



Montrose County
School District RE-1J
Activity/Athletic Procedure
Handbook

(Revised January 9, 2012)

Centennial Middle School

Columbine Middle School

Montrose High School

Olathe Middle/Olathe High School

Montrose County School District RE-1J

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The Board of Education of Montrose County School District RE-1J recognizes the great benefit to the District and its students, as well as to the community, of a comprehensive and vigorous athletic program firmly focused upon the welfare of its athletes. The short-term and long-term health and life experience advantages to athletic participants are well known.

To that end, the Board wishes to make it clearly and widely known that full compliance with the adopted Athletic Training Code and the Athletic Procedures handbook is expected of all athletes, their parents and guardians, and their coaches. These rules and procedures have been established to insure that the interscholastic athletics in the Montrose County School District RE-1J will be conducted primarily for the benefit of the students, that participation will be a worthwhile and healthy learning experience, and that individuals and teams will be well and fairly coached. The Board considers the importance of individual and team win-loss records to be secondary to these objectives.

Furthermore, the Board takes very seriously its responsibility to the District's students and athletic coaches to insure that all athletic policies, procedures, and rules will be enforced fairly and uniformly. To that end, it holds the school district and building administrators, the coaches, the students, and the students' parents and guardians individually and collectively accountable for observing and enforcing those policies, procedures, and rules. In return, it pledges, without reservation, to firmly support any and all reasonable efforts by school district personnel, students, and parents and guardians to enforce those policies, procedures, and rules.

Quality Education – A Community Commitment
INTRODUCTION AND PHILOSOPHY

In accordance with the Colorado State High School Activities By-laws, participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are related to school purposes.

Athletics play an important part in the life of Montrose School District RE-1J students. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. In addition, lessons on follow through, commitment, leadership, and even adversity will strengthen the character of dedicated athletes. Athletics also play an important part in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students and spectators, as well as participants, develop pride in our community. (Each sport season, coaches will be available for individual parent conferences.)

ADMINISTRATIVE ORGANIZATION

School Principal

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Activities/Athletic Director and/or the coach. The school principal is the official school representative in matters dealing with school athletic associations and conference affiliations. The principal is solely responsible for any official action taken by his/her school.

Activities/Athletic Director

The Activities/Athletic Director is directly responsible to the principal. The primary responsibility of the Activities/Athletic Director is the administration and supervision of the interscholastic athletic program. The Activities/Athletic Director's duties will be those described in his/her description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the athletic department. The Activities/Athletic Director is responsible for written evaluations of head coaches in all sports and providing and reviewing the Montrose County School District RE-1J Activities/Athletic Handbook with all coaches and sponsors.

Communications

The Montrose County School District RE-1J high schools will hold fall, winter, and spring sports preparatory/informational meetings for parents and athletes. The middle schools will hold an open house at the beginning of each school year. Participation by all incoming athletes and their parents is expected. The RE-1J Athletic Procedures Handbook and the District Training Code will be available at this time. Other information about the upcoming sports seasons will be addressed.

Coach's Responsibilities 7-12

The head coach will conduct the program (grades 9-12) in a responsible manner at all times.

The head coach will have a close working relationship with all coaches in his/her sport and should endeavor to have the same relationship with everyone in the athletic department (grades 7-12).

Each coach has the responsibility to review and uphold the district training code and policies with his/her athletes. The head coach may establish other training rules as necessary; however, the Activities/Athletic

Director must be informed in writing of all the rules established by the coach and these rules must not conflict with the district policies. A Copy of the Montrose County School District RE-1J athletic procedures is available in the school offices upon request.

Every athletic program will have a handbook; which will include all applicable rules and regulations and is approved by the Activities/Athletic Director. The handbook will include, but is not limited to, philosophy, team selection, and lettering policy.

The head coach will be involved in the selection of assistants whenever possible. Assistant coaches (grades 9-12) will be under the supervision and direction of the head coach.

It shall be understood that assistant coaches have obligations identical to those of head coaches in matters such as attendance at practice sessions, proper attention to details of supervision of athletic trips, and active, professional participation as coaches during all athletic contests at home and away.

The head coach will make known his/her expectations to all assistant coaches grades 9-12.

It is recognized that the Montrose and Olathe High Schools belong to the Colorado High School Activities Association (CHSAA) and ascribe to the by-laws and policies of said organization. CHSAA has sanctioned several sports and activities and has developed regulations, policies, and procedures that govern them. CHSAA also recognizes some activities in a contributor status, but does not officially sanction these activities. Among these activities are Rodeo, and Drag Racing.

Staffing Patterns

SPORTS

Football: High School. One varsity head coach, one junior varsity coach, one freshman level coach, and one swing coach. The swing coach's duties will be determined by the Head Coach. If it is felt more coaches are needed, they may be applied for through the Athletic Director of each school. The guideline for additional coaches in football shall be one coach for each level and the swing coach up to 50 players, If there are more than 50 players one coach may be added for each additional 20 players. At this time there is not a cut policy in football. Players may play on more than one level but a player may not play at all three levels (i.e. freshman, junior varsity, and varsity). CHSAA Guidelines for number of quarters play must be followed.

Other Sports: Sanctioned sport offer by Montrose High and Olathe High Schools will consist of one Varsity Team, one Junior Varsity team, and one freshman/"C" team if approved. There will be one coach at each level. The Varsity Coach will be considered the head coach for the sport assigned. In special circumstances (i.e. coverage of participants) a new coach may be added with the approval of central office. Number of participants for the added coach to remain on staff must last past 3 weeks of the start of the season. If the numbers drop below the recommended number or coverage for participants is deemed unnecessary, that particular coach will be removed and be paid the prorated rate of their contract.

