

# Kenai Peninsula Borough School District

## Middle School Handbook SY 2018-2019



Co-Curricular Activities Guidelines  
Adopted June 2018

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## INTRODUCTION

These guidelines are revised annually for the benefit of those persons charged with the task of conducting the co-curricular programs of the KPBSD. It is hoped that these guidelines will simplify some of the problems that may arise and assist administrators and sponsors (especially new personnel) in working with the activities which enhance the learning of our students.

The **guidelines and recommended procedures** outlined in this handbook **cannot be altered** unless approval is granted by KPSAA and/or the KPBSD Board of Education.

**KPSAA EXECUTIVE BOARD**

**President**

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Secondary Administrator

**Executive Secretary**

**Curtis Schmidt**, Principal  
Soldotna Prep School

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**Jeremy Hamilton**, Parent Representative

**Mike Illg**, Board of Education Representative

**Mary Blossom**, River City Academy  
Executive Board Non-voting Administrative Secretary

## I. PHILOSOPHY STATEMENT

The Kenai Peninsula Borough School District believes co-curricular activities are an integral part of the educational program. Activities shall be tailored to the physical, mental, emotional and social maturity levels of the youth participating in them. We believe each student should have an opportunity to participate in a broad number of activities based on his/her own talents and interests. It is the intent of the District to encourage participation in activities. District sponsored co-curricular activities shall be approved by the Board of Education, administered by the Kenai Peninsula School Activities Association, and supervised by the building administrator.

Emphasis shall be given to the ideals of sportsmanship, fair play, and ethical conduct by students, coaches or advisors, and spectators.

Participation in activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted by the KPBSD and those additional standards established by each school for its own students.

### PHILOSOPHY

#### ELEMENTARY

The primary goal of all elementary co-curricular programs shall be the involvement of the maximum numbers of participants. Individual involvement along with the principles of sportsmanship, teamwork, and commitment shall be emphasized while developing skills relative to the programs offered. The concept of "having fun" in a safe and healthy environment should be considered the first priority.

Activities will be primarily intramural in nature and travel for elementary activities will not be funded by the Kenai Peninsula Borough School District.

#### MIDDLE LEVEL

The primary goal of the middle level co-curricular programs is to encourage student participation and to afford individual students the opportunity to further develop the skills required to participate in their chosen activities.

Priority should be given to the development of individual abilities while emphasizing the concept of "having fun" in a safe and healthy environment within the framework of furthering the principles of sportsmanship, teamwork, and commitment to a goal.

The district provides opportunities for students to participate in co-curricular activities with emphasis on intramural activities. An interscholastic program will be conducted in conjunction with an intramural activity as appropriate.

#### HIGH SCHOOL

The primary goal of the high school co-curricular program is to involve students in district sponsored activities that serve their interests and talents. These programs should promote positive attitudes through active participation, individual improvement, healthy competition, and the involvement of the community.

High School co-curricular programs focus on interscholastic competition as appropriate. Emphasis shall be given to skill development, principals of sportsmanship, teamwork, commitment to a goal, and "having fun" in a safe and healthy environment.

Interschool activity programs shall be conducted in accordance with law, policy, school handbooks and the Elementary Activities Handbook, Middle School Activities Handbook, or High School Activities Handbook

Activity handbooks shall be reviewed by the Kenai Peninsula School Activities Association and approved annually by the Board of Education.

## II. KPSAA AUTHORITY

The KPBSD activity guidelines and other KPBSD pertinent policies govern all co-curricular activities. Co-curricular activities shall be defined as those activities for which a supervisor is provided a specific salary to supervise a specific activity. The specific name of the specific activity shall be clearly designated on the co-curricular contract of the supervisor. For purposes of clarification, co-curricular activities are divided into (1) athletic-related co-curricular activities and (2) non-athletic co-curricular activities.

All policies contained in this document and KPBSD policies apply to participants in **athletic-related activities** in which students participate.

All policies contained in this document and KPBSD policies apply to participants in **non-athletic-related activities** representing the KPBSD at school-sponsored, on- and off-campus events.

### III. ENFORCEMENT OF GUIDELINE POLICIES/APEALS

#### A. Student Infraction/KPSAA Policy Due Process

##### 1. LEVEL I Suspensions from Athletic Teams for Violation of Handbook Regulations

When a school has cause to believe that a student has violated law, policy, regulation or school district activity handbook rules that could result in suspension from a team for the remainder of the season, the administrator or his designee shall conduct a hearing that meets the following due process conditions:

*Prior to any disciplinary action taken, the student shall be provided:*

1. Oral or written notice of the charges.
2. An explanation of the evidence if the student denies the charges.
3. An opportunity to present the student's view of the incident.

A student charged with a rule violation may continue to participate until a determination is made in each case by a school official. An informal hearing shall be held as soon as knowledge of a violation is known to the school. The student's parent shall be notified orally and in writing of the decision prior to the student's removal from any team or as soon afterward as practical.

Students suspended from athletic teams shall not be permitted to participate in other school-related or school supervised activities following removal by the unit administrator from one activity until other provisions of activity guidelines are fulfilled, or until an appeal filed by the student or his parent, causes the removal to be overturned.

The unit administrator shall be reasonably free to determine what evidence shall be considered and the weight given to it. Hearsay evidence is not excluded on those grounds alone. Activity participation may be denied when there is relevant evidence to the extent that a reasonable mind might accept as adequate to support the conclusion that a violation occurred.

Reinstatement to participation must follow provisions elsewhere in this handbook in order that a student may regain privileges withheld.

The student or parent may appeal this decision within five (5) school days to:

##### 2. LEVEL II Appeals of Unit Administrator Decision for Student Infractions

The Executive Secretary of KPSAA shall, upon request for an appeal of a level one decision, conduct a fact-finding investigation within three (3) days of such a request. Every reasonable attempt will be made to review the charges, evidence, and testimony of all parties relevant to the case. The Executive Secretary of KPSAA shall act as an impartial third party.

The Executive Secretary shall:

1. Examine the charges against the student.
2. Review the procedure used in making the ruling by the unit administrator or school official.
3. Allow presentation by the administration of the evidence used in determining guilt.
4. Allow an opportunity for the student or parent of the student to cross-examine the administration and examine relevant evidence.
5. Provide an opportunity for both sides to have witnesses present and to call witnesses to testify on their behalf.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within five (5) school days to:

##### 3. LEVEL III KPSAA Board Appeal of Athletic Suspension

The Executive Secretary of KPSAA shall notify the appealing party within three (3) days of the date when such a hearing with the KPSAA Board will take place. The KPSAA hearing will be scheduled at the next regularly scheduled meeting.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within five (5) school days to:

**4. LEVEL IV School Board Appeal of Athletic Suspension**

The school board or their designee shall within three (3) school days notify the appealing party of the date when such appeal hearing shall be conducted. In most cases this would be the next regularly scheduled school board meeting from the time such request was made or no later than forty-five (45) days from the time of the alleged incident.

Procedures for such hearings shall follow normal school board practice.

All procedures past the unit administrator may be tape recorded to provide a record of fact for further reference. These tapes will be made available to both parties if requested.

**B. School Infractions/KPSAA Policy Appeals**

These would include a coach, an administrator, or any circumstance when a school or person responsible to the guideline policies is in violation or opposition to KPSAA policy.

1. **Level I** The School Principal will investigate infraction to determine if the situation was a violation.
2. **Level II** The KPSAA Executive Secretary (or designee) investigates and consults with the building administrator to reach a solution.
3. **Level III** The KPSAA President will serve as a hearing officer for the KPSAA Board
4. **Level IV** The KPBSD Board of Education will serve as a hearing board.

**C. Potential Penalties**

1. **Student infractions.** Please refer to Section V., Participation Guidelines for Activities.
2. **School infractions**
  - a. Letter of reprimand
  - b. Seeding opportunities
  - c. Forfeiture of contest
  - d. Temporary suspension of the coach or team participation
  - e. Temporary termination of an activity
  - f. Other

## IV. STUDENT ELIGIBILITY

### A. Parent/Student Responsibilities for Participation

#### 1. Physician's clearance

- b. It is recommended that a physician's clearance for sport activities be on file with the coach and the athletic director or principal.
- c. For wrestling, the initial weigh-ins must be recorded by the coach, and the records kept on file in the principal's office prior to the start of the season.

#### 2. **Permission form.** A permission form (Appendix A/Co-curricular Participation Consent Form/Middle School Warning, Assumption of Risk and Hold Harmless Agreements) signed by a parent/legal guardian must be on file with the coach and the athletic director or principal that:

- a. States student's and parent's/legal guardian's knowledge of the guidelines (Appendix B/Middle School Activities Guidelines).
- b. Gives parent/legal guardian transportation authorization.
- c. Indicates parent/legal guardian responsibility for health/accident insurance.
- d. Gives parent/legal guardian consent for emergency treatment.

#### 3. **User fee.** A user fee payment (Appendix C/Co-curricular Participant User Fee Contract) must be received prior to the first contest or a waiver request must be on file with the athletic director or principal.

#### 4. **Records.** All records must be in order and all forms must be on file before the student is eligible to begin practice in any program

### B. Student Requirements for Participation in Interscholastic Activities

#### 1. **Enrollment:**

- a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:
  - 1) Be properly registered and enrolled in at least four (4) semester classes, or the equivalent, within the school district.
  - 2) A student attending a KPBSD approved correspondence, ~~or~~ charter, **alternative program or State of Alaska approved correspondence program** that has not been granted separate-school status (greater than 150 students at a designated site) must declare a school within the district as their school of eligibility prior to participating in a school-sponsored activity (including practice).
  - ~~3) Students attending a KPBSD approved correspondence or charter program that has been granted separate-school status may participate in non-team related activities (i.e. — cross-country running, track, skiing and wrestling) at their declared school of eligibility within the district on a space available basis as determined by the school administrator and/or site council.~~
  - 4) Students attending a KPBSD approved correspondence, ~~or~~ charter, **alternative program or State of Alaska approved correspondence program** that has been granted separate school status may participate in any non-team related activity at their declared school of eligibility with the district on a space-available basis as determined by the school administrator and/or site council. This may only occur if the correspondence, ~~or~~ charter, **alternative program** does not offer that activity. In addition, 6, 7-8 grade **KPBSD approved correspondence, charter, alternative program or State of Alaska approved correspondence program** ~~charter~~ school students are able to participate in team sports on a space available basis.
- b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.
- c. Extension of Classroom Competitions:

- 1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.
- 2) The student is not required to be enrolled in four district classes.

d. Intramural Activities: Students enrolled in less than four classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.

2. **Attendance.** In order to participate in a school-sponsored activity (including practice), **students must attend all classes on the day of the school activity or on the last regular day of the week for weekend activities** unless otherwise excused by the school.
3. **School grade/team composition**
  - a. Only students in the seventh and eighth grades may participate in team sports. Schools that do not have enough 7<sup>th</sup> and 8<sup>th</sup> grade students to field a team may petition the KPSAA Executive Secretary for a waiver to allow their 6<sup>th</sup> grade students to fully participate for team activities only, (i.e. – basketball, volleyball and soccer). Sixth graders enrolled full time in a middle school may participate in individual activities (Cross country, Nordic Ski, Wrestling, and Track) at the discretion of the school principal. *\*\*Small schools are exempt from the waiver process if they need 6<sup>th</sup> grade participation in order to field a team\*\**
  - b. No player may participate in more than the equivalent of one game per day (i.e. no more than 4 quarters in basketball, 2 halves in soccer, and 3 games in volleyball).
  - c. The number of interschool teams per school is based on Appendix D.
  - d. Interscholastic teams will consist of “A” and “B” levels in basketball, soccer, and volleyball if schools meet the minimum number of participants to warrant a “B” team as specified in Appendix E. “Staffing Guidelines.”
  - e. Only “A” level Teams may participate in Borough Tournaments.
4. **Age**
  - a. A student who is fifteen years of age or younger may participate.
  - b. If a student becomes sixteen years of age during a sport season, s/he will be able to complete that activity.
5. **Practice.** Athletic participants must have eight separate days of practice to be eligible to compete in a contest.
6. **Non-KPBSD School Participation.** Only ~~students enrolled in the public schools of the KPBSD~~ **KPBSD school sanctioned teams** may participate in the Borough team sports tournaments. This includes students enrolled in the Connections Program. A non-KPBSD school on the Kenai Peninsula, having membership in ASAA at the high school level, may participate in middle school level borough tournaments, given the school has registered to do so prior to the season, has participated during the season in accordance with KPSAA Middle School Activity Rules, and the school is willing to accept an equal share of tournament expenses.

## C. Student Scholastic Eligibility for Participation

1. **Academic progress**
  - a. Eligibility is based on passing cumulative quarter grades.
  - b. Academic standing will be checked weekly.
    - 1) Ineligibility begins the Monday following grade check.
    - 2) Students are ineligible from the Monday following the grade check to the next Monday (one calendar week).
    - 3) Students who have been ineligible more than once may be removed from the team. If invoked, this rule is to be applied consistently.
2. **Personal conduct.** Classroom conduct may affect eligibility. Any misconduct affecting eligibility must be recorded in the principal's office.

