

## Central Washington University ScholarWorks@CWU

---

Electronic Theses

Student Scholarship and Creative Works

---

1955

# A Handbook to Aid in the Control and Coordination of the Athletic Program for the Moses Lake Schools, Moses Lake, Washington

James Talmage Adamson  
*Central Washington University*

Follow this and additional works at: <http://digitalcommons.cwu.edu/etd>

 Part of the [Elementary and Middle and Secondary Education Administration Commons](#)

---

### Recommended Citation

Adamson, James Talmage, "A Handbook to Aid in the Control and Coordination of the Athletic Program for the Moses Lake Schools, Moses Lake, Washington" (1955). *Electronic Theses*. Paper 26.

This Thesis is brought to you for free and open access by the Student Scholarship and Creative Works at ScholarWorks@CWU. It has been accepted for inclusion in Electronic Theses by an authorized administrator of ScholarWorks@CWU.

**A HANDBOOK TO AID IN THE CONTROL AND COORDINATION OF THE  
ATHLETIC PROGRAM FOR THE MOSES LAKE SCHOOLS,  
MOSES LAKE, WASHINGTON**

---

**A Paper**

**Presented to**

**the Faculty of the Graduate School  
Central Washington College of Education**

---

**In Partial Fulfillment  
of the Requirements for the Degree  
Master of Education**

---

**by**

**James Talmage Adamson**

**August 1955**

THIS PAPER IS APPROVED AS MEETING  
THE PLAN 2 REQUIREMENT FOR THE  
COMPLETION OF A RESEARCH PAPER.

---

Ed K. Erickson, FOR THE GRADUATE FACULTY

---

Donald Murphy, CHAIRMAN

---

L. Reynolds

#### ACKNOWLEDGMENTS

The writer wishes to acknowledge the friendly criticisms and patient assistance of the writer's graduate committee chairman, Dr. Donald Murphy. The writer also wishes to acknowledge the assistance and encouragement given by Mr. Robert C. Smith, Administrative Assistant of the Moses Lake schools.

TABLE OF CONTENTS

	PAGE
<b>PART I INTRODUCTION AND OVERVIEW</b>	<b>1</b>
Introduction . . . . .	1
Purpose . . . . .	3
Definition of terms . . . . .	5
Procedure . . . . .	5
<b>PART II THE HANDBOOK</b>	
<b>SECTION I General Section for Coaches . . . . .</b>	<b>8</b>
Introduction . . . . .	9
Policies for coaches . . . . .	10
Duties of the athletic director . . . . .	16
Procedures and instructions in rendering	
first aid . . . . .	19
First aid instructions . . . . .	20
<b>SECTION II High School Section . . . . .</b>	<b>23</b>
Introduction . . . . .	24
Sports season and number of contests . . . . .	24
Requirements for earning a letter . . . . .	25
Eligibility . . . . .	28
North Central Washington class "A" league	
policies . . . . .	30
High school intramural program . . . . .	34
Property manager . . . . .	37

	PAGE
Sports manager . . . . .	38
Code of ethics . . . . .	38
SECTION III Junior High School Section . . . . .	40
Introduction . . . . .	41
The interscholastic program . . . . .	41
The intramural program . . . . .	43
SECTION IV Grade School Section . . . . .	47
Introduction . . . . .	48
Regulations on elementary athletics . . . . .	48
Program of sports . . . . .	50
PART III SUMMARY AND IMPLICATIONS	
Summary . . . . .	53
Implications . . . . .	54
BIBLIOGRAPHY . . . . .	55

**PART I**

**INTRODUCTION AND OVERVIEW**

## INTRODUCTION

One of the many issues demanding the attention of educators and school administrators today, is that of keeping athletics in a proper perspective with the rest of the school program.

Athletics has undergone considerable change since being introduced into the school program in the latter half of the nineteenth century. At that time the thinking in education circles revolved primarily around the development of the 3 R's. Educators stressed the separation of mind and body, the knowledge of facts, and the theory of formal discipline. Schools did not waste time with sports since it was felt they had no relationship with education. However, in time progressive educators and psychologists began to point out the fallacy in this thinking. They exploded the myth of formal discipline and buried the idea that the "physical" was unimportant.<sup>1</sup> This then, led to the gradual acceptance of athletics as a part of the school program. Since that time athletics have become, as stated by Duncan, "a fast growing giant with a tremendous potential for making a vital contribution to the physical, social, and emotional growth of every boy who participates."<sup>2</sup> However, the potential for good is matched by the possibility of bad outcomes. The wholesome results that could be gained through athletics

---

<sup>1</sup>Charles A. Bucher, "Athletics in Education," The Journal of Educational Sociology, 28:241, February, 1955.

<sup>2</sup>Ray O. Duncan, "The Contribution of School Athletics to the Growing Boy," The Journal of Educational Sociology, 28:274, February, 1955.



have, in recent years, been vitiated by bad practices. This is admitted in a study made by the committee on school athletics of the Educational Policies Commission. In their study they found that bad practices do exist in school athletics and are responsible for much of the criticism, misunderstanding, contradiction and confusion that has developed over interscholastic athletics. These bad practices were listed as: (1) over-emphasis on varsity sports; (2) distortion of the educational program; (3) pressure on coaches to win at all costs; (4) financial woes; (5) involvement of younger boys; (6) neglect of girls in program planning.<sup>3</sup>

The bad practices found, and there are others besides those listed above, have tended to place an over-emphasis on athletics. The result of this has caused athletics, in many instances, to get out of perspective with the rest of the educational program.

Many possible solutions to the problem of over-emphasis of athletics have been suggested. One suggestion by J. K. Archer implies that in as much as athletics are an integral part of education, they should be operated in much the same manner as other areas of the school program, and sponsored solely by taxable funds.<sup>4</sup> The Educational Policies Commission recommends "athletics for all", by maintaining a balance

---

<sup>3</sup>J. K. Archer, "Standards and Administrative Policies for an Interscholastic Athletic Program," "National Association of Secondary School Principals, 35:74-78, April, 1951.