Volleyball: Team members: Up to 14 at each level.

Basketball: 12 players at each level

Softball: 18 players at each level

Baseball: 18 players at each level

ACTIVITIES

Sanctioned activities offer by Montrose High and Olathe High Schools will consist of Instrumental Music, Vocal Music, Student Council, and Speech/Debate (Forensics). There will be one coach at each level. The Varsity Coach will be considered the head coach for the activity assigned. In special circumstances (i.e. coverage of participants) a new coach may be added with the approval of central office. Number of participants for the added coach to remain on staff must last past 3 weeks of the start of the season. If the numbers drop

below the recommended number or coverage for participants is deemed unnecessary, that particular coach will be removed and be paid the prorated rate of their contract.

Other **Non-CHSAA** Activities offered are Knowledge Bowl and Climbing Wall.

FRESHMAN PARTICIPATION (9th GRADE)

Ninth-grade athletes may participate in all high school sports. Formal practice will be held for all student athletes (grades 9-12) at the beginning of each formal sports season. The head coaches will oversee and provide assistance and direction for all athletic programs, grades nine through twelve. Athletes will participate at the level where they will develop and contribute to the success of the team.

Sports available to all 9-12 grade students include the following:

Fall Sports

Cross Country, Boys
Cross Country, Girls
Football
Golf, Boys
Soccer, Boys
Softball
Tennis, Boys
Volleyball

Winter Sports

Basketball, Boys
Basketball, Girls
Swimming, Girls
Wrestling
Climbing Team

Spring Sports

Baseball
Golf, Girls
Soccer, Girls
Swimming, Boys
Track, Boys
Track, Girls
Tennis, Girls

Sports available to all 7-8 grade students include the following:

Fall Sports

Cross Country, Boys
Cross Country, Girls
Football
Volleyball

Winter Sports

Basketball, Boys
Basketball, Girls
Wrestling

Spring Sports

Track, Boys
Track, Girls

All Sports

- In evaluating freshmen for team selection, freshmen may only practice against freshmen if there is a freshman team.
- At any time athletes may be advanced. However, game participation will be subject to allowable quarters and games as prescribed by the Colorado High School Activities Association, present junior varsity and varsity squad size, and administrative approval.
- At the conclusion of the freshman season, athletes may be advanced. However, game participation will be subject to allowable quarters and games as prescribed by the Colorado High School Activities Association, present junior varsity and varsity squad size, and administrative approval.
- Coaches will contact parents before any freshmen will be selected for junior varsity or varsity positions.

Volleyball and Basketball

- Team selection will take place within seven (7) practice days after the first formal practice.

CUTTING POLICIES

In accordance with our athletic philosophy and our desire to have as many students as possible participate in the athletic programs in Montrose County School District RE-1J, we encourage coaches to include as many students as possible on the athletic teams. However, we recognize that time, space, facilities, equipment and other factors may place limitations on team size for any particular sport.

A no-cut policy will be in effect through the eighth (8th) grade.

When a team cut becomes necessary, the process will include the following:

- Selecting the participants in an athletic program is the responsibility of all coaches, grades 9-12, of that program using procedures approved by the Activities/Athletic Director.
- Before any cuts are made, each candidate must have had the opportunity to be involved in a minimum of three (3) official practice days from the first practice. Additional cuts may follow. Team selection will follow the seventh (7th) day.
- The coach will inform every athlete who is cut. Each athlete who is cut must be provided with an opportunity to conference with the coaching staff if and when he/she chooses.
- Coaches are to inform the Activities/Athletic Director of all cuts

PLAYING TIME

For all sports roster limitations will determine the number of students that will be allowed to travel, if there is no roster limitation then the Activities/Athletic Director will determine the formula for number of student that will be able to travel.

Seventh & Eighth Grade

Participation and skill development are the primary objectives at this level. Every effort will be made to play every boy and girl who is out for a sport and to play him or her as much as possible.

Sub-Varsity teams (freshman, sophomore, junior varsity)

Participation in practice and/or games to enhance competitive skills is the objective at this level. Efforts will be made to play every boy and girl who has made the team.

Varsity

Successful competition is the goal at this level. Athletes must be prepared for high level competition; therefore, it is the intent at the varsity level to field the best athletes. An athlete's game participation will be at the discretion of the coaching staff. Playing time is not guaranteed nor will it be equal at this level.

SPORTSMANSHIP – CODE OF CONDUCT

It will be the responsibility of each school to ensure that all of its students, participants, coaches and fans conduct themselves in a sportsmanlike manner when representing their school at athletic events.

Acts of unsportsmanlike conduct shall include, but not be limited to:

- Taunting or criticizing game officials, school personnel, fans, athletes or coaches.
- Obscene language or gestures toward game officials, school personnel, fans, athletes or coaches.
- Intentionally inciting participants and/or spectators to unruly or violent behavior.
- Striking or attempting to strike or otherwise physically abuse game officials, school personnel, fans, athletes or coaches.

Unsportsmanlike conduct will be grounds for removal of the offender(s) from the site of competition. Expectations of sportsmanship will be communicated by the principal, the Activities/Athletic Director, and the head coach to the following: coaches, players, cheerleaders, the student body, pep-bands, officials and fans. (S

GRIEVANCE PROCESS:

Parent – Coach Relationship:

If you have a concern or question, the following procedures will be followed in this order:

- Read and understand the rules and philosophy of the Montrose County School District RE-1J athletic procedures and athletic program handbooks.
- Contact the head coach and discuss your concerns.
- If you still have concerns, contact the Activities/Athletic Director.

