



Douglas County School District

HIGH SCHOOL ATHLETIC HANDBOOK



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DOUGLAS COUNTY SCHOOL DISTRICT

Interscholastic Activities

Mission Statement

Our mission is to make participation in interscholastic activities a **PRIORITY** because it is an integral component to academic achievement and the District's Core Values.

Vision Statement

Interscholastic Activities enhances student achievement by providing student opportunities for participation, learning, and enjoyment.

We believe a diverse activities program:

SUPPORTS EDUCATIONAL EXCELLENCE THROUGH

- increasing student academic performance and attendance
- increasing skill development

RECOGNIZES HUMAN DIVERSITY THROUGH

- equitable opportunities to participate
- respect for individual differences

DEVELOPS INDIVIDUAL POTENTIAL THROUGH

- healthy lifestyle
- positive self image

ENCOURAGES PRODUCTIVE EFFORT THROUGH

- developing a strong work ethic
- demonstrating commitment
- demonstrating dedication
- developing perseverance

FOSTERS SHARED RESPONSIBILITY THROUGH

- team work
- community spirit
- pride in school, district, and community

EMPHASIZES ETHICAL BEHAVIOR THROUGH

- sportsmanship
- citizenship and democratic principles
- cooperation
- trust
- integrity

EXPECTS CONTINUOUS IMPROVEMENT THROUGH

- ongoing performance improvement

INTRODUCTION

Introduction/Philosophy and General Athletic Information

The purpose of this handbook is to give direction to High School Athletic Directors in Douglas County and assist them in organizing a quality athletic program. The handbook provides information concerning athletic policies and procedures and assists High School Athletic Directors in maintaining similar and consistent practices throughout the county.

GENERAL ATHLETIC INFORMATION

Facility Usage

The High School Athletic Director schedules use of Douglas County Athletic Facilities. The District Activities/Athletic Director schedules all use of the district stadiums. In-season sports have first priority followed by regularly scheduled school activities. Off-season sports, youth sports and building rentals may schedule dates after those sports/activities that have priority.

Building/Field Rentals are scheduled by the District Facility Use Coordinator. Facility use information can be found on the [DCSD website](#).

Athletic Registration

All athletes, prior to participating in camps and practices must complete the registration process at their high school. This process includes completing online athletic forms, including submission of a signed Training Rules and Expectations, an Advisement and Permit and Insurance Waiver, turning in a signed physical form and paying the athletic registration fee. The registration process is also used to determine a student's eligibility.

Inclement Weather Policies

When school is in session and there is inclement weather, school district security will make the decision if and when to cancel after school activities. The decision will be based on the safe transportation of students from schools to homes. This decision will be made at approximately 1:00 p.m. and may be made on a feeder basis. When school district security cancels after school activities, this will include athletic practices, activity practices/rehearsals and special help sessions.

When school is closed for the entire day because of inclement weather, all practices, and evening activities will be canceled. For individual schools, the home school Athletic Director will make the final decision regarding game cancellations. They may consult with the other Athletic Director and the coaches to evaluate the field conditions and weather.

Coaches and parents are not allowed to transport students in private vehicles if it is not safe to transport students by school bus.

Chain of Command

In any organization, it is important to know who is responsible for what, and who to call if a question or problem arises. With regards to athletics, the building Principal is the direct supervisor, followed by the Athletic Director, the Head Coach, and the Assistant Coaches. If the building Principal and Athletic Director are unable to resolve an issue, the District Activities/Athletics Director will be notified. In severe cases, the Superintendent may become involved.

Emergency Procedures

The safety of athletes and coaches is a high priority. Coaches, participants, parents, and spectators must participate in ensuring a safe environment for athletic activities. If there is an emergency and the high school trainer is in attendance, he/she will be responsible for handling the emergency. If the trainer is not in

attendance, the head coach, assistant coach, or administrator in charge will be responsible.

For all emergencies, parents must be notified and an accident report must be completed. An athletic emergency card is to be on file for every athlete and available to coaches during practice and game hours. If an athlete has to be transported to the hospital, the trainer, a member of the coaching staff or a designated adult should accompany him.

Athletic Staffing

Coaching assignments are based upon the number of sports and levels offered at a particular Douglas County School. The following is the maximum number of coaching positions currently funded by the District Athletic Department. Additional coaches are funded by the school:

SPORT	# HEAD COACH	# ASSISTANT COACHES
Baseball	1	2
Basketball - Boys	1	2
Basketball - Girls	1	2
Cheer	1	1
Cross Country - Boys	1	0
Cross Country - Girls	1	0
Field Hockey	1	1
Football	1	6
Golf - Boys	1	.5
Golf - Girls	1	.5
Gymnastics	1	1
Ice Hockey	1	1
Lacrosse - Boys	1	1
Lacrosse - Girls	1	1
Poms	1	1
Soccer - Boys	1	1
Soccer - Girls	1	1
Softball	1	1
Swimming - Boys	1	1
Swimming - Girls	1	1
Tennis - Boys	1	1
Tennis - Girls	1	1

Track - Boys	1	1
Track - Girls	1	1
Volleyball - Boys	1	1
Volleyball - Girls	1	2
Wrestling - Boys	1	1
Wrestling - Girls	1	1

Some programs may have an additional reduction due to budget cuts. Athletic programs may also fundraise to pay additional coaching salaries. (Refer to: [Financial Procedure Manual](#) for process to pay from fundraising). Only schools with a program are entitled to that program's coaching salaries.

