

ATHLETIC ELIGIBILITY PROCEDURE

- A. Direct potential student-athletes to obtain the appropriate athletic participation forms from the main office of your respective building or to complete the information through [Rank One Sports via the district website](#). **The athletic forms include the [physical](#), [parent permission](#), [risk of injury](#), insurance, [emergency treatment](#), [athletic code policy](#), and parent/coach communication information** required to participate in interscholastic athletics.
- B. Make certain that every athlete understands that all items listed above must be completed before being permitted to turn out with **NO EXCEPTIONS**.
- C. [Physical Examinations](#) – During the 24-month period prior to the first participation in interscholastic athletics in a middle school and prior to participation in a high school, a student shall undergo a medical examination and be approved for interscholastic competition by a medical authority licensed to perform a physical examination.
 - 1. The school in which the student is enrolled must have on file a Physical Form signed by a medical authority licensed to give a physical examination, certifying that his/her physical condition is adequate for the activity or activities in which he/she participates.
 - 2. To resume participation following an illness and/or injury serious enough to require medical care by a doctor, a participating student must present to school officials, a physician's written release.
 - 3. At present the medical authorities licensed to perform a physical examination are Medical Doctors (MD), Doctor of Osteopath (DO), Certified Nurse Practitioner (CNR) and Physician Assistant (PA).
 - 4. If a physical will expire during the current season, the student must receive a new physical prior to starting participation in the current season. Athletes are to turn in the completed athletic forms (including Physical Form) to the building athletic coordinator or assigned designee.
- D. When the building athletic coordinator (or designee) determines that the athletic forms are complete and accurate he/she will update the team roster on Rank One Sports. Only students highlighted in GREEN are eligible to practice. Additional verification is necessary to determine competition eligibility.
- E. Athletes will not be permitted to participate in a contest until they have had the minimum number of turnouts specified by the WIAA.

WIAA SPORTS SEASONS

HIGH SCHOOL

FALL		
Sport	Minimum Practices Required	Number of Contests
Cross Country (B/G)	10	10 + Jamboree
Football	12	10 + Jamboree
Soccer (G)	10	16 + Jamboree
Swim (G)	10	12 + Jamboree
Tennis (B)	10	16 + Jamboree 20 Individual Matches
Volleyball (G)	10	16 + Jamboree

WINTER		
Sport	Minimum Practices Required	Number of Contests
Basketball (B/G)	10	20 + Jamboree
Bowling (G)	0	18 + Jamboree
Swim (B)	10	12 + Jamboree
Wrestling	12	16 + Jamboree 45 Individual Matches

SPRING		
Sport	Minimum Practices Required	Number of Contests
Baseball	10	20 + Jamboree
Fastpitch	10	20 + Jamboree
Golf (B/G)	0	12 + Jamboree
Soccer (B)	10	16 + Jamboree
Tennis (G)	10	16 + Jamboree 20 Individual Matches
Track (B/G)	10	10 + Jamboree

WIAA SPORTS SEASONS

MIDDLE SCHOOL

SEASON I (FALL)		
Sport	Minimum Practices Required	Number of Contests
Cross Country (B/G)	8	7 + Jamboree
Football	12	6 + Jamboree
Fastpitch (G)	8	10 + Jamboree

SEASON II (WINTER)		
Sport	Minimum Practices Required	Number of Contests
Basketball (B)	8	10 + Jamboree
Soccer (B)	8	10 + Jamboree
Soccer (G)	8	10+ Jamobree
Volleyball (G)	8	10 + Jamboree

SEASON III (WINTER)		
Sport	Minimum Practices Required	Number of Contests
Basketball (G)	8	10 + Jamboree
Wrestling	8	10 + Jamboree 22 Individual Matches

SPRING		
Sport	Minimum Practices Required	Number of Contests
Track (B/G)	8	7 + Jamboree

Criteria for Squad Selection

District parameters / guidelines will be utilized by coaches in the initial selection of participants for athletic teams whenever it is determined that not all candidates will remain as members of the squad.

1. Sport specific criteria is to be developed by the individual coach
2. It is the responsibility of each coach to communicate the selection procedure and timeline to all participants on or before the first practice session.
3. The coach has the responsibility to document the process.
4. It is the responsibility of each coach to consider the following criteria:
 - a. Fundamental skills, speed, strength and coordination of the participant.
 - b. The safe participation of the participant, so as not to endanger the safety and health of the student or other participants.
 - c. Available facilities, number of coaches and / or the nature of the specific activity. Any of the above may limit the number of positions on the team in order to ensure a safe environment.
 - d. Attitude, conduct, and citizenship both in the specific athletic environment and daily academic surroundings.
 - e. Ability of the participant to accept and appropriately react to instruction during tryouts, drills, and game-related contests of the specific activity.
 - f. Current academic eligibility, and / or the potential of future athletic participation restrictions or denial based upon academic eligibility.

LETTER AWARD PROCEDURES

****This is an outline, and example, of requirements and/or guidelines to determine lettering criteria. A current lettering policy should be on file with your site athletic coordinator.**

A. Procedures

1. Senior high varsity award winner can purchase a letterman's jacket at the end of the sports season after receiving their award and authorization from their head coach.
2. Award winners will receive their letters and/or certificates at an Awards Banquet or Awards Assembly, as determined by each school.
3. Athletic Awards may be given as follows:
 - a. Middle School – Award Certificates
 - i. 7th and 8th grade participants will receive a Participation Certificate
 - b. High School – Awards
 - i. Senior High 1st Year Varsity – Letter Certificate
 - ii. Senior High 2nd, 3rd and 4th Year Varsity – Letter Certificate
 - iii. Senior High Non-letterman will receive Participation Certificates
 - iv. Senior High Junior Varsity will receive Participation Certificates
 - c. Special Awards: Secondary schools can give special awards (plaques) for special recognition to captains, inspiration, most improved, etc. It is important to limit these so they can be “special”.

