



2026-27

Coaches Handbook

Ephesians 6:11 Put on the Full Armor of God...

**King's Schools
19351 King's Garden Dr N
Shoreline, WA 98133**

**KingsSchools.org
GoKingsKnights.com**



WELCOME TO KING'S ATHLETICS



Welcome to King's Athletics!

The purpose of this athletic handbook is to provide a way to maintain consistency through the athletic program and to set forth the standards, policies, and guidelines by which we expect the King's Athletics Coaches to operate. The rules and procedures of the athletic department are in place to promote safety, consistency, and assist the student-athlete in reaching their maximum potential for God's glory. This coaches handbook is comprehensive, yet not exhaustive. The athletic director and administration will make any decisions regarding questions or issues not discussed in this handbook.

It is this athletic department's sincere desire that coaches thoroughly enjoy and benefit from their experience at King's. We believe it is a calling to coach and that a coach can have a lasting impact on the path of their players' lives.

Lastly, it is our hope that throughout the year it is remembered that our identity is not in the sport we coach, our X's and O's, or our wins or losses. Our identity is in the power of Christ working through you and our student-athletes. May we humbly remember this every day this year!

We are excited for a great 2026-27 year!

GO KNIGHTS!

David Gerig
King's HS Athletic Director

Jeff Wright
King's Junior High Athletic Director



"SEEK JESUS"

2026-27 School Year Theme

This year, our school year theme is **"Seek Jesus."** This is a simple yet powerful reminder that all things good, true, and beautiful start with seeking the Lord. This theme was proposed by our High School Student Spiritual Life Representatives and inspired by Psalm 105:4. It tells us:

Look to the Lord and his strength, seek his face always
Psalm 105:4





2026-27 KING'S ATHLETICS DIRECTORY

King's Key Athletics Contacts	Name	Email
Head of Schools	Jordan Gage	jgage@kingsschools.org
High School Principal	Brennan Davis	bdavis@kingsschools.org
Assistant Principal	Kerry Shelford	kshelford@kingsschools.org
High School Admin Assistant	Shannon Bullock	sbullock@kingsschools.org
High School Dean of Academics	Kerri Shorack	kshorack@kingsschools.org
Athletic Director	David Gerig	dgerig@kingsschools.org
Associate Athletic Director	Carly Jansen	cjansen@kingsschool.s.org
High School Registrar	Becca Kim	bkim@kingsschools.org
College and Career Counselor	Dianna Fairchild	dfairchild@kingsschools.org
Junior High Athletic Director	Jeff Wright	jwright@kingsschools.org
Junior High Admin Assistant	Alice Hansen	ahansen@kingsschools.org
Elementary Principal	Sharla Walters	swalters@kingsschools.org
Elementary Admin Assistant	Marie De Langen	mdelangen@kingsschools.org
IRG Certified Athletic Trainer	John Nelson	john.nelson@irgpt.com
HS Fall Head Coaches	Name	Email
Cross Country	Rod Wilcox	rwilcox@kingsschools.org
Football	Jim Shapiro	jim@betterfundraising.com
Volleyball	Emily Geng	egeng@kingsschools.org
Girls Soccer	Kate Taylor	ktaylor@kingsschools.org
Cheer	Emilie Tingstad	emilietingstad@gmail.com
Boys Golf	Dave Hynden	hynden@windermere.com
HS Winter Head Coaches	Name	Email
Girls Basketball	Dan Taylor	Knights.in.gods.armor@gmail.com
Boys Basketball	Joe Stack	jstack@kingsschools.org
HS Spring Head Coaches	Name	Email
Track and Field	Rod Wilcox	rwilcox@kingsschools.org
Baseball	Henry Carson	hcar206@gmail.com
Girls Tennis	Alexandra Flugstad	aflugstad@kingsschools.org

**CORE COVENANTS FOR COACHING***Guiding Principles for the King's Athletic Department*

King's School Coaches will strive for excellence in:

1. Christ-centered character development

- Be in continuous pursuit of Christ throughout their daily lives.
- Allow God to speak through them in all circumstances.
- Be a Christian role model and challenge our athletes to a life honoring Christ.

2. Connection and caring community building

- Be present in the lives of student-athletes throughout the year.
- Strive for lasting, meaningful relationships with student-athletes, parents, and the King's community.
- Recognize the various roles of coach, athlete, officials and parents and build connections within those roles.

3. Communication and organization

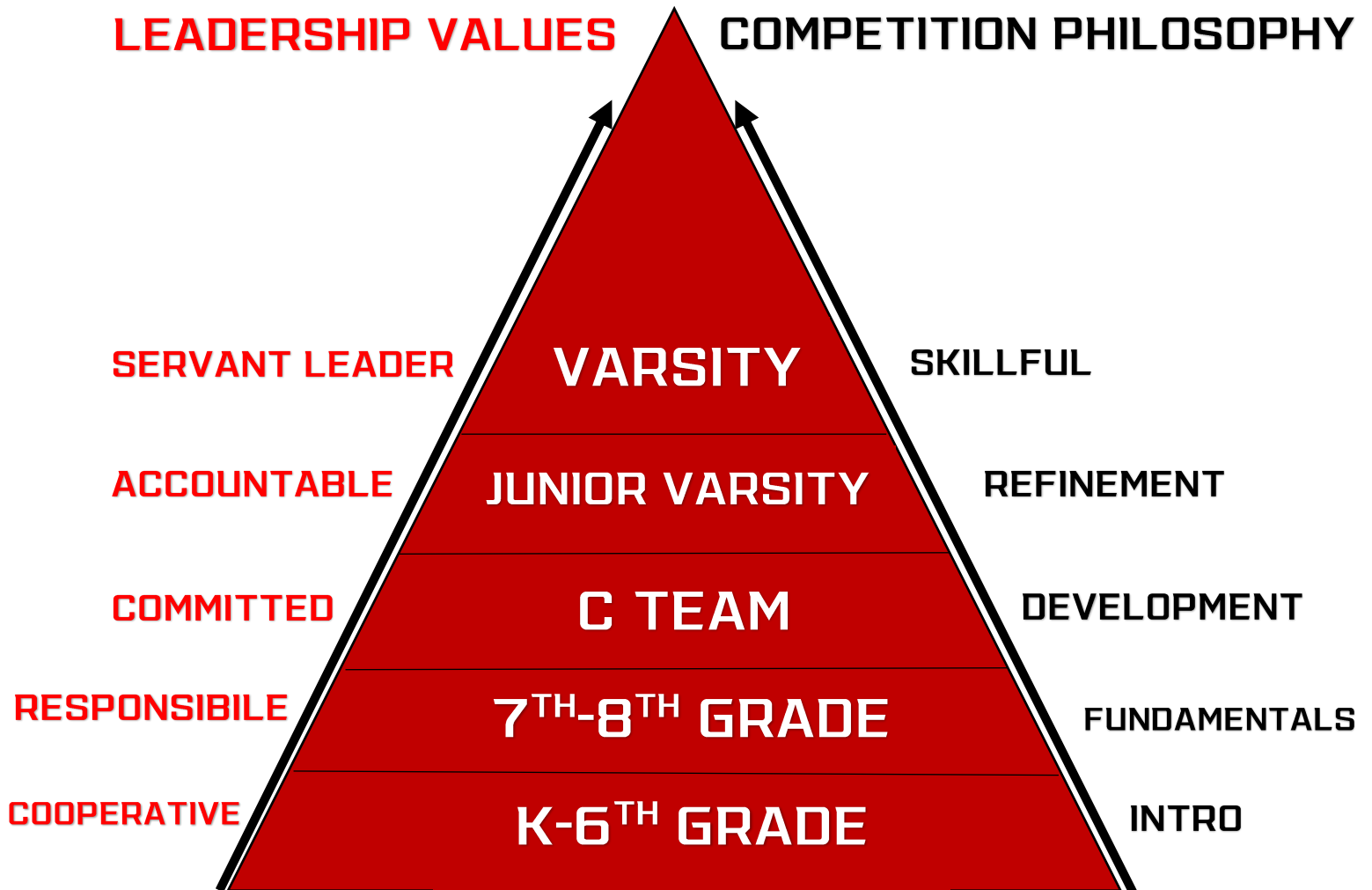
- Make updated/current information regarding your program frequently and easily available.
 - Practice times, transportation, meals, etc.
- Be clear and concise in your communication to student-athletes, parents and King's athletic administration.
 - Team specific parent handbook is encouraged
 - Any binding contract beyond athletic code between coach, player/parent needs clearance from David Gerig and/or CRISTA Law and Corporate Affairs before implementing.
- Utilize various forms of communication including email, team websites, or twitter, etc.
- King's Knights Athletics Twitter and Instagram: @GoKingsKnights
- Keep track of all forms of your budget and communicate expenditures to the AD.

COACHING EXPECTATIONS*King's Athletic Department Coaching Standards*

- 1. Spiritual Leadership**
- 2. Professional growth and development**
- 3. Fiscal management**
- 4. Models of teamwork and togetherness**



PHILOSOPHY OF KING'S ATHLETICS





KING'S COACHING STAFF

All paid coaches will be CRISTA employees and onboarded by CRISTA. Coaches may not begin their work until this process is completed. All Head, Assistant, and Volunteer coaches are required to sign the Christian Community Commitment as part of their coaching contract.

Head Coaches

- All Head Coaching positions will be publicly posted on WIAA Job Postings, CRISTA Employment site, and if needed Indeed. After the initial submission of materials in the application, the candidate must complete questions regarding our CCC to confirm they align with our statement of faith. Formal interviews will take place with a committee comprised of no less than three individuals who represent our school and culture well, share in CRISTA's statement of faith, and what it takes to succeed in the King's Athletic Department. Typically, another Head Coach and returning player are part of the interview committee.
- Viable candidates will be able to lead their programs with integrity, spiritual vitality and a commitment to excellence.
- Historically we have hired candidates with previous successful head coaching experience or assistants who have a proven track record of excellence and a gift for coaching.
- No Head Coach will be allowed to participate before an official hire is made and all paperwork, including a background check is completed.
- King's Head Coaches are expected to be exceptional communicators with both their athletes and parents.
- King's Head Coaches are not just hired to win games. They are critically important leaders on our campus as they routinely interact with the public and serve as **ambassadors** not only for King's but for followers of Jesus.

Assistant Coaches

- Assistant Coaching positions will also be publicly posted.
- Head Coaches often hire their assistants through their own personal contacts.
- Head Coaches have the right to make decisions about what prospective assistant best fit their philosophy and staff dynamics.
- Before any offer or promise of employment is made, prospective assistants must interview with the Athletic Director. This interview will focus on Core Covenants, understanding our rich history and culture, and will emphasize the importance of being a moral and spiritual role model.
- No assistant coach will be allowed to participate before an official hire is made and all paperwork, including a background check, is completed and approval is given.
- Coaches are expected to model moral and ethical behavior in word and deed representing the core covenants of King's Athletics.

Volunteer Coaches

- Volunteers are required to submit a background check and cleared before coaching



COACHING COURSES TO COMPLETE PRIOR TO START

Below are the required coaching courses to complete prior to coach start date.

DocuSign

Coaching Contract

Christian Community Representative's Commitment (CCC)

King's Coaching Handbook

FinalForms

[CLICK HERE to ACCESS YOUR FINALFORMS ACCOUNT](#)

Some courses require a pre and post course survey to complete

When complete, click the 'sync certifications' button:



"Concussion in Sports" course on NFHSLearn.com FREE - every 2 years

"Sudden Cardiac Arrest" course on NFHSLearn.com FREE - every 3 years

WIAA Sport-specific course on My247ed.com FREE - every year

WIAA General Rules clinic on My247ed.com FREE - every year

WIAA Coaches Education - 5 hours needed every 3 years

- *The King's Workshop courses can fulfill this requirement, after you attend, your FinalForms account will be updated to show complete*

First Aid/CPR course - NationalCPRFoundation.com - every 2 years

- Click here: My Account (nationalcprfoundation.com)
- Under right side Group Users type the Group User Course Code: **wms8bb**
- Sign in and complete course
- Email cjansen@kingsschools.org completed certificate OR Upload it with folder icon

In Person CPR/First Aid Course provided by SnoCo Fire FREE - every 2 years

**Note: Both the online certification (takes 5 minutes to complete) and the in-person certification are required*

Vector

Athletic Liability

Bloodborne Pathogen Exposure Prevention

Bullying: Recognition and Response

Child Abuse: Mandatory Reporting

Heat Illness Prevention

Sport Supervision and Safety

King's Schools/CRISTA Child Abuse Reporting Policy

- Coaches that teach the following will need additional certification. These are good for two years by an approved "hands on" trainer or WIAA-approved online course.
 - Pole Vault
 - Cheer Stunting
 - Heads Up Football (All Football Coaches)



ACADEMIC STANDARDS FOR ATHLETICS

ACADEMIC ELIGIBILITY

Students must meet King's Schools standards to be eligible for athletics.

- King's Schools standards: 2.3 GPA or higher and no F's
- Students must meet previous semester requirements to be eligible during the first 5 weeks of the current semester
- Transferring students must clear eligibility with the Athletic Director

GRADE CHECK PROCESS

- Initial grade check will determine if a student remains eligible or is put on notice
- Grade checks will be done by the Athletic office through the FACTS system
- The student, parents/guardians, head coach, and school counselor will be emailed if the student at any time does not pass a grade check.
- If a student is not meeting expectations because of only a missing test or assignment due to a recent excused absence without proper time to make it up, this will be factored into the decision and the plan to get the test/assignment done. All grades will be reviewed on Grade Check Day on Tuesdays and time will be taken on Tuesday to look at any extenuating grade circumstances. After evaluations are done on Tuesday, if it is determined that an athlete is "on notice," then the athlete will receive a Teams message along with emails to the parents, Head Coach, and counselor detailing their grades. The student will submit a plan of improvement and progress will be followed.

GRADE CHECK TERMINOLOGY

Each grade check date, students will be checked for eligibility. Passing students will not receive any notice and are eligible for all games and practices.

'On Notice' - Athletes in this category will receive an email including parents, Head Coach, and school counselor. Athletes 'on notice' are eligible to practice and participate in games. Athletes 'on notice' will need to submit a 'plan of improvement' to demonstrate how they plan to improve their grade(s).

If a student fails a 2nd consecutive grade check, they are declared academically ineligible for one full week. Once a student is placed in this category, they will be given the opportunity for a grade check the first day of the following week, even though the next grade check is further

away. If a student passes that grade check, they will progress back to 'on notice'. The student will need two strong grade checks to move back to fully eligible.

2026-27 Grade Check Dates

<u>Grade Check Date</u>	<u>Notes</u>
Tues., September 29	First Grade Check only if on probation from Spring Semester 2
Tues., October 13	Initial Fall Sport Eligibility
Tues., October 27	Progress Report Date
Tues., November 10	
Tues., November 24	Initial Winter Sport eligibility
Tues., December 8	
Tues., January 26	Semester 1 Report Card
Tues., February 23	
Tues., March 9	Initial Spring Sport eligibility
Tues., March 23	Progress Report Date
Tues., April 20	
Tues., May 11	
Tues., June 22	Grade Check for Fall 2027 eligibility

Checking final grades after 2nd semester will determine eligibility for the fall of 2027 sports season in accordance with WIAA rules. Ineligible athletes will be on academic probation until the 4th Saturday of September and if at that time they do not meet grade requirements, they would be ineligible from contests for 3 weeks. If a student is eligible to retake a class in the summer, the summer school grade will replace the previous grade if it is higher, and it is the exact course.

APPEAL

If a student feels an error has been made or a grade has not been updated by the grade check date, it is the student's responsibility to complete an APPEAL form in the High School Admin office. The appeal will be reviewed by the end of the next school day.

GRADE CHECK EXAMPLE

At grade check date, Student A, who has been put 'on notice' previously, has less than a 2.3 GPA and/or an F and has been moved to ineligible status for games. The following day on Tuesday, Student A passes a test and pulls his/her class average in the class to a passing grade. Is Student A eligible to play on the Friday night game? No - Student A is considered ineligible for the Friday game because ineligible student grades are reviewed on a weekly basis - the following Tuesday. It is the student's responsibility to submit an academic appeal if they feel a grade has not been updated by the grade check date.

FALL 2026 ELIGIBILITY STATUS

WIAA Rule 18.8.6.3

FALL: A student will be placed on academic probation at the start of the fall sport season if they failed to meet the grade requirements of Rule 18.8.4 in the second semester or the third trimester of the previous school year.

A. The probation period for high school students shall be from the end of the previous semester through the fourth Saturday in September.

B. The probation period for middle level students shall be from the end of the previous semester through Saturday of the third week of school.

C. The suspension period for middle level students shall be from the end of the previous semester through the first three weeks of the succeeding semester/trimester. D. If, at the end of the probation period, the student is passing in the minimum number of classes required above, the student may then be removed from probation.

E. If the student fails to meet the academic standards of Rule 18.8.4 at the end of the probation period, the student will be placed on academic suspension for three weeks and will be ineligible for contests.

F. If a student meets the academic standards of Rule 18.8.4 at the end of the three week suspension, the athlete will no longer be on academic suspension and will be eligible for contests as long as they remain in compliance with a school's regular monitoring of academic progress.

G. In the fall, an incoming ninth grade student is not required to meet the previous semester scholarship requirements of Rule 18.8.4 provided they have met all other eligibility requirements. The student's grades will be monitored during the first designated monitoring period established by the school and every three to six weeks thereafter.

H. In the Fall sports season, students who do not meet the regular attendance standard of Rules 18.7.2 and 18.10.0 are not eligible for a probationary period at the beginning of the fall and must be placed on a five week academic suspension. Their eligibility can be reinstated after the fourth Saturday in September if at that time they are meeting the academic standard of Rule 18.8.4.



ATHLETICS EARLY RELEASES

Students will be entered in FACTS if they are on an early release for the day due to athletics. If there is a question on a student not on FACTS as early released, please reach out to both Carly Jansen and David Gerig to get clarity. A student should not be released until verified. Please be aware of day-changes; those will be noted in Team chat.



KEY WEBSITES

King's Athletics Web Site: www.gokingsknights.com

Schedules can be viewed under the Team-Specific sites on the 'Fall', 'Winter', or 'Spring' tabs. Additionally, the shared King's Athletics Calendar and Schedules shows more in-depth information and facility-specific information. Those are viewable by the links below:

[Athletic Facility Calendar](#) | [Athletic Schedules](#) (**Save these both as bookmarks**)

Coach Certifications: <https://kingsschool-wa.finalforms.com/>

FinalForms is our registration platform where students and parents can sign all forms necessary for eligibility and coaches can take required certifications. These include school, technology, and athletic forms. This platform is also used by head coaches to communicate to teams throughout the season.

Summer Camps Registration: <https://kingsschoolscamps.campmanagement.com/>

King's Summer Camps include sport camps lead by our high school coaching staff. Camps run June-August each year.

Game Streaming: <https://fan.hudl.com/>

Hudl is our streaming channel for home football, volleyball, soccer, and basketball games. Search 'King's High School' from this page to find our site. There is no cost to view these games. The 'Hudl Fan' app is also available at no cost. Away game streaming is often on the NFHS Network. Subscription required for viewing.