Lay Coach Hiring Process: Paperwork and [Coach Hiring Rubric](#) can be found on the [Activities and Athletics DCSD Google Site](#).

Postings:

In-Building Process: ADs may post a vacant coaching position in their building first without having to post the job online. ADs just need to make sure all employees on the school staff are notified of the vacant position and have an opportunity to apply for it. ADs must have a filtering process and go through an interview process to hire for the position. They certainly have the option of posting the job online as well. (This would be to attract or hire candidates from another school, or outside the District) Staff members will need to be processed through Workday and will need to be fingerprinted for their coaching position if they are not currently a coach.

District Process-ADs can do a 7-day posting. All job postings are processed through Workday, which is accessed through the District website. This includes a head coach wanting to hire an assistant coach. Contact Laurie Troutman from HR if assistance is needed with the posting. All applicants need to complete the online application and ADs would need to go through some sort of filtering and interview process. An AD can develop the job description to fit the school's needs.

PLEASE NOTE: A coach may not work with students until he/she is officially hired and background check is completed. I-9s must be completed, when the hire is external, within 3 days of the first day of work – Workday will instruct you when and if it is necessary.

Lay Coaches

1. Internal and/or External applicant visits the District website, locates the posting and completes an application to apply for a coaching position.
2. Site reviews applications, follows the interview process and responds to prompts from Workday to complete tasks as requested. Sites will include the step/level in Workday, along with the name of the Athletic or Activities Director is the hiring supervisor for the job.
3. The new hire should watch email to respond to requests for Social Security Number and Date of Birth input and other required information. They will need to be fingerprinted - the link will be given to the candidate in Onboarding to make an appointment online or at orientation. Fingerprinting and badges are now done at Wilcox H.R. office.
4. During the hiring process, site sends the following through Workday.
 - a. Interview questions (if needed – Workday will prompt)
 - b. 1-3 job-related phone reference checks (1 reference if you contact a direct supervisor from within the last 12 months)

5. The AD will download the requested documents into the employee's Workday folder.
6. HR receives results regarding the background report and will contact the site Athletic Director with any concerns.

Lay Coach Resignation

- Separation Notice is completed through Workday at the school site. Process an "End Job" if they are only leaving their coaching position but will remain an employee of the district. Process a "Termination" if they only had the one coaching job and will no longer be an employee of the district.
- HR will purge coaches who have not been paid after one full year

Certified/Classified Coaches currently employed at your site (Hired with In-Building Process)

1. Your staff member will be processed through Workday.
2. H.R. will require fingerprinting for any staff member that isn't a current, active coach
 - a. No reference checks required if the employee is from the school - 1 reference if you contact a direct supervisor from within the last 12 months outside the school
 - b. No orientation

Volunteer Coaches

1. Applicant completes the [Community Volunteer Application](#)
2. Site completes interview and three telephone reference checks - 1 reference if you contact a direct supervisor from within the last 12 months
3. School keeps a copy of the paperwork on file for one year after service is performed
4. Site sends a copy of the Community Volunteer Application and a copy of a valid driver's license to Risk Management to conduct background check.
5. If a coach is donating his/her stipend back to the program, this agreement should be documented on the Coaches Annual Agreement form.

Head Coach Responsibilities

Although specific responsibilities of Head Coaches may differ among the high schools in Douglas County, generally, the responsibilities of Head Coaches will include:

- Follow all policies and procedures of the Douglas County School District, the Continental League and CHSAA.
- The distribution and collection of all equipment used in his/her sport.
- Complete inventory of all equipment used for their activity.
- Assist the Athletic Director in the ordering of new equipment and the repairing of old equipment.
- Assist the Athletic Director in the selection and evaluation of assistant coaches, sponsors.
- Plan and carry out all practices with short and long term goals in mind.
- Plan assignments for assistants that best utilize their strengths and interests.
- Supervise assistants with their assigned duties and offer guidance where needed.
- Keep up to date on the latest coaching methods and techniques used in their activity.
- Schedule all transportation requests with the Athletic Office at least two weeks prior to the start of the season.
- Assist the Athletic Director in the scheduling of contests for their activity.
- Attend as many workshops and clinics as possible that pertain to their activity.
- Supervise the locker room and practice facilities before and after practices and contests.
- Attend as many other school-sponsored events outside their own activity as possible to help

maintain a good working relationship with fellow faculty members.

- Participate with other league coaches in the selection of All-Conference and All-State teams.
- Serve as the public relations person to the students, parents, community and press for their activity and school.
- Actively seek scholarships for deserving students in their activity.
- Require that every athlete have a physical examination and parent permission on file before he/she is allowed to participate in his or her sport.
- Work closely with Middle School and Youth coaches of their particular sport.
- Inspect practice and game equipment and facilities for conditions detrimental to the safety and wellbeing of athletes. Report any unsafe conditions to the Athletic Director.
- Warn all participants on the dangers of participating in their sport.
- Encourage participation in a variety of sports and support coaches and other programs.
- Provide each participant with a team handbook.
- Conduct closed tryouts - only players and coaches are allowed in tryout area.