<sup>4</sup>Educational Policies Commission, School Athletics, A Report Prepared by the Committee on School Athletics (Washington: National Educational Association, 1954), p. 10.

between required and voluntary programs of activities.<sup>5</sup> Another possible solution is in making rules and regulations more uniform in state and area associations and even within the local departments. "Athletics will be what they are made to be by schools and communities."<sup>6</sup> Therefore, it is the responsibility and duty of local school boards and school administrators to see that athletics are kept in their proper perspective so that their true value may be realized.

#### PURPOSE

As athletic director of the Moses Lake school system, it has been this writer's responsibility to organize, coordinate and conduct the athletic program. Moses Lake has been undergoing a period of tremendous growth, which has resulted in an increase of student enrollment and the necessity of increasing the athletic program. To effectively operate a good program under this condition, it has become necessary to establish some method which will serve the following purposes: (1) the dissemination of information concerning the athletic program for coaches, administrators, teachers, students and parents; (2) the clarification of athletic philosophy, duties, standards and regulations; (3) the method of keeping the athletic program in balance with the rest of the educational program; (4) the ease of coordination of the over-all athletic program.

---

<sup>5</sup>Ibid., p. 23.

<sup>6</sup>Ibid., p. 10.

It has been this writer's experience, in reading in the areas of education, that a great deal of emphasis is placed on the establishment of policies to help govern various phases of the school program. While it is true that most schools have policies of some sort, many schools operate on oral policies only, especially in the area of athletics. That few schools have written athletic policies was firmly established in the mind of this writer, in response to correspondence with several Washington school superintendents regarding athletic policies. In brief, the following comments from five of the school's superintendents contacted, are indicative of the response received on the subject: "We have some policies included in our district teacher's handbook but they are very general and brief"; "not as school district policies--a high school problem"; "league policies are included in the league handbook . . . extra curricular pay, including athletics, is a part of the salary schedule"; "no written policies".

Of the twenty superintendents contacted, all of whom were in districts about the size of Moses Lake, fourteen had no written policies covering the athletic program, three indicated policies of a sort, while three failed to respond. While this cannot be considered conclusive, this writer feels it does indicate a lack of responsibility on the part of school administrators to clearly define their athletic program.

Edward M. Tuttle writes that each school or school system should identify clearly the goals it seeks for its' athletic program.<sup>7</sup> Charles

---

<sup>7</sup>Edward M. Tuttle, "Are Public School Athletics Beyond School Board Control," American School Board Journal, 128:6, May, 1954.

Charles E. Forsythe makes this statement: "If an established and well-defined athletic policy is in existence in a school, it can be pointed to constantly as the objectives of the athletic program."<sup>8</sup> The Educational Policies Commission reports: "Policies for interscholastic athletics should be made by school authorities;"<sup>9</sup> and, "Strength of local school athletic administration is determined from policies, standards and regulations."<sup>10</sup>

It is the purpose of this writer, then, to put into written handbook form, policies, standards and regulations, that will serve the purposes as listed on page three of this paper.

#### DEFINITION OF TERMS

Athletic program. All school sponsored extra curricular physical activities, in the form of competitive games and sports, in which students voluntarily participate.

Athletic personnel. Any person actively engaged in working in the athletic program.

#### PROCEDURE

The procedure used in the preparation of the policies, standards, and regulations appearing in this handbook was largely that of

---

<sup>8</sup>Charles E. Forsythe, The Administration of High School Athletics (New York: Prentice-Hall, Inc., 1948), p. 146.

<sup>9</sup>Educational Policies Commission, op. cit., p. 57.

<sup>10</sup>Ibid., p. 68.

committees representing the school administration and the athletic department. These committees, under the direction of this writer, have been meeting since the spring of 1953, in an effort to establish policies and regulations that are basically sound and workable.

This handbook represents the efforts of the writer in systematizing and classifying the many basic policies established by this cooperative endeavor.

**PART II**

**THE HANDBOOK**

**SECTION I**

**GENERAL SECTION FOR COACHES**

## GENERAL SECTION FOR COACHES

### INTRODUCTION

Athletics in the Moses Lake school system exist for the benefit of the students. The administration and the board of education realize the importance that athletics play in the school life of the student and in his over-all educational growth. Because of this, it is their desire that a varied program of athletics be made available to all students who wish to participate. It is the responsibility of the athletic department to organize and present this program in such a way that it will aid in the physical, mental, moral and social growth of the students involved. The coach is the key of this program. Through him, the door of opportunity is unlocked, and through his presentation, attitude and cooperation, the success of the program will be determined.

It is the desire of the school board, administration and the athletic department of the Moses Lake school system that the highest type of sportsmanship be taught. Coaches must emphasize the importance of being a gentleman at all times, and therefore set high standards of moral and social conduct that must be adhered to. If coaches fail to do this, a great injustice will have been done to the students, as the training they receive in athletics may affect their daily living as much, if not more, than the training they receive elsewhere.

The policies, duties, program outlines, standards and regulations contained herein, have been established through cooperative effort of the administrative and coaching staff of Moses Lake schools, to aid in the



over-all athletic planning, and to control and coordinate the program within the bounds of common sense.

It is highly important that coaches acquaint themselves and adhere to the content of this book in order that the Moses Lake schools may have a successful athletic program.

### POLICIES FOR COACHES

#### A. General policies

1. Coaches are expected to conduct themselves in a professional manner at all times.
2. Coaches are expected to refrain from the use of abusive or profane language.
3. Coaches should not ask or expect special privileges that deviate from the policies of the school board.
4. Coaches are expected to attend all meetings, both athletic and academic.
5. Coaches will be called upon for special duties from time to time. These duties should be taken with a spirit of cooperation.
6. Coaches will be the last ones to leave the locker rooms and it will be their responsibility to see that all doors are properly locked and lights out.
7. Cooperation between coaches is a necessity. If disagreements or conflicts arise, they will be settled at a coaches meeting and not in the locker room or in front of students.

