



POUDRE SCHOOL DISTRICT

ATHLETIC DIRECTOR'S HANDBOOK

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Colorado High School Activities Association



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2 LETTER FROM THE ATHLETIC DIRECTOR :

First off, thank you for all that you do to further the opportunities that students have in the PSD community. Each young person has limitless ability if you employ coaches who embrace them, give them confidence, and the life skills necessary to grasp their possibilities and dreams. Student's may very well interact with coaches more than their parents at times, and that's why it's imperative that in hiring coaches we are getting great role models.

The expectation is that all coaches will be quality role models, practice sportsmanship, and teach character. PSD has adopted the *Why We Play* initiative as part of the operating philosophy for all athletic programs. In this handbook is other material to help you understand the mission and values of PSD Athletics, and while we do strive to win competitions it is not our sole focus and we are not defined by wins and losses alone.

As you embark on your journey of leading a PSD athletic program, remember that we are a school district and it is important to us to promote equality and opportunity for all schools and all students.

There are other resources at your disposal to help you, 1) PSD Coaches Handbook 2) PSD Athletic Handbook 3) CHSAA Website 4) PSD Human *Resources* and please feel free to contact the District Athletic Office.

We wish you the best of luck, and remember to lead in such a way that you will advance every student, your institution, and the entire school district.

Thanks,

Russ McKinsty

Lori Willadsen

District Athletic Director

District Athletics Administrative Assistant

3 OPERATIONAL PARAMETERS

This handbook is to serve as a resource for coaches at the middle school and high school levels, it is not inclusive of all of policies, guidelines and laws relative to coaching in an educational setting. All athletic directors are reminded that PSD expects that all coaches will comply with

- a. All state and federal statutes
- b. The scope of employment and job description for position
- c. CHSAA by-laws
- d. League and/or Conference by-laws
- e. PSD Policies and Directives
- f. District Athletic Policies and Directives
- g. Directives of building athletic director

3.1 PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide a practical guide for athletic directors regarding the mission, philosophy, standards, rules and expectations of the PSD interscholastic program at the high school and middle school levels. It is our goal to expose as many students as possible to the benefits derived from participation in education-based athletics at the scholastic level. Further, the experience possible is best served when students, coaches, parents and administrators are informed, have open lines of communication, know what is expected of them, and truly commit to assuring that the mission and ideals of education-based athletics are aligned with daily practice in the operation of these programs.

3.2 MISSION & PURPOSE OF POUDDRE SCHOOL DISTRICT ATHLETICS

To pursue excellence daily through character and education-based activities that: 1) are not defined by the scoreboard or rating sheet; 2) demonstrate a commitment to respect, the spirit of fair play, and the ideals of sportsmanship; 3) are aligned with the mission, values and policies of PSD and CHSAA; 4) are led by coaches/sponsors that are committed to such ideals; and 5) are participated in by students with an understanding of their role in representing PSD, their school, their team, and their community. The district has adopted the *Why We Play* initiative and more information can be found in the coaches' section.

4 LEGAL AND ETHICAL REQUIREMENTS

All members of Poudre School District Athletics teams and staffs are required always to comply with legal statues and school district policies. PSD does not discriminate in the basis of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, or disability in

admission to or access to, or treatment or employment in, its programs and activities. This handbook does not cover all necessary material and athletic directors should be familiar with the information below and other resources.

4.1 FERPA

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (U.S. Department of Education).

4.2 TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance (U.S. Department of Justice).

4.3 CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. All federal agencies that provide grants of assistance are required to enforce Title VI. The U.S. Department of Education gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs (U.S. Department of Education).

4.4 AMERICANS WITH DISABILITIES ACT 1990 & 2008

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in any program or activity operated by recipients of federal funds. Title II of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination based on disability by public entities, regardless of whether they receive federal financial assistance.

Examples of the types of discrimination prohibited include inequitable access to educational programs and facilities, denial of a free appropriate public education for elementary and secondary students, and refusal to implement or inappropriate implementation of academic adjustments in higher education (U.S. Department of Education).

4.5 HAZING

Athletic directors and coaches have a legal and professional obligation to assure that hazing does not occur in their program. It is important for you to be ‘present’ in knowing what your athletes

are doing and assuring appropriate supervision occurs at all times. Additionally, coaches must educate athletes that PSD has a zero-tolerance policy regarding hazing.

- a. Hazing by Poudre School District student athletes is strictly prohibited.
- b. Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into affiliated with any school group, club, athletics team, grade level, activity, or organization.
- c. Hazing includes but is not limited to:
 - Any activity involving an unreasonable risk of physical harm including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
 - Any activity involving consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
 - Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
 - Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
 - Any activity involving any violation of federal, state, or local Law or any violation of school district policies and regulations.
- d. CHSAA requires that all participants read and sign the CHSAA Anti-Hazing Form prior to participation at the high school level. A copy of this document is available on the PSD website.