TEAM HANDBOOK

The expectation is that each coach provides the following information to each athlete in his/her program. This information may be put together as a packet for all levels or each individual level may produce their own.

Content For Team Handbook

- Introduction or brief philosophy of the program
- Team goals
- Expectations for athletes, coaches, and parents
- Training rules for practice and competition-examples would be drug/alcohol/tobacco policy, eating/proper rest/weight training. Discipline guidelines with consequences
- General practice procedures and guidelines for starting team designation (i.e. attend practice, challenge up in tennis, wrestling etc.) Practice schedule & competitive schedule
- Lettering policy
- Equipment policy (care, check out/in, replacement costs, etc.)
- Eligibility requirements (CHSAA & school eligibility)
- Try out rubric (all students trying out for the sport must be given a copy of this rubric)
- Include a statement that all tryouts are closed to non-participants.
- Player /Parent Contract or agreement form (signed and returned to coach)

Sportsmanship Practices / Code of Ethics

In order to compliment the regular curriculum of the educational program and to foster the ideals promoted in the core values of Douglas County, it is the duty of all concerned with our secondary athletic programs to:

- Cultivate awareness that participation in athletics is a part of the educational process; Therefore, coaches should not seek nor expect athletes to receive academic privileges.
- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- Teach and follow all rules and guidelines governing competition and eligibility.
- Recognize that the purpose of athletics is to promote the physical, mental, social and emotional wellbeing of the individual players.
- Use coaching techniques that protect the safety and welfare of the participants.
- Encourage and show courtesy to visiting teams, spectators, and officials.
- Exemplify self-control and respect the integrity and judgment of officials.
- Encourage leadership, initiative, and use of good judgment by players.

- Encourage everyone to judge the success of athletic programs on the attitude and growth of participants rather than on the basis of a win or loss.

Athletic Training Rules

All athletes are required to adhere to the Douglas County School District Training Rules. Specific Training Rules were developed for Activities and Athletic participants for the 2014 school year.

- [Training Rules and Expectations High-School Athletics](#)

Athletic Trainer Responsibilities

- Each high school has on staff a certified Athletic Trainer.
- Trainers are required to cover all home contests and all football games, home and away.
- Trainers are responsible for the assessment, prevention, and treatment of all athletic injuries.
- In cases where an athlete needs additional medical care, trainers are responsible for referring the athlete to his/her primary care physician or a specialist.
- In addition, they should also provide water and ice for athletic practices and contests, and order and inventory Athletic Training supplies.

SPORTS CAMPS

- Head Coaches and Sponsors may hold sports camps during the off-season.
- Dates, times, locations and fees associated with the camp must be approved through the School Athletic Director by filling out a [Request to Hold Sports Camp](#) form.
- All participants must turn in [Camp Registration Form](#) before participating that releases the participating school and the Douglas County School District from all liability.
- Upon completion of the camp, a [Sports/Activities Camp Reconciliation form](#) needs to be completed, approved by the School Athletic Director and processed by the school bookkeeper.
- A copy of the completed [Sports/Activities Camp Reconciliation form](#) needs to be emailed to Derek Chaney, the DCSD Director of Athletics and Activities.

CAMP SALARIES POLICY/PROCEDURE:

DCSD sponsors camps under the direction of a district employee.

- No special insurance requirements need to be met.
- The coach would be covered for liability as well as workers' compensation.
- Salaries generated through proceeds would be paid through the District's payroll process with appropriate taxes being deducted.
- The school site deposits all the money from the sports camp into Fund 26.
- If coach wants to use excess funds from camp to purchase equipment rather than receive compensation, it should be coded to Fund 26 using the District purchasing process.
- If the coach wants to use funds in excess of camp expenses to pay salaries to him/herself – not to exceed \$45.00 per hour and other sport camp workers, the salary section of the Camp Reconciliation form should be completed. The reconciliation sheet & instructions may be found in the [Activities and Athletic Google Site, Camp Forms/Information](#). You can make a copy of the google form and the sheet will perform the math functions required, including PERA/Medicare calculations.
- The salary plus PERA and Medicare must be covered by the proceeds from the camp.

Camps directed by non-DCSD personnel must follow directions on the [Office of Facility Rentals website](#).

CLUB SPORTS

- [NON-CHSAA APPROVED SPORT - Memorandum of Agreement](#)
- [NON-CHSAA APPROVED SPORT - Parent Form](#)
- [STUDENT AND PARENT ADVISEMENT AND PERMIT](#)

Building/Site Modification Request Procedures

Adding and Deleting Athletic Programs

The number of athletic programs offered in Douglas County is determined by student interest. Information regarding student interest is gathered periodically by a survey given to all 7-9 graders in Douglas County. The Director of Activities/Athletics, Superintendent's Cabinet, and the Board of Education must approve adding additional sports or levels.