WIAA: www.wiaa.com

Washington Interscholastic Activities Association is the body that governs sports and activities. The WIAA has an online rules handbook, schedules, scores, and standings can be found here. Postseason bracket information is located under 'FAN INFO' tab and 'BRACKETS'.

Emerald Sound Conference: www.emeraldsoundconference.org

This site houses our conference schedules, scores, and standings and also reveals the All-Conference award winners for each sport.

ScorebookLive Washington: <https://scorebooklive.com/washington/>

Covers high school sports in Washington. Regular updates on sports throughout the year.



KEY APPS

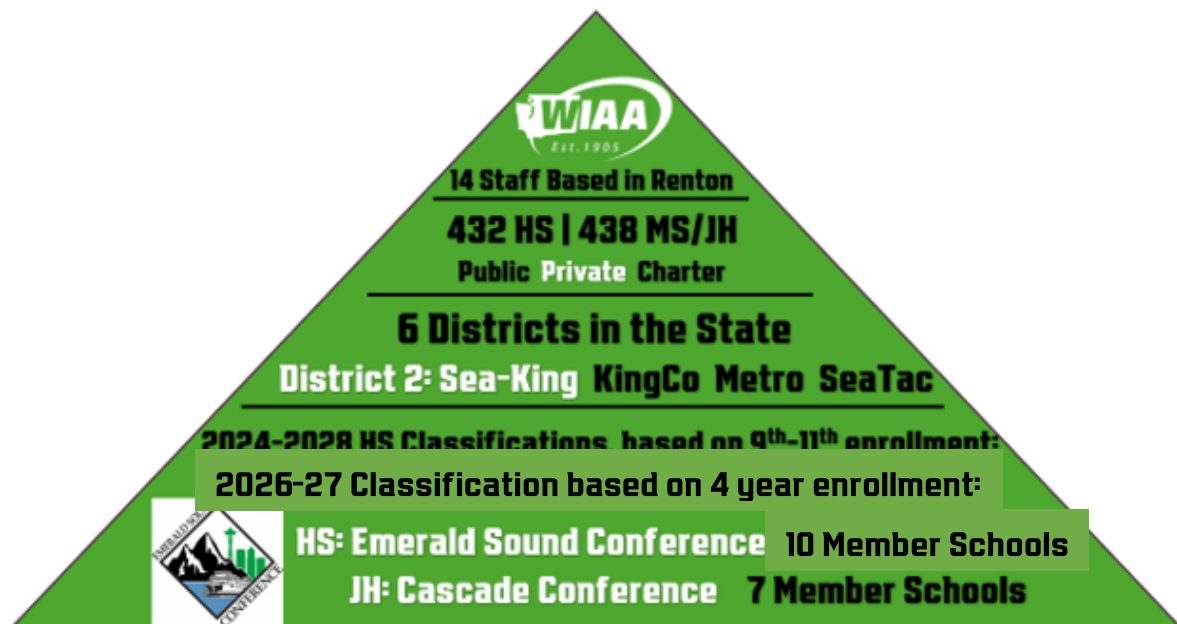
King's Schools – From any Apple or Android device, search 'KingsSchools' to download this app. The 'Athletics' icon has all the up-to-date information needed on King's Athletics including schedules, rosters, and volunteer sign up, and more!

TeamSnap – This is the go-to for team specific information regarding practices, games, and parent chat. Every coach should have this on their phone.

WIAA Live – This has all the latest WIAA news, scores, standings, and postseason brackets. The official app of the WIAA.



WIAA STRUCTURE



The Washington Interscholastic Activities Association (WIAA) is a private, nonprofit 501(c)(3) service organization and rule-making body that was formed in 1905 to create equitable playing conditions between high school sports teams in Washington. The Association consists of nearly 900-member high schools and middle/junior high schools, both public and private, and is divided into six geographic service districts. The state staff administers Association policies, rules and regulations and provides other assistance and service to member schools.

High School - Emerald Sound Conference



South
Whidbey
Falcons



Granite
Falls
Tigers



Eastside
Prep
Eagles



Bear
Creek
Grizzlies



King's
Knights



Northwest
School
House



Cedar Park
Christian
Eagles



Overlake
Owls



University
Prep
Pumas



Bush
Blazers

Junior High School - Cascade Conference



South
Whidbey
Falcons



Granite
Falls
Tigers



Lakewood
Cougars



King's
Knights



Northshore
Christian
Academy
Lions



Sultan
Skyhawks



Coupeville
Wolves



PARENT, PLAYER, COACH, and FAN DECORUM

1. Parents play a critical role in athletics. One of those roles requires parents to release their child to the game. This means honoring the coaching staff and their decisions and allowing their child's learning opportunities and successes to be their own.
 - a. Parents and fans are discouraged from coaching from the stands, as well as second-guessing coaching decisions. Such things may contribute to confusion and tension for the athletes and ultimately detract from their performances.
2. Parents and fans should take care to remember the basics of good sportsmanship:
 - a. Show respect and appreciation to opponents and their fans.
 - b. Respect and honor the decisions of coaches.
 - c. Respect and honor the decisions of officials.
3. Parents and fans must remain in the stands at all times. Only approved personnel should be near the playing surface. Violation of this could result in a ban from events.
4. King's strives to be known as a God-honoring, caring and loving athletic community. This means:
 - a. Encourage and edify all participants (players from both sides, coaches, officials and support personnel).
 - b. Be positive and avoid gossip (Philippians 2:14, 4:8). Take care to see that your comments regarding the players on either team, coaches of either team or officials are necessary, kind and truthful.

5. Respect home and away facilities by keeping them clean and following any posted or published rules.
6. The school reserves the right to restrict attendance for inappropriate behavior or require an attendee to leave at any time.
7. Parents serving in various volunteer roles (Concession stand, team parent, providing team meals, and many other roles) enhances the program.
8. Coaches are required to present themselves in a Christ-like and professional manner through their words and actions.



COMMUNICATION AND RESOLUTION PROCESS

King's Athletics Communication and Resolution Process

Parents • Student-Athletes • Coaches Partnering to Build Champions for Christ

King's Schools follows the principles of Matthew 18:15 by encouraging respectful, direct communication. Coaches are entrusted with competitive decisions—including playing time, positions, strategy, practices, and team roles—which are not subject to administrative appeal. This process exists to address concerns involving student safety, ethics, policy, or coach conduct.

Student-Athlete's Role

Student-athletes are expected to:

- *Honor Christ through their words, effort, and attitude.*
- *Communicate directly with coaches about questions or concerns.*
- *Be coachable, accountable, and committed to the team.*
- *Show respect for teammates, opponents, officials, and coaches.*

High school athletics is an important opportunity for students to develop independence and self-advocacy.

Parent's Role

Parents play an invaluable role by providing encouragement, perspective, and unconditional support.

Parents are expected to:

- *Volunteer their time to help the program be successful*
- *Encourage and support their child regardless of playing time.*
- *Model Christ-like sportsmanship.*
- *Trust coaches' competitive decisions.*
- *Help their child take ownership of athletic experiences.*
- *Respect coaches and officials while celebrating team success.*

Parent Communication During the Season

To promote healthy relationships and encourage student ownership, **parents should not communicate with coaches during the season regarding:**

- Playing time
- Position or Team Roles
- Strategy or Substitutions
- Practices
- Team Selection or Expectations

These are coaching decisions entrusted to the coaching staff and are not subject to parental influence or administrative appeal.

Parents should instead encourage their student-athlete to respectfully communicate with the coach.

Parents are always encouraged to contact the Athletic Director immediately regarding concerns involving:

- Student safety concerns
 - Bullying, harassment, or discrimination
 - Abuse or boundary concerns
 - Ethical violations, retaliation, or policy/WIAA violations
-

Coach's Role

Coaches are entrusted by King's Schools to lead their teams and make decisions they believe best serve the program and student-athletes.

Coaches are expected to:

- Lead with Christ-centered character.
- Care for every student-athlete.
- Teach athletic and life skills.
- Communicate expectations clearly.
- Treat athletes with dignity and respect.
- Follow King's Schools and WIAA policies.

Coaches are responsible for competitive decisions. These decisions are made using many factors that parents and athletes may not fully see or understand.

Athletic Director's Role

The Athletic Director exists to support coaches, student-athletes, and families while ensuring that King's Schools policies are followed.

The Athletic Director will:

- Support coaches, athletes, and families.
- Ensure policies are followed consistently.
- Facilitate healthy communication when appropriate.
- Investigate concerns involving safety, ethics, or policy.

The Athletic Director does **not** overturn or second-guess coaching decisions involving playing time, positions, strategy, practices, or team roles.

These decisions remain the responsibility of the coaching staff.

Our Shared Commitment

Student-Athletes	Parents	Coaches
Communicate respectfully with coaches	Support and encourage your child	Communicate clearly
Take ownership of concerns when appropriate	Not to be involved in coaching decision discussions with a coach during the season	Treat every student with dignity and fairness
Communicate with coaches during season	Communicate respectfully during out of season meeting	Model Christ-like leadership
	Trust coaches to make competitive decisions	Follow school and WIAA expectations

"Building Champions for Christ through respectful communication, accountability, and education-based athletics."



ENCOURAGING A BROAD BASE OF PARTICIPATION

As a relatively small Class 1A School, it is to our advantage to encourage a high level of participation and offer as much opportunity to students as we can. As a small athletic department, the only way we can maintain good depth in our programs is to share athletes. This requires an attitude of selflessness and a genuine desire for your colleagues to be successful.

THE WELL-ROUNDED ATHLETE

As previously stated, sharing athletes and encouraging students to develop into a well-rounded person is an important part of our mission.

- We expect coaches to share athletes and to not pressure their players into focusing on one sport alone.
- We believe there are physical and psychological benefits to be well-rounded in general but also specifically in regards to athletics. Keeping a sport in perspective by not letting it take over your life, guarding against overuse injury or burnout and supporting all teams to help them be successful are good for athletes.
- Counsel your athletes to play for select and/or AAU coaches who are team players and value a student's all-around development as a person.

- Obviously many students and parents chose to specialize in an effort to earn a college scholarship. This is their choice, yet even collegiate coaches find that unfortunate since very few collegiate scholarships are available. Also, any collegiate coach will admit that the main criteria they seek are extraordinary athletic ability, competitiveness and a strong team orientation in evaluating talent.
- Athletes will be allowed to participate in non-athletic endeavors as well (mock-trial, robotics, drama, etc.) Coaches are expected to communicate effectively with other coaches and advisors of such programs. Ultimately, it is up to the player and his/her family to make a decision when a conflict arises.
- If possible, when planning summer practices or team camps, King's will make a good faith effort to not to put multi-sport athletes in the difficult position of having to choose between programs.



TO CUT OR NOT TO CUT?

High School Athletics is such a great experience in terms of belonging to a team, dealing with adversity and being physically fit, why wouldn't we want to include as many students as possible? Historically King's has had very few cut sports, though at times it is necessary. We will assume a desire to coach as many kids as we can while being realistic about the following limitations:

- Sometimes budget limitations force us to limit numbers.
- If so, many are participating that some will not even get to compete, we have gone past our realistic limit.
- Our court sports not only have a scarcity of playing time in games, but a scarcity of court time for practice.
- Because we believe in coaching every athlete, we should never have so many participants that we don't have time to coach them.



FUNDING KING'S ATHLETICS

1. King's School Budget
 - a. Each sport is allotted an amount determined each year by CRISTA.
 - b. The CRISTA fiscal cycle is July-June. Expenses and Income are tracked monthly (not by season)
 - c. Use of allocated program dollars must be approved by the Athletic Director and included in the budget process

- d. The School Budget covers coaching salaries, maintenance of facilities, transportation costs for in-season and post-season events, officials and general administration costs. Because ticket revenues are minimal compared to overall Athletic Department costs, they are simply returned to the school and not used as a separate fund.
- e. Individual team fundraising, donations, etc. may be used to increase the value of these accounts. These must be pre-approved by the AD.
 - a. Booster club budget is built into budget
 - b. Booster club income dollars comes from concessions, ticketing, memberships, and ad sponsorships



KNIGHT NATION BOOSTER CLUB

- The Booster Club is an entity within the school lead by parents. Members of the Athletic Department and Head Coaches are strongly encouraged to be present at meetings.
- Booster Club meetings take place every month or as designated by member leadership
- The Booster Club exists to support coaches and their programs
- The Booster Club plays a critical role their volunteer work to financially support our teams.
- The staffing of concession stands is a primary fundraising opportunity for the Booster Club. Some programs have little need for concession stands (for example Cross Country or Golf) but all programs should help as all programs benefit. A Signupgenius is open at the start of each season with volunteer needs. The King's community is encouraged to volunteer throughout the year. We have a 3x per month volunteer requirement per participant each season. This is critical for coaches to promote in their preseason meetings. It takes all of us to contribute and parents are vital to the success of our programs.
- Always be respectful and appreciative of the Booster Club's efforts. They work tirelessly behind the scenes to support King's Athletics.

SELECTING YOUR BOOSTER REP

- Respective coaches and the Athletic Director will collaborate to find a suitable Booster Representative.
- Each team is to be supported by the Booster Club and therefore is obligated to provide volunteers to support King's Athletics. While it may not be practical for coaches to attend all meetings, you should maintain a presence from time to time to show your appreciation. Your Booster Club representative should be present at all meetings.
- It is in each program's interest to carefully select your representative. More than you will ever know, they are the face of your program at Booster meetings and competitions.

Select someone who supports you and understands your philosophy, as they will often speak on behalf of your program.

- It is best to find a Booster Rep that can serve for at least two years.
- Selecting the parent of a player on the bubble has some risks in terms of favoritism accusations.
- Educate your Rep so that they understand your philosophy and support your program.
- If necessary, your team may select two reps.
- The purpose of each booster club rep is to attend Booster Club meetings, assist concessions, coordinate team meals, schedule and plan for postseason banquet, and provide Head Coach support throughout the season



WHAT YOU NEED TO KNOW ABOUT THE ELIGIBILITY OF TRANSFERS

- There are no athletic scholarships at King's.
- The standard for admitting athletes is the same as for any other student.
- Families of athletes should inquire about the school through the Admissions Department.
 - Admissions Contact admissions@kingsschools.org
- If a family or athlete contacts you about coming to King's, promptly let the school admissions department know. We welcome new students, but do not want to the perception of recruiting them. King's does not recruit athletes as it is a violation of WIAA policy.
- Student-athletes who transfer to King's should not do so just to advance their athletic career. Students who make a successful transition to King's will make their decision based on attending ALL that King's has to offer. The WIAA does not grant eligibility when the transfer is based on athletic motivations.
- Incoming freshman do not have to appeal their eligibility.
- Any student-athletes transferring from another high school will be ineligible to play varsity athletics for one calendar year from enrollment. It doesn't matter if they previously were on varsity.
- Hardship appeals will be heard by District 2 of the WIAA prior to the season.
- The Athletic Director will help an incoming family with their eligibility case. A Head Coach will not need to assist this process.
- See the [WIAA Handbook](#) for more information.

WHAT YOU NEED TO KNOW ABOUT THE ELIGIBILITY OF CURRENT KING'S STUDENTS

- At the start of the school year, all students need to have achieved a 2.3 GPA and no F's in the semester immediately prior to their respective season or they are on probation through the 4th Saturday in September. They are eligible to compete during this probation period.
- Students and parents sign the Academic Standards for Athletics document as part of the Knight Guide through FinalForms. This includes the grade check dates conducted by the

Athletic Department. If a student fails the first grade check, they have until the next grade check to keep eligibility. Two Failed grade checks in a row equals immediate ineligibility from all contests.

- Student-Athletes who play when they have not met eligibility standards put their teams at risk of forfeiting games. Coaches who knowingly play ineligible athletes will be subject to disciplinary action.
- All students must honor the Discipline Code to be eligible. It is their responsibility to know the Discipline Code that they have signed. Additionally, students can be suspended from competitions for inappropriate classroom behavior. This is covered in the updated Discipline Code that applies to ALL King's students.
- No student-athlete will be allowed to participate until all forms and sports physical are completed in **FinalForms**.

All eligibility cases and issues will be managed by the Athletic Director of King's High School.



ELIGIBILITY OF INTERNATIONAL STUDENTS

The Eligibility of International Students is detailed in the [WIAA Handbook](#)

18.12.4 A student whose transfer is the result of participation in a one-year cultural or educational exchange experience with another country must file the WIAA Cultural Exchange Form with their WIAA District Eligibility Chairperson.

18.12.4.1 A student leaving this country for an international exchange experience not to exceed one calendar year shall file the Cultural Exchange Form with their Athletic Director prior to departure and will be eligible at their school of origin upon their return, provided all other rules of eligibility have been met.

18.12.4.2 A J-1 international exchange student coming to this country for a one-year cultural/educational experience is eligible at the varsity level for one year only in the school in which they have been placed, provided all other rules of eligibility have been met and the student has not graduated from the high school equivalent in their home country. Graduated students cannot compete interscholastically at any level (i.e., varsity or sub-varsity). This rule may not be appealed.

18.12.4.3 F-1 Visa students are considered transfer students and are sub-varsity eligible only during their first year of enrollment.

18.12.4.4 Graduated students cannot compete interscholastically at any level (i.e., varsity or sub-varsity). This rule may not be appealed.

All eligibility cases and issues will be managed by the King's HS Athletic Director.



TRANSFERRING STUDENTS

The following is taken from the Eligibility of Transfer Students detailed in the [WIAA Handbook](#)

18.12.0 TRANSFERRING STUDENTS: After residing in, registering with, attending, or participating with a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the transferring student requirements of Rules 18.12.1, 18.12.2 and 18.12.3, or be granted a waiver under Rules 18.14.0 and 18.27.3. This Rule shall also apply to those students receiving home-based instruction.

NOTE: Refer to Rule 3.1.1 for the status of a private school district.

18.12.1 A student who is ineligible in a Member School for interscholastic activities may not become immediately eligible at another Member School without completing the imposed conditions of ineligibility.

18.12.2 Students who attend a Member School and meet one or more of the following conditions shall be deemed to meet the residence rule requirement and transferring student rule requirements:

18.12.2.1 A student whose transfer to a new school or school district is based on a bona fide change of residence to a new school or school district due to an actual physical relocation of and with the entire family unit to a different residence and coupled with termination of all occupancy of their previous residence (unless subject to Rule 18.11.4 or 18.12.2.9). 18.12.2.2 A student attending a school outside of their residence district for one calendar year or more is eligible thereafter at that school provided the enrollment/attendance is continuous.

18.12.2.3 A student whose parent(s) or legal guardian(s) reside at different abodes as the result of a divorce or court approved legal separation is allowed one change of residence between parents or guardians after entering the ninth grade without being restricted to sub-varsity competition for one year should the change in residence mean the student transfers schools at the time of the change in residence.

18.12.2.4 A student who is under commitment to the Department of Social and Health Services, a student who is on juvenile parole status and a student who has been adjudged as a ward of a juvenile court where residence is the result of assignment by the government entity charged with their care.

