC/CAMP  
GUIDELINES AND APPLICATION**

Clinic/camp experiences should be productive and educational in nature, planned with no school time missed and at minimal cost. Clinics/camps should be open to all age appropriate students. The school administration has the final decision regarding all aspects of clinics/camps. All aspects of clinics/camps will be consistent with District policies and procedures including handling of money, safety of participants, payroll submittal and use of facilities.

**Coach/Advisor:**

1. Each participant must have a release form signed by parent prior to the clinic/camp, including specific clinic/camp costs, rules and expectations.
2. All money collected will be deposited with the school bookkeeper immediately after being collected. Two or more coaches/advisors should count and deposit the money. Detailed lists of participants and payments received should accompany deposits to the bookkeeper. All coaches or advisors will be paid through District payroll.
3. Arrange the following with administrators and/or Athletic Director prior to the clinic/camp:
  - a. Facilities needed
  - b. Cost
  - c. Amount paid to the coaches/advisors running the clinic/camp
4. Clinics/camps are held for five days or less and are held on weekdays.
5. Each sport may only offer **one** clinic/camp per year.
6. Clinics/camps are open to all students of appropriate age.
7. All money collected for the clinic/camp will be deposited at the school into the respective school account for that program.

**Complete the following:**

<b>Coach/Advisor responsible:</b>	
<b>Emergency phone number(s):</b>	
<b>Purpose of clinic/camp:</b>	
<b>Daters of clinic/camp:</b>	
<b>Cost per participant:</b>	
<b>Facilities to be used:</b>	

**Names of coaches/advisors participating (including coach submitting this application)**

***\*\*This portion of the application may be duplicated and submitted to the head secretary and/or bookkeeper for payroll purposes at the conclusion of the clinic/camp.***

Name	Age	Employment Status	Amount to be Paid
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	
		<input type="radio"/> District Employee <input type="radio"/> Non-District Employee	

I agree to accept full responsibility for the clinic/camp and will follow all school and District policies and procedures.

---

**Coach/Advisor Signature**

**Date**

**APPROVED:** I have reviewed the application as it relates to the involvement of our school (advertising, building use, safety and liability, accounting, etc.) and find this request consistent with school and District policy and guidelines.

**DENIED:**

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**Administrator Signature**

**Date**

*Administrator will keep clinic/camp application, clinic/camp rules and expectations, signed parent release forms, and financial records on file.*







<input type="radio"/> Approved <input type="radio"/> Denied
Date: _____

**SECONDARY FUND RAISING PROPOSAL FORM**

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

Advisor(s): \_\_\_\_\_

Proposed time period of the fund raising event: \_\_\_\_\_

Vendor: \_\_\_\_\_

Purpose of Fund Raiser: \_\_\_\_\_

\_\_\_\_\_

Who will be solicited for funds during this fund raiser? (If local businesses, please work with WSD Foundation and provide a list of businesses) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other than advisors above, who are the main contact persons over this fundraiser? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide more details as you see necessary so your school principal has all the information to make an informed decision. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Standards Committee

### Application for Extra-Curricular Participation

**It is a school expectation that students who elect to participate in extra-curricular activities must meet all guidelines and criteria established for eligibility. In extremely rare and serious situations where students have not met the established criteria because of circumstances totally beyond student control, an application for consideration of an appeal may be allowed. A student may not try-out, have his/her name placed on a ballot or be otherwise considered for inclusion in the activity in question until eligibility has been established. This must occur at least 5 weekdays before tryouts/application deadline.**

1. Purpose

In due process, if a question arises as to a student's eligibility in extra-curricular activities, the student may submit in writing to the Administration an Application for Extra-Curricular Participation. The administration will then review the application which may result in a Standards Committee hearing.

2. Committee Members

The Standards Committee consists of 3 to 5 Committee Members, an advocate teacher or staff member of the student's choice, and an Administrator. Only Committee Members will vote at the end of the meeting. An Administrator will be in the meeting to conduct but will not be a voting member of the committee.

3. Procedure

- a. Student picks up application from the Main Office.
- b. Student submits completed form to Administrator at least 5 weekdays prior to tryouts/application deadline.
- c. Application is reviewed by an Administrator to determine if a hearing is warranted.
- d. If a hearing will be held, an Administrator will contact parent/guardian to schedule hearing.
- e. During the hearing, the student and/or parent will explain extenuating circumstances that have led to the appeal. Committee members may ask questions and review student's academic and behavioral records. Student, parent/guardian and advocate will be excused from the meeting. The vote will be anonymous (vote will be written on a single slip of paper, folded and turned in to the administrator). The committee will be excused, votes will be tallied by an administrator who will then privately deliver the committee's decision to the student and parent/guardian.
- f. The administrator will then make note of the hearing in the MyStudent tracking system.

