

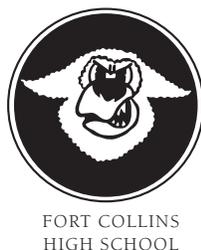


Poudre School District

# Athletic Handbook

*Philosophies, Standards, Rules, and Expectations Applicable to Participants in the Poudre School District Interscholastic Athletic Program*

District Athletic Office, Poudre School District



# Purpose

The purpose of this handbook is to communicate to parents, athletes, coaches, and administrators the philosophies, standards, rules and expectations applicable to participants in the Poudre School District interscholastic athletic program. The clear understanding and consistent application of these matters will help ensure that student athletes have the best possible experience in their respective athletic programs.

## Statement of Code of Ethics Colorado High School Activities Association Supported by Poudre School District

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary 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 at all times, 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 on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

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# Athletic Philosophy and Values

Poudre School District believes that a safe and dynamic athletic program is an integral part of the total educational process and is vital to the character and educational development of all student athletes. Poudre School District athletic programs provide a variety of experiences that aid in the development of favorable habits and attitudes in students that will prepare them for adult life, including physical development, coordination, a healthy self-concept, pride and good sportsmanship. Good sportsmanship practices have lifelong values. The athlete who acts fairly, who observes laws and customs, who treats others with consideration, and who takes adversity with dignity earns respect. Students in today's schools are tomorrow's community citizens, and as adults will demonstrate many of the attitudes they are now learning.

Poudre School District Interscholastic athletic programs are in compliance with the constitution and bylaws of the Colorado High School Activities Association and affiliated leagues.

Poudre School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, or disability in admission or access to, or treatment or employment in, its programs and activities.

## Varsity

Varsity-level programs are the most competitive of the athletic programs and, for that reason, include the most skilled and/or well-prepared student athletes. The student athlete earns the privilege to make the team. It is the coach's responsibility to field the most competitive team available; starting position and athlete playing time is at the coach's discretion.

## Sub-Varsity

Sub-varsity programs are focused toward the development of skills necessary for participation on the varsity level. The student athlete earns the privilege to make the sub-varsity team. The coach of any sub-varsity program should emphasize development of areas needing improvement on an individual and team basis. The coach will be encouraged to play as many participants as possible.

## Middle School

The Middle School Athletic Program shall be an integral part of the total middle school educational program and seek to provide all students with an opportunity to explore a wide variety of activities at appropriate levels that will contribute to the student's physical, emotional, social, and intellectual development.



Dear Parent/Guardian and Student-Athlete:

Welcome to the Poudre School District Athletic Program! We are excited to have your son or daughter participate in the many sport programs offered. Please read this letter to better understand how a competitive program is conducted and what comprises our expectations and philosophy.

PSD hires a coach or coaches for each sport program. The head coach, responsible for team selection, establishes selection criteria (sometimes with input from the entire coaching staff) and makes decisions regarding practices and games. If you have questions, please address them to your student's coach by calling to make an appointment outside of school, practice or game time.

Because the PSD Athletic Program is highly competitive, coaches are not always able to place every student who wishes to participate on a team. Coaches are under a good deal of pressure to assemble the most competitive team possible, along with selecting a team with whom they will work for the entire season. The hardest thing coaches have to do is to tell young people they will not be on a team.

When your student tries out for a team, please be sure that both you and he or she understands that there is a real possibility they may not be selected. Each student is given at least five days of practice before being cut. While we believe players can gain valuable experience outside of the PSD Athletic Program, previous participation on a "select team" or a club program does not guarantee any player a spot on a school team.

If selected, both you and your student should be prepared to accept placement at any team level (such as varsity or sub-varsity). It is disturbing to have a student try out for a team and then quit because they were not placed where they thought they should be, and, they have taken away someone else's opportunity to be on a team. If an athlete quits a sport, he/she may not go out for the next sport until the previous sport's season is complete.

In order to make a varsity team, a player must not only be outstanding, but also play a position the team needs. Underclass student-athletes possessing these qualities have the same opportunity to make a team as the senior does. Our team structure (varsity and sub-varsity) dictates there will always be more underclass than upperclass players in the total program. Starting positions and playing time are not guaranteed to seniors making a team, or to anyone else for that matter. Each member of a team is very valuable to the team's overall success. Some members may play a great deal of time while others may not. Each student should have personal improvement as one of his or her goals.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons such as working together to meet team goals and good sportsmanship, including appreciating good play by an opponent, respect for others and winning and losing with dignity, being able to accept instruction and criticism, and self-control and responsibility for one's own actions.