18.12.2.5 A student who has a residence change because of the death of a member of the family unit in order to reside with a relative.

18.12.2.6 A student who has a residence change because of military deployment in order to reside with a relative.

18.12.2.7 A seventh and/or eighth grade student who transfers to a school without a corresponding change of residence by their family unit and who meets all other conditions of eligibility shall be eligible at the new middle school when properly enrolled. If an eighth grader transfers, and eighth graders are allowed to participate at the high school level, high school eligibility at the receiving school is limited to sub-varsity only for the remainder of that school year. This rule cannot be appealed.



TRANSFERRING STUDENTS Q&A

The following is taken from the Eligibility of Transfer Students detailed in the [WIAA Handbook](#)

Q: I am a basketball player, and my entire family unit moved from another state to Washington State over the weekend. Can I play basketball at my new school?

A: Yes. You are immediately eligible as soon as you enroll in your new school and provide documentation to meet all conditions of athletic eligibility.

Q: I have attended a high school outside of my resident school district the past two years. My family is moving again to another school district. Where is my athletic eligibility?

A: You have initial eligibility at two schools:

- 1) You can remain at your current high school with full athletic eligibility because you have more than one year of continuous enrollment.
- 2) You could move to your new high school and also have immediate athletic eligibility because your entire family unit has relocated.

You must meet all other conditions of athletic eligibility.

Q: My parents are legally divorced, and I have been living with my mother since the divorce. As a 10th grader I want to live with my father. What is my athletic eligibility?

A: You will have full residence eligibility when you move to live with your father, if you meet all other conditions of athletic eligibility. If you were to go back to live with your mother, you would be considered a transfer student with limitations on your athletic participation.

Q: My parents are not getting along and have separated to live in different school districts. I want to live with my father and attend school in a new school district. What is my athletic eligibility?

A: You would be considered a transfer student with limitations on your athletic participation at the new school, because the entire family unit no longer lives together and your parents have not obtained a court-approved legal separation or divorce.

Q: I am a 7th grader and want to attend a school outside of my resident public school district, because it is easier for my parents to provide transportation. Are there any restrictions on my athletic eligibility?

A: You will have full athletic eligibility at your new middle school. There are no transfer restrictions at the middle level for 7th and 8th graders.

Q: I have completed the 8th grade at my public middle school and now want to transfer to a local private school for the 9th grade. Will I have any eligibility problems?

A: By rule you are transferring at the break between the middle level and high school and will be eligible, provided you meet all conditions of athletic eligibility.

Q: I have been attending my private school for the past five years and just completed the 11th grade. I now want to transfer to my public high school in order to take more advanced placement classes. Will I be able to play on the varsity team as a senior?

A: No. You would be considered a transfer student and limited to JV participation in those sports you participated in the previous year at the school, club or community levels, provided you meet all other conditions of athletic eligibility.

Q: Our son attends an alternative high school in another school district. He wants to participate in sports this year. Can he participate at the nearest out-of-district high school?

A: There are two options for participation:

- 1) As an out-of-district alternative school student, you can return to your public school of residence and compete with full athletic eligibility, or
- 2) You can compete at one of the high schools in the school district of the alternative school you attend. If you choose Option 2, you do so as a transfer student with restrictions for your first year of participation.

Q: I have been attending an out-of-district alternative high school the past three years and now want to attend the public out-of-district high school for my senior year. I have not participated in athletics at any level the past two years and would like to be on the swim team for my senior year. Is this possible?

A: You will now be considered a transfer student at the out-of-district high school. Your athletic eligibility limits your participation to the JV level for one year in those sports you participated in the previous year. Since you did not participate in any sports the previous year at the school, club or community level, you will have full varsity eligibility as a transfer student, provided you meet all other conditions of athletic eligibility.

Q: My daughter has been struggling at her resident high school with her grades and we feel a change would be best for her. She will enroll in the neighboring school district next fall and wants to play varsity volleyball. She has been playing volleyball at the school and club level the past three years and is very talented. Will this change of schools impact her athletic eligibility?

A: Yes. Your daughter is now considered a transfer student and is subject to the transfer rule. Since she played volleyball last year, she will be limited to JV participation for one year. After one year of continuous enrollment, she would regain varsity eligibility, provided she meets all other conditions of athletic eligibility.

Q: I am an out-of-district student attending a junior high as a 9th grader. I play junior golf, a sport not offered at the junior high school, and want to participate on the high school golf team. Are there any restrictions on my ability to play on the high school varsity team?

A: Yes. You could participate on the high school golf team because the sport is not offered at the junior high school, but your participation would be limited to the junior varsity team because you are a transfer student, provided you meet all other conditions of athletic eligibility.

NOTE: If you have had continuous enrollment of more than one year at the junior high school, you would have full varsity eligibility on the high school golf team.

Q: I attend a K-8 public school district. Where is my athletic eligibility when I become a ninth grader?

A: Upon completion of the eighth grade in the K-8 non-high school district, you can choose any public or private school as your new resident school district. Once you make a choice, that school district becomes your resident school for athletic eligibility, and any further school changes would be with transfer student restrictions.

Q: My father works in a different school district than where we live. If I attend the school where he works, it would be easier for my father to provide transportation, especially after practices. Will I lose eligibility if I transfer?

A: You will be a transfer student, subject to all transfer rules.

Q: I transferred to a middle school outside my resident school district at the beginning of the second semester of my 8th grade year. How will this affect my high school eligibility at the out-of-district high school?

A: You are considered a transfer student for one year from the date you began attending the out-of-district school. During the second semester of your 8th grade year, this will have no effect on your athletic participation as there is no transfer rule for middle school students.

Q: I have been attending my resident high school for the past three years, but my parents are moving to another area of the state over the summer. I want to stay and finish my senior year at my current high school. Would I be athletically eligible?

A: Yes. You have more than one year of continuous enrollment at your current high school. As long as you maintain continuous enrollment, you have full athletic eligibility, regardless of where your family unit resides, provided you meet all other conditions of athletic eligibility.

Q: Our family purchased a new home in a school district ten miles away from our current school district. We have one semester left in the school year and would like our student to finish the year at their current school and transfer to the new school for the start of the next school year. Will they be immediately varsity eligible at the new school?

A: No. The student would be considered a transfer and subject to sub-varsity for one calendar year beginning at the time of enrollment at the new school. In order to be eligible at the new school, your student would need to transfer to and enroll at the new school at the time the family unit moved into the new school district.

Q: My son utilized the one-time window of transfer in the summer. As a student with 60% eligibility does a jamboree count as one of his varsity contests that he must sit out?

A: No, a jamboree is a modified contest that does not count toward one of the allowable contests that must be sat out at the varsity level. Additionally, your son would not be eligible to play in a varsity jamboree because he would not yet be eligible at the varsity level.



WIAA OUT-OF-SEASON, YEAR-ROUND CONDITIONING, OPEN GYM

The following is taken from the Out-of-Season regulations detailed in the [WIAA Handbook](#)

If you have an open gym/field out-of-season, a coach or approved background-checked adult (preferred) must be present but is not allowed to coach. We do not want to cross this line. If there is any out-of-season coaching, the coach responsible will be disciplined by the school. The violation will also be reported to the Emerald Sound Conference, District 2, and the WIAA.

17.5.0

OUT-OF-SEASON - DEFINITION: Out-of-season is that time during which paid or volunteer coaches cannot coach present or future squad members.

HIGH SCHOOL: Out-of-season for all high school sports shall be from August 1 until the first day of the specific sport turnouts and from the final day of the State Tournament in that classification for that sport until the conclusion of the final spring sport State Tournament. The August 1 cutoff date is waived for school coaches who coach during the summer in non-school programs provided that team has qualified for the next level of competition which ultimately leads to the State/Regional/National Championship/World Series in Baseball and Softball.

MIDDLE LEVEL: Out-of-season for middle level sports shall be from August 1 until the first day of the specific sport turnouts and from the conclusion of the final League contest of that specific sport season until the conclusion of the middle level spring League schedule, or the final spring school contest in the event the school is not a member of a League in that sport, or the final day of the high school spring State Championships, whichever is later.

GRADE LEVELS AFFECTED: The WIAA out-of-season rules apply to grades seven through 12 unless a school district brings up sixth graders to play on its middle level teams. If sixth graders play on its middle level teams, then the out-of-season rules also apply to sixth graders. If sixth graders do not play on the middle level teams, the out-of-season rules do not apply to sixth graders. There are no restrictions for coaching students in grades five and below at any time.

COACHES AFFECTED: All seven through 12 grade coaches, whether paid or volunteer.

17.5.1 For the purposes of the out-of-season regulations, the WIAA has determined that Slowpitch and Fastpitch Softball; Interscholastic/Collegiate/Folk-Style/USA Wrestling, Freestyle Wrestling, and Greco-Roman Wrestling; Girls Flag Football; Special Olympics; and Unified Sports teams shall be considered separate and distinct sports.

17.5.2 School sponsorship or promotion of practice and/or participation is restricted to the WIAA-designated season for that sport.

17.5.2.1 ASB funds cannot be used for an out-of-season event.

17.5.2.2 School-wide posting or distributing of information pertaining to a specific event or activity is permissible.

17.5.3 Practice shall be limited to each sports season as defined under each sport.

17.5.4 Use of school equipment, facilities and/or transportation is contingent upon local school district written policy.

17.5.4.1 School uniforms may be worn only during the WIAA season for that sport except during Washington State Coaches Association feeder or All-State contests or WIAA Executive Board-approved national events.

NOTE: Uniforms are considered to be the school issued contest uniform (practice or shooting shirts are not classified as school uniforms) and are defined in the adopted Rule Book for each specific sport.

17.5.4.2 Football helmets and shoulder pads may be worn only during the WIAA season for that sport except as approved through the local school district policy.

17.5.5 Coaches may not transport current and/or prospective athletes to an out-of-season event in their particular sport.

17.5.7 DEFINITION OF COACHING

17.5.7.1 Coaching is defined as overseeing any regularly scheduled team physical activity designed for the preparation of athletes for the ensuing sports season.

17.5.7.2 Coaching 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 their squad or part of their squad or have their squad or part of their squad engage in drills under the supervision of that coach, or from directions provided by that coach.

17.5.7.3 Any adult or non-school personnel coaching during a scheduled team practice or contest is considered to be a coach for that team.

17.5.8 PRESEASON AND POSTSEASON MEETINGS:

17.5.8.1 A coach may have one organizational meeting with the incoming freshmen or sophomores at each middle or junior high school or at the high school for students who are enrolled in the middle or junior high school whose attendance area is within the high school's attendance area to cover information that is not sport-specific.

17.5.8.2 A coach may have two additional meetings with the squad prior to the opening day of practice to issue equipment, to explain to the participants such issues as insurance, physical

examinations, season's plans, training regulations, summer activities, leadership training, or any other pertinent information deemed necessary by the coach.

17.5.8.3 A coach may have one postseason meeting with each athlete on the team, whether individually or in groups, within one month following the end of that team's season.

17.5.8.4 This restriction does not apply to fundraising activities unless the fundraising activities include the students participating in skills that are specific to the sport being coached.

A. Fundraising activities are subject to the approval and rules of the participating school districts and/or Association Student Body governments.

B. Participating in fundraising activities cannot be a requirement, incentive for, or a condition of participation on a team.

17.5.8.5 Organization or implementation of the Wrestling Weight Management Program is not considered to be the one organizational meeting.

17.5.9 In the sport coached, a school coach may not sponsor, coach or direct activities which resemble out-of-season practices or contests to any student at that high school or any feeder school(s) for that high school in the school district except during the designated season for that sport until after the final spring WIAA tournament is completed (high school) or until after the completion of the final spring sports season (middle level.) A feeder school may be either grades seven and eight or grades seven, eight and nine.

17.5.9.1 A coach may coach their child at any time provided no other students who attend or feed into that school are involved, individually or as members of a team.

17.5.9.2 Following the completion of the school season for that sport, a school coach may coach high school seniors.

17.7.0 CONDITIONING - A member school may organize and supervise a conditioning program which may include weight training, running and exercising provided all of the following conditions are met:

17.7.1 Participation in conditioning cannot be a requirement, incentive for, or a condition of participation on a school team;

17.7.2 It is open and advertised to all students at that school

17.7.3 Instruction in specific sports skills is not provided

17.8.0 OPEN GYM - Schools may conduct open athletic facilities (gym, pools, field, and track) in the out-of-season if all of the following conditions are met:

17.8.1 The program is part of the school district organized recreational or activity program

17.8.2 Activities are open and advertised to all students at that school

17.8.3 No coaching or drilling of the athletes attending occurs

17.8.4 Supervision is provided by any individual approved by the school district

17.8.5 Although attendance may be monitored, participation in open gym cannot be a requirement or condition of participation on a school team

17.8.6 Schools have two options in offering open gym:

17.8.6.1. There is no reference to a specific sport and students have a choice of activities

17.8.6.2. Provided all sports offered by the school have a scheduled time, sports specific open gym times are offered

Note: The King's Athletic Department allows coaches to attend open gyms to provide supervision and make equipment available. The coach cannot organize teams, leave practice notes or hold meetings at the end of the session. Coaches should observe from the stage or sideline and should in no way be coordinating activity. Any violation will be cause for discipline and is reported to the league and WIAA.



WIAA 2026 REP ASSEMBLY SUMMARY OF PASSED AMENDMENTS

The following is taken from the WIAA website regarding [Passed Amendments](#)

The Washington Interscholastic Activities Association (WIAA) Representative Assembly voted to support 22 amendments—effective August 1, 2026.

ABOUT REPRESENTATIVE ASSEMBLY

The Representative Assembly is comprised of 53 school administrators—35 from high schools and 18 from middle-level schools—representing each of the six WIAA districts. The Assembly votes on proposed amendments, with voting delegates typically casting proxy votes aligned with the opinions of their league and WIAA District.

To pass, an amendment requires 60 percent approval from voting members. Specifically, 32 votes are needed for a high school/middle-level amendment to pass, 21 votes for a high school-only amendment, and 11 votes for a middle-level-only amendment.

VOTING RESULTS

A total of 35 amendments were proposed this year. Of those, 22 were approved and will go into effect on August 1, 2026, with the exception of ML/HS #23 as an advisory vote.

Advisory votes were held for ML/HS #21 and ML/HS #23 since both amendments knowingly violate Washington state law. Despite the results, the Association's message remains consistent: **The WIAA remains committed to following Washington state law** and will continue to do so moving forward. If state law changes in the future, the WIAA Executive Board holds the authority to revise policies accordingly.

PASSED AMENDMENTS

AMENDMENT	RULE	SUMMARY	S	O
ML/HS #1	3.6.0	Member school fees will increase in 2027-28 by ten percent	47	6
ML/HS #2	3.6.0	Beginning 2028-29 member fees would increase by five percent in any year immediately following an auditor's review establishing back-to-back years of a negative net income	36	17
HS #3	4.1.3	Would change the counting months to determine classifications from January 1 through May 1, and three times the October 1 count	33	2
HS #4	4.2.2	Would change the way that alternative education students are counted for classification purposes	24	11
HS #5	4.2.3	Would eliminate the socioeconomic factor as an automatic deduction in determining a school's classification	27	8
ML/HS #7	7.1.0	Amendments must meet state law by the Winter Coalition. Advisory votes could be taken if the amendment does not meet state law on that date.	44	9
ML/HS #9	8.12.9	If fact finder is appointed, school will be responsible for all costs including legal fees if additional violations are found	45	8
HS #13	17.5.8	Would allow a coach a postseason meeting with each athlete on the team to be held within one month following the end of that team's season	32	3
HS #15	18.4.1 .1	A private school student could transfer to another private school without having to prove a double hardship	23	12
HS #16	18.7.0	Would clarify eligibility status of students participating in Running Start	27	8
ML #17	18.8.6 .3.B	Would establish a probation period for ML students through Saturday of the third week of school	14	4
HS #18	18.8.4	Would establish the criteria to determine initial eligibility for the winter season	31	4

ML/HS #22	20.1.5	Any individual who is not a rostered player, coach or authorized game personnel who enters the competition space and engages in a verbal or physical altercation will be suspended for a minimum of 25% of the season.	46	7
ML/HS #23	20.1.4	<i>ADVISORY VOTE ONLY: Amendment would not be implemented under current State Law.</i> Schools have the ability to enhance penalties	47	6
ML/HS #24	20.0.0	If an individual receives a second ejection in the same sport or in a subsequent sport during the school year, the individual will be suspended for 40% of the season; for a third ejection during the school year, the individual would be suspended for one full calendar year from the date of the third ejection	40	13
ML/HS #27	31.1.0 .1	Leagues could modify WIAA-approved playing rules for subvarsity contests	46	7
HS #28	39.2.0	Would increase the running clock time for varsity girls flag football to thirty-minute halves	31	4
HS #30	43.3.0	Would allow softball teams to play in one two-day tournament or two one-day tournaments and count each tournament as one of their 20 regular season contests	27	8
ML/HS #31	43.4.1 .6	Would allow an on-deck fastpitch or slowpitch batter to warm up in either batting circle	44	9
HS #32	43.4.1 .4	Fastpitch games would end if the losing team is behind by 15 runs after three innings, 12 runs after four innings, or by ten or more runs after five innings	26	9
HS #34	48.4.0	Would increase the individual wrestling match limit from 45 to 51	31	4
ML #35	48.65. 0	Would allow a ML wrestling tournament with a six-match limit in a one-day tournament once during the season	16	2



BRANDING GUIDELINES FOR KING'S ATHLETICS

Vendors for Team Gear (Uniforms, Warmups) - BSN Sports Contract

- Our vendor is Jay Kane at BSN - 206.300.5554, jkane@bsnsports.com
- **ALL apparel orders must be pre-approved by David Gerig.** This should be budgeted in the pre-fiscal year meeting with Jared Seal
- Jay would like all orders to be done by email so nothing gets lost.
- Working with the same vendor helps in establishing uniformity since he will be aware of our branding expectations and standards.
- Continuing to order gear from BSN assures uniformity of colors.

