

# GENERAL INFORMATION & POLICIES

**2011-2012**

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# A. ALASKA OFFICIALS CODE OF ETHICS

Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

**Officials** shall be aware of and implement the NFHS Suggested Guidelines for Management Of Concussion In Sports

**Officials** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.

**Officials** shall work with each other and their state associations in a constructive and cooperative manner to improve their skills.

**Officials** shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

**Officials** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

**Officials** shall be punctual and professional in the fulfillment of all contractual obligations.

**Officials** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

## **Officials should follow these guidelines in performing their duties:**

1. Accept your role in an unassuming manner. Showboating and over-officiating are unacceptable.
2. Maintain confidence and poise in controlling the contest from start to finish.
3. Publicly shake hands and emphasize sportsmanship with coaches of both teams before the contest.
4. Never exhibit emotions or argue with participants, coaches, or spectators when enforcing rules.
5. Follow specific protocol procedures for events where outlined by ASAA and the host school.
6. Make every attempt to be consistent in the enforcement of rules and treatment of both teams.
7. Use good judgement while administering rules regarding fair play.
8. Never prejudge players or coaches based on prior experiences.
9. Report any ejections of players or coaches to ASAA within 24 hours of the contest.
10. Accept evaluation of your skills/conduct and be open to making improvements.
11. Immediately remove any athlete from play and notify the Coach/Meet Management of any athlete that exhibits possible signs and symptoms of concussion.

The Alaska School Activities Association expects all officials to be competent and know the rules, recognize the importance of his/her duties, enforce the rules confidently to enhance a respect for the game, and promote good sportsmanship among all those involved.

## B. ALASKA COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times.

**The Coach** shall be aware of and implement the NFHS Suggested Guidelines for Management Of Concussion In Sports.

**The coach** shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against officials. Public criticism of officials or players is unethical.

### Coaches should follow these guidelines in performing their duties:

1. Be friendly to your opponents. Before and after contests, coaches for competing teams should meet, shake hands, and exchange cordial greetings to set the proper tone for the event.
2. Do not exert pressure on faculty members to give student athletes special consideration.
3. Be a model of good sportsmanship. Refrain from running up the score or degrading the opponent in any way.
4. Display modesty in victory and graciousness in defeat in public and with the media.
5. Respect the integrity of the officials —even when you disagree with their judgement.
6. Refrain from the use of profanity or improper actions and expect the same from your players.
7. Recognize good performances and expect your athletes to recognize the good efforts of others.
8. Develop a program that rewards participants and spectators for positive, supportive actions.
9. Immediately remove any athlete from play that exhibits possible signs and symptoms of concussion. Ensure "Return to Play "status is allowed only after clearance by approved professional health care provider.

The Alaska School Activities Association expects all coaches to be competent and know the rules, recognize the importance of his/her duties, respect dignity and integrity of officials and opponents, and promote good sportsmanship among all those involved.

## C. “PLAY FOR KEEPS”

### Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

- 1. Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol and controlled substances (as defined in Section 10 of this policy) 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.
- 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 after the initial signing of the Student/ Parent/Legal Guardian (TAD) Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during “calendar days” as defined in this section. The policy first went into effect on July 28, 2008.
- 3. Educational Component:** The educational component is a critical part of the policy and is comprised of four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component to member schools on DVD and through the ASAA website. An overview of each part is included under Section 10. Definitions.
- 4. Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student’s high school years. If a student transfers from one ASAA member school to another ASAA 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. Minimum Penalties for Violation of this Policy:** Minimum penalties for violations of this policy are:
  - First Offense      The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student’s period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

- Second Offense      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 Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

**Third Offense** The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning to competition. (See Article 7, Section 5).

**Fourth Offense** The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

**6. Determination of Violations:** In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal.

Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

**7. Violations Reported to ASAA and Confidentiality Requirement:** After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such

confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

**8. Student and Parent/Guardian Acknowledgement:** ASAA will provide a Student/ Parent/Legal Guardian TAD Acknowledgement Form to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file. This means, that although a student will be required to view the orientation video only once per year, the signed acknowledgement forms must still be turned into the office prior to each season of participation.

**9. Students Emancipated by Age or Marriage:** The requirements in this policy that a parent or legal guardian sign the Student/Parent/Legal Guardian TAD Acknowledgment Form and that require that a student's parent or guardian participate in the Pre-participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

**10. Definitions:** As used in this section, terms are defined as follows:

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student's usage of such substance is consistent with a physician's prescription for the student's usage. The DEA list of Controlled Substances appears on its internet website at [www.deadiversion.usdoj.gov/schedules/schedules.htm](http://www.deadiversion.usdoj.gov/schedules/schedules.htm). ASAA will, on at least an annual basis, provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA's policy, the current list maintained by the DEA is controlling.

Report to ASAA – Transmission of reporting form to ASAA by facsimile (fax) within the reporting period, or telephonic reporting of violation within reporting period followed by mailing of reporting form. ASAA may adopt an electronic reporting form.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA bylaws.

Educational Component – A series of DVD's, software and web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision making skills, and keep students eligible for interscholastic activities.