4.6 DIVERSITY

Athletic directors should put a priority on diversity in athletics and other school based activities. We celebrate diversity through acceptance of one another, and we endeavor to learn from one another in a climate of positive engagement and mutual respect. Without reservations, we are committed to ensuring that our athletic programs operate in an atmosphere that:

- a. Honors and respects diversity
- b. Supports equity in educational opportunity and outcomes
- c. Is free of discrimination and harassment

4.7 CHSAA CODE OF ETHICS

Poudre School District embraces the CHSAA Code of Ethics as foundational principles of creating an effective environment for the operation of education-based athletics at the scholastic level.

To reach the maximum effectiveness in serving and fostering the education of the students so entrusted to us, it is the duty of all concerned with our athletic and activities programs to...

1. Cultivate an awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control always, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs based on the attitude of the participants and spectators, rather than based on a win or loss

4.8 LEGAL DUTIES FOR ATHLETIC ADMINISTRATORS AND ATHLETIC COACHES

- A. Planning – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should

become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.

- B. Supervision – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
- C. Assess Athletes Readiness for Practice and Competition - Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
- D. Maintain Safe Playing Conditions – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of sport-specific equipment safety checklists can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

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- E. Provide Proper Equipment – Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
- F. Instruct Properly – Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
- G. Match Athletes –Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
- H. Condition Properly – Practices must account for a progression of cardiovascular and musculo-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
- I. Warn – Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.
- J. Ensure Athletes Are Covered by Injury Insurance – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.
- K. Provide Emergency Care – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are potentially life threatening.
- L. Develop an Emergency Response Plan – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being

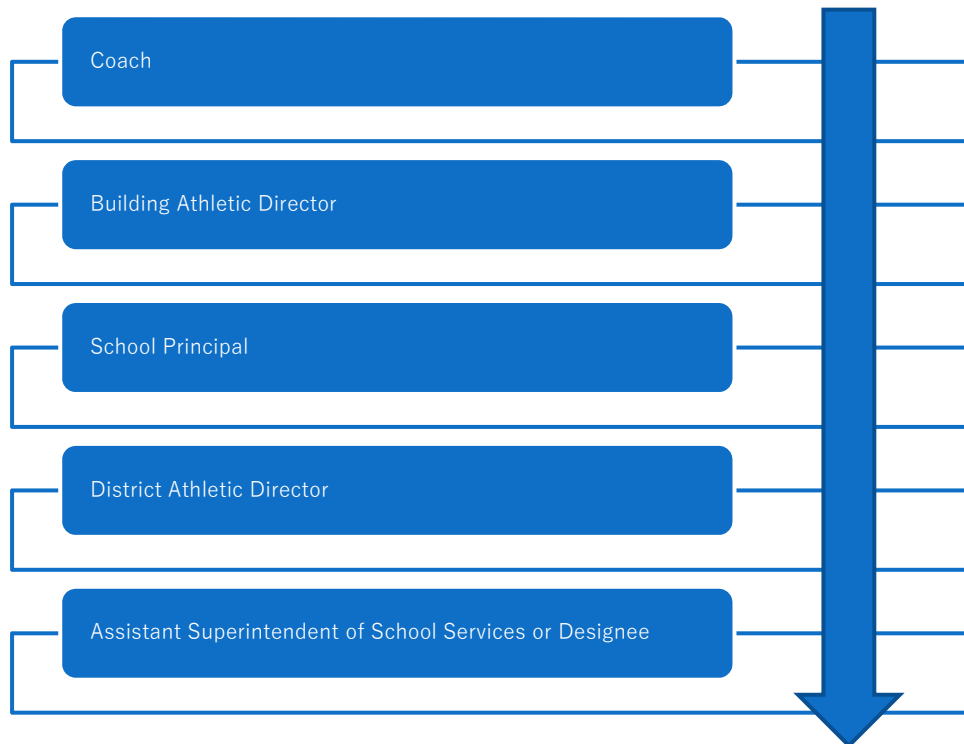
administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

- M. Provide Proper Transportation – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practices.
- N. Select, Train and Supervise Coaches – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

5 ATHLETIC DIRECTORS

5.1 ORDER OF COMMUNICATION

Below is the proper order of communication for Poudre School District Athletics and Activities



5.1.1 One of the most critical skills that athletic directors and coaches must possess is the ability to communicate. Athletic personnel will be judged by parents and participants more critically in this area more than any other. Communication begins with an effective pre-season meeting; however, timely and proactive communication is something that your coaches will do on a daily basis. Coaches must be willing to listen, admit mistakes, demonstrate an honest and sincere appreciation for each participant and must be able to articulate a clear message.

5.1.2 **Whenever a coach needs to meet with an athlete, it is strongly recommended that another adult is present. In the case of the athlete being of the opposite gender, this rule is an absolute necessity.**

5.1.3 PSD requires that all coaches use their PSD-issued e-mail for all e-mail correspondence with all students and parents. Use of personal e-mail for this communication is strictly prohibited. It is also critical that you document everything. This will be essential in key situations.

5.1.4 Resolving Conflicts:

Initial Communication

- A student-athlete, parent, guardian, coach, or a member of the public with a concern or complaint should first try to resolve the matter directly and informally with the individual(s) concerned. This may be done either verbally or in writing to the individual(s) involved.