Vendors for Spirit Gear

- Witty Wears 'Official King's Gear Store' will be our vendor for most gear that is not directly related to team uniform. There is an employee store with discounted gear that all King's coaches will have access to.
- Other vendors can be used for State gear OR Summer Camp gear

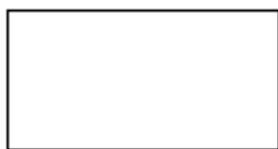
Approved Athletic Logos and Wordmarks



OFFICIAL ATHLETIC COLORS



CHAMPION RED
PMS 185
CMYK:15/100/100/0
HEX: #D2232A



WHITE
CMYK:0/0/0/0
HEX: #FFFFFF



VALOR GREY
PMS 423
CMYK:0/0/0/44
HEX: #9FA1A4

ACCENT COLORS



BLACK
CMYK:0/0/0/100
HEX: #000000



ARMOR GREY
PMS 425
CMYK:0/0/0/77
HEX: #5F6062



CHAINMAIL GREY
PMS 424
CMYK:0/0/0/61
HEX: #7E8083

TYPEFACE

BODY TEXT
Avenir

TITLES (5 weights of each style)

Redzone Regular

Redzone Cond

Redzone SemiExtd

Redzone Extd

NUMBERS (REDZONE BLACK REG WITH
OR WITHOUT STROKE)

123456789



UNIFORMS

- It is our goal to have our teams outfitted in high quality, attractive performance wear that is in good condition.
- New Uniforms every 3 years for every program paid for by the school
- Schools pays for up to \$10,000 (Football 1 set every 3 years)
- Uniforms must be kept by the program and use BSN for purchase
- Uniforms must follow the King's Athletics style guide and pre-approved by Athletic Director prior to purchase

Sport	Last uniform season	Next uniform season
Football	2024-25 both sets	2027-28*
Cross Country	2025-26	2028-29
Girls Soccer	2025-26	2028-29
Volleyball	2024-25	2027-28
Boys Basketball	2026-27	2029-30
Girls Basketball	2026-27	2029-30
Track & Field	2025-26	2028-29
Baseball	2023-24	2027-28
Boys Soccer	2024-25	2027-28
Cheer	2026-27	2029-30
Girls Tennis	X	2028-29

Established 7/2025

Updated 8/2026



PHOTO AND LIKENESS POLICY

King's coaches likenesses may appear on promotional material, social media or through www.kingsschools.org & www.gokingsknights.com.

King's contracts our athletic team photos through Becca Howell Photography www.beccahowell.com and Media Day photos through Hunter Reeves Photography hunterreevesphotography.com.

Our high school photography class will be taking action shots of student-athletes, along with pre-approved parent volunteer photographers.



GENERAL INFORMATION

Coaching can be one of the most satisfying careers and activities that we can ever enjoy. Coaching can also be a very painful and frustrating experience. This handbook is designed to provide structure to enhance the coaching experiences for both the coach and athletes. The Athletic Director and Principals are here to assist each coach and program to be as successful as possible and most importantly to be successful in eternal matters when leading athletes.

RIGHTS AND PRIVILEGES

An important lesson for athletes to learn through athletics is the difference between rights and privileges as it relates to team sports and specifically here at King's Schools. We desire to handle discipline in a redemptive fashion, however the good of the team is always the first consideration of the coach. Scripture is clear in giving positive parameters for the treatment of others and the expectations we are to have of student behavior.

WIAA RULES

It is the responsibility of the head coach to ensure that he/she and their staff comply with all WIAA rules governing their sport. This includes the number of pre-season practices, off-season participation and other eligibility issues. As a private Christian school, other groups and individuals may be suspicious of King's coaches recruiting athletes. It is the coach's responsibility to check the WIAA Handbook whenever a rule is in question.

LIABILITY

For the coach's and student's protection no student is to be left unattended after a practice, event, or arriving back after an event. Always have at least two students or two coaches waiting for students to be picked up. A coach is not allowed to drive a student to any event sponsored by King's Schools or to take a student home. Communication by text, email or any social media with student-athletes should be restricted to your sport (e.g.: meetings and practice times) and information-based. See professional boundaries attachment.

VAN DRIVING

We ask coaches of programs to receive van certification prior to our school year. We are limited in our yellow bus drivers and this is necessary to get to our away games. White vans are equipped with technology to track van speed and location. It is critical that our drivers drive distraction-free. This includes use of phones for directions. Please use a van rider to provide directions while driving so phones are not used. The safety of our students and coaches is our top priority. Each student needs their own seats and seatbelt fastened. Please reference the transportation waiver for further information.

King's Schools will provide transportation to all "away" contests. The Athletic Director will coordinate with the Director of Transportation on the type of transportation and departure/return times.

Coaches over the age of 21 can be van certified. This involves a short course or video and a physical examination. There are times when a coach will need to drive a van to a contest. Insurance liabilities do not allow for a student to ride home from an "away" contest with anyone other than a parent, unless previously approved by David Gerig. If a student is going home with their parent from a game, this must be communicated clearly to a coach. A parent will need to send written permission. A student may go home with another family ONLY with written permission from both their parent and the parent taking them home.

WEIGHT ROOM PROTOCOLS

Our renovated weight room is a blessing to our community. We must work together to keep it clean and orderly. It is the responsibility of all users to clean and put back all equipment after use. There may be no more than 24 students (3 per rack) on the rack side of the weight room. Because of this, groups are required to schedule time in the weight room prior to use and provide supervision. A supervisor can be a coach or school approved and background-checked adult. The schedule is on the [Athletics Facility Calendar](#) and is updated regularly.



IRG ATHLETIC TRAINER: JOHN NELSON

Basic Function: Serve King's Athletics student-athletes and monitor and report injuries

Primary Responsibilities:

- Order supplies
- Be referred to as Athletic Trainer
- Manage and maintain the training room and medical kits.
- Supply each sport with a medical kit for practices and games.
- First responder for athletic injuries.
- Keep a copy of all athletic injury forms on FinalForms
- Keep notes on doctor releases on FinalForms
- Inform coaches of any physical problem, chronic or acute, of an athlete. Work with doctors and coaches to allow players back to practice and games.
- Work with Athletic Director to come up with scheduled hours and days to be on campus.
 - IRG is a contracted physical therapy company



HEAD COACH CHECKLIST

Preseason

Meet with other in season head coaches and AD to set your practice schedule

Conduct a player signup and informational meeting (WIAA allows 2 meetings)

Head coach or designated assistant attend Conference Coaches Meeting

Conduct a parent informational meeting

Team Retreat and Travel Tournaments must be confirmed 6 months in advance with AD for contract and budgeting purposes [FORM LINK HERE](#)

Conduct preseason coaches meetings with your staff

Make sure you and your assistants have all the following:

*New assistants must set up a time to meet with David Gerig for final interview

*All assistants must be fully certified to coach before coaching

*Basketball, Baseball, Soccer, and Volleyball coaches should have van certification

Sign your contract on Docusign with Carly Jansen before start of season

Season

Team retreats are highly encouraged for team bonding and goal setting

All athlete's parents must have completed all forms, e-signed and uploaded an up-to-date physical on **FinalForms** before they are allow to practice

Do not allow any player to practice until they are cleared by athletic trainer

Take daily attendance on FinalForms, ensure minimum practices before first game
Athletes may not suit up until they have met the pre-contest minimum for practices
Athletes must meet the minimum number the day before the contest
You can only count one practice per day
Athletes must participate fully in the majority of practice for it to count
Please ask Carly Jansen or David Gerig if you have any questions
Please keep all your daily practice plans for the season
Make sure players understand attendance and grade policies for athletes
Make sure players understand drug and alcohol policy for athletes
Verify schedules, bus departure times, rosters, and TeamSnap information
Safety and liability are huge concerns when it comes to athletics

- eliminate/minimize safety risks
- make sure drills and matchups are safe for players
- make sure the practice facility is safe to practice
- outside surfaces can change quickly
- follow the lightning protocol, air quality procedures, and other unique circumstances outlined in the handbook
- Document any injuries requiring medical attention on accident report forms as soon as possible and turn them in to the athletic trainer
- Work with the athletic trainer when assessing injuries and when helping athletes recover from injuries
- Make sure you have emergency forms and a stocked med kit
- Make sure players understand attendance and grade policies for athletes

Postseason

Head coach or designated assistant attend Conference Coaches Meeting
Have an End of Season Banquet
Email sbullock@kingsschools.org to schedule Learning Commons or Alice Hansen for Schirmer Auditorium ahansen@kingsschools.org
Be aware of programs that are starting their seasons
Complete [THIS FORM](#) for end of season banquet
Collect and Inventory all Gear - Use **FinalForms** or your own excel spreadsheet
Turn in fines for kids who do not return all gear
Exit Interviews to meet with players about goals for offseason
Meet with Dave Gerig to discuss player surveys, season and goals for improvement

Offseason

Order equipment and gear for next year
Attend available coaching clinics
Read coaching books
Find a mentor or coaching group
Provide opportunities within the rules for your athletes to participate and improve in the offseason

Year Round

You are responsible to stay within your budget, know your funding sources and what remains in each of them—Fiscal responsibility is a head coach requirement

- All receipts need to be turned in to Carly Jansen before the 26th of each month
- Head coaches are expected to do their own sign offs on Bank of America Works
- Reimbursements need to be submitted with proper paperwork and receipts
- Make sure all receipts and invoices have your name, sport, and funding source on it
- Make sure to clear any fundraisers with the proper paperwork
- You need to secure a booster club rep and attend at least one booster club meeting throughout the year

Help maintain our facilities...all facilities are our shared facilities!!

- Always secure doors when leaving
- Any requests or work orders should be sent to Dave Gerig to submit
- Educate your athletes about how to care for all of our facilities

Spend time with your feeder and junior high athletes and coaches

Spend time supporting other King's programs (athletic and non-athletic)



CONCUSSION PROTOCOLS

WIAA POLICIES FOR THE MANAGEMENT OF CONCUSSION AND HEAD INJURY IN YOUTH SPORTS

An act relating to requiring the adoption of policies for the management of concussion and head injury in youth sports; amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW.

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time. A youth athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

CONCUSSION PROTOCOLS

Beginning with the 2015-16 school year, for contests of all levels – middle school, high school, varsity and sub-varsity – in which WOA (Washington Officials Association) registered officials are being used:

- At the pre-contest conference between the coach and officials, the official will ask the coach if he/she has a licensed healthcare provider that is authorized to evaluate possible concussions on-site.
- If the answer is yes, the health care provider must be on-site and able to be summoned to evaluate a potential concussion.
- If the team does have an approved health care provider with them and an official removes an athlete from play for possible concussion signs or symptoms, that athlete could return to play provided they are cleared by that on-site health care provider.
- If the team does not have an approved healthcare provider available and the official removes an athlete from play for possible concussion signs or symptoms, that athlete will not be allowed to return to play during that contest.

Return to Play form can be accessed [HERE](#).



SUDDEN CARDIAC ARREST PROTOCOLS

PRCW 28A.600: The Washington Interscholastic Activities Association (WIAA) shall work with member schools' board of directors, a nonprofit organization that educates communities about sudden cardiac arrest in youth athletes, and the University of Washington medicine center for sports cardiology to develop and make available an [online pamphlet](#) that provides youth athletes, their parents or guardians, and coaches with information about sudden cardiac arrest. The online pamphlet must include information on the nature, risk, symptoms and warning signs, prevention, and treatment of sudden cardiac arrest. The online pamphlet shall be posted on the Office of the Superintendent of Public Instruction's website.

The Washington Interscholastic Activities Association (WIAA) shall work with member schools' board of directors, an organization that provides educational training for safe participation in athletic activity, and the University of Washington medicine center for sports cardiology to make available an existing online sudden cardiac arrest prevention program for coaches. On a yearly basis, prior to participating in an interscholastic athletic activity a sudden cardiac arrest form stating that the online pamphlet was reviewed shall be signed by the youth athlete and the athlete's parents and/or guardian and returned to the school. Every three years, prior to

coaching an interscholastic athletic activity coaches shall complete the online sudden cardiac arrest prevention program described in this section. Coaches shall provide a certificate showing completion of the online sudden cardiac arrest prevention program to the school.



EMERGENCY ACTION POLICY

King's Athletics has enacted an emergency action plan. It can be reviewed at the bottom of this handbook.

Please contact 911 for any emergency immediately.

Non-emergencies on campus can contact CRISTA Security (24/7) **206-819-3000**



HAZING POLICY

Hazing is strictly prohibited in all forms. Any time a student is required by a teammate or coach to engage in a required activity designed to embarrass or initiate a teammate it will be considered hazing. While some students may be amused or unconcerned, we must protect those students who would feel humiliated or demeaned. All incidents, whether they be considered minor or significant, should be reported to Administration. Hazing tends to become a tradition that escalates, so we simply will not allow it to exist at any level. Teams should have positive, affirming traditions for team building rather than activities that promote the opposite.

In its commitment to building character for life, King's stresses the values of fair competition and good sportsmanship. We expect all of our student athletes to follow the rules of fair play, to respect the decisions of officials and to treat their opponents as Christ would. The guidelines of the Emerald Sound Conferences will be followed at all school sponsored events, at home and away. Cheers and signs are to be positive and respectful, fans should be considerate and courteous, noisemakers of any kind are not allowed, and the throwing of objects is not allowed. No behavior will be tolerated that is immoral, disrespectful or vulgar in nature from anyone in attendance at a King's function. Administration and event management will determine if these guidelines are being followed. Failure to adhere to behavior expectations may result in a warning, an ejection from that contest, and/or a suspension of privileges to attend school activities for a specified period of time. Disciplinary action will be determined based on prior occurrences and/or the severity of the offense.



ATHLETIC TRAVEL GUIDELINES

This policy provides guidelines for planning, approving, and managing athletic travel experiences in a manner consistent with the school's Christian mission, academic priorities, and financial stewardship.

Types of Athletic Travel

League Travel - Required travel for league competitions.

Postseason Travel - District, regional, or state playoff participation.

Elective Travel - Optional travel opportunities such as tournaments, team retreats, service trips, or out-of-state competitions

Mission Alignment

All athletic travel should support the spiritual and character development of student-athletes. Teams are encouraged to include devotional time, service opportunities, or intentional team-building that reflects Christian values.

Trip Proposal Process

Coaches must submit an Elective Trip Proposal Form to the Athletic Director at least 6 months prior to the proposed trip. The proposal must include purpose, itinerary, cost estimates, supervision plan, and travel logistics.

Financial Guidelines

Elective travel must be self-funded through team fundraising. Trips should be structured to remain financially accessible to families whenever possible.

Fundraising Policies

Fundraising activities must be approved by the athletic department. Funds raised should benefit all participating athletes equally and must follow school financial procedures.

Student Eligibility

Students must remain academically eligible and in good disciplinary standing to participate in athletic travel. Completion of all required travel documentation is mandatory.

Supervision and Safety

A minimum supervision ratio of 1 adult per 8-10 students is required. Background checks are required for all chaperones. Medical forms, emergency contacts, and travel insurance must be confirmed before departure.

Parent Communication

Families must receive clear communication outlining the trip purpose, itinerary, costs, payment schedule, and supervision plan. Participation must remain optional for elective trips.

Risk Management

Coaches must submit a finalized itinerary, housing information, transportation details, and emergency procedures prior to departure.

Post-Trip Evaluation

After returning, coaches submit a summary including budget reconciliation, participation outcomes, and recommendations for future trips.

Travel Guardrails for Small Schools

To maintain balance and equity across athletic programs:

- Programs are typically limited to one elective trip per season.
- Trips that require missing school days should be limited.
- International travel should occur no more frequently than every 3-4 years.

Parent Information Letter - Athletic Elective Trip example.

Dear Parents,

Our athletic program is planning an elective travel opportunity for the team this season. The purpose of this trip is to provide a meaningful experience that supports team development, competition, and the mission of our school.

Trip Location:

Trip Dates:

Purpose of Trip:

Estimated Cost Per Athlete:

Payment Schedule:

Fundraising Opportunities:

Travel and Lodging Information:

Supervision Plan:

Participation in this trip is optional and will not affect a student's standing on the team.

Please contact the coach or athletic department with any questions.

Athletic Trip Risk Management Checklist

- Student medical forms collected
- Emergency contact list prepared
- Parent permission forms signed
- Travel insurance confirmed
- Transportation arrangements confirmed
- Lodging reservations confirmed
- Coach/chaperone supervision plan finalized
- Room assignments documented
- Student conduct expectations communicated
- Emergency procedures reviewed with staff
- First aid kit packed
- School administration itinerary copy provided



SOCIAL MEDIA POLICY

Social media such as X, Facebook, Instagram, Snapchat, Tik Tok, internet forums, blogs, and texting serve as powerful tools to communicate, develop community and positively impact our world, but they can be equally destructive. Coaches, volunteers, and student-athletes must portray themselves, every member of their team, and King's at large in a positive uplifting manner at all times and in ways that meet both the letter and spirit of the guidelines in this Athletic Handbook. Profanity, drug references, indecent photos, and comments designed to harass/bully are examples of prohibited behavior using social media.

Participation in athletics is a privilege, not a right, and although the use of social media needs to follow government laws, student-athletes are held to an even higher standard. The consequences for not adhering to this policy will be at the discretion of the athletic director and administration. Social media posts also cannot be taken back and can be considered "public record" in many ways even though they were intended for a small audience.



COACH and STUDENT COMMUNICATIONS

Coaches are only to communicate with athletes over email, group text with other athletes or parents, and never one-on-one with direct texting. TeamSnap or Teams communications with an athlete is approved and should remain professional in nature.

Coaches should not meet 1on1 with a student alone. A coach should invite another coach into the conversation if a private discussion is needed.



DUTIES, SAFETY, LIABILITY

DUTY TO PROVIDE PROPER SUPERVISION

As a coach, you must exercise reasonable care for the safe conduct of the athletes under your supervision.

2 Types of Supervision:

1. General Supervision
 - A. Group behavior
 - B. Facilities and equipment
2. Specific Supervision
 - A. Instruction of new and complex skills
 - B. Participant incapability
 - C. Unique participant behavior
-anger, frustration, aggression, fatigue

3 Keys to Proper Supervision:

1. Closeness to the Activity
 - A. Danger of the activity
 - B. Skill level
 - C. Maturity
2. Recognize Warning Signs
 - A. When is aggressive to aggressive?
 - B. When is fatigue, exhausted?
 - C. When does horseplay become malicious?
3. Establish a Clear Stop Signal

4 General Rules for Supervision:

1. The coach should always be available
2. Be alert and foresee trouble
3. Write emergency plans and make all aware
4. The more dangerous the activity, the closer the supervision

DUTY TO TEACH AND ENFORCE RULES AND REGULATIONS

This duty applies to three areas: One, teaching and enforcing rules and regulations of the game; two, teaching and enforcing the safety aspects of the sport; three, enforcing and upholding school policies and procedures.

Rules of the Game:

1. Clear description and explanation of the rules of the game
2. Clear description and explanation of the consequences that may come with an infraction.
 - safety consequences
 - punishment consequences
3. Consistent enforcement of the rules

Safety Aspects:

1. Clear description and explanation of program safety guidelines
2. Clear description and explanation of infraction consequences
 - safety
 - punishment
3. Consistent enforcement

Administrative Policies and Procedures:

1. Determine eligibility
2. Keep accurate rosters
3. Collect proof of physical examination documents
4. Collect proof of health insurance documents
5. Issue warning statements
6. Make self, staff, students, and parents aware of school policies
7. Make everyone aware of new playing rules
8. Gather accident report forms

RULES THAT ARE NOT ENFORCED ARE NOT RULES AT ALL

DUTY TO WARN OF THE DANGERS IN A SPORT

It is the responsibility of every coach to inform all athletes and their parents of the inherent risks involved in the particular sport. They must describe, using a variety of methods, the catastrophic and common non-catastrophic injuries inherent to the sport.