Athletic Trips/Overnight Field Trips

Superintendent File: IJOA **FIELD TRIPS AND EXCURSIONS**

Day and Overnight Trips Google Site

- [Overnight Trip Procedure](#)
- [Overnight Travel Expectations](#)
- [Day Field Trip Request Form](#) or [Overnight Trip Proposal](#)
- [Out of State/International Student Trips](#)
- [Additional Forms](#)

Board File: JLCD ADMINISTERING MEDICINES TO STUDENTS

- [JI/JIA, Student Rights and Responsibilities/Due Process Rights](#)
- [JC/JICDA, Student Conduct](#)
- [JICH, Student Involvement Regarding Drugs and Alcohol](#)
- [JK, Student Discipline and subcodes](#)
- [JLCD-E-1, Student Medication Request and Release Agreement](#)
- [JLCD-E-2, Record of Medication Released at School](#)
- [JLCD-E-3, Permission to Carry/Self-Administer Medication](#)
- [JLCD-E-4, Contract to Carry/Self-Administer Medication](#)
- [JLCDB, Administering Medical Marijuana, Hemp Oils and/or Cannabinoid Products](#)

All requests for student travel shall be submitted on the designated forms.

Timeline for trip approval:

- 60 days prior to trip-Preliminary Application Form due to school administration
- 45 days prior to trip-Proposal for Overnight Activity Trip
- Final Approval Form sent to District Activities/Athletics Director after being approved by the school administration.
- District Activities/Athletics Director sends Overnight Field Trip Form and Final Approval Form to Risk Management.
- Director of Activities/Athletics will send final approval or denial back to school activities or athletic director in a timely manner.
- Exception to Timeline: If a team qualifies for regional or state play, the coach must submit paperwork as soon as destination is determined by CHSAA.

Security at Athletic Contests

Security is highly recommended for all home football games, boys and girls basketball games, volleyball and wrestling matches. One off-duty Douglas County Sheriff's Officer should be hired for basketball, volleyball and wrestling. The athletic director will determine how many officers will be hired for all home football games.

Athletic Directors are responsible for hiring school security for basketball, football, volleyball and wrestling. The District Athletic Director is responsible for stadium managers and workers for events at the stadiums.

There should be a minimum of one school administrator at all varsity football games (home and away), all Boys League basketball games (home and away), and all playoff contests. For contests in which there is a rivalry between schools, school coverage should be doubled. For all other athletic contests or when an administrator is not present, the Head Coach shall be responsible. If the Head Coach is ejected, the assistant coach(es) shall take over responsibilities.

Lettering Policies

Lettering policies are unique per school and are not regulated by the District or CHSAA.

League and Association Affiliation

- All Douglas County high schools are members of the Colorado High School Activities Association (CHSAA) and are bound to all rules and regulations required of CHSAA and the school league.
- All Douglas County high schools belong to the Continental League for all sports and activities, except football.
 - Football
 - Ponderosa: 4A Metro Conference.
 - Chaparral, Douglas County, and Legend: 5A South Conference
 - Castle View, Highlands Ranch, Mountain Vista, Rock Canyon, and ThunderRidge: 5A Metro South Conference.

Sports Offered Per School - add girls wrestling and boys volleyball

Although most Douglas County High Schools are consistent in their offering of athletic programs, some schools have more offerings and some have less. Below are the current listings.

<u>Castle View</u>	<u>Chaparral</u>	<u>Douglas County</u>	<u>Highlands Ranch</u>	<u>Legend</u>
Baseball	Baseball	Baseball	Baseball	Baseball
Basketball (B/G)	Basketball (B/G)	Basketball (B/G)	Basketball (B/G)	Basketball (B/G)
Cheerleading	Cheerleading	Cheerleading	Cheerleading	Cheerleading
Cross Country (B/G)	Cross Country (B/G)	Cross Country (B/G)	Cross Country (B/G)	Cross Country (B/G)
Field Hockey(at MVHS)	Field Hockey(at MVHS)	Field Hockey(at MVHS)	Field Hockey(at MVHS)	Field Hockey(at MVHS)
Football	Football	Football	Football	Football
Golf (B/G)	Golf (B/G)	Golf (B/G)	Golf (B/G)	Golf (B/G)
Gymnastics (G) (at PHS)	Gymnastics (G) (at PHS)	Gymnastics (G) (at PHS)	Gymnastics (G)(at RCHS)	Gymnastics (G) (at PHS)
Ice Hockey	Ice Hockey	Ice Hockey (at CVHS)	Ice Hockey (at MVHS)	Ice Hockey (at CHS)
Lacrosse (B)	Lacrosse (B)	Lacrosse (B)	Lacrosse (B)	Lacrosse (B)
Lacrosse (G)	Lacrosse (G)	Lacrosse (G) (at CVHS)	Lacrosse (G) (at RCHS)	Lacrosse (G) (at CHS)
Poms	Poms	Poms	Poms	Poms
Soccer (B/G)	Soccer (B/G)	Soccer (B/G)	Soccer (B/G)	Soccer (B/G)
Softball	Softball	Softball	Softball	Softball
Swim/Dive (B)	Swim/Dive (B)	Swim/Dive (B)-at CVHS	Swim/Dive (B)	Swim/Dive (B)(At PHS)
Swim/Dive (G)	Swim/Dive (G)	Swim/Dive (G)	Swim/Dive (G)	Swim/Dive (G)
Tennis (B/G)	Tennis (B/G)	Tennis (B/G)	Tennis (B/G)	Tennis (B/G)
Volleyball (G)	Volleyball (G)	Volleyball (G)	Volleyball (G)	Volleyball (G)
Wrestling (B)	Wrestling (B)	Wrestling (B)	Wrestling (B)	Wrestling (B)