8. Buses will be used for transportation, except by special authorization from the school board.
9. It is the duty and responsibility of the head coaches to organize and plan their sport and to make full utilization of their assistants, and of the equipment and facilities available. The head coach will conduct all practices and be further responsible for the conduct and safety of any spectators who may be present.
10. With the exception of basketball and varsity baseball, the policy of no cuts, will be observed.
11. It should be remembered that athletics are not the only activity carried on for student benefit. Support and cooperation should be given all other departments. If difficulties do arise, they will be settled by a three member board selected of non-partial faculty members.

#### B. Policies in regard to equipment

##### 1. Ordering of equipment

- a. Coaches should be familiar with quality, styles and prices of various equipment for their sport.
- b. The list of needs should be discussed with the athletic director.
- c. The athletic director will order all equipment after consulting the coach and principal. Salesmen are directed first to the athletic director before talking to the coaches.

- d. The athletic director is obligated to obtain the best quality equipment from reputable dealers.

## 2. Cleaning

- a. Materials that can be washed, should be kept clean by washing as often as necessary in the school washers.
- b. Dry cleaning should be sent to the local establishment which has been awarded the bid for dry cleaning.

## 3. Storage

- a. At the completion of the sport season, all equipment will be checked in with the coaches, inventoried, cleaned, and then turned in for storage at the central equipment storage room.

## 4. Care and issuance

- a. Each coach is responsible for readying the equipment for his sport and with the help of the athletic director, for its issuance and care.
- b. All equipment will be carefully charged out to each student. The special form for issuing equipment will be used. This must be filled in, in triplicate. One copy to go to the student, one to the coach and one to the athletic director.
- c. A \$5.00 deposit will be made by each student before a uniform is issued. This is to insure return of all equipment promptly at the end of the season, at which time the deposit will be returned if the equipment is in

satisfactory shape. Deductions will be made in case equipment is returned in poor shape.

### G. Policies in regard to students conduct

#### 1. In the locker room

- a. Players will not be allowed to loiter in the dressing room. They will dress quickly and go to practice. They will undress, shower, store their gear, and leave as quickly as possible.
- b. Horseplay, profane language, or dirty stories will not be tolerated.
- c. Students and others not actively engaged in sports have no business in the locker rooms without permission of coaches in charge.
- d. Locker room doors will be locked when not in use. Locker room to the gym door will be locked by janitors at 4:15 during outdoor seasons.
- e. Locker rooms and shower rooms must be kept clean.
- f. Lockers shall be kept locked, cleaned regularly, and free from dirty clothes and equipment.
- g. Players are responsible for their own valuables.
- h. Towels must be checked in daily.
- i. Snapping of towels, standing on benches, or running in the locker room will not be allowed.

#### 2. On trips

- a. Players shall ride with the team, unless they have a

written parental request, and then only if they ride with their parents.

- b. Boisterous and loud talking should be discouraged. It must not be allowed when passing through towns.
- c. Loud and boisterous conduct in cafes or hotels will not be tolerated.
- d. Buses will always leave on schedule. Students are responsible for being on time.
- e. Encourage neatness of dress on trips. Players must be reminded that they are representing Moses Lake High School and that their appearance and behavior reflects upon the school. Loud clothes and odd haircuts should be discouraged.
- f. A list of all students making trips must be turned in to the office by the coach at least one day in advance of the day of the trip.

### 3. Equipment room

- a. Players shall not be allowed in any equipment room.
- b. The equipment room shall be kept clean and in an orderly manner.

### 4. Equipment

- a. Players are responsible for equipment issued to them. They should keep their copy of issuance card in their locker. They should check to make sure their equipment is all stored away before showering.

- b. Equipment needing repair should be checked in with the manager.
  - c. Equipment lost or negligently damaged shall be paid for from the \$5.00 deposit.
5. Insurance and eligibility
- a. Each boy turning out for a sport must be covered with satisfactory insurance. Coaches should turn in to the office, a list of all students participating in their sport, so that insurance and eligibility lists may be made in time to meet requirements.
  - b. Coaches and students are expected to abide by state and local rulings as they apply to eligibility.
  - c. In case of injury requiring a doctor, insurance claims must be filled out and taken to the doctor with the boy whenever possible. A copy of all claims must be filed with the Director of Athletics.
6. On field and in the gym
- a. Participants are to report to the field or gym as quickly as possible.
  - b. There will be no street shoes allowed on the gym floor at any time. This includes rubber soled street shoes.
  - c. Profane language, horseplay, or any action displaying what could be interpreted as unsportsmanlike conduct will not be tolerated.
  - d. Participants should be encouraged to help out in preparation and care of athletic facilities.

## DUTIES OF THE ATHLETIC DIRECTOR

## A. Coordination

## 1. Scheduling

- a. The athletic director will consult with the coaches and principals in drawing up schedules and contracting all athletic contests.
- b. All scheduled dates will be posted on the master calendar of the district.
- c. When each seasons schedule is complete, posters and pocket cards will be printed and available in the high school office.

## 2. Elementary program

- a. The athletic director will cooperate with the school administration in setting up a well-rounded program of activities for all the schools in the district.

## 3. Gym scheduling

- a. The athletic director will be responsible for scheduling of all athletic facilities and for seeing that responsible persons are in charge of those facilities when used for school activities.

## 4. Coaches

- a. The athletic director will interpret policies and assignments for the coaches and act as spokesman for the group at administrative staff meetings.

**5. Publicity**

- a. The athletic director will coordinate all publicity dealing with school athletics.

**6. Information**

- a. The athletic director will see that all school personnel are informed about the athletic activities, by publishing weekly bulletins, appearing periodically before the various school faculty meetings, and through the fall workshop meetings.

**7. Ordering**

- a. The athletic director will be obligated to order the best quality of equipment from reputable dealers. All ordering will be done after consulting the coaches and the principal.

8. The athletic director will make an annual report for the benefit of the student body and school administration. This report will include such items as participation, scope, and cost of the total athletic program.

9. The athletic director works with all building principals, but is directly responsible to the administrative assistants, in charge of personnel and curriculum.