## **An overview of each part follows:**

Pre-Participation Orientation: The Orientation is required of each student participants and parent/guardian annually, at the beginning of the student's first season of the school year, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student/Parent/Legal Guardian TAD Acknowledgement Form as stated in B. 2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

*(Note added for clarification purposes – The board did not change the following provision).*

"Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file."

*(This means that although a student will be required to view the orientation video only once per year, the signed acknowledgement form must still be turned into the office prior to each season of participation).*

First Offense: This optional session for students who have committed a First Offense is designed to educate students and their parents/legal guardians on how to make positive decisions that will instill accountability and new behaviors in the students. Upon successful completion of this part by both the student and parent/guardian, 50% of a student's suspension from activities will be forgiven. Students completing the First Offense component may return to practice prior to the completion of the period of suspension.

Repeat violations of the Tobacco Rule during the 10 (ten) calendar days of suspension will result in mandatory participation in the First Offense educational component prior to returning to competition. For repeat violations of the Tobacco Rule only, the Second Offense penalties, if based on violations of the Tobacco Rule, will not be imposed unless there is a repeat violation of the Tobacco Rule after the student has completed all suspensions and re-suspensions under the First Offense.

Second Offense: This required session for students who have committed a Second Offense as well as their parents/guardians, must be completed before a student regains eligibility. It is more in-depth than is presented in First Offense. Students completing the Second Offense component may return to practice prior to the completion of the period of suspension. There is no forgiveness of mandatory suspension and students returning to play after this offense may need additional days of practice prior to competition.

Third Offense: Students who violate this policy for a third time have a significant problem. This required session for students who have committed a Third Offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. A student under the Third Offense educational component must:

- seek assessment and counseling/treatment from a local health care professional,
- successfully complete the recommendations of the care provider and submit a letter from the agency,
- demonstrate a commitment to remain substance free,
- make a presentation to the District School Board requesting reinstatement of interscholastic eligibility,
- notify ASAA through the school administration that all conditions have been successfully completed, and
- request reinstatement by ASAA.

Students completing the Third Offense component may return to practice prior to the completion of the period of suspension.

# D. ASAA GENERAL POLICIES

## 1. High School Enrollment

A student is considered a high school student when he or she is actually registered as a high school student, not when earning high school credit as may be given to junior high students.

## 2. Classification Policy

The enrollment ranges for the purpose of classification are set as follows:

- 5-50 students . . . . .1A Classification
- 51-100 students . . . . .2A Classification
- 101-400 students . . . . .3A Classification
- 401+ students . . . . .4A Classification

Member statewide correspondence programs will be classified based on the number of students enrolled in grades 9-12 on a full time basis.

### NEW CLASSIFICATION NUMBERS BEGINNING IN 2012-13

The enrollment ranges for the purpose of classification are set as follows:

- 5-60 students.....1A Classification
- 61-150 students.....2A Classification
- 151-500 students.....3A Classification
- 501 and larger.....4A Classification

The following conditions apply:

1. Schools are classified by their enrollments in grades 9-12 according to the previous school year's October report to the Department of Education and Early Development.
2. Geographic and competitive considerations are not determining factors for classification placement.

The following sports and activities have state-culminating competitions based on the following school classifications:

### ONE CLASSIFICATION

- Swimming and Diving
- Nordic Skiing
- Soccer
- Tennis
- Baseball

### TWO CLASSIFICATIONS

- Cross-country Running (1A/2A/3A and 4A)
- Hockey (Small, 5-500 and Large, 500+)
- Track & Field (1A/2A/3A and 4A)
- Wrestling (1A/2A/3A and 4A )
- Softball (Small, 5-850 and Large, 851+)

### THREE CLASSIFICATIONS

- Football (Small, 325 and smaller, Medium, 326-800, and Large, 801 and larger)

### FOUR CLASSIFICATIONS

- Volleyball
  - 1A/2A (5-100)
  - Mixed Six (5-50)
  - 3A (100-400)
  - 4A (400+)
- Basketball (1A, 2A, 3A, 4A)

### Reclassification Enrollment Policy

If a school's October enrollment as reported to the Alaska Department of Education & Early Development (DEED) exceeds the maximum number for that classification, the school will be placed on Step 1. If the school's enrollment also exceeds the maximum within the following year's DEED count, the school will be placed on Step 2. Thereafter, beginning with the third school year, the school will be placed in a higher classification.

Either voluntarily or through enrollment increases, the school must remain at the new classification for at least two years.

All schools must meet the enrollment numbers of a higher or lower classification for two consecutive years before being required to change to the other classification designation, either up or down.

#### Increasing Enrollment:

Step One: The first time that a school's October enrollment, as reported to the Alaska Department of Education and Early Development (DEED), exceeds the maximum number for that classification, the school will be placed on Step One and will remain in the same classification for the next school year.

Step Two: During any subsequent consecutive year in which a school's October enrollment as reported exceeds the maximum number for that classification, the school will be placed on Step Two and will move to the higher classification for a minimum of two years, beginning with the next school year.

#### Decreasing Enrollment:

Step One: The first time that a school's October enrollment as reported falls below the cutoff number for that classification, the school will be placed

on Step One, and will remain at the same classification for the next school year.

