

**Sargent School District
RE-33J
Coaches' Handbook**



**“Home of the FARMERS”
2025-2026**

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Mission Statement

The mission of Sargent School District RE-33J's athletic programs is to provide a comprehensive and inclusive environment where students can develop both their athletic abilities and their character. Adhering to the guidelines and standards of the Colorado High School Activities Association (CHSAA), the district is committed to upholding the highest principles of fairness, respect, and excellence in all aspects of interscholastic athletics.

Through the Coaches' Handbook, which serves as a guiding document for our athletic programs, we aim to support coaches in their role as mentors and leaders. The handbook provides clear procedures and expectations, but encourages ongoing communication with the Athletic Department to address specific or nuanced situations. It is our mission to ensure that every student has the opportunity to grow, succeed, and build meaningful connections through sports—regardless of their experience or skill level—by fostering an environment of inclusion, skill development, and community engagement.

Ultimately, our athletic programs seek to enrich the lives of students by promoting not just competition, but also the development of ethical values, personal integrity, and a sense of unity within the school and community.

Philosophy

At Sargent School District RE-33J, we believe that extracurricular activities, particularly interscholastic athletics, play a vital role in the holistic development of students. These activities are not merely an extension of the school day, but a privilege that offers students an opportunity to expand beyond the traditional curriculum, cultivating values such as sportsmanship, integrity, and ethical conduct. We view athletics as a powerful vehicle for fostering positive character traits—resilience, leadership, and good citizenship—while encouraging students to take pride in their achievements.

Our philosophy emphasizes the importance of creating a community where students, coaches, parents, and the broader school body work together to nurture these values. The athletic experience should not only teach physical skills but also guide students on a journey of personal growth and moral development. This approach ensures that each student has the opportunity to develop both as an individual and as a member of a team, with lasting benefits that extend well beyond their time in the program.

CHSAA Rules & Regulations

Interscholastic athletic and activity programs in Colorado are governed by The Colorado High School Activities Association (CHSAA). CHSAA oversees and administers all programs and rules as approved by the state. Individuals directly involved with interscholastic programs will receive access to the CHSAA Handbook (available online), Seasonal Bulletin (available online), and sport-specific Rule Book(s). Coaches are expected to thoroughly familiarize themselves with the contents of each resource.

Coaches are required to be familiar with and adhere to all CHSAA guidelines and regulations. If a coach is uncertain about a specific rule, they must contact the Athletic Director for clarification. Coaches should not interpret CHSAA rules independently. The Athletic Director is responsible for all communications with CHSAA and will provide timely updates and guidance to coaches on a regular basis and in response to specific questions or issues.

It is important to note that all coaches, regardless of their role or compensation, are required to attend or watch a CHSAA-approved rules clinic in their sport annually, prior to the start of the first day of official practice. This requirement ensures that coaches stay up-to-date with the latest rules and regulations governing their sport. For a complete list of CHSAA Bylaws, visit their website at <https://chsaanow.com/>.

League Affiliation

Sargent School District Re-33J is a member of the 2A/3A Southern Peaks League (SPL) as a 2A classification school. The SPL operates within the guidelines established by the Colorado High School Activities Association (CHSAA), including all rules and regulations.

Coaches should note that league alignments and classifications are subject to periodic review and changes by CHSAA. All coaches are expected to familiarize themselves with the SPL Constitution and By-Laws, which will be distributed at the beginning of each school year. These documents, along with CHSAA regulations, govern the league's operations and competitions.

Selection & Appointment of Coaches

Coaching assignments at Sargent School District RE-33J are made on an annual basis. The selection process aims to identify the most qualified candidates to lead Sargent's athletic programs and provide a positive experience for student-athletes.

CHSAA and Sargent School District RE-33J guidelines will be followed for hiring coaches.

All Sargent Middle & High School level coaches will be selected through an interview process with the Sargent School District RE-33J selection committee. At the High School level, non-CDE certified coaches (those without a teaching certificate) must complete the CHSAA-approved coaching certification program. All coaches must annually attend/watch the CHSAA-approved rules clinic in their sport prior to the first interscholastic contest. All coaches

are required to attend meetings, functions, and classes associated with their coaching appointment.

Coaches serve as at-will employees and may be terminated by the school at any time during their employment, with or without cause. Coaching positions and salaries are listed on the Extra Duty Salary Schedule, which can be found on the Sargent School District RE-33J website at <https://www.sargent.k12.co.us/>.

Coach Evaluation Process

Sargent School District RE-33J is committed to the development and growth of its coaching staff. The Athletic Director is dedicated to supporting coaches in reaching their individual and collective potential, and the evaluation process is a key part of providing these opportunities.

Coaches will be evaluated at the end of each season based on practice evaluations, game evaluations, and adherence to the rules and procedures of Sargent School District RE-33J. Each coach will receive at least one in-season evaluation every season, conducted during an entire practice. In addition, the Athletic Director will conduct informal evaluations by observing practices for shorter periods of time. Coaches are required to have a written daily practice plan available at all practices.

Throughout the season, coaches will also be evaluated in game settings multiple times. Evaluations will consider all aspects of professionalism, both in public and private settings, as well as coaching abilities during games. Any positive or negative observations from both formal and informal evaluations will be documented, reviewed with the coach, and included in the final evaluation.

All Middle & High School Head Coaches will be evaluated by the Athletic Director. Assistant coaches will be evaluated by the Head Coach of their respective sport program. High School Head Coaches will not evaluate Middle School Coaches, but may attend Middle School practices and games and are encouraged to have open dialogue with Middle School Coaches to ensure program alignment.

A copy of the Coaching Evaluation Form can be found at the end of this document in the Appendix.

Remediation & Termination

If a coach's performance does not meet established guidelines, the Athletic Director will meet with the coach to discuss concerns and determine the next appropriate steps. When appropriate, the Athletic Director will develop a formal remediation or professional development plan to address identified performance deficiencies and support the coach's continued growth. This plan will clearly outline the areas of concern and identify the corrective actions the coach is expected to take, along with a timeline for improvement.

The goal of the remediation plan is to support the coach's professional development and provide a structured opportunity for improvement. Progress will be monitored, and regular follow-up

meetings may be scheduled to assess growth and offer additional support as needed.

For serious infractions, as determined by the Athletic Director and Principal, immediate termination may occur. Termination may also result if the coach does not demonstrate sufficient improvement in the identified areas within the established timeframe.

Coaching Requirements

As an employee of Sargent School RE-33J, coaches serve as role models for their athletes. The foundation of a quality program lies in preparedness, accurate record-keeping, and a clear understanding of what it means to be a student-athlete. While the school doesn't solely equate program quality with win-loss records, it values hard work, genuine care for athletes both in and out of sports, and clear behavioral expectations. The below responsibilities ensure a consistent, transparent, and supportive environment for student-athletes, fostering their growth both in sports and as individuals.

- Consistently applying standards and rules, enabling athletes to make appropriate choices and understand consequences.
- Distribute coaching philosophies and athlete expectations to students and parents at parent meetings.
- Submit initial versions of these documents to the Athletic Director for review before distribution.
- Notify the Athletic Director if no changes are made in subsequent seasons, or resubmit for review if changes occur.
- Email parents weekly (CC the Athletic Director) with updates and changes.
- Attend all team-related events during their contract period, including meetings, practices, and games.
- Coordinate absences for legitimate reasons with the Athletic Director (head coach) or Head Coach (assistant coaches and volunteers).
- Participate in all postseason competitions for their programs, regardless of coaching level.
- Daily practice plans will be developed and written out for each practice session and be communicated clearly to athletes. Plans should include organized drills, team play/scrimmaging, and conditioning (integrated into practice and additionally available through the zero hour weights program). Plans should be evaluated and adjusted for subsequent sessions.
- Attendance Records are required to maintain accurate records of attendance, including punctuality, and use these records to inform playing time decisions. These records also provide documentation for CHSAA eligibility purposes.
- Coaches are expected to have mental preparation for coaching and approach each practice with enthusiasm and positivity. It is important to be aware of your body language and facial expressions and model the behavior you expect from your athletes.
- Coaches are expected to manage team information (including stats) and be prepared to answer questions confidently and patiently. Coaches need to clearly communicate goals and objectives to athletes and maintain organized records of critical information.

- Sargent School District RE-33J is committed to celebrating the achievements of its athletic teams through strategic publicity efforts. All publicity submissions must be channeled through the Athletic Director, who will review and distribute materials appropriately. Coaches are prohibited from directly submitting publicity items to media agencies or internal Sargent Staff responsible for communications.
- Internal publicity opportunities include the Sargent Booster Club, School District Facebook posts, morning announcements, and Principal's staff memos. Coaches and athletes may engage with news agencies for interviews immediately before or after sporting events, discussing only the specific event. For all other interview requests, prior submission and approval from school administration is mandatory.
- Throughout any publicity event, coaches and athletes are expected to represent Sargent School District RE-33J positively, embodying the district's values of excellence, integrity, and sportsmanship. The goal is to highlight team and school achievements while maintaining professional and respectful communication.
- Team Photos will be arranged by the Athletic Director and coaches will coordinate with the Athletic Director on dates, times and locations.