**B. Supervision**

1. The athletic director will be responsible for the preparation and welfare of the fields and gym facilities.



2. The athletic director will see that all equipment is properly numbered, inventoried, stored and repaired.
3. The athletic director will supervise all game activities, such as pre-game and half-time.
4. The athletic director will arrange all transportation.
5. The athletic director will secure and pay all game officials.
6. The athletic director will supervise printing of tickets and organizing gate staffs.
7. The athletic director will supervise printing and supplying of all necessary forms used in the athletic program, i. e., letters to parents, physical exam reports, equipment forms, etc.
8. The athletic director will account to the principal for gate receipts.
9. The athletic director will attend all major games.

PROCEDURES AND INSTRUCTIONS  
IN RENDERING FIRST AID<sup>11</sup>

All staff members of the Moses Lake schools are expected to be familiar with, and to follow, the adopted procedures and instructions for rendering first aid.

Steps in Procedure

- A. Render first aid according to the instructions. These instructions are contained within this book and also are available in all school buildings offices and teachers rooms.
- B. If it is necessary to secure medical care:
  1. Notify the principal's office.
  2. Notify the parents of the pupil.
  3. If unable to locate parents, notify the family physician of choice, as indicated on the student's registration and health cards.
  4. In cases of extreme emergency, call the hospital for the doctor on duty.
  5. No sick or injured person should be sent home alone.
  6. Record accurate details of the injury in order to protect the student and the interests of the school. Insurance

---

<sup>11</sup>Marie Lillsjo (ed.), Procedures and Instructions in Rendering First Aid (Moses Lake, Washington: Moses Lake School District, 1955.) The material in this mimeographed bulletin was approved by the Moses Lake physicians in January, 1955.

forms and accident reports are available in all school building offices.

### FIRST AID INSTRUCTIONS

#### Scratches and Cuts

- A. Cleanse with soap and water. Begin at the edge of the wound and wipe away from it.
- B. Apply zepharin.
- C. Apply dry dressing if indicated to keep out dirt. Do not use ointment.
- D. Deep wounds may require medical attention. Refer to the family doctor.

#### Hemorrhage

- A. Apply pressure over injury with clean dressing or cloth.  
Elevate the part.

#### Fainting and Shock

- A. If possible, prevent fainting by having student lower head between knees.
- B. If loss of consciousness occurs, put student in lying position with head lowered.
- C. Use aromatic spirits of ammonia for inhalant.

#### Head Injuries

- A. Keep student lying down, flat, without pillow.
- B. Keep warm. Do not move if unconscious or if patient is paralyzed and unable to control muscles of the upper extremity.  
Notify a doctor.

Nosebleed

- A. Have the student hold his nose with a firm grip, using the flat surface of the thumb and forefinger.
- B. Encourage him to breathe through his mouth. Apply pressure for at least five minutes without relaxing.
- C. Gradually release pressure.
- D. If bleeding has not stopped, repeat the pressure for a longer period of time.

Eye Injuries

- A. Close and bandage the eye and secure prompt medical attention.

Convulsions and Epileptic Seizures

- A. Do not try to hold the patient.
- B. Get the student in a lying position as quickly as possible.
- C. Keep warm.
- D. Allow to rest for awhile after regaining consciousness.

Sprains and Infected Wounds

- A. Sprains
  1. Elevate the part.
  2. Apply cold applications.
  3. If the sprain is severe, keep the student from using the part and refer to a physician.
- B. Infected wounds
  1. Any wound that has become infected, refer to the family physician.

Fractures

- A. Have the student remain in as comfortable position as possible.
- B. Keep the student as quiet as possible. Do not move him.
- C. Keep the student warm.
- D. Follow the procedure for obtaining aid as given in the general aid outline.
- E. Call a physician to the scene of the accident, only in case of severe fracture.

SECTION II

HIGH SCHOOL SECTION

## HIGH SCHOOL SECTION

### INTRODUCTION

It is in the high school that the greatest need for sound practices in athletics exists. Because tradition, student morale, and public interest dictate a highly competitive interscholastic athletic program, it is essential that standards and regulations be established to keep the program within the bounds of common sense. The standards and regulations contained in this section are therefore established for the following purposes: (1) to act as a source of information for coaches, students, teachers, administrators and parents; (2) to help keep the program from being over-emphasized in relation to the programs of other departments; and (3) to achieve consistency and uniformity within the department.

### SPORTS SEASON AND NUMBER OF CONTESTS

The sports seasons, number of contests, and game limitations were established by the state board of control.<sup>12</sup> The number of games limited to Moses Lake do not however, necessarily conform to those set by the state board, but have been set in the interests of the students by the administration and athletic department of Moses Lake High School. Any sport worthy enough to be considered as an interscholastic sport is also considered a major sport. Any sport not now offered by the school for

---

<sup>12</sup>Washington High School Athletic Association, Official Handbook, Frayn Letter Press, Seattle, 1953, p. 42-43.

interscholastic competition will be considered, if and when facilities and interest warrant it being added to the program.

<u>Sport</u>	<u>Season</u>	<u>Number of contests that may be played (other than tournament)</u>
Football	First day of school, or Sept. 1 (whichever is first), to Nov. 12	9
Basketball	Dec. 1 to Mar. 15, or date of State Class A tournament (whichever is later)	20
Wrestling	Same as for basketball	10
*Baseball	Mar. 15 to the final day of school	16
*Track	Same as for baseball	8
*Tennis	Same as for baseball and track	12

\*Beginning 1954-55, no student entering school for the first time may participate in more than one spring sport.

#### REQUIREMENTS FOR EARNING A LETTER

The school athletic letter and the right to wear the Moses Lake letter sweater are given to boys who have represented the school in athletics and have met the necessary requirements. It is the highest athletic award the school has to offer and boys, wearing their sweaters, must be reminded that they are representing Moses Lake High, and that our school will be judged by their conduct, and that that conduct must be such as to reflect only credit toward the school.

#### Football:

A boy must earn a total of 175 points at the end of a season to be awarded a varsity letter. Seven points are given for



each quarter of varsity play. A service award of 45 points is given to every boy who completes the season.\* If a boy completes the season with less than 175 points, his service award points will be carried over and through the next year. Managers turn out one year to earn a letter and two years to be allowed to wear a sweater.