## V. PARTICIPATION GUIDELINES FOR ACTIVITIES

**A. Tobacco, alcohol and controlled substances policy.** In order to ensure consistency of tobacco, alcohol and controlled substances use policies by the member schools of the Kenai Peninsula School Activities Association, and in cooperation with the Alaska School Activities Association, the following policy is adopted:

1. **Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol, and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. Additionally, being in the same vehicle, house, location, party, proximity, etc. where alcohol/drugs are known to be in illegal possession by minors or willingly remaining in a location or \*proximity where alcohol/drugs are being illegally consumed will result in the same penalties set forth herein.
2. **Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition
3. **Educational Component:** The educational component is a critical part of the policy and is comprised of an online class on drug/alcohol/tobacco use provided by KPBSD.
4. **Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's middle school years. If a student transfers from one KPSAA member school to another KPSAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

5. **Penalties for Violation of this Policy:**

**First Offense:** The student will be suspended from interscholastic activities and practice for ten (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the online class on drug/alcohol/tobacco use provided by KPBSD.

**Second and Subsequent Offenses:** The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the chemical assessment component (see below) prior to the student's return to practice or competition and there will be no forgiveness of calendar days of suspension.

*\*Proximity is defined as being in the same vehicle, house, location, party, etc. where you know alcohol/drugs are in illegal possession by minors or you willingly remain in a location where you are aware alcohol/drugs are being illegally consumed.*

6. **Chemical assessment.** If a student is dismissed from participation or practice because of alcohol or drug infraction, s/he must have a chemical assessment and/or possible counseling and complete the recommendations from the assessment (Appendix J/Chemical Use Assessment Form) before s/he can participate in another activity. With administrative approval and upon completion of appropriate assessment and counseling, the student/athlete will become eligible to participate in practice for the last ten (10) days of their forty-five (45) day suspension.
7. **Conduct.** Suspension from activity for a period of time up to thirty consecutive school days or the remainder of the activity season to be determined by the coach/principal shall result from:
  - a. Fighting
  - b. Vandalism
  - c. Theft and/or possession of known stolen property
  - d. Other disciplinary situations which may arise
8. **Other** misconduct occurring while on school grounds or while engaged in school-sponsored activities will be subject to penalties according to School Board Policies.

**B. Dismissal Rules**

1. **Discipline.** Any student who is cut from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity.
2. **Voluntary quit.** A student who voluntarily quits a sport/activity season will not be eligible to practice or play in another sport/activity during the season of that sport/activity without administrative approval.

**C. Uniforms/Equipment Rules**

1. **Student responsibility.** Uniforms/equipment issued to a student is her/his responsibility for return or replacement.
2. **Penalty.** If the uniforms/equipment are not returned, replaced, or paid for, the letter/award shall not be awarded nor any additional equipment be issued to the participant for any activity.

**D. Participation Fee.**

1. A fee of **\$60** per activity shall be charged for soccer, cross-country running, Nordic skiing, basketball (boys and girls), wrestling, volleyball, and track and field. Schools may charge up to **\$25** for other activities.
2. Music Festival Participation Fees are as follows: middle school choir participation fee is \$10.00. Middle school band participation fee is \$10.00.
3. Students who are unable to pay all or part of the fee must complete the waiver request form, which is then filed in the school's office.

**E. Additional Coach/Sponsor Rules**

1. **Additional rules.** With administrative approval, coaches may establish additional training rules, schedules, curfews, etc. for each sport.
3. **Rules on file.** All rules will be on file with the building administrator prior to the season start.
3. **Holiday practices.** Co-curricular activity practices and games shall not be held on the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, and/or on any Sunday. Under rare exceptions, music, drama, and dance activities may have performances on Sundays with building administrator's approval.
4. **Special school-wide rules.** There may be special school-wide rules affecting co-curricular participation beyond the rules established by the Co-curricular Activities. Guidelines must be included in the individual school's student guidelines.

## VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

### A. Travel Limitations.

1. **Vehicles.** Students traveling to or from all District-sponsored practices or contests not held at your home site must do so in school provided vehicles, unless specifically released in writing by their parent or legal guardian and approved by the building administrator to travel by some other method. "Home site" is defined as the location where your school is hosting an event or where all schools share a site. (e.g., Soldotna Sports Center).
2. **Mode of travel.**  
Buses shall be used for all extended activity trips during October to April whenever practical.
3. For all activity trips between November 1st and March 31st all students must have in their possession the following items or appropriate alternatives:

- 1 pull-over hat
- 1 pair of warm long pants
- 1 heavy winter coat
- 1 pair of warm shoes
- 1 pair of warm socks
- 1 pair of gloves or mittens
- 1 bed roll (overnight trip)

Coaches/Sponsors are responsible for checking that each student has these items in possession before leaving the school's parking lot. If a student cannot obtain these items before departure time, he/she will not be allowed to travel with the team.

4. **Distance Restriction.** Travel beyond 40 miles (one-way) should be discouraged on school days (Mon-Thurs) during the regular season. ~~Middle School co-curricular activities shall be restricted to travel on the Kenai Peninsula only.~~

### B. Scheduling Limitations

1. **School day.** All contests between two or more schools shall be scheduled outside of the students' regular school day for the host school.
2. **Starting time.** Borough tournaments may not begin before 9:00 a.m. This includes pre-event sponsor's meetings.
4. **Priorities.** Schedule Peninsula schools on a home/away basis first, before including other contests.  
Middle Schools wishing to schedule non-Peninsula based school teams shall seek approval from the KPSAA Executive Secretary.

### C. Sport Contractual Agreement Guidelines for District Activity Schedules – Limitations (excluding Borough and State tournaments).

| <u>Sport</u>                | <b>Number<br/>of<br/>Events</b> | <u>Sport</u>  | <b>Number<br/>of<br/>Events</b> |
|-----------------------------|---------------------------------|---------------|---------------------------------|
| Basketball                  | 14                              | Soccer        | 8                               |
| Cross Country Running       | 6                               | Track & Field | 6                               |
| Nordic Skiing               | 6                               | Volleyball    | 14                              |
| Forensics (tournament only) |                                 | Wrestling*    | 18                              |

\*Individual matches, 10 dates

**D. Cancellation of Outdoor Activities Due to Cold Temperatures**

1. **Definition.** Prolonged outdoor activities shall be defined as those activities requiring a student to remain outside for more than fifteen (15) minutes.
2. **Prolonged outdoor activities.** Prolonged outdoor activities will be canceled when temperatures drop below -10 degrees Fahrenheit when applying the wind chill factor (Appendix K/Wind Chill Chart).
3. **All outdoor activities.** All outdoor activities will be canceled when temperatures drop below -15 degrees Fahrenheit when applying the wind chill factor (Appendix K/Wind Chill Chart).

**E. Sport Season Practice Rules**

1. **Season starting date.** Practice for a sport may not begin before the day listed by the KPBSD as the season's starting date.
2. **Borough tournament.** There will be no practice sessions during the school year after the Borough tournament.
3. **Minimum Number of Practices.** Athletic participants must have eight (8) separate days of practice before they are eligible to compete in a contest.

**F. Awards**

1. **Written guidelines.** Written guidelines for earning awards will be given to participants during the first week of practice.
2. **Filing of guidelines.** These guidelines will be on file in the principal's office.

**G. Suggested Admission Fees**

1. **General admission** (school-sponsored activities)

|                      |  |
|----------------------|--|
| Adults               | \$2.00   |
| Students             | \$1.00   |
| Preschool            | Free if accompanied by an adult  |
| Families             | \$5.00 if the student(s) is/are accompanied by a parent                  |
| Parents of home team | \$1.00 per game per parent, for parents of participants in that activity |

2. **Music Festival Gate Fees are:**

|                   |          |
|-------------------|----------|
| Adults -          | \$5.00   |
| Senior Citizens - | \$3.00   |
| Students -        | \$2.00   |
| Family -          | \$15.00. |

3. **No charge.** The home school will admit without charge all competitors, coaches, managers, and bus or van drivers of the visiting school.

**H. Cheerleaders and Pep Clubs**

1. **Cheerleaders.** There shall be no cheerleaders or related groups at the middle school level.
2. **Travel.** Pep clubs are not permitted to travel during school time or to use school funds.

- I. **Required Participation.** All suited players must participate in each contest (excluding Borough tournaments).

**J. Team Selection**

1. **Cut policy.** The KPBSD allows for a cut policy in all middle school sport areas. Criteria for selecting the team are determined by the coach of each sport. However, with the addition of “B” Teams KPSAA is placing a priority on the involvement of all students who wish to participate. Cuts should be made only when circumstances warrant.
2. **Criteria.** These criteria should be well defined for aspiring athletes at the beginning of each season.
3. **Number of teams.** Schools may field one team per gender. Additional teams must be approved through KPSAA Board and budgeted and scheduled appropriately. Starting in 2013-2014 with the recognition of “B” teams in Volleyball, Basketball, and Soccer two (2) teams are allowed in these sports.
4. If a middle school has two “A” level teams in any sport, there will be one 7<sup>th</sup> grade A team and one 8<sup>th</sup> grade A team.

**K. Blood Handling Procedures** (see appendix L)

**L. Participation Limitations**

Note: Only “A” level squads would participate in the Borough Tournaments.

1. **Basketball**

- a. No basketball player shall participate in more than four quarters per day (excluding tournaments and tri-matches).
- b. No basketball player may participate in more than fourteen basketball games during the season (excluding the Borough tournament).
- c. Small schools include Ninilchik, Nikolaevsk, Cook Inlet Academy, Chapman, Aurora Borealis, and Susan B English.

2. **Volleyball**

- a. No volleyball player shall participate in more than 3 games per day (excluding tournaments and tri-matches).
- b. Teams must consist of all girls.
- c. Small schools (Ninilchik, Nikolaevsk, Cook Inlet Academy, Chapman, Susan B English) may field a co-ed volleyball team with approval of the building principal.

3. **Wrestling**

- a. No wrestler shall participate in more than eighteen individual matches per season (excluding the Borough tournament and forfeits).

4. **Soccer**

- a. No soccer player may participate in more than 2 halves of soccer on the same day.
- b. No soccer player may participate in more than eight soccer games during the season (excluding the Borough tournament).
- c. Teams must consist of all boys or all girls.

5. **Cross Country Running**

- a. To be eligible for Borough Tournament Competition in more than one sport, an athlete must participate in at least 50% of the scheduled contests for those activities.

**M. Manager Limitations.** Managers of team sports shall be of the same sex as the team participants (excluding coed sports).

## VII. Concussion Information

(BP/AR 6145.22)

As medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes.

The Kenai Peninsula School District (KPBSD) seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion/head injury. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes:

- are identified, treated and referred appropriately,
- receive appropriate follow-up medical care during the school day (including academic accommodations), and
- are fully recovered prior to returning to activity.

According to Alaska state law, **any student suspected of having a concussion must be immediately removed from play.**

The student must be evaluated by a health-care provider who is qualified in the diagnosis and treatment of concussion before he/she can return to play. This return-to-play (RTP) form has been developed in an effort to create a standard protocol among KPBSD schools defining the step-by-step process by which students suspected of having a head injury may progressively return to full school participation, inclusive of both cognitive and athletic activities.

## ASAA Parent's Guide to Concussions in Sports (Revised 04/14)

### What is a concussion?

- A concussion is a brain injury which results in a temporary disruption of normal brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a direct or indirect force. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion. In fact only 3-10% of concussions do produce loss of consciousness.

### Concussion Facts

- It is estimated that over 250,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System, 2010-2011). The CDC estimates 5.5 million sports concussions occur annually in the United States (CDC, 2011)
- Concussions occur most frequently in hockey and football, but girls' soccer, boys' soccer, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to many months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports when still having symptoms from a concussion as they are at risk for prolonging symptoms and at risk for sustaining additional, more serious, brain injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to recognize.

### What are the signs and symptoms of a concussion?

#### SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES

Appears dazed or stunned

Is confused about what to do

Forgets plays

Is unsure of game, score, or opponent

Moves clumsily

Answers questions slowly

Loses consciousness

Shows behavior or personality changes

Can't recall events prior to hit

Can't recall events after hit

#### SYMPTOMS REPORTED BY ATHLETE

Headache

Nausea

Balance problems or dizziness

Double or fuzzy vision

Sensitivity to light or noise

Feeling sluggish

Feeling foggy or groggy

Concentration or memory problems

Confusion

### What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Alaska Statute requires that (1) a student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the practice or game and (2) a student who has been removed from participation in a practice or game for a suspicion of a concussion may not return to participation in practice or game play until the student has been evaluated and cleared for

participation in writing by an athletic trainer or other qualified person who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions.

Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents, coaches, and officials are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion. And, if you suspect a concussion, then your child must stop playing:

**When in doubt, sit them out!**

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child’s physician and explain what has happened and follow your physician’s instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department.

**When can an athlete return to play following a concussion?**

After it is determined that an athlete has suffered a concussion, the athlete may not return to play or participate until the athlete has completed the ASAA Return to Play Protocol. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity safely in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers, in Alaska and most other states, to pass laws stating **that no player shall return to play following a suspicion of concussion on that same day and the athlete must be cleared by an appropriate health care professional before they are allowed to return to play in practices or games.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Where an athlete is evaluated as having suffered a concussion, only when an athlete has been completely free of concussion symptoms for 24 hours, are they eligible to be cleared to begin the Return to Play Protocol. The athlete should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. There is a minimum of 24 hours between steps in the Protocol. Some athletes complete one step each day. An individual athlete may be guided through the Protocol more slowly if they are at risk for prolonged concussion or additional brain injury. If symptoms recur during exercise, then exercise is ended and begins the next day at the preceding day’s level.

## Concussion Return to Play Protocol (ASAA, 2/18/2012)

- **Symptomatic Stage:**
- Physical and Cognitive Rest.
- Then Incremental Cognitive Work, without Provoking Symptoms.
- **If no symptoms, then:**
- **Day 1:**
- Begin when symptom free for 24 hours.
- 15 min **light aerobic** activity (walk, swim, stationary bike, no resistance training).
- **If no symptoms, then:**
- **Day 2:**
- 30 min **light-mod aerobic** activity (jog, more intense walk, swim, stationary bike, no resistance training).
- **Start PE Class** at previous day's activity level.
- As RTP Protocol activity level increases, PE activity level remains one day behind.
- **If no symptoms, then:**
- **Day 3:**
- 30 min **mod-heavy aerobic** activity (run, swim, cycle, skate, Nordic ski, no resistance training).
- **If no symptoms, then:**
- **Day 4:**
- 30 min **heavy aerobic** (hard run, swim, cycle, skate, Nordic ski).
- 15 min **Resistance Training** (push-up, sit-up, weightlifting)
- **If no symptoms, then:**
- **Day 5:**
- **Return to Practice, Non-contact Limited Participation** (Routine sport specific drills).
- **If no symptoms, then:**
- **Day 6:**
- **Return to Full-Contact Practice**
- **If no symptoms, then:**
- **Day 7:**

- **Medically Eligible for Competition when completes RTP Protocol and is cleared by Healthcare Professional**
- **ASAA Eligibility Criteria** must be met before return to competition.

**If symptoms recur at any step, the athlete should cease activity and be reevaluated by their health care provider.**

### **How can a concussion affect schoolwork?**

Following a concussion, many athletes have difficulty with cognitive work: thinking, focusing attention, calculating, attending school, doing homework, taking tests. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

Following concussion, athletes should begin with a period of rest, in which they avoid cognitive work. As concussion symptoms diminish and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, videos, school. The introduction of cognitive work should be in short increments which increase progressively in length, so long as symptoms do not recur or worsen with the work. For example, start with 30 minutes of computer time, and, if symptoms do not worsen, try one hour later in the day. If several hours of cognitive work are well tolerated at home, try attending a half day of school. When a full day of school is tolerated add homework.

Academic accommodations may be necessary for students attempting to attend school when they still have concussion symptoms. In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued and there should be cognitive rest until the symptoms subside. The student can attempt to advance cognitive work again on the day following resolution of the increased symptoms.

### **What can I do?**

- Learn to recognize the "Signs and Symptoms" of concussion as listed above.
- Emphasize to administrators, coaches, and other parents your concerns and expectations about concussion and safe play.
- Teach your athlete to tell the coaching staff if the athlete suspects that they or a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year or over the summer to appropriate school staff. This will help in monitoring and protecting injured athletes as they move to the next season's sports.

### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. The risk of such difficulties is diminished if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other physical activity when symptoms of concussion are present.

### **Is a "CAT scan" or MRI needed to diagnose a concussion?**

Diagnostic imaging tests, which include CT ("CAT") and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), the tests are typically normal, even in athletes who have sustained a severe concussion. A concussion is diagnosed based upon the athlete's story of the injury and a physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased access to computers, video games, etc., but the access must be lessened if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within two weeks of the initial injury. However, in some cases, symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms and disability underscores the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as mechanism of injury and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports can only be reached following a thorough review of the athlete’s concussion history, coupled with a thorough and frank discussion between you, your doctor, and your child.

### **I’ve read recently that concussions may cause long-term brain damage in professional athletes. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in some former NFL and NHL players has received much media attention. Very little is known about what may be causing dramatic abnormalities in their brains. These players had long professional careers after playing in high school and college. In most cases, they played more than 20 years and suffered multiple concussions in addition to thousands of other blows to their heads. Alcohol, steroid, and other drug use may also have contributed to the brain changes. The average high school athlete does not accumulate nearly the number of potentially injurious blows to the brain as a professional player. But we know that the teenage brain is much more vulnerable to injury and to more severe injury than the older brain. And the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each and every concussion.

### **What will happen when my child completes the Return To Play Protocol?**

When the Return to Play Protocol has been successfully completed, the athlete will be examined by the responsible healthcare provider. Additional tests may be appropriate. The provider will sign a medical clearance to resume competition. The Return To Play Protocol together with medical examination is the internationally recognized process by which concussed athletes are returned to athletic participation as safely as possible. Completing the Return to Play Protocol and medical examination does not mean that the brain has fully recovered from concussion or that there is not risk in returning to competition. But it is the safest way that physicians know at this time. Participation in athletics is accompanied by risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at increased risk for another head injury. Once the athlete is medically eligible to return to competition, the parent and athlete will be asked to sign consent, accepting the risk in returning to play.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports,” from materials by the OSAA’s Medical Aspects of Sports Committee and from materials prepared by the NFHS Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) or [www.nfhs.org](http://www.nfhs.org) for more information.

If you have any further questions regarding the policies and procedures for managing concussions in Alaska student athletes or want to know how to find a concussion specialist in Alaska, please visit the Alaska School Activities Association website, [asaa.org](http://asaa.org), and your school district website.

**ASAA Parent and Student Acknowledgement and Consent**

E 6145.22(2)

The Kenai Peninsula Borough School District requires that each athlete, and each athlete’s parent/guardian, receive a copy of its guide entitled “A Parent’s Guide to Concussion in Sports”. This guide sets forth a description of the nature and risks of Concussion.

Parents and athlete should review the Guide, discuss it at home, and direct any questions to the coach, school nurse, or activities principal.

Parents and athletes need to annually acknowledge receipt of “A Parent’s Guide to Concussion in Sports”, and understand its contents.

**Student/Parent/Guardian Acknowledgement (required for all athletes)**

I acknowledge that I have received a copy of “A Parent’s Guide to Concussion in Sports”, and understand its contents.

**Student Signature**

**Print Name**

**Date of Birth**

**Date**

Parent/Guardian signature is required for all athletes under 18 years of age. If 18 or older, the athlete must sign below consent.

**Parent/Guardian Signature**

**Print Name**

**Date**







## VIII. POLICIES FOR BOROUGH-SPONSORED EVENTS

### A. Contest Information

#### 1. Host school responsibilities

- a. The host school will provide certified officials when available.
- b. The host school will provide regular season officials.
- c. The host school will keep the local media informed of upcoming events and results.

#### 2. Scheduling. All dates and sites are final and firm when placed on the KPBSD activities calendar.

#### 3. Noncompliance with scheduling. In the event a school does not comply with the scheduling as set after having committed to an activity, the offending school shall pay the encumbered expenses.

### B. District Awards

#### 1. Team awards

- a. Boys' and girls' team trophies/plaques shall be awarded in soccer, basketball and volleyball on the following basis: first, second and third places.
- b. The KPSAA Executive Board will be responsible for ordering District awards.

#### 2. Individual awards

- a. Individual boys' and girls' medals shall be awarded in

|                       |           |
|-----------------------|-----------|
| Cross-country running | 10 places |
| Nordic skiing         | 10 places |
| Wrestling             | 4 places  |
| Track and field       | 6 places  |
| Forensics             | 6 places  |

No participation ribbons will be awarded.

- b. The KPSAA Executive Board will be responsible for ordering individual awards.
- #### 3. All-tournament team awards. No awards or recognition will be given for all-tournament teams.

**IX. ACTIVITY RULES**  
**BASKETBALL**  
**(Boys and Girls)**

- A. **Rules.** National Federation of State High School Association Rules will govern all basketball play with the following exceptions:
- B. **No Full Court Press or Half Court Traps** may be employed until the third quarter of a game. No defensive pressure will be allowed in the backcourt on a made basket or out of bounds situation until the third quarter. Prior to the third quarter, players in this situation must retreat to half court before they may defend their man. Officials should issue one warning per game for violation of this rule before issuing a technical foul.
- C. Zones are still allowed, but zones cannot extend beyond the 3-point area. Collapsing man to man defense is permitted.
- D. Playing time shall be 8-minute quarters, unless both coaches agree to play 6-minute quarters, (except Borough Tournaments when 8-minute quarters must be played).
- E. Small School Borough Tournaments shall be single elimination with a consolation bracket, thereby guaranteeing each team at least two games.
- F. **Classifications** Team classifications are sixth, seventh, and eighth grade boys and sixth, seventh, and eighth grade girls that currently attend the school; or charter school sixth, seventh, and eighth graders.

**X. ACTIVITY RULES**  
**CROSS-COUNTRY RUNNING**  
**(Boys and Girls)**

- A. Rules.** National Federation of State High School Association Rules will govern all cross-country running meets.
- B. Exception to Rules.** Each school may enter as many runners as they desire.
- C. Classifications** Team classifications are sixth, seventh, and eighth grade boys and sixth, seventh, and eighth grade girls that currently attend the school; or charter school sixth, seventh, and eighth graders.
- D. Distance.** Boys' and girls' teams will run for a distance of one and one-half miles.

**XI. ACTIVITY RULES**  
**NORDIC SKIING**  
**(Boys and Girls)**

- A. Rules.** National Federation of State High School Association Rules will govern all Nordic ski meets.
- B. Exception to Rules.** Each school may enter as many skiers as they desire.
- E. Classifications** Team classifications are sixth, seventh, and eighth grade boys and sixth, seventh, and eighth grade girls that currently attend the school; or charter school sixth, seventh, and eighth graders.
- D. Distance.** Boys' and girls' teams will ski for a distance of five kilometers.

**XII. ACTIVITY RULES  
FORENSICS  
(Boys and Girls)**

**RATIONALE**

Along with literature and writing, speaking and expression are major components in the Language Arts curriculum because teachers are always looking for ways to bring their programs to life. Forensics can be the perfect tool to do just that. Performances of works by great authors such as Shakespeare, Poe and Dickenson allow students to look beyond the black and white pages and see the vitality, magic and wonder that the text alone cannot provide. It also offers an opportunity for students to present their own original compositions, practice persuasive speaking techniques, and research and debate an issue of national importance.

In short, Forensics allows students to gain fluency in communication, which is not only the foundation of the language arts program overall, but is also a valuable life-long skill. At the same time, students are participating in enjoyable activities which allow them to express themselves in an active, creative way.

**A. Entry Rules**

1. A student may represent a school in only one category with the exception of a "multiple" performance. (A participant of a multiple performance may participate in one other category.)
2. A school may have only one entry for each category. Schools with student populations of over 500 will be allowed to field two entries per category. (Ties must be decided at each school prior to the District forensics meet.)
3. A contestant may not repeat any materials s/he previously presented.
4. The Forensics coach designated from each school must accompany the forensics team to the District tournament.
5. Simple props may be used; however, it should be noted that no points are awarded for costumes, scenery, props, etc.

**B. Disqualification Criteria**

1. Failure to comply with category descriptions.
2. Failure to yield to the time limit.
3. Questioning the judges' decision beyond the point of clarification.
4. Failure to perform on time when called.

**C. Judges**

1. The decision of the judges is final.
2. Any harassment or provoking will result in elimination.
3. The qualifications and selection of the judges are the responsibility of the host school. Judges should be selected who have no personal interest in the outcome of the event.

## D. Explanation of Categories

### 1. Poetry

- a. Humorous poetry (single). Each contestant will be required to present a poem or selection from a humorous poem lasting between one and three minutes. The selection must be memorized.
- b. Humorous (multiple). Two or more contestants will present a selection of a humorous poem lasting between one and five minutes. The selections must be memorized. All members of the group must speak.
- c. Non-humorous poetry (single). Each contestant will be required to present a poem or a selection from a non-humorous poem lasting between one and three minutes. The selection must be memorized.
- d. Non-humorous (multiple). Two or more contestants will present a non-humorous poem lasting one to five minutes. The selections must be memorized. All members of the group must speak.

