

### **Process for Adding Athletic Programs**

1. A proposal to add a sport is initiated (students, parents, community, staff).
2. An informal discussion is held between petitioner and staff who provide:
  - a. A copy of attached Requesting Form for Adding Sports.
  - b. Advice regarding deadlines, procedures, etc.
3. Petitioner then presents a proposal to the appropriate administrative team (HS Principal, MS Principal, Business Manager, Athletic Director). Petitioner and administrative team determine whether proposal meets requirements of the district.
4. Administrative team has 10 days after step 3 to either:
  - a. Notify petitioner that administrative team will support proposal. The proposal and supplemental information are referred to the Board with “do pass” recommendation.
  - b. Notify petitioner that administrative team does not support proposal. Proposal may be returned to step 3 for more information and/or clarification, or may be returned to the initiator with written rationale for the denial.
5. Upon denial, the petitioner may request a review by an ad hoc subcommittee of the Board for a second option. The subcommittee has the options to:
  - a. Uphold denial;
  - b. Return to petitioner with recommendations;
  - c. Return to administrative team with recommendations;
  - d. Refer directly to Board for review.

## Requesting Form for Adding Sports Programs to District

To be completed by requesting parent, group, community or staff member:

1. This request is for (check one or both)

\_\_\_\_\_ Creswell Middle School      \_\_\_\_\_ Creswell High School

2. This request is for (check one or both)

\_\_\_\_\_ Varsity Sporty      \_\_\_\_\_ Club Sport

3. Group contact person(s): include full name(s) and phone number(s)

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4. Type of Sport: (include boy's, girl's, co-ed, etc.)

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5. How would you complete? (Include OSAA recognition; is there an established league? Open competitions? Individual events?)

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6. Student body interest: (Provide information on who would be interested, number of students needed to field a team, etc. How have you gauged interest? E.g. poll/survey of students, identified group currently participating but not school-identified, group established at middle school. Please attached survey/polling instrument and results.)

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(Attached further information as needed)

7. Playing Facility: (What type of facility is needed and is there a facility currently available within the district or available to the district?)

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8. Practice Facility: (Where would the team practice? Is this at the same venue as for competitions? Are there other teams using the site? Do the times/season conflict?)

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9. Coaching Staff: (Who would coach or manage the team/group - teacher, parent, other? Would this be a paid position or volunteer? If paid, how would it be funded?)

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10. When would you play? (Identify the overall calendar for practice and competition, as well as specifying actual competition days/ times such as evenings, weekend, etc.)

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11. Equipment: (What equipment and supplies are needed? What is the cost or does the district already have the equipment?)

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12. Overall Costs: (Review known or estimated costs, coaching staff, officials, travel expenses, insurance, equipment, maintenance or facility, league fees, etc. Because first year costs may be greater, please provide an estimated budget for the first two years.)

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Attached separately.

13. Associated Student Body Charter: The ASB constitution requires all clubs and activities of CHS to be approved by ASB. Please supply evidence of this charter.

14. The district policies IGDJ/IGDJ-AR - Club Sports, Club Sports, Terms and Conditions, contains information relative to a petition for establishing a club sport. Please refer to those policies for more information.