#### Basketball:

A boy must earn a total of 175 points at the end of a season to be awarded a varsity letter. Two points are awarded for each quarter of non-conference games and four points for all conference games. A service award of 45 points is given to every boy who completes the season.\*

#### Wrestling:

175 points must be earned. Twelve points are given for each match. 10 points for a pin, six for a decision, and four points for a draw. 45 service points are given to each boy at the completion of the season.

#### Baseball:

175 points must be earned by the end of the season. Three points are given for every inning of a conference game and two points for every inning of a non-conference game. As in other sports, 45 service points are given for every boy who completes the season.

#### Track:

175 points must be earned for a letter. Twelve points will be

given for each point won in a track meet. Points are given 5-3-2-1 in most meets. A service award of 45 points is given to every boy who completes the season.

**Tennis:**

175 points must be earned. Points are given by matches.

Eight points for #1 singles, six for #2 singles, four for #3 singles. For doubles, six points for #1 doubles, four for #2 doubles, two for #3 doubles. 45 service points are given at the completion of the season.

\*The service award is given at the completion of the season to every boy who stays out for the season, excepting sickness or injury. Points will be deducted from the point total of any boy who at any time fails to observe the rules and policies of coaches and school. Any boy removed from the squad for any reason, whatsoever, forfeits all of his earned points.

The service points of those boys failing to earn the required number of points for a letter, shall be carried over from year to year, so that a boy turning out for four years would earn a letter on service points even though he might not play a quarter of ball.

Any boy who, due to any injury, did not receive the required number of points may be awarded a letter on the coaches recommendation, if it were obvious that he would have won the letter if not sidelined by injury.

## ELIGIBILITY

Coaches and students are expected to abide by the state and local regulations regarding eligibility.

Eligibility is not to be taken lightly. The athletic program of the Moses Lake Schools is based upon the development of proper attitudes and habits and only by observing these rules can proper habits and attitudes be developed. Coaches must be sure that all students are acquainted with these eligibility rules, by reading and discussing them at the beginning of each sport season, and by issuing the pocket size card containing both state and local rules of eligibility.

### A. State regulations<sup>13</sup>

1. A student, participating in sports, must not have reached his twentieth birthday before the beginning of the sports season.
2. There are only six possible semesters of eligibility.
3. A participant must have been in regular attendance in some elementary, intermediate or high school the previous semester, to the one in which the contest is held.
4. A student must maintain an amateur standing.
5. A participant must not practice or play with a team not connected with the school.
6. The students parents must be in residence in the district for which he is playing.

---

<sup>13</sup>Washington State High School Athletic Association, Official Handbook. Frayn Letter Press, Seattle, 1953, p. 42-43

7. October 1 and February 15 are semester enrollment deadlines.
  8. Each student must be in regular attendance.
  9. Each student participating must have a physical examination.
  10. Each student must be covered with adequate insurance.
- B. Local regulations<sup>14</sup>
1. A student on the deficiency list in any subject must make up his work and be cleared by his teacher by noon of the day previous to the athletic contest, or he will not be allowed to play.
  2. An unexcused absence from school or practice during the week of a game will result in making that student ineligible for that game.
  3. Three unexcused absences from school or practice during the season will render that student ineligible for the remainder of the season.
  4. Any student removed from a varsity squad for failure to observe the eligibility rules or training rules forfeits the right to participate in any other sport during the remainder of the year.

---

<sup>14</sup>Local eligibility regulations established by joint committee of faculty and students. May, 1954.

## NORTH CENTRAL WASHINGTON CLASS "A" LEAGUE POLICIES

Moses Lake High School is a member of the North Central Washington Class "A" League. Other members of the league, which was organized in the Spring of 1953, include Wenatchee, Cashmere, Ephrata and Omak.

In order to establish good wholesome relations between the schools, league policies were initiated at the Fall meeting of 1954. These policies are:

### A. General

1. Each school will compete with each other member in football, basketball, baseball, track and tennis.
2. Each school will submit its eligibility list and team rosters to each member school and to the league secretary at least one week prior to the first scheduled league game.
3. Home teams will be responsible for furnishing towels for the visiting team.
4. Teams ending the regular league schedule in a tie for first place will be considered co-champions. In the event a play-off is necessary to determine a district representative, i. e., basketball and baseball, all arrangements will be made by the league executive board and their decisions will be final.
5. League trophies will be awarded to the league winners in each sport.

6. League publicity will be handled by the league secretary.
7. All conference teams will be selected by the coaches at the end of each regular sports season. The selections of the individual coaches will be mailed to the league secretary, who will tabulate the selections and see that the selections are publicized in all district newspapers.

#### B. Football

1. All league games will start promptly at 8:00 P. M., except for those games scheduled for Armistice Day, in which games will start at 1:30 P. M.
2. Registered officials will be used for all league games. Officials to be used for any given game must meet the approval of both schools at least three days prior to the game. The host school is obligated in notifying the visiting school as to officials assigned, so that adjustments can be made if necessary.
3. Minor officials, such as timers, scorers, etc., must be competent adults.
4. Each team will be responsible for furnishing one adult for the yardage chain, and the visiting team should have some one to assist the official game timer.
5. The home team will wear light colored jerseys and the visiting team will wear dark jerseys.
6. In the event that a "B" squad game is to be played prior to the varsity game, the start of such game will be

4:30 P. M., and play will be in ten minute quarters.

7. For all "B" squad games played between league schools, the home team will furnish two officials and the visiting school will furnish one. The referee must be a registered official and the others should be familiar with the game and the rules.

#### C. Basketball

1. Competition in league basketball will include both varsity and "B" squad ball. The "B" squad game shall be a preliminary game and shall start promptly at 6:45 P. M. The varsity game shall start twenty minutes after the completion of the preliminary game.
2. Registered officials shall be used for both varsity and "B" squad games. Officials used must be satisfactory to both schools.
3. The home team will furnish the official scorer and official timer, who shall be competent adults. The decisions, of which are official, shall not be questioned. The visiting team should make an effort to have a competent timer and scorer present.
4. The home team shall wear light colored jerseys, the visiting team will wear dark jerseys. This applies to both games.

#### Baseball

1. Game starting time for all league games will be 3:30 P. M.

In the event a double header is to be played, the first game will start at 1:30 P. M.