### 2. Prose

- a. Humorous prose (single). Each contestant will be required to present a humorous prose selection lasting one to three minutes. The selection must be memorized.
- b. Humorous (multiple). Two or more contestants will be required to present a humorous prose selection lasting one to five minutes. All members of the group must speak.
- c. Non-humorous prose (single). Each contestant will be required to present a non-humorous prose selection lasting one to three minutes. The selection must be memorized.
- d. Non-humorous (multiple). Two or more contestants will present a non-humorous prose selection lasting one to five minutes. All members of the group must speak.

### 3. Original

- a. (Single): The contestant will present an original selection lasting one to three minutes. Note: It must be emphasized that the student himself must have composed this piece.
- b. (Multiple): Two or more contestants will be required to present an original selection lasting one to five minutes. Note: It must be emphasized that the students themselves must have composed this piece. All members of the group must speak.

### 4. Persuasive Speech: Each contestant is required to deliver a prepared speech of one to three minutes:

- a. In favor or in opposition to a current issue of local, state or national importance;
- b. Convincing the audience to purchase a product or service of the speaker's choosing.

\*Notes and visual aids may be used.

5. Debate. Teams will consist of two middle school students, seventh or eighth grade students, or a combination of the two grade levels. The debate topic will be decided upon during the fall in-service meeting, and all local school sponsors will be notified. Teams must be ready to debate either the negative or the affirmative. Teams will draw positions during registration prior to the competition. A cross-examination format will be used with the following times revised from the national debate requirements
- a. First affirmative constructive (three minutes)
  - b. Negative cross-examination (two minutes)
  - c. First negative constructive (three minutes)
  - d. Affirmative cross-examination (two minutes)
  - e. Second affirmative constructive (three minutes)
  - f. Negative cross-examination (two minutes)
  - g. Second negative constructive (three minutes)
  - h. Affirmative cross-examination (two minutes)
  - i. First negative rebuttal (two minutes)
  - j. First affirmative rebuttal (two minutes)
  - k. Second negative rebuttal (two minutes)
  - l. Second affirmative rebuttal (two minutes)

**XIII. ACTIVITY RULES**  
**SOCCER**  
**(Boys and Girls)**

- A. **Rules.** National Federation of State High School Association Rules will govern all soccer games.
- B. **Exceptions to Rules**
- a. The game will consist of two halves. Each half will be thirty minutes in duration (continuous clock).
  - b. The field of play will be a rectangular field measuring 100 yards x 55 yards.
  - c. Each team shall consist of eleven players, one of whom shall be the goalkeeper. At local contests and tournament play, a minimum of an eight-member team may be used if a school is unable to field eleven players. The opposing team will not be required to play the same number of players. They may use a full squad of eleven players if available.
- C. **Classifications.**
- a. A teams will consist of either all boys or all girls.
  - b. B teams and small school teams are co-ed.
  - c. Team classifications are sixth, seventh, and eighth grade students that currently attend the school; or charter school sixth, seventh, and eighth graders.
- D. **Overtime rule**
- a. Middle school soccer programs adopt National Federation of State High School Association Rules for handling games that are tied at the end of regulation play.
  - b. Regular season games ending in a tie at the end of regulation play will remain a tie.
  - c. An overtime and/or kick-off procedure would be used for tournament contests only.

**XIV. ACTIVITY RULES**  
**TRACK AND FIELD**  
**(Boys and Girls)**

- A. Rules.** National Federation of State High School Association Rules will govern all track meets.
- B. Exceptions to Rules**
1. Each school will be responsible for furnishing two persons to assist in the KPBSD track and field championships.
  2. Order of events
    - a. Running: 100 meter hurdles, (10 low hurdles, 30", see high school girls' for spacing), 100 meter dash, 1600 meter run, 800 meter relay, 400 meter dash, 400 meter relay, 800 meter run, 200 meter dash, 1600 meter relay (4 x 400)
    - b. Field: Long jump, triple jump, shot put (8 lb., 13 oz.), discus (7 1/4"), high jump.
  3. Borough meet entry limitations: Each school may have six entries for each individual event. Each school may enter two relay teams.
- C. Classifications** Team classifications are sixth, seventh, and eighth grade boys and sixth, seventh, and eighth grade girls that currently attend the school; or charter school sixth, seventh, and eighth graders.
- D. Participation Limitation.** Athletes are limited to participating in four events per contest.

**XV. ACTIVITY RULES**  
**VOLLEYBALL**

- A. Rules.** National Federation of State High School Association Rules will govern all volleyball matches including length of a match consisting of the best out of three games. Rally scoring will be used. If the match goes to three games, the last game will be played to 15.
- B. Exceptions to Rules**
1. No player may participate on more than one team on the same day.
  2. No player may participate in more than fourteen volleyball matches during the season (excluding the Borough tournament).
  3. The height of the net shall be 7'0".
- C. Classifications.** Team classifications are sixth, seventh, and eighth grade boys and sixth, seventh, and eighth grade girls that currently attend the school; or charter school sixth, seventh, and eighth graders.
- D. Co-ed:** Small schools playing a co-ed team against a girls' team may only have a maximum of one boy on the court at a time and the boy must serve underhand. Mixed six teams may consist of no more than three boys when playing another mixed six team. Teams that are co-ed and must have more than one boy on the court to field a team will forfeit all matches when playing against all girls teams.
- E.** Small School Borough Tournaments shall be single elimination with a consolation bracket, thereby guaranteeing each team at least two games.

**XVI. ACTIVITY RULES**  
**WRESTLING**

**A. Rules.** National Federation of State High School Association Rules will govern all wrestling matches.

**B. Exceptions to rules**

1. A match will consist of three rounds of one and one-half minutes each.
2. A wrestler is allotted a total of two pounds (one (1) pound on the first Monday in February, and one (1) pound on the first Monday in March) for growth purposes and also for maintaining the right to remain in the same weight class.
3. A wrestler can move up one weight above what they weighed in at the Borough Tournament regardless of the number of matches at that weight.

**C. Classifications.** Wrestlers will compete in the following weight divisions: 75 and under, 80, 85, 90, 95, 100, 105, 110, 115, 120, 125, 132, 138, 145, 155, 167, 190, and ~~unlimited~~ 285. **The weight classifications will apply to all matches including exhibitions.**

**D. Weigh-in.** Initial weigh-in must be recorded by the coach, and all records must be on file in the principal's office prior to the start of the athlete's first scheduled event. A wrestler may only drop one weight class below this initial weigh-in.

**E. Participation Limitation**

1. A team may not schedule more than ten (10) different wrestling dates before the Borough tournament.
2. An individual may not compete in more than eighteen (18) individual matches before the Borough tournament.
3. An individual may not compete in more than four (4) matches in one day, with forty-five (45) minutes rest between each match during the regular season. An individual may compete in five (5) matches in one day, with forty-five (45) minutes rest between each match at the Borough tournament.
4. Alternates will be allowed to wrestle and be seeded at the Borough tournament.
5. Borough tournaments will be a sixteen-man (16) bracket.
6. A wrestler may enter the Borough tournament only in a weight class in which at least fifty percent (50%) of his season matches were wrestled unless s/he is moving up one weight class.

## XVII. COACH'S RESPONSIBILITIES

1. Select and coach individual participants in the skills necessary for excellent achievement in the sport.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the athletic director in scheduling interscholastic contests.
4. Maintain and recommend the purchase of equipment, supplies, and uniforms.
5. Maintain and possess the necessary physical forms, insurance eligibility forms, medical release forms and records as required by ASAA, KPSAA, and the local school.
6. Oversee the safety conditions of the facility or the area in which the assigned sport is conducted at all times students are present.
7. Establish performance criteria for participation in interscholastic competition in the sport.
8. Enforce discipline and sportsmanlike behavior at all times. Establish and oversee penalties for breach of such standards by individual students.
9. Maintain personal/professional conduct and dress standards commensurate with the ideals of the KPBSD interscholastic activity program.
10. Be familiar with all pertinent rules, regulations, policies, and procedures of KPSAA, and the local school.
11. Perform other duties pertinent to the sport as assigned by the principal or designee.
12. Share responsibilities listed under Section XVIII, Athletic Director's Responsibilities as delegated by the principal (for schools not having an athletic director).
13. Ensure that chaperones accompany each sex for all school-sponsored, overnight activities and ensure appropriate behavior occurs.
14. Agree to the use of the Middle School Coach's Evaluation Form (Appendix F/Evaluations). This form is for use by the administrator, athletic director, and/or the activity sponsor for the purpose of improvement only.
15. Be currently certified in First Aid, **Concussion in Sports, and Sudden Cardiac Arrest** as required by ASAA regulation and have a fully equipped first aid kit on hand.
16. **Fall and spring coaches are to be certified in Heat Illness Prevention (free NFHS course) as recommended by ASAA. This requirement will be managed at the school site level.**
17. Possess and be familiar with the national federation handbook for his/her sport.
18. Be responsible for filling out an accident report for any significant injury and filing it with the student's health records.
19. In most cases, it is not appropriate for coaches to have their own children accompany the team and be present in the bench area.
20. Have all training rules and regulations signed by parents and on file with building administrator.
21. To immediately report any KPSAA policy/rule violations to the building administrator.

### **XVIII. ACTIVITY SPONSOR'S (NONATHLETIC) RESPONSIBILITIES**

1. Select and coach individual participants in the skills necessary for excellent achievement in the event.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the athletic director in scheduling events.
4. Maintain and recommend the purchase of equipment, supplies, and uniforms.
5. Oversee the safety conditions of the facility or area in which the assigned event is conducted at all times students are present.
6. Establish the criteria for participation in performance at festivals and concerts.
7. Enforce discipline and appropriate behavior at all times. Establish and oversee penalties for breach of such standards by individual students.
8. Maintain personal/professional conduct and dress standards commensurate with the ideals of the KPBSD interscholastic activity program.
9. Be familiar with all pertinent rules, regulations, policies and procedures of KPSAA and the local school.
10. Assume any other duties pertinent to the event as assigned by the principal or designee.
11. Ensure that chaperones accompany each sex for all school-sponsored, overnight activities.
12. Possess and be familiar with the Administrator/Sponsor edition of the Middle School Co-curricular Activities Guidelines and the national federation handbook for her/his activity.

Consideration: All reasonable consideration will be given to those students selected for all-borough honor festivals.  
(If a student is selected for both all-borough events, s/he will be allowed to participate without penalty or intimidation.)

## **XIX. ATHLETIC DIRECTOR'S RESPONSIBILITIES**

1. Schedule all athletic events including contracting all opposing schools for each home contest.
2. Assist and approve all transportation and housing for all events.
3. Assume the responsibility for completion and maintenance of eligibility data, athlete physical forms, emergency treatment cards, parent permission forms, athlete participation and consent forms, assumption of risk and hold harmless agreements, required concussion forms, etc.
4. Work closely with programs and ensure that all essential game personnel are scheduled for all home events (i.e. timekeepers, score/bookkeepers, etc).
5. Work closely with local officials' associations to schedule certified game officials.
6. Oversees that the coach of each program turns in an inventory of uniforms and equipment, and a list of needs for the upcoming season.
7. Assume responsibility for procurement and distribution of athletic awards, letters and pins for all sports.
8. Schedule all awards and banquets and assume general coordination of those events.
9. Assume responsibility for working closely with support/booster clubs.
10. Coordinate with the activity director and/or drama/auditorium director in scheduling of events in existing facilities.
11. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events.
12. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in the athletic programs.
13. Assist in the screening and hiring of all athletic personnel.
14. Work as a liaison between the administration and the coaching staff.
15. Completion of some duties may be required outside of the school calendar year and school day.

Revised/Adopted 03/17

## XX. PRINCIPAL'S DUTIES AND RESPONSIBILITIES

1. Be directly responsible to the superintendent.
2. Assume full responsibility for the athletic and activity programs in the building.
3. Maintain line authority over athletic directors, coaches, activity directors and sponsors.
4. Be responsible for the continuous evaluation and improvement of the school's athletic and activity programs.
5. Assume ultimate responsibility for the supervision of athletic and activity functions.
6. Consult with the athletic director and the executive directors of activities on matters of administrative procedures and functions.
7. Be responsible for modifying and recommending budgetary items for the building's athletic and activity programs as well as submitting the athletic budget and semi-annual expenditures of activities report for submittal to the site council.
8. Administer the guidelines established by the Co-curricular Activities Guidelines.
9. Delegate/share responsibilities listed under Section XVIII., Athletic Director's Responsibilities if the school does not have an athletic director.
10. Be present during all co-curricular activities held at the building. The principal may designate another person (other than a coach or sponsor) to take her/his place.
11. Insure that athletic and activity sponsors are familiar with activity rules.
12. Be responsible for assigning the most qualified individual(s) the coaching duties or sponsorships of the co-curricular activities at the building and clearly name the specific activity on the contractual agreement.
13. Provide coaches and nonathletic activity sponsors with a copy of the KPSAA Administrator/Sponsor edition of the Middle School Co-curricular Activities Guidelines and the national federation handbooks for their sport/activity.
14. Shall provide for the safety of officials at each contest.