A PERSON CANNOT ACCEPT A RISK THEY ARE NOT AWARE OF

Duty to Provide Safe Environment

Coaches must provide their athletes with a safe environments at all times: this includes before during and after contests, practices and training sessions. Whether on the field or court, in the gym or locker room, at least two coaches and/or two student-athletes must be present at all times.

Duty to Provide Safe Transportation

Coaches have a legal duty to see that all athletes are safely transported to and from contests and to and from practices if they are held at sites other than the immediate school grounds. See transportation provision above.

Duty to Provide Safe After-Practice Procedure

Coaches have a legal duty to see that all athletes are safe before leaving the practice venue.

As a coach it is your duty to make sure all athletes are safely picked up. A coach shall be the last to leave and shall not be left alone with any athlete. Two coaches or two athletes must be present at all times. The coach may have to ask the second to last athlete's ride to stay until the final athlete's ride shows.

Duty to Properly Match and Evaluate Competitors

As a coach, it is your duty to accurately group participants for activity in a manner in which they may participate safely. It is also your duty to place an athlete into a situation which they have progressed enough to handle. Along with these duties, it is also your responsibility to observe any incapacitating conditions such as exhaustion or fatigue and deal with these conditions appropriately.

Duty to Provide Safe Facilities and Equipment

All equipment, particularly protective equipment, must be properly maintained or repaired. Student athletes have a right to safe facilities and equipment. All doors and gates must be locked at the conclusion of a practice or game. No student is to be left in any facility unsupervised.

Duty to Provide Health Care

There are three areas of proper health care: before, during, and after an athletic event.

Before:

1. Athletes must receive a doctor's approval before beginning participation.
2. Records must be kept on these procedures.

During:

1. Duties in an emergency:

- A. Protect from further harm
 - B. Must attempt to help in life threatening situations
 - C. Provide comfort and reassure the victim
 - D. Put emergency plan into action
2. Essential components of an emergency action plan:
- A. Send for help
 - 1. Knowledge of facility: AED location and EMS access points
 - B. Protect from further harm
 - C. Attempt to help
 - D. Comfort and reassure the victim
 - E. Collect and keep records
 - document witnesses
 - save statements
 - take photos if possible
 - save game films

Duty to Plan and Keep Records

Planning or lack of planning is a major cause of coaches being derelict in their instruction and supervision. Careful planning is involved in good instruction while safe supervision is based on good planning.

A Plan Should:

- 1. Communicate dangers
- 2. Reinforce safe participation
- 3. Allow for skill progression
- 4. Provide safe operational patterns

Duty to Keep Good Records

Any time there is an incident you should immediately report it to your Administrator. Injuries should be documented with an Incident Report Form which is available in the office. Paramount to a good defense in case of a law suit is a good record of what happened during the time the accident or incident occurred. Most people cannot remember what they did on a given day years ago. If good records are kept in a central file, a coach has fulfilled his duty.



PROFESSIONAL BOUNDARIES

		Interim Policy and Procedure: Maintaining Professional Boundaries			
Scope		King 's Schools			
Approved	07/08/2020	Next Review	7/2021	Effective	07/08/2020
Owner		Head of Schools			
Approval Authority		CRISTA Executive Team			

PURPOSE

In a professional employee/student relationship, school employees or volunteers maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. The purpose of this policy is to provide all King's Schools employees, contractors, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults and to ensure that contact and communication with students are conducted in a professional manner. CRISTA Ministries d/b/a King's Schools expects all school employees, contractors and volunteers to maintain the highest professional, moral and ethical standards in their interaction with students. Employees and volunteers are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

DEFINITIONS

Boundary invasion - A boundary invasion is an act or omission by an employee or volunteer that violates professional employee/student boundaries and has the potential to abuse the employee/student relationship.

Inappropriate boundary invasion - An inappropriate boundary invasion means an act, omission, or pattern of such behavior by an employee or volunteer that does not have an educational purpose; and results in abuse of the employee/student professional relationship.

POLICY STATEMENT

1 .Interactions between Adults and Students. The interactions and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Employees will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the employee's duties in the School. Employees shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvements with individual students. Any

appearance of impropriety should be avoided. Intimate relationships between school personnel, contracted service providers, volunteers and students are prohibited.

In addition to regular classroom instruction and extracurricular activities, appropriate occasions when school personnel, contracted service providers, and volunteers may interact with students beyond the school day include before and after care, tutoring to improve students' academic skills, mentoring that provides students with positive role models, and hosting school-sanctioned

or school-sponsored activities and events that reinforce positive behaviors. Even during these and similar events during non-school hours, school personnel, contracted service providers and volunteers are acting in their professional capacity and must maintain the highest ethical standards.

11. Electronic Communication

CRISTA Ministries supports the use of technology to communicate for educational purposes. However, school employees acting in their employment capacity are prohibited from inappropriate online socializing, phone calls, texting, facetime, skype, instant messaging, or use of any other telecommunications device, or from engaging in any conduct that violates the law, school policies, organizational policies of CRISTA Ministries, or other generally recognized professional standards. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Nothing in this policy prohibits employees, contractors, volunteers or students from engaging in appropriate use of approved educational websites if such sites are used solely for educational purposes.

PROCEDURES

I. Unacceptable Conduct

Examples of inappropriate boundary invasions by employees or volunteers include but are not limited to the following:

- A. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment
- B. Showing pornography or other inappropriate images to a student;
- c. Singling out a particular student or students for personal attention and friendship beyond the professional employee/student relationship;
- D. Socializing where students are consuming alcohol, drugs or tobacco;
- E. For non-guidance/counseling employees or volunteers, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, employees or volunteers are expected to refer the student to an appropriate guidance/counseling employee. In either case, employee or volunteer involvement should be limited to a direct connection to the student's school performance;
- F. Sending students on personal errands unrelated to any educational purpose;
- G. Banter, allusions, jokes or innuendos of a sexual nature with students;

- H. Disclosing personal, sexual, family, employment concerns or other private matters;
 - 1. Addressing students or permitting students to address employees or volunteers with personalized terms of endearment, pet names or otherwise in an overly familiar manner;
- J. Maintaining personal contact with a student outside of school by phone, e-mail, instant messaging, direct messaging, Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without the awareness of the parent/guardian;
- K. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, without the parent/guardian's awareness, except as participants in organized community activities;
- L. Giving a student a ride alone in a vehicle in a non-emergency situation; and/or;
- M. Unnecessarily invading a student's privacy

11. Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety if they occur outside the performance of an employee's or volunteer's duties. Whenever possible, employees and volunteers should avoid these situations:

- A. Being alone with an individual student out of the view of others;
- B. Inviting or allowing individual students to visit the employee's or volunteer's home for reasons other than fostering friendship in allowing students to visit with employee's or volunteer's minor children;
- C. Visiting a student's home; and/or
- D. Social networking or online gaming with students (e.g., Facebook, Twitter, Instagram, Snapchat, X-Box, Playstation, etc.)

If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the employee or volunteer must report the occurrence to the appropriate administrator as soon as possible.

11.1. Tutoring

- A. One-to-one tutoring and mentoring offered during school or non-school hours must take place at the school or an off-site location approved by the principal or appropriate supervisor.
- B. When one-to-one tutoring and mentoring take place away from the school, a parent or guardian must be present.
- c. If there is no parent/guardian present, tutoring and mentoring may only take place in groups of three or more individuals with written consent of a parent/guardian for each minor child.

IV. Volunteers

Volunteers on school property must be under the supervision of an employee.

V. Reporting Violations

A. Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe an employee or volunteer may be engaging in conduct that violates this policy.

B. Employees or volunteers are required to promptly notify the principal or the supervisor of an employee or volunteer suspected of engaging in inappropriate conduct that violates this policy. If a person is dissatisfied with the response of the administrator or supervisor, he/she may bring it to the attention of the Head of Schools.

C. The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the CRISTA Human Resources department.

D. Whenever boundary invasion concerns occur, the CRISTA Human Resources department will review the full history of concerns relating to the person complained about and will provide a summary to the superintendent.

E. All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by an employee, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to CRISTA and King's Schools policy and procedure, and RCW 26.44. Reporting suspected abuse to the principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

VI. Disciplinary Action

Employees whose conduct violates this policy may face discipline and/or termination, consistent with the School's policies and acceptable use agreement as applicable.

VII. Training

All new employees will receive training on appropriate employee/student boundaries within three months of hire. All contractors who work directly with students (including nonemployee coaches) and volunteers shall receive a copy of the Maintaining Professional Boundaries Policy and Procedure. Continuing employees will receive training at minimum every three years.

REFERENCES

RCW 28A.400

RCW 26.44.030

RCW 28A.300.285

WAC 181-87



CHILD ABUSE AND NEGLECT

		Interim Policy and Procedure: Child Protection from Abuse and Neglect			
Scope		King's Schools			
Approved	[07/2020]	Next Review	7/2021	Effective	7/2020
Owner		Head of Schools			
Approval Authority		CRISTA Executive Team			

PURPOSE

Every child has a basic human right to be safe. CRISTA Ministries d/b/a King's Schools ("CRISTA") is committed to the safety and well-being of children involved in its ministry work. This Child Protection Policy (the "Policy") was developed to protect children from abuse, neglect and other forms of mistreatment in all aspects of King's Schools.

POLICY STATEMENT

The State of Washington imposes a duty on professional school personnel to report suspected cases of child abuse, neglect, and exploitation to law enforcement or CPS, or cause a report to be made. Anyone who has reasonable cause to believe that a child has suffered abuse or neglect can, in good faith, make a report. Additionally, all King's Schools employees have a duty to report suspected cases of child abuse, neglect, and exploitation by any person-- to the appropriate school administrator. It is the policy of CRISTA that any case of suspected child abuse, neglect, or exploitation shall be immediately reported as required by state law and CRISTA Ministries policy, and that appropriate follow-up measures will be taken by the Head of Schools or designated representative. Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The CRISTA Board of Trustees directs that all King's Schools employees shall be alert for any evidence of such abuse, neglect or exploitation.

PROCEDURES

1. Reporting Responsibilities
 - A. Reporting Procedures for Professional School Personnel where Suspected Abuse, Neglect, or Exploitation is by Household Member
 1. Professional school personnel who have reasonable cause to believe that a child has suffered abuse, neglect, or exploitation by a member of the student's household, shall contact CPS (call 1-866-END-HARM) at the first opportunity and in no case longer than forty-eight (48) hours after the finding of possible abuse, neglect, or exploitation. If this agency cannot be reached, the report shall be submitted to law enforcement (call 91 1).

2. Professional School Personnel shall also advise the appropriate school principal and the CRISTA General Counsel's Office regarding instances of suspected abuse, neglect, or exploitation, and reports of suspected abuse, neglect, or exploitation to state authorities. If the principal cannot be reached, the report shall be made to the principal's supervisor who is the Head of Schools.
 3. An employee may wish to discuss the circumstances with an employee of CPS for assistance in determining if a report should be made. CPS has the responsibility of determining the fact of child abuse or neglect. Any doubt about the child's condition shall be resolved in favor of making the report.
- B. Reporting Procedures for Professional School Personnel where Suspected Abuse, Neglect, or Exploitation is by Non-Household Member
1. Professional school personnel who have reasonable cause to believe that a child has suffered abuse, neglect, or exploitation by a non-member of the student's household, shall contact law enforcement (call 91 1) at the first opportunity and in no case longer than forty- eight (48) hours after the finding of possible abuse, neglect, or exploitation.
 2. Professional school personnel shall also advise the principal and the CRISTA General Counsel's Office regarding instances of suspected abuse, neglect, or exploitation, and reports of suspected abuse, neglect, or exploitation to state authorities.
- c. Reporting Procedures for All Non-Professional School Personnel where Suspected Abuse, Neglect, or Exploitation is by any person (including school employees)
1. All employees who have knowledge or reasonable cause to believe that a student has been a victim of abuse, neglect, or exploitation by any person, shall report the incident to the appropriate school administrator.
 2. If the school administrator has reasonable cause to believe that the misconduct or abuse has occurred, he or she shall report the incident to law enforcement (call 91 1) and the CRISTA General Counsel's Office.
 3. CRISTA shall, within forty-eight (48) hours of receiving a report alleging abuse, neglect, or exploitation by a school employee, notify the parents of a student alleged to be the victim, target or recipient of the misconduct.
- D. Written Report
1. All oral reports of suspected child abuse, neglect, or exploitation must be followed by a written "Child Abuse and Neglect Report" form, a copy of which is on the last page of this procedure. Upon request, the written report shall be submitted promptly to the agency where the oral report was made. The report shall include:
 - a. The name, address and age of the child;
 - b. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
 - c. The nature and extent of the suspected abuse, neglect, or exploitation;

- d. Any evidence of previous injuries, or any other information that may relate to the cause or extent of the abuse, neglect, or exploitation;
 - e. The identity, if known, of the person accused of inflicting the abuse; and
 - f. The date of the report, the name of the person the report was made _____ to and the name of the person making the report.
2. A copy of the written report should be forwarded to the CRISTA General Counsel's Office.

11. Interviews of Suspected Abused, Neglected, or Exploited Child

- A. If a CPS investigator, unaccompanied by law enforcement, requests to interview the suspected abused, neglected, or exploited child at school, the principal or his or her designee shall obtain the child's consent before making the student available for an interview. The principal or his or her designee shall ask the child if he or she has a school person who he or she would like to be present during the interview. The principal or his or her designee shall document the questions asked and the student's answers regarding consent. Due to the potential risk to the child's safety in some instances of reported abuse/neglect, the principal or his or her designee shall consult with CPS and/or law enforcement before notifying the parent of the proposed interview.
- B. If a law enforcement official, without a warrant or court order and without exigent circumstance (i.e., reasonable belief of imminent physical harm to the child or to others), requests to interview the suspected abused or neglected student under thirteen (13) years of age, the principal or his or her designee shall contact the parent and notify them of the request. Absent a warrant, court order or exigent circumstances, law enforcement officers must obtain parental consent before the student will be made available for an interview. A child thirteen (13) years of age or older may give consent. The principal or his or her designee shall document the questions asked and the answers given regarding consent.
- c. School employees who have questions regarding a request by law enforcement to interview a child at school, should consult with the CRISTA General Counsel's Office.

11.1. Child Abuse and Neglect Recognition

Sample indicators of abuse or neglect which may be observable or non-observable are described in this section by kind of abuse and neglect. The presence of one indicator does not necessarily mean that the child has been abused and neglected. The repeated presence of an indicator or several indicators, the degree of severity, statements by the child, and the attitude of the parents may all be signs that something is wrong. The examples provided do not prove that abuse and neglect has actually occurred but may provide evidence for further investigation.

A. Sample indicators of physical abuse:

1. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.).
 2. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.).
 3. Lacerations, welts, abrasions.
 4. Injuries inconsistent with information offered by the child.
 5. Injuries inconsistent with the child's age.
 6. Injuries that regularly appear after absence or vacation.
- B. Sample indicators of emotional abuse:
1. Lags in physical development.
 2. Extreme behavior disorder.
 3. Fearfulness of adults or authority figures.
 4. Revelations of highly inappropriate adult behavior, i.e., being enclosed in a dark closet, forced to drink or eat inedible items.
- c. Sample indicators of sexual abuse:
- Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, carnal knowledge, sodomy or unnatural or perverted sexual practices. Indicators include:
1. Child having difficulty sitting down.
 2. Child refusing to change into gym clothes (when he/she has been willing to change in the past).
 3. Sexually transmitted disease in a child of any age.
 4. Evidence of physical trauma or bleeding to the oral, genital or anal areas.
 5. Child running away from home and not giving any specific complaint about what is wrong at home.
 6. Pregnancy.
- E. Sample Physical Neglect Indicators:
1. Lack of basic needs (food, clothing, shelter).
 2. Inadequate supervision (unattended).
 3. Lack of essential health care and high incidence of illness.
 4. Poor hygiene on a regular basis.
 5. Inappropriate clothing in inclement weather.
 6. Abandonment.
- F. Sample Behavioral Indicators of Abuse:
1. Wary of adult contact.
 2. Frightened of parents.
 3. Afraid to go home.

4. Habitually truant or late to school.
5. Arrives at school early and remains after school later than other students.
6. Wary of physical contact by adults.
7. Shows evidence of overall poor care.
8. Parents describe child as "difficult" or "bad."
9. Inappropriately dressed for the weather no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse).
10. Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful.
11. Inappropriately sexualized behaviors for the child's developmental age.

NOTE: Behavioral indicators in and of themselves do not prove abuse has occurred. Together with other indicators they may warrant a referral.

IV. Training

All employees shall receive training regarding their reporting obligations under state law in their orientation training when hired and at minimum every three years thereafter. King's Schools administration shall be responsible for tracking these required intervals of training.

DEFINITIONS

"Abandonment" means when a parent or guardian is responsible for the care, education, or support of a child and

1. Deserts the child in any manner whatsoever with the intent to abandon the child;
 2. Leaves a child without the means or ability to obtain one or more of the basic necessities of life such as food, water, shelter, clothing, hygiene, and medically necessary health care; or
 3. Forgoes for an extended period of time parental rights, functions, duties, and obligations despite an ability to exercise such rights, duties, and obligations.
- "Child abuse or neglect" means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. Child abuse may include student-on-student abuse.

"CPS" is an acronym for Child Protective Services.

"Department" means the Washington State Department of Social & Health Services.

"Negligent treatment or maltreatment" means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety, including but not limited to:

1. Knowingly or intentionally permitting a child to be exposed to, ingest, inhale, or have contact with a dangerous substance. A child does not have to suffer actual damage or

physical or emotional harm to be in circumstances which create a clear and present danger to the child's health, welfare, or safety. Negligent treatment or maltreatment includes, but is not limited, to: Failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety. Poverty and/or homelessness do not constitute negligent treatment or maltreatment in and of themselves;

2. Actions, failures to act, or omissions that result in injury to or that create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child; or
3. The cumulative effects of a pattern of conduct, behavior, or inaction by a parent or guardian in providing for the physical, emotional, and developmental needs of a child, or the effects of chronic failure on the part of a parent or guardian to perform basic parental functions, obligations, and duties, when the result is to cause injury or create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child.

"Physical abuse" means the non-accidental infliction of physical injury on or physical mistreatment of a child. Physical abuse includes, but is not limited to, such actions as:

1. Throwing, hitting, kicking, burning, or cutting a child;
2. Striking a child with a closed fist;
3. Shaking a child under age three;
4. Interfering with a child's breathing;
5. Threatening a child with the threat of harm
6. Threatening a child with a deadly weapon;
7. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks or which is injurious to the child's health, welfare, and safety.

"Professional school personnel" includes, but is not limited to, teachers, counselors, administrators (including departmental and area supervisors), school nurses, child care facility personnel, and other professional or certificated personnel.

"Sexual abuse" means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party. A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.