<u>Mountain Vista</u>	<u>Ponderosa</u>	<u>Rock Canyon</u>	<u>ThunderRidge</u>
Baseball	Baseball	Baseball	Baseball

Basketball (B/G)	Basketball (B/G)	Basketball (B/G)	Basketball (B/G)
Cheerleading	Cheerleading	Cheerleading	Cheerleading
Cross Country (B/G)	Cross Country (B/G)	Cross Country (B/G)	Cross Country (B/G)
Field Hockey	Field Hockey(at MVHS)	Field Hockey(at MVHS)	Field Hockey(at MVHS)
Football	Football	Football	Football
Golf (B/G)	Golf (B/G)	Golf (B/G)	Golf (B/G)
Gymnastics (G) (at RCHS)	Gymnastics (G)	Gymnastics (G)	Gymnastics (G) (at RCHS)
Ice Hockey	Ice Hockey (at CHS)	Ice Hockey (at CVHS)	Ice Hockey (at MVHS)
Lacrosse (B)	Lacrosse (B)	Lacrosse (B)	Lacrosse (B)
Lacrosse (G) (at TRHS)	Lacrosse (G) (at CHS)	Lacrosse (G)	Lacrosse (G)
Poms	Poms	Poms	Poms
Soccer (B/G)	Soccer (B/G)	Soccer (B/G)	Soccer (B/G)
Softball	Softball	Softball	Softball
Swim/Dive (B) (At HRHS)	Swim/Dive (B)	Swim/Dive (B) (At HRHS)	Swim/Dive (B) (At HRHS)
Swim/Dive (G)	Swim/Dive (G)	Swim/Dive (G)	Swim/Dive (G)
Tennis (B/G)	Tennis (B/G)	Tennis (B/G)	Tennis (B/G)
Volleyball (G)	Volleyball (G)	Volleyball (G)	Volleyball (G)
Wrestling (B)	Wrestling (B)	Wrestling (B)	Wrestling (B)

Dual Participation/Club Sports

Douglas County School District allows athletes to participate in more than one activity during the same season.

If an athlete chooses to participate in two activity programs and/or a club sport simultaneously, the Head Coach/Sponsor of both sports and/or activity, the parents and the athlete must be aware, and in agreement with the dual participation. If an agreement cannot be reached, an athlete may have to choose between the two or prioritize one activity over another.

Athletes wishing to participate in a club sport (same sport) during the same season must receive permission from the Principal.

Eligibility Requirements

Currently, Eligibility requirements are unique per school, however all schools must choose between CHSAA option A or CHSAA option B.

- Option A states that “during the period of participation, students must be enrolled in a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than one-half unit of credit.”
- Option B states that “during the period of participation, students must be enrolled in a minimum of 2.5 Carnegie units of credit and must pass a minimum of 2.5 Carnegie units of credit”.

Douglas County High Schools may at this time require additional eligibility standards such as weekly eligibility checks.

For other eligibility information, or for clarification of specific situations, Athletic Directors should refer to the CHSAA Handbook.

Co-Op Programs

Whenever athletes from more than one high school compete on the same team it is considered to be a Co-op Program.

This type of program is housed at one location within the district and the Athletic Director at the assigned school is responsible.

Athletes coming from other schools must register at the host school, adhere to their eligibility requirements and provide their own transportation to practices. The name of the team and uniform color will be that of the host school.

Building Maintenance and Grounds Requests

For building maintenance above that which in-school custodians can do and all ground requests, Athletic Directors should fill out a “Work Order” electronically. Because of the large volume of requests, work orders are prioritized and completed as authorized by the District.

Instructions:

1. Go to <http://www.myschoolbuilding.com>.
2. Enter the Organization code “184871636” and click the submit button.
3. Enter your e-mail address and click the “Submit” button. Make sure that you enter in the correct email address. MaintenanceDirect uses your email address to identify you in the system.
4. Entering a New Work Request
 - a. To submit your work requests fill out the following form:
 - b. Your First Name, Last Name, Email, Phone, Pager and Cellular Phone will automatically be entered. If that is not you, click the “here” in the “Please be yourself, click here, if you are not XXX.”
 - c. Choose your Location*, Area and Area/Room Number.
 - d. Select the Problem Type* that best describes your issue. For example, if a toilet is leaking, that would be a plumbing issue. Once you click on a problem type, the page will refresh and your problem type will be highlighted with a red circle. If this is an emergency, check the Maintenance Emergency checkbox below the problem types list.
 - e. Describe your Problem or request. Please enter your school initials at the beginning of the request.
 - f. Enter the Submittal Password*, “Schooldude”
 - g. (*Required Fields)
 - h. Click the “Submit” button to save all changes to your settings.