## XXI. CO-CURRICULAR CALENDAR OF EVENTS

### M.S. Tournament Sites and Dates 2018-19

| <u>Event</u>            | <u>Start Date</u> | <u>End Date</u>    | <u>Site</u>  |
|-------------------------|-------------------|--------------------|--|
| XC Running              | August 21, 2018   | October 5, 2018    | Nikiski  |
| Soccer                  | August 21, 2018   | September 29, 2018 | Homer  |
| Basketball (Intramural) | October 8, 2018   | October 26, 2018   |  |
| Basketball              | October 29, 2018  | December 15, 2018  | Nikiski  |
| Volleyball (Intramural) | January 7, 2019   | January 25, 2019   |  |
| Volleyball              | January 28, 2019  | March 2, 2019      | Kenai  |
| Wrestling               | January 7, 2019   | February 23, 2019  | Seward   |
| Nordic Ski              | January 7, 2019   | March 2, 2019      | Nikiski  |
| Track & Field           | April 1, 2018     | May 11, 2019       | Prelims – May 7th @ Homer<br>Boroughs – May 11th @ ?? hosted by ?? |
| Mass Choir              |                   | April 16, 2019     | Homer  |
| Mass Band               |                   | April 30, 2019     | Kenai  |
| <b>Small Schools:</b>   |                   |                    |  |
| XC Running              | August 21, 2018   | October 5, 2018    | Nikiski  |
| Soccer                  | August 21, 2018   | September 29, 2018 | Homer  |
| Basketball              | October 1, 2018   | November 17, 2018  | Chapman  |
| Volleyball              | January 7, 2019   | February 23, 2019  | Ninilchik  |
| Wrestling               | January 7, 2019   | February 23, 2019  | Seward   |
| Track & Field           | April 1, 2019     | May 11, 2019       | Prelims – May 7th @ Homer<br>Boroughs – May 11th @ ?? hosted by ?? |

\*Note: The Kenai Peninsula Borough School Board gives Kenai Peninsula Student Activities (KPSAA) Executive Secretary the authority to change these dates and locations in an as needed basis without KPBSD School Board approval.

## XXII. BOROUGH TOURNAMENT SCHEDULE

### Middle School Borough Tournament Sites

| <b>SPORT</b>  | <b>2018-19</b> | <b>2019-20</b> | <b>2020-21</b> | <b>2021-22</b> | <b>2022-23</b> |
|---------------|----------------|----------------|----------------|----------------|----------------|
| X-country Run | Nikiski        | Skyview        | Seward         | Kenai          | Homer          |
| Soccer        | Homer          | Nikiski        | Kenai          | Skyview        | Seward         |
| Basketball    | Nikiski        | Homer          | Skyview        | Seward         | Kenai          |
| Volleyball    | Kenai          | Seward         | Homer          | Nikiski        | Skyview        |
| Wrestling     | Seward         | Skyview        | Kenai          | Homer          | Nikiski        |
| Nordic Skiing | Nikiski        | Kenai          | Homer          | Skyview        | Seward         |
| Track & Field | Seward         | Homer          | Skyview        | Kenai          | Nikiski        |
| Choir         | Homer          | Skyview        | Homer          | Soldotna       | Kenai          |
| Band          | Kenai          | Skyview        | Kenai          | Homer          | Skyview        |

### Small School Middle School Borough Tournament Sites

| <b>SPORT</b> | <b>2018-19</b> | <b>2019-20</b> | <b>2020-21</b> | <b>2021-22</b> | <b>2022-23</b> |
|--------------|----------------|----------------|----------------|----------------|----------------|
| Basketball   | Susan B        | Chapman        | Cook Inlet     | Ninilchik      | ABC            |
| Volleyball   | Nikolaevsk     | Ninilchik      | Chapman        | Cook Inlet     | Susan B        |

\*Note: The Kenai Peninsula Borough School Board gives Kenai Peninsula Student Activities (KPSAA) Executive Secretary the authority to change these dates and locations in an as needed basis without KPBSD School Board approval.

### **XXIII. CONCLUDING STATEMENT**

Activity guidelines will be reviewed and revised annually. Recommendations for inclusions or revisions are to be submitted to the KPSAA Executive Secretary prior to the annual spring general meeting of the Kenai Peninsula School Activities Association (KPSAA).

**XXIV. KENAI PENINSULA SCHOOL ACTIVITIES ASSOCIATION  
BY-LAWS  
(Approved April 2014)**

|              |                            |
|--------------|----------------------------|
| Article I    | NAME                       |
| Article II   | PURPOSE                    |
| Article III  | MEMBERSHIP                 |
| Article IV   | MEMBERSHIP MEETINGS        |
| Article V    | VOTING                     |
| Article VI   | SANCTIONED ACTIVITIES      |
| Article VII  | LOCAL CONTROL              |
| Article VIII | KPSAA BOARD                |
| Article IX   | ELECTION OF BOARD          |
| Article X    | TERM OF BOARD MEMBERSHIP   |
| Article XI   | BOARD OFFICERS             |
| Article XII  | BOARD MEETINGS             |
| Article XIII | EXECUTIVE SECRETARY        |
| Article XIV  | POWERS AND DUTIES OF BOARD |
| Article XV   | FINANCE                    |
| Article XVI  | AMENDMENT OF BY-LAWS       |

## **ARTICLE I – NAME**

This organization shall be known as the Kenai Peninsula School Activities Association (KPSAA).

## **ARTICLE II – PURPOSE**

The purpose of the Association shall be to promote and control co-curricular activities sanctioned by the members and to assist in the promotion of other activities.

## **ARTICLE III – MEMBERSHIP**

1. Membership shall consist of all public schools in the Kenai Peninsula Borough School District, defined as schools having grades 4 through 12, or any combination thereof.
2. Membership means recognition of the authority of the Association and full compliance with its rules.
3. A high school is defined as a school which offers grades 9 through 12 or any combination thereof.
4. A junior high is defined as a school which offers grades 7 and 8.
5. A middle school is defined as a school which offers grades 6 through 8 or any combination thereof.
6. An elementary school is defined as a school which offers grades 4 through 6 or any combination thereof.
7. The KPSAA Board will hear any appeal for organizational structure other than those named above.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

1. One general membership meeting shall be held annually.
2. Meetings will be conducted in accordance with Roberts Rules of Order.
3. The spring meeting shall be held in early April to allow the school board time to consider handbook changes.
4. The KPSAA Board shall be authorized to change the meeting dates of the general membership meeting if conflicts exist, with two weeks' notice prior to the originally scheduled meeting date.
5. Agendas for the spring meeting shall be distributed to member schools no later than seven days prior to the meeting date.
6. In general, handbook changes will be considered at the spring meeting. Handbook changes deemed to be needed immediately may be considered throughout the year. Information will be dispersed to all schools for input at least seven days prior to action. Recommended changes will then go to the school board for their approval at their next meeting.

## **ARTICLE V – VOTING**

1. Each building administrator shall be allowed one vote.
2. In his/her absence, the building administrator may designate another person from his/her building to vote.
3. The voting membership shall vote/decide on matters pertaining to:
  - A. Selection of Executive Board
  - B. Bylaws Amendments
  - C. Tournament Sites
  - D. Co-curricular Handbook

#### **ARTICLE VI – SANCTIONED ACTIVITIES**

1. Tournament sites and dates will be selected annually at the regular spring meeting.
2. Each participating school shall have submitted their proposals for suggested activities and tournament sites by the last Tuesday of March.
3. The Board shall act on these proposals at the spring meeting.

#### **ARTICLE VII – LOCAL CONTROL**

1. A school may request an Executive Board inquiry into rule violations by presenting a written request to the Executive Secretary.
2. The host school must secure qualified officials to control all athletic contests, in accordance with rules in the appropriate activity manual and the co-curricular handbook.
3. High school interscholastic competition and activities shall be bound by ASAA contracts between schools involved.
4. Violations of contracts shall be dealt with in accordance with ASAA regulations.
5. No contract shall be considered valid until signed by two parties from each school involved, one of whom must be an administrator.
6. All waivers must be forwarded to the KPSAA Executive Secretary before sending to the ASAA office.
7. Local requests or concerns shall be submitted in writing to the building principal, who in turn will submit them to the executive secretary for disposal. When necessary, the KPSAA Board will make final disposition.

#### **ARTICLE VIII – KPSAA BOARD**

1. The KPSAA Board shall consist of the president, vice president, secretary, six directors, and a non-voting executive secretary.
2. Representative members shall be selected from the following areas:
  - A. One secondary administrator
  - B. One high school representative
  - C. One junior high school representative
  - D. One elementary representative
  - E. One activities representative-at-large
  - F. One representative-at-large
  - G. One school board member
  - H. One parent appointed by the School Board
  - I. One K-12 school representative

#### **ARTICLE IX- ELECTION OF KPSAA BOARD**

1. The KPSAA President shall appoint a nominating committee whose members will be certified employees of the KPBSD. This committee will provide names of appropriate nominees for vacancies. These names shall be provided for the published agenda at the spring general membership meeting.
2. Should a vacancy occur, the KPSAA Board is authorized to appoint a qualified replacement for the duration of the unexpired term.
3. Elected members of the KPSAA Board shall consist of KPBSD certified staff only.
4. Seating of newly elected officers shall occur at the next regularly scheduled meeting following the election.

## **ARTICLE X – TERM OF MEMBERSHIP**

The following two-year rotation shall be established for all board members except the parent representative which is to be a three-year term, the school board and assembly representatives and the executive secretary.

- A. Even Year Election – Four newly elected members
  - 1. Secondary Administrator
  - 2. Activities Representative-at-large
  - 3. Representative-at-large
  - 4. One K-12 school representative
  
- B. Odd Year Election – Three newly elected members
  - 1. High School Representative
  - 2. Middle School Representative
  - 3. Elementary Representative
  
- C. Three Year Term – Parent Representative

## **ARTICLE XI – OFFICERS**

The president, vice president and secretary shall be elected annually by the members of the Executive Board from its own membership at the board meeting following the regular spring general membership meeting.

## **ARTICLE XII – BOARD MEETINGS**

- 1. The KPSAA Board shall hold a minimum of four meetings annually.
- 2. Meeting dates are to be determined by the KPSAA Board.
- 3. Special meetings of the Board may be called as needed by the Executive Secretary or the President
- 4. Agenda items should be submitted to the Executive Secretary prior to the regularly scheduled meeting.
- 5. The Executive Secretary shall notify each board member of the time and place for each regular meeting and provide an agenda.
- 6. Discussions during the regular meetings shall be restricted to KPSAA Board members and the Executive Secretary unless resource persons are called upon to speak by the Chair.
- 7. Guests wishing to address the KPSAA Board will be allowed ten (10) minutes for their presentation.
- 8. Official minutes of the regular meetings will be posted in the *Meetings* section of the KPSAA homepage and member schools will be notified via email within fifteen days following the meeting.

## **ARTICLE XIII – EXECUTIVE SECRETARY**

- 1. The Executive Secretary shall be a non-voting member appointed by the Superintendent.
- 2. The Executive Secretary shall have the authority to call special meetings of the KPSAA Board.
- 3. The Executive Secretary shall serve as liaison between the school board and KPSAA.
- 4. The Executive Secretary shall carry out the financial duties spelled out in Article XV of these bylaws.

5. In the event of changes or amendments of these bylaws, the Executive Secretary shall provide amended copies to all member schools each year.
6. The Executive Secretary shall have the authority to decide upon waiver requests on behalf of the KPSAA Board.
7. In the absence of the Executive Secretary, the president shall have the authority to decide upon waiver requests.
8. The Executive Secretary shall carry out all other duties assigned by the KPSAA Board or these bylaws.

#### **ARTICLE XIV – POWERS AND DUTIES OF THE KPSAA BOARD**

1. The KPSAA Board shall constitute the administrative body of the organization, subject to the restraint of the ASAA bylaws, Regions II and III bylaws, KPSAA bylaws and KPBSD board policy.
2. The KPSAA Board shall determine the time and place of its meetings in accordance with Article XII of the association bylaws.
3. A simple majority of the KPSAA Board membership shall constitute a quorum.
4. The KPSAA Board shall have general supervision of all co-curricular activities of the member schools and shall interpret the rules thereof. Activities are not restricted solely to athletics.
5. The KPSAA Board shall have the power to make investigations relative to the violation of rules.
6. The KPSAA Board shall rule on all protests and determine the penalties, not otherwise specified, for violations of the provisions of the bylaws.
7. The KPSAA Board shall have the authority to appoint special and standing committees to assist in the arrangements and supervision of various activities and contests.
8. The KPSAA Board shall have the authority to approve or disapprove contests or activities.
9. The KPSAA Board shall determine suitable awards for winners of contests sponsored by KPBSD.
10. KPBSD will provide trophies and awards for all borough-sanctioned tournaments and activities. Traditionally, students in high school junior varsity races are recognized at the borough tournaments.
11. The KPSAA Board shall insure that host schools provide qualified officials for all interscholastic contests.
12. The KPSAA Board shall have the authority to prepare and approve the annual co-curricular budget request presented to the Superintendent.
13. The KPSAA Board shall hear all appeals on waiver request decisions made by the Executive Secretary or president.