2. Batting practice and infield practice will be on the basis of 20 minutes batting for each team and ten minutes infield for each team.
3. Each school will furnish one official who must be an adult. After three and one half innings have been played, these officials will trade duties.

#### E. Track

1. The North Central Washington Class "A" track meet will be the only recognized official league meet.
2. The Class "A" track meet will be held on the fourth Saturday in April and will be rotated between schools.
3. The Class "A" track meet will start at 1:00 P. M., with the field events. Running events will start at 1:30 P. M., and will run according to the official track and field rule book.
4. Four places will count in each track and field event, except the relay, in which only two places will count. Points will be 5-3-2-1.
5. Ribbons will be furnished by the host school and will be awarded the first four place winners in each event.
6. The host school will make all the necessary arrangements for the meet and will furnish all officials.
7. Each school may enter two men in each event except the



relay, in which each school may enter only one team.

8. The host school will furnish each school and the league secretary with a copy of the official results of the meet.

#### F. Tennis

1. The class "A" tennis tournament will be the only recognized official competition between schools in tennis.
2. The tennis tournament will be rotated among the league schools and run in conjunction with the league track meet, the fourth Saturday in April.
3. The host school is responsible for making all necessary arrangements for the meet.
4. Each school may enter one boys' singles, one girls' singles, one boys' doubles, one girls' doubles and one mixed doubles.
5. No individual may enter in more than one division.

#### HIGH SCHOOL INTRAMURAL PROGRAM

The chief interests of the Moses Lake High School is not merely in the production of winning teams, but the wider participation in games and sports for the greater majority of the students. Because of past experience and because there are no cuts in the varsity sports, except for basketball, the intramural program does not demand the attention in high school that it does in the junior high and grade schools. Therefore, the space given to high school intramurals will be necessarily brief.

A. Principles of the intramural program.

1. Activities should be physiologically, sociologically and psychologically sound. Should be recreational and safe.
2. Activities should stress participation.
3. Activities should be easy to learn.
4. Activities should meet space requirements and not require too much or too expensive equipment.
5. Activities should be provided that will accommodate the number of boys participating.

B. The aims of the intramural program are:

1. To develop good habits and attitudes toward sports.
2. To promote and maintain better health.
3. To develop a permanent interest in sports.
4. To be a contributing factor to the success of the inter-school athletic program.

C. Time allotment

1. The intramural program will take place during noon hours, from 3:45 P. M., to 5:00 P. M., when facilities are available, and during assigned evenings and Saturdays.

D. Program of sports for boys

1. Horseshoes
2. Wrestling
3. Badminton
4. Volleyball
5. Basketball

6. Track
7. Tumbling and gymnastics
8. Tennis

**E. Program of sports for girls**

1. Badminton
2. Tumbling and trampoline
3. Basketball
4. Volleyball
5. Archery
6. Tennis
7. Softball

**F. Organization**

1. The organization of the program will be the responsibility of the faculty member contracted as the intramural director. He in turn will work with the athletic director and principals in following through with the program outlined by them.

**G. General suggestions for starting the intramural program.**

1. At the beginning of the school year the complete program should be explained to the students. Outline the program of sports to them and make clear to them the method used for classifying the groups for equal competition.
2. Explain carefully the purpose and value of taking part in the activity.
3. Give an outlined letter to each student to take home for parental consent for participation.

#### H. Duties of faculty director

1. Organization of the program.
2. The policies listed for all coaches will be adhered to by each person working in intramurals.
3. Keep complete records of all games and individuals taking part.
4. Advertise and publicize the program to the students.

#### PROPERTY MANAGER

The property manager is a student elected to that position by the student body in the annual student body elections. As a representative of the students it will be his duty to work with and be in effect, an assistant to the athletic director. The specific duties of the property manager, as outlined in the Associated Student Body Constitution, are as follows:

1. To account to the student council for all expenditure for athletics.
2. To report equipment inventory and condition to the student council.
3. To supervise the duties of sports manager.
4. To handle and account all moneys and checks drawn from student accounts for use by athletic teams when traveling.
5. To travel with the teams, arrange for meals, lodgings, etc.
6. To assist the athletic director in all areas of the high school sports program, where assigned.

## SPORTS MANAGER

Those students who are selected as sports managers are directly responsible to the coaches and the property manager. They will perform all duties as directed by the coaches. To be a manager a student must have an interest in that position, be alert and efficient, respectful and cooperative, dependable, and prompt. The specific duties of the manager will be assigned at the beginning of the sport season in which he is working. Managers may earn a varsity letter after one year of satisfactory work as a manager. A manager earns the right to wear the varsity sweater at the end of two years of satisfactory work.

CODE OF ETHICS<sup>15</sup>

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

---

<sup>15</sup>Washington High School Athletic Association, op. cit., p. 81.

8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

**SECTION III**

**JUNIOR HIGH SCHOOL SECTION**

## JUNIOR HIGH SCHOOL SECTION

### INTRODUCTION

The administration and school board of the Moses Lake schools strongly believe that the junior high age is a most vital age. It is a time of rapid physical growth, requiring special need for improving body coordination. This is an age which seeks to take part in an increasing number of activities, and has a strong desire for group acceptance. Therefore, the emphasis of the athletic program for the junior high will be one of wide opportunities for participation through the intramural and limited interscholastic athletic programs.

### THE INTERSCHOLASTIC PROGRAM

The interscholastic athletic program for the junior high school will be a very limited one. Whereas many junior high schools sponsor and support interscholastic athletic teams for the purpose of "feeding" the high school, the local program of interscholastic athletics will be carried on with the sole purpose of offering a challenge to those students of more than average athletic ability and to give them the opportunity to learn the basic fundamentals and background of our "so-called" major sports.