As required by CHSAA, all Sargent Middle & High School Coaches must:

- Hold current First Aid, CPR and AED certification
- Pass the CHSAA Coaches Test
- Every other year complete the free on-line NFHS “Student Mental Health and Suicide Prevention” course or a school/district organized mental health class/course
- Attend/watch annually the CHSAA-approved rules clinic in their sport prior to the first interscholastic contest
- Be fingerprinted for the purpose of background checks
- Complete the NFHS Concussion Course annually
- Complete the CHSAA Coaching Education Class (for all High School Head coaches who are not CDE-certified teachers)
- Obtain Small Vehicle Certification
- Meet the requirements put forth in Article 1620 & 1630 of the CHSAA by-laws which states as follows:

**1620. REGISTRATION/REQUIREMENTS OF COACHES AND SPONSORS
OF INTERSCHOLASTIC ACTIVITIES AND ATHLETICS**

- 1620.1 Each year, by the first competitive date of each sports season, all member school athletic/activity directors must enter all of their athletic coaches and activity sponsors (music, speech, student leadership, etc.), regardless of level, rank, or pay, into the CHSAA Coach Registration platform. All first-year athletic coaches and activity sponsors, regardless of level, rank, or pay, must complete the CHSAA 1st Year Coaches Course.
- 1620.2 All member school athletic coaches and activity sponsors (hereafter referred to as "coaches") of interscholastic activity programs who assume full responsibility for students under their direction at any level (varsity, junior varsity, etc.) shall be a coach

registered with the CHSAA: A registered coach is a coach who is: a) a coach who has completed the CHSAA 1st Year Coaches Course, or b) a CHSAA-certified coach whose certification is on file with the CHSAA.

NOTE: Coaches who have not coached a CHSAA-sanctioned activity at a member school anytime within the last three years, regardless of CDE-licensure or not, are required to complete the 1st Year Coaches Course.

1620.3 All member school Directors of Athletics and coaches of interscholastic athletic and activity programs shall:

- a. Annually pass the CHSAA Bylaws Test.
- b. Hold a current certification in first aid, CPR and AED.
- c. Every other year complete the free on-line NFHS “Student Mental Health and Suicide Prevention” course or a school/district organized mental health class/course.

NOTE: A non-school employee may serve as the adult supervisor of students/athletes when appointed by a school administrator. These individuals may provide transportation to and from the activity and be responsible for the supervision of these student participants as approved by the school administration in areas where no coaching/directing takes place.

1620.4 Each coach shall be responsible for the contents of the CHSAA Constitution and Bylaws and the pre-season and playoff bulletins. Coaches whose programs are in violation of CHSAA policies or Bylaws shall be subject to appropriate penalties from reprimand to restriction.

1620.5 All athletic coaches must annually complete a concussion training:

- a. First year coaches must complete the online NFHS Concussion Course or a school/district organized sports medicine review that includes a head trauma/concussion component and emergency evacuation procedures.
- b. Returning coaches must complete the previous item or they can complete a CHSAA-approved concussion refresher course available through the coaches’ registration platform.

	Sport Specific Rules	CHSAA Bylaws Test	Concussion Course	Mental Health and Suicide	First Aid, CPR & AED	1st Year Coaches Test
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1620.6 PENALTY FOR USE OF NON-QUALIFIED COACHES — A school using a coach who does not meet the requirements listed in 1620.2; 1620.3; 1620.5 shall be subject to penalties, to be determined by the Commissioner, which may include forfeiture, restriction, suspension of membership or other appropriate penalties.

1630

ASSISTANT COACHES

An assistant coach shall be under contract to the district. It is recognized that assistant coaches may at times during game and practice situations assume a supervisory role with one or more student participants.

Code of Conduct

It is the coach's responsibility to control themselves and their players at all times. The expectation of Sargent Middle and High School is that the coach is the role model for mature behavior. Athletes are to behave appropriately at all times as representatives of Sargent School District RE-33J.

Coaches must maintain a professional coach-to-player relationship in all interactions and communications with students including but not limited to: in person, on the phone, email, texting, social media, etc. Coaches must not favor or give the perception of favoritism to any athlete or group of athletes. Such perceptions can be created by spending additional time with an athlete, having an increased level of familiarity with an athlete, and/or providing favors, gifts, or unearned privileges to an athlete.

Sargent Middle & High School set high standards for its coaches, emphasizing not only athletic achievement but also the holistic development and well-being of student-athletes. The following are expectations all coaching staff in their roles as educators, mentors, and leaders will adhere to:

Put Your Athletes First

Coaches are expected to prioritize the growth, safety, and long-term success of student-athletes **ABOVE** winning. Every decision should reflect the best interests of the students, fostering positive experiences regardless of wins or losses.

Serve as a Role Model for Loyalty, Honesty, and Integrity

Coaches must exemplify mature, ethical behavior at all times, both on and off the field. The influence of a coach extends far beyond athletics, shaping the character and values of their athletes. Coaches are expected to maintain professional boundaries, treat all athletes with dignity and respect, and avoid any conduct that could be perceived as favoritism or inappropriateness.

Create Positive Life Experiences

Coaching should be about more than competition. Coaches are expected to ensure that participation in athletics is a rewarding, enjoyable, and memorable experience for all students, contributing to their overall development as a person.

Be Organized, Efficient, and Timely

Effective organization and time management are crucial. Coaches should plan practices, communicate schedules, and manage team logistics to provide stability and structure for athletes, parents, coaching staff, and the community.

Lead Your Program with Vision

Great coaches not only manage details but also inspire their teams with a clear vision for growth and success. Leadership involves setting goals, fostering teamwork, and motivating athletes to reach their potential.

Be a Positive Force in the School and Community

Coaches represent Sargent School District RE-33J both on and off the field of play. Therefore, they are expected to contribute positively to the broader school environment and the community at large. Engagement beyond athletics models a well-rounded approach to education and citizenship.

Uphold Defensible Standards

Coaches must always act in ways that can be professionally and ethically defended. Decisions should be guided by safety, common sense, fairness, and the best interests of students, ensuring administrators can confidently support the coach's actions.

The following Code of Conduct shall apply to **ALL** coaches while they are employees of Sargent School District RE-33J:

- Sargent School has a Zero-Tolerance Policy for any unwarranted sexual harassment or conduct. Coaches will read, understand, and adhere to the policy set forth in this Handbook, to include their responsibilities as mandatory reporters.

Mandatory Reporter Information:

- In Colorado, mandatory reporters are individuals from specific professions who are legally required to report suspected child abuse or neglect. This includes a wide range of professionals, such as healthcare providers, educators, social workers, and law enforcement officers. They must report when they have reasonable cause to believe a child has been abused or neglected, or is in a situation that could lead to it.

Who are the Mandatory Reporters?

Colorado law identifies a broad range of professions as mandatory reporters, including but not limited to:

- **Healthcare Professionals:** Physicians, surgeons, nurses, dentists, chiropractors, pharmacists, and others involved in patient care.
- **Educators:** School officials and employees at both public and private schools.
- **Social Workers:** Including those working in licensed or certified facilities or agencies.
- **Mental Health Professionals:** Psychologists, counselors, and therapists.
- **First Responders:** Law enforcement officers, firefighters, and emergency medical providers.
- **Other Professionals:** Clergy members, commercial film and photographic print processors, and victim's advocates.

What Triggers the Duty to Report?

Mandatory reporters must report when they have reasonable cause to believe that a child has experienced or is at risk of experiencing abuse or neglect. This includes situations they observe directly or are told about within the scope of their professional capacity.

Important Considerations:

Timeframe:

Reports should be made as soon as possible, typically within 24 hours of receiving the information.

Confidentiality:

Reports and related information are generally confidential and not considered public information.

False Reporting:

Knowingly making a false report is illegal and can result in penalties.

Immunity:

Good faith reporters, even if the report is later determined to be unfounded, are generally protected from liability.

Reporting Outside Professional Capacity:


While mandatory reporters may report suspected abuse or neglect observed outside their professional role, they are not

legally required to do so in Colorado.

Where to Report:

In cases of emergency, call 911. Otherwise, reports can be made to the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS, according to the Colorado Department of Human Services.