#### **ARTICLE XV – FINANCE**

1. The Executive Secretary shall be responsible for preparing the annual co-curricular budget, subject to approval by the KPSAA Board and for its presentation to the Superintendent.
2. The Executive Secretary shall make an annual report to the general membership at the spring meeting. This report shall include a complete review of the financial activities of the Executive Secretary's office, as well as a detailed report of activities participation and expenditures per school.

#### **ARTICLE XVI – AMENDMENT OF BYLAWS**

1. Amendments to these bylaws will be agreed upon by the KPSAA Board, sent out to all schools thirty days prior to approval for input and then voted on at the next scheduled meeting.
2. In the event that more than one amendment is to be considered at a time, they may be approved by consent agenda.
3. A call for reconsideration of any change of the bylaws may be initiated by a request signed by thirty –three percent (33%) of the member schools. The reconsideration shall take place at the next regular meeting.

4. Amendments to the bylaws become effective immediately following their adoption unless otherwise set forth by the amendment.
5. Proposed amendments to the bylaws must be presented by Article and paragraph, written in full.

*Revised February 2014*

**APPENDICES INDEX**

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Title IX Section



**MIDDLE SCHOOL**  
**CO-CURRICULAR PARTICIPANT USER FEE CONTRACT**

\_\_\_\_\_

Student Name (printed)                      School    Grade                      Date

**Activity Fee Obligations**

In an effort to supplement available state and District funds for our co-curricular programs, a fee will be collected from student participants. This revenue will be used to cover travel and official costs, additional coaching salaries, as well as replacement of equipment and uniforms. The student shall pay the appropriate fee by the beginning of the activity in order to participate. In the case this deadline cannot be met, the student must make specific arrangements with the athletic director. Payment of the user fee provides **for participation only** and **does not guarantee playing time** in competitions, or any similar guarantee.

**ACTIVITY FEE CHARGES**

**Middle school students** shall be charged **\$60** per activity.

The activity your child is participating in at this time is:

XC Running              Soccer                      Basketball                      Volleyball                      Wrestling                      Nordic Ski                      Track

**Refund of Activity Fees**

**Full Refund:** Students who are cut from a co-curricular activity during the first ten (10) days of practice will receive a full refund.

**Prorated Refund:** Students injured or having special extenuating circumstances during the same activity season will receive a prorated refund, the amount of which will be determined by the coach and athletic director/administrator.

**No Refund:** Students who quit and/or withdraw from a team due to disciplinary reasons will not receive a refund.

\* \* \* \* \*

I have read and understand the above terms and conditions and agree to abide by the same.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Legal Guardian  
Signature

\_\_\_\_\_

Date

**APPENDIX C**

**EXTRA-CURRICULAR STAFFING 18/19**

| SMALL SCHOOLS       | XC Run    | Soc-B     | Soc-G     | FB       | BBB       | GBB       | WR        | VB        | HK        | N-SKI    | T/F       |           |          |          |          |          |            | Band       | Chorus    | Music      | Drama /DDF |            | Clubs     | YBK        | Intra    | Acad      | Misc      | TOTAL      |           |           |           |            |
|---------------------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|----------|----------|----------|----------|------------|------------|-----------|------------|------------|------------|-----------|------------|----------|-----------|-----------|------------|-----------|-----------|-----------|------------|
| Cooper Landing      |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 4          |           |           |           |            |
| Hope                |           |           |           |          |           |           |           |           |           |          | 1         |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 5          |           |           |           |            |
| K-Selo              |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 4          |           |           |           |            |
| Moose Pass          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 1        | 1         |           | 2          |           |           |           |            |
| Nanwalek            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 4          |           |           |           |            |
| Razdolna            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 4          |           |           |           |            |
| Voznesenka          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        |           |           | 2          |           |           |           |            |
| <b>TOTAL</b>        | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>1</b>  | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>13</b>  | <b>0</b>  | <b>11</b> | <b>0</b>  | <b>25</b>  |
| ELEMENTARY SCHOOLS  |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            | Band       | Chorus    | Music      | Drama /DDF |            | Clubs     |            | Intra    | Acad      | Misc      | TOTAL      |           |           |           |            |
| Chapman             |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 3        | 2         |           | 5          |           |           |           |            |
| K-Beach             |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| McNeil              |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 3        | 2         |           | 5          |           |           |           |            |
| Mt. View            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| Nikiski NS          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| Nikolaevsk          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           | 4          |           |           |           |            |
| Ninilchik           |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 3        | 2         |           | 5          |           |           |           |            |
| Paul Banks          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 2         |           | 2          |           |           |           |            |
| Redoubt             |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| Seward Elem         |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| Soldotna Elem       |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| Sterling            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 4        | 2         |           | 6          |           |           |           |            |
| SB English          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 1        | 2         |           | 3          |           |           |           |            |
| Tebughna            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 1        |           |           | 1          |           |           |           |            |
| Tustumena           |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 4        | 2         |           | 6          |           |           |           |            |
| W. Homer            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 5        | 2         |           | 7          |           |           |           |            |
| <b>TOTAL</b>        | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b> | <b>0</b>  | <b>56</b> | <b>0</b>   | <b>30</b> | <b>0</b>  | <b>86</b> |            |
| JR/Middle Schools   | XC Run    | Soc-B     | Soc-G     | Soc-coed | BBB       | GBB       | WR        | VB        |           | N-SKI    | T/F       |           |          |          |          |          |            | Cheer      | Band      | Chorus     | Music      | Drama /DDF |           | Clubs      | YBK      | Intra     | Acad      | Misc       | TOTAL     |           |           |            |
| Chapman             |           |           |           | 1        | 1         | 1         | 1         | 1         |           |          | 1         |           |          |          |          |          |            |            |           |            |            | 1          |           |            |          |           | 2         |            | 9         |           |           |            |
| Homer               | 2         | 1         | 2         |          | 2         | 2         | 2         | 2         |           | 1        | 3         |           |          |          |          |          |            |            |           |            |            | 2          |           |            |          | 5         | 2         |            | 26        |           |           |            |
| Kenai               | 2         | 2         | 2         |          | 2         | 2         | 2         | 3         |           | 2        | 4         |           |          |          |          |          |            |            |           |            |            | 2          |           |            |          | 12        | 2         |            | 37        |           |           |            |
| Nanwalek            |           |           |           |          | 1         | 1         |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           |           |            | 2         |           |           |            |
| Nikiski             | 1         | 1         | 2         |          | 2         | 2         | 2         | 2         |           | 1        | 2         |           |          |          |          |          |            |            |           |            |            | 1          |           |            |          | 6         | 1         |            | 23        |           |           |            |
| Nikolaevsk          | 1         |           |           |          | 1         | 1         |           | 1         |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 2         |           |            | 6         |           |           |            |
| Ninilchik           |           |           |           |          | 1         | 1         |           | 1         |           |          | 1         |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 2         |           |            | 6         |           |           |            |
| Port Graham         | 1         |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           |           |            |           |           |           |            |
| Seward              | 2         | 1         | 1         |          | 2         | 2         | 1         | 2         |           | 1        | 2         |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 3         | 2         |            | 19        |           |           |            |
| Skyview             | 2         | 2         | 2         |          | 3         | 3         | 2         | 3         |           | 2        | 5         |           |          |          |          |          |            |            |           |            |            | 2          |           |            |          | 12        | 2         |            | 40        |           |           |            |
| SB English          |           |           |           |          | 1         |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 1         |           |            | 2         |           |           |            |
| Tebughna            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 1         | 1         |            | 2         |           |           |            |
| Voznesenka          |           |           |           |          |           |           |           | 1         |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          | 2         | 1         |            | 4         |           |           |            |
| <b>TOTAL</b>        | <b>11</b> | <b>7</b>  | <b>9</b>  | <b>1</b> | <b>0</b>  | <b>16</b> | <b>15</b> | <b>11</b> | <b>15</b> | <b>0</b> | <b>7</b>  | <b>18</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>8</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>48</b>  | <b>0</b>  | <b>11</b> | <b>0</b>  | <b>176</b> |
| High Schools        | XC Run    | Soc-B     | Soc-G     | S/D      | FB        | BBB       | GBB       | WR        | VB        | HK       | N-SKI     | T/F       | Uni T/F  | SB       | BB       | Cheer    | Band       | Chorus     | Music     | Drama /DDF | Dance      | Clubs      | YBK       | Intra      | AD       | Acad      | Misc      | TOTAL      |           |           |           |            |
| Homer               | 2         | 2         | 1         | 2        | 2         | 3         | 3         | 2         | 3         | 2        | 2         | 3         | 1        | 2        | 2        | 2        | 1          | 1          | 1         |            | 2          |            | 4         | 1          |          | 1         | 2         |            | 46        |           |           |            |
| Homer Flex          |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           | 2         |            | 2         |           |           |            |
| K-Alt               |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           | 2         |            | 2         |           |           |            |
| KCHS                | 2         | 2         | 1         | 2        | 4         | 3         | 3         | 2         | 3         | 2        | 2         | 4         |          | 1        | 2        | 2        | 1          | 1          |           | 2          | 1          | 1          | 4         | 1          |          | 1         | 2         |            | 48        |           |           |            |
| Nanwalek            |           |           |           |          |           | 1         | 1         |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           |           |            | 2         |           |           |            |
| Nikiski             | 1         | 1         | 2         |          | 3         | 3         | 3         | 2         | 3         |          | 1         | 2         |          |          |          | 1        |            |            |           | 1          | 2          | 1          | 4         | 1          |          | 1         | 1         |            | 33        |           |           |            |
| Nikolaevsk          | 1         |           |           |          |           | 1         | 1         |           | 1         |          |           |           |          |          |          |          |            |            |           |            | 1          |            | 3         | 1          |          |           |           |            | 9         |           |           |            |
| Ninilchik           |           |           |           |          |           | 1         | 1         |           | 1         |          |           | 1         |          |          |          |          |            |            |           |            | 1          | 1          | 3         | 1          | 1        |           |           |            | 11        |           |           |            |
| Pt. Graham          | 1         |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 2        | 2         |           |            | 5         |           |           |            |
| Seward              | 2         | 1         | 1         | 1        | 2         | 2         | 2         | 2         | 2         |          | 1         | 3         |          |          |          | 1        |            |            |           | 1          | 3          |            | 4         | 1          |          | 1         | 2         |            | 32        |           |           |            |
| Soldotna            | 2         | 2         | 2         | 2        | 5         | 3         | 3         | 2         | 3         | 2        | 2         | 4         | 1        | 2        | 2        | 2        | 0.5        | 0.5        |           |            | 3          | 1          | 6         | 1          |          | 1         | 2         |            | 54        |           |           |            |
| Soldotna Prep       |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            |          |           |           | 2          | 2         |           |           |            |
| SB English          |           |           |           |          |           | 1         | 1         |           | 1         |          |           |           |          |          |          |          |            |            |           |            | 1          |            | 3         | 1          | 1        |           |           |            | 9         |           |           |            |
| Tebughna            |           |           |           |          |           |           |           |           |           |          |           |           |          |          |          |          |            |            |           |            |            |            | 2         | 1          | 1        |           | 1         |            | 5         |           |           |            |
| Voznesenka          | 1         |           | 1         |          | 1         |           |           |           | 1         |          |           |           |          |          |          |          |            |            |           |            |            |            |           |            | 1        | 2         | 1         |            | 8         |           |           |            |
| <b>TOTAL</b>        | <b>12</b> | <b>8</b>  | <b>8</b>  | <b>7</b> | <b>17</b> | <b>18</b> | <b>18</b> | <b>11</b> | <b>17</b> | <b>6</b> | <b>8</b>  | <b>17</b> | <b>2</b> | <b>5</b> | <b>6</b> | <b>8</b> | <b>2.5</b> | <b>2.5</b> | <b>3</b>  | <b>15</b>  | <b>3</b>   | <b>33</b>  | <b>10</b> | <b>7</b>   | <b>5</b> | <b>19</b> | <b>0</b>  | <b>268</b> |           |           |           |            |
| <b>GRAND TOTALS</b> | <b>23</b> | <b>15</b> | <b>17</b> | <b>8</b> | <b>17</b> | <b>34</b> | <b>33</b> | <b>22</b> | <b>32</b> | <b>6</b> | <b>16</b> | <b>35</b> | <b>2</b> | <b>5</b> | <b>6</b> | <b>8</b> | <b>2.5</b> | <b>2.5</b> | <b>11</b> | <b>15</b>  | <b>3</b>   | <b>33</b>  | <b>10</b> | <b>124</b> | <b>5</b> | <b>71</b> | <b>0</b>  | <b>555</b> |           |           |           |            |

APPENDIX D

TEAM/STAFFING GUIDELINES

| ACTIVITY                        | Minimum For Team/Coach | 1 <sup>st</sup> Asst. or B Team | 2 <sup>nd</sup> Asst. | 3 <sup>rd</sup> Asst. | 4 <sup>th</sup> Asst. |
|---------------------------------|------------------------|---------------------------------|-----------------------|-----------------------|-----------------------|
| Cross Country Running (B and G) | 8                      | 20                              | 40                    | 60                    |                       |
| Soccer                          | 10                     | 30                              |                       |                       |                       |
| Basketball                      | 8                      | 20                              |                       |                       |                       |
| Wrestling                       | 8                      | 20                              | 40                    |                       |                       |
| Nordic Skiing (B and G)         | 8                      | 20                              | 40                    |                       |                       |
| Forensics                       | NA                     | NA                              | NA                    |                       |                       |
| Volleyball                      | 8                      | 20                              |                       |                       |                       |
| Track and Field (B and G)       | 10                     | <del>18</del> 20                | <del>40</del> + 40    | 60                    | 80                    |

Middle School Principals will need to do an End of Season Analysis form which will be submitted to KPSAA at the end of every sport season. This will determine coaching allocations for the following year.

