



Administrative Regulation 5326

DISTRICT-RECOGNIZED ATHLETICS

Responsible Office: Office of Strategies and Ombudsman: Department of Student Activities and Athletics

PURPOSE

This administrative regulation establishes the standardized practices for the management of District-recognized athletic teams at high schools in the Washoe County School District ("District" or "WCSD").

REGULATION

1. Definitions. For the purpose of this regulation:
 - a. The term "District-recognized athletics" refers to competitive teams approved by District to operate in a high school, but are not sports that are "sanctioned" by the Nevada Interscholastic Activities Association ("NIAA") or the District.
 - b. "Sanctioned" athletic teams are approved and regulated by the NIAA and adopted by the District through the Board of Trustees. See Board Policy 5340, District-Sanctioned Interscholastic Athletics, and any implementing regulations and procedures for additional information about District-sanctioned athletics.
 - c. "External organization" refers to a non-profit organization dedicated to youth athletics/activities, responsible for financial aspects of a District-recognized athletic team that co-sponsors such team.
2. General Provisions
 - a. In implementing and maintaining student programs, District staff and volunteers shall comply with the policies and regulations of the District, as well as any applicable state and federal laws and regulations including, but not limited to, the prohibition against bullying, harassment, and/or discrimination.
 - b. Failure to comply with the the policies and regulations of the District, as well as any applicable state and federal laws and regulations, may result in the denial of the application to become District-recognized athletics or revocation of such status and all associated benefits.
 - c. To be considered District-recognized athletics, there may not be an equivalent Sanctioned athletics (e.g. baseball, basketball, softball, volleyball).
 - d. No external team or organization may become a District-recognized athletic team until or unless that team or organization has been approved by both the school and the District in accordance with this regulation.

- e. An application to operate as a recognized athletic team must be submitted to the school principal and approved by the District's Student Activities and Athletics Department prior to implementation by a school. The application must be accompanied by the team's bylaws/charter and practice/game schedule. (See Administrative Form 5327)
 - f. A recognized athletic team's season shall follow the dates established by the NIAA for fall, winter, and spring sports. Any request to use District facilities outside of the season shall require a separate Use of Facilities Application and is subject to the Districts Fees Schedule for non-District activities.
3. Terms and Conditions.
- a. District-recognized athletic teams must have an external organization as a "co-sponsor" of the activity. The "External Organization" shall:
 - i. Be a non-profit organization dedicated to youth athletics/activities;
 - ii. Be responsible for all financial aspects of the team;
 - 1. No monies related to the team will be deposited with or managed by the school including the school activity funds. However, the staff liaison, in his/her individual capacity with the external entity, may manage monies associated with the team.
 - iii. Comply with the provisions of Board Policy 7120, Community Use of School Facilities, the associated Administrative Regulation 7121, and the associated Terms and Conditions/Fees Schedule/Priority of Use; and be responsible for any fees associated with use of the school's facilities; (See below)
 - iv. Assume responsibility for any fees associated with use of District transportation; (see below)
 - v. Assume responsibility for any additional fees for items such as varsity letters for student participants. Potential fees assessed by the school shall be communicated in advance.
 - vi. Present for District approval, through the District's Student Activities and Athletics Department, a charter, bylaws, or other written documentation stating compliance with this regulation as well as any other applicable policies and regulations of the District. This includes, but is not limited to, the provisions listed below.

- b. The terms and conditions under which a non-sanctioned athletic team may become District-recognized include, but are not limited to, those stated herein.
4. Team Charter or Bylaws (“Bylaws”)
- a. As a means of communicating to student participants and their families the rules of operation as a District-recognized athletic team, a team charter or bylaws shall be established by the outside organization and approved by the school. The bylaws must include the following provisions:
 - i. Bullying, harassment, and/or discrimination in all aspects of the program are prohibited.
 - ii. Liability
 - 1. The external organization shall assume all liability related to the team.
 - 2. Student participants and their parent/guardian shall acknowledge in writing the external organization’s lead role and responsibility in organizing and managing the team, and the District’s secondary role in making participation available to students through the school.
 - iii. Student Participants
 - 1. All students shall have equal access to participation on a District-recognized athletic team. There shall be no try-outs or limits to participation. Equivalent opportunities shall be available for boys and girls, as well as students with disabilities.
 - 2. No student shall be denied access to participation due to an inability to pay. The external organization shall implement procedures for ensuring scholarships or alternative means of offering financial assistance.
 - iv. District-recognized athletic teams shall be composed of members of the current student body to include a dual enrolled student, or may include a member of another District school when a similar opportunity is not available at the student’s home school and with the permission of the principal of the school of the recognized athletic team.

v. Student Health and Welfare

1. It is the parent/guardian's responsibility to provide health/accident insurance coverage for the student participant.
2. The external organization shall have documented protocols for the handling of any potential participant injuries or illnesses related to the activity and specifically concussion management, to include notifying the staff liaison.

vi. Concerns and Complaints

1. The procedures for handling any concerns or complaints shall be documented and available to student participants and their families. Generally, the school's staff liaison shall be a first level for receipt of complaints, prior to the school administration.

vii. Staff Liaison

1. An on-campus staff member shall serve in a liaison role between the external organization, the school/District, and the student-participants and their families.
2. The on-campus staff member's involvement shall:
 - a. Be a non-paid position for the District;
 - b. Report to school administration;
 - c. Ensure teams comply with all District- and site-based rules and procedures related to student activities.
3. The on-campus staff member's position with the external organization can be paid by the external organization as the co-sponsor of the athletic activity.

viii. Coaches and Volunteers:

1. Coaches and other staff associated with District-recognized athletics shall not be paid by the District. They may receive compensation through the external organization as long as there are no other ethics concerns in accordance with District policy and regulations or state law.
2. For the purposes of the District, with the exception of the staff liaison, all coaches and other individuals associated

with a District-recognized athletic team shall be considered a District volunteer and must comply with the District's protocols related to background checks. This includes, on an annual basis, fingerprinting by the District at the expense of the individual. See Administrative Regulation 4125 related to staff background checks and Administrative Manual 1535 related to volunteer procedures for additional information.