Review

- If the matter cannot be resolved informally at the initial level, the complainant should submit a written statement describing his/her concerns in a clear, specific and detailed manner to the building athletic director. The building athletic director shall review the steps taken to resolve the complaint informally up to that point, investigate the facts (including obtaining relevant information through interviews of persons having knowledge of the matter), and either facilitate a mutually acceptable resolution of the problem (including obtaining relevant

Information through interviews of persons having knowledge of the matter), and either facilitate a mutually acceptable resolution of the problem when possible (including, when appropriate, arranging a face-to-face meeting of the parties) or otherwise render a decision on the matter. Any resolution of decision shall be arrived at as soon as the circumstances reasonably permit and shall be communicated in writing to all parties to the dispute (with a copy submitted to the building principal).

If the building athletic director has not resolved or decided the matter to the satisfaction of one or more parties to the dispute, each dissatisfied party shall submit a written statement to the building principal stating the basis of their dissatisfaction. The building principal shall review all of the building athletic director's documentation, conduct any additional

investigation he or she deems necessary, and either facilitate a mutually acceptable resolution of the problem or otherwise render a decision on the matter. Any resolution or decision shall be arrived at as soon as the circumstances reasonably permit and shall be communicated in writing to all parties to the dispute.

Appeal

- If the complainant feels the issue has still not been resolved, he/she may submit a written appeal in a timely manner to the District Athletic Director.
- If the complainant feels the issue has still not been resolved, he/she may submit a written appeal in a timely manner to the Assistant Superintendent of School Services or Designee Services or Designee.

5.2 CPR/AID AND CONCUSSIONS

As a professional employee, a PSD coach will be required (or possess) a number of certifications in order to hold the position. A current certification in CPR/AED and 1st Aid are just two of the certification requirements for PSD. For a complete listing of requirements for paid and volunteer coaches, please see the hiring information in the Appendix section of this handbook. PSD only recognizes CPR/AED and 1st Aid certification through Red Cross or the American Heart Association. As per Colorado state statute, the CPR/AED training must have an in-person, hands-on training component. PSD prefers that the training for CPR/AED and 1st Aid occurs through the PSD training staff as the training includes many areas that are PSD-specific. PSD will cover the cost of these two certifications if the training is done through PSD training staff. Any training outside of PSD training staff will be at the expense of the coach or the building level.

5.2.1 Concussions

One of the important areas of training and recognition for coaches is in the area of concussions. Coaches across the state of Colorado are required to complete concussion training annually. Proof of this training must be submitted to building athletic director prior to working with students in any capacity.

In addition, the Appendix section of this handbook contains many resources for both coaches and parents. To adequately protect athletes, it is vital that coaches, participants and parents are educated in the signs and symptoms of a concussion and that all parties communicate with each other in the event that an athlete exhibits signs or symptoms of a concussion. Unfortunately, these signs and symptoms do not always present in front of a coach or at school.

Any athlete who exhibits any signs or symptoms of a concussion must immediately be removed from all activity (practice or game) and may not return until cleared in writing after being seen by a physician. Coaches must also make sure that school personnel are made aware of the concussion so that support can be offered as the student returns to the classroom.

5.3 PSD GUIDELINES FOR STUDENT PARTICIPATION IN EXTRACURRICULAR AND INTERSCHOLASTIC ACTIVITIES AT DISTRICT SCHOOLS

The purpose of these guidelines is to set forth in writing the policy of Poudre School District R-1 (the “District”) for implementation of C.R.S. § 22-32-116.5 regarding student participation in extracurricular and interscholastic activities at District schools.

- a. Student participation in competitive activities at District schools may be based on tryouts or other merit-based selection criteria as determined by the coach or sponsor.
- b. Students who reside within the District and who attend a school that does not offer an activity for which they are eligible and in which they wish to participate shall only be eligible to participate in that activity at their neighborhood school (if the activity is offered at their neighborhood school). If the activity is not offered at their neighborhood school, they shall only be eligible to participate in that activity at the closest District school to their residence that offers it or at the closest District school to their school of attendance that offers it (except that if the closest District school is a charter school, they may choose to participate in the activity at the charter school or at the closest District non-charter school that offers it).
- c. Students who reside within the District and who participate in a nonpublic home-based educational program, on-line program or on-line school that does not offer an activity for which they are eligible and in which they wish to participate shall only be eligible to participate in that activity at their neighborhood school (if the activity is offered at their neighborhood school). If the activity is not offered at their neighborhood school, they shall only be eligible to participate in that activity at the closest District school to their residence that offers it (except that if the closest District school is a charter school, they may choose to participate in the activity at the charter school or at the closest District non-charter school that offers it).
- d. Students who do not reside within the District and who attend a school within the District that does not offer an activity for which they are eligible and in which they wish to participate, or who participate in a District nonpublic home-based educational program, on-line program or on-line school that does not offer an activity for which they are eligible and in which they wish to participate, shall only be eligible to participate in that activity at the closest District school to their residence that offers it or at the closest District school to their school of attendance that offers it (except that if the closest District school is a charter school, they may choose to participate in the activity at the charter school or at the closest District non-charter school that offers it).
- e. Students who do not reside within the District and who do not attend a school within the District or participate in a District nonpublic home-based educational program, on-line program or on-line school but who are eligible under C.R.S. § 22-32-116.5 to participate in an activity at a District school shall only be eligible to participate in that activity at the closest District school to their residence that offers it (except that if the closest District school is a charter school, they may choose to participate in the activity at the charter school or at the closest District non-charter school that offers it).

