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# **ATHLETICS ELIGIBILITY PROCEDURE (ATH-P001)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 This procedure applies to any student interested in participating in Wenatchee School District team sports.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Director of Athletics

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Athletics

## **4.0 DEFINITIONS:**

- 4.1 WIAA - Washington Interscholastic Activities Association
- 4.2 ASB - Associated Student Body
- 4.3 WHS - Wenatchee High School
- 4.4 Clearance – The process of reviewing a student’s file to determine eligibility to practice and/or compete in a sports event

## **5.0 PROCEDURE:**

- 5.1 The Athletic Department notifies coaches to submit the dates and times of sports sign-up meetings. Once the coaches submit this information, the Athletic Department notifies students by e-mail, postings, newsletters, daily bulletins, web page, and/or announcements.
- 5.2 Sign-up meetings are held and the forms are submitted to the students. Clearance dates and times are announced at these meetings, as well as through the same communication avenues utilized for sign-up meetings.
  - 5.2.1 The sign-up sheets from the meetings are submitted to the Athletic Department by the coaches.
- 5.3 Students are required to have all forms completed and signed prior to clearance night, and are required to have a current annual physical record on file
- 5.4 During clearance night, all students must submit all completed forms and pay fees. Absent students must turn in all completed forms after paying fees to the ASB office.
- 5.5 The Athletic Department reviews student forms for completion and accuracy. The required information includes:
  - 5.5.1 General information (student demographics);
  - 5.5.2 Athletic Insurance information;
  - 5.5.3 Student and Guardian signatures of agreement and understanding;
  - 5.5.4 Proof/record of Physical Examination for Medical Clearance;
  - 5.5.5 Emergency information;

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- 5.5.6 Athletic Code of Conduct signatures;
- 5.5.7 Sport Guidelines for the sport; and
- 5.5.8 Proof/receipt of paid ASB and sports fees from WHS ASB Office.
- 5.6 The student is issued a WHS Athletic Department Clearance Card (WHS-1/92) and is permitted to practice if all forms are complete and accurate.
  - 5.6.1 If forms are not complete and/or accurate, the Athletic Department will attempt to resolve the issue. If the issue cannot be resolved, student participation in the sport is denied.
- 5.7 The Athletic Department will determine eligibility by the [WIAA Handbook](#) and the Wenatchee School District Student Athlete Handbook:
- 5.8 If eligibility is acceptable, according to WIAA Handbook guidelines, the student may participate in competition.
- 5.9 If student is ineligible to compete, the student and coach are notified. The Athletic Department will attempt to resolve the issue.
- 5.10 If the issue cannot be resolved, student competition in the sport is denied.
- 5.11 In the event the student's ineligibility is due to failing grades and/or attendance, the student must retrieve a Student Academic/Attendance Progress form from the Athletic Department and take the following steps:
  - 5.11.1 Carry the form with them to each class on a weekly basis, and have each teacher from each class record their class grade and initial the form.
  - 5.11.2 Report to the Athletic Department weekly to present the form for review.
  - 5.11.3 If the student has all passing grades, he/she is permitted to compete in sports contests.
  - 5.11.4 If the student has failing grades, he/she is authorized to only participate in practices.
  - 5.11.5 The Athletic Department will keep the coaches informed of students who are ineligible to compete and/or practice.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 [WIAA Handbook](#) (on-line)
- 6.2 Wenatchee Public Schools Form WHS-4/07 General Information Form
- 6.3 Wenatchee School District Form WHS 4/04 Athletic Code of Conduct
- 6.4 Wenatchee School District "[Sport-Specific](#)" Guidelines (issued individually based on the sport/activity)
- 6.5 Insert student athlete and all students' athletes' information into Student Tracking Book (located in Athletic Office.)

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Athletic Clearance Forms	Athletic Office	5 years	Shred/Trash	Clean, moisture-free environment

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
09-May-01	A	Original Release
10-Dec-04	B	Added Athletic Code of Conduct signatures and Sports Guidelines to list of required information in 5.5
27-May-09	C	Revised 5.7 wording and deleted 5.7.1 through 5.7.5; Revised 6.1 (Linked to WIAA web page); Revised 6.2 Athletic Clearance Form to read General Information Form; Deleted 6.3, 6.6 & 6.7; Revised 6.4 Athletic/Activity Contract to read Athletic Code of Conduct; Revised 6.5 (Linked "sport-specific" guidelines to Athletics web page); Added 6.6 Student Tracking Book; Deleted Flow Chart.

**\*\* End of procedure \*\***