- If the concern still exists, submit a written statement outlining your concern and a meeting will be arranged with the parent, coach, and the Activities/Athletic Director.
- The next step of the process is to meet with the principal and Activities/Athletic Director.

TRANSPORTATION PROCEDURES

All drivers must receive a copy of transportation procedures.

Drivers must:

- Obtain and maintain a valid Colorado Commercial Drivers License (CDL) for buses more than 15 passenger. Obtain CDE training and pass testing for CDE for buses carrying 15 or less passengers.
- Obey all traffic laws set forth by Colorado State Division of Motor Vehicles.
- Follow all regulations set forth in the Colorado Department of Education small vehicle operator's manual for the drivers of 15 or less passenger buses.
- Require that passengers use all available seat belt.
- Immediately report to school administration, any tickets received while driving personal or school vehicles.
- Not accumulate nine (9) points in any consecutive twelve-month period while driving any vehicle. (Any ticket is subject to review by school administration, and such review could be cause for suspension or other disciplinary action.)
- Abstain from the use of alcohol for twelve (12) hours prior to driving.
- Be alert to their own sense of driver preparedness and alert to precautions related to the use of medications.

Modes of Transportation:

All athletic teams will be transported by the following modes in order of priority:

- School Mini Bus – Driven by a school approved driver
- School Bus – Driven by a contracted bus driver
- Vans (not 15-passenger) – Driven by a school approved driver with current CDE certification.
- Licensed private carriers
- Parent/Legal Guardian – of own child only for games held within 30 miles of the school.

Transportation Procedure:

- Coaches must have an approved itinerary on file with the administration.
- The administration shall be responsible for making transportation arrangements for all athletic teams.
- All departure times and trip plans must be approved by the administration
- In the event of adverse weather conditions, final departure decisions shall be the responsibility of the administration.
- In addition to the 14 hour duty limit, (not on duty over 14 hours in any 24 hour period with no more than 10 hours devoted to driving), an additional driver will be used any time the arrival time is expected to be later than 12 midnight. Duty hours shall be the time that a district employee is acting in any capacity as a representative of the district. Duty includes, but is not limited to, the duties performed by teachers, coaches, drivers, mechanics or administrators.

Transportation Return:

Return trips, under good weather, and normal driving conditions:

- Drivers of private vehicles, school vans, and licensed private carrier vehicles may not exceed the 14-hour per 24-hour day duty limit. If the estimated time of arrival is after 2:00 a.m., the return trip shall be postponed to the following day.
- School busses driven by contracted licensed drivers may return later than 2:00 a.m., if they have not exceeded the 14-hour per 24-hour duty limit.
- Upon return, coaches will remain until all students have left.

Return trips under adverse weather conditions:

- In the event of adverse weather conditions, all drivers must exercise extreme caution by gathering as much information as possible before deciding when to return. Conference with school administration is required.
- In the event of delays or an additional overnight stay, athletes will be instructed to call home and notify parents.

Travel releases:

- While it is our philosophy that our athletes will travel as a team, under certain exceptional circumstances an athlete may be excused from traveling to or from an athletic event on school authorized transportation with prior approval from the administration. This is a privilege to be very selectively exercised, and an athlete may be released only to his/her parents or legal guardian. Any other release MUST be pre-arranged and pre-approved by parents in writing through school administration prior to departure from home school. This pre-approval will consist of but may not be limited to: submission of a copy of the drivers current valid Driver's License, a current motor Vehicle Report for the driver obtained through Colorado Department of Motor Vehicles, and it is recommended that the driver carries \$100,000 liability auto insurance.

MONTROSE COUNTY SCHOOLS PARTICIPATION FEE SCHEDULE

Beginning in the 2011-2012 year, the fee schedule listed below will be in effect.

High School (Grades 9-12)

\$ 100.00 per sport

Middle School (Grades 6-8) – Centennial Middle School, Columbine Middle School, Olathe Middle School

\$ 50.00 per sport (except for football which is \$70.00)

COACHING EVALUATIONS:

The basic purposes of coaching evaluations are:

- To provide a means for improving athletic instruction.
- To identify factors which interfere with a coach's overall contribution to his/her program.
- To recommend methods for improvement of a coach's athletic program.
- To identify, recognize and praise quality coaching and instruction.

The following procedures are to be used in the evaluation process:

- The Activities/Athletic Director and/or principal will conduct written evaluations of a head coach, which will then be reviewed with the coach.
- The head coach will conduct a written evaluation of each assistant coach. The head coach will then review the evaluation with each assistant.

- The written evaluation of each head coach will be completed no later than one month after the conclusion of his/her sport state tournament (grades 9-12). Spring sports coaches will be evaluated prior to the conclusion of the school year. Seventh and eighth grade coaching evaluations will be completed no later than a month following the conclusion of each season.
- Assistant coach written evaluations will be completed within 2 weeks of the end of the season prior to the head coach's evaluation conference with the administration.
- A coach may write a rebuttal to his/her evaluation.
- The Activities/Athletic Director and principal will be responsible for each coaching contract renewal.
- An athlete *End of Season Student-Athlete Survey* form will be initiated by the administration and will be made available to all athletes in all programs. Participation by the athlete is voluntary. This form is intended for viewing by head coaches, assistants and administration.
- The coach may conduct individual exit interview. Participation by the athlete is voluntary.
- Volunteer coaches must adhere to established District Policies, and Montrose County School District RE-1J Activity/Athletic Handbook, and sign required documentation.