- f. Student eligibility for and participation in activities at District schools shall be subject to governing law (including but not limited to C.R.S. §§ 22-32-116.5 & 22-36-101), CHSAA's Constitution and Bylaws, District policies and regulations, and the decisions of the coach/sponsor responsible for the activity.
- g. Decisions made under these guidelines at the school level may be appealed to the District's athletic director (for athletic activities) or assistant superintendent responsible for the school at issue (for other activities). Decisions made under these guidelines by the District athletic director may be appealed to the assistant superintendent of secondary schools. Decisions made under these guidelines by an assistant superintendent may be appealed to the superintendent of schools.

Note: The purpose of these guidelines is to help prevent recruiting by schools and students and their parents requesting participation at a specific school for athletic purposes.

5.4 RULES CONCERNING CONTROLLED SUBSTANCES, ALCOHOL AND TOBACCO (DISTRICT POLICY JJ)

A student athlete's unlawful or otherwise improper use or possession of controlled substances, alcohol and/or tobacco reflects poorly on the student's school and team and sets a bad example for other students, regardless of when the use or possession occurs. In addition, a student athlete's use of controlled substances, alcohol and/or tobacco may adversely affect the student athlete's health, fitness and athletic performance and may result in injury or harm, regardless of when the use occurs. Accordingly, students participating in any Poudre School District interscholastic athletic program shall not, regardless of the quantity involved: (1) use or possess any beverage containing alcohol; (2) use or possess tobacco or tobacco products; or (3) use or possess any controlled substance, including steroids, in any manner that is contrary to law or Poudre School District policies and regulations.

Consequence for First Violation:

Suspension from 30% of interscholastic competitions for which the student-athlete is otherwise eligible and in which the student-athlete is otherwise able to participate, beginning in the season when the first violation occurs (including regular season and post season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the first violation occurs. During all periods of their suspension, student-athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.

Consequence for Second Violation:

Suspension from 50% of interscholastic competitions for which the student-athlete is otherwise eligible and in which the student-athlete is otherwise able to

participate, beginning in the season when the second violation occurs (including regular season and post season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the second violation occurs. During all periods of their suspension, student-athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.

Consequence for Third Violation:

The student athlete will lose the right to participate in all interscholastic athletics for the remainder of his/her high school career.

For all violations - if the suspension carries over into a subsequent season of the same or a different span, the student-athlete must successfully complete that subsequent season in order to be

considered as having served the portion of his/her suspension applicable to that subsequent season.

The foregoing rules concerning controlled substances, alcohol and tobacco, including the consequences for violation of those rules, are hereby incorporated into the coach's team rules for every

span at every school within the Poudre School District interscholastic athletic program, and are uniformly applicable to all team members.

The following chart is designed to outline the number of contests that each violation level carries at the high school level (grades 9 through 12).

HIGH SCHOOL SPORT	30%	50%
Cross Country	3	6
Field Hockey	5	8
Football	3	5
Golf	3	6
Gymnastics	3	6
Soccer	5	8
Softball	6	10
Tennis	4	6
Volleyball	7	12
Basketball	7	12
Swimming	3	6
Wrestling	9	15
Baseball	6	10
Lacrosse	5	8
Track and Field	3	6

6 MIDDLE SCHOOL AND HIGH SCHOOL ATHLETICS AND ACTIVITIES

This section will encompass information to help athletic directors from both middle school and high school understand various parameters of high school sports. If any information that is needed is absent from this section, please contact the district office.

6.1 PRELIMINARY EXPECTATIONS

PSD has high expectations for the students that participate in extracurricular activities and interscholastic programs (grades 6 through 12). As such, student-athletes are expected to demonstrate good citizenship in school, during activities and in the community. The core expectations of behavior regarding the use of alcohol and drugs are outlined in the sections that follow. District Policy JJ specifically is written for students in grades 9 through 12. Similar expectations are outlined for students in grades 6 through 8 in the middle school training and personal conduct rules.

6.1.1 Students and parents must be fully aware that the PSD Athletic Handbook cannot possibly list every possible conduct violation that might result in a student-athlete facing disciplinary action by a coach or the athletic director of a given school. Incidents involving legal issues, conduct that reflects poorly on program and/or school, acts of hazing, and dishonesty with school officials are all examples that may result in a student-athlete being suspended or removed from team. **Two of the most important goals of our extracurricular activity and interscholastic programs (grades 6 through 12) are to teach student-athletes life skills and respect for others. Participation in extracurricular activities and interscholastic programs is truly a privilege and must be viewed as such.** Making good decisions and honoring the commitment that has been made to the program(s) that the student represents are essential to maintaining eligibility to represent the school and program.