ATHLETIC FINANCIAL POLICIES

Coaching Salaries

Head coaches follow pay for performance, and assistant coaches’ salaries are determined by the level (Varsity, J.V. etc.) and by the number of years of service. All salaries are determined by the Board of Education or their designee. The salary scale is listed on Schedule A. Coaches’ salaries being paid by other funding sources must be put on the coaching salary spreadsheet.

Fundraising for Athletics and Activities

The established approval process for each specific school must be followed. Final approval rests with the building principal. A copy of the approved fundraiser involving travel should be sent to the District Activities/Athletic Director.

Financial Data Required for All Fundraising

- Payee name
- Check number or cash notation

- Purpose of money being raised
- Receipt written for cash payments
- The form with all the above information must be given to the school bookkeeper with the funds. Also the check in/out form shall be used for fundraising and also given to the bookkeeper.

Security of Cash Received

- Cash money must be kept in a safe at all times.
- The bookkeeper will arrange for cash to be deposited by district courier on a weekly basis.
- School District revenue cannot be deposited into a School District employee's personal account.

Financial Records Required of the School Athletic Director to Keep for All Sports

- Student registration fees
- Board of Education Allocations
- Activity Cards/Gate/Entry Fees
- Fundraisers
- Check in/out information of fundraising materials
- Separate accounting for uniforms, equipment, officials, camp fees, bus costs, travel expenses, competitions, etc.

Ticket Prices*

The Colorado High School Activities Association and the Continental League regulate cost of admission to athletic events.

Regular admission to Football games, Boys and Girls Basketball games, Volleyball and Wrestling matches is:

Adults	\$6.00
Students	\$4.00
Sr. Citizens	\$4.00
Students w/ Activity Card	Free
Preschoolers	Free
Adult District Employee with District ID	Free + 1 guest

*Admission charge for games held at DCS Stadium, Shea Stadium and EchoPark Stadium will begin one and one-half hours before the start of the varsity contest.

Admission prices may be increased for all day wrestling tournaments, postseason league tournaments and state playoff contests.

Athletic Fees

The fee for participating in Athletics in all Douglas County High Schools is \$200.00 for each sport. Cheer and pom participants pay one \$200.00 fee per year. For cheer, pom and CHSAA ice hockey, all additional costs will be paid by athletes/families.

INFINITE CAMPUS

Instructions for Adding Athletics and Activities Courses and Sections and Rostering Students

This process requires the Athletics Secretary to work with the Registrar on setting up the courses and sections for Athletic teams and Activity clubs/organizations. The Athletics Secretary will be able to roster students when the initial setup of the courses is completed.

The Registrar will need to ADD COURSES and ADD SECTIONS for each sport/organization offered during the current school year.

1. **Index** tab > **Scheduling** > **Add Course**. Select the “A” courses from the list for all sports offered and the HS/MS Activity course (for clubs and organizations) using the CTRL + mouse click. A message will tell you that the courses have been batch added.
2. **Search** tab> **Class** > **Advanced Search** > **Course Number:** A% > **Search** button. This will locate the Athletics and Activity courses that you just added.
3. Click on a Course name in the **Search Results** on the left-hand side. Click the **Sections** tab.
4. Adding **Sections** for each team or club/organization at the school:
5. Click **Add a Section**.
 - a. Enter the **Section Number**. This field must be numeric.
 - b. Select the Coach/Sponsors name from the first **Primary Teacher** pull-down. In the second **Primary Teacher** field, add the Athletic Secretary’s name from the pull-down.
 - c. Remove the coach’s name from the **Teacher Display Name** field and enter the name of the team or the organization in the field instead. See the accompanying document for recommended **Teacher Display Name** field names.
 - d. Leave the **Section Schedule Placement** checkboxes unchecked for the athletics/activities sections.
 - e. Click **Create Section** button.
 - f. Repeat these steps for each team and organization that needs to be entered.
6. Select the next Course that needs sections and repeat the steps in #4 for each course.

Once the courses and sections have been setup, the athletics secretary can place students into those sections.

1. **Search** tab> **Class** > **Advanced Search** > **Course Number:** A% > **Search** button. This will locate the Athletics and Activity courses that you just added sections to.
2. Click the + sign next to the Athletic/Activity course for which you want to add students.
3. Click the section name under the course for the sport/activity that you need to create a roster for.
4. Click the Roster Setup tab.
5. In the right column, you will see all students at the school listed. You can reduce the list by selecting a grade level from the **Show Students in this grade only** pull-down list.
6. Click on a student’s name that you want to add to the roster and the name will be added to the list on the left column. The roster will form in the left column.
7. Once all the students for this section have been added, click the **Save Student List and/or Copy Section** button. The students are now rostered into the section.
8. Click the next section that you need to add students to and repeat steps #6-7 for each team/organization (section).

If either the Registrar or the Athletic Secretary needs additional assistance with this process, please call IT at 7-0001.

Suggested Athletics and Activities Course Naming Convention

Sports Teams Course Numbers for Infinite Campus (8 character viewable max)

All Courses will use the following as their Section names (in Display name), Coaches will be added as Primary Teachers to the sections.