Step Two: During any subsequent consecutive year in which a school's October enrollment as reported falls below the cut-off for that classification, the school will be placed on Step Two. A school placed on Step Two will have the option to remain at the higher classification: or, it will be moved to the lower classification beginning the next school year. In either case, the school must remain in the chosen classification for a minimum of two years.

Unforeseen Circumstances:

The Association may consider appeals of the Classification Policy by member schools for unforeseen circumstances that may occur. This may include emergency student transfers which affect a school's classification.

Counting of Ineligible 5th Year Seniors:

If a school's enrollment for a respective school year, as verified by the superintendent by March 15, causes the school to be placed on Step One or Step Two because of enrolled, ineligible 5th year seniors, the school may request that the Board of Directors not count those students in the school's enrollment for classification purposes.

If a school's enrollment for grades 9-12 for the previous school year is higher than 20 students due to enrolled, ineligible 5th year seniors, as verified by the superintendent, and if the school would otherwise qualify to have 8th grade students participate under Article 12, Section 2D., (Use of Junior High or Middle School Students), the superintendent may request that the ineligible 5th year students not be included in the total number enrollment number for the purpose of this section.

### **3. Member Statewide Correspondence Program Athletic Participation and Qualification Policy**

Because they enroll students from throughout Alaska, member statewide correspondence programs are not assigned to regions or conferences. The purpose of this policy is to define the process under which eligible students enrolled in these programs may compete in athletics at the local, conference, regional and state levels.

#### **Eligibility for Regional, Conference and State Individual Athletic Competition**

1. Students in member correspondence programs may compete individually at the local, regional, conference, and state levels in Cross-Country Running, Swimming and Diving, Nordic Skiing, Tennis and Track & Field.

2. The member correspondence program must ensure that students meet ASAA eligibility criteria and must submit the student information to ASAA on the Master Eligibility List prior to competition.
3. Students may only compete at the classification level of the correspondence total enrollment assigned by ASAA.
4. Students may represent only their respective correspondence programs and may not wear the uniform of another school.
5. The member correspondence program must contact the ASAA office prior to the beginning of the season.
6. The member correspondence program must ensure that the student meets ASAA practice requirements and is adequately supervised. The student must have submitted to a Pre-Participation Physical Exam as stated in Article 11 of the Bylaws.
7. Students may participate in regional or conference qualifying tournaments and state tournaments under the following conditions:
  - A. Students can not score team points and are not eligible for regional nor conference awards.
  - B. Students may be charged participation fees by the regions or conferences.
  - C. Students may not displace an automatic state qualifier from a region or conference.
  - D. Students may qualify for state level competition on an at-large basis if the qualifying standard in that sport is met or exceeded.
  - E. ASAA will establish state tournament qualifying standards for each sport listed in this policy.
8. This policy may be reviewed and revised annually by the Board of Directors.

#### **State Tournament Qualifying Standards:**

Cross-Country Running: Any student enrolled full time in a member statewide correspondence program classified as 1A, 2A, or 3A may qualify for the state tournament by placing in the top 10 in this classification at a regional tournament in Regions

2 or 6 . If competing in Regions 1, 3, or 5, the student must place in the top 15.

For programs classified as 4A, the student must place in the top 15 in Regions 3 and 4 or in the top 10 in Regions 5 and 6. In all cases, this berth would be at-large within the respective classification, and the student would not displace an athlete from a school within that region. In addition, the student would not be eligible for regional awards.

Swimming and Diving: Any student enrolled full time in a member statewide correspondence program may qualify for the state tournament by becoming a finalist at a conference tournament. The student would not be allowed to participate in the conference finals as this could displace another student from that region. Rather, this student's best time in the preliminaries would be added to the at-large pool of candidates from which the remaining berths for each event would be filled.

Track and Field: Any student enrolled full time in a member statewide correspondence program may qualify for the state tournament by becoming a finalist in his/her respective classification at a regional tournament. The student would not be allowed to participate in the regional finals as this could displace another student from that region. Rather, this student's best time in the preliminaries would be added to the at-large pool of candidates from which the remaining berths for each event would be filled.

#### **4. ASAA Outsourcing Policy**

These procedures or guidelines have been developed to aid schools or districts that are considering moving an interscholastic program from school sponsorship to community sponsorship.

1. A District or school contact person must be identified, and that name forwarded to ASAA.
2. All ASAA rules and procedures must be reviewed and followed by outsource agency.
3. Coaches' training will be required as of other coaches (Alaska Coaches Certification Program)
4. National Federation playing rules books will be provided to coaches when appropriate.

5. ASAA approved playing rules must be followed.
6. District or school has the right of approval and the responsibility of supervision of coaches.
7. Outsource agency contact with ASAA should be channeled through the district or school.
8. District or school abide by ASAA Bylaw, Article 6, **Contest Rules**, Section 4, *Contest and Event Supervision*, which states:

Each participating school must have present at a contest or event a certified faculty representative, as defined in Article 10, Section 2, who is responsible for the conduct of its participants and students throughout the contest. Host schools must have an administrator or designee in attendance.