"Sexual exploitation" includes, but is not limited to, such actions as allowing, permitting, compelling encouraging, aiding, or otherwise causing a child to engage in:

1. Prostitution;
2. Sexually explicit, obscene, or pornographic activity to be photographed, filmed, digitally recorded and/or electronically reproduced or transmitted; or

3. Sexually explicit, obscene, or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.

REFERENCES

RCW 26.44.030

Washington State Department of Social & Health Services (2018). Protecting the Abused & Neglected Child: A guide for recognizing and reporting child abuse and neglect

King's Schools

2026-27 Emergency Action Plan

John Nelson, ATC, LAT
Head Athletic Trainer
King's Schools

Athletic Trainer Description and Information

Athletic Trainer

John Nelson, ATC

425-565-2090

John.nelson@irgpt.com

The National Athletic Trainers Association describes athletic training as encompassing the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA) and the Department of Health and Human Services (HHS) as an allied health care profession. In other words, an athletic trainer is a health care professional that is like a physician's assistant (PA), physical therapist (PT) and Emergency Medical Technician (EMT) all rolled into one that specializes in exercise and sports science and injuries.

The athletic trainer is responsible for the health of all athletes competing in sanctioned school sporting events. This includes the assessment, treatment, rehabilitation and prevention of athletic injuries. The athletic trainer, in most cases, is the person with the most medical training and will be the person in charge in the case of an emergency. The certified athletic trainer will also dictate duties of surrounding school personnel in the event of an emergency. The athletic trainer will stay with the athlete and provide care until the athlete is under the care of a paramedic or EMT for all emergency situations. In addition, as a member of the sports medicine team, they are empowered to have unchallengeable authority to determine management and return to play of any ill or injured student- athletes as they deem appropriate.

The athletic trainer will be available starting at 3:00p after school during practices and competitions. Treatment hours will be adjusted and communicated if there are teams leaving during school hours for competitions.

Covered Events- Varsity Football games (home and away), Home JV and C-Team Football games, Home Soccer matches (boys and girls), Home Volleyball matches, Home Cross Country meets (boys and girls), Home Basketball games (boys and girls), Home Baseball games, Home Track meets, and some away competitions or events deemed appropriate by the Athletic Trainer.

Athletic Trainer

John Nelson, ATC

Work Cell- 425-565-2090

Team Physician

Dr. Brent Thiel

Office- 425-339-5447

Athletic Director

David Gerig

Office- 206-546-7247

Hospitals and Emergency Services**Hospitals**

Swedish- Edmonds
 21601 76th Ave W
 Edmonds, WA 98026 (3.1 mi, 10 min)

Main- 425-640-4000

UW Medical Center- Northwest
 1550 N 115th ST
 Seattle, WA 98133 (4.9 mi, 17 min)

Main- 877-694-4677

Walk-in Services

Swedish Urgent Care- Edmonds
 21600 Hwy 99, Suite 240
 Edmonds, WA 98026
 Open 8:00a-8:00p Weekdays
 8:00a-4:00p Weekends

Main- 425-673-3500

UW Medicine- Shoreline Clinic
 1355 N 205th ST
 Shoreline, WA 98133
 Open 7:30a-7:00p M-Th
 8:30a-5:30p F
 8:00a-4:00p Sa
 Closed Sundays

Main- 206-542-5656

Closest Fire Station

719 N 185th ST
 Shoreline, WA 98133 (response time 5-10 min)

Main- 911

Poison Control Center

Main- (800) 222-1222

Ambulance

Main- 911

Description of Duties in an Emergency

Head Coach- In the event of an emergency the head coach will assist in calling EMS if needed. After EMS has been activated, they should get the athlete's emergency information from Final Forms. If a parent is unavailable, the head coach should contact parents using the Final Forms information and should have the insurance information ready when EMS arrives. In the event of a suspected spinal injury or cardiac emergency, the head coach may be asked to assist in treatment of the athlete under the direction of the athletic trainer. Each head coach should be certified in CPR/AED and first aid.

Assistant Coach- In the event of an emergency the assistant coach will assist in the treatment of the injured athlete as directed by the athletic trainer. They will assist in calling EMS, if needed. In the event of a suspected spinal injury or cardiac emergency, the assistant coach may be asked to assist in treatment of the athlete under the direction of the athletic trainer. Each assistant coach should be certified in CPR/AED and first aid.

- **Away competitions with NO King's Athletic Trainer-** If visiting a school with an athletic trainer, assist them with treatment if needed. Contact parents if unavailable at event, then contact the King's athletic trainer. **If there is NO athletic trainer at the event,** it is the job of the head coach, to care for the athlete as they are able, delegate an assistant coach to call EMS in the event of an emergency or life-threatening situation, stabilize the C-Spine of the athlete with a suspected neck injury, delegate an assistant coach to call parents if unavailable at event, then call the athletic trainer. See Treatment of Spinal Injuries page if needed. Make sure that Final Forms and team's medical kit are available for ALL away events.

Athletic Director- In the event of an emergency it is the job of the athletic director to unlock appropriate gates for EMS to access the playing field or court. The athletic director will also responsible for directing EMS in the access gates. They should also delegate people to direct EMS down the hill to the gym if needed. The athletic director maybe asked to assist in the treatment of the athlete or contacting parents if needed.

Team Physician- Present for all home football games and available for consultations at The Everett Clinic in Everett. In addition, as a member of the sports medicine team, they are empowered to have unchallengeable authority to determine management and return to play of any ill or injured student-athlete, as they deem appropriate.

Designated EMS Rider- Teams will need to designate a coach that will ride in or drive with the ambulance if an athlete is transported a hospital. This will be in the case a parent is unavailable. The King's athletic trainer can be that person if the contest is coming to an end.

Security- Keep spectators in the stands. The athletic trainer does not need help from the crowd.

EMS- There will not be an ambulance on standby for football games. EMS must be activated in case of an emergency.

*Athletic Trainer reserves the right to change and delegate roles during an emergency as they deem necessary. *

Emergency Protocol, Procedures and Equipment

King's Schools
19303 Fremont Ave. N.
Seattle, WA 98133

Mike Martin Gym
330 N 190th St
Shoreline, WA 98177

Woolsey Stadium
450 N 190th ST
Shoreline, WA 98133

1. Athletic Training Room
 - a. The athletic training room is located along the East side of Mike Martin Gym, from the inside, in back of the stage.
2. Equipment
 - a. AED- Portable unit available when an athletic trainer is present, stationary units are found in the football shed, in Mike Martin Gym, and at King's Garden Gym
 - b. Cordless Screwdriver- Available when athletic trainer is on site
 - c. Gloves and CPR Shield- Located in all team's medical kits and with the athletic trainer
 - d. Splints- Available when athletic trainer is on site, located in the athletic training room
 - e. Crutches- Available when athletic trainer is on site, located in the athletic training room
 - f. Ice- Available when athletic trainer is on site, located in the athletic training room and in the football shed
3. Activate EMS Immediately If...
 - a. Non-responsive or unconscious athlete
 - b. Not breathing or difficulty breathing following a severe asthma attack or allergic reaction
 - c. Severe stomach pain
 - d. Decreased level of consciousness
 - e. Worsening and severe concussion symptoms
 - f. Chest pain
 - g. Suspected spinal injury
 - h. Open fracture
 - i. Closed fracture if athlete is not stable or if there is no way to safely splint and transport.
 - j. Non-relocated dislocation
 - k. Shock
4. Activating EMS
 - a. The athletic trainer will stay with the injured athlete and delegate a coach to call 911. If the athletic trainer is unavailable, the coach helping administer first aid will stay with the athlete and delegate another coach to call 911. Give EMS dispatch the following information... **stay on the line until the dispatcher hangs up**
 - i. Name
 - ii. Address Location
 - iii. Phone number
 - iv. Number of injured athletes
 - v. Potential injury
 - vi. Care provided
 - vii. Directions to venue
 1. "Turn at 190th street and follow the road all the way down the hill to the gym"
 - viii. Additional information as requested
 - b. Have someone, preferably someone with access keys, meet the ambulance. They will need to meet them at the access gates at the south end of the stadium or the double doors in front of the gym depending on the venue
 - c. The head coach or other designated person needs to retrieve emergency information from the athlete's Final Forms
 - d. The athletic trainer or coach will stay with the athlete, provide care as appropriate, and continue to monitor vital signs until EMS arrives and takes over control of care.

5. Providing immediate care to an injured or ill athlete
 - a. The athletic trainer will provide immediate medical care to all athletes when available, if an athletic trainer is not available it is the coaches' responsibility to provide immediate care. Refer to the Description of Duties in an Emergency page if needed.
 - b. Monitor
 - i. Airway, Breathing, Circulation
 - ii. Pupils
 - iii. Skin Color
 - iv. Temperature
 - v. Level of Consciousness
 - vi. Movement
 - vii. Abnormal neurological responses (numbness, tingling)
 - c. **Appropriate Emergency Treatment**
 - i. **If unconscious AND not breathing (or abnormal breathing present)**
 1. Establish an airway perform CPR, refer to the CPR Reminders- EAP page.
 - ii. **If unconscious but breathing**
 1. Assume there is a neck injury
 2. Stabilize head and neck and refer to the Treatment of Spinal Injuries Page
 3. Establish and airway, monitor breathing and circulation until EMS arrives. Look for external signs of injury
 - iii. **If conscious**
 1. Perform first aid as appropriate, monitor airway, breathing and circulation
 2. Refer to the Bloodborne Pathogen Protocol page if needed
 - iv. **If there is a suspected neck injury with a football player**
 1. Refer to the Treatment of Spinal Injuries Page
 - a. DO NOT REMOVE THE PADS OR HELMET unless prepared to do so.
 - b. In the instance of cardiac arrest, the shoulder pads should be cut up the middle and splayed open so the chest area can be accessed.
 - c. If the helmet or shoulder pads are not presents or one has already been removed, then the other must be carefully taken off
 - d. If an athlete is face down with a suspected neck injury perform the Log Roll maneuver outline on the Treatment of Spinal Injuries Page.
6. Other Medical Emergencies
 - a. Please refer to these pages if needed for other medical emergencies
 - i. Treatment of Spinal Injuries
 - ii. CPR Reminders- EAP
 - iii. Concussion Protocol- EAP
 - iv. Bloodborne Pathogen Protocol
 - v. Heat Related Illness Guidelines
 - vi. Athletes with Type I Diabetes
 - vii. Skin Conditions
7. Non-Medical Emergencies
 - a. For emergencies that do not involve the medical treatment of an athlete, please refer to these pages for more information
 - i. Lightning Protocol
 - ii. Smokey Weather- EAP
 - iii. Cold Weather Exercise Guidelines

8. Communication with Parent or Guardians

- a. The athletic trainer will communicate injuries with the athlete's parents or guardians when available.
 - b. If the athletic trainer is not available, it is the responsibility of the head coach to communicate injuries with the athlete's parents or guardians
 - c. All coaches need to make sure they have access to athlete's emergency information on Final Forms.
 - d. Refer to the Communication, Final Forms and Post Emergency Procedures page if needed.
9. Crowd Control During Emergencies
- a. Refer to the Description of Duties in an Emergency page.
 - b. It is the responsibility of the athletic director to help get the ambulance in the correct spot.
 - c. It is the responsibility of security to keep the spectators in the stands away from the first responders.
10. Post Emergency Procedures
- a. Refer to the Communication, Final Forms and Post Emergency Procedures page, there you will find what to do when contacting parents/guardians, the athletic trainer, and paper work procedures

CPR Reminders- EAP

1. Chain of Survival- Responders Exact Steps
 - a. Recognize an emergency situation
 - b. Make sure the scene is safe
 - c. Tap and shout on athlete
 - d. Call 911
 - e. Send for AED
 - f. Start CPR
 - g. Apply AED
 - h. Continue until EMS arrives
2. USE AED AS SOON AS POSSIBLE!!!
3. IF AED IS UNSUCCESSFUL CONTINUE CPR!!!
4. Adult CPR
 - a. Position
 - i. Midline of the body lined up with patients shoulders
 - ii. 2 hands, fingers locked, placed in the center of the chest
 - iii. Shoulders and elbows locked
 - iv. Compress with core muscles
 - b. Compressions
 - i. At least 2 inches deep
 - ii. 30 compressions to 2 breaths
 - iii. 100-120 compression per minute
 - iv. Do not lean on patient, let the chest recoil
 - c. Breaths
 - i. Until the chest rises
 - ii. Video- [https://phss-instructorscorner.s3-us-west-2.amazonaws.com/PHSS-IC-FACPRAED-InstructorCandidate/Blended+Learning+Mission+Replay+Segment+Adult+CPR-AED+\(2-31\).mp4](https://phss-instructorscorner.s3-us-west-2.amazonaws.com/PHSS-IC-FACPRAED-InstructorCandidate/Blended+Learning+Mission+Replay+Segment+Adult+CPR-AED+(2-31).mp4)
5. Child CPR
 - a. Position
 - i. Midline of the body lined up with patients shoulders
 - ii. 2 hands, fingers locked, placed in the center of the chest
 - iii. Shoulders and elbows locked

- iv. Compress with core muscles
- b. Compressions
 - i. About 2 inches deep
 - ii. 30 compressions to 2 breaths
 - iii. 100-120 compression per minute
 - iv. Do not lean on patient, let the chest recoil
- c. Breaths
 - i. Until the chest rises
 - ii. Video- [https://phss-instructorscorner.s3-us-west-2.amazonaws.com/PHSS-IC-FACPRAED-InstructorCandidate/Blended+Learning+Mission+Replay+Segment+Child+CPR-AED+\(2-43\).mp4](https://phss-instructorscorner.s3-us-west-2.amazonaws.com/PHSS-IC-FACPRAED-InstructorCandidate/Blended+Learning+Mission+Replay+Segment+Child+CPR-AED+(2-43).mp4)
- 6. 3 Measures to High Quality Compressions
 - a. Quality compressions- appropriate depth.
 - b. Compress 100-120 times/minute
 - c. Allow the chest to fully recoil, or rebound, between compressions. Avoid leaning on the chest

Treatment of Spinal Injuries

Evaluation

1. If an athlete has sustained a collision with another player, object, wall or ground, has landed awkwardly, or has hyperextended their back AND has **midline pain on the spine** with or without neurological symptoms... this can be tingling, numbness, decreased or no motor response. The evaluator must to check for sensation head to toe on BOTH sides and can also check for their ability to squeeze someone's hands and push down on someone's hands with their feet. Inability to feel sensation or move hands or feet could mean a spinal injury. **ALSO, if an athlete has been knocked unconscious, assume a neck injury has occurred** and the following treatment needs to be carefully followed. ALWAYS error on the side of caution when evaluating and treating spinal injuries.

Treatment

8-Person Lift

This maneuver is for Football players with pads ONLY. It usually takes 8 people to help and should be practiced by the coaching staff before the football season starts. Everyone needs to know their roll. This maneuver is done to safely remove the helmet and shoulder pads from an athlete with a suspected neck injury as some hospitals are not trained to do so. The assignments and procedure are as follows...

Person 1 (P1)- athletic trainer or person stabilizing the head and neck

Person 2 (P2)- first assistant to P1, can be the athletic trainer if they feel they need to be that person

Person 3 (P3)- second assistant

Person 4 (P4)- third assistant

Person 5 (P5)- next assistant

Person 6 (P6)- next assistant

Person 7 (P7)- next assistant

Person 8 (P8)- next assistant

1. P1 will assume position at athlete's head and stabilize their head and neck (or body in the case of a lower back injury)
 - a. Do NOT apply traction
 - b. Realign spine to neutral, if necessary, provided:
 - i. The movement does not cause pain
 - ii. You do not feel resistance
 - iii. No increased neurological symptoms

- iv. No muscle spasms
 - v. The athlete doesn't express apprehension
2. P2 will need to expose airway as quickly as possible
 - a. Remove facemasks immediately by pushing the middle of the medal quick release pin
 - b. Cut chin straps and take off chin piece
3. P4 needs to Call 911
4. P5 needs to get an AED
5. P6 needs to call the athlete's parents/guardians
6. P2 needs to cut jersey so it can slide off the athlete, usually up the middle and across the chest to the arms.
7. P3 can take air out of check pads in helmet, make sure not to move the neck while doing so, they can also assist P2 with cutting and removing straps
8. P2 needs to cut the shoulder pad straps that are in the way, usually the middle ties and the arm pit straps
9. P1 should monitor their airway while stabilizing the head and neck
 - a. Breathing/cardiac emergencies take priority over a spinal injury, perform CPR if necessary
 - b. If CPR is needed remove pads as quickly as possible and perform CPR
10. P8 needs to have spine board at the foot of athlete ready to slide under
11. P2 then needs to stand over athlete (wide legs) and stabilizing C-Spine from the top and will continue to do so while the athlete is in the air.
12. Coordinate P4, P5, P6 and P7 placements on the body & movement of athlete. It will be along the sides of the athlete and they will be lifting the athlete about 6" in the air BUT no one does so until P1 says so. They should signal P1 when ready to lift the athlete, be sure not to hold onto the shoulder pads as they will be removed while the athlete is in the air.
13. P1 gives the three count to lift athlete 6" in air
14. While the athlete is in the air P1 removes helmet making sure not to move the athlete's neck
15. While the athlete is in the air P3 removes shoulder pads making sure not to move the athlete's neck
16. While the athlete is in the air P8 slides spine board under athlete, making sure not to hit people's knees on the ground
17. Once helmet and shoulder are removed and the spine board is under the athlete, P1 will give a three count to lower athlete onto spine board
18. P1 will reassume stabilizing the head and neck, P2 can stop stabilizing the head and neck from the top ONLY once P1 has reassumed and says it's okay!
19. P2 can then apply C-Collar
20. P3, P4, P5, P6, P7 and P8 can help by applying head and neck stabilizers and buckling and adjusting the straps. P1 will ONLY let go of stabilizing the head and neck WHEN the stabilizing blocks are put into place.

Log Roll

This maneuver is for athletes without pads on OR in cases where there are not enough people or the correct equipment to perform an 8-Person Lift. It usually takes 4 people to help and should be practiced by the coaching staff before the sports season starts. Everyone needs to know their roll. This maneuver is done to safely place an athlete with a suspected neck injury on a spine board. The assignments and procedure are as follows...