6.2 PSD COACHES

6.2.1 Hiring of PSD Coaches

The hiring of coaches is initiated by the building athletic director in coordination with PSD Human Resources. Please see the [PSD website](#) for the process of hiring and the requirements to be a coach in PSD. The ratios for the number of coaches per sport and triggers for additional coaches is included in the Appendix section of this document.

6.2.2 Professional Growth for Coaches

One of your charges as an athletic administrator is to employ coaches that have a commitment to growth. Two important questions that you should regularly ask yourself when evaluating your coaches: 1) Is the coach capable of growing as a coach? 2) Is the coach committed to growing as a coach? Many professionals view the word “growth” as a negative. PSD would ask that you view it much differently. Are you better today than you were yesterday? Every employee of PSD should strive to answer this question in the affirmative.

The District Athletic Office has partnered with CHAMP to annually sponsor the Fall Coaches of Character Training with a variety of offerings for coaches. Orthopaedic Center of the Rockies of Fort Collins also sponsors a workshop for coaches in the summer each year. Those interested or in need of a class or certification may register through the PSD Professional Development course catalog.

Beyond the training that PSD provides are countless clinics and workshops for coaches offered by collegiate programs and sport specific coaches organizations. Growth is available, all it takes is a desire and some initiative.

6.2.3 Best Coaching Practices

We ask coaches to commit to the following practices daily:

a. COACH UP!

We all respond better to positive reinforcement.

Find good in our players.

Expect their best; remind them of their best; demand their best.

Tony Dungy is an excellent example of achieving excellence without sacrificing his values.

b. **BE WHAT YOU WANT AND EXPECT YOUR PLAYERS TO BE!**

Be positive; be enthusiastic; be poised; show excitement; hustle.

Be consistent in your attitude.

c. **HAVE COMPASSION! LOVE YOUR PLAYERS! THEY NEED YOU!**

Be fair. Love is the greatest force on earth! They know when you sincerely care for them, and more importantly, they know when you don't!

Don't let your love of winning or hatred for losing get in the way of your care and concern for your players.

Do you coach to help players or do you coach players to help you?

d. **BUILD UP YOUR PLAYERS!**

Give them respect.

Talk about them. Praise them.

Talk about the good things they do.

One of our primary tasks is to convincingly tell the athlete, "I believe in you! You are going to make something special happen."

6.2.3.1 Preseason Athletic Meetings (both HS & MS)

All programs (at both the middle and high school levels) must conduct a pre-season meeting that includes participants and parents prior to the start of each season. The date, time and location of the pre-season meeting shall be communicated to all potential participants and parents in a timely manner ahead of the meeting. Parents want to know who is in charge of their child's experience, and that you have a vision for the program. A quality pre-season meeting is vital to building trust and respect as a coach. There are many areas of expectations relative to parents that are important to communicate. When you are creating your agenda, keep some of these areas in mind:

- | | |
|---|--|
| • Coaching philosophy | • rSchool Today Athletic Scheduler, how to sign up for notifications |
| • Where to find the PSD Athletic Handbook | • Any personal equipment needed |
| • Check-out process | • Transportation/travel |
| • Eligibility rules | • Program specific rules, expectations |
| • Training and conduct rules | • Why We Play |
| • Practice and game schedules | • Sportsmanship |
| • Practice start and end times | • How education-based athletics are different than club sports |
| • Communication process for parents/athletes | • Any roles parents may serve during season |
| • Process for team selection | |
| • Philosophy for program regarding playing time | |

6.2.3.2 PSD Coaches and Lesson Planning

PSD expects that coaches have a formal lesson plan for every practice. This is both a professional and legal responsibility. Part of the evaluation process will involve assessing whether a coach meets the following expectation regarding lesson plans:

- a. The coach will demonstrate a mastery in developing a lesson plan for each practice that is organized, identifies key goals/learning objectives, is tied directly to program objectives and displays a well-thought-out plan for that day.
- b. Lesson plans should be retained for a minimum of four years from the date of practice.

Some good areas of practice regarding lesson plans are:

- a. There should be some space included that allows a coach to make notes relative to the practice session.
 1. Ways in which the practice could have been better.
 2. Things that went well.
 3. Issues that arose during practice (i.e. noting poor behavior or unexcused absences of an athlete).
 4. Reminders for coach (i.e. need more cones, visit with athletic director about an issue, etc.).
- b. Lesson plans from year to year can provide valuable feedback for coaches.
 1. Did the team peak too early?
 2. Was an area of weakness identified during the season that can be a focus in the off-season for next season?
 3. Did your team respond well to what you were trying to teach and the structure of practices?
- c. Allow coaches to adequately delegate assignments to other coaches on staff.
- d. Provide a tool to assure the safety of students is assured at every practice.
 1. Planning spacing and supervision needed for each practice activity.
 2. Provides cues to coaches as to when additional progression or instruction is needed.
 3. Reminds coaches to perform daily facility check and to fill out a work order if needed.
- e. The old adage holds very true for lesson plans. If it is not written down, it did not happen.