#### **5. Proof of Residence Change**

For transfer purposes, at least two of the following three are required as proof of residence change: Alaska Driver's License, Voter Registration Card, and Permanent Fund Application.

#### **6. E-Mail Policy**

In line with traditional business practices, ASAA will respond to appropriate email correspondence as time allows. Please include your full name, affiliation, mailing address and phone number in your email. ASAA will not respond to email containing: 1) Student eligibility questions or 2) Profanity. If the content of your email requires a response from a school or district administrator, we will forward your email message accordingly. We appreciate your taking time to contact our office.

#### **7. ASAA Passes Policy**

ASAA offers an Association pass to schools to purchase for \$40 each. This pass will allow the bearer entrance into any regular season event, regional or district event, and any and all state tournaments for the year. The pass will be available for all certified coaches, athletic/activities directors, school board members, and school administrators. ASAA will personalize each pass as they are ordered by the school and that person will need to show ID when using the pass.

#### **8. Board Meeting Expenses Policy**

The ASAA Board of Directors agreed that regions or sending organizations will provide transporta-

tion and per diem for members to attend Board meetings. ASAA will continue to provide rental car and hotel accommodations.

## 9. Fiscal Year

- August 1 - July 31 (adopted by Board of Directors January 2004).

## 10. Capitalization Policy

Fixed assets are stated at cost. Expense for maintenance and repairs are charged to expense as incurred and major renovations are capitalized. All expense for equipment in excess of \$500 are capitalized and depreciation is provided over the estimated useful lives of the assets on a straight-line basis. All donated fixed assets are capitalized at fair market value or estimated value at time of receipt.

## 11. Gold Lifetime Pass

In 2000, ASAA reinstated a program under which those individuals who have made an extraordinary contribution to high school activities in Alaska and/or at the national level may be selected as recipients of an ASAA Gold Lifetime Pass.

Qualifications: Significant service to high school students of Alaska through demonstrated leadership for at least twenty (20) years at the state and/or national level. Served as activities administrator, coach/director/advisor, official, community supporter, or committee member.

Number: Up to six recipients each year, with not more than one per region.

Selection Process: Each region may solicit nominations and recommend its recipient to the Board of Directors. The Board of Directors will make the final selection of recipients during its Spring meeting.

Recipients since 2001:

- Cleveland Zachary, Anchorage — 2001
- Joe Floyd, Kodiak — 2001
- Jim Holt, Fairbanks — reissued in 2001
- Pete Willburn, Thorne Bay — reissued in 2001
- Ron Gleason, Juneau — 2002
- Don Stump, Anchorage — 2002
- Herbert "Herbie" Didrickson, Sitka — 2003
- Gil Truitt, Sitka — 2003
- Dwayne Davies, Kake — 2004
- Jim Mason, Anchorage — 2004
- Don LeClair, Dillingham — 2005
- Richard Mize, Anchorage — 2005
- Dan Eide, Elim (Region 1) — 2006

- Doug Bean, Retired (Region 3) — 2006
- Tom Huffer, Sr., Retired (Region 4) — 2006
- Lyle Sparrowgrove, Sitka (Region 5) — 2006
- Bob Morris, Anchorage (Region 1) — 2007
- John Lindeman, Ninilchik (Region 2) — 2007
- Joanne Starzec, Anchorage (Region 4) — 2007
- George Houston, Juneau (Region 5) — 2007
- Dale Kephart, Anchorage (Region 6) — 2007
- Bob Harcharek (Region 1) — 2008
- Bernie Clark (Region 2) — 2008
- Dan Gensel (Region 3) — 2008
- Dave Kolesky (Region 4) — 2008
- Jack Eddy (Region 5) — 2008
- Sam McCormick (Region 6) — 2008
- Robert Rychnovsky (Region 1) — 2009
- Larry and Jane Buskirk (Region 2) — 2009
- Roger Steinbrecher (Region 3) — 2009
- Larry Whitmore (Region 4) — 2009
- Doug Rhodes (Region 5) — 2009
- Gary Drexler (Region 6) — 2009
- Jim Hickerson — Unalakleet - (Region 1) — 2010
- Dan Lehman - Ninilchik - (Region 2) — 2010
- Craig Jung — Kenai - (Region 3) — 2010
- John Wray — Juneau (Region 5) — 2010
- Vern Dulany — Fairbanks (Region 6) - 2010
- Don Kassube — Anchorage - (Region 4) — 2010
- Bill MacKay — Anchorage — 2011
- Bill Jack — Anchorage — (Region 1) - 2011
- Marylee Kauffman - Galena - (Region 2) — 2011
- Roger Nellis — Wasilla - (Region 3) — 2011
- Marva Luhres - Anchorage — (Region 4) - 2011
- Mike Hirai — Sitka - (Region 5) — 2011
- Joe Tremarello — Fairbanks (Region 6) - 2011

## 12. Alaska High School Hall of Fame

In recognition of ASAA's 50th anniversary in 2006, the Board of Directors established the Alaska High School Hall of Fame to recognize those athletes, activity participants, coaches, directors, officials, adjudicators, school administrators and contributors who have made outstanding contributions to interscholastic sports and activities in Alaska. For more information, log on to [www.alaskahalloffame.org](http://www.alaskahalloffame.org) or [www.asaa.org](http://www.asaa.org).