Additional Information:

- Colorado has a Mandatory Reporting Task Force that is working to analyze and improve the state's mandatory reporting system according to the Child Protection Ombudsman of Colorado.
- The Child Welfare Training System offers online training for mandatory reporters.
- There is a database that can help you determine if you are a mandatory reporter.
- There will be no inappropriate contact with athletes (e.g. hugging, shoulder rubbing, patting butts, physical intimidation).
- Coaches will treat all athletes with dignity and respect. Hazing, bullying, profanity, sarcasm, ridicule, and other emotionally harmful behavior will be dealt with severely.
- Coaches will ensure all athlete-to-athlete interactions are appropriate. Coaches are responsible for recognizing and immediately addressing concerns. In all cases, notification to the Athletic Director will be made.
- Coaches will not use “pet” names for kids (e.g. honey, sweetie).
- There will be no unsupervised team parties. Coaches should ensure adequate chaperones for all team events.
- Coaches will not give rides to any students/players for any reason without parent/guardian consent.
- Coaches will not host any team sleepover parties or attend any team sleepover parties.
- Coaches will never drink or be under the influence of alcohol in the presence of any of the players at any events (social or sporting).
- Coaches will not text or email individual athletes on their team. Coaches must use the school-approved third-party communication platform for team-wide messages (Band App ). Direct one-on-one electronic communication with individual athletes is prohibited. All communications should include parents/guardians and be related to team activities or academics. Personal cell phones should not be used for contacting athletes.
- Coaches will not interact on social media (e.g. Facebook, Instagram, X (formerly Twitter), Snapchat, TikTok, BeReal, etc.) with any students/players or parents.
- Coaches should be mindful of the academic rigor associated with Sargent School District RE-33J Educational Expectations and use good judgment in providing grace to athletes when warranted. Remember: Student FIRST, Athlete SECOND. Address any questions to the Athletic Director.
- Coaches will not behave in any other way that would bring dishonor and discredit upon themselves, their team, or Sargent School District RE-33J.

Professional Appearance & Conduct

Coaches at Sargent School District RE-33J are expected to maintain the highest standards of professional appearance and conduct, serving as role models for student-athletes both on and off the field.

Coach Appearance Guidelines:

Dress must be neat, professional, and appropriate for all coaching contexts.

Clothing should reflect the dignity of the coaching position. Appearance should demonstrate respect for the athletic program, school, and community.

Student-Athlete Dress Code:

Athletes must adhere to the following appearance standards during practices, competitions, and on campus to ensure that student-athletes represent Sargent School District RE-33J with dignity, respect, and professionalism.

Athletic Attire Restrictions:

Sports bras are not to be worn as standalone tops. Midriff-exposing tops are prohibited. No spaghetti straps or excessively short shorts and all students must wear shirts during practices and training.

General Appearance Expectations:

Athletes must dress appropriately in school buildings and on campus. Clothing should be clean, in good condition, and align with the school dress code. Team-issued apparel should be worn with pride and respect.

Coach Ejections:

Below is listed the requirements for returning to coaching by CHSAA Bylaw 2210.

2210.	COACH EJECTION
2210.1	A coach ejected from a contest for committing an unsportsmanlike act shall be suspended from coaching for 10 percent of the season's regularly scheduled matches or contests of the same level. Standard mathematical rounding rules apply. he/she/they may not coach in any other contest at any level during this time.
2210.2	A coach ejected from a game is automatically placed on probation according to policies established by the Board of Directors (For necessary action by the school administration, see Bylaw 2420.11).
2210.21	A coach ejected from a game is required to complete the following courses offered on-line by the National Federation of State High School Associations (NFHS): Sportsmanship; and, Teaching and Modeling Behavior. These courses shall be completed before he/she/they will be removed from probation and must be finished in a reasonable amount of time during the season to be determined by the school's athletic director.
NOTE:	A "reasonable amount of time during the season" is defined as an amount of time

that is plausible in allowing the coach to meet the requirements outlined in bylaw

2210.21. This amount of time should allow the coach to complete the requirements

and before they are allowed to resume their coaching duties subsequent to the ejection.

2210.3 A coach ejected from a second contest during the same season shall be suspended from coaching for 20 percent of the season's contests of the same level. Standard mathematical rounding rules apply.

10% or 20% Suspension by Sport			
Sport	Classes	10%	20%
Cross Country	All	1	2
Field Hockey	All	2	3
Flag Football	All	2	3
Football	A6, A8, 1A, 2A	1	2
	3A, 4A, 5A	1	2
Boys' Golf	All	1	2
Gymnastics	All	1	2
Boys Soccer	All	2	3
Girls' Softball	All	2	5
Spirit	All	1	2
Boys' Tennis	All	1	2
Volleyball	All	2	5
Basketball	1A, 2A, 3A	2	4
	4A, 5A, 6A	2	5
Ice Hockey	All	2	4
Skiing	All	1	1

Girls' Swimming	All	1	2
Wrestling	All	2	4
Baseball	1A	2	4
	2A, 3A, 4A, 5A	2	5
Girls' Golf	All	1	2
Lacrosse	All	2	3
Girls Soccer	All	2	3
Boys' Swimming	All	1	2
Girls' Tennis	All	1	2
Track & Field	All	1	2

- 2210.4 A coach ejected from two contests during a five-year period shall be required to appear at a hearing before the Commissioner or their designee and shall be subject to a penalty to be determined by the Commissioner.
- 2210.5 A coach ejected from three contests in a five-year period shall be placed on restriction.

Sunday Contact Rule

Coaches must fully understand and abide by the CHSAA Sunday Contact Bylaw 2310.5 which states:

- 2310.5 SUNDAY CONTACT — No high school interscholastic contests, practices for interscholastic contests, camps, nor association between participants and coaches/directors of any CHSAA sanctioned sport/activity from the student's school shall take place on Sundays during the competitive high school season (start of official practice through the state tournament). The Commissioner may, when deemed advisable, allow postponed state-level events to be played on Sunday. Teams playing on Monday in district, regional or in a state-culminating event will be exempt from this rule.

EXCEPTION 1 – During the formal sports season a coach may have contact with his or her team on Sunday for a social, academic or service related activity that is strictly voluntary. The contact must be a voluntary, non-competitive/non-participatory activity.

EXCEPTION 2 – During the school year, schools may petition the Commissioner for a waiver of the Sunday Contact Rule based upon religious, cultural, or educationally based events (non-athletic).

EXCEPTION 3 - During the formal competitive sports season, a coach may have contact with his or her team on Sunday in ice hockey for on-ice interscholastic practices that are strictly voluntary. At no time may a team have more than six days of athletic contact during any one week.

EXCEPTION 4 - During the formal competitive sports season, a coach may have contact with his or her team on Sunday for alpine skiing for interscholastic practices at a race venue only. Practices must be strictly voluntary and at no time may a team have more than six days of athletic contact during any one week.

Practice Supervision & Scheduling Guidelines

A certified coach — defined as an individual who has completed all CHSAA and Sargent School District RE-33J coaching requirements — must be present at all practices. Uncertified assistant coaches or volunteers are not permitted to conduct practices independently under any circumstances.

Practice Scheduling

- The Athletic Director will determine practice schedules for all indoor sports.
- High school coaches are generally expected to conduct practices at least five days per week, with each session lasting a minimum of two hours.
- Any changes or cancellations to scheduled practices must be communicated to the Athletic Director as soon as possible.
- Coaches are required to notify parents/guardians immediately if a practice is canceled.

Sport-Specific Procedures

- For volleyball and basketball, any adjustments to the practice schedule must be approved and communicated to the Athletic Director in advance.
- Coaches of outdoor sports (soccer, tennis, cross country, track, football, baseball) must submit their full season practice schedule to the Athletic Director at the beginning of the season.

Inclement Weather (Snow Days)

- Practices on snow days require prior approval from the Athletic Director.
- If approved, such practices may only be held in the afternoon or early evening.

Supervision & Safety Protocols

The Head Coach and Assistant Coaches are responsible for the supervision of all players and managers at all times, in accordance with CHSAA and Sargent School District RE-33J guidelines. Effective supervision must be maintained during all practices, games, tournaments, and team travel.


Coaches are required to routinely inspect all playing facilities and equipment to ensure safety and

proper function. Any concerns or hazards must be reported immediately to the Athletic Director.

Athlete Supervision Before & After Activities:

- Athletes must not be left unsupervised at any time before, during, or after team activities.
- Coaches are responsible for ensuring that all athletes have been picked up before leaving the facility.
- Practices should conclude on time to facilitate prompt student pick-up by parents/guardians.

Communication, Social Media, & Online Guidelines

Only Sargent organization email accounts or the third party communication platform (Band App ) will be used in all communications with parents/guardians and athletes. The Athletic Director will be copied/included on all communications. **NEVER** send direct electronic communication to an athlete without the parent/guardian and Athletic Director included on the communication thread.

Coaches can create a safe and supportive online environment that enhances the overall experience for student-athletes while upholding the standards of Sargent School District Re-33J Athletic Programs. To ensure a positive and professional online environment, adhere to the following guidelines:

Establish Boundaries:

Maintain clear boundaries between yourself and your athletes on social media. Do not accept friend requests or follow athletes under the age of 18. Communication should be kept professional and limited to team-related matters.