CODE OF CONDUCT:

Expectations of the Coach:

- Always be aware of the tremendous influence he/she has over student athletes.
- Respect and support officials at all times. He/she will control his/her temper and show of outrage or discontent over an official's call. He/she will concentrate his/her efforts on controlling his/her own team and let the officials control the game.
- Not allow his/her team to engage in unsportsmanlike conduct of any kind. He/she will discipline and, if necessary, dismiss players who disregard sportsmanship.
- Set an example of good sportsmanship for players and spectators, while winning or losing.
- Contact officials for interpretations only during periods allowed by the rules.
- Urge the student body and fans at every opportunity to be polite, courteous, and fair to the visiting team.
- Shake hands with opposing coaches before and after the game.
- Strive to promote a good relationship with the media in order to improve public relations.
- Teach his/her team to play fairly and play hard without using unethical practice.
- Know the rules of the sport he/she coaches thoroughly.
- Not publicly criticize other coaches or officials.
- Not reprimand a player in an abusive manner.
- Not use strategies that could be considered legal but are ethically wrong.
- Not make derogatory remarks about players.
- Not use profanity in any practice or game situation, nor will he/she allow his/her players to use profanity.
- Coaches will not use alcohol/drugs while on duty.

Expectations of the Player:

- Treat officials with respect.
- Treat opponents with respect.
- Control his/her temper at all times.
- Take victory with enthusiasm and compassion; defeat with pride and grace.
- Congratulate opponents in a sincere way following either victory or defeat.
- Accept decisions as they are made and abide by them.
- Cooperate with coaches and players in promoting good sportsmanship.
- Use his/her influence on and off the court or field to help curtail the booing of officials and opponents by spectators.

- Explain the rules and strategies of the game to parents and friends so they can better understand.
- Not make insulting remarks to his/her opponents.
- Not argue with the officials or make gestures that indicate a dislike for a call.
- Not make degrading remarks about officials.
- Not criticize coaches or officials at any time.
- Not use profane language or make obscene gestures.

Expectations of the Cheerleaders:

- Promote positive crowd response.
- Not inflame the audience with words or gestures.
- Divert the crowd's attention by starting a popular yell whenever booing or inappropriate chants develop.
- Help promote an atmosphere of welcome to visiting teams and visiting cheerleaders.
- Display signs, when permitted, that are positive and welcoming and not antagonizing, to the visitors.
- Not use bells, horns, or other noisemakers.
- Avoid cheers that encourage foot stomping in wooden bleachers.
- Clarify with administration the seating arrangement for the cheering section for both home and visiting cheerleaders. He/she will keep in mind that cheerleaders should locate themselves to avoid blocking the view of spectators.
- Always project enthusiasm while maintaining composure, in trying circumstances, in keeping with leadership responsibilities.
- Applaud injured players and recognize outstanding performances, regardless of team affiliation.
- Be alert for inappropriate spectator behavior and notify advisor, security or administrator for appropriate action.
- Promote sportsmanship and help encourage good citizenship among students.
- Display loyalty to school and team regardless of the outcome of the game.
- Promote a cooperative spirit between the student body, the faculty and the school administration.

Expectations of Pep Bands:

- Play only during the following times:
 - Prior to the game
 - During time outs
 - Between quarters and at halftime
 - Following the game
- Promptly discontinue play when game action resumes.
- Avoid selections that may be embarrassing to fans or players, regardless of team affiliation.
- Show respect at all times for players, coaches, fans and officials.
- Coordinate playing with cheerleaders and student body cheers.
- Adhere to expectations that apply to fans and spectators.

Expectations of Officials:

- Arrive at the site well in advance of the scheduled game.
- Be professional in manner and dress.
- Officiate in an unbiased manner.
- Be well prepared and thoroughly knowledgeable about the sport and its rules.
- Be calm and rational at all times.

Expectations of Spectators: (Parents – Students – Fans – Boosters)

- Remember that the game is for the players
- Do not engage in any activity that distracts from, or is disruptive to, the athletic event.
- Respect public property by not causing any damage to equipment or facilities.
- Obey school officials and faculty supervisors whose purpose is to keep order.
- Treat officials with respect at all times.
- Refrain from distracting the players during the contest.
- Maintain self-control at all times.
- Refrain from using profane and abusive language or gestures at all times.
- Know that school authorities can remove any spectator who engages in disrespectful conduct.
- Know that school authorities have the right to keep fans from attending athletic events if their conduct is not appropriate.

Montrose County School District ImPACT Procedures

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the first, most-widely used, and most scientifically validated computerized concussion evaluation system.

Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help parents and health care providers to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

ImPACT can be administered by an athletic trainer, school nurse, athletic director, team coach, team doctor, or anyone trained to administer baseline testing. ImPACT is the most widely used computer-based testing program in the world and is implemented effectively across high school, collegiate, and professional levels of sport participation.

Procedures:

1. All athletes participating in extra-curricular activities (athletics) will be tested prior to any organized or supervised practice or competition.
2. Every year all 7th grade, 9th grade, 11th grade and new students to the district will be tested. The baseline information is valid for 24 months.
3. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from participation and shall not return to play until cleared by a licensed healthcare practitioner (MD, DO, Nurse Practitioner, or Physician Assistant). Any health care professional or CHSAA coach may identify concussive signs, symptoms or behaviors of a student athlete during any type of athletic activity. Once concussive signs are identified, only a licensed healthcare practitioner (as defined above) can clear the athlete to return to play.
4. MCSD RE-1J School Board wants to express that the purpose of ImPACT is to provide a diagnostic tool to parents and health care providers to assist them in the care of student athletes. MCSD RE-1J schools will follow CHSAA established guidelines for concussion or head trauma management but it is the responsibility of the parent and their health care provider to determine if and when the student athlete is “fit” to return to play.