Person 1 (P1)- athletic trainer or person stabilizing the head and neck

Person 2 (P2)- first assistant to P1, can be the athletic trainer if they feel they need to be that person

Person 3 (P3)- second assistant

Person 4 (P4)- third assistant

1. P1 will assume position at athlete's head and stabilize their head and neck (or body in the case of a lower back injury), if the athlete is face down cross arms so that they become uncrossed while rolling the athlete
 - a. Do NOT apply traction
 - b. Realign spine to neutral, if necessary, provided:
 - i. The movement does not cause pain
 - ii. You do not feel resistance
 - iii. No increased neurological symptoms
 - iv. No muscle spasms
 - i. The athlete doesn't express apprehension
2. P2 can expose airway as quickly as possible
 - a. If this is a football athlete and just the Log Roll maneuver is being performed, leave helmet and shoulder pads on the athlete but remove the facemask and chin straps/piece as done in the 8-Person Lift.
 - b. If this is a non-football athlete but there is a helmet with on the athlete, remove the helmet from the athlete by P2 stabilizing the head and neck from above and standing over the athlete, as done in the 8-Person Lift. While P2 is stabilizing the head and neck, P1 will remove the helmet and then reassume their stabilizing position. P2 will ONLY let go of their position once P1 is back to their stabilizing position.
3. P3 needs to Call 911
4. P2 needs to get an AED
5. P2, P3 or P4 needs to call the athlete's parents/guardians
6. P1 should monitor their airway while stabilizing the head and neck
 - a. Breathing/cardiac emergencies take priority over a spinal injury, perform CPR if necessary
 - b. If CPR is needed remove pads as quickly as possible and perform CPR
7. When ready coordinate P2, P3 and P4 placements on the body & movement of athlete
 - a. P1 need to designate a side of the body that the athlete will be rolled onto (left or right)
 - b. P3 and P4 need to be on the side of the athlete that P1 has designated, they will be pulling (rolling) the athlete towards themselves.
 - c. P2 needs to be on the side of the athlete opposite of the designated rolling side, they will be pushing (rolling) the athlete away from themselves AND placing the board under the athlete
8. When P2, P3, and P4 are ready P1 will do a three count and the athlete will be rolled to the designated side
9. While P3 and P4 are holding the athlete, P2 will slide the board under to the athlete, tilted slightly at an angle
10. When ready P1 will do a three count to roll the athlete onto the board, during this time P3 and P4 will be lifting and pushing to center the athlete on the board
11. When the athlete is centered, P2 can then apply C-Collar
12. P3 and P4 can help by applying head and neck stabilizers and buckling and adjusting the straps. P1 will ONLY let go of stabilizing the head and neck WHEN the stabilizing blocks are put into place.

Reminders

1. Breathing/cardiac emergencies take priority over a spinal injury, perform CPR if necessary
2. Treat all unconscious athletes as if they have a neck injury
3. Always error on the side of CAUTION when dealing with neck or spine injuries
4. The person at the head is always in charge and needs to delegate duties
5. The 8-Person Lift is done for pad removal. The Log Roll is done if you are not removing pads

6. If 8-person lift is needed but the athlete is on their stomach do log roll first
7. Practice before the season starts
8. It is safer to hold C-Spine and wait for EMS and their instruction if...
 - a. Anyone assisting is uncomfortable doing the maneuvers
 - b. There is not enough people to do the maneuvers
 - c. There is not the right equipment to do the maneuvers

Videos

1. Log Roll
 - a. Supine- Athlete is laying on their back, video- https://www.youtube.com/watch?v=3rJ_cawvLOc
 - b. Prone- Athlete is laying on their stomach, video- <https://www.youtube.com/watch?v=DwiOd0rWPH0>
2. 8-Person Lift, video- <https://www.youtube.com/watch?v=xlr30EJXf4I>

Concussion Protocol- EAP

REFER TO CONCUSSION PROTOCOL DOCUMENT, THESE ARE JUST REMINDERS

King's Schools Concussion Protocol Checklist

***Note: This checklist is for use if, and only if, a Certified Athletic Trainer with a Washington State License to practice works at King's Schools. If there is no Certified Athletic Trainer, please refer to the Protocol Checklist for Coaches.**

1. **Before** participation in after school sports, Neurocognitive testing must be done to formulate a baseline for every student athlete. This testing may be in the form of an ImPACT, SCAT and/or King-Devick screening test
2. Recognition of concussion signs/symptoms by the athlete, coach, parents or certified athletic trainer (ATC)
3. Removal from participation if concussion is suspected. If a team is at an away contest without the athletic trainer, remove athlete from participation and refer to the Certified Athletic Trainer ASAP.
4. Immediate evaluation of the athlete by a trained medical professional.
 - a. **If signs and symptoms are completely gone prior to the end of the contest or practice and a follow up evaluation is performed by Physician or ATC the following day without any signs or symptoms of concussion, then the athlete can be cleared to play by that Physician or ATC**
5. Referred to a hospital if loss of consciousness, experienced amnesia lasting longer than 15 minutes, vomiting, or worsening of concussion symptoms.
6. NFL SCAT assessment procedure given when available.
7. Notify parents by ATC. Give parents written and verbal home and follow-up care instructions.
8. Parent information sheet given to explain treatment of concussion
9. ATC will inform Teachers, school nurse, coach, Athletic Director, counselor about athletes return-to-learn classroom guidelines. Parents will be informed of the notification to their athlete's teachers and support staff pertaining to the concussion either by phone or in person. Attendance and activities will be modified depending on individual symptoms. See return-to-learn guidelines for information that will be sent to teachers and support staff.
10. Document: Evaluation, Treatment, Assessment, Parent Notification, Management, Return to Learn, Return to Play, and Physician notes

11. Returning to the classroom must be completed for at least 24 hours before returning to any physical activity. See Return-to-Learn classroom guidelines form.
12. Daily check in with ATC if athlete is in school with symptom check on Graded Symptom Checklist. This will be documented for daily evaluation comparison.
13. Post-concussion Neurocognitive testing will take place after the athlete is sign and symptom free. Again, this will be in the for of an ImPACT, SCAT and/or King-Devick Screening. Neurocognitive testing will continue (with a minimum of one day between tests) until cleared by results that they have returned to medically acceptable baseline.
14. Return to Play sheet must be completed. See Return to Play form. **Notice, Neurocognitive testing must reach baseline scores before contact activity happens.**
15. Return to full participation once all these steps are completed and cleared by a licensed health care provider (**Physician, PA, ATC, ARNP are accepted in the state of Washington**).

King's Schools Concussion Protocol Checklist- For Coaches

***Note: This checklist is for use if there IS NOT a Certified Athletic Trainer working at King's Schools. If a Certified Athletic Trainer works at King's, please see the checklist above**

1. **Before** participation in after school sports, Neurocognitive testing must be done to formulate a baseline for every student athlete. This testing may be in the form of an ImPACT, SCAT and/or King-Devick screening test
2. Recognition of concussion signs/symptoms by the athlete, coach or parents
3. Removal from participation if signs/symptoms are present
4. Refer athlete to a concussion trained medical professional (Physician, PA, ATC, ARNP) for evaluation.
5. Immediately refer athlete to a hospital if loss of consciousness, experienced amnesia lasting longer than 15 minutes, vomiting, or worsening of concussion symptoms.
6. Notify parents by Head Coach. Give parents written and verbal home and follow-up care instructions.
7. Parent information sheet given to explain treatment of concussion
8. Head Coach will inform Teachers, school nurse, Athletic Director, counselor about athletes return to classroom guidelines. Parents will be informed of the notification to their athlete's teachers and support staff pertaining to the concussion either by phone or in person. Attendance and activities will be modified depending on individual symptoms. See Return-to-Learn Guidelines.
9. Document: Evaluation, Treatment, Assessment, Parent Notification, Management, Return to Classroom, Return to Play, and Physician notes
10. Returning to the classroom must be completed for at least 24 hours before returning to any physical activity. See Return to Classroom guidelines form.
11. Post-concussion Neurocognitive testing will take place after the athlete is sign and symptom free. Neurocognitive testing will continue (with a minimum of one day between tests) until cleared by results that have returned to a medically acceptable baseline. **Note: a head coach can oversee the taking of the test, but results must be confirmed by a Physician, PA, ATC or ARNP to return to contact activity.**
12. Written clearance from a Physician, PA, ATC or ARNP **MUST** be obtained by the Head Coach **BEFORE** return-to-play contact activities can resume.
13. Return to Play sheet must be completed. See Return to Play form. **Note: a Head Coach may oversee the Return-to-Play activities, BUT Neurocognitive testing must reach baseline scores and be cleared by a Physician, PA, ATC or ARNP before contact activity happens.**
14. Return to full participation once all these steps are completed and cleared by a licensed health care provider (**Physician, PA, ATC, ARNP are accepted in the state of Washington**).

Return-to-Play Gradual Increase of Exertion

The WIAA, NCAA, and NATA have set forth return-to-play protocols with a gradual increase of exertion (increase in exercise) that are five days long. At King's we use a six-day return-to-play protocol with an extra day of full practice to make sure our athletes are safe to return to competition. This six-day return-to-play gradual increase of exertion protocol happens only once the athlete is fully symptom free and has completed the return-to-learn guidelines. Athletes must remain symptom free to keep clearance at the indicated state below. If their symptoms return, they need to be pulled out of the activity immediately and be re-evaluated. A minimum of 24 hours is required between stages. Please note that stages 4/5 are two separate days of full contact practice. The gradual increase of exertion goes as follows.

Stage 1: Light physical activity, usually 15-20 minutes of light jogging or light exertion on an exercise bike

Stage 2: Moderate physical activity, this consists of push-ups, sit-ups, jumping jacks and burpees. Then three minutes of agility, usually side-to-side jumping, front-to-back jumping and the 5- Dot Drill. Then five minutes of sprinting, usually on the exercise bike, stairs or sprints. P.E. is accepted for this stage.

Stage 3: Non-Contact Practice: This is one full non-contact or non-padded practice. Conditioning is encouraged and they should engage in at least 20-30 minutes of hard physical activity. If ideas for a sport specific non-contact practice are needed, please see the non-contact practice outline on the next page. P.E. is accepted for this stage.

Stage 4 and 5: Full-Contact Practice: No restrictions during the practice, but athletes need to remain symptom free. Note: this is clearance for practice only. To be released for a full-contact practice they must pass neurocognitive testing with scores that meet or exceed their baseline. P.E. is NOT accepted for this stage.

Stage 6: Cleared for Competition: Athlete has received final clearance at this stage and do not need to be re-evaluated unless their symptoms return.

Bloodborne Pathogen Protocol

1. Gloves must be worn when the employee has the potential to have direct skin contact with blood or other body fluids
2. Disposable single-use gloves must be changed as soon as possible when visible soiled, torn, punctured or when their ability to function as a barrier is compromised
3. Disposable single use gloves cannot be washed or disinfected to reuse
4. Gloves must be changed after contact with each patient
5. Care must taken during the removal of the gloves not to contaminate the skin surface
6. Athletic staff members should have gloves and mask/shield readily available for emergency use
7. Contaminated gloves and materials must be disposed of in a marked biohazard waste bag either on site or in the training room
8. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood or body fluids and after removal of gloves
9. An alcohol based cleaner may be used if the absence of a sink with hot water and soap
10. CPR and rescue breathing should not begin until proper universal precautions have been utilized (i.e. mask and gloves)
11. Disposable single-use gloves and CPR masks are available to coaches.

Blood or Body Fluid Spill Cleanup

1. Allow the certified athletic trainer to clean blood or body fluid spills and treat patient whenever possible. If 1:10 bleach solution is unavailable or not in compliance with school policy, use school issued disinfectant spray.
2. If the athletic trainer is NOT present or available
 - a. Use universal precautions to treat athlete
 - b. Use a 1:10 bleach solution to clean blood or body fluid spills inside and dispose of contaminated material in a biohazard waste bag
 - i. Cover blood with dirt if on a dirt playing surface
 - ii. Spray blood with 1:10 bleach solution and cover with dirt or grass if on a grass playing surface
 - iii. Use 1:10 bleach solution to clean blood or body fluid spill on gym floor, turf, or outdoor tennis courts
 1. May also use other germicidal solutions proven effective against a wide variety of bacterial and viral pathogens
 - c. Athlete is to be removed from competition until the bleeding has been controlled and the wound securely covered
3. Disposal of soiled or contaminated materials
 - a. Use peroxide to remove visible blood from uniform or change uniform if a large amount of blood is present
 - i. If changing the uniform, place the soiled uniform in a biohazard bag the uniform must be washed separate in a color appropriate solution
 - b. Towels that have been soiled must be placed in a biohazard bag using universal precautions
 - i. The towel must be soaked in a bucket using a 1:10 bleach solution prior to washing
 - ii. The towel must then be washed in hot water using a bleach detergent
 - c. Other contaminated materials must be placed in a biohazard bag using universal precautions

- i. When necessary the athletic trainer, using universal precautions, will double bag the biohazard waste and deliver to the School Nurse to be collected per Washington State Department of Health guidelines
- 4. If there is bloodborne pathogen exposure
 - a. Contact the supervisor immediately
 - b. Complete an exposure incident report
 - c. Follow-up with employer for further information and testing
 - d. All information relative to the incident must remain confidential and become a permanent part of the employee's medical record

Heat Related Illnesses and Guidelines

- 1. Heat Exhaustion
 - a. This is not immediately life-threatening
 - b. Due to a loss of fluids (dehydration), the body is unable to sustain adequate cardiac output
 - c. Athletes may have muscle cramps, weakness, dizziness, fainting, headaches, nausea, hyperventilation, or diarrhea
 - d. Signs
 - i. Pale, cool and clammy skin
 - ii. A rapid, weak pulse
 - iii. Profuse sweating
 - iv. Loss of coordination
 - v. Dilated pupils
 - e. Treatment
 - i. Place the athlete in a cool shaded area
 - ii. Remove any excess clothing
 - iii. Apply ice or cold wet towels
 - iv. Drink water and electrolyte drinks
 - v. Monitor their condition
- 2. Heat Stroke
 - a. This is a life-threatening condition!!!
 - b. The brain's temperature control center malfunctions and the body's systems begin to shut down
 - c. Signs
 - i. Very high core body temperature (104 degrees or more)
 - ii. Hot, flushed, red skin
 - iii. Rapid pulse
 - iv. Rapid respiratory rate
 - v. Constricted pupils
 - vi. Vomiting and diarrhea
 - vii. Confusion
 - 1. Without a core temperature, this is one of the most important sign to look for, the brain begins to shut down and the person may be confused or combative.
 - viii. Possible seizures and unconsciousness
 - ix. Note: With exertional heat stroke, the athlete will not have dry skin because they were sweating previously
 - d. Treatment
 - i. Immediately activate EMS.
 - ii. Remove excess clothing.
 - iii. Immerse body in cold water, apply ice towels over whole body, or dump cold water on the athlete, within 10 minutes and continue for approximately 10 minutes or until the core

temperature drops below 102 degrees. Transport occurs after the initial cooling period for best chance of survival.

1. There is a 100% success rate for heat stroke victims who are submerged in cold water within the first 10 minutes.
2. This is crucial: this step must be done for the best outcome. Waiting for EMS to transport to the nearest hospital takes more than 10 minutes and the rate of survival drops
3. All teams participating in high heat index days should have access to cold water submersion to ensure the best possible outcome

iv. Monitor

v. Provide fluids if conscious and able to ingest fluids

3. Heat Illness Guidelines

- a. Heat illnesses can be life-threatening condition and should be taken seriously!
- b. Prevention of heat illness starts with proper acclimatization and a gradual increase in conditioning.
- c. Acclimatization
 - i. Exposure to a hot and/or humid environment, ideally, should be gradual over a period of 10 to 14 days.
 - ii. For high school football acclimatization happens over the first 3 days of practice.
 1. With the rapid change in weather temperatures in the state of Washington, if the first 3 days of practice are cooler in temperature and the fourth day (1st day of pads) is warmer then the athletic trainer highly recommends a fourth day without pads for acclimatization.
 - iii. As the exposure to the environment gradually increases so should the level of intensity and duration of the exercise, progressing towards competition expectations
 - iv. As conditions become extreme, practices and/or competitions should be moved to a cooler time of the day (not between the hours of 12-4p). Hydration should be maintained throughout training and acclimatization.
- d. Hydration
 - i. The athletic trainer recommends this formula for water intake daily
 1. $\text{Body weight}/2 = \text{number of oz of water intake daily}$
 - ii. It is recommended that athletes drink 17-20 oz of water two hours prior to practice or competition and continue to drink 7-10oz of water every 10-20 minutes of activity.
 - iii. It is important to replace all fluid lost during practice or competition, and exceed that amount after the event has finished.
 - iv. A weight loss of two pounds constitutes approximately one quart of fluid loss.
 - v. For every pound of weight lost during exercise, the athlete should drink 16-24oz of water
 - vi. Water and electrolyte drinks are appropriate in hot and humid environments, for activities lasting longer than one hour, or for multiple practices during a single day. Electrolyte drinks enhance fluid retention and fluid intake.
- e. Athletes most susceptible to heat illness
 - i. Inadequate acclimatization and aerobic fitness
 - ii. Excess body fat or high BMI
 - iii. A history of heat illness
 - iv. Inadequate rehydration
 - v. Those who push themselves beyond their limits
- f. Other risk factors
 - i. Too much clothing
 - ii. Dark colored clothing
 - iii. Illness
 - iv. Certain medications
 - v. Electrolyte imbalances

- vi. Protective equipment can also hinder the body's ability to properly dissipate heat, so extra, precautions such as phasing in equipment or allowing for equipment free practices during extreme heat conditions can help in these situations.

4. General Guidelines for Exercise in the Heat

- a. Please be aware that it is possible for an athlete to get heat illness in "safe" temperature ranges.
- b. The athletic trainer has final say on practice or competitions due to heat
- c. The following charts and recommendations can be found on the WIAA website. www.wiaa.com
 - i. **Red Zone (heat index of 105 degrees or higher)**
 - 1. No Outdoor Practice!
 - ii. **Orange Zone (heat index of 100 - 105 degrees)**
 - 1. Two hour practice MAX
 - 2. NO contact equipment, no shoulder pads or helmets
 - 3. Unlimited water breaks
 - iii. **Yellow Zone (heat index of 95 - 100 degrees)**
 - 1. Two hour practice MAX
 - 2. Shells and shorts ONLY, the less contact equipment the better
 - 3. Frequent water breaks
 - iv. **Green Zone (heat index of 80 - 95 degrees)**
 - 1. Regular practice
 - 2. Regular equipment can be used
 - 3. Water breaks as often as possible
 - 4. Monitor athletes

d.

		Temperature (°F)																														
		80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105					
Relative Humidity (%)	40	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	109	112	114	116	119						
	45	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	114	116	119								
	50	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	113	115	118										
	55	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117												
	60	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119													
	65	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118															
	70	83	85	86	88	90	93	95	98	100	103	106	109	112	116	119																
	75	84	85	88	90	92	95	97	100	103	106	109	113	116																		
	80	84	86	89	91	94	97	100	103	106	110	113	117																			
	85	85	87	90	93	96	99	102	106	110	113	117																				
	90	86	88	91	95	98	102	105	109	113	117																					
	95	86	90	93	97	100	104	108	113	117																						
	100	87	91	95	99	103	107	112	116																							

Athletes with Type I Diabetes

Each athlete with type I diabetes should have an individual health care plan on file with the school nurse. Each coach should familiarize themselves with that care plan. Below are general guidelines for the monitoring and treatment of individuals with type I diabetes in athletics.