### 2006 INDUCTEES

#### ATHLETES

John Brown - Ketchikan High School - 1968  
Don Clary - East Anchorage High School - 1975  
Mike Cronk - Walter Northway High School - 1987  
Herb Didrickson - Sheldon Jackson High School - 1946  
Steve Frank - Austin Lathrop High School - 1973  
Elizabeth "Betsy" Haines - East Anchorage High School - 1978  
Nina Kempel - West Anchorage High School - 1987

Rocky Klever - West Anchorage High School - 1977  
Chuck Kopp - Cook Inlet Academy - 1983  
Trajan Langdon - East Anchorage High School - 1994  
Butch Lincoln - Kotzebue High School - 1991  
Aelin Peterson - West Valley High School - 1992  
Mark Schlereth - Robert Service High School - 1984  
Brian Swanson - Chugiak High School - 1994  
Molly Tuter - Soldotna High School - 1993  
Kristy Klinnert Waythomas - Kodiak High School - 1987  
Gary Wilken - Austin Lathrop High School - 1964

COACH

Tom Huffer, Sr - 1969-99

ADMINISTRATORS

Gil Truitt - Mt. Edgecumbe High School  
Les Wells - Anchorage School District & ASAA

CONTRIBUTOR

First National Bank Alaska

**2007 INDUCTEES**

ATHLETE

Gary Beller - West Anchorage High School - 1968  
Carl Blackhurst - Haines High School - 1996  
Yohance Humphrey - Chugiak High School - 1997  
Brit Jacobson Reid - Chugiak High School - 1994  
Ron Pollock - West Anchorage High School - 1968  
Emily Ransom Golick - Seward High School - 1994  
Sarah Olerud Swinton - Haines High School - 1986

COACH

Joe Floyd - Kodiak High School - 1955-1981  
Don Hather - Hoonah/Tok/Skagway High Schools - 1975-1997  
Buck Nystrom - Eielson/North Pole High Schools - 1975-2006  
Dick Thompson - Dimond/Service High Schools - 1970-1998  
Larry Whitmore - Bartlett High School - 1973-1991  
William "Bill" Wiltrot - Anchorage/Homer High Schools - 1954-1979

ADVISOR/DIRECTOR

Karen Grussendorf - Sitka High School - 1967-1998

CONTRIBUTOR

Dave Brann - Homer High School

**2008 INDUCTEES**

ATHLETE

Ann Berdahl (Nikiski Junior/High School) - 1997  
Jeannie Hebert-Truax (Monroe Catholic High) - 1988  
Gary Steeby (Chugiak High School) - 1974

COACH

Robert "Bob" Boudreaux (Soldotna High School) - Football - 1973-98  
Dwayne Davies (Kake High School) - Basketball - 1975-90  
Reilly Richey (Juneau-Douglas High School) - Football - 1990-04  
John W. Tobin (North Pole High School) - Wrestling - 1976-97  
Alice Witte (Homer High School) - Volleyball - 1979-94

CONTRIBUTOR

James "Whizzy" Whisenant (Lathrop High School) - Nordic Skiing

**2009 INDUCTEES**

ATHLETE

Myra Harris - Frank A. Degnan School (1992-96)  
Matt Matson - West Valley High School (1990-94)  
Mara Rabinowitz - West Valley High School (1980-84)  
Mao Tosi - East Anchorage High School (1991-95)

COACH

Dan Eide - Valdez High School (1977-2002)  
Lynn Roumagoux - Dimond High School (1969-81)

ACTIVITY

Peter Hilts - Susan B. English School (1984)  
Michael More - West Anchorage High School (1965)

OFFICIAL

John T. Jones - Anchorage Basketball Officials (1976-1998)

CONTRIBUTOR

Stan Smith - Spenard Builders Supply

LIFETIME ACHIEVEMENT

Richard McCormick - Douglas/Lathrop/Nome/Wrangell

**2010 INDUCTEES**

ATHLETE

Carlos Boozer, Jr. - Juneau-Douglas High School (1994-98)  
David Killpatrick - West Anchorage High School (1985-89)  
Larry Martin - Homer High School (1965-69)

ACTIVITY

Roy McPherson - Ketchikan High School (1972-82)

CONTRIBUTOR

AT&T Alaska

**2011 INDUCTEES**

ATHLETE

Scott Gomez - East Anchorage High School - 1996  
Matt Hemry - Dimond High School - 1986  
Sam Hill - Kotzebue and Nikiski High Schools - 1996  
Tom Huffer Jr. - Chugiak High School - 1985  
Jessica Moore - Colony High School - 2000  
Kikkan Randall - East Anchorage High School - 2001  
Sarah Sullivan Afoa - Dimond High School - 1979

ADMINISTRATOR

Richard "Dick" Mize - Anchorage School District

CONTRIBUTOR

Woody Wenstrom - West Valley High School

OFFICIAL

James Mason - Anchorage

# D. ASAA SPORTS RELATED POLICIES

## 1. MULTI-REGION CONFERENCES

A. Establishment: The Board of Directors has established athletic conferences:

1. to provide competitive opportunities for its member schools when they are limited,
2. to provide for the equitable administration of these activities throughout the state,
3. and to provide a post season qualification process for those teams which must compete against teams outside of their assigned regions.