Montrose County School District Head Trauma (HT)/Concussion Protocol

Name:	DOB:	Date of HT:
School:	Grade:	
Parents:	Phone:	

This report is designed to assist you in following the School District Head Trauma Return to Play Protocol and is required for re-entry to participate in sports after head trauma. The elements of this protocol include Baseline ImPact Testing, Re-Test Post Injury and Practitioner Assessment and Release.

For a sports related concussion, per CHSAA (Colorado High School Activities Association) Bylaw #1790-21: "If at any time during participation, a student-athlete is removed from participation due to head trauma, the student-athlete must obtain a written release from a licensed practitioner before participating again. A school or school district may impose stricter standards." A licensed practitioner is defined as a Medical Doctor (MD or DO), Nurse Practitioner or Physician Assistant.

Physical Symptoms							Cognitive Symptoms						
Assessment Date	Initial	Post #1		Post #2			Assessment Date	Initial	Post #1		Post #2		
√ if present	√	Date	√	Date	√	Date	√ if present	√	Date	√	Date	√	Date
Headache/Pressure							Feel in a "fog"						
Blurred Vision							Feel "slowed down"						
Dizziness							Difficulty remembering						
Poor Balance							Difficulty concentrating/easily distracted						
Ringing in Ears							Slowed speech						
Seeing "stars"							Easily confused						
Vacant stare/Glassy eyed							Sleep/Energy Symptoms						
Nausea							Fatigue						
Vomiting							Excess sleep						
Numbness/Tingling							Trouble falling asleep						
Sensitivity to Light							Drowsiness						
Disorientation							Sleeping less than usual						
Neck Pain													
Emotional Symptoms													
Assessment Date	Initial	Post #1		Post #2			Assessment Date	Initial	Post #1		Post #2		
√ if present	√	Date	√	Date	√	Date	√ if present	√	Date	√	Date	√	Date
Inappropriate emotions							Irritability						
Personality change							Sadness						
Nervousness/Anxiety							Lack of Motivation						
Feeling more "emotional"													
Other													

Initial Assessment
 Comments _____
 Post Assessment #1
 Comments _____
 Post Assessment #2
 Comments _____

We may use PHI about you to provide you with medical treatment or services. We may disclose PHI about you to doctors, nurses, technicians, medical and nursing students, or other hospital personnel who are involved in taking care of you at the hospital. For example, a physician treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. In addition, the physician may need to tell the dietitian if you have diabetes so that we can arrange for appropriate meals. Other departments of the hospital also share information about you in order to coordinate the different services you need, such as medications, lab work and x-rays. We also disclose information about you to people outside the hospital who may be involved in your care after you leave the hospital, such as family members, or others who may provide services that are part of your care. We also provide your physician or subsequent healthcare providers with copies of various reports that assist in treating you once you're discharged from the hospital.

I approve reciprocal communication between Montrose County School District and Montrose Medical Practitioners.

Signature of Parent or Guardian: _____ Date: _____

Name: _____

DOB: _____

Impact Test at Baseline YES NO Date: _____ Signed: _____

Treatment Plan Date: _____

- Asymptomatic. Cleared to start a gradual/stepwise return to play protocol supervised by a certified athletic trainer.
Must be symptom free
- Cleared only if at Impact Test Baseline.
- Symptomatic. Not Cleared.
 - Follow up recommended
 - May start a gradual/stepwise return to play protocol supervised by a certified athletic trainer
once asymptomatic.

Licensed Practitioner Signature: _____ MD/DO/NP/PA (circle one)
Licensed Practitioner is defined by CHSAA as Physician (MD or DO), Nurse Practitioner or Physician Assistant.
Printed Name: _____ Contact phone # _____

Impact Test at Baseline YES NO Date: _____ Signed: _____

Treatment Plan Date: _____

- Asymptomatic. Cleared to start a gradual/stepwise return to play protocol supervised by a certified athletic trainer.
Must be symptom free
- Cleared only if at Impact Test Baseline.
- Symptomatic. Not Cleared.
 - Follow up recommended
 - May start a gradual/stepwise return to play protocol supervised by a certified athletic trainer
once asymptomatic.

Licensed Practitioner Signature: _____ MD/DO/NP/PA (circle one)
Licensed Practitioner is defined by CHSAA as Physician (MD or DO), Nurse Practitioner or Physician Assistant.
Printed Name: _____ Contact phone # _____

Montrose County School District

Post Head Trauma (HT)

Information Sheet for Parents

You have been diagnosed with a possible concussion (also known as a mild traumatic brain injury). This personal plan is based on your symptoms and is designed to help speed your recovery. Your careful attention to it can also prevent further injury.

Rest is the key.

There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phone (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

You should not participate in any high risk activities (e.g., sports, physical education (PE), riding a bike, etc.) if you still have any of the symptoms below. It is important to limit activities that require a lot of thinking or concentration (homework, job-related activities), as this can also make your symptoms worse. If you no longer have any symptoms and believe that your concentration and thinking are back to normal, you can slowly and carefully return to your daily activities. Children and teenagers will need help from their parents, teachers, coaches, or athletic trainers to help monitor their recovery and return to activities.

Returning to Daily Activities

1. Get lots of rest. Be sure to get enough sleep at night—no late nights. Keep the same bedtime weekdays and weekends.
2. Take daytime naps or rest breaks when you feel tired or fatigued.
3. Limit physical activity as well as activities that require a lot of thinking or concentration. These activities can make symptoms worse.
 - Physical activity includes PE, sports practices, weight-training, running, exercising, heavy lifting, etc.
 - Thinking and concentration activities (e.g., homework, class work load, job-related activity).
4. Drink lots of fluids and eat carbohydrates or protein to maintain appropriate blood sugar levels.
5. As symptoms decrease, you may begin to gradually return to your daily activities. If symptoms worsen or return, lessen your activities, then try again to increase your activities gradually.
6. During recovery, it is normal to feel frustrated and sad when you do not feel right and you can't be as active as usual.
7. Repeated evaluation of your symptoms is recommended to help guide recovery.