Use Approved Communication Platforms:

Coaches must utilize the school-approved third-party communication platform for team communications. Avoid using personal social media accounts for direct communication with athletes.

Promote Positive Content:

Share positive team experiences, achievements, and educational resources that can benefit your athletes. Highlighting the team's accomplishments fosters a sense of community and pride.

Monitor Interactions:

Regularly monitor any team-related social media accounts for inappropriate content or interactions. Address any concerning behavior immediately and report it to the Athletic Director if necessary.

Avoid Personal Sharing:

Be mindful of what you share on your personal social media accounts. Avoid posting content that could be perceived as unprofessional or that may compromise your role as a coach.

Educate Athletes:

Encourage athletes to set their privacy settings appropriately and to think critically about their online presence. Remind them that their behavior on social media reflects not only on themselves but also on the team and school.

Report Inappropriate Behavior:

If you observe any hazing or bullying behavior on social media, report it immediately to the Athletic Director or Principal in accordance with district policies.

Engage Responsibly:

While it's important to engage with your athletes, ensure that all interactions are respectful and appropriate. Use group messaging when possible to maintain transparency.

Maintain Professionalism:

Remember that you are a role model for your athletes. Your actions on social media should reflect the values of sportsmanship, respect, and integrity expected within Sargent School District RE-33J.

Communication Expectations

Coach Communication Expectations

- Coaching philosophy and team expectations
- Practice and contest locations and times (use the school approved third party app)
- Team requirements (equipment, fees, conditioning programs)
- Team selection process
- Comply with the CHSAA No Sunday Contact Bylaw
- Clearly communicate your availability to parents and players during the pre-season meeting. Establish specific times and methods for communication outside of practice and game settings.
- Avoid one-on-one meetings with athletes. Always have another coach or staff member present. If a private conversation is necessary, conduct it in a visible, open area.
- High School Head Coaches should provide middle school coaches with a list of essential skills for successful transition to high school sports. Maintain open communication between high school and middle school programs to ensure alignment of coaching philosophies and skill development.
- All coaches must carry cell phones during practices, games, and team travel. Ensure emergency contact information for all athletes is readily available

Appropriate Communication Topics With Parents

- Mental and physical treatment of their athlete
- Ways to help the athlete improve
- Concerns about their athlete's behavior

Inappropriate Topics for Discussion With Parents

- Playing time or positioning
- Team strategies or game tactics
- Other student-athletes or students

Lines of Communication Protocol

Concerns should be addressed in the following order:

1. Student-athlete speaks with coach
2. Student/athlete **AND** parent/guardian speaks with coach
3. Student/athlete **AND** parent/guardian speaks with athletic director **AND** coach
4. Student/athlete **AND** parent/guardian speaks with athletic director **AND** coach **AND** principal
5. Student/athlete **AND** parent/guardian speaks with athletic director **AND** coach **AND** principal **AND** superintendent

The athletic handbook outlines that parents **MUST** wait **24 HOURS** after a contest before approaching coaches. This practice encourages direct athlete-coach communication, respectful, constructive dialogue, and trust in the coach's judgment while remaining open-minded.

Post Season Responsibilities

After your season has come to its conclusion it is your responsibility to COMPLETE and UPDATE ALL inventory, including, but not limited to:

- Uniforms (Tops, Bottoms, Singlets, etc.)
- Warm-ups (Tops & Bottoms)
- Equipment
- Materials

All inventory must be put into the Google Sheet in the correct tab for your sport. All inventory must be put back into the equipment room, NEATLY (uniforms hanging or folded and in tubs). Once you have done this, send the AD an email with the shared inventory update you have done. Return your school keys/FOB to the Administration Office. If you are a full time employee, you will not be required to turn in your keys/FOB. The coach's office needs to be cleaned and organized before keys/FOB are turned in. If you are not sure if you have completed EVERYTHING, ask before turning in your keys/FOB!!

Uniform and Equipment Return

- Collect, wash, dry, fold, and return all team uniforms and equipment to the correct storage location neatly.
- Coaches are responsible for any uniforms that are not accounted for at the end of the season, if the uniform is not turned in, the coach needs to let the Athletic Director know, who will then issue a bill for the missing uniform pieces to that student.
- Identify and report any uniforms with excessive wear, tear, damage, or staining to the Athletic Director for potential assessment of replacement fees.

Awards and Recognition

- Submit a list of all team members who earned a varsity letter to the Athletic Director no later than 2 weeks after the completion of the season.
- Include any additional special awards or recognitions for team members (All-State, All- Conference, etc.).

Equipment Needs for Next Year

- Prepare and submit a prioritized list of equipment needs for the following season

and submit the list to the Athletic Director (this **DOES NOT** guarantee anything will be purchased, but rather allows for better financial planning for future items needed).

- Be as specific as possible; the Athletic Director will review all requests and prioritize them according to the needs of all sports programs.

Post-Season Evaluation Meeting

- Schedule and attend a meeting with the Athletic Director to complete the Coaching Evaluation Form which helps to evaluate the season (both as a coach and as a program as a whole), discuss program progress, and address any concerns or future goals.
- The Coaching Evaluation can be viewed at the end of this handbook in the Appendix, to allow transparency for coaches with the evaluation process.

Return of Keys/FOB

- Return all issued keys to the Sargent Business Manager if you are not a certified employee.

Final Payment

Head coaches will not be approved for payment until **ALL** uniforms have been returned and a **CURRENT/UPDATED** inventory list has been submitted to the Athletic Director (Updated to Google Sheets under the correct sport's tab. Assistant coaches will be approved for payment upon completion of the season.

Volunteer/Guest, Parent/Guardian & Spectator Information & Support

Volunteer/guest and parent/guardian support are essential to creating a successful and vibrant athletic program. Volunteer contributions can significantly enhance team morale and provide critical assistance through activities such as transportation coordination, locker decoration, team dinners, banquet planning, and fundraising efforts.

Coaches must carefully manage volunteer involvement to maintain appropriate boundaries and team leadership. While encouraging parent/guardian and community support, coaches retain the sole authority for team decisions, instruction, and official team business. All volunteers must be pre-approved by the school before engaging with the team or participating in team activities.

Individuals interested in fulfilling volunteer hour requirements must coordinate with the Athletic Director in advance to ensure their support meets established guidelines. Coaches may also submit specific volunteer requests to the Athletic Director to address team needs. The primary goal is to create a collaborative environment that supports student-athletes while maintaining clear lines of responsibility and professional coaching standards.

Coaches wishing to involve individuals who are not official members of the Sargent Coaching Staff must obtain prior approval. A request must be made to the Athletic Director before involving any external individuals in the program. For volunteering individuals expected to have

regular, recurring contact with athletes or interaction in a coaching capacity, all standard coaching requirements apply. Additionally, these individuals must complete the Sargent School District RE-33J volunteer processes, provide references, and complete an interview with Sargent School Administration.

Coaches may request to involve individuals with specific expertise for limited engagements. For these one-time or short-term guests who will be under constant supervision of certified coaching staff, the standard coaching requirements may be waived at the discretion of administration. Parents/guardians and athletes must be notified in advance of the guest's involvement.

The Athletic Director and/or school administration reserve the right to approve or deny any requests for volunteer or guest involvement in athletic programs.

Parents/guardians and spectators are expected to:

- Support all athletes, coaches, and officials in a positive manner
- Refrain from coaching from the sidelines or bleachers
- Address concerns through proper channels (see Communication Protocol)
- Volunteer and support athletic booster club activities when possible
- Cheer **FOR** your team, not **AGAINST** the opposing team

Activities & Participation Guidelines

Clearance, Forms & Fee

A student is not permitted to participate in **ANY** practice, scrimmage, or game until all required online registration steps and clearances are completed and approved. All athletes must meet posted registration deadlines, as listed on the rSchool website, to be eligible for athletic participation.

Students may not participate in any sport — except for CHSAA-approved non-contact activities — until they have completed the required number of approved practices. Coaches must not accept any registration paperwork directly from athletes. All forms must be submitted to the Athletic Director at one time. No athlete may participate in any sanctioned scrimmage or game until all required documents and fees are on file and processed.

The following must be completed and on file before participation is allowed:

- Current physical examination, signed by a doctor and valid for one year (only CHSAA physical forms accepted)
- Assumption of Risk/Emergency Release Form
- Signed Parent Permission Forms
- Athletic Fees Paid in Full within one week after making the team
- Sport-Specific Inherent Risk Form
- CHSAA By-Laws Student Information Sheet
- Signed acknowledgement of the Athletic-Activities Handbook

Coaches are not allowed to have any athlete participate in practice unless all of the above are

completed per the Athletic Director. A list of eligible students will be emailed to all coaches prior to the first official day of practice, as well as a hard copy given to the head coach of each sport. **Under no circumstances will an athlete be allowed to participate in any practice until their name appears on the official roster.**

Coaches must adhere to the following rules regarding activities and participation to ensure fair participation, smooth transitions between sports and grade levels, and proper communication of team activities and results.