6.2.3.3 Camps and Clinics

Coaches are encouraged to develop their programs and to offer a variety of developmental opportunities for their athletes. The following items should help guide you in the operation of camps and clinics for your program:

1. All CHSAA rules apply (i.e. 8th grade contact rule, etc.). **PSD rule is that there will be no contact with middle school athletes until the day after the Middle School District Track and Field Championships** (see eight grade contact for more information).
2. All camps and clinics must be approved by building athletic director in advance and must be entered into PSD scheduling software programs SchoolDude/FS Direct
3. Camps or clinics must abide by the [Developmental Program Guidelines](#).
4. If a coach or coaches are to receive payment of any kind, the facilities must be rented through PSD Customer Service and the coach(es) will be responsible for all associated costs.
5. Participation in such camps and clinics shall be voluntary and never a condition of participation on a team whether actual or inferred.
6. Financial records for all camps that have a participation fee must be made available to building athletic director upon request.
7. If use of French Field is requested, approval from the District Athletic Office is needed prior to advertising of camp or clinic.

6.2.3.4 Fundraising Policies

While it is understandable that athletic programs often fundraise for program needs that are not funded at the District or building level, all fundraising must comply with the following:

- Must be approved **in advance** through building administration.
- Must not violate any PSD policies relative to fundraising.
- May not be required of any participant.
- May not be a condition of participant whether actual or inferred.
- Coaches may not require conditioning or physical punishment for lack of fundraising.
- Must comply with Title IX.

It is important that overall fundraising must be appropriate in scope and focused on needs and not wants.

6.2.4 High School Sports - Levels of Participation

Varsity level – Varsity level programs are the most competitive of the athletic programs. This level includes the most skilled, well-prepared student-athletes. Varsity-level coaches are charged with fielding the most competitive team possible. Team selection, starting positions and playing time are all at the discretion of the head coach.

Sub-Varsity level – Sub-varsity programs are focused towards developing the skills and abilities necessary for students to transition to the varsity level. Coaches at sub-varsity levels should emphasize development of both the individual and team. Coaches at the sub-varsity level are encouraged to play as many participants as possible. Naturally, the playing time becomes more competitive as student-athletes progress to the junior varsity level compared to c-level or d-level programs. It is worth noting that playing time still is at the discretion of the coach at the sub-varsity level.

6.2.4.1 8th Grade Contact Policies

As PSD is a school district of choice, coaches must know and abide by all CHSAA recruiting rules and guidelines. Coaches must understand that even though a student attends a natural feeder school for a high school in PSD, this does not necessarily mean that the student will choose to attend the feeder high school. As such, CHSAA and the District Athletic Office, asks that all activities involving 8th grade students be approved by the building athletic director prior to event occurring. The chart below outlines the Eighth-Grade Contact rule and offers what types of activities are allowable and not allowable. If there are any questions, please contact the District Athletic Office for clarification.

CHSAA Eighth Grade Contact Bylaw

A person, acting in the capacity of the high school coach or serving in a role representing the high school, may have informational meetings anytime with 8th grade students who live in that high school's attendance area as established by the school district, or with those 8th grade



students that have pre-registered to attend that high school; the coach may conduct practice with those eighth graders starting **the day following the Middle School District Track and Field Championships**. This contact may include currently registered underclassmen. The Sunday Contact rule applies to this contact.

6.2.5 CPR/AID and Concussions

See athletic directors section (4.2) for guidance. Also, see supplemental materials section for more information.

6.2.6 Why We Play Initiative

Poudre School District is committed to educating administrators, coaches, parents and students daily on the benefits derived from participation in education-based athletics. PSD has formally adopted the standards of the Why We Play initiative launched by the Minnesota State High School League.



The initiative provides a clear purpose for education-based athletics, and sets a clear delineation between education-based athletics and club, collegiate and professional sports.

We Prepare, Plan & Play to “WIN” But “Winning” is not our Purpose.

We are measured by the result on the scoreboard or rating sheet; however, we need not be defined by it. Some might question this approach or label it as weak. There is nothing further from the truth. We are every bit as committed to pursuing excellence daily in all of our programs, but never at the sacrifice of a student, our mission or our values that we seek to instill in every student that participates in our programs. That is where we are different, and where we

take a stand! This in no way guarantees that we will satisfy the wants and desires of every student or parent. What we can promise is that if everyone involved is ‘aiming at the same target’, and views participation from an education-based framework, we are much more likely to have success, retain students in our programs, and derive the full benefits possible for everyone involved.

See supplemental materials section for more information

6.3 BUDGETING FOR CHSAA REGIONAL AND STATE EVENTS

Regional and State Playoff Reimbursement

PSD financial procedures in this area are created to:

- Operate in a manner that is consistent with sound financial practices.
- Be compliant with District policies relative to financial operations.
- Assure that our practices are consistent with being good stewards of taxpayer funds.

To assure that achieve this standard in the area of post-season funding, please implement the following practices/processes effective immediately.