HS Sections for these courses: V, JV, 10, 9A, 9B

MS Sections for these courses: 8, 7

Class Course Numbers for Athletics

A1815GBK	Girls Basketball
A1817CLD	Cheerleading
A1835POM	Girls Poms
A1836DAN	Dance (also shows in Activities)
A1818GCC	Girls Cross Country
A1819GFH	Girls Field Hockey
A1821GGF	Girls Golf
A1822GYM	Gymnastics
A1835GRB	Girls Rugby (Also shows in Activities)
A1826GSC	Girls Soccer
A1827GSB	Softball
A1828GSW	Girls Swimming
A1829GTN	Girls Tennis
A1830GTF	Girls Track & Field
A1832GVB	Girls Volleyball
A1834GLC	Girls Lacrosse
A1839GOS	Girls Other Sports/Athletics
A1844BBS	Baseball
A1845BBK	Boys Basketball
A1848BCC	Boys Cross Country
A1850FTB	Football
A1851BGF	Boys Golf
A1893BRB	Boys Rugby (also shows in Activities)
A1856BSC	Boys Soccer
A1858BSW	Boys Swimming
A1859BTN	Boys Tennis
A1860BTF	Boys Track and Field
A1863WRT	Wrestling
A1869BOS	Boys Other Sports/Athletics
A1894BLC	Boys Lacrosse
A1895ATR	Athletic Trainer
A1900ATM	Team Manager

TRANSPORTATION

To contact Transportation about field trips, please visit the [Transportation webpage](#) and click on the [Field Trips tab](#).

The Douglas County School District provides District transportation for students to and from many activities, events, matches and games. However, the District is unable to provide District transportation in all circumstances and to all events. When District transportation is not available, it is the student's

parent's/guardian's responsibility to provide or arrange for their student's transportation to and from the event. Each athlete and his/her parent sign a [Transportation Awareness Consent and Release](#) at the beginning of each school year as part of the Registration online waiver.

When transportation is provided by Douglas County District, Re.1, it will be the responsibility of the coach to maintain an acceptable attitude of conduct and behavior on the part of athletes being transported.

- A coach must supervise athletes on district provided transportation by either riding on the bus with the students or following the bus in their own mode of transportation.
- Students who ride a bus to an activity shall return from each activity on the same bus unless the bus is reserved for a one way trip only. The exception to this rule is that a student's parent or guardian may provide written notice to the coach (or sign out on a roster) that the student may do otherwise. If a student violates this procedure, he/she may be denied the privilege to ride a bus on future activity trips.

Private Vehicles

- [Board policy EEAG](#) requires any driver who uses their private vehicle to transport students to have minimum required comprehensive auto insurance.

Commercial Transportation

Athletic programs may use commercial transportation when traveling to destinations where it is not practical to use District buses.

[Only District approved commercial companies may be selected to transport students.](#)

Commercial transportation is limited to charter buses and District Suburbans. The use of passenger vans capable of carrying more than 12 passengers is not allowed due to insurance limitations within the District. If approved by Transportation, a copy of the rental agreement must be on file with the school's athletic director prior to the trip.

Use of District Suburban/White Bus

All employees wishing to use a District Suburban or White Bus must attend DCSD Training provided by our Transportation Department. Once trained, coaches may use the vehicle assigned to their high school for athletic trips. Use of the suburban or white bus is assigned through the Transportation Department. The athletic budget covers all costs related to the suburban. Schools are responsible for gas, oil changes and repairs. A [Support Fleet Check-out and In Form](#) must be filled out for every trip and turned in to the Athletic Secretary in order to keep track of mileage, repair needs, etc. (See Transportation Forms section).

EVALUATIONS

Head Coach Evaluation

All head coaches to the district and lower level coaches who move to a head coaching position will be evaluated using the [DCSD Head Coaching Evaluation rubric](#). All Athletic Directors need to use this [Head Coach Evaluation tool](#). [Coach Self-Appraisal](#) form is also available.

End of Season Report

In addition to the evaluation, Each Head Coach will turn in an "End of Season Report" which includes budget expenditures, a lettering list, a participation list, athletic honors, a complete list of scores, tournament places etc. and comments pertaining to the season (See appendix: "form" section).

Athlete Survey

It is highly recommended that all coaches use the [Student Athlete Program Survey](#) at the end of their season to gather information about their program.

- Surveys should be given to all athletes involved in all levels of the sport.
- Survey results are to be tabulated and used by the head coach to set goals for his/her program.
- Athletic Director may ask to see surveys and the results.
- The information from the surveys may be used by the Athletic Director to determine future employment.
- Procedure for Dissemination of Student-Athlete Program Survey
 - All coaches will adhere to the following procedure for disseminating the Student-Athlete Program Survey.
 - A final team meeting must be held to allow student-athletes the opportunity to complete the survey.
 - An adult NOT associated with the team (i.e. another coach, athletic director, or AD secretary) will hand out the survey to the student-athletes. The adult needs to stress the importance of the survey and how it will be used to set goals and direction for the program in the future.
 - The students are to be advised that the survey is a confidential survey. A large envelope will be provided for the student-athletes to place the completed survey in.
 - The adult will stay in the room, secure the envelope and give the sealed envelope to the appropriate coach. Student-athletes may leave the meeting when finished with the survey.