Returning to Sports

You must be cleared for play by a licensed practitioner prior to returning to sports!

1. **You should NEVER return to play if you still have ANY symptoms** – (Be sure that you do not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration.)
2. Be sure that the PE teacher, coach, and/or athletic trainer are aware of your injury and symptoms.
3. It is normal to feel frustrated, sad and even angry because you cannot return to sports right away. With any injury, a full recovery will reduce the chances of getting hurt again. It is better to miss one or two games than the whole season.

The following may be recommended by your health care provider:

1. Do not return to PE class at this time
2. Return to PE class
3. Do not return to sports practices/games at this time
4. **Gradual** return to sports practices under the supervision of an appropriate health care provider and/or athletic trainer.

- Return to play should occur in gradual steps beginning with aerobic exercise only to increase your heart rate (e.g., stationary cycle); moving to increasing your heart rate with movement (e.g., running); then adding controlled contact if appropriate; and finally return to sports competition.
- Pay careful attention to your symptoms and your thinking and concentration skills at each stage of activity. Move to the next level of activity only if you do not experience any symptoms at each level. If your symptoms return, let your health care provider know, return to the first level, and restart the program gradually.

Gradual Return to Play Plan

1. No physical activity
2. Low levels of physical activity (i.e., *symptoms do not come back during or after the activity*). This includes walking, light jogging, light stationary biking, light weightlifting (lower weight, higher reps, no bench, no squat).
3. Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).
4. Heavy non-contact physical activity. This includes sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).
5. Full contact in controlled practice.
6. Full contact in game play.

1/2011

Revised: 9/2011



Student: _____ Date of Birth: _____

Permission is hereby granted to the attending physicians and hospital to proceed with any medical or minor surgical treatment, e-ray examinations, and immunizations for the above named student. In the event of a serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by that attending physician or hospital to communicate with me. In the event they are not able to reach me, the treatment necessary for the best interest of the above name student may be given.

Ambulance personnel are requested to transport my child to an appropriate hospital or emergency care facility if such action is deemed necessary by his or her school official.

Signature of Parent or Guardian

Date

Phone numbers where parents can be reached:

Home: _____ Office: _____ Other: _____

Family Physician _____ Phone _____

**MONTROSE SCHOOL DISTRICT RE-1J
ATHLETIC / ACTIVITIES
TRAINING CODE**

Name: _____
Sport: _____
Grade: _____
Parents' Name: _____
Phone Number: _____

Message from the Board of Education

The Board of Education of Montrose County School District RE-IJ recognizes the great benefit to the District and its students, as well as to the community, of a comprehensive and vigorous athletic/activities program firmly focused upon the welfare of its participants. The short term and long term health and life experience advantages to athletic participants are well known.

To that end, the Board wishes to make it clearly and widely known that full compliance with the adopted Athletic/Activities Training Code and Procedures Handbook is expected of all participants, their parents and guardians, and their coaches/sponsors. These rules and procedures have been established to insure that interscholastic participants in the Montrose County School District RE-IJ will be conducted primarily for the benefit of the students, that participation will be a worthwhile and healthy learning experience, and that individuals and teams will be well and fairly coached/sponsored. The Board considers the importance of individual and team win-loss records to be secondary to these objectives.

Furthermore, the Board takes very seriously its' responsibility to the District's students and coaches/sponsors to insure that all policies, procedures and rules will be enforced fairly and uniformly. To that end, it holds the school district and building administrators, the coaches/sponsors, the students and the student's parents and guardians individually and collectively accountable for observing and enforcing those policies, procedures and rules. In return, it pledges, without reservation, to firmly support any and all reasonable efforts by school district personnel, students and parents and guardians to enforce those policies, procedures and rules.

Montrose School District RE-IJ Athletic/Activities Training Code

Philosophy

The athletic/activities code is built and can work only within each individual participant's sense of integrity and honesty, the unwavering support of parents in helping the participant to hold firmly to the code, and the consistency of coaches/sponsors and administrators in dealing with violations.

- This code should be viewed, first and foremost, as a promise to oneself. Further, it is a promise to one's teammates, parents and coaches/sponsors to abstain from all illegal activities, and to maintain a standard of excellence in academics and citizenship.

Students who choose to participate in athletics/activities also assume the responsibility of representing our schools and keeping their commitment to follow the athletic/activity code.

- Students, in order to participate to the best of their ability, must be physically fit.
- Students must maintain academic standards to establish their privilege to participate.
- Students in extra-curricular activities are "looked up to" and receive public recognition. They have the responsibility of maintaining acceptable behavior standards in school and in the community.

Coaches/Sponsors will follow the athletic/activities policy handbook as established by the District. Violations of these policies will not be taken on hearsay or rumor; however, an investigation will be initiated by the head coach and/or athletic director when reliable information comes to their attention. A valid case for action would include eye-witness testimony, law enforcement records or an admission of guilt.

The Athletic/Activities Training Code shall be in force from the beginning of the participant's first sport season through the last official day of the participant's academic career. (7-8, 9-12) Violations shall be cumulative during that period. A Montrose County School District RE-IJ Athletic/Activities Training Code Contract must be signed by the student and his/her parent or guardian before the student will be considered a member of a team.