- Outside Team Activities - All external team functions/activities must be cleared with the Athletic Director before scheduling.
- Sport Transition - Athletes must complete their current sport before participating in an upcoming sport. Coaches are not allowed to request players miss practices or games in their current sport for another sport. This rule does not apply to non-Sargent athletic teams.
- Sport Transfer - Coaches must approve athlete transfers between sports. Students may transfer sports up to 2 weeks after a season starts. After this period, transfers are not permitted.
- Dual Sport Participation - Students participating in two sports in one season must declare a primary sport. When and if scheduling conflicts occur, the athlete will attend the contest of their primary sport.
- Outside Competition/Practice-Players certified to participate as members of any high school sport team may compete on any other team, in any non-school activity or event in that sport during that sports season with the express written permission of the principal. Permission shall be granted if:
 - (a) the student's class attendance is not compromised; and
 - (b) the student is in good academic standing under the school's activities policy applicable to all students.
- 8th Grade Transition - Coaches must have no contact with 8th graders until May 1st of the current school year. 8th graders may not attend high school practices during the year, even if out of season. 8th graders cannot participate with a high school team until that team's regular season is completed.
- Team Managers - Coaches may appoint team managers. Clear expectations for managers' attendance and duties must be provided before the season starts.
- Contest Reporting - All coaches must report contest results by noon the day following each contest throughout the season. Results should be entered into MaxPreps and sent to the Athletic Director and secretaries in both Secondary (MS/HS) and Elementary buildings.

Eligibility & Academic Standards

Participation in extracurricular activities at Sargent School District RE-33J is a privilege, not a right. Student-athletes are expected to serve as role models for their peers. Coaches are responsible for monitoring their athletes' academic progress and ensuring compliance with these eligibility standards. Regular communication with teachers and the Athletic Director is essential to support student-athletes' academic success.

Eligibility Determination:

- Eligibility lists will be distributed to teachers and coaches by noon on Monday each week.
- Students with 1 F or 2 D's are considered ineligible.
- All student work must be submitted to teachers by the end of the day Thursday of the previous week to be considered for the current eligibility period. The eligibility period runs from Monday through Sunday night for the designated week or period.
- Students receiving "Incomplete" are eligible to compete when the "I" is converted to a passing grade prior to the competition (and is passing 3.5 Carnegie units).

Ineligibility Consequences:

- Ineligible students cannot participate in events until reassessed for the next eligibility period which begins on the following Monday. They may practice with the team, but **CANNOT** travel or sit on the team bench during competitions.
- Ineligible students are not allowed to miss class for extracurricular activities. This applies to all school functions, including Knowledge Bowl, Spelling Bee, FFA, and other competitions/activities.

Regaining Eligibility:

- For full General Eligibility Requirements see CHSAA Bylaw 1710.
- Students who receive non-passing grades or incompletes in two or more subjects at the end of a semester (January or May) are ineligible for the entire following semester.
- Make-up work after the close of a semester is not permitted for eligibility purposes.
- Regaining Eligibility — Students who have not met the academic requirements at the close of a semester may regain academic eligibility per the table below:

FALL REGAIN DATES	
<i>The regain day is the Monday of the designated weeks:</i>	
Boys' Golf	Week 8
Softball	Week 9
Boys' Tennis	Week 10
Cross Country	Week 10
Field Hockey	Week 11
FALL REGAIN DATES	

Flag Football	Week 11
Football	Week 11
Gymnastics	Week 11
Boys' Soccer	Week 11
Spirit	Week 11
Volleyball	Week 11
Esports	Week 15

WINTER REGAIN DATES	
<i>The regain day is the Monday of the designated weeks:</i>	
All Winter Sports (except Ice Hockey)	Week 20
*Ice Hockey	Week 19
SPRING REGAIN DATES	
<i>The regain day is the Monday of the designated weeks:</i>	
Esports	Week 34
Spring	Week 36

Attendance Requirement:

- If a student misses school the day of an extracurricular activity, he/she will not be allowed to participate in the activity. Exceptions will only be allowed through parental contact and prior approval from the principal. A student must attend at least three (3) class periods on the day of the competition in order to compete

Special Eligibility Periods:

- At the end of each nine-week term, the eligibility period extends to 2 weeks.
- Thanksgiving week eligibility remains the same as the previous week.
- At the beginning of each nine-week term, eligibility is based on the final grades from the previous nine weeks for a 2-week period.

Criteria for Team Placement & Level of Play

Coaches should prioritize consistency and transparency in player development across all team levels. The overall goal is to allow students to compete at their appropriate skill level while fostering individual and team growth.

Coaches should implement a fair system of tryouts and a selection process when necessary due to facility, personnel, or equipment constraints. If this selection process is needed, coaches must provide specific evaluation guidelines to the Athletic Director, athletes, and parents at the beginning of tryouts. Student-athletes should attend all scheduled practices and team meetings for serious consideration, with exceptions for illness, religious observances, family emergencies, school transfers, injuries, or ongoing participation in a previous sports season. Final selection of players for various team levels is at the discretion of that sport's coaches.

Coaches must establish clear criteria for Varsity and Junior Varsity teams and regularly communicate to players their standing and expected roles. High school team placement is determined by skill level, with other considerations taking place that will be communicated to athletes and parents prior to the start of the season. The Varsity team is expected to compete at the highest level possible, while JV and/or "C" teams should be considered developmental.

At the middle school level, skill development is the primary goal. The "A" team should consist of the highest skill level players, while "B" teams are considered developmental squads. All players are expected to participate in scheduled contests, with the exception of tournament play.

Consistency and transparency in player development across all team levels are crucial. The overarching intent is to allow students to compete at their appropriate skill level while fostering individual and team growth. Coaches are expected to maintain open communication with players about their progress and roles within the program.

Qualifications for Varsity Lettering

Sargent School District RE-33J letter jacket colors are black and gold. Earned Varsity Letters must be worn only on the traditional Sargent Letter Jacket. If a student does not purchase the specific jacket, they may only display the earned letter at home. Displaying the earned letter on a non-traditional jacket is not permitted, and administrators may request its removal or return to the activities/athletic department. All athletic/activity lettering is at the discretion of the Head Coach, however listed below are the recommended basic lettering requirements.

Football

Participate in 16 Varsity Quarters

90% attendance at practice

No disciplinary issues (Academic or Athletic)

Volleyball

Participation in at least 25% of Varsity Sets during the season

Cross Country

Must earn 15 points to letter:

5 points: finishing in the first third of a race

3 points: finishing in the second third of a race

1 point: finishing in the final third of a race

1 point: for every varsity meet competed in and finished

Basketball

Participation in at least one more varsity quarter than the total number of varsity games scheduled (e.g., 18 games = 19 quarters or more played) or 50% of varsity games during post-season play

Swimming

Swim in 8 Meets Throughout the Season

80% of Dryland & Weights Practices Under the Supervision of the Sargent Coaching Staff Throughout the Season

Discretion of Coach Based on Special Circumstances

Wrestling

Primary: Hold a Varsity position for the season and wrestle at Regionals (State Qualifier)

Secondary: Point system (30 points needed)

Each match has a base of 1 point

Win by pin or tech fall: 3 points

Win by decision: 2 points

Lose match: 1 point

AD/Coach discussion if Secondary is close but not achieved

Baseball

Participation in one inning over one-half of the innings played during regular season or 50% of innings played during post-season play

Track

Earn at least 40 varsity team points during regular track season, or

Place within top 6 positions of an individual event or top 3 positions of a team relay race during a League, District, or Regional Meet, or qualify for the State Track Meet

Athletic Varsity Managers/Statisticians

Attend all practice sessions (excused absences excepted)

Be present at all competitions

Perform tasks outlined by the head coach

Citizenship Conduct & Disciplinary Procedures & Expectations

Sargent School District RE-33J highly values citizenship and expects student-athletes to represent themselves, their families, school, and community with respect both on and off the

playing field. Coaches and staff members must report all violations to school administrators. The following guidelines apply to student conduct:

Hazing

CHSAA (Colorado High School Activities Association) defines hazing as any activity that recklessly endangers the physical or mental health or safety of a student for the purpose of initiation into or affiliation with any student organization. This definition encompasses a wide range of actions, including but not limited to, forced physical activity, forced consumption of substances, or prolonged deprivation of necessities.

Reckless endangerment:

Hazing involves actions that intentionally or recklessly create a risk of harm to a student's well-being.

Purpose of initiation:

The defining characteristic of hazing is that it's done to bring someone into or maintain their membership in a group.