#### A. Program of sports, length of season and number of contests

<u>Sport</u>	<u>Season</u>	<u>Game Limit</u>
Football	Sept. 7-Oct. 30	3 games
Basketball	Nov. 12-Feb. 15	6 games



Track	April 1-May 15	2 meets
Baseball	April 1-May 15	4 games

B. Regulations and limitations

1. Moses Lake Junior High School will not compete in any interscholastic sports league.
2. The junior high school will not compete in any game, tournament or jamboree, in which awards are given to the winning team.
3. The number of contests that are listed on the preceding page are considered maximum.
4. The Moses Lake Junior High School will give no awards or recognition of any kind to those students participating in this program.
5. Publicity on this program will not be emphasized.
6. There shall be no night games.
7. There shall be no practices or games scheduled during regular school hours.
8. There shall be no organized rooting section.
9. The interscholastic athletic program will be limited to freshman (ninth grade) students only.
10. Boys turning out for the interscholastic activity will not be allowed to participate in the intramural program during that season in which he is playing.
11. The eligibility rules prescribed by the Washington Junior High School Athletic Association (where not specifically

covered by local rules as listed here) will be followed.

C. Regulations regarding equipment, and student conduct

1. Those policies and regulations regarding equipment, and student conduct, as listed in Section I of this handbook, will apply to the junior high school interscholastic program.

### THE INTRAMURAL PROGRAM

A. Advantages of the intramural program in junior high school

It is in the junior high school that the greatest possibilities lie for the development of the intramural program. Many experts in the field of physical education and junior high school education feel that the junior high is peculiarly suited to the intramural program. Gruhn and Douglass list the following advantages of the intramurals over interscholastic athletics when adapted to the junior high:

1. It is easier to offer a broad program of activities to meet the various needs, interests and abilities of all the pupils.
2. It avoids the publicity for individual pupils which is so much a part of interschool athletics.
3. It avoids extreme public pressure for winning teams which regularly attends interschool competition.
4. It does not present the problem of supervising pupils on trips as is true of interschool athletics.

5. It avoids the commercialized aspects of interschool competition.<sup>16</sup>

Other factors in favor of an outstanding intramural program in junior high school are in matters of finance, personnel availability, group participation, interest and lack of emotional pressure.

#### B. Organization and administration

The organization and administration of the intramural program will be the responsibility of the staff member hired as intramural director, and his assistants. The intramural director will be directly responsible to the principal and the athletic director.

It will be the intramural director's job to coordinate the program with that of the noon activities program;<sup>17</sup> to arrange schedules; classify students for competition; utilize facilities, assistants and equipment; publicize the program within the building; and whatever else is necessary to administer the program.

#### C. Regulations

1. The intramural program will be primarily a noon-hour program. However, when and if it becomes necessary to use

---

<sup>16</sup>William T. Gruhn and Harl R. Douglass, The Modern Junior High School (New York: Ronald Press Co., 1947), p. 351.

<sup>17</sup>The noon activities program is designed to take care of the noon hour leisure time through various crafts, dramatics, games of various types. This program is under the direction of a faculty member, other than the intramural director.

after-school time, the hours will be 3:30-5:00 P. M.

2. Students participating in the interscholastic program cannot participate during the season that they are out for an interscholastic sport.
3. All equipment will be issued by the intramural director and it will be his responsibility to care for and inventory this equipment.
4. Only school equipment will be used in the program.
5. Policies and regulations, as found in Section I of this handbook, will apply to the junior high intramurals.

#### D. Program of activities

Rules and limitations of the following activities have been adopted and will be issued by the athletic director.

1. Activities for boys
  - a. flagball
  - b. speedball
  - c. volleyball\*
  - d. basketball
  - e. wrestling
  - f. gymnastics
  - g. baseball
  - h. softball
  - i. track skills
  - j. tennis\*
  - k. archery\*

\*co-recreational activities

- l. badminton\*
  - m. horseshoes
  - n. recreational games\*
2. Activities for girls
- a. soccer
  - b. speedball
  - c. basketball
  - d. volleyball\*
  - e. basketball
  - f. softball
  - g. badminton\*
  - h. tennis\*
  - i. archery\*
  - j. tumbling and trampoline
  - k. recreational activities\*

\*co-recreational activities

**SECTION IV**

**GRADE SCHOOL SECTION**

## GRADE SCHOOL SECTION

### INTRODUCTION

It is generally agreed that competition at the elementary level is contrary to sound education principles.<sup>18</sup> Therefore, the program of athletics for the elementary schools will largely be intramural in nature. Interschool competition will be limited to scheduled games within the district and no out-of-town games will be played.

It is the chief aim of the school administration to provide leadership, equipment and facilities that will give the children of Moses Lake an opportunity to participate in a program which will: (1) provide leisure time activity; (2) develop skills, knowledge and good habits which will help build self-confidence; (3) build good wholesome attitudes toward sports; (4) stress participation for all, but also present a challenge to the athletically gifted.

The winning of contests should be considered as secondary in importance to good sportsmanship and the fun of playing.

#### A. Regulations on elementary athletics

The report of the Oregon County Superintendents' Association<sup>19</sup> was used as a guide in the following regulations.

---

<sup>18</sup>Taylor Dodson, "Elementary Interschool Athletics," School Activities, Vol. 23, October, 1951, p. 59.

<sup>19</sup>"Principles and Policies Governing the Administration of Elementary School Athletics in Oregon." Salem: County Superintendents' Association. (Mimeographed.)

1. Participation in the elementary athletic program shall be limited to grades four, five and six.
2. All students taking part in the athletic program are to be examined by a doctor before participation in the program. The doctor's certification, with limitations to activity, if any, must be on record in the school office.
3. All students participating must have written consent of their parents before they may participate.
4. Students participating must either be covered by school insurance or bring a statement from parents claiming adequate home medical insurance.
5. Practices will be conducted outside of school hours, between 3:30 and 5:00 P. M.
6. Outdoor sports and turn-outs will not be carried on in bad weather.
7. Elimination tournaments and championship intramural games may be played within each school. However, there will be no interschool championships.
8. There will be no trophies awarded. Ribbons will be awarded by the athletic department for play days and skills contests.
9. There shall be no organized rooting sections.
10. Elementary games will not be played in conjunction with other games. This applies to preliminary games and contests played at the half-time of high school games.