We want your son or daughter to have a positive experience as a student athlete. Thank you for your participation in the Poudre School District Athletic Program.

*Poudre School District Athletic Directors*

# Athletic Program Requirements and Fees

## Eligibility Requirements

High School (grades 9-12) interscholastic athletic eligibility is set by the Colorado High School Activities Association and is as follows:

Plan A. Student must be enrolled in at least 25 credit hours per semester, and may not fail more than one class. (Poudre High School, Fort Collins High School, and Fossil Ridge High School are currently under Plan A.)

Plan B: Student must be enrolled in at least 3 classes per term, and must be passing at least 25 credit hours per semester. (Rocky Mountain High School is currently under Plan B).

Middle School (grades 7-8) athletic eligibility has been determined by the Junior High Principals and is as follows:

A student shall be declared ineligible if he/she is failing more than one subject. A student shall be declared ineligible if he/she receives more than one failure in citizenship. Eligibility is to be determined weekly. A school may choose to have higher standards, but must, at a minimum, maintain the above policy.

## Athletic Fees

Athletic fees approved by the Board of Education will be charged for athletes in grades 7-12. Athletic fees will be collected at the beginning of each sport season prior to the first competitive contest.

Students who qualify under the Federal Free or Reduced-Price Meal Program are exempt from athletic fees.

Athletic fees for athletes who are not enrolled in a Poudre School District school shall be 150% of the

amounts otherwise specified.

## Sports Physical and Medical Insurance

Poudre School District requires that all student athletes in its interscholastic athletic program shall have a sports physical prior to participation in practices and games. Physicals are not provided by the District and must be obtained from a licensed physician.

It is the responsibility of the parent or guardian to provide accident/health insurance coverage for their student as a condition of the student's participation in interscholastic athletic practices and competitions; Poudre School District does not independently provide such insurance coverage. The required accident/health insurance coverage may be provided under the parent's or guardian's own policy, or purchased through Poudre School District for each school year of the student's athletic participation.

Proof of a sports physical and insurance coverage must be indicated on the Authorization for Athletic Participation form, completed and signed by the physician, parent or guardian and student athlete. These forms are available at the student's school.

# CHSAA Transfer Rule

(Colorado High School Activities Association)

“The CHSAA supports school choice in academic pursuits and encourages its student participants to enhance their academic achievement. In concert with this attitude, the Association’s philosophy addresses the establishment of a fair playing field for all student athletes.” The following rules apply to all Poudre School District athletes.

1. A student who transfers due to a bona fide move will always have full transfer eligibility.

*If your family makes a bona fide family move into a new attendance area during your high school career, then you would have full varsity eligibility at the high school that is within the attendance area of your new address.*

2. A transfer from eighth grade to the first entry into a high school will result in full varsity eligibility.

*If you are an 8th grade student/athlete and plan to participate in athletics at a high school outside your attendance area, you must submit a School of Choice application to that High School by the last Friday in January of your 8th grade year. Once practice begins as a 9th grader, you must remain at that high school in order to maintain full varsity eligibility.*

3. A student who has not participated in an interscholastic contest or scrimmage in a specific sport during the 12 calendar months preceding the date of transfer shall have full varsity eligibility at the receiving school in that specific sport at all levels of competition.

*I am a freshman, sophomore or junior and did not play any sports this past year. I decide to “school choice” outside of my home school area for next year. What loss of athletic eligibility will be the result of this action?*

None.

4. A student who transfers during the summer without a bona fide family move will be ineligible for varsity competition in the first 50% of the maximum regular season contests allowed in any sport in which the student was a participant during the previous 12 months. The student may practice with the team and play at the sub-varsity level during this time.

*I am a freshman, sophomore, or junior and I have decided to transfer to another school over the summer. I played volleyball, basketball, and soccer for my current school. What loss of athletic eligibility will be the result of this action when I transfer to the new school?*

You will be ineligible for varsity competition in the first 50% of the maximum regular season contests allowed in volleyball, basketball, and soccer. You may practice with the team and play at the sub-varsity level during that time.

5. Any student who transfers school after the beginning of the school year and has participated at the varsity level does not have varsity eligibility at the receiving school (except in a bona fide family move).

*I participated in cross country, swimming, and track at my old school. My parents decided to move to a new house in the middle of the school year and I will be attending the new school in my home school area. What athletic penalty will be the result of this action?*

None. You will have full varsity eligibility because of the bona fide move.

*I play football at school A. I played in an interscholastic contest (game) and then decided that I would rather go to school B. What athletic penalty will be the result of this action?*

You will be ineligible for varsity competition in football for the remainder of that sports season. You can practice and play at the sub-varsity level. Additionally, you will be ineligible to play at the varsity level in any other sport that you played 12 months prior to the transfer.

*I am a volleyball, basketball, and track athlete at school A. After the volleyball season was completed and in the middle of the basketball season, I decide to transfer to a school without a bona fide family move. What loss of athletic eligibility will be the result of this action?*

You will not be able to participate at the varsity level in either basketball or track. The next year, you will not be allowed to participate at the varsity level for the first 50% of the season in either volleyball or basketball. You will be able to participate at the varsity level in track that year, however.

6. If a student attends a school that does not offer a program in which the student wishes to participate, the student may participate in a program at another school in Poudre School District; however this student must participate at the same school during all their high school participation in that sport, or they will lose 50% of varsity competition. This rule applies to charter, private, out-of-district, or home-schooled students.

*To review the CHSAA Transfer Rule in its entirety, see [www.chsaa.org](http://www.chsaa.org) or contact your building athletic director.*

# Sportsmanship

## Sportsmanship is:

- respect for yourself, your coach, your team, the officials and the opponent.
- positive behavior when you win and positive behavior when you lose.
- appreciation of talented athletic ability, talented athletes and talented teams

## The Coach

The coach is the central figure in the sportsmanship pattern of the school and community. He/she is the leader and example. The Coach:

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is a role model for the type of person he/she wants the athletes to be.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

## The Spectator

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids use of profane and obnoxious language and behavior.

5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Respects the integrity and judgment of game officials. Understands that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.

## The Player

1. Treats own coaches and opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses, and never quits.
6. Always remembers that it is a privilege to represent the school and community.

## The Official

1. Knows the rules and their interpretations.
2. Places welfare of the participants above all other considerations.
3. Treats players and coaches courteously and demands the same from them.
4. Works cooperatively with fellow officials, timers and/or scorers for an efficient contest.
5. Is fair and firm in all decisions, never compensating for a previous mistake.
6. Maintains confidence, poise and self-control from start to finish.

# Training & Personal Conduct Rules (District Policy JJ)

Participation in Poudre School District interscholastic athletic programs is a privilege, not a right. Student athletes serve as representatives of their schools and teams, and may be viewed as role models by younger students. In addition, student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic athletic competition. For these reasons, student athletes are required to comply with the standards set by these training and personal conduct rules.

## General Rules

These rules shall apply to all students who participate in any Poudre School District interscholastic athletic program. In addition to these rules, students participating in interscholastic athletics are subject to and required to comply with all policies and regulations in the Poudre School District Code of Conduct. Student athletes shall not be eligible to participate in athletic practices or competitions during any period of suspension or expulsion under the Code of Conduct.

Student athletes are also subject to and required to comply with the Bylaws adopted by the Colorado High School Activities Association and with their coach's team rules, and are required to exercise good sportsmanship at all practices and competitions. A student athlete who fails to comply with these requirements as determined by a coach, School District administrator or competition official shall be subject to suspension from practices and/or competitions, and for more serious violations shall be subject to removal from the team.

## Rules Concerning Controlled Substances, Alcohol And Tobacco

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, 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.

The foregoing rules shall be in effect for Poudre School District interscholastic athletes on a year-round basis, including weekends, summers, vacations and holidays, whether the student athlete is on or off School District property and whether or not the student athlete is at the time participating in any school-sponsored activity or event.

The following consequences for violation of the rules concerning controlled substances, alcohol and tobacco are applicable to all Poudre School District students in interscholastic athletics throughout the time they are enrolled in grades 9 through 12.

### 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 clarification, listed below are the number of interscholastic competitions from which student athletes will be suspended for a first violation (30% of competitions) and a second violation (50% of competitions).

<u>Sport</u>	<u>30%</u>	<u>50%</u>
Boys/Girls		
Cross Country	3	6
Girls Field Hockey	4.5	7.5
Football	3	6
Boys Golf	3	6
Gymnastics	3	6
Boys Soccer	4.5	7.5
Girls Softball	6	10
Boys Tennis	4	6
Volleyball	6	10
Boys Basketball	6	10
Girls Basketball	6	10
Girls Swimming	3	6
Wrestling	9 Match Points	15 Match Points
Baseball	6	10
Girls Golf	3	6
Boys Lacrosse	4.5	7.5
Girls Soccer	4.5	7.5
Boys Swimming	3	6
Girls Tennis	4	6
Boys/Girls		
Track & Field	3	6

If the suspension carries over into a subsequent season of the same or a different sport, 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 sport at every school within the Poudre School District interscholastic athletic program, and are uniformly applicable to all team members.

# Mutual Expectations Regarding Behavior

## Expectations of Athletes

### Athletes' Expectations of Themselves,

As athletes, we need to:

- Cooperate and communicate with teammates, coaches and parents, especially regarding concerns.
- Set a good example on the playing field, in the classroom, and outside of school. We need to follow training and eligibility rules.
- Be willing to commit ourselves to the sport in which we are competing. We need to be willing to work hard and give 100%. We need to be prepared, on time, and attend as many practices/games/classes as possible.
- Show good sportsmanship and respect to all, including teammates, opponents, officials, coaches, parents, and other students. We need to use appropriate language on the practice/playing field.
- Improve both fundamentally and emotionally. We need to work to become better athletes and to develop higher self-esteem. We need to encourage each other and stay positive.
- Set high, yet realistic, personal goals and strive for them.
- Keep things in perspective and always work toward maintaining a hard-working, positive attitude and enjoying ourselves.
- Work to improve fitness and skills in the off-season.
- Comply with the Poudre School District Code of Conduct.

### Coaches' Expectations of Athletes

- Communicate concerns directly to the appropriate coach without fear of retaliation.
- Show respect for everyone. This includes fellow athletes, coaches, officials, opponents, spectators, teachers, staff, students, and administrators.
- Maintain personal academic standards.

- Exemplify good sportsmanship.
- Exemplify teamwork by exhibiting respect, commitment and dedication.
- Show dedication to their sport through regular attendance at practice and contests.
- Maintain healthful living and physical conditioning.
- Give their best effort.
- Learn the fundamentals of the sport and to execute the fundamentals to the best of the athlete's ability.
- Maintain the district training regulations, code of conduct, and the rules of the team.
- Work to meet the expectations they have established for themselves.
- Show respect for facilities, equipment, both home and away.
- Demonstrate commitment, hard work, and respect to their community, their school and to their sport.
- Comply with the Poudre School District Code of Conduct.

### Parents' Expectations of Athletes

- Show respect for coaches, teammates, administrators, officials and opponents, and accept officials' decisions without gesture or argument.
- Have open communication with their coaches, teammates, and parents without fear of retaliation.
- Recognize that athletics is an integral part of the total educational program.
- Maintain eligibility requirements, both in the district and at the state level.
- Take responsibility for their own behavior and accept the consequences for their actions.
- Be prepared mentally, physically, and emotionally for practices and games.

- Demonstrate good sportsmanship and keep winning and losing in perspective. Win without boasting, lose without excuses and never quit.
- Set realistic personal and team goals and strive to reach them.
- Be responsible for the care of equipment.
- Exercise self control at all times, setting the example for others to follow.
- Comply with the Poudre School District Code of Conduct.

## **Administrators' Expectations of Athletes**

- Know and understand the Athletic Philosophy and Values Statement.
- Know and follow the policies and rules associated with the athletic program.
- Know that they can and should communicate with their coaches. If there is a problem, they should try to work it out at the lowest level on the communication procedure.
- Promote team unit, and strive to improve their skills and knowledge of their sport.
- Provide truthful, open and honest communication with all parties while respecting confidentiality.
- Take responsibility for their own behavior and accept the consequences for their actions.
- Comply with the Poudre School District Code of Conduct.

## **Expectations of Coaches**

### **Coaches Expectations of Themselves**

As coaches, we need to:

- Organize parent/player pre-season meeting.
- Demonstrate the ability to communicate effectively with athletes, parents, school personnel and the general public.
- Help each participating student athlete to achieve a high level of skill, an appreciation for the values of

discipline and sportsmanship, and an increased level of self-esteem.

- Show support of others and their programs by encouraging athletes to participate in various programs, or by attending other sport activities throughout the school year.
- Demonstrate the ability to treat athletes, officials, opponents, and fans in a sportsman-like manner.
- Know and enforce the rules of the Poudre School District, League, State, National Federation, and the sport.
- Plan, organize, and conduct practices that teach fundamentals leading to the success of the group.
- Strive to instill positive work habits and healthful living in athletes.

### **Athletes' Expectations of Coaches**

- Communicate with their players and be willing to give explanations and expectations.
- Teach the skills, fundamentals, and rules of the sport adequately.
- Have goals for themselves, for the team, and for individuals.
- Provide the safest environment possible for athletes.
- Keep an open mind at the beginning of the season and continue to evaluate athletes throughout the season.
- Stay informed about the latest coaching techniques and new developments in the sport they are coaching.
- Support the athletes and work hard continually to motivate athletes to improve and continually maintain a positive attitude toward athletes and parents.
- Set an example that they wish their athletes to follow, be an appropriate role model for their athletes, and display good sportsmanship.
- Remember your efforts as a coach should be for the athletes.
- Work to provide a harassment-free environment and end all hazing.

- Teach the lifelong skills of commitment, hard work, and respect.
- Establish consistent enforcement and application of training rules and rules of the team practice schedule, which is also consistent with CHSAA rules.

### **Parents' Expectations of Coaches**

- Openly listen to concerns about their son or daughter.
- Communicate with athletes in regard to goals met and future outlook.
- Foster an environment of open communication and support between himself/herself, athletes, and parents beginning with the pre-season parent meeting.
- Be role models in behavior and attitude who teach as well as practice the values stated in the Poudre School District Athletic Philosophy and Values statement.

### **Administrators' Expectations of Coaches**

- Provide truthful, open and honest communication with all parties while respecting confidentiality.
- Know and support the Athletic Philosophy and Values statement.
- Know and teach the fundamentals of their sport and strive to improve their professional coaching skills.
- Know and consistently enforce the rules and regulations (including training rules) of the Poudre School District, League, State, National Federation, and the sport.
- Treat all parties with dignity, including players, parents, officials, opponents, spectators, etc.
- Supervise their activities until the sport activity is over.
- Support other school activities.
- Be responsible for the care and security of equipment and facilities.
- Be role models and assist in setting reasonable goals for the team and the program.
- Be responsible for the overall program, including evaluation of assistant coaches.

- Be responsible for organizing and running a preseason parents' meeting.
- Teach the lifelong skills of commitment, hard work, and respect.

## **Expectations of Parents**

### **Parents' Expectations of Themselves**

As parents, we need to:

- Attend early season meetings held by coaches in order to better understand the goals of the coach and the cost of the sport program.
- Support the efforts of the entire team, not just our child.
- Recognize the coach is head of the team, respect him or her, and avoid trying to coach our own child during coach contact times.
- Address conflict with a coach by discussing it privately with the coach, following the established chain of command.
- Encourage our athletes to play to the best of his/her ability; be positive in their support, and realistic about his/her athletic ability.
- Recognize that we are important role models for our children and demonstrate respect and appreciation for all involved in the sport program, including coaches, officials, opponents, our own child, and his/her teammates.

### **Athletes' Expectations of Parents**

- Show respect as role models by keeping a positive attitude. Parents should demonstrate sportsmanship at athletic events to all those involved.
- Provide positive encouragement for athletes through verbal communication and attendance.
- Focus on the team concept. Parents need to realize this is not just their son or daughter, but a team.
- Encourage athletes to improve, but not pressure excessively. Parents need to realize the ability and the limits of the athletes. Parents should support their athlete even if the athlete's goals are not the same as the parents.

- Respect coaches' decisions and avoid talking negatively about coaches – instead parents should encourage their sons and daughters to keep working hard.

## **Coaches' Expectations of Parents**

- Communicate with the coach during regular school hours if there is any problem that the parent's son/daughter cannot work out.
- Encourage their son or daughter by supporting him/her as a student athlete by attending as many of their son's or daughter's events as possible, including early season parent meetings and gatherings or receptions held during and following the season.
- Encourage their student athlete's best personal efforts.
- Maintain high expectations of their athlete, but to avoid pressuring him/her to meet "YOUR" personal athletic expectations.
- Respect the coach, and to let the coach do his/her job. Parents are asked to support the coach's efforts, and to utilize the chain of communication to voice concerns.
- Encourage the athletes to demonstrate good sportsmanship by avoiding criticism of the opponent, officials, or coaches; to try to look at team effort and/or goals reached in a contest, not just the win-loss record.
- Support the school staff when the staff enforces the athletic regulations.
- Encourage their son/daughter as a student athlete to continue the sport throughout the whole season.
- Understand that their son/daughter is expected to attend practices or contests. If they are held during vacations, coaches will make these practices known at the beginning of the season. Absences due to appointments or vacations should be kept to a minimum.
- Encourage their student athlete to take care of athletic equipment and to return it on time to the school after the sports season.

## **Administrators' Expectations of Parents**

- Know, understand, and support the Athletic Philosophy and Values statement.

- Know and follow the communication procedure and try to resolve any problem at the lowest level possible.
- Be supportive of the team and the coaches, and not be critical of officials, opponents, the team, teammates, or coaches.
- Be supportive of the district in enforcing the training rules, to be role models for their students and to keep things in perspective.
- Provide truthful, open and honest communication with all parties while respecting confidentiality.

## **Expectations of Administrators Administrators' Expectations of Themselves**

As administrators, we need to:

- Know, understand, and be committed to the Athletic Philosophy and Values statement.
- Follow district policies in terms of resolving problems at the lowest possible (usually at the player-coach) level.
- Handle problems consistently, efficiently, and effectively through the chain of communication and make sure there is follow-up on the results.
- Provide proper supervision, evaluation and in-service training for coaches to ensure that the outcomes of the Athletic Philosophy and Values statement are happening for athletes.
- Be actively involved in following Colorado High School Activities Association (CHSAA) and specific league rules and regulations.
- Provide truthful, open and honest communication with all parties while respecting confidentiality.

## **Athletes' Expectations of Administrators**

- Encourage students to cheer positively and passionately for fellow students.
- Set the limits of appropriate student behavior at athletic events. These should include expectations and regulations required by The Colorado High School Activities Association (CHSAA) specific league rules.

These expectations and regulations should be communicated in a timely manner.

- See that support of an athletic event is free of vulgarity and harassment of officials and participants.

### **Coaches' Expectations of Administrators**

- Promote and to enforce the chain of communication.
- Know and enforce the rules of the Poudre School District, League, and State.
- Support, on an equitable basis, all athletes and coaches who are involved in athletic programs.
- Organize and facilitate the overall athletic program.
- Help manage the athletic budget, facilities, and equipment.
- Provide job evaluation procedures, and encourage annual in-service programs.
- Help manage the training program, training facilities, and communication procedure.

### **Parents' Expectations of Administrators**

- Assure support for communication through the appropriate chain of communication.
- Provide equipment and facilities which are safe, of quality, and which meet competitive standards.
- Have access to rules and standards developed by coaches.
- Establish guidelines and standards for employing, evaluating, and retaining coaches.
- Encourage and support the development of school spirit and pride.
- Evaluate coaches utilizing input from a variety of sources.
- Promote the Athletic Philosophy and Values statement and athletic programs.
- Provide training opportunities to coaches in the various sport areas.

## **Anti-Hazing Policy**

Hazing by Poudre School District student athletes is strictly prohibited.

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 or affiliated with any school group, club, athletics team, grade level, activity, or organization. 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.

# Communicating Concerns and Complaints

## Communication Procedure



The following procedure will be used for all concerns and complaints:

### 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 (including, where

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 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.

### Evaluation Forms

It is both the Athletic Director's and individual coach's responsibility to evaluate their programs annually. See the following pages for these forms:

- Coaching Evaluation
- Athlete's Evaluation of Program
- Parent's Evaluation of Program



Athletics  
2407 LaPorte Avenue  
Fort Collins, CO 80521

# Coaching Evaluation

Date of Evaluation \_\_\_\_\_ Name of Coach \_\_\_\_\_

School \_\_\_\_\_ Coaching Assignment \_\_\_\_\_

## Professional and Personal Relations

	Meets Expectations	Needs Improvement
1. Cooperates with school administration .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Cooperates with athletic director.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Cooperates/communicates with athletic secretary .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Relationship with coaching staff.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Relationship with athletes.....	<input type="checkbox"/>	<input type="checkbox"/>
6. Relationship with parents and community.....	<input type="checkbox"/>	<input type="checkbox"/>
7. Relationship with non-coaching faculty.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Relationship with the media.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Relationship with game officials .....	<input type="checkbox"/>	<input type="checkbox"/>
10. Relationship with opponents .....	<input type="checkbox"/>	<input type="checkbox"/>
11. Conduct during games .....	<input type="checkbox"/>	<input type="checkbox"/>
12. Conduct during practice sessions .....	<input type="checkbox"/>	<input type="checkbox"/>
13. Attendance at league meetings .....	<input type="checkbox"/>	<input type="checkbox"/>
14. Attends coaching clinics.....	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to motivate staff and players.....	<input type="checkbox"/>	<input type="checkbox"/>
16. Supports other extracurricular programs.....	<input type="checkbox"/>	<input type="checkbox"/>

## Coaching and Related Duties

	Meets Expectations	Needs Improvement
1. Develops written expectations/policies for program .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization of practice sessions.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Contest organization.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Supervision of participants .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Team discipline .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Holds pre-season and post-season parent/player meetings .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Completion of all necessary participation forms (e.g. insurance, eligibility, handbook, etc.).....	<input type="checkbox"/>	<input type="checkbox"/>
8. Competent in teaching fundamentals.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Handling of athletic injuries/relationship with athletic trainer and staff .....	<input type="checkbox"/>	<input type="checkbox"/>
10. Care of equipment/maintains adequate inventory records.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Provides all athletes an equitable opportunity to try out .....	<input type="checkbox"/>	<input type="checkbox"/>
12. Supervision of team managers .....	<input type="checkbox"/>	<input type="checkbox"/>
13. Follows purchasing procedures.....	<input type="checkbox"/>	<input type="checkbox"/>
14. Follows league, state and school policies .....	<input type="checkbox"/>	<input type="checkbox"/>
15. Willingness to devote time and effort to coaching duties.....	<input type="checkbox"/>	<input type="checkbox"/>
16. Assists athletic director in development of schedules .....	<input type="checkbox"/>	<input type="checkbox"/>

## Related Information

1. Areas of Strength \_\_\_\_\_

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2. Areas Needing Improvement \_\_\_\_\_

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3. Recommendations \_\_\_\_\_

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X \_\_\_\_\_  
Coach Signature Date

X \_\_\_\_\_  
Evaluator Signature Date



Athletics  
2407 LaPorte Avenue  
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# Athlete's Evaluation of Program

Date of Evaluation \_\_\_\_\_ School \_\_\_\_\_

Program \_\_\_\_\_ Program Coach \_\_\_\_\_

1. Describe what you liked best while participating in the program. \_\_\_\_\_

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2. Describe what you liked least while participating in the program. \_\_\_\_\_

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3. What suggestions do you have that could improve the program. \_\_\_\_\_

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2407 LaPorte Avenue  
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# Parent's Evaluation of Program

Date of Evaluation \_\_\_\_\_ School \_\_\_\_\_

Program \_\_\_\_\_ Program Coach \_\_\_\_\_

1. Describe what you liked best while participating in the program. \_\_\_\_\_

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2. Describe what you liked least while participating in the program. \_\_\_\_\_

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3. What suggestions do you have that could improve the program. \_\_\_\_\_

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**Educate...**  
**Every Child, Every Day**

**Vision**

*Poudre School District exists  
to support and inspire every  
child to think, to learn, to care,  
and to graduate prepared to be  
successful in a changing world.*



District Athletic Office  
2407 LaPorte Avenue  
Fort Collins, CO 80521  
970-490-3106  
[www.psdschools.org](http://www.psdschools.org)

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