3. Neither the school nor the District shall be responsible for any training or other coaching requirements for individuals associated with the recognized team.

5. Use of School Facilities.

- a. In accordance with Board Policy 7120 and Administrative Regulation 7121, a District Use of Facilities application must be completed by the "External Organization" in a timely fashion, with any necessary fees and proof of insurance, prior to use of any school facilities.
- b. The District reserves the right to deny or amend an application when concerns exist related to adequate field space for District-sanctioned teams and activities or when field space is under repair.
- c. The application shall be submitted to the school principal or designee. If approved by the school principal or designee, the application, payment of fees, and proof of insurance shall be forwarded to the District's Housekeeping Department for final approval.
- d. As an official contract between the District and the external organization, the Use of Facilities application shall:
 - i. Identify the WCSD school involved and the school's appointed Liaison;
 - ii. Include the seasonal fee that will be paid by the External Organization.
 1. A charge of \$850 per season for boys' teams and \$850 per season for girls' teams shall be assessed for managing the athletic fields for regular weekday practices/games and normal upkeep, maintenance, and supplies. Such fee shall include the use of athletic fields for an established number of regular season games. The proposed practice and game schedules must be submitted with the Use of Facilities application. The WCSD Department of Student Activities and

Athletics shall determine the number of practices/games to be included in the \$850 charge for a particular sport before additional fees shall be assessed.

2. Use of fields for practice, games and/or tournaments in excess of the established and approved schedule or weekend use shall be based on the District's established fees schedule. This includes, but is not limited to, fees for the use of a custodian or groundskeeper, or other additional charges as outlined in the Terms and Conditions (AR 7121A).
 - iii. Access to the outdoor field at the school of the recognized sport, designated by the school administrator, shall be limited to 2.5 hours per day on school days. Use requested outside of those parameters shall require a separate Use Agreement, administrator approval, and payment of additional fees (e.g. a game or tournament event held on a Saturday). This includes use of an alternate school, such as a middle or elementary school.
 - iv. Approval of use does not grant the Applicant building or facility keys or access to other parts of the school (e.g. gym, locker rooms). However, use of a room for a team meeting may be arranged through the school administrator without additional charge.
 - v. Include any required proof of insurance, as indicated and described in the Terms and Conditions of the Use of Facilities Agreement.
 - e. The Use of Facilities application is required regardless of whether or not the District-recognized athletic team practices or competes at the school site. This shall allow for the team to conduct team meetings at the school site.
 - f. District-sanctioned teams, activities, and events shall receive priority of use of school facilities over District-recognized athletic teams. District-recognized athletic teams shall receive priority of use of school facilities over non-District athletics, activities, or other events.
6. Use of District Transportation
- a. District-recognized Athletics shall have access to District transportation.
 - i. Fees for the use of school buses shall be assessed in accordance with the District's standard fee schedule; and

- ii. District-recognized athletics shall have access to use of District transportation, as available.

7. General Provisions

- a. The District is not be responsible for providing uniforms, equipment, or other supplies for District-recognized Athletics.
- b. A District-recognized team may be included in the school's yearbook and other publications.
- c. Participants on District-recognized teams may be eligible to receive a varsity letter of that school with the permission of the principal. However, the school may charge the external organization up to the actual cost of the letters.
- d. Student members of District-recognized teams shall meet any eligibility requirements determined by the school.

8. Disclaimer

- a. The District is not responsible or liable for District-recognized athletics that are owned, organized, promoted, or participated in by staff members operating outside the course and scope of their employment with the District.
- b. District staff who are involved with non-recognized athletics, activities, or organizations during their personal time must understand that employment with the District does not extend to the granting of benefits or privileges not available to non-employees (i.e. use of a school facility).
- c. Staff should be aware of District rules related to conflict of interest and ethical responsibilities. (See Administrative Regulation 4530, Ethical Standards / Conflict of Interest) District staff, to include coaches/advisors and volunteers, shall avoid any conflict of interest between his/her employment or volunteer opportunity and the non-sanctioned activity; and comply with ethical responsibilities by maintaining separation between the duties as a District staff member and the duties to the outside organization. This includes use of District email, communication with students and other staff during work hours related to the outside organization, and other use of District resources.
- d. The District is not responsible for nor does it control or incur liability for summer and/or out-of-season activities.

9. Denial of Application to Become a District-Recognized Athletic Team

- a. The District retains the right to deny the application of an external organization wishing to become a District-recognized athletics for the following reasons:
 - i. The external organization fails to comply with all applicable District policies and regulations including this regulation and associated Board policy; or
 - ii. The external organization fails to comply with all applicable state or federal law and regulations including the prohibition against bullying, harassment, and/or discrimination.
- b. The school principal retains the right to deny the application of any external organization requesting to become or remain a District-recognized athletic team at the particular school for the following reasons:
 - i. The organization fails to meet any of the requirements listed in District policies and regulations;
 - ii. The organization fails to comply with state or federal laws and regulations;
 - iii. The principal determines there is not adequate or appropriate space available for the activity; or
 - iv. An appropriate staff liaison cannot be found.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This policy aligns with the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5325, District-Recognized Athletics
 - b. Board Policy 7120, Community Use of School Buildings and Facilities

REVISION HISTORY

Date	Revision	Modification
8-8-2019	1.0	Adopted