B. Standards

In all cases, the judgment of the head coach will be the deciding factor in determining who will become “candidates eligible” to be awarded a letter. However, here are some basic guidelines or general standards:

1. Lettering criteria must be established prior to the season and dispersed to players and parents at the pre-season parent meeting.
2. Participation in an established number of total quarters (or the equivalent).
3. Must have completed the season, unless injured or excused by the coach for a special reason.
4. Must have followed the Athletic Code policies.
5. Must have been regular in attendance at turnouts.
6. Must be a student in good standing.
7. Must have turned in all equivalent and/or paid all fines and obligations.

EVERETT PUBLIC SCHOOLS

ATHLETIC TRANSPORTATION GUIDELINES

Transportation Request Form

- A. The following transportation costs will be covered by Everett School District Athletics.
1. Travel to all freshman, Junior Varsity and Varsity Western Conference contests.
 2. Travel to Junior Varsity and Varsity non-league contests (excluding jamborees) in King, Snohomish, Skagit, and Whatcom Counties and Whidbey Island.
 3. Drop only busses will be provided for contests starting before 4:15PM within the Everett and select other schools*. Some exceptions may be made.
 4. District and state level post-season contests.
- B. Transportation at building expense and discretion:
1. Jamborees.
 2. Non-league contests outside King, Snohomish, Skagit, and Whatcom counties and Whidbey Island.
 3. Contests starting after 4:15PM within the Everett and select other schools*.
 4. Non-league contests for freshmen.
 5. Band or pep squads unless special authorization is obtained in advance from the District Athletic Office.

***Exceptions to these guidelines must be approved in advance by the building athletic director.**

- C. Transportation scheduling procedures
1. Building athletic coordinators will submit transportation requests to the Athletic Department office no later than the first Wednesday of the sports season.
 2. All athletic bus requests, cancellations and/or changes must come through the Athletic Department office.
 3. Any changes concerning athletic trips, including time adjustments, must be made through the Athletic Department office at least one day in advance.
 4. Athletes will be transported by school bus and driver whenever possible. Coaches are responsible for the conduct of all squad members authorized to make a team trip.
 5. The Head Coach is responsible for making certain that at least one coach rides the bus with the team to the contest and back to the school -- except when:
 - An adult substitute (approved by Principal) has been arranged.
 - Emergency situations make it necessary for the coach to take special measures after the bus has departed from the school.
 - When only one coach is available and the bus will be a “drop only”. In this case, the coach will introduce him/herself to the driver, ensure all athletes are situated on the bus, inform the driver to pull over if an issue arises, and follow the bus to the destination.

*CHS: EHS, JHS, Mariner

*EHS: CHS, JHS, Kamiak, Mariner

*JHS: CHS, EHS, Mariner, Glacier Peak, Lynnwood

***Exceptions to these guidelines must be approved in advance by the district athletic director.**

Transportation Request Form

TRANSPORTATION

Scheduling Procedures

All athletic bus cancellations and changes, as well as authorization of turnout buses and athletic trip buses, must be **submitted** on an “Athletic Transportation Request” form to the Building Athletic Coordinator **at least two weeks prior to the scheduled event**.

Notification of bus **cancellations** should be made **before 1:00 pm**. Any changes concerning athletic trips, including time adjustments, must be made through the Building Athletic Coordinator. Notify the Building Athletic Coordinator at least one day in advance, if possible.

Athletes will be transported by school bus and driver whenever possible. Where exceptions become necessary, coaches will be required to use the proper travel procedures and expectations as set forth on the ‘Travel – Rules for Athletes’ page. Coaches are responsible for the conduct of all squad members authorized to make a team trip.

The Head Coach is responsible for making certain that at least one coach rides the bus with the team to the game or meet and back to the school except when:

- Emergency situations make it necessary for the coach to make special arrangements (approved by the athletic coordinator) for an approved district employee, who has completed the District hiring procedures (fingerprints, background check, etc), to ride the bus with the athletes to the game or meet.
- If a return bus is not offered for the team, the coach may follow the bus in their personal car. The coach will board the bus to ensure all students are properly seated and to remind students of the expected behavior. The coach will then follow the bus and be prepared to assist the driver should they pull over for any reason.

TRAVEL

Rules for Athletes

The following rules will be enforced whenever it is necessary to travel to other schools for athletic contests:

1. All athletes must travel to and from athletic contests in transportation provided by the school district if transportation is provided. Except that an athlete may return:
 - a. With their own parent(s) – if written permission is provided and if the parent meets the coach in person after the contest and requests to take his/her athlete (only) home in their own car.
 - b. In a private car, if the parent sends a written request to the Athletic Coordinator prior to departure and the Athletic Coordinator gives approval to the coach in charge. [FORM](#)
 - c. With another parent if a return bus is not provided by the district.
 - d. In all cases, the driver must sign out on a [FORM](#). The coach will keep the form in his/her files.
2. Athletes will remain with their squad and under the supervision of their coach when attending away contests.

****Visiting athletes are direct representatives of their school, community and home and should conduct themselves accordingly.**