Staffing formula is not applicable to Cooper Landing, Hope, Moose Pass, Port Graham, Nanwalek, Razdolna, Susan B English, Nikolaevsk, Chapman, Ninilchik and Voznesenka.

Schools wishing to field multiple teams may make a request to the KPSAA Board for coaching allocations.

**APPENDIX E**

**COACH PERFORMANCE SURVEY—PARENT/COMMUNITY INPUT**

|                      |   |             |
|----------------------|---|-------------|
| Your Name (Optional) | Parent / Community Member / Student<br>(Circle One, or "other") | School Year |
| Name of School       | Name of Coach   | Sport       |

**Rate on Scale of 1-5, with 5 being the highest**

- |   |           |
|---|-----------|
| 1. The coach exemplifies the highest moral character and behavior, adhering to strong, ethical and integrity standards.                                   | 1 2 3 4 5 |
| 2. The coach respects the integrity and personality of the Individual student-athlete.  | 1 2 3 4 5 |
| 3. The coach is a visible and positive leader, leading by example and maintaining self-control in all settings, including the emotional climate of games. | 1 2 3 4 5 |
| 4. The coach fosters positive learning experiences.   | 1 2 3 4 5 |
| 5. The coach communicates effectively with parents.   | 1 2 3 4 5 |
| 6. The coach communicates effectively and in a positive manner with student-athletes.   | 1 2 3 4 5 |
| 7. The coach helps sustain a focus on the importance of academics.  | 1 2 3 4 5 |
| 8. The coach communicates effectively with parents and student-athletes   | 1 2 3 4 5 |
| 9. The coach encourages communication with parents and student-athletes   | 1 2 3 4 5 |
| 10. The coach celebrates student accomplishments.   | 1 2 3 4 5 |
| 11. The coach consistently and fairly handles issues when they arise.   | 1 2 3 4 5 |
| 12. The coach treats everyone in a professional and respectful manner.  | 1 2 3 4 5 |
| 13. The coach motivates staff and players toward desired program goals  | 1 2 3 4 5 |
| 14. The coach exhibits knowledge of the game, strategy, skill building and instilling fundamentals  | 1 2 3 4 5 |

**I see the following area(s) of excellence:**

**I suggest the following area(s) for growth:**

Other Comments:

MIDDLE SCHOOL COACH'S EVALUATION

|      |        |          |
|------|--------|----------|
| Name | School | Position |
|------|--------|----------|

|  | Satisfactory | Needs Improvement |
|--|--------------|-------------------|
|--|--------------|-------------------|

**Professional and Personal Relations**

- |  |     |     |
|--|-----|-----|
| 1. Cooperation With Building Principal                         | ___ | ___ |
| 2. Cooperation With Athletic Director                          | ___ | ___ |
| 3. Rapport With Coaching Staff of the School                   | ___ | ___ |
| 4. Organization With Staff                                     | ___ | ___ |
| 5. Relationship With Participants                              | ___ | ___ |
| 6. Relationship With Game Officials                            | ___ | ___ |
| 7. Relationship With Opponents                                 | ___ | ___ |
| 8. Conduct During Games  | ___ | ___ |
| 9. Conduct During Practices                                    | ___ | ___ |
| 10. Ability to Motivate Staff and Players Toward Desired Goals | ___ | ___ |
| 11. Comments:  |     |     |

**Coaching and Related Areas**

- |  |     |     |
|--|-----|-----|
| 1. Caliber and Quality of Instruction                      | ___ | ___ |
| 2. Teaching of Fundamental Skills                          | ___ | ___ |
| 3. Handling of Athletic Injuries                           | ___ | ___ |
| 4. Care of Equipment                                       | ___ | ___ |
| 5. Maintenance of Necessary Forms and Records              | ___ | ___ |
| 6. Ability to Recommend and Cooperate                      | ___ | ___ |
| 7. Supervision of Participants and Team Discipline         | ___ | ___ |
| 8. Organization of Practice Sessions                       | ___ | ___ |
| 9. Management of Inventory                                 | ___ | ___ |
| 10. Compliance With Purchasing Procedures                  | ___ | ___ |
| 11. Game Activity Organization                             | ___ | ___ |
| 12. Compliance With State and Region Policies              | ___ | ___ |
| 13. Compliance With KPSAA Guidelines, Philosophy, Policies | ___ | ___ |
| 14. Comments:  |     |     |

|                             |      |
|-----------------------------|------|
| Assistant Coach's Signature | Date |
|-----------------------------|------|

|                        |      |
|------------------------|------|
| Head Coach's Signature | Date |
|------------------------|------|

**Related Information**

1. Areas of Strength:
2. Areas Needing Improvement:
3. Plan of Action for Improvement:

**APPENDIX E, Cont.**

**MIDDLE SCHOOL HEAD COACH'S EVALUATION OF ASSISTANTS**

|                    |       |
|--------------------|-------|
| Name of Assistant  | Sport |
| Name of Head Coach | Date  |

1. The head coach's evaluation should be completed at the conclusion of the coaching assignment. The assistant coach is rated on a scale from 1 - 5 (5 being the highest value). Areas that do not apply to the coach's responsibilities should be left blank.

**ADMINISTRATION**

- a. Care of Equipment 1 2 3 4 5
- b. Organization of Staff 1 2 3 4 5
- c. Self-organization 1 2 3 4 5
- d. Practice Organization 1 2 3 4 5
- e. Adherence to Policy 1 2 3 4 5
- f. Public Relations 1 2 3 4 5
- g. Supervision 1 2 3 4 5
- h. Completion of Duties 1 2 3 4 5

**SKILLS**

- a. Knowledge of Fundamentals 1 2 3 4 5
- b. Presentation of Skills 1 2 3 4 5
- c. Conditioning 1 2 3 4 5
- d. Game Preparation 1 2 3 4 5
- e. Prevention/Injury Care 1 2 3 4 5
- f. General Knowledge 1 2 3 4 5
- g. Current Rules 1 2 3 4 5

**RELATIONSHIPS**

**Enthusiasm--Working With**

- a. Students 1 2 3 4 5
- b. Sport Staff 1 2 3 4 5
- c. Faculty 1 2 3 4 5
- d. Community Groups 1 2 3 4 5

**Discipline**

- a. Firm but Fair 1 2 3 4 5
- b. Consistent 1 2 3 4 5

**Communications With**

- a. Individuals 1 2 3 4 5
- b. Team 1 2 3 4 5

**PERFORMANCE**

**Area of Responsibility**

- a. Execution of Team 1 2 3 4 5
- b. Attitude of Team 1 2 3 4 5
- c. Conduct During Practice 1 2 3 4 5
- d. Conduct During Game 1 2 3 4 5

**SELF-IMPROVEMENT**

- a. Attends Staff Meetings 1 2 3 4 5
- b. Attends Clinics/Workshops 1 2 3 4 5
- c. Self-motivated 1 2 3 4 5

2. Additional Comments:

3. Assistant Coach's Comments:

|                             |      |
|-----------------------------|------|
| Assistant Coach's Signature | Date |
| Head Coach's Signature      | Date |



## **APPENDIX F**

### **CONSIDERATION CRITERIA FOR ADDITION/DELETION OF ACTIVITIES**

#### **Guidelines for Additions, Combinations, and Deletions**

1. Need.
2. Budgetary considerations (equipment, coaches, instructional personnel, etc.).
3. Probationary period.
4. Facility.
5. Number of participants.
6. Community support/parent advisory committee support.
7. Coaching (instructional personnel) available.
8. Compatibility with Regions and the Borough.
9. Out-of-school time required (students and teachers).
10. Safety.
11. Weather.

#### **Process for Adding/Combining an Activity**

1. Submission of application to the KPSAA Executive Secretary with a copy to the Assistant Superintendent of Instruction. (Letter must speak to the consideration criteria.)
2. Review by KPSAA Executive Board.
3. Recommendation by the KPSAA Executive Board to the Superintendent, Assistant Superintendent of Administrative Services, Assistant Superintendent of Instruction, the District bargaining agent for the teacher organization, and the Board of Education.
4. Final action by the Board of Education.

#### **Process for Deleting an Activity**

1. Annual school-by-school evaluation coordinated by the KPSAA Executive Secretary.
2. KPSAA Board review of the program based upon established criteria.
3. Recommendation by the KPSAA Executive Board to the Superintendent, Assistant Superintendent of Administrative Services, Assistant Superintendent of Instruction, the District bargaining agent for the teacher organization, and the Board of Education.
4. Final action by the Board of Education.

**APPENDIX G**

**SPORTS CAMP APPLICATION**

This application **must** be completed and returned to the KPSAA Executive Secretary for approval by April 1 of the year that the sports camp is to be held.

- |   |   |
|---|---|
| 1. _____<br>Type of Camp                | 2. _____<br>Purpose of Camp                   |
| 3. _____<br>Group Hosting Camp/Sponsors | 4. _____<br>School Location of Camp/Phone No. |
| 5. _____<br>Name of Clinician           | 6. _____<br>Address of Clinician              |
| 7. _____<br>Date(s) of Camp             | 8. _____<br>Number of Sessions                |
| 9. _____<br>Age (Grade) of Participants | 10. _____<br>Cost Per Participant             |
| 11. _____<br>Anticipated Number of Boys | 12. _____<br>Anticipated Number of Girls      |

13. Is the insurance/liability statement to the parent/legal guardian included on/with the pupil registration form?  
Yes                No           

|                                   |   |  |
|-----------------------------------|---|--|
| _____<br>Camp Sponsor's Signature | _____<br>Building Principal's Signature | _____<br>Community School<br>Coordinator's Signature<br>(Where Applicable) |
| _____<br>Date                     | _____<br>Date                           | _____<br>Date  |

\*\*\*\*\*

Approved          
Disapproved   

|  |               |
|--|---------------|
| _____<br>KPSAA Executive Secretary's Signature | _____<br>Date |
|--|---------------|



**APPENDIX I**

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
CHEMICAL USE ASSESSMENT FORM**

Student: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

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

School Contact Person: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

**INFORMATION RELEASE**

I, \_\_\_\_\_ (parent/legal guardian) give permission for (agency)  
\_\_\_\_\_  
\_\_\_\_\_ to release information to the school regarding (student's)  
diagnosis, treatment recommendations, and program  
completion dates.