Examples of hazing:

CHSAA specifically mentions activities like whipping, branding, forced consumption of food or substances, destruction of property, and forced physical or sexual activity.

Exclusions:

The definition generally excludes customary athletic events and other authorized activities.

CHSAA's definition is aligned with the broader legal definition of hazing as outlined in the Colorado Revised Statutes. The state law also specifies that hazing is a class 2 misdemeanor, making it a criminal offense.

The NFHS (National Federation of State High School Associations) defines hazing as any activity expected of a student to belong to a group that humiliates, degrades, abuses, or endangers them, regardless of their willingness to participate. This includes acts that risk physical or emotional harm and create a hostile environment.

The NFHS emphasizes that hazing is not just physical acts, but also includes activities that cause embarrassment, humiliation, or ridicule. It can involve sleep deprivation, forced consumption of substances, or other actions that create a risk of harm. Even if a student agrees to participate, hazing is still wrong and harmful.

Group Context:

Hazing typically occurs within a group setting, often as part of an initiation or affiliation process.

Humiliating or Degrading Behavior:

Hazing often involves acts that are intended to belittle or shame individuals.

Risk of Harm:

Hazing activities can cause physical or emotional harm, or create a hostile environment.

Regardless of Willingness:

Even if a student participates willingly, the act itself can still be considered hazing. Examples of hazing activities, as highlighted by the NFHS, include:

- Physical brutality (e.g., whipping, beating, branding)
- Forced physical activities (e.g., sleep deprivation, exposure to weather)
- Humiliation or degradation (e.g., requiring embarrassing acts or skits)
- Forced consumption of substances
- Verbal abuse or threats

The NFHS emphasizes that hazing is a serious issue that can have significant negative impacts on individuals and the overall school environment. They encourage students, coaches, and school staff to be aware of the signs of hazing and to report any incidents.

Sargent School District RE-33J expressly forbids hazing in any form. Any person participating in such activities shall be subject to disciplinary actions according to Board Policy and possibly lead to suspension or expulsion. Offenders may also be subject to criminal prosecution in accordance with Colorado State Law.

On-Campus and School-Related Activities:

Disciplinary issues during the sport season on school grounds, at school functions, during school time, while traveling to/from school activities, or under direct school supervision will be handled similarly to classroom management. Coaches will address tardiness, attendance, adherence to team expectations, and proper decorum.

Off-Campus Conduct:

Disciplinary issues occurring off school grounds, during non-school functions/hours, and without direct school supervision may result in disciplinary action. This includes infractions of city, county, state, or federal laws (excluding minor traffic violations). Due to the diverse nature of potential violations, a single comprehensive rule is not feasible. The school will strive for fair and consistent application of discipline and consequences and each case will be evaluated individually based on its specific circumstances.

Code of Conduct Violations:

Violations of the district's Code of Conduct, School Policies Manual, Student Handbook, or municipal, state, or federal statutes will be managed by appropriate school/district administrative personnel. Consequences will follow district guidelines. Additional disciplinary action may be taken by the player's coach or Athletic Director.

Additional Disciplinary Action:

In addition to district consequences, student behavior may also be subject to disciplinary action by the player's coach or Athletic Director.

Reporting Requirements:

All violations must be reported to school administrators by coaches and staff members.

School Suspension Consequences:

1st offense: Athlete suspended from team for duration of school suspension; no practice

allowed.

2nd offense: Athlete removed from team; may compete in next sports season if conduct improves (dependent on each situation).

Legal Basis:

Colorado law permits schools to discipline students for on or off-campus behavior that endangers others' welfare or safety, creates physical threats, or repeatedly disrupts educational opportunities. See below for complete law:

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2024 Colorado Revised Statutes

Title 22 - EDUCATION (§§ 22-1-101 — 22-108-109)

SCHOOL DISTRICTS (§§ 22-30-101 — 22-38-115)

Article 33 - School Attendance Law of 1963 (§§ 22-33-101 — 22-33-205)

Part 1 - SCHOOL ATTENDANCE LAW OF 1963 (§§ 22-33-101 — 22-33-112)

Section 22-33-106 - Grounds for suspension, expulsion, and denial of admission

Universal Citation:

CO Rev Stat § 22-33-106 (2024)

(1) The following may be grounds for suspension or expulsion of a child from a public school during a school year:

(a) Continued willful disobedience or open and persistent defiance of proper authority;

(b) Willful destruction or defacing of school property;

(c) Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children; except that, if the child who creates the threat is a child with a disability pursuant to section 22-20-103 (5), the child may not be expelled if the actions creating the threat are a manifestation of the child's disability. However, the child shall be removed from the classroom to an appropriate alternative setting within the district in which the child is enrolled for a length of time that is consistent with federal law, during which time the school in which the student is enrolled shall give priority to and arrange within ten days for a reexamination of the child's individualized education program to amend his or her program as necessary to ensure that the needs of the child are addressed in a more appropriate manner or setting that is less disruptive to other students and is in accordance with the provisions of article 20 of this title. Nothing in this paragraph (c) shall be construed to limit a school district's authority to suspend a child with a disability for a length of time that is consistent with federal law.

(c.5)

(I) Declaration as a habitually disruptive student.

(II) For purposes of this paragraph (c.5), "habitually disruptive student" means a child who has caused a material and substantial

disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

(III) The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive pursuant to this paragraph (c.5), and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student".

(IV) (Deleted by amendment, L. 2000, p. 1971, § 12, effective June 2, 2000.)

(d) Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:

(I) Possession of a dangerous weapon without the authorization of the school or the school district;

(II) The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102 (5), C.R.S.; or

(III) The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

(e) Repeated interference with a school's ability to provide educational opportunities to other students.

(f) Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property. Each school district shall develop a policy that shall authorize a student to carry, bring, use, or possess a firearm facsimile on school property for either a school-related or a nonschool-related activity. Such policy shall also consider student violations under this section on a case-by-case basis using the individual facts and circumstances to determine whether suspension, expulsion, or any other disciplinary action, if any, is necessary.

(g) Pursuant to section 22-12-105 (3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.

(1.2) Each school district shall consider each of the following factors before suspending or expelling a student pursuant to subsection (1) of this section:

(a) The age of the student;

(b) The disciplinary history of the student;

(c) Whether the student has a disability;

(d) The seriousness of the violation committed by the student;

- (e) Whether the violation committed by the student threatened the safety of any student or staff member; and
- (f) Whether a lesser intervention would properly address the violation committed by the student.

(1.5) Notwithstanding any other provision of law, in accordance with the provisions of 20 U.S.C. sec. 7961, a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for a period of not less than one year; except that the superintendent of the student's school district may modify this requirement for a student on a case-by-case basis if such modification is in writing.

(2) Subject to the district's responsibilities under article 20 of this title, the following may be grounds for expulsion from or denial of admission to a public school, or diversion to an appropriate alternate program:

- (a) Physical or mental disability such that the child cannot reasonably benefit from the programs available;
- (b) Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other pupils.

(3) The following may constitute additional grounds for denial of admission to a public school:

- (a) Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- (b) Failure to meet the requirements of age, by a child who has reached the age of six at a time after the beginning of the school year, as fixed by the board of education of the district in which the child applies for enrollment, as provided in section 22-1-115;
- (c) Having been expelled from any school district during the preceding twelve months;
- (d) Not being a resident of the district, unless otherwise entitled to attend under the provisions of article 23, 32, or 36 of this title;
- (e) Failure to comply with the provisions of part 9 of article 4 of title 25, C.R.S. Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- (f) Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

(4)

- (a) Except as provided in paragraph (b) of this subsection (4), a school district shall prohibit any student who is expelled from a public school of the school district pursuant to paragraph (c) or (d) of subsection (1) of this section or pursuant to subsection (1.5) of this section from enrolling or reenrolling in the same school in which the victim of the offense or member of a victim's immediate family is enrolled or employed. If the

school district has no actual knowledge of the name of the victim of the offense for which the student was expelled, the provisions of this subsection (4) shall be implemented only upon request of the victim or a member of the victim's immediate family.

(b) In any school district that has only one school in which the expelled student can enroll, the school district shall either:

(I) Prohibit the student expelled from the school district pursuant to paragraph (c) or (d) of subsection (1) of this section or pursuant to subsection (1.5) of this section from enrolling or reenrolling in the same school in which the victim of the offense or member of a victim's immediate family is enrolled or employed; or

(II) Design a schedule for the expelled student that, to the extent possible, avoids contact between the expelled student and the victim or a member of the victim's immediate family.

(c) The provisions of this subsection (4) shall not apply to an offense that constitutes a crime against property.

(d) The provisions of this subsection (4) shall apply only if the expelled student is convicted, is adjudicated a juvenile delinquent, receives a deferred judgment, or is placed in a diversion program as a result of committing the offense for which the student was expelled. Prior to implementation of the provisions of this subsection (4), the school district shall contact the appropriate court to determine whether the provisions of this subsection (4) apply to an expelled student. The school district shall be authorized by the provisions of section 19-1-303 (1)(b), C.R.S., to obtain such information.