1. Athletes should have the following with them at every practice or competition
 - a. Should have their medical alert ID tag with them at all times
 - b. Extra blood glucose monitoring equipment and supplies
 - c. Insulin and needles and/ or pump and extra batteries
 - d. Supplies to test urine for ketones
 - e. Sharps container for used insulin needles
 - f. Sources of sugar
 - i. Glucose tablets, sugar packets, orange juice
2. Coaches Medical Kit
 - a. Copy of diabetes care plan
 - b. Sources of sugar
3. General Guidelines
 - a. Avoid hot and cold treatments for 1-4 hours after an injection due to increasing and decreasing insulin absorption rates
 - b. The athlete must have access to supplies for managing glycemic emergencies at all times. When the athlete requires assistance, the athletic trainer or coach must have immediate access to these supplies
4. Hypoglycemia
 - a. Low blood sugar levels, frequently caused by exercise
 - b. Defined as blood glucose levels below 70 mg/dL
 - c. If not properly treated, can result in brain damage or death
 - d. Prevention
 - i. Monitor blood glucose levels every 30 minutes if possible
 - ii. Ingestion of carbohydrates prior to and during exercise if necessary
 - iii. If hypoglycemia is suspected, DO NOT TAKE INSULIN
 - e. Sign and Symptoms
 - i. Tachycardia
 - ii. Sweating
 - iii. Shakiness
 - iv. Nervous or Anxious
 - v. Chills and Clamminess
 - vi. Aggressive or Uncooperative
 - vii. Irritable or Impatient
 - viii. Confusion
 - ix. Loss of Coordination
 - x. Dizziness
 - xi. Hunger
 - xii. Blurred Vision

- f. Treatment Guidelines for Mild and Severe Hypoglycemia (NATA)

- i. If athlete is conscious and able to swallow
 - 1. Administer 10-15g of fast acting carbohydrates
 - a. Examples of 15 grams of simple carbohydrates
 - i. Glucose tablets
 - ii. Gel tubes
 - iii. 4oz of juice or regular soda (not diet)
 - iv. 1 tablespoon sugar, honey, or corn syrup
 - v. Hard candies, jellybeans, gumdrops
 - 2. Measure blood glucose level
 - 3. Wait 15 minutes and measure blood glucose levels again
 - 4. If levels remain low, administer another 10-15g of carbohydrates
 - 5. Recheck blood glucose levels in 15 minutes
 - 6. If levels remain low after second dose, activate EMS
 - ii. If the athlete is unconscious
 - 1. Activate EMS
 - 2. Provide glucagon injection if available and trained to do so
5. Hyperglycemia
 - a. High blood sugar, levels above 180 mg/dL
 - b. Some athletes may train in a hyperglycemic state to avoid hypoglycemia, but it places the athlete at risk of dehydration and reduce athletic performance
 - i. Need to increase consumption of non-carbohydrate fluids
 - c. Signs and Symptoms
 - i. Nausea
 - ii. Decreased Cognitive Performance
 - iii. Decreased Reaction Time
 - iv. Fatigue
 - v. Rapid Breathing
 - vi. Increased Thirst
 - vii. Fruity Odor on Breath
 - viii. Frequent Urination
 - d. Guidelines for Exercising during Hyperglycemia (ADA)
 - i. Exercise with caution, provided ketones are not present, if ketones they should see their physician and should not exercise

Skin Conditions

Skin infections may be transmitted by both direct and indirect contact. Skin conditions can spread throughout large populations easily and some can be very serious. **If a coach suspects a possible skin condition, they should refer the athlete to a health care professional for diagnosis.**

1. Common Types of Skin Conditions

a. Bacterial Skin Infections

i. Impetigo

ii. Staph/MRSA

1. Any swelling associated with a pimple/boil/spider bite type wound- athlete should be evaluated immediately by primary care, urgent care or ER for treatment
2. Any spreading redness around a wound should be treated by a health care professional as soon as possible

iii. Folliculitis

b. Viral Skin Infections

i. Herpes Zoster (chicken pox)

ii. Herpes Gladiatorum (cold sores on skin)

c. Fungal Skin Infections

i. Tinea Corporis (ring worm)

ii. Tinea Pedis (athletes foot)

2. Prevention

a. Wash hands with soap and warm water or alcohol based sanitizer often

b. Good hygiene

i. Shower immediately after activity

c. Avoid whirlpools when you have an infection or open wound

d. Avoid sharing athletic equipment, towels, razors

e. Inform the athletic trainer of all skin lesions

f. Properly cover all skin lesions

3. General Guidelines for Return to Play after diagnosis

a. Must be cleared by physician

b. Bacterial infections

i. Must be without new skin lesions and under treatment for 72 hours prior to return to play

ii. Infection must be resolving

iii. Must have no moist, exudative, or purulent lesions

c. Herpes Zoster (Chicken Pox)

i. Skin lesion must be surmounted by a firm adherent crust and have no evidence of secondary bacterial infection

d. Herpes Gladiatorum

i. No contact until lesions are well healed and a minimum 48 hours if no antiviral medication is needed

ii. Refer to NFHS Guidelines for more detail about complicated cases

e. Tinea Infections

i. A minimum of 72 hours of topical therapy

ii. A minimum of two weeks systemic antifungal therapy is required for scalp lesions.

iii. Must be completely covered.

Lightning Protocol

Lightning and other severe weather can pose injury risks to outdoor athletics. Although in Washington state these storms rarely happen, here are a set of guidelines to follow to protect athletes during these occurrences.

1. General Rule
 - a. Count from the time you see lightning flash to the time hear thunder bang and divide that time by 5, this gives you the number of miles away the lightning is. Lightning can strike up to 6 miles away, if your flash-to-bang count is 30 seconds or less you should stop outdoor activities and seek shelter.
2. 30/30 Rule
 - a. If your flash-to-bang count is 30 seconds or less stop outdoor activities and seek shelter for 30 minutes. You should stay under shelter for 30 minutes after the last lightning strike is seen and thunder bang is heard.
 - i. Yes, that means even if you have been in the clear for 27 minutes, if you see lightning again the 30-minute timer starts over.
3. Definitions
 - a. Watch- The risk of hazardous weather has increased, but the presence, location, and timing is unclear
 - i. The athletic trainer advises coaches to seek indoor or alternative practice options during a lightning watch. Remember this is to prevent risk and injury to the athletes
 - b. Warning- Hazardous weather is in your area, seek shelter.
 - i. No questions about it, WE ARE GOING INSIDE
4. Safe places
 - a. School buildings, locker rooms, gyms... fully enclosed buildings or cars or buses.
 - b. For stadium events it is recommended that spectators return to their vehicles and athletes and coaches follow the path down to the Gym and wait in there.

Smoke - EAP

The following chart can be found on the WIAA website and is from the Washington State Department of Health website. It gives recommendations to protect the youth and children during times of heavy smoke or pollutants in the air (High AQI). It is the recommendation of the athletic trainer that if the AQI reaches 100, outdoor athletic activities should be postponed, canceled, or moved indoors.

<https://www.wiaa.com/health-wellness-welcome/>

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/334-332.pdf?uid=62a8d19e76848>

Outside Air Quality Index (AQI): PM2.5

Activity Duration	Good (0-50 AQI)	Moderate (51-100 AQI)	Unhealthy for Sensitive Groups (101-150 AQI)	Unhealthy, Very Unhealthy, or Hazardous (≥151 AQI)
15 mins to 1 hour (e.g., recess, PE, classes typically held outside)	No restrictions.	Allow children and youth with health conditions to opt out or stay indoors. Limit intensity of activities for these children and youth if needed. levels are elevated.	Limit to moderate intensity activities outside. For children and youth with health conditions, further limit intensity or move to an area with safer air quality if needed.	Cancel outdoor activity or move to an area with safer air quality, either indoors with filtered air or to a different location. Limit to light intensity activities indoors if indoor PM2.5 levels are elevated.
1-4 hours (e.g., athletic events and practices)	No restrictions.	Allow children and youth with health conditions to opt out or stay indoors. Limit intensity of activities for these children and youth if needed. levels are elevated.	Limit to light intensity activities or to a 1-hour total duration with moderate intensity activities. If intensity level and time cannot be modified, consider canceling outdoor activity or move to an area with safer air quality, either indoors or to a different location. For children & youth with health conditions, further limit time or intensity if needed.	Cancel outdoor activity or move to an area with safer air quality, either indoors with filtered air or to a different location. Limit to light intensity activities indoors if indoor PM2.5 levels are elevated.
> 4 hours (e.g., outdoor school or programming, day camp, overnight camp)	No restrictions.	Move children and youth with health conditions to an area with safer air quality, either indoors or to a different location if needed. Allow children and youth without health conditions to opt out or stay indoors and limit intensity of activities.	Limit to light intensity activities and under 4-hr total duration. If intensity level and time cannot be modified, cancel outdoor activity, or move it to an area with safer air quality, either indoors or to a different location. For children and youth with health conditions, further limit time or intensity if needed.	Cancel outdoor activity or move to an area with safer air quality, either indoors with filtered air or to a different location. Limit to light intensity activities indoors if indoor PM2.5 levels are elevated.

Cold Weather Exercise Guidelines

1. Preparation

- a. According to the NATA the following guidelines should be used in planning activities depending on the temperature along with taking the wind-chill into consideration. Remember always go by the wind-chill temperature when deciding outdoor cold weather activities. Conditions should be constantly re-evaluated for change in risk level by the athletic trainer.
 - i. $\leq 30^{\circ}\text{F}$ - Be aware of potential cold injury and notify coaches and athletes of situation
 - ii. $\leq 25^{\circ}\text{F}$ - Wear additional protective clothing, cover as much exposed skin as practical, provide time for re-warming in facilities
 - iii. $\leq 15^{\circ}\text{F}$ - Consider modifying activity to limit exposure or allow frequent chances to rewarm
 - iv. $\leq 0^{\circ}\text{F}$ - Consider terminating practice or competition

2. Wind Chill Policy

- a. $< 25^{\circ}\text{F}$ - All participants should take reasonable precautions to cover all exposed skin
- b. $< 20^{\circ}\text{F}$ - Continue with clothing recommendations, all athletes not participating should remain indoors
- c. $< 15^{\circ}\text{F}$ - Continue with clothing recommendations, warm-ups and cool downs should be done indoors, exposure to cold should be limited to 60 minutes with a 20 minute indoor re-warming time in between, limit down time so participants keep moving, all athletes not participating should remain indoors
- d. $< 10^{\circ}\text{F}$ - Continue with all recommendations, limit exposure to 30 minutes with a 20 minute indoor re-warming time in between
- e. $< 0^{\circ}\text{F}$ - Cancel even and reschedule

Wind Chill Chart

		Temperature (°F)																			
Wind (mph)	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		
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77		
	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	-96		
	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		

Frostbite occurs in 15 minutes or less

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$$\text{Wind Chill (}^{\circ}\text{F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T = Air Temperature ($^{\circ}\text{F}$)
V = Wind Speed (mph)

f.

3. Hydration

- a. YES, make sure athletes are staying hydrated in cold weather exercise. Cold weather moves fluids from your arms and legs to your core, which increases urine output. Water and sports drinks are needed to replace these fluids. Athletes also lose fluids through respiratory fluid loss at a greater rate in cold weather (seeing your breath).
- b. Signs of Dehydration in Cold Weather
 - i. Dizziness
 - ii. Shortness of Breath
 - iii. Headache
 - iv. Fatigue
 - v. Nausea
- c. Tips for Staying Hydrated
 - i. Avoid caffeinated beverages
 - ii. Have water ready with you
 - iii. Eat foods with high water contents such as fruits and vegetables
- d. Fluid Intake
 - i. Much like hydration in warm weather, fluid intake should equal fluid loss. This means for every 1lb of fluid lost during exercise, athletes should be drinking 500ml of water.

Communication, Final Forms and Post Emergency Procedures

In the event that an athlete is injured during a competition or practice that is covered by the King's athletic trainer, they will contact parents or guardians either in person or by phone and fill out the proper injury paperwork. If the King's athletic trainer is busy with an emergency situation the athletic trainer may ask the head coach to contact the parents or guardians of an injured athlete. During away competitions or practices where the King's athletic trainer is not present, it is the responsibility of the head coach to contact the parents or guardians of an injured athlete, THEN contact the King's athletic trainer... Contact parents or guardians first.

Emergency information can be accessed on Final Forms. It is the responsibility of ALL coaches to be able to access this information and contact parents or guardians and then the King's athletic trainer if needed. It is the head coach's responsibility to familiarize themselves with their "Red Flag Athletes" (allergies, diabetic, seizures).

After the emergency has been contained there are a few things that need to be done. The first is to make sure to clean up all blood, bodily fluids and biohazard waste. It must be removed following the athletic department bloodborne pathogen protocol. The next is to make sure that all phone calls are made, follow up with the involved athlete's parents or guardians if appropriate. Update the athletic trainer and athletic director. Make sure to always call the parents or guardians first when reporting injuries, the athletic trainer and athletic director can come next. Make sure to always report injuries to the athletic trainer, especially if they happen during away events where the athletic trainer is not present. The last thing is to make sure that all injuries are updated on Final Forms. If used properly Final Forms can be used to update all the appropriate parties. Make sure to give the athletic trainer enough information so that they can at least start an injury report. The athletic trainer will manage all injury reports on Final Forms.

Emergency Action Plan- Stadium

Sports: Football, Soccer, Cross Country, Track and Field

Woolsey Stadium

450 N 190th ST, Shoreline, WA 98133

Phone Numbers

EMS	911
Athletic Trainer- John Nelson	425-565-2090
King's Athletics	206-546-7247

Emergency Personnel: A certified athletic trainer is on-site for all competitive events for football, soccer, cross country and track and field.

Training Room Use: The athletic training room is located along the East side of Mike Martin Gym, from the inside, in back of the stage.

Emergency Communication: There is no phone at the stadium, must use cell phones

Emergency Equipment:

1. AED- Field side for competitions or inside the door to the left of the football shed
2. First Aid Supplies- Field side for competitions or inside football shed
3. Athletic Trainer's Kit- Field side for competitions or inside of the football shed
4. Biohazard bags- In cleaning supplies cabinet in training room
5. Vacuum splints- Field side for competitions or inside of the football shed
6. Crutches- Training room underneath the taping table

Roles of Emergency Care Team Members:

1. Immediate care and assessment of injured athlete
2. Emergency equipment retrieval
3. Activate the EMS by calling 911
4. Open appropriate gates
5. Assign an individual (coach or member of the team) to direct EMS to the scene

Information to Give 911 Dispatcher:

1. Name and Location
2. Potential Injury
3. Number of Injured
4. Care Provided
5. Additional info as Requested (vital signs, medical history, etc.)

Venue Directions:

Turn down 190th street go past the school parking lot and the stadium parking lot. Halfway down the hill to the right are the access gates to the stadium. Someone will meet you at the gates and open them for the ambulance.

Emergency Action Plan- Mike Martin Gym

Sports: Volleyball, Basketball, Cheer

Mike Martin Gym

330 N 190th St Shoreline, WA 98177

Phone Numbers

EMS	911
Athletic Trainer- John Nelson	425-565-2090
King's Athletics	206-546-7247

Emergency Personnel: A certified athletic trainer is on-site for all competitive events for volleyball, basketball and cheer.

Training Room Use: The athletic training room is located along the East side of Mike Martin Gym, from the inside, in back of the stage.

Emergency Communication: Phone in AD's office, cell phones work throughout building.

Emergency Equipment:

7. AED- Court side for competitions or located by water fountain behind home team bench
8. First Aid Supplies- Court side for competitions or located in training room
9. Athletic Trainer's Kit- Court side for competitions or located in training room
10. Biohazard bags- In cleaning supplies cabinet in training room
11. Vacuum splints- Court side for competitions or located in training room
12. Crutches- Training room underneath the taping table

Roles of Emergency Care Team Members:

6. Immediate care and assessment of injured athlete
7. Emergency equipment retrieval
8. Activate the EMS by calling 911
9. Open appropriate gates
10. Assign an individual (coach or member of the team) to direct EMS to the scene

Information to Give 911 Dispatcher:

6. Name and Location
7. Potential Injury
8. Number of Injured
9. Care Provided
10. Additional info as Requested (vital signs, medical history, etc.)

Venue Directions:

Turn down 190th street go past the football stadium and down the hill. Take a right at the fork in the road and follow the road to the front of the gym. Someone will meet the ambulance at the double doors, they are the access doors.

Emergency Action Plan - King's Garden Gym

Sports: Volleyball, Basketball, Cheer

King's Garden Gym

19400 Greenwood Ave. N, Shoreline, WA 98133

Phone Numbers

EMS	911
Athletic Trainer- John Nelson	425-565-2090
King's Athletics	206-546-7247

Emergency Personnel: A certified athletic trainer is on-site for all competitive events held in gym

Training Room Use: The athletic training room is located along the East side of Mike Martin Gym, from the inside, in back of the stage.

Emergency Communication: Landlines may be unavailable, must use cell phones

Emergency Equipment:

13. AED- Court side for competitions or located in the hallway to the restrooms
14. First Aid Supplies- Court side for competitions or located in training room
15. Athletic Trainer's Kit- Court side for competitions or located in training room
16. Biohazard bags- In cleaning supplies cabinet in training room
17. Vacuum splints- Court side for competitions or located in training room
18. Crutches- Training room underneath the taping table

Roles of Emergency Care Team Members:

11. Immediate care and assessment of injured athlete
12. Emergency equipment retrieval
13. Activate the EMS by calling 911
14. Open appropriate gates
15. Assign an individual (coach or member of the team) to direct EMS to the scene

Information to Give 911 Dispatcher:

11. Name and Location
12. Potential Injury
13. Number of Injured
14. Care Provided
15. Additional info as Requested (vital signs, medical history, etc.)

Venue Directions:

Turn onto Greenwood Ave. from 195th St. Turn left at first gate. Follow parking lot to main entrance of Gym. Someone will meet you in the parking lot.

Emergency Action Plan - Baseball

Sports: Baseball

Shorewood HS Baseball Field

17300 Fremont Ave N Shoreline, WA 98133

Phone Numbers

EMS	911
Athletic Trainer- John Nelson	425-565-2090
King's Athletics	206-546-7247

Emergency Personnel: A certified athletic trainer is on-site for all competitive baseball games.

Training Room Use: The athletic training room is located along the East side of Mike Martin Gym, from the inside, in back of the stage.

Emergency Communication: There may be no available landlines, must use cell phones

Emergency Equipment:

19. AED- Dugout for competitions
20. First Aid Supplies- Dugout for competition or in team medical kit
21. Athletic Trainer's Kit- Dugout for competitions
22. Biohazard bags- In cleaning supplies cabinet in training room
23. Vacuum splints- Dugout for competitions
24. Crutches- Training room underneath the taping table

Roles of Emergency Care Team Members:

16. Immediate care and assessment of injured athlete
17. Emergency equipment retrieval
18. Activate the EMS by calling 911
19. Open appropriate gates
20. Assign an individual (coach or member of the team) to direct EMS to the scene

Information to Give 911 Dispatcher:

16. Name and Location
17. Potential Injury
18. Number of Injured
19. Care Provided
20. Additional info as Requested (vital signs, medical history, etc.)

Venue Directions:

Turn down 170th St from Fremont. You can park on baseball side of street and access the baseball field. Someone will meet you at the walkway and lead you to the baseball field access.

OR

Turn down 173rd St from Fremont and park in the bus loop. There are walkways to the baseball field. Someone will meet you at the walkway and lead you to the baseball field access.