Parent Survey

It is highly recommended that each coach have his/her parents complete the [Athletic Program Parent Survey](#). Each coach should use this information to help guide his/her program from year to year and to set goals for the next season.

- Procedure for Dissemination of Parent Program Survey
 - The school Athletic Director and/or the coach may determine how the Parent Athletic Program Survey will be disseminated and collected.
 - The information gathered from the survey is to be used by the coach for program improvement and to set program goals for the next season.
 - The Athletic Director may direct all coaches or individual coaches to survey their parents using the Parent Athletic Program Survey.

Final Written Evaluation

- The evaluator will use the following to determine the final written evaluation of a coach:
- Self-appraisal
- Practices observed
- Athletic events observed
- Conversations held with the coach before and during the season
- If there is an expressed concern by the administration, the Student-Athlete Program Survey results may be used.

BOARD OF EDUCATION POLICIES & COLORADO'S NEW CHARITABLE SOLICITATIONS LAW **[COLORADO'S CHARITABLE SOLICITATIONS ACT](#)**

[Superintendent File: DJ-R PURCHASING PROCEDURES](#)

[Superintendent File: GBEA-R STAFF CONFLICTS OF INTEREST AND ETHICS](#)

[Superintendent File: KF COMMUNITY USE OF SCHOOL FACILITIES](#)

[Board File: KHB-R ADVERTISING IN THE SCHOOL DISTRICT AND REVENUE ENHANCEMENTS](#)

END OF SEASON REPORTING (forms included in this section):

End of Season Report

Letter Recipients Form

Participation Certificate Recipients Form

Team List Form

Season Scores Form

Season/Year End Budget Form

Season Evaluation and Recommendations Form

Athletic Equipment Inventory Form

Inventory List Form

Equipment Check Out-Check In Form

MEMORANDUM

TO: XXXX

FROM: ATHLETIC DIRECTOR

SUBJECT: END-OF-SEASON REPORT

DATE: XXXX

Please complete the End-of-Season report and return it to me ASAP.
Attached you will find the following:

Letter Recipients Form-

Please complete listing athletes, managers, and trainers, if applicable, that participated in your sport. Please indicate School, League, and any State honors won. There is also a sheet for participation certificates, if you would like them.

Team List-

Please verify that all athletes finished season in good standing. If not, please indicate.

Season Scores-

Please review worksheet for accuracy and complete, if necessary. Unless corrected, this is the information that will be used for the school's permanent record.

Athletic Equipment Inventory-

Please create an inventory list and, if required, generate the following:

- 1) A list of equipment needing repair.
- 2) A list of athlete's items lost or not turned in, and a recommended replacement cost.

Budget-

Complete as applicable and return. Budget forms were given to you earlier by the Athletic Director.

Season Evaluation and Recommendations-

Please use this form to evaluate the season and list your recommendations.

Attachments

(Your School's Name) HIGH SCHOOL

(Year) Letter Recipients

SPORT: _____ **COACH:** _____

[illegible]

(Your School's Name) HIGH SCHOOL

(Year) PARTICIPATION CERTIFICATE RECIPIENTS

SPORT: _____

COACH: _____

[illegible]

(Your School’s Name) HIGH SCHOOL
TEAM LIST
(YEAR)

SPORT: _____ COACH: _____

List all athletes who participated for the season. Include cuts, completed season, quits, injuries.

Grade	Name	Cut	Completed Season	Quit	Injury

SEASON SCORES (YEAR)

SPORT _____ COACHES _____

LEVEL _____

[illegible]

Season (xxxx), Year(xxxx)-Coach: (xxxx) (Continental League)

Wins	Losses	Ties	Place in League/District	State
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(YOUR SCHOOL'S NAME) ACTIVITIES AND ATHLETICS

SEASON/YEAR END BUDGET FORM

SPORT/ACTIVITY: _____ YEAR: _____

COACH/SPONSOR'S NAME _____

REVENUES

Registration Fees _____

Board of Education _____

Activity Cards _____

Gate _____

Entry Fees _____

Fundraisers _____

Miscellaneous _____

TOTAL REVENUES _____

EXPENDITURES

Uniforms _____

Entry Fees _____

Bus Costs _____

Officials _____

Equipment _____

Banquet _____

Miscellaneous _____

TOTAL EXPENDITURES _____

SEASON/YEAR ENDING BALANCE _____

Coach/Sponsor Signature's _____

SEASON EVALUATION AND RECOMMENDATIONS

COACH: _____

SPORT: _____

DATE: _____

Season Evaluation:

Recommendations:

Staff:

Schedule:

CHSAA:

Rules:

School Policies and Procedures:

Supplies and Equipment:

ATHLETIC EQUIPMENT INVENTORY

SPORT: _____

Equipment Repair:

Equipment Type	Repair	Replace (√)

Lost/Not Returned

Equipment:

Athlete's Name	Item Lost	Cost

INVENTORY LIST

[illegible]