4. The decision of the Standards Committee is final.

**\*\*Higher eligibility standards may exist for student government/officers, cheerleaders, and drill team members. Participants and their parents should be familiar with the constitutions/rules governing these specific groups.**

**\*\*As per the Utah High School Activities Association (UHSAA) rules, appeals are not available for the minimum UHSAA consequences of failure to meet the minimum UHSAA academic eligibility standard. UHSAA also has minimum consequences for other behaviors, such as alcohol use or the use of illegal drugs – infractions not eligible for appeal. Appeals to the Standards Committee will typically involve the following school programs: Cheerleaders, Drill Team, or Student Government/Officers, as their eligibility standards are higher than state/UHSAA minimum. Athletes or participants in UHSAA sanctioned sports or activities, not meeting the minimum UHSAA academic eligibility standard (listed above), will be denied participation in accordance with the standard, without the right to appeal.**



# MISCELLANEOUS INFORMATION

**MEMORANDUM**

**TO: All Junior High School Administrators**

**FROM: Bill Grilz**

**DATE: June 27, 2015**

**SUBJECT: “RED SHIRTS”**

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“Red Shirt” term refers to students who are not on a team, but may practice with the team, travel to away games, etc. In essence, they are learning the team’s “system” without being an official member of the team. In some cases they can be used as managers and/or statisticians.

If a coach chooses to have students who fit this “red shirt” definition, the following is recommended:

1. The notification of a student being considered for “red shirt” status should be done after the regular team is selected and a list is posted publicly.
2. The student and parent should be given a clear definition, in writing if possible, of what is expected by the coach.
3. An appropriate parental consent form should be signed and on file. One patterned after the required parental consent form used for all athletes should be acceptable.
4. The student should show evidence of an appropriate physical examination given within the last year.
5. The student should not be required to pay the pay-to-play fee.

Please share this information with your coaches.

**MEMORANDUM**

**TO: Jr. High Principals  
Board of Managers  
High School Principals  
Athletic Directors**

**FROM: Bill Grilz**

**DATE: June 27, 2015**

**SUBJECT: USE OF HIGH SCHOOL TRACK FACILITIES**

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Please be reminded that our junior high track teams are guests at the various high school track facilities. Encourage your athletes and staff members to treat the track facilities and high school personnel with respect. Please instruct them of the following:

- Students are to remain in the track area and **are not to enter the building** or other areas of the high school.
- Shot put and discus participants are to practice and throw **only** in the areas designated. Discs and shots should not land on the track.
- Participants are to assist in the clean-up of the track and field areas. Leave the facility better than you found it.
- Participants are to follow instructions given by high school personnel. If they have a question, they should ask *their* coach.

The high schools are cooperative in arranging for us to use their facilities. In turn, effective junior high school track and field programs tend to build the high school programs. Let's work together to build a good program for students on all levels.

Thanks for your cooperation.

**MEMORANDUM**

**TO: Secondary Principals  
Athletic Directors**

**FROM: Bill Grilz**

**DATE: August 5, 2012**

**SUBJECT: EXTRA-CURRICULAR DISCLOSURE STATEMENTS**

---

Utah State Board of Education and UHSAA require a disclosure statement for every school-sponsored group, club, or program which involves students. The following are the required standards and recommended guidelines for participation in extra-curricular activities (SBO 53A-3-420).

1. An activity disclosure statement for each school-sponsored group, club or program which involves students and faculty in grades 9 through 12 in contest, performances, events or other activities that require them to miss normal class time to takes place outside regular school time.
2. Disclosure statements shall be given to both students and their parents and shall require signatures from both with a copy for the coach/teacher.
3. Disclosures shall contain the following information:
  - a. Name of club, team, group or activity
  - b. Name of employee responsible for club, team, group or activity
  - c. Number of students involved
  - d. Date and time requirements for tryouts, if applicable
  - e. Beginning and ending dates of activities
  - f. Schedule of events, performances, games with dates, times and places
  - g. Schedule of any non-season events or activities required with dates, times and places
  - h. Costs associated with activities



**MEMORANDUM**

**TO: Junior High Principals  
Board of Managers**

**FROM: Bill Grilz**

**DATE: June 27, 2015**

**SUBJECT: FOOTBALL PRE-SEASON GUIDELINES/HEAT ACCLIMATION**

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The following guidelines for pre-season football were voted on by Weber School District's Board of Managers May 2015. Please follow these guidelines.

**Clinic:** One week prior to tryouts for 5 days or less and held on weekdays  
No Pads or Helmets  
Conditioning, implementation of X's and O's on the field  
Walk throughs are permitted

**Tryouts:** 2 day minimum  
Coaches select team  
Uniforms handed out after tryouts

**Days 1 & 2:** Helmets only

**Days 3-5:** Helmets and Shoulder pads  
Contact with blocking sleds and tackling dummies may be initiated

**Day 6:** Full Gear  
100% live contact drills may begin