The Board has established multi-region conferences in Baseball, Basketball, Football, Hockey, Softball, Swimming/Diving, Volleyball and Wrestling. The board may establish additional conferences or eliminate conferences as it determines.

B. Decision Making: The Board of Directors grants decision making authority to each multi-region conference to manage its own affairs. A decision of such a conference is subject to board oversight to ensure the decision serves the best interests of member schools and ASAA.

1. Multi-region conferences should adopt written bylaws and policies. Copies of these bylaws and policies must be on file at the ASAA office, or be currently available on the web.
2. Multi-region conferences must make every effort to make decisions which fairly represent the interests of each conference member. A school in a multi-region conference which determines that a conference decision is not in the school's best interest, may bring the complaint to the Board for resolution.
3. Fees imposed by multi-region conferences, or by regions within a conference, must be fair and equitable to all conference members.

C. Conference Placement: The Board of Directors places schools in multi-region conferences for the sports listed in the Establishment section above. Schools requesting conference placement, or change in conference placement, must submit their requests in writing to the Executive Director in a timely manner. Although input from other conference members will be considered, final conference placement will be

determined by the Board. ASAA will print a list of multi-region conferences and members each year in the Directory section of the Handbook. Any errors or omissions should be immediately reported to ASAA.

D. Conference Administration: The Board of Directors has determined that a Conference Commissioner, or contact person, must be selected by each multi-region conference. This person must be willing to assume the administrative duties of the conference and to communicate conference business to ASAA. It is crucial that ASAA staff have complete contact information for the Commissioner to ensure that state tournament qualifying information is received in the office in a timely manner, and to have a resource when seeking other information on the conference.

## 2. TAUNTING POLICY

Any school wishing to incorporate a celebratory or motivational routine into an interscholastic activity (ie. Haka Dance) must adhere to the following guidelines:

- 1) may only be performed as part of a pre-game or post-game activity,
- 2) may only be performed on the sidelines facing its own fans,
- 3) may not include taunting, disrobing or other inappropriate behaviors, and
- 4) must conform to sportsmanship values established by school districts, ASAA and the NFHS.

Penalties for failing to adhere to the above guidelines will be imposed by the contest officials using NFHS rules. The Head Official for the game will notify ASAA of any infraction of the rule. ASAA and school districts may impose additional sanctions for violations.

## 3. OUT-OF-SEASON PARTICIPATION POLICY

Students may participate in summer camps, summer travel teams, clinics, "open gym" activities, etc. outside the regular season. Use of school equipment, supplies, and name shall be determined by the school administration.

The coach or other personnel representing the school is prohibited from requiring any athlete to participate in an out-of-season sport, training program, or travel team as a condition of selection for the in-season team.

All team camps, workshops, and clinics run or organized by a school coach or school outside of the defined high school season must be advertised and open to students beyond that school.

#### POLICY DEFINITIONS:

**"Prospective Player"** - A Prospective Player is any student enrolled in a specific coach's school, or any student who will be enrolled in that school during the next school year.

**"Camps"** - there are two types of "Camps" - team camps and commercial camps.

Team Camps/Clinics may be held before, during or after the established high school season. Out-of-season attendance may not be mandated. A camp is considered a "team camp" if any of the following criteria are met:

1. students, as a team, are housed and/or fed at the school.
2. students, as a team, are housed and/or fed away from the school.
3. students, as a team, are taken on outings

Commercial camps - Students may voluntarily attend commercial camps during the summer months upon approval of their parents. Attendance may not be mandated. Service clubs, school organizations or schools may pay fees for participation according to their own school/district policies.

**"Conditioning"** - Conditioning is defined as a session where students work on physical fitness and conditioning by use of weights, running, and /or exercise. Conditioning does not allow for the use of individualized and specialized sports equipment or apparatus, including but not limited to: balls, bats, protective equipment, blocking dummies, batting cages, charging sleds, and other implements related to specific ASAA activities. Participation in conditioning must be optional.

**"Summer Travel Teams"** - Summer Travel Teams may be put together by a coach for competition during the summer, either in or out of the state. Although the team is not affiliated with a member school, it may include students from one or more member schools. For restrictions see (Article 12, Section 5, Recruiting/Undue Influence, B.)

**"Out-of-Season"** - Out-of-Season is any time other than during the established high school season in a particular sport.

**"Practice"** - Practice is a regularly scheduled team physical activity designed for the preparation of athletes for the ensuing sports season and con-

ducted under the supervision of the school coach. A "practice" is further defined as any attempt by the coach of a school team (paid or volunteer) to teach any phase of a game or activity to his or her squad, or have the squad or part of the squad engage in drills under the supervision of that coach, or from directions provided by that coach. Under this definition, "school team" also applies to students and coaches of "individual sports."

**"Coach"** - A Coach is an adult hired or approved by the school (either paid or volunteer) to conduct the usual duties of a coach under the guidelines established by ASAA and the school/district.