Citizenship Violations:

Any flagrant disregard of appropriate behavior that is counter to established school policies and/or governmental law will be considered a citizenship violation and will be dealt with accordingly. The appropriate school administrator of the student violator's school will take appropriate disciplinary action, ranging from school sanctions to temporary or permanent suspension from participation.

Violations: Substance Abuse.

- The use or possession of tobacco in any form
- The use or possession of alcohol
- The use or possession of illegal drugs or misuse of any form of legal drug or medication

Penalties:

The above behaviors or activities will be considered a violation of the Athletic/Activities Training Code and will result in disciplinary action as follows:

First Offense: The participant will be suspended immediately from the current sport season for a minimum of twenty percent (20%) of the allowable contests as established by the Colorado High School Activities Association (including playoffs) or according to the carry-over rule. If the participant is not currently involved in an activity; he/she will be suspended for twenty percent (20%) of the next season in which he/she is a bona fide team member.

Second Offense: The participant will be suspended immediately from the current sport season for a minimum of thirty percent (30%) of the allowable contests as established by the Colorado High School Activities Association (including playoffs) or according to the carry-over rule. If the participant is not currently involved in an activity, he/she will be suspended for thirty percent (30%) of the next season in which he/she is a bona fide team member. If the participant has not served any of the first violation suspension, then the participant will be suspended for fifty percent (50%) of the allowable contests of the next season in which he/she is a bona fide team member.

Third Offense: The participant will be suspended immediately from the current sport season for the remainder of that season and from fifty percent (50%) of the allowable contests from the next sports season in which he/she is a bona fide team member. If a participant has not served any of the first violation suspension or the second violation suspension, then the participant will be suspended from the entire next season in which he/she is a bona fide team member and for fifty percent (50%) of the allowable contests for the next season in which he/she is a bona fide team member.

Fourth Offense: The participant will be suspended for one calendar year from participation in all athletic activities. Upon completion of the calendar year, a student/athlete may file for reinstatement of his/her eligibility with the building administrative team. The building administrative team retains the right to deny this request for reinstatement, to approve the reinstatement with stipulations, or to approve reinstatement without stipulations.

*Stipulations must be agreed upon prior to reinstatement

*Stipulations must be adhered to by the athlete or eligibility will be revoked immediately

CARRY OVER RULE: A suspension will be carried over and enforced, on a percentage basis unless otherwise stipulated, into the athlete's next sport season if the suspension has not been

completed or the athlete does not complete the season in good standing. (The next sport season being the next sport the athlete participates in and is a bona fide team member as determined by the building administrator.)

BONA FIDE - School administrators will determine if a student/athlete qualifies as a bona fide team member. i.e. incurring training code violations and going out for a sport one would not normally participate in order to serve suspension time.

Incidents that warrant education on anger management, drug, alcohol, and/or tobacco use must be completed before returning from the first, second and third offenses and must be approved by a school administrator.

Due Process

- A thorough investigation of a suspected violation will be conducted before action is taken.
- The school building administrator will arrange for a conference with the head coach/sponsor and the student and will notify the student’s parents or guardian of that conference. (NOTE: If the conference with the student is to be one involving questioning of the student, the student has the right to have an adult present.)
- The administrator will determine if a violation has occurred, and if so, will take the indicated disciplinary action.
- After a decision has been reached, the parents or guardian, the student, the coach/sponsor and the central office will be informed of the decision, in writing. The parent or guardian, or the student may appeal the school level decision to the principal, if the principal has not been involved in the original action.
- An appeal may be made to the superintendent of schools and if the disagreement is not resolved by the superintendent, an appeal can be directed to the School Board in executive session.
- At the beginning of each athletic/activities session, schools are required to provide information to students about the Training Code, and each participant and his/her parent/guardian must have signed the code. Coaches/Sponsors must conduct the meetings with participants so that all will understand the Training Code.

WARNING

By their very nature, competitive athletic/activities can put students in situations where SERIOUS, CATASTROPHIC, and perhaps FATAL ACCIDENTS may occur.

ATHLETIC/ACTIVITY TRAINING CODE CONTRACT

I have read the Montrose County School District RE-IJ Training Code and the Montrose School District Athletic/Activities Procedures Handbook. I understand that I will be governed by these training rules as a participant in all District Athletic/Activities. I have reviewed the training rules and my signature acknowledges an understanding of the rules and the consequences of a violation.

Student Signature

Date

I have read the Montrose County School District RE-IJ Training Code and the Montrose School District Athletic/Activities Procedures Handbook. I understand that my son/daughter will be governed by these training rules and my signature acknowledges an understanding of the rules and the consequences of a violation.

Parent’s/Guardian’s Signature

Montrose County School District RE-1J

126 South 5th Street
PO Box 100000
Montrose, CO 81402-9701
(970) 249-7726 – phone
(970) 249-7173 – fax
www.mcsd.org



**MONTROSE COUNTY SCHOOL DISTRICT RE-1J
INSURANCE FORM**

CHSAA and the Montrose County School District RE-1J suggest any student who participates in activities/athletics in the State of Colorado to be covered by insurance.

The undersigned student and parent(s)/guardian(s) understand that the District does not purchase or have any medical, dental, or hospitalization insurance to cover injuries to or loss of life of students or to indemnify parents or guardians for expenses in connection therewith, and that such insurance, must be purchased by the student or parents/guardians.

If the undersigned student has medical, dental, and/or hospitalization insurance, please provide the following information:

PROVIDER _____

POLICY/GROUP NO.L _____

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN _____ DATE _____

I, the undersigned parent/guardian hereby exempt and release the School District, its employees, and authorized volunteers from all claims arising from the student’s participation in athletics/activities unless caused by actions for which the School District would otherwise be liable under Colorado law.