(e)

(I) Notwithstanding any other provision of law to the contrary, any county or district court shall have original concurrent jurisdiction to issue a temporary or permanent civil restraining order that enjoins the expelled student from enrolling or reenrolling in the same school in which the victim of the offense or member of a victim's immediate family is enrolled or employed.

(II) A motion for a temporary civil restraining order pursuant to this paragraph (e) shall be set for hearing, which hearing shall be ex parte, at the earliest possible time and shall take precedence over all matters except those matters of the same character that have been on the court docket for a longer period of time. The court shall hear all such motions as expeditiously as possible.

(5) If a student who is participating in online instruction is suspended or expelled on or after March 23, 2020, in violation of section 22-1-131 (4), the school district or public school that suspends or expels the student shall revoke the suspension or expulsion and expunge the suspension or expulsion from the student's record.

Drug, Alcohol & Tobacco Policy

Sargent School District RE-33J participates in Mandatory Drug Testing. (JJH).

Sargent School District RE-33J strictly prohibits the use of drugs, alcohol, and tobacco products, of any kind. This policy applies to both coaches and athletes alike. Any consumption or possession of illegal drugs, alcohol, or tobacco products is considered a violation of this policy, and can be grounds for termination as a coach or suspension/expulsion in athletic participation. Student-Athlete attendance at events where illegal drugs, tobacco or alcohol are being used, consumed or possessed may be considered active participation in an illegal act. Students are strongly advised to leave such premises immediately, either independently or with a legal parent/guardian.

Violations of this policy will result in the following penalties for athletes:

First Offense: 3-5 days out-of-school suspension (if incident occurred on campus) and suspension from 25% of the sport/activity's regular season competition. Example: For volleyball with 23 regular season games, a 25% suspension equals 5 games.

Second Offense: Removal from the team for the remainder of the season and if the incident occurs within the last 20 days of the competitive season, the student will be suspended from their next chosen activity for up to 20 days.

Third Offense: Suspension from athletics for one calendar year from the date of infraction and reinstatement requires documentation of completed rehabilitation program. For fairness across seasons, if the infraction occurs during winter or spring, the suspension may extend into the following school year's fall or winter sports' season.

Inherent Risk of Injury in Sport & Use of Equipment

Coaches are required to inform and alert students and parents/guardians about the inherent risks associated with participation in each sport. This information must be included in your Coaching Philosophies/Expectations documents that are distributed to parents/guardians at the beginning of each sports' season.

By its very nature, athletic participation involves certain risks, including the potential for serious, catastrophic, or even fatal injury. Many sports involve physical contact, strenuous exertion, and the use of specialized equipment, all of which can contribute to the risk of accidents and injuries. Even with proper instruction, supervision, and precautions, it is impossible to eliminate all risks associated with sports participation.

Coaches must ensure that athletes and parents understand:

- The types of injuries that may occur, which can range from minor sprains to severe injuries such as fractures, concussions, or, in rare cases, permanent disability or death.
- The risks associated with improper use or failure of equipment, and the importance of using only properly fitted and well-maintained gear.
- The potential for exposure to communicable diseases as a result of close contact during practices and competitions.
- That no amount of instruction, precaution, or supervision can completely eliminate all risks of injury or illness.

Coaches are also responsible for:

- Teaching and reinforcing the correct use of all equipment and ensuring athletes are aware of the risks of improper use.
- Regularly inspecting facilities and equipment for hazards and reporting any unsafe conditions to the Athletic Director.
- Providing ongoing reminders about safety rules and enforcing them consistently.

Uniforms, Equipment & Facilities

**UNDER NO CIRCUMSTANCES ARE EQUIPMENT OR UNIFORMS ALLOWED TO BE PURCHASED WITHOUT THE WRITTEN PERMISSION THROUGH A SIGNED PURCHASE ORDER FORM FROM THE ATHLETIC DIRECTOR!!!
IF YOU PURCHASE EQUIPMENT OR UNIFORMS THAT HAVE NOT GONE THROUGH THE CORRECT PROCEDURE, YOU WILL BE FINANCIALLY RESPONSIBLE FOR THAT PURCHASE.**

Uniform Management Procedures

- Before distributing uniforms to athletes, coaches must inventory all items to ensure they match the previous season's end-of-season inventory records (update if needed). If this step is skipped, the coach is accountable for any discrepancies.
- All coaches are responsible for the check-out and check-in of team uniforms at the beginning and end of each season.
- Uniforms will be checked-out to the athletes by the Head Coach, and an inventory of what was checked out to each athlete will be kept.
- After uniforms are distributed, coaches must submit a check-out list to the Athletic Director, including uniform numbers, sizes, and athlete's name.
- At the end of the season, all uniforms must be washed, dried, and neatly organized.
- The check-out list must accompany the returned uniforms. Any missing items must be noted on this list.
- Coaches are responsible for informing the student-athlete of any missing uniform pieces and student-athletes (or parents/guardians of that athlete) are financially responsible for any uniforms not accounted for at check-in.
- Under no circumstances should parents or athletes turn in uniforms to anyone other than their Head Coach.
- Uniforms are replaced on a 5-year rotation: after five years, varsity uniforms move to junior varsity, and new varsity uniforms are ordered. Coaches must research uniform purchases according to checklist procedures, but the Athletic Director will place all orders for new uniforms. New uniform designs require Athletic Director approval and must include Athletic Gold as an official color.

Equipment and Facility Care

- Coaches must routinely inspect facilities and equipment before and after practices and games to ensure safety. Any safety concerns must be reported to the Athletic Director

immediately.

- Emergency equipment and first aid supplies must be accessible at all times, regardless of the activity.
- Coaches are responsible for keeping practice and competition areas clean. All trash must be removed at the start and end of each session to ensure the facility is ready for the next group.
- If a practice area is not clean or safe, coaches must notify the Athletic Director so corrective action can be taken.

Facility Scheduling

- The Athletic Director will schedule all practice times in coordination with coaches. Any unscheduled or additional practices must be cleared with the Athletic Director to avoid facility conflicts.
- The Athletic Director will submit facility requests to the Business Office for all practices, games, and events.

End-of-Season Requirements

- Head coaches must complete and submit an updated uniform and equipment inventory to the Athletic Director before final payment is approved. (See Post-Season Responsibilities for further clarification and requirements).

District Transportation Policy

At the beginning of each season, coaches must establish a travel roster and provide it to the Athletic Director. Any changes to this roster, including additions or deletions, must be submitted by the head coach or assistant coach to the Athletic Director the morning **PRIOR** to travel in order to ensure proper accountability of all athletes.

All athletes are required to travel with coaches using school-approved buses or vans to all Sargent School-sanctioned athletic contests. Coaches are responsible for supervising athletes during travel, maintaining appropriate behavior on the bus, and ensuring the driver is not distracted. When a van or minibus is used, an assistant coach or approved parent chaperone must also be present in the vehicle.

After **ALL** teams have finished participating in an event, students may leave with their parent/guardian with the Hold Harmless Agreement Release to Parent or Guardian form completely filled out. Athlete's are NOT permitted to leave with another athlete's parent unless the coach has received a signed note from the student's parent **PRIOR** to departure from Sargent School. In every instance, athletes must check in with the coach before leaving an away event.

Coaches are responsible for ensuring all passengers use seatbelts, that gear is safely loaded, and that vehicles are operated according to district guidelines at all times. In the event of carpooling to in-town contests, coaches must not arrange rides for athletes; parents are solely responsible for transporting their children to local venues, with no involvement from coaches.

If a vehicle accident occurs, police must be called and a police report filed. Coaches must notify the Athletic Director as soon as possible with details so the school district can determine the best way to notify parents.

Things to Note:

- Coaches are not permitted to transport athletes to or from practices or games under any circumstances unless prior parental/guardian permission is granted.
- For away games, male and female athletes must be seated separately (front to back) on buses or vans.
- Coaches and/or chaperones must position themselves where all students are visible and can be properly supervised.

All participants and coaches must use transportation provided by Sargent School District RE-33J for travel to and from contests. Exceptions are permitted only in the following cases:

- Injury or illness requiring alternate transportation
- Written arrangement between the participant's parent/guardian and an authorized person (coach, Athletic Director, other administrator), with the request dated and signed (the Hold Harmless Agreement Release to Parent or Guardian form is considered written arrangement).
- Prior written approval from a school administrator on a case-by-case basis.
- Other circumstances requiring special permission for student transportation must get permission from the superintendent ([Policy EEAG/EEAG-E](#)).