#### **4. OPEN FACILITY POLICY**

Schools may conduct "open facility" in any athletic activity. Open facilities should be conducted according to the following guidelines:

1. The open facility is open to any student that is interested in attending.
2. Coaches and others may attend and supervise open facilities but they may not provide instruction such as organized drills.
3. There shall be no organized competition such as established teams & round-robin competitions.

The philosophy of the open facility is that students may voluntarily attend for wholesome recreation or for purposes of improving their skills.  
Attendance may not be mandated.

#### **5. FUND RAISING/MERCHANDISE SALES**

No fund raising drawings, contests, or merchandise sales are to be conducted at the host site of state tournaments other than those conducted for the benefit of ASAA or approved by ASAA.

#### **6. SPORTSMANSHIP CREED**

ASAA and its corporate sponsors appreciate your attendance at this game. This contest is being played under the authority of the Alaska School Activities Association. ASAA rules provide for fair play and good sportsmanship among everyone involved. All participants and coaches are expected to exhibit the highest level of respect for their opponents and the officials. We also expect fans will eagerly support their favorite team by applauding fair play while refraining from negative words and behaviors.

*"Be Loud...Be Proud...but Be Positive."*

#### **7. QUALIFYING FOR TRACK & FIELD, SWIMMING AND DIVING STATE TOURNAMENTS**

Qualifying for the tournaments in track and field will be from the regional qualifying events, and for swimming and diving from the conference qualifying events.

## 8. EJECTION/SUSPENSION POLICY

This policy specifies the length of suspension subsequent to a contest ejection in non-team sports such as wrestling, swimming and diving, track and field, and skiing. Suspension lengths:

### **WRESTLING**

**Student**, when ejected from a dual meet or tournament, is out for the rest of the meet and suspended for the next tournament or dual meet. Multi-day tournaments are considered as one contest or event. One day jamboree is considered as an individual day of competition even though it is followed by a tournament.

**Coach**, when ejected from a dual meet or multi-day tournament, is suspended for the next full day of competition and may return after that day of suspension.

### **SWIMMING/DIVING**

**Student**, when ejected from a dual meet or tournament, is out for the rest of the meet and suspended for the next tournament or dual meet. Multi-day tournaments are considered as one contest or event.

**Coach**, when ejected from a dual meet or multi-day tournament, is suspended for the next full day of competition and may return after that day of suspension.

### **TRACK & FIELD**

**Student**, when ejected from a meet is out for the rest of the meet and suspended for the next meet. Multi-day meets are considered as one contest or event.

**Coach**, when ejected from a meet is suspended for the next full day of competition and may return after that day of suspension.

### **NORDIC SKIING**

**Student**, when ejected from a meet, is out for the rest of the day and suspended for the next day of competition. Each day of a multi-day meet is considered as one contest or event.

**Coach**, when ejected from a meet, is suspended for the next full day of competition and may return after that day of suspension.

## 9. JAMBOREES

1. Volleyball — all players must have ten (10) days of practice prior to the day of the jamboree; two games maximum with each team; each team may play in no more than one jamboree each season which does not count as a match against the twenty-two (22) match limit.

2. Basketball — all players must have ten (10) days of practice prior to the day of the jamboree; time against all teams during one day cannot exceed thirty (30) minutes and six (6) minutes against each team; each team may play in no more than one jamboree each season which does not count as a game against the limit of twenty-two (22) games or nineteen (19) games and one invitational tournament of three (3) or more games.

3. Hockey — all players must have ten (10) separate days of practice prior to the day of the jamboree; time against all teams during one day cannot exceed forty-eight minutes; time against each team cannot exceed twelve (12) minutes; each team may play in no more than one jamboree each season which does not count against the twenty-two (22) match limit.

4. Baseball — shall include three (3) or more teams. A team is limited to no more than six (6) innings total with no more than two (2) innings against any other team. Each pitcher is limited to not more than two (2) innings. A team may not play in more than one (1) jamboree each season. A jamboree does not count as a game against the 22-game limit.

5. Flag Football — All players must have five (5) days of practice prior to the day of the jamboree; one quarter or 12 minutes maximum against each team in the jamboree; each team may play in no more than one jamboree each season which does not count as a game against their 22 game limit.

6. 8 & 11 Man Football — All players must have five (5) days of practice prior to the day of the jamboree; up to 20 plays may be played against each team in the jamboree with a maximum of 100 plays per day; each team may play in no more than one jamboree each season which does not count as a game against its eight (8) game limit.

## 10. TAKEDOWN TOURNAMENT

1. Wrestling — all wrestlers must have ten (10) separate days of practice prior to the day of the tournament; matches are determined either by a specified number of takedowns or a time limit; each wrestler may participate in no more than one takedown tournament each season which does not count as a match against the twenty-four (24) weigh-in limit.