Travel to a post-season CHSAA contest

Examples of post-season contests in this category would be traveling to Grand Junction for a post-season baseball game or a volleyball team traveling to Colorado Springs for the Regional Tournament.

- a. Complete the post-season reimbursement request form **prior** to the event/tournament and submit to the District Athletic Office. The form can be found in the SAFE under ‘A’ Athletics
- b. The District Athletic Office will determine the amount of funding the school will receive for the event/tournament. The District Athletic Office will determine if trip qualifies for meals, hotel expenses, etc.

State Playoff Reimbursement

1. Reimbursement rates:
 - i. I. Hotels - \$110.00 per room, 4 athletes to a room, 2 coaches to a room
2. *Hotels will be approved for travel over 2 hours or in cases that are approved through the District Athletic Director (i.e. early starts, multi-day events, etc.).
3. II. Meals – (per CHSAA reimbursement)
 - i. Breakfast (if not provided at hotel) – \$5.00
4. Lunch – \$6.00
5. Dinner - \$7.00
- c. A school may use their PSA funds to supplement travel expenses.
- d. Any reimbursement checks that a school receives for participating in the contest/event must be deposited into the budget code provided by the District

Athletics or the original check may be sent to the District Athletics for processing. A copy of the deposit and CHSAA playoff form shall be sent to the District Athletics for documentation purposes.

- e. A copy of the per diem form with signatures must be returned to the District Athletic Office upon return.

Hosting a CHSAA post-season contest or event

Examples of hosting post-season contests in this category would be your school hosting a home, post-season soccer or basketball game.

Contact the District Athletic office for the correct budget code to process game worker forms and CHSAA Playoff Reporting Form. Copies of any restricted checks and game worker forms should be sent to District Athletics for backup.

If you should have any questions in this area please call the district office at 970-490-3332

High School Track Funding Guidelines

- a. Costs relative to school versus District Athletics Office
- a. For all invitational meets with **10 or more teams**, the host school will be financially responsible for:
 - i. Food and hospitality costs
 - ii. 32 caliber blanks for the meet
 - iii. Payment of starter and meet referee(s)
- b. District Athletics will be financially responsible for:
 - i. Timing system
 - ii. Payment of timers
 - iii. Cost of hip numbers
- c. For all invitational meets with **9 or fewer teams**, the host school will be financially responsible for:
 - i. Food and hospitality costs (if applicable)
 - ii. Payment of starter and meet referee(s)
- d. District Athletics will be responsible for the costs for the City Meet and JV Championship
- b. District Athletics will be responsible for the following ongoing costs relative to track and field:
 - i. Facilities including implement structures
 - ii. Pole Vault and High Jump Landing Pits
 - iii. Other miscellaneous costs approved in advance by the District Athletic Director

6.4 COACHING EVALUATIONS

It is district policy that after each sports season that school athletic directors will evaluate head and assistant coaches. Coaches will be evaluated on four standards that all PSD coaches are needing to meet. Each standard has various elements that will be measured via ineffective, effective, and highly effective. Athletic directors are encouraged to provide comments and feedback in the various sections. It is vital that coaches also self-reflect on the team performance,

coaching tactics, etc. Please see the supplemental material of this handbook for the evaluation forms and other information. The district office asks that two weeks after a sports season is complete that evaluation forms be submitted to the district athletic office. The forms will be reviewed by the district athletic director and shared with district human resources.

7 FRENCH FIELD AND FACILITIES

French Field and other district facilities are to be used at all-times with permits, and under proper supervision and usage. Student-athletes should always be supervised properly when competing and practicing and operating procedures should always be followed.

7.1 FRENCH FIELD SCHEDULING PROCEDURE

French Field is a high-class facility that PSD is lucky to have for the various athletic events. The district has a policy of attempting to allow all district schools to use the facility when necessary. The district athletic office will approve usage of French Field, and athletic directors should monitor facilities where athletes are competing at their individual schools

7.2 PSD FRENCH FIELD POLICIES

The following items are not allowed into French Field:

- a. Outside food of any kind
- b. Coolers, Ice Chests, bottles (other than factory sealed water bottles), cans, cups, or containers of any kind
- c. Backpacks
- d. Fireworks, projectiles or explosives
- e. Artificial noise makers
- f. Pets (except service dogs)
- g. Weapons of any kind
- h. Balls, Frisbees, or other items that may be thrown
- i. Bicycles, roller blades or skateboards

7.2.1 Additional French Field Conditions

- a. All of school property in and around French Field including sidewalks and parking areas are alcohol and tobacco free areas.
- b. No re-entry of students is allowed
- c. Spectators must wear shoes and shirts at all times
- d. Spectators are not allowed to go to other sides of the facility after entering through the gates
- e. The throwing of baby powder or any other powder substances up in the air at outdoor or indoor contests is prohibited.

7.3 PSD EXPECTATIONS OF COACHES USING FACILITIES

Both French Field and Fossil Ridge Stadium are venues that serve dual purposes. The venues are district athletic sites and serve the high school programming at the sites.