\_\_\_\_\_  
Parent/Legal Guardian's Signature Date

**TO BE COMPLETED BY AGENCY**

Evaluation Diagnosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date to Start Projected Completion Date Actual Completion Date

\_\_\_\_\_  
Agency's Signature

APPENDIX J

WINDCHILL CHART

|      |      | TEMPERATURE - F |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |
|------|------|-----------------|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |      | 40              | 35 | 30 | 25 | 20 | 15  | 10  | 5   | 0   | -5  | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 |
|      | Calm | 40              | 35 | 30 | 25 | 20 | 15  | 10  | 5   | 0   | -5  | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 |
|      | 5    | 36              | 31 | 25 | 19 | 13 | 7   | 1   | -5  | -11 | -16 | -22 | -28 | -34 | -40 | -46 | -52 | -57 | -63 |
|      | 10   | 34              | 27 | 21 | 15 | 9  | 3   | -4  | -10 | -16 | -22 | -28 | -35 | -41 | -47 | -53 | -59 | -66 | -72 |
| WIND | 15   | 32              | 25 | 19 | 13 | 6  | 0   | -7  | -13 | -19 | -26 | -32 | -39 | -45 | -51 | -58 | -64 | -71 | -77 |
| MPH  | 20   | 30              | 24 | 17 | 11 | 4  | -2  | -9  | -15 | -22 | -29 | -35 | -42 | -48 | -55 | -61 | -68 | -74 | -81 |
|      | 25   | 29              | 23 | 16 | 9  | 3  | -4  | -11 | -17 | -24 | -31 | -37 | -44 | -51 | -58 | -64 | -71 | -78 | -84 |
|      | 30   | 28              | 22 | 15 | 8  | 1  | -5  | -12 | -19 | -26 | -33 | -39 | -46 | -53 | -60 | -67 | -73 | -80 | -87 |
|      | 35   | 28              | 21 | 14 | 7  | 0  | -7  | -14 | -21 | -27 | -34 | -41 | -48 | -55 | -62 | -69 | -76 | -82 | -89 |
|      | 40   | 27              | 20 | 13 | 6  | -1 | -8  | -15 | -22 | -29 | -36 | -43 | -50 | -57 | -64 | -71 | -78 | -84 | -91 |
|      | 45   | 26              | 19 | 12 | 5  | -2 | -9  | -16 | -23 | -30 | -37 | -44 | -51 | -58 | -65 | -72 | -79 | -86 | -93 |
|      | 50   | 26              | 19 | 12 | 4  | -3 | -10 | -17 | -24 | -31 | -38 | -45 | -52 | -60 | -67 | -74 | -81 | -88 | -95 |
|      | 55   | 25              | 18 | 11 | 4  | -3 | -11 | -18 | -25 | -32 | -39 | -46 | -54 | -61 | -68 | -75 | -82 | -89 | -97 |
|      | 60   | 25              | 17 | 10 | 3  | -4 | -11 | -19 | -26 | -33 | -40 | -48 | -55 | -62 | -69 | -76 | -84 | -91 | -98 |

APPENDIX K

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
PARTICIPATION FEE WAIVER REQUEST**

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

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Activity: \_\_\_\_\_

Participation Fee: \_\_\_\_\_ Amount Request to be Waived: \_\_\_\_\_

Reason(s) for requesting this waiver: \_\_\_\_\_

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

Will you be able to pay a portion or the entire fee at a later date?

Yes \_\_\_\_\_ If so, when? \_\_\_\_\_ No \_\_\_\_\_

Have you received a waiver in another activity this year?

Yes \_\_\_\_\_ No \_\_\_\_\_

Participation fees have become necessary as the budget for providing co-curricular activities has steadily declined. This revenue is used to supplement reduced travel money, official costs, and replacement of equipment and uniforms. If you will not be able to pay the participation fee for this activity, are you willing to complete tasks assigned by the coach or athletic director to compensate for the lack of revenue? Such tasks may include working in concession stands, taking tickets, cleaning or washing activity vans, etc.

Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

This waiver has been granted \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## APPENDIX L

### PROCEDURES FOR DEALING WITH BODILY FLUIDS AS RELATED TO HIV & HEPATITIS B

#### **BLEEDING DURING A GAME OR PRACTICE:**

Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped and the player should be escorted from the playing area for the appropriate treatment. The student-athlete should not return to the practice/game until the bleeding has been stopped and the open wound properly covered. ***Have students clean up their own blood whenever possible.***

#### **PROCEDURES FOR CLOTHING CONTAMINATED WITH BLOOD OR FLUIDS:**

During a game or practice, if uniforms and other clothing become saturated with blood or other body fluids containing visible blood, to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water or antiseptic towelettes. Upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood.

Items soiled with blood, or body fluids containing visible blood, should be handled as little as possible. These items do not need to be washed separately. A normal laundry cycle may be used according to the washer and detergent manufacturer's recommendations. Hot water is not necessary for decontamination purposes.

Properly discard the plastic bag that the laundry was in.

***Protective gloves should be worn anytime another person's blood is involved and throughout this entire process.*** Gloves need to be changed and discarded after contact with each student-athlete. Remove gloves and discard if they are not of the general-purpose utility variety. Wash your hands immediately even though protective gloves are worn.

When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as possible.

#### **PROCEDURES FOR CLEANING WASHABLE SURFACES CONTAMINATED WITH BLOOD OR BODY FLUIDS:**

- A. **For small areas of contamination** (i.e. droplets on wrestling mat, gym floor, pool deck, etc.)
1. Have immediately available a squirt or spray bottle containing **fresh** bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed daily and should be a dilution of 1 part bleach to 100 parts water. This is the equivalent of 1/4-cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.) An approved disinfectant that we have in stock is QT. We would recommend its use, especially on wrestling mats.

**Do not use bleach together with any other disinfectant.**

2. While wearing protective gloves, spray the contaminated area with the cleaning solution. Gloves used for cleaning contaminated surfaces may be single-use latex gloves, or multiple-use general-purpose utility (rubber) gloves. Use disposable towels to clean the contaminated surface. Repeat until all visible blood and other body fluids have been removed. Use clean disposable towels each time the procedure is repeated.
3. Properly discard all contaminated disposable materials.
4. Wash hands as described in the above procedure. When it is not feasible to wash your hands immediately after exposure, an antiseptic in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

- B. **For large areas of contamination** (i.e. large pools of blood, vomitus or urine):

1. While wearing protective gloves, use **fresh** bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed fresh daily and should be a dilution of 100 parts water to 1 part bleach. This is the

equivalent of 1/4-cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.) QT is an EPA approved disinfectant that is stocked in our warehouse.

2. When using mops, a two-bucket system is recommended - one bucket to wash the soiled surface and one bucket to rinse. Detailed instructions are as follows:
  - In bucket #1, dip, wring and mop up blood or body fluids containing visible blood.
  - Dip and wring in bucket #1 and mop a second time.
  - Dip and wring out mop in bucket #1.
  - Dip and wring mop in bucket #2 which contains clean disinfectant.
  - Mop contaminated area again.
  - Rinse and wring mop again in bucket #2.
3. Properly dispose of the used cleaning solution from both buckets down a drainpipe immediately after each occurrence.
4. Soak the mop in a fresh bleach solution or EPA-approved germicide immediately after use. (We recommend QT, which we stock in the warehouse.)
5. Rinse both buckets in fresh bleach solution or an EPA-approved disinfectant after use. After rinsing the buckets, rinse the sink.
6. Remove gloves and discard if they are not of the general-purpose utility variety. General purpose utility (rubber) gloves may be disinfected and reused, but should be discarded if they are peeling, cracked, discolored or if they have punctures, tears or evidence of deterioration.
7. Wash hands immediately even though protective gloves are worn. When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as possible.

### **COMMUNICABLE DISEASE PRECAUTIONS**

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. Routine use of latex gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood-contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.

8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
10. Have kit prepared and available at the bench for all practices and contests that includes:
  - Cleaning solution
  - Gloves
  - CPR Mouthpiece, etc.
  - Plastic bags for disposal
  - Antiseptic towelettes
  - Disposable towels
11. All officials should carry a pair of gloves in their pocket, i.e. referees, coaches, trainers, etc.
12. Refer to the specific sport rules for additional information.

## APPENDIX M

### TITLE IX SECTION/GENDER EQUITY

The KPBSD will comply with the provisions of Title IX of the Education Amendments of 1972, the Alaska Administrative Code, (4 AAC 06.520), and all amendments thereto. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any activities regulated by the District.

The School District must provide substantially equal opportunities for each gender, and must, to the maximum extent practicable, accommodate the interests of students as expressed in the *Interest Survey*. In developing or amending a plan, the KPBSD will evaluate its co-curricular recreational activities, interscholastic athletic activities, and intrascholastic athletic activities to ensure that the activities available to each gender are substantially equal based on an end of the season/activity *Analysis Form* and the following criteria:

- Equipment & supplies
- Schedule of games & practice times
- Travel schedules & trips taken
- Opportunities to receive coaching
- Assignment of coaches & tutors
- Provision of locker, practice and competitive facilities
- Provision of administrative support services
- Publicity

Each year the District will publish in the handbook:

1. A participation summary from the previous year's activities.
2. A statement from the Executive Secretary of KPSAA that the District is in substantial compliance with Title IX and the above criteria as verified by the schools with respect to 4 AAC 06.520 (**below**).
3. The summary results from the *Interest Survey* conducted every three years to determine student interest in specific co-curricular, recreational and athletic activities. The results of this survey shall be utilized in planning future offerings within the District.

Separate teams for each sex are permissible, but not required, in contact sports or where selection for teams is based on competitive skill. Contact sports include wrestling, ice hockey, football, basketball, and any other sport "the purpose or major activity of which may involve bodily contact." Whenever a school has a team in a given sport for one sex only, athletic opportunities for the other sex must be provided.

Key to compliance is that the relevant comparison is between the overall benefits provided to all women's teams and the overall benefits provided to all men's teams. Although discrepancies in specific same-sport benefits may highlight some potential problems, Title IX is intended to ensure overall equivalence in athletic opportunities and benefits, not single sport equivalence.

Therefore, determining compliance requires us to assess the overall impact of the above areas on the girls' programs as compared to the boys' programs as a whole. In the interests and abilities of our female students/athletes, the KPBSD meets the requirements as set forth by the provisions of Title IX of the Education Amendments of 1972, the Alaska Administrative Code (4 AAC 06.520), and all amendments thereto.

Kenai Peninsula School Activities Association

## KPSAA END OF SEASON ANALYSIS FORM FOR ACTIVITIES

In order to ensure equity and Title IX compliance in all of our school district's activities, please complete the *End of Season Analysis Report* at the conclusion of each activity season. The End of Season Analysis Reports are available online from the KPSAA – Sports & Activities page: [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=462](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=462).



## INTEREST SURVEY RESULTS

### Composite Tally of April 2015

#### Grades 4 & 5

#### I have/will try out this year:

|                       | Male Responses | Female Responses |
|-----------------------|----------------|------------------|
| Soccer                | 273            | 228              |
| Basketball            | 280            | 200              |
| Nordic Skiing         | 100            | 105              |
| Volleyball            | 78             | 260              |
| Wrestling             | 188            | 44               |
| Cross Country Running | 147            | 267              |
| Flag Football         | 267            | 42               |
| Tumbling              | 41             | 179              |
| Forensics             | 34             | 83               |
| Computer Club         | 231            | 104              |
| Drama                 | 36             | 198              |
| Chess/Checkers        | 137            | 56               |
| Arts & Crafts         | 156            | 331              |
| Other                 | 356            | 257              |
| Baseball              | 238            | 2                |
| Softball              | 22             | 233              |

#### Grades 6 - 8

#### *(Have or will participate during current year)*

#### Male Responses

#### Female Responses

|   |     |     |
|---|-----|-----|
| Soccer  | 160 | 167 |
| Volleyball  | 11  | 230 |
| Wrestling   | 110 | 12  |
| Basketball  | 180 | 156 |
| Cross Country Running                                       | 61  | 60  |
| Nordic Skiing   | 45  | 31  |
| Track & Field   | 133 | 117 |
| <i>(Other intramural activities I would participate in)</i> | 62  | 80  |
| Soccer  | 142 | 124 |
| Volleyball  | 32  | 186 |
| Basketball  | 167 | 125 |
| Flag Football   | 206 | 67  |
| Drama   | 45  | 145 |
| Forensics   | 36  | 71  |
| Computer Club   | 97  | 41  |

#### Grades 9-11

#### I have/will try out this year:

#### *Fall Season*

#### Male Responses

#### Female Responses

|                       |     |     |
|-----------------------|-----|-----|
| Cross Country Running | 173 | 141 |
| Swimming & Diving     | 116 | 152 |
| Football              | 349 | 6   |
| Volleyball            | 29  | 264 |

#### *Winter Season*

|               |     |     |
|---------------|-----|-----|
| Basketball    | 290 | 190 |
| Ice Hockey    | 190 | 68  |
| Wrestling     | 221 | 8   |
| Nordic Skiing | 147 | 129 |

**Spring Season**

|               |     |     |
|---------------|-----|-----|
| Track & Field | 267 | 255 |
| Soccer        | 356 | 257 |
| Baseball      | 238 | 2   |
| Softball      | 22  | 233 |

**Currently Not Offered**

|  |    |    |
|--|----|----|
| Tennis                                 | 26 | 27 |
| Gymnastics (outsourced, not on campus) | 24 | 26 |
| Rifle                                  | 65 | 16 |
| Girls' Hockey                          | 22 | 46 |

**Other activities I would participate in**

|                       |     |     |
|-----------------------|-----|-----|
| Cheerleading          | 22  | 72  |
| Drama                 | 81  | 210 |
| Foreign Language Club | 62  | 80  |
| Newspaper             | 39  | 23  |
| Yearbook              | 112 | 198 |
| Debate                | 72  | 62  |
| Student Council       | 123 | 300 |
| Intramurals           | 55  | 85  |
| VICA                  | 15  | 35  |