11. All scheduling of interschool games will be under the direction of the athletic director working with the school principal.
12. Travel shall be limited to schools within the school district.
13. Coaches must be present at all practices and games.
14. Officials for intramural games are the responsibility of the coaches.
15. The athletic director will select officials for interschool games.
16. There will be no more than one interschool game per week.
17. Practices and intramural scheduling are the responsibility of the building coaches. Practice and game schedules should be set up, dittoed and sent home to the parents.
18. There shall be no cuts. Play as many players as possible in a game.
19. All equipment necessary to carry on the athletic program will be furnished by the district and issued to each school's "after school" personnel.
20. Equipment issued to the "after school" personnel becomes their responsibility for care and inventory.
21. Elementary coaches refer to first section of this handbook on general policies for coaches.

B. Program of sports

Rules and limitations have been adopted for all

competitive sports and will be supplied by the athletic director.

1. Competitive sports for boys
  - a. flag ball
  - b. basketball
  - c. volleyball
  - d. softball
  - e. sports skills contests
  - f. track
2. Competitive sports for girls
  - a. basketball
  - b. volleyball
  - c. softball
  - d. track
3. Non-competitive sports for boys
  - a. trampoline
  - b. tumbling
4. Non-competitive sports for girls
  - a. trampoline
  - b. tumbling
  - c. baton twirling

PART III

SUMMARY AND IMPLICATIONS

## SUMMARY

Athletics are considered by most educators to be an integral part of education. However, as a result of bad practices in recent years, much criticism, misunderstanding, contradiction and confusion regarding athletics have caused the viewpoint toward athletics to become distorted and out of perspective with the rest of the educational program. In order to obtain wholesome outcomes from athletics it is necessary that administrators establish some method whereby the athletic program may be controlled and coordinated with the rest of the school program.

A means of establishing some method of control and coordination of the athletic program became of real interest to the writer of this paper, because of the responsible position held by the writer in the rapidly growing Moses Lake school system. The tremendous increase in the number of students enrolling in the Moses Lake schools brought about the need for increasing the opportunity for these students to participate in the athletic program. Not only was there a need for a method of control and coordination but also a need for clarifying philosophy, duties, standards and regulations, together with a means of disseminating information to the administration, coaches, students, teachers and parents.

It was established through readings and correspondence that the need for written policies, regulations and standards exists, and that if this need were met, the athletic program could best be controlled and coordinated with the rest of the school program.

The writer chose the handbook as a suggested method of organizing the basic policies, regulations and standards that had been established for the Moses Lake schools.

For practical purposes, the handbook is in sections which can be used by the groups for which they were intended.

The general section for coaches contains policies for coaches and information regarding equipment, insurance, student conduct, duties of the athletic director and procedures in first aid.

The high school section contains state and local regulations in regard to the interscholastic athletic program, league policies and information concerning the intramural program.

The junior high school and elementary school sections contain information related to the limited interschool and intramural programs for those areas.

#### IMPLICATIONS

This handbook will be used in the conduct of the Moses Lake school athletic program for the year 1955-56. It is hoped that it will not only meet the need for the Moses Lake schools but will also serve as a means of reference and possible guide to other schools who wish to set up controls and standards for their program.

The writer realizes that there is a possibility that changes and adjustments to this handbook will be needed. It will, therefore, be necessary for continued study in order to keep the handbook up-to-date and usable.

**BIBLIOGRAPHY**

## BIBLIOGRAPHY

### A. BOOKS

Forsythe, Charles E. The Administration of High School Athletics. New York: Prentice-Hall, Inc., 1948.

Forsythe, Charles E. and Ray O. Duncan. Administration of Physical Education. New York: Prentice-Hall, Inc., 1951.

Gruhn, William and Harl R. Douglass. The Modern Junior High School. New York: Ronald Press Company, 1947.

### B. PUBLICATIONS OF THE GOVERNMENT, LEARNED SOCIETIES, AND OTHER ORGANIZATIONS

School Athletics. A Report Prepared by the Committee on School Athletics of the Educational Policies Commission. Washington: National Educational Association, 1954.

Washington State High School Athletic Association. Official Handbook. Seattle: Sayne Letter Press, 1953.

### C. PERIODICALS

Archer, J. K. "Standards and Administrative Policies for the Interscholastic Athletic Program," National Association of Secondary School Principals, 35:74-78, April, 1951.

Bucher, Charles A., editor. The Journal of Educational Sociology, (Special Issue: "Athletics in Education"), 28:241-280, February, 1955.

Bucher, Charles A. "Athletics in Education," The Journal of Educational Sociology, 28:241-242, February, 1955.

Blester, Fred L. "What are Necessary Administrative Policies for a Wholesome Athletic Program," National Association of Secondary School Principals, 37:239-240, April, 1953.

Camp, E. E. "Values of the Athletic Program," School and Community, 40:9, December, 1953.

- Dodson, Taylor. "Elementary Interscholastic Athletics," School Activities, 23:59-60, October, 1951.
- Duncan, Ray O. "The Contribution of School Athletics to the Growing Boy," The Journal of Educational Sociology, 38:271-274, February, 1955.
- Elicker, Paul E. National Association of Secondary School Principals, (Special Area#5: "Interscholastic Athletics"), 37:97-136, May, 1953.
- Reeves, C. L. "Standards and Administrative Policies for the Interscholastic Athletic Program," National Association of Secondary School Principals, 35:69-74, April, 1951.
- Tuttle, Edward M. "Are Public School Athletics Beyond School Board Control," American School Board Journal, 128:6, May, 1954.
- Williams, Rhea H. "The High School Competitive Program," Athletic Journal, 31:28, March, 1951.
- Yeungert, Eugene. "The Contribution of Athletics to the Education of High School Youth," National Association of Secondary School Principals, 38:78-85, December, 1954.

#### D. UNPUBLISHED MATERIALS

- Lillsjo, Marie, editor. "Procedures and Instructions in Rendering First Aid." A paper prepared for use of the teachers of the Moses Lake schools. Moses Lake, Washington, 1955. (Mimeographed.)
- \_\_\_\_\_. "Principles and Policies Governing the Administration of Elementary School Athletics in Oregon." Salem: County Superintendents' Association. (Mimeographed.)