DATE _____ PARENT/GUARDIAN _____

MONTROSE RE-1J SCHOOL DISTRICT

VOLUNTEER COACH CONTRACT

This is to certify that _____ has been
(NAME)

retained by _____ School as a non-paid volunteer coach, effective

_____, through the completion of the _____ program.
(Date)

This assignment is made with the following stipulations:

1. All volunteer coaches must be certified at their own expense, according to Colorado Department of Education requirements.
2. The volunteer will work under the direct supervision of the head coach in all phases of the program. The volunteer is expected to follow the Montrose County School District RE-1J Athletic Procedure and District Policy (see Board Policy IJOC).
3. Acceptance of such assignment is strictly on a voluntary basis, without monetary remuneration.

Volunteer Coach's Signature

Date

Head Coach's Signature

Date

Approved / Denied _____
Date

Activities/Athletic Director / Principal Signature

Date

Montrose/Olathe High School
Athletic Department
End-of-Season Student-Athlete Survey

The purpose of this survey is to give you and your teammates the opportunity to provide feedback to your athletic director and coaches about your experiences and feelings about being an athlete at MHS.

This form is confidential. You will not put your name on it so please answer honestly.

Please mark your answers by filling in the appropriate box.

1. What sport is being evaluated? _____
2. What level? Freshman JV Varsity
3. What grade are you in? 9 10 11 12
4. What is your gender? Male Female
5. What is the coach's gender? Male Female
6. Do you want this survey to be seen by your coach? Yes No
7. Did your coach review the athletic handbook with you? Yes No

Please respond to the following questions by filling in the box that most closely reflects your opinion.

- | | Strongly Agree | Neutral | Strongly Disagree |
|--|--------------------------|--------------------------|--------------------------|
| | (5) | (4) | (3) |
| | (2) | (1) | |
| 8. I feel comfortable approaching my coach about issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I feel that team rules are enforced consistently and fairly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. My coach does an adequate job of scouting opponents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Facilities for sports are clean and well-maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Uniforms are relatively current. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Uniforms are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Equipment is in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. My coach has good knowledge of the sport. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. My coach defines success by more than the win/loss record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. I feel like a real part of the team. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Practices are worthwhile (challenging & educational). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. My coach treats all team members with respect. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Our team is well conditioned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. My coach discusses my progress & improvement with me. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. My coach encourages me to succeed academically. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. My coach emphasizes good sportsmanship. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. My coach models appropriate behavior. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. My coach listens to my opinion, when appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 54. develop leadership skills. | <input type="checkbox"/> |
| 55. work cooperatively with others. | <input type="checkbox"/> |
| 56. recognize contributions of others. | <input type="checkbox"/> |
| 57. be a better student. | <input type="checkbox"/> |
| 58. accept criticism without taking it personally. | <input type="checkbox"/> |
| 59. deal with conflicts more effectively | <input type="checkbox"/> |
| 60. be responsible for my actions (including body language). | <input type="checkbox"/> |

Please use the space below for comments about your overall experience (attach separate sheet if needed).



COACH EVALUATION SUMMARY

NAME: _____ SCHOOL: _____

ASSIGNMENT: _____ SEASON/YEAR: _____

Performance Area: Professional Conduct

District Standards		NA	Does Not Meet	Meets	Exceeds
1	Demonstrates District sportsmanship standards				
2	Collaborates with coaching staff to fulfill responsibilities related to program goals.				
3	Communicates effectively with athletes, coaching staff and School staff.				
4	Communicates effectively with parents, community and the media.				

Comments:

Performance Area: Human Relations

District Standards		NA	Does Not Meet	Meets	Exceeds
1	Utilizes practices that enhance the athlete's self-concept.				
2	Fosters an environment which encourages athletes to challenge themselves.				
3	Fosters a positive learning environment.				
4	Uses effective team management.				
5	Instills team discipline and sportsmanship.				

Comments:

Performance Area: Professional Preparation and Growth

District Standards		NA	Does Not Meet	Meets	Exceeds
1	Demonstrates current knowledge of designated sport.				
2	Demonstrates knowledge of current District athletic policies.				
3	Demonstrates knowledge of current CHSAA policies.				
4	Demonstrates knowledge of current school policies..				
5	Is aware of Colorado State Law and District School Board policy.				

Comments:

Initials _____

Performance Area: Professional Techniques

District Standards		NA	Does Not Meet	Meets	Exceeds
1	Fosters an environment that recognizes the individual needs of the athletes.				
2	Plans and prepares for practices & games				
3	Utilizes clear & appropriate expectations for athlete's behavior				
4	Uses effective coaching strategies.				
5	Completes requested tasks related to contest organization, transportation, finances, etc.				
6	Develops relevance between athletic experience and life applications.				
7	Effectively organizes resources, budgets, materials, records and time.				
8	Maintains a safe environment.				
9	Demonstrates responsible handling of athletic injuries.				
10	Demonstrates appropriate care of equipment and supplies.				
11	Devotes adequate time and energy to coaching duties.				
12	Manages team at appropriate competitive level – local, regional or State				

Comments:

Recommendations – Growth Goals

Additional Comments for Program Improvement

Overall Performance:

Does Not Meet District Standards Meets District Standards Exceeds District Standards

I am familiar with and understand the content of this report:
 Coach: _____ Date of Conference: _____
 Evaluator: _____ Title: _____
 Supervisor of Evaluator: _____
 CC: Athletic Director
 Coach
 District Personnel File- Human Resource
 Director: _____ Date: _____