

# *Office of Athletics and Co-Curricular Activities*

Warren County School District  
Richard Gignac, Supervisor of District-Wide Athletics and Co-Curricular Activities  
Melissa Bullock, Secretary of Athletics and Co-Curricular Activities  
Telephone: 814/723-6900 extension 1029

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TO: Principal / Athletic Coordinator

FROM: Richard Gignac, WCSD Athletic Director

Date:

**RE: POLICY 10465 – Student Participation and Coaches Needed**

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This letter is being written so you are aware of policy 10465 in regards to the **(Sports Program)** at **(School)**. The policy states that the minimum participation level required to support this program is **(# of Participants Needed)**. You currently have **(# of Participants)** on your 2014-2015 team. Please inform your coach of the policy and keep the minimum number in mind when planning for next year. Our goal is to provide advanced notice to allow your coach time to develop a plan to increase the number of participants.

I wish you continued success with your athletic programs and if you have any questions or concerns please contact me at your convenience.

Cc:

Board of Directors  
Gary Weber  
File

## **PROCEDURE FOR DROPPING A SPORT**

Warren County School District Sports Programs that Fall below Minimum Participation

- I. Third-day and ten-day totals are sent to the Supervisor of District-Wide Athletics and Co-Curricular Activities
- II. If the ten-day or season-end totals fall below the Board approved minimum number of participation (Policy 10465), the following will occur:
  - A. The Supervisor will notify the Superintendent, principal, athletic coordinator, and coach that the particular sport will be on probation for present season or the Superintendent will determine the feasibility of continuing the sport for that particular sport's season.
    1. Parents/students and league officials will be notified by the principal that the sport is in jeopardy of being dropped for the present or the following school year.
    2. The above mentioned persons and the Athletic and Extra-Curricular Activities Committee will be notified that a particular sport will be recommended to be immediately dropped for the present season.
  - B. The head coach is to develop an action plan on how he/she will raise participation for the next season.
    1. A copy of the action plan is to be given to the Supervisor of District-Wide Athletics and Co-Curricular Activities, the principal and the athletic coordinator.
  - C. If no progress has been made by the coach and school to promote the program that has been on probation for the past season or the ten-day totals fall below the minimum required numbers, the building principal will recommend to the Superintendent that the program be dropped for that particular sport and will notify the appropriate entities of the decision.
  - D. Wherever possible, co-ops will be available for students whose sport programs were dropped

NOTE: Cooperatives can take up to two years to be finalized