## 11. MERCY RULES POLICY

The ASAA Board adopted a policy, which mandates that a running clock be used once an established point spread is reached at a certain point in a football, basketball or hockey game. Mercy Rules for each sport are as follow:

- Football — Upon reaching a 35 or more point differential at the end of the third (3rd) period or thereafter, a running clock will be used.
- Hockey — Upon reaching a 10 or more goal differential at the end of the second (2nd) period or thereafter, a running clock will be used.
- Basketball — Upon reaching a 40 or more point differential at the end of the third (3rd) quarter or thereafter, a running clock will be used.
- Softball — The game shall end when either team is 15 runs behind after 3 innings, 12 runs behind after 4 innings, or 8 runs behind after 5 innings.

## 12. ENDOWMENT GAME POLICY

ASAA encourages each school basketball volleyball, hockey, soccer, baseball and softball team to play two Endowment Games during the season, above and beyond the 22-game limit. The Endowment Game is a fund-raiser for the Alaska Endowment for Youth Activities. School teams may play Endowment Games at any time during the regular season, beginning with the date of the 1st Contest, and extending through the "dead time" between the conference qualifying tournament and the respective state tournament in basketball. Endowment Games do not count in a team's overall season record or for seeding purposes.

Schools wishing to host Endowment Games must apply in writing to ASAA prior to the date(s) of game(s). (Under no circumstances may an Endowment Game be played until the form is received by ASAA). The form must be accompanied by a check for \$200 for one game or \$350 for two games. Without the check, the application will not be approved.

## 13. SPORTS MEDICINE ADVISORY COMMITTEE

The ASAA Board of Directors established the Sports Medicine Advisory Committee (SMAC) in April of 2010. The committee will operate under the following policy and procedures:

Mission - The mission of the Sports Medicine Advisory Committee is to ensure that all athletes from ASAA member schools are provided with sound and consistent medical expertise to enhance the safety of their athletic experience.

Purpose - The purpose of the Sports Medicine Advisory Committee is to review proposals and make recommendations to ASAA's board of directors on all issues related to the health, wellness and injury reduction of member schools' student-athletes.

Objectives - The objectives of the Sports Medicine Advisory Committee are to:

1. gather current data on health and safety related issues ,
2. educate, interpret, monitor and disseminate materials to students, coaches and administrators concerning medical issues related to sport,
3. assist ASAA in researching sports medical issues and/or concerns,
4. assist in the development of guidelines related to sports medicine, in an effort to assist ASAA member schools with making informed decisions,
5. proactively address new health and safety concerns, and

6. develop a network of medical professionals dedicated to providing member schools with appropriate sports medical education and care.

Composition - The committee is composed of medical professionals, a coach, a referee and a school administrator. A staff member serves as liaison to the committee. The committee through the chair has the authority to contact other qualified medical providers throughout the state as consultants from time-to-time as appropriate. Specific terms for committee members have not been determined at this time as members serve at the pleasure of the board.

Operational Expectations - Communication to and from the board and committee will be conducted through the executive director who serves as committee liaison. Communications between committee members can be accomplished in the manner most convenient to the members. ASAA is willing to develop email accounts for committee members if requested. The committee chair is invited to address the board on any relevant matters during regular board meetings.

Budgetary Commitment - ASAA will fund two face-to-face committee meetings each year, and conference calls as may be needed to conduct the committee's business. ASAA will also provide other incidental services as the committee may request.

Committee Power Structure - The committee is not empowered to take independent action or to make pronouncements. These may only come from the board after considering the committee's recommendations. Committee members will be asked to sign a legal acknowledgement which includes a statement that members can list their services to ASAA in their professional resumes, but are not to use their committee position in advertising or promotional materials. This will be included in a conflict of interest document that committee members must sign.

Indemnification for Committee Members - Committee members will be indemnified under ASAA's Errors and Omission insurance policy while serving in their official capacities on the committee.

## 14. CONCUSSION EDUCATION AND MANAGEMENT POLICY

During the 2011-12 school year, ASAA will work with member school districts to develop policies, guidelines and other information to educate coaches, student athletes, and parents of student athletes regarding the nature and risk of concussions as described in House Bill 15 and Senate Bill 22.

# F. ASAA APPEAL HEARING POLICY

## SAMPLE FORMAT

TO: ASAA Appeals Board  
Appellants

FROM: Gary Matthews, Executive Director

DATE: Date

RE: Student Eligibility Hearing for.....

This is a formal notification that the ASAA Appeals Board will hold an eligibility hearing by teleconference for \_\_\_\_\_, beginning (time/date).

### Directions for Participants in Teleconference Hearing

Participants from \_\_\_\_\_ and Board members will call in to the assigned number.

### Time Limit

The Appeals Board may set a time limit for appeals hearings. The usual limit is thirty (30) minutes.

### Hearing Format

The hearing will be held in executive session unless an open session is requested by the school or individual. It will follow the steps listed below:

1. Introductions of appellants and Appeals Board.
2. Executive Director presents details of case and explains his decision.
3. Student/family/ school present reasons and rationale for appeal.
4. Board members may ask questions.
5. Student/family/school makes closing statement.
6. Board members ask final questions.
7. Board deliberates the appeal and renders a decision.
8. Executive Director informs student, family, and school of decision in writing, stating reasons for decision and citing references to ASAA Bylaws.

The Association will make a recording of all hearings when physically possible. Please feel free to call me at 563-3723 if I may answer any questions prior to the hearing.

Respectfully,