

6180-R Supervisors of Interscholastic Activities

Coaches and sponsors are responsible to keep current on training, certification, and Professional Teaching Standards Board (PTSB) endorsement or coaching permit when required.

Coaches and sponsors must have their practice schedules, team rules and expectations approved by the building activities director or principal. Each coach and sponsor must establish, and consistently enforce, written rules for student conduct. Coaches and sponsors are required to provide their approved rules and expectations in writing to each participant.

Coaches and sponsors are required to schedule a parent meeting prior to the first contest or event. Other meetings are optional, but encouraged, to facilitate communication. At this parent meeting, the building activities director and the coaches or sponsors will review the following information:

- Inherent risks of your sport (or activity, if applicable), i.e., concussion information,
- Practice and contest schedules, team and training rules, and lettering requirements,
- Campbell County School District Assumption of Risk/Medical/HIPAA Consent Form,
- Campbell County School District Activity Code Guidelines (7th - 12th grades),
- CCSD Drug Testing Informed Consent Agreement (9th - 12th grades),
- Campbell County School District School Eligibility Standards (7th - 12th grades),
- WHSAA Eligibility Requirements (9th - 12th grades),
- Activity Fees, and
- Other relevant items related to the sport or activity.

Coaches and sponsors are responsible for the supervision and safety of student participants at all times before, during, and after practices, contests, and activities; including both in-town and out-of-town (i.e., buses, restaurants, hotels/motels, contest/activity site, etc).

Coaches and sponsors need to organize out-of-town trips in advance, so all involved parties receive timely, practical information regarding the activity (i.e., parents/guardians, students, administration, bus drivers). This information should be current and reflect any changes in student travel status.

Coaches and sponsors will provide an accurate list of traveling students to both the attendance or activities office and the bus driver prior to departure.

Coaches and sponsors will develop and follow a budget consistent with district guidelines and expectations. Coaches and sponsors are responsible for ensuring all financial obligations resulting from participation in an activity (meals, lodging, fees, etc.) have been submitted appropriately to the building activities office to assure payment.

Coaches and sponsors will complete and submit to the building activities office a Parent Notification of Activity Dismissal/Withdrawal Form when a student is no longer participating with the team.

When a student activity participant will be traveling with a parent after an out-of-town contest or activity, coaches and sponsors must obtain a written release from the parent/guardian relieving the coach or sponsor and school district from all responsibilities of the return trip home. Parents/students must submit a liability waiver form to the building activities director or principal, in advance of the trip, before releasing a student to an adult other than the student's parent/guardian.

Coaches and sponsors will develop a schedule of proper maintenance, appropriate storage, use, and inventory of equipment, supplies, and uniforms. In addition, coaches and sponsors will develop a process for equipment and uniform check-out and check-in to sustain and protect inventory.

ADOPTION DATE: DRAFT August 29, 1997 (Formerly 6146); Revised February 14, 2012, Revised December 10, 2019

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5300, 5300-R, 5310, 6180, CCSD Activity Code, CCSD Assumption of Risk/Medical/HIPAA Consent Form, CCSD Drug Testing Informed Consent Agreement, WHSAA Eligibility Pamphlet

ADMINISTRATIVE REGULATION: