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INTRODUCTION

These Athletic Guidelines are provided to all administrators and coaches in the district to present information and procedures that relate to the Adams 12 Five Star Schools Interscholastic Athletic Program. You will find general guidelines and information to help provide direction. Coaches who have questions or unique circumstances should contact their school’s athletic director.

It is expected that all members of the District 12 coaching staff read and be familiar with these Guidelines. They have been developed to provide you with knowledge and awareness, answer questions, provide you with a level of liability protection, and a means of resolving some of the issues that may surface during the year.

PURPOSE AND OUTCOMES OF INTERSCHOLASTIC ATHLETICS

To fully utilize the potential for interscholastic athletics as a sound educational experience, programs should be organized and conducted with the following basic principles:

- Interscholastic athletics shall be regarded as an integral part of the total education program.
- Interscholastic athletic programs shall be conducted in accordance with Superintendent’s policy, appropriate conference/league bylaws, the Colorado High School Activities Association, and the National Federation of State High School Associations.
- Interscholastic athletic activities shall be under the supervision of certified and approved coaching personnel, under the direction of the building Principal, building Athletic Director, and District Athletic Director.
- The safety of the athlete and the coaching staff shall remain a primary focus in the administration of athletic programs and activities.

BOARD OF EDUCATION POLICY AND ADMINISTRATIVE PROCEDURES

The Board of Education recognizes the value of athletics in relation to the total school program and directs that Adams 12 Five Star Schools provide high school students the opportunity for Adams 12 Five Star Schools athletic competition.

The high school athletics program shall be governed by Adams 12 Five Star Schools. Membership of district schools in athletic associations or leagues shall be subject to the approval of the Superintendent. The Superintendent shall review the constitution and bylaws of such organization, their rules and regulations for member teams, before granting approval. The Superintendent may adopt rules and regulations in accordance with appropriate local, state, and federal guidelines. (Superintendent Policy #6250).

The District Athletic Director shall be responsible for the coordination of the athletic program at the district level for Adams 12 Five Star Schools athletics and activities. The operation of all district athletic programs shall be in accordance with district guidelines and shall be reviewed and updated annually. Each high school principal or his/her designee (building athletic director) is responsible for the administration of the athletic program within his/her individual school. Input from staff members is encouraged for building level program operations and decisions.

HIGH SCHOOL INTERSCHOLASTIC ATHLETICS

All high schools in Adams 12 Five Star Schools are members of the Front Range League or East Metro Athletic Conference, and are members of the Colorado High School Activities Association (CHSAA). All contests and competitions are in accordance with the rules and regulations of CHSAA, National Federation of State High School Associations (NFHS), and the Front Range League/East Metro Athletic Conference.

High school interscholastic athletics are an extension of a strong educational program. They provide valuable lessons for many practical situations: teamwork, sportsmanship, winning and losing, and hard work. Students learn self-discipline, build self-confidence and develop skills to handle competitive situations. Participation in high school activities can lead to success in college, in a career, and in becoming a responsible and productive member of society.

High schools offer interscholastic athletic opportunities in the following sports: Baseball, Basketball, Cross-Country, Football, Golf, Gymnastics, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball and Wrestling. Both male and female students in all grades 9-12 are encouraged to participate. Many of the sports
are offered to both male and female teams to increase opportunities for participation.

The purpose and goals of the high school interscholastic athletic program are:

- To allow for maximum participation of athletes in a safe environment.
- To ensure growth and development of skills that will enable the program to improve.
- To develop an attitude in which participants give their best effort and strive for excellence.
- To encourage an athlete to participate in more than one sport.
- To develop the attitude that teamwork is essential for success.
- To never place the athlete or staff member in an unsafe or dangerous situation.
- To teach individual and team skills in each sport.
- To provide meaningful experiences for participants they will remember and cherish for a lifetime.

**ADAMS 12 FIVE STAR SCHOOLS CODE OF ETHICS FOR COACHES**

- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- Support the policies and procedures of the district and individual school administration.
- Have high ideals and firm principles of what is right, truthful, and honest.
- Promote professional relationships among your staff and other coaches.
- Serve as a goodwill ambassador between schools and with the public.
- Teach and practice positive sporting behavior.
- Be humble in victory and gracious in defeat. Win or Lose, offer congratulations at the end of a contest.
- Never publicly criticize another coach.
- Respect the integrity and judgment of sports officials. Require your team to do the same.
- Be a good listener.
- Earn the respect and confidence of others.
- Strive for more education and self-improvement.
- Do not participate in or condone conduct detrimental to your athletes, staff, or school.
- Treat members of your program (athletes, coaches, and parents) with respect and courtesy. Be the first to make amends when you handle a situation poorly.
- Consider the impact of statements or actions before they become reality.
- Never recruit or try to influence a potential athlete to strengthen your program.
- Conduct yourself as a worthy member of the coaching profession.

**COACHING CERTIFICATION**

The duty to provide supervision and a safe school environment for student athletes requires that members of the coaching staff hold a valid teaching license or are a registered coach with the CHSAA. The requirement for certification or authorization is directly tied to the duty of the coach to supervise students. All coaches should hold certification/authorization. All application paperwork and fees are the responsibility of the coach.
Teaching licenses will be accepted regardless of the area of certification (elementary, secondary, etc.). Substitute teachers who possess a teaching license will also be accepted. When licenses expire, renewal is the responsibility of the coach.

Without a CDE teaching license, coaches shall be registered with the CHSAA in one of the following capacities:

a. One-year Coaching Registration requested by a member school.

b. Permanent Coaching Registration (applied for and held by the individual coach).

All coaches must pass the annual CHSAA coaches exam located on the CHSAA website. Schools should keep record of expiration dates of authorizations/certifications and CHSAA coaching exams. Authorization information can be obtained from the Colorado High School Activities Association (Refer to CHSAA constitution and bylaw 1620).

All coaches (paid and volunteer) are required to maintain:

- Current CPR/AED Certification
- Current Concussion certification (through the CHSAA/NFHS, Children’s Hospital or USA Football)
- Five Star Coach training course (every 2 years).
- Anti-hazing training documentation
- It is highly recommended that all paid coaches have a valid certification in First Aid.

These certifications may require annual renewal. Renewal is the responsibility of the individual coach.

VOLUNTEER COACHES

If a parent or other individual wishes to volunteer his/her time and expertise as a “Volunteer Coach,” the school athletic director must complete an Authorized Secondary Athletics/Activities Volunteer Agreement form and screen the volunteer through the district RAPTOR system. The completed form must be sent to the District Athletic Office. The volunteer coach must be under the direct supervision of a certified coach and may NOT have sole responsibility for student athlete supervision. Individual volunteer coach forms must be filled out for each sport season. No compensation will be provided.

PROCEDURES FOR HIRING COACHES

Coaching positions are renewed annually. There are no multi-year contracts or tenure rights with athletic coaching positions.

Coaching vacancies can be filled using the following criteria:

1. Post and fill the vacancy within the existing building staff.
2. Post the vacancy open to all applicants interested both in and out of district.

District procedures for hiring of coaches will be followed, including payroll paperwork, back-ground checks, application completion, and proof of certification/authorization before the coach can begin their assignment.

COACHES PAY

Coaches that are on a teaching contract within the district will be paid in accordance with the Certified Master Agreement. Payments will be made in installments to the employee’s payroll account between the months of November and August of a given school year. All salary amounts will be calculated using Appendix A of the Certified Master Agreement.

Coaches that are not under a teaching contract with the district will be paid a lump sum at the conclusion of their sport season. The salary amount will be calculated using Appendix A of the Certified Master Agreement.

Requests for job sharing and/or salary sharing of coaching positions must be approved by the building AD and include written agreements by the coaches involved. All coaches receiving payment MUST complete a contract at the start of each season. All coaches paid through fundraising/booster clubs MUST go through the Human Resources hiring process.
LENGTH OF SEASON

The length of the official season for high school begins on the official first day of practice as determined by the Colorado High School Activities Association, and ends with the final scheduled game or contest. The State Championship contest is the last official day of the season.

If the length of the high school season is extended by one week or more due to post-season play for state playoffs, coaches may be compensated for extra duty as designated in Appendix A of the Certified Master Agreement. Coaches will qualify for this extra pay, if the team or individuals on the team make it past the first level of qualifying, and one or more teams from the league or region have been eliminated from competition.

Participation at any contests after the State Championship date are not an official extension of the season, and would be considered as voluntary on the part of the coach. Compensation beyond the coaching salary will not be made. If a sport offers a pre-season camp or conditioning/training opportunities before the official season-begins, any coach’s participation is considered voluntary, and compensation will not be made.

CHECKLIST FOR COACHES

There are numerous administrative and procedural tasks that may be completed prior to the start of the sports season and others that are ongoing. Some are mandatory and some are optional. Take time to establish your own plan and checklist. This list may not be inclusive of all tasks that may be necessary, but will provide you with a preliminary list.

_____ 1. Coaching staff has been approved by school and officially hired through HR department.

_____ 2. CPR/AED certifications for all coaches are complete

_____ 3. Valid concussion certification is complete.

_____ 4. Pass the annual CHSAA coaches test.

_____ 5. Season competitive schedule set and approved by school AD.

_____ 6. Transportation arrangements to away contests requested.

_____ 7. Coaches meeting to review National Federation rule changes and CHSAA sport bulletins.

_____ 8. Coaches meeting to establish season goals, plans, and timelines.

_____ 9. Coaches meeting to review building and sport specific procedures: program expectations, practice times, practice locations, length of practice sessions, size of teams, cut policy and procedures, attendance policy, equipment maintenance, locker room supervision, parent meetings, pre-season camps, safety concerns, etc.

_____ 10. Meet with building athletic director to review coaches meeting agenda, discuss budget availability for current year, and develop facility use schedule.

_____ 11. Check out necessary keys.

_____ 12. Plan and hold a team meeting with players to review expectations and set goals.

_____ 13. Review with coaches emergency procedures for player injuries.

_____ 14. Complete any necessary paperwork for injuries (accident reports) within 24 hours.

_____ 15. Complete and update team roster with emergency phone numbers and contacts.

_____ 16. Review how parent or community concerns will be answered with coaches.

_____ 17. Procedures have been established for checking equipment in and out.

_____ 18. Turn in team roster for academic eligibility verification and program printing.
19. Establish date for team pictures, and complete weekly statistics for publication.

20. Adhere to the District Transportation checklist for coaches before departing from away competitions when student transportation is provided by the district or a contracted agency.

21. Submit weekly contest results to appropriate news media.

22. Plans for parent night or other special events.

23. Complete necessary paperwork for Regional and State competition.

24. Meet with coaches at the end of the season to review current season and next year.

25. Head coach of each program must communicate with athletic director and athletic secretary regarding the athletes successfully completing the sport.

26. The Head Coach shall submit to the athletic department a list of athletes worthy of awards for ‘athletic letters’ or other special awards within the building.

27. The Head Coach shall meet with potential scholarship athletes to discuss the recruiting process.

28. Organize post-season awards banquet.

29. Coaches should submit any necessary equipment, material and supply needs for the next season in priority order. Include specific information about equipment specifications.

30. Complete sport inventory for building Athletic Director.

31. Meet with building athletic director for coach’s evaluations.

32. Evaluations of assistant coaches have been completed.

33. Complete and submit end of the season report to the building Athletic Director.

**PAPERWORK REQUIRED FOR ATHLETE PARTICIPATION**

It is imperative that all student athletes have submitted the following forms to the building athletic department prior to any participation in practices or team activities, and issuing of equipment.

- Athletes must have a current physical examination form on file. The physical is valid if completed by a registered medical physician or nurse practitioner within one calendar year of the date of the exam.
- Athletes participating in the sport of wrestling must also have a weight card filled out by the physician/nurse practitioner.
- Athletes must have a signed Authorization for Athletic Participation on file, which also contains information indicating insurance waiver for the student athlete by the parent.
- Athletes must have an athletic code on file, which is signed by both the athlete and the parent/guardian of the athlete.
- Signed Transportation Notice and Release.
- Emergency Information Card
- CHSAA Student Eligibility Information Form and CHSAA Anti-Hazing Policy

Athletes must have paid the appropriate athletic participation fee. The building athletic director must verify students who qualify for free or reduced fees. Students participating in a third sport in the same school year would also qualify for a no fee waiver. All athletic participation fees should be paid directly to the school bookkeeper. **Coaches should not accept or receive participation fees directly from student athletes.**

**PRE-SEASON AND OFF-SEASON SPORT CAMPS**

Participation in pre-season or off-season sport camps, or activities, is voluntary and cannot be a required part of the interscholastic athletic program. Due to the fact that camps may be held on school district property, use school facilities, use school equipment, and may be supervised by school coaches, pre-season or off-season camps
are recognized as an optional extension of the sports program. All pre-season or off-season camps using district facilities must have the approval of the building principal and athletic director. They must also go through district Facility Reservations. Participants in these camps must have a current physical examination form, parent consent form, and an athletic contract on file. Adams 12 Five Star Schools athletic participation fees are not required criteria for pre-season camps. District interscholastic athletic funds should not be used to sponsor pre-season or off-season camps, as 100% of the actual sport participants may not benefit from its use. School fundraising accounts can be utilized.

There may be student athlete charges for pre-season camps for the purchase of T-shirts, hats, snacks, or other camp expenses. These camp charges are not to be confused or combined with district athletic participation fees. Because camps are optional and not a required part of the official sports season, these funds must be kept separate. All funds collected for pre-season camps are subject to approved school accounting procedures. All funds must be placed in school accounts, purchases must be made using approved school/district procedures, and all expenses must be accounted for.

Should a coach or group of coaches wish to run or operate a private sport camp or sport club organization that is independent of the school or school district, the sponsor would have to meet the following criteria:

1. Organize and operate the club, camp or clinic off school grounds and without the use of any school district equipment or supplies. If the coaches wish to use school facilities and/or equipment:
   a) Camp must provide proof of liability insurance in the amount of $1,000,000 to the Risk Manager of the District before approval of facility use.
   b) Camp must follow Board of Education policy in the rental of facilities for fields and buildings, and appropriate custodial and maintenance costs.
   c) Camp must work out a financial agreement with the school for use of any equipment, materials, and supplies used.
2. The private club or camp must separate itself from the school by not utilizing any school names, logos, mascots or trade names commonly associated with the school or school district.
3. To protect coaches from accusations of athletic recruiting and undue influence, precautions should be taken to limit promotion of one high school program over another. Coaches must be ethical in their student and parent contacts.

**CUTTING ATHLETES FROM TEAMS GUIDELINES**

The process of limiting team sizes will be termed “cutting” for terminology purposes. The district and each school will continue to maintain maximum numbers of participants in all sports to the extent possible, as long as the safety and physical welfare of the student athlete is not jeopardized. Situations that dictate the need for cutting participants could be the availability of space and facilities, the availability of coaches, and the availability of practice times.

When in the judgment of the individual sport coaching staff and the building athletic director, it is determined that cutting may be necessary; it is the start of a detailed and important process. Keep in mind that fairness and objectivity must be paramount. In preparation for cutting athletes, the following steps are recommended:

1. Establish a maximum number that is both safe and functional at all levels (varsity, JV, C/D).
2. With the coaching staff, establish the criteria for evaluation of players prior to the cut date.
3. Establish the deadline date for cuts (3 day minimum). For students to receive a refund of participation fees, cuts must be made before the first official contest of the season.
4. All of the above should be shared openly with athletes and parents at the beginning of the season, prior to any evaluation of athletes.
5. Athlete attendance or non-attendance at voluntary pre-season camps cannot be used as criteria for cutting.
6. Changing the criteria after the start of the evaluation period is highly discouraged. If the criteria must be changed, with the agreement of the building athletic director, due to special circumstances, the rationale for changes must openly be shared with all athletes and parents.
7. Evaluation of athletes for cutting purposes will be the responsibility of the head coach with the collaboration of his/her coaching staff.
8. Individual athletes and/or parents wishing to discuss the evaluation of the individual athlete and subsequent cutting from the team may schedule a meeting with the head coach and his/her staff.

It can be correctly assumed that the head coach and his/her coaching staff must have a valid reason to cut athletes,
solid and objective criteria to use in cutting, and a fair means of evaluating the criteria. The head coach and his/her staff must also have the ability to council and advise potential student athletes for the benefit of the athlete. Making cuts is one of the most difficult responsibilities of the head coach. Cutting of athletes from a team is serious and must be done objectively. Cutting for the purpose of making the coach’s job easier or to avoid conflicts in personality may be difficult to defend or justify.

**ELIGIBILITY**

Athletic directors must verify the eligibility of transfer students prior to participation. School AD’s should communicate with the district AD and the CHSAA to ensure all eligibility requirements have been met by the transfer student. Superintendent policy 5260 should be reviewed as well. **Head coaches should inform the athletic department when a transfer student arrives.**

Academic eligibility will be conducted during each sport season. Athletes can become ineligible due to failing grades during the previous or current semester of participation.

**RISK MANAGEMENT IN THE ATHLETIC DEPARTMENT**

Everyone involved in the instruction, support, and administration of the athletic department has an important role in risk management on the court or field of play. Every coach must understand and fulfill their responsibility to provide a safe environment for all participants and staff.

Athletic forms (e.g., physicals, consent, insurance, and contracts) are essential prerequisites to participation by the athlete. These forms are a necessary way to:

- Provide proof that student athletes are physically able to participate;
- advise both the parents and students of the possibility of injury during sports activities and give consent;
- assure the school that parents or families have adequate insurance coverage to care for an injury;
- advise the student athlete and parents of the standards of behavior expected by athletes in the form of a contract.

**Allowing any athlete to participate without all of these completed forms is not permitted.**

The certification of coaching staff in CPR/AED training is an important safeguard for student athletes and staff. The more prepared and qualified your coaching staff, the better. Providing immediate and proper care to an injured athlete is an important step for the safety of students and protection of the staff. Checking staff for current certification and training at the beginning of the season is required.

Meeting with teams and players are a valuable and important avenue for a coach to deliver and enforce safety standards, rules and expectations of student athletes. It is recommended that the date and outline of the meeting agenda be kept on file. Team handbooks or playbooks are another means of providing and enforcing safety standards, rules, and expectations of athletes. It is recommended that the information be dated on the day of handout.

Proper and safe instruction of technique in the proper sequence of progression is critical to the safety of the participant. It is important that coaches teach good and safe techniques to the athletes, but there is an equal importance for the coach to provide the athlete with information on the consequence for not using the proper and safe technique. Athletes must be instructed as to proper technique and the consequence for improper technique. It is recommended that coaching practice plans be maintained on a daily basis, with dates of technique introduction and if possible, dates of review. In a court liability setting, these documents are valuable.

Daily checking of equipment and facilities and regular maintenance of equipment and facilities are an important coaching staff responsibility. The proper instruction of team members and managers to inspect for safety is considered prudent and reasonable. If a need for maintenance and correction is noted, it should be followed up with documentation of correction. Athletes should be instructed to bring safety issues to the attention of the coaches. Some corrections can be adequately performed in-house, while others may require out-of-building support.

There is a duty to provide proper supervision of students at all times. Students should never be left without proper supervision. **Volunteer or non-certified coaches should not be placed in situations of providing supervision without the presence of certified coaching staff members.**

Maintain a current team roster with information such as names, parent names, home phone numbers, work numbers, emergency numbers, addresses, and any special medical conditions such as allergic reactions or similar conditions that may be important to medical staff in an emergency. This list should be easily accessible to the coaching staff at
any time, on the road or at the home school. Parent contact in the case of an injury will be one of the first and most important calls the coach will make.

Discuss and develop with your coaching staff an EMERGENCY PLAN that can be put into action in the case of a severe injury requiring medical assistance.

**Emergency Care Procedures:**

1. Necessary and obvious care must be given immediately. Do not move student until conditions have been carefully evaluated. Send for the athletic trainer, head coach, or additional coaches to make a decision whether a student may be moved to the training room or if an ambulance or paramedics should be called.
2. Trainer, head coach, or individual coach must decide if an ambulance or paramedics are necessary. Parents must be consulted and approve calling of an ambulance unless EMS is clearly warranted.
3. Parents are to be notified by a coach before any ambulance is called unless the injury is significant or life threatening. Coaches have immediate access to home and emergency numbers of each player via the “emergency information card”.
4. Transportation of the injured athlete should be by the parent’s individual car unless it is decided an ambulance is necessary.
5. An accident report must be completed within 24 hours for all accidents.
6. Follow concussion protocol at all times. Error on the side of caution regarding head injuries.

**Paramedics are strongly recommended for:**

- a. Severe bleeding
- b. Choking or stopping of breath
- c. Unconsciousness
- d. Back, neck or leg fractures
- e. Severe concussions or skull fractures
- f. Severe fractures of any bone, such as multiple breaks or compound fractures
- g. Severe injury to the eye

**Some DO’s coaches should perform during this time.**

- **DO** provide first aid and comfort to the injured athlete.
- **DO** show genuine concern and care for the athlete, regardless of the reason for the injury.
- **DO** remove spectators and players from the immediate area.
- **DO** talk with players or witnesses to obtain facts related to what they saw.
- **DO** hold a debriefing meeting with all coaching staff and the administration to review and evaluate the incident and situation.
- **DO** initiate communication with parent and athletic director.
- **DO** write out detailed notes of the incident from the facts that can be gathered and attach a copy of your practice plans for that day.
- **DO** fill out a Adams 12 Five Star Schools Accident Report within 24 hours of the incident and turn in to the building athletic director. The accident report should only state facts and not opinions or speculation.
- **DO** visit or call the athlete and parents after the athlete is cared for and express concern on behalf of the staff/team

**Some DO NOT’s that coaches should be aware of:**

- **DO NOT** let non-school staff members assume key roles in the action plan such as phone calls, first aid or care of the athlete, unless it is the parent or authorized medical personnel.
- **DO NOT** make jokes or laugh about the situation.
- **DO NOT** make any judgments concerning fault until you have had time to debrief and discuss the facts of the incident with your staff and administration.
- **DO NOT** discuss the incident with parents, athletes, spectators, media or other non-staff members.
- **DO NOT** allow the rumor mill to go unchecked with the players on your team and parents.

In cases involving a catastrophic (loss of life), or severe injury refer to your school’s Emergency Guidelines and work directly with your school administration. By practicing all of the precautions and guidelines discussed in this section, is a coach protected from being sued in an injury case? The answer is a simple NO. People can file suit against almost anyone at any time, for almost anything. It is important to note that the Colorado Governmental Immunity Act (CGIA) will protect a coach that was acting within the course and scope of his or her employment from personal injury lawsuits. A coach will likely be found to have been acting in the course and scope of
ATHLETICS IN PUBLIC SCHOOLS: WHAT DOES THE LAW REQUIRE?

1. Duty to Supervise

How much supervision is enough? While there is no precise answer to this important question, athletics instructors and coaches are responsible for preventing foreseeable injuries, to provide proper instructions and to warn of risks. As in most issues involving supervision, the degree and type of supervision required will vary with the type of activity and the age and maturity level of the students, and often the number of students involved. Just as high interest rates are applied for business activities deemed riskier for the lender, increased supervision is required when an activity is more potentially dangerous or risky, either because of the nature of the activity itself, or because of the conditions under which students are participating. These conditions include whether or not the students can appreciate and respond to the actual risk involved. In other words, less supervision is required for athletes, who are experienced in a given sport and mature enough to responsibly react to the risk than for novices and/or younger students who do not understand potential dangers which may be involved.

2. Duty to Provide Adequate and Safe Facilities

Schools have a duty to provide safe facilities for all athletic activities and are accountable for the exercise of ordinary care and diligence in keeping the premises in a reasonably safe condition. That duty translates into an obligation to know of unreasonably dangerous conditions of which you could or should be aware. The courts have held, for example, that a school has a duty to inspect a softball field for unsafe conditions before a game is played. Once that obligation to know of such conditions is triggered, you must take reasonable steps to eliminate the danger. A school has been held liable when a student crashed through a glass panel of the gymnasium foyer while engaging in an unsupervised race during P.E. class. The court found that the school had been put on notice of the “unreasonably hazardous condition” after a visiting coach had broken an identical panel at the other end of the foyer several years before. In general, cases in this area illustrate the importance of initiating and operating routine inspections in maintenance programs with respect to athletic facilities.

3. Duty to Provide and Maintain Adequate Equipment

This duty arises with respect to informal games as well as to formal, scheduled activities. Schools must make available appropriate equipment and it must fit properly, especially to the extent that ill-fitting equipment might cause injury. Like the facilities themselves, equipment must be maintained and inspected. This duty also extends to non-students who are permitted, expressly or implicitly, to use your facilities or equipment.

4. Duty to Respond Appropriately to Medical Issues

When coaches or P.E. teachers have reason to know of a student’s medical condition, which might make a particular activity dangerous for that student, the coach must not force the student to engage in that activity anyway. Because of the subtle, and not so subtle, ways those in authority can affect a student’s choices. Coaches and teachers must be advised not to tease, cajole, or otherwise encourage a student to participate in an activity which is counter-indicated. When a student tells you he/she can’t participate because of a physical condition, it may be best to excuse that student rather than insist on participation, absent an appropriate parent excuse, and follow up with the parent later.

An additional issue is raised when coaches provide medical advice on which a student relies to his/her detriment. In one case, a student was hit in the eye while taking part in an intercollegiate softball team practice. The coach told her to put ice on her eye and rest. Trusting her coach’s advice, she did nothing more until her parents took her to see a doctor two days later. By that time she had suffered permanent loss of vision. The court said that the coach knew or should have known that the injury was significant. Moreover, the coach was held responsible for the failure to get the student to the doctor at once.
TRANSPORTATION

The District typically does not provide transportation for students to and from most activities, events, matches and games that are within 10 miles of the school or take place on Saturdays. It is the responsibility of the parent/guardian of the student to arrange the student’s transportation to and from practices and events, matches and games. When District transportation is not provided and other alternative forms of transportation are utilized, the District cannot and does not assume any responsibility for the safety, training of drivers, condition of vehicles, adequacy for the use of purpose intended, or any other matters related to any non-District transportation. Coaches must adhere to the District Transportation checklist for coaches before departing from away competitions when student transportation is provided by the district or a contracted agency, including completing the transportation roster. Forms available at district athletic website.

PARENT AND COMMUNITY RELATIONS

Interscholastic athletics provide a link between the school, parents and the community. Regardless of the outcome of the contest in score, athletics provide a forum for student athletes to perform in full view of peers, parents and members of the community. We hope that all students perform with pride as they represent themselves individually, the student body of the school, Adams 12 Five Star Schools, their parents and the community in which they live. It is also hoped that the student body, parents and community appreciate and support the commitment the student athletes made on their behalf.

Providing these opportunities not only enhances the bonding between the school, parents and the community, but also creates meaningful and long lasting memories of the student’s high school years that will last a lifetime. Sharing these positive experiences with their children will hopefully create a future generation of parents and community leaders that support public schools.

that the parents have placed their children under your care for the safe and professional instruction of sports indicates their trust. In an effort to assure positive and professional parent and community relations, coaches should:

- Communicate with building administrators to plan and organize any parent meetings, parent appreciation nights, or awards banquets.
- Participate and support activities and projects sponsored by the independent parent booster club.
- Be willing to promptly (24 hours) respond to parent concerns in a positive and open manner, and listen to concerns in a face-to-face conference as necessary.
- If the conference with parents does not resolve the concerns being expressed, the athletic director will mediate and facilitate another meeting if necessary.

SECURITY OF FACILITIES, BUILDINGS AND KEYS

- Coaches have a responsibility as employees of the school district to provide security of facilities and buildings and protect the interests and investments of the district.
- Coaches should never leave doors to equipment rooms or the coaches’ offices open for non-staff members.
- Coaches should regulate control of building keys to only designated staff. Keys should not be provided to students or non-staff members.
- School keys or District keys shall not be duplicated.
- Loss of keys shall be reported immediately to the building principal or athletic director.
- Interior and exterior doors shall remain locked when the coach is not present to supervise.
- Employees shall not become an unofficial sponsor of an activity at the school to allow an outside group use of school district facilities free of charge. All use must follow school district policies and procedures.
MEDIA RELATIONS

Efforts must be made to keep coach and school relationships with the media honest and positive. Although experiences with the media can be negative at times when things are not going well on the field, coaches and schools must continue to cooperate and communicate professionally with members of the news media.

Coaches should:

1. Call in scores to the media following each activity, regardless of win/loss outcome. Parents and athletes look for this information on a regular basis, and many count on the media to help create portfolios, scrap books, etc.
2. When submitting results to news media, make efforts to spell the names of players correctly.
3. If called for an interview by a reporter, be upbeat and positive in your comments. Keep in mind that anything you say is public information and can be repeated over the airways, posted online, or printed in a newspaper. Never say anything that could be interpreted as criticism or unethical by another coach, player or official. Always be professional.
4. Be humble in victory and gracious in defeat. Win or lose, offer congratulations in public.
5. Respect the integrity and judgment of sports officials.
6. Conduct yourself as a worthy member of the coaching profession.
ATHLETIC FORMS AND INFORMATION
Available on Athletic Department Webpage

- AUTHORIZATION FOR ATHLETIC PARTICIPATION – ENGLISH
- AUTHORIZATION FOR ATHLETIC PARTICIPATION – SPANISH
- ATHLETIC EMERGENCY INFORMATION CARD – ENGLISH
- ATHLETIC EMERGENCY INFORMATION CARD – SPANISH
- TRANSPORTATION LETTER TO PARENTS – ENGLISH
- TRANSPORTATION LETTER TO PARENTS – SPANISH
- CHECKLIST STUDENT TRANSPORTATION
- TRANSPORTATION STUDENT ROSTER
- CHSAA STUDENT ELIGIBILITY INFORMATION FORM AND CHSAA ANTI-HAZING POLICY
- ADAMS 12 CHSAA SANCTIONED NON-DISTRICT SPORT GUIDELINES
- COACHING CONTRACT
- AUTHORIZED SECONDARY ATHLETICS/ACTIVITIES VOLUNTEER AGREEMENT
- CONCUSSION PROTOCOL
- CONCUSSION PROTOCOL - SPANISH
- ADAMS 12 FIVE STAR SCHOOLS LIGHTNING POLICY
- NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES
- COACHING EVALUATION

SUPERINTENDENT POLICIES
Contact your school AD with questions.

- # 1400 BOOSTER ORGANIZATIONS / PARENT GROUPS
- # 3320 BID REQUIREMENTS
- # 3610 OPERATION OF DISTRICT-OWNED SMALL VEHICLES
- # 4120 ATHLETIC COACHES
- # 4230 CONTROLLED SUBSTANCE – EMPLOYEES
- # 5020 STUDENT ATTENDANCE
- # 5630 STUDENT FEES
- # 5640 FUNDRAISING
- # 5650 DISTRIBUTION OF PRINTED MATERIALS ON SCHOOL PREMISES
- # 5660 REVIEW OF RESTRICTION OF DISTRIBUTION OF PRINTED MATERIALS
- # 6250 ATHLETICS
- # 6270 FIELD TRIPS AND ACTIVITY TRAVEL
- # 6330 PHYSICAL EDUCATION WAIVER
- # 8800 VOLUNTEER AUTHORIZATION