- a. All use of French Field and Fossil Ridge Stadium (other than Rocky Mountain High School and Fossil Ridge High School approved use), must be scheduled through the District Athletic Office.
- b. All use must be entered into SchoolDude
- c. Sunflower seeds, peanuts and any shelled product are prohibited at all times by any persons at the facilities (including coaches)
- d. Coaches and teams must remove all trash after use
- e. Coaches must assure that athletes are not to jump up on or against the fences at French Field during or after games. It is both a safety risk and also causes damage. Teams that violate this expectation will be billed for any damage and also assumes any liability for the injuries that occur from the practice.
- f. The practice of throwing baby powder or any other substance up in the air at outdoor or indoor contests is strictly prohibited. It is both a health risk, but also causes damage to athletic property.
- g. Spectators are not permitted to enter field area before, during or after contests unless access is approved in advance by District Athletic Director or Stadium Manager.
- h. All usage of French Field and Fossil Ridge Stadium use must be supervised by an authorized adult
- i. Coaches are asked to assure that area is secured when activity is completed
- j. If music is played during a practice or team activity, the following guidelines apply, 1) coaches must screen lyrics for public setting 2) must assure music volume is appropriate 3) Coaches must use good judgement when considering time of day.

7.4 BUDGETING MATTERS

Varsity Football held at French Field

District-funded items include:

Ambulance coverage

- j. Stadium manager
- b. Ticket sellers
- c. Timers
- d. Press box attendant
- e. Game monitors
- f. Security

Building-funded items include:

- a. Ticket takers – report one hour before the scheduled contest and work through the end of the third quarter of play

- b. Officials

- c. Chain crew

- d. Game administrator

Varsity Soccer held at French Field or Fossil Ridge Stadium

District-funded items include:

- a. Stadium manager
- b. Varsity Timer (if a host athletic director wishes to use Timer for sub-varsity, the fee would be paid through building funds)

8 SUPPLEMENTAL MATERIALS

8.1 QUESTIONS AND INFORMATION

PSD Facility Rental/Reservations	-	PSD Customer Service, (970) 490-3333
District Athletic Office	-	(970) 490-3332
Facility Issues / Concerns	-	District Athletic Office, (970) 490-3332
Rental of City of Fort Collins Facilities	-	District Athletic Office, (970) 490-3332
Questions Relative to Position or Pay	-	Human Resources, (970) 490-3613
Program Needs or Concerns	-	District Athletic Office, (970) 490-3332
Middle School Athletic Schedules	-	http://poudreschooldistrictathletics.org
High School Athletic Schedules	-	Website for each school
CHSAA Questions or Concerns	-	CHSAA, (303) 344-5050
CHSAA News and Information	-	www.chsaanow.org
NFHS Learn Offerings	-	www.nfhslearn.com
Professional Organization for Coaches in CO		
Colorado Coaches Association	-	http://www.colohsca.org/
Colorado Coaches of Girls' Sports	-	http://colocgs.org/
Professional Organizations for Athletic Directors		
CADA	-	http://www.coloradoad.org/
NIAAA	-	http://www.niaaa.org/
District Athletic Director	-	(970) 490-3106*

*For urgent matters, contact the District Athletic Director by cell phone.

8.2 CADA

Since 1961, we have been serving the needs of athletic administrators throughout Colorado. Our mission is to support educational athletic programs through the promotion of the professional growth and image of interscholastic administrators. The association is your professional voice about issues in Colorado high school athletics and the National Interscholastic Administrators Association (NIAAA). Joining CADA is an option for school athletic directors and for more information visit <http://www.coloradoad.org/>

8.3 NFHS

The National Federation of High School State High School Associations offers a number of professional development courses, many of which are free to coaches, parents and administrators. The online courses may be accessed at <http://nfhslearn.com/>.

The list of free courses includes:

- Captain's Course
- Coaching Pole Vault
- Coaching Unified Sports
- Concussion in Sports
- Creating a Safe and Respectful Environment
- Engaging Effectively with Parents
- Heat Illness Prevention
- Learning Pro: Homework Helper
- Learning Pro: Reading & Learning Strategies
- Learning Pro: Research Skills
- Learning Pro: Testing Tips
- NCAA Eligibility
- Positive Sport Parenting
- Sportsmanship
- Sports Nutrition
- Sudden Cardiac Arrest

8.4 NIAAA

If you are involved in administering interscholastic athletics at either the high school, middle school or junior high level, you should join the National Interscholastic athletic Administrators Association. The NIAAA is a national professional organization administered by and for athletic administrators for:

- Promoting the professional growth and image of interscholastic athletic administrators
- Promoting the development and prestige of state athletic administrator's organizations which will contribute, in cooperation with state high school associations, to the interscholastic athletic program of each state
- Providing an efficient system for the exchange of ideas between the National Federation of State High School Associations and state athletic directors organizations and individual athletic administrators
- Preserving the educational nature of interscholastic athletics and the place of these programs in the curricula of schools

8.5 PSD POLICIES

All policies in this handbook that are not addressed can be brought to the District Athletic Office for review. All policies must comply with the federal and state laws and any persons who acts without having received instruction via the district athletic office must insure all actions comply with the law.