Overnight Trips & Procedures

The Athletic Director is responsible for all arrangements related to overnight trips, including making hotel and travel reservations in advance. When necessary, the Athletic Director may make tentative reservations for teams, contingent on sporting results. The school will not make or be responsible for reservations for parents/guardians, nor will it be liable for any parent reservations canceled due to changes in sports schedules, team accommodations, or other unforeseen circumstances. Coaches are required to inform parents/guardians of the team's lodging details, including hotel contact information, for emergency purposes. For teams with athletes of both genders, a coach or sponsor of the same sex as the athletes must accompany the team on overnight trips to ensure appropriate supervision and compliance with safety policies.

Athletes must be clearly informed of curfews and team expectations for conduct during overnight stays **PRIOR** to the overnight stay. Coaches are expected to address disciplinary issues immediately, which may include game suspensions or being sent home at the expense of the parent/guardian, and all incidents must be reported to the Athletic Director for further investigation and possible action. Other Overnight Procedures are listed as follows:

- An Event/Field Trip form must be completed for each trip proposal and submitted for approval at least **1 WEEK PRIOR** to the event.
- Transportation will be provided by school bus or van for all athletes to and from the event and hotel.
- Boys and girls will be assigned separate rooms. Coaches and bus drivers will have their

own rooms according to gender. Coaches are not expected to share beds but may share rooms with rollaway beds if necessary. All team members, chaperones, and coaches will be placed in the same hallway of the hotel when possible. Athletes will be assigned four to a room (two per bed), and coaches must send room lists to the Athletic Director upon arrival and check-in at the hotel.

- All coaches are expected to attend overnight trips unless an exception is approved by the Athletic Director.
- For teams with opposite sex coaches, a same-sex chaperone must accompany the team.
- Curfews and lights-out times will be set before the trip and communicated to all athletes.
- A complete itinerary — including game schedules, meal times, travel arrangements, hotel information, and curfew — must be submitted to the Athletic Director/Principal for approval prior to the trip. Any significant changes should be reported to the Athletic Director promptly.
- Permission forms and waivers, signed by parents/guardians, are required for all overnight trips.
- Hotel TVs should have questionable channels disabled if possible.
- Coaches may collect athletes' cell phones at curfew at their discretion.
- All meals will be eaten together as a team, following the Sargent dress code.
- Coaches and/or chaperones will conduct bed checks for each room.
- Coaches, sponsors, teachers, and chaperones must refrain from **ANY ACTIVITY** that violates Board of Education policies and behavior expectations, specifically including the use of alcohol, illegal substances, and tobacco, while supervising students on overnight trips.
- Teams are expected to return home immediately after their final event unless an extension is approved by the Athletic Director for extenuating circumstances.

Per Diem For Overnight Regional/State Trips

Coaches are required to provide the Athletic Director with a complete list of participants and attending coaches for regional/state overnight trips in a timely manner.

Per Diem Rates:

- Breakfast: \$10.00 per student
- Lunch: \$10.00 per student
- Dinner: \$15.00 per student

All extra money and receipts must be returned to the Athletic Director on the first school day following the trip. A detailed documentation of expenses is required. No exceptions will be made to the reporting timeline.

Coaches are responsible for presenting district tax exempt paperwork, accurate tracking of meal costs, collecting and maintaining receipts, submitting complete financial documentation, and ensuring compliance with district financial procedures.

Coaches are expected to uphold Sargent School District RE-33J rules and ensure that all athletes represent the school positively while traveling. If safety or well-being concerns require deviation

from these procedures, coaches are authorized to use their best judgment but must communicate with the Athletic Director as soon as possible regarding the situation and actions taken.

Medical and Emergency Procedures & Expectations

At the start of each athletic season, coaches may request a medical kit from the Athletic/Activities Office. These medical kits are to be returned at the end of the season. Supplies within the kits will be replenished upon the coach's request to ensure readiness for all practices, games, and events.

Coaches are responsible for keeping the medical kit stocked and accessible whenever they are with their student-athletes, including during travel and off-site competitions. Emergency medical releases — provided by the Athletic/Activities Office — must be kept in these kits or a binder with the coach at all times, ensuring that critical health and emergency contact information is immediately available in the event of an injury or medical emergency.

If additional supplies are needed during the season, coaches should notify the Athletic/Activities Office to request replenishment. At the conclusion of the season, all medical kits and any unused supplies must be returned for inventory and restocking. These procedures help maintain athlete safety, ensure compliance with emergency action plans, and support effective response to medical situations during school athletic activities.

Clearance to Play Procedures

The Clearance to Play Procedure at Sargent Middle & High School is designed to ensure the safety and well-being of student-athletes returning from illness or injury. This policy aligns with Colorado Senate Bill 11-040, which states that: JUNIOR HIGH SCHOOL, AND HIGH SCHOOL SHALL REQUIRE EACH COACH OF A YOUTH ATHLETIC ACTIVITY THAT INVOLVES INTERSCHOLASTIC PLAY TO COMPLETE AN ANNUAL CONCUSSION RECOGNITION EDUCATION COURSE, as well as CHSAA rules 1780, specifically 1780.1, 1780.11, 1780.2 and 1780.3, 1780.31, & 1780.32 which state respectively:

1780.1 No pupil shall participate in formal practice or represent their school in interscholastic athletics until there is a statement on file with the principal or athletic director signed by their parents or legal guardian and a practitioner licensed in the United States to perform sports physicals certifying that: (a) he/she/they has passed an adequate physical examination within the past 365 calendar days; (b) that in the opinion of the examining licensed practitioner, he/she/they is physically fit to participate in high school athletics; and (c) that he/she/they has the consent of their parents or legal guardian to participate.

NOTE: Beginning in the 2025-2026 school year, the CHSAA PPE form will be the only accepted physical form for student-athletes.

It is recommended that the CHSAA "Physical Examination & Parental Consent for Athletic Participation" be used for this process.

PENALTY — Schools which violate this regulation will be immediately placed on a minimum of probation until the school has provided the Commissioner with a detailed report of the incident(s) and administrative procedures have been put in place to ensure no repeat of the violation. A second violation of this regulation will result in the school being placed on restriction for a minimum of one season from state qualifying competition.

1780.11 It is strongly recommended by the Colorado Department of Health that all persons competing in interscholastic activities show a record of a measles shot within the last 10 years. It is also highly recommended that individuals participating in athletic events have current tetanus boosters. Tetanus boosters are recommended every 10 years throughout life. Boosters are recommended at the time of major injury if more than five years have elapsed since the last booster.

1780.2 If at any time during participation, a licensed health care provider removes an athlete from participation because of an illness and/or injury, other than a head injury (please see Bylaw 1780.30), the athlete must have a written release from an approved licensed health care provider before participating again.

The release may be satisfied if upon removal the approved licensed health care provider specifies the duration of the student's restriction from participation.

1780.31 If at any time during participation (practice or contest), a student-athlete is removed from participation due to concussion, the student-athlete must obtain written permission to start the Return-to-Play protocol from the approved list of licensed health care providers. A school or school district may impose stricter standards.

1780.32 A student with blood borne pathogens such as HIV or Hepatitis B shall be eligible to participate in all CHSAA sanctioned activities when CHSAA recommended precautions are in effect. Bleeding must be stopped and open wounds must be covered before a student competes.

Final Decision Authority

The final decision on an athlete's return to play rests with the physician and/or the school athletic trainer provided by San Luis Valley Health. Athletic directors, coaches, and parents must respect and support this decision.

Communication

Any questions or concerns about Return to Play decisions should be directed to the treating physician or the school athletic trainer.

Licensed Practitioners

According to CHSAA Bylaws (as listed above), only licensed practitioners can provide written release for an athlete to return to participation after being removed due to illness or injury. Licensed practitioners authorized to provide clearance include Medical Doctors

(MDs), Doctors of Osteopathy (DOs), Nurse Practitioners, and Physician Assistants (PAs).

Written Release Requirement

If a doctor removes an athlete from participation due to illness or injury, a written release from a doctor is required before the athlete can resume participation. The release requirement may be satisfied if the doctor specifies the duration of the student's restriction from participation at the time of removal.

In-Contest Injury Removal

Scenario: A student is injured during a contest and removed from participation by a doctor. Return Protocol: The student may return to practice or competition only after presenting a written statement from a doctor confirming they are medically fit to participate.

Away Game Injury Removal

Scenario: A visiting team member is removed from competition by the home team's doctor. Return Protocol: The student may seek examination from their own doctor upon returning home and a written statement from their doctor must be provided before returning to participation.

This procedure ensures that Return to Play decisions are made by qualified medical professionals, prioritizing the health and safety of student-athletes. It also establishes a clear chain of authority and communication to prevent conflicts or misunderstandings regarding an athlete's readiness to return to their sport.

Concussion Protocols

Reporting and Initial Response

- The athletic trainer will directly inform parents/guardians of any concussion sustained by a student-athlete.
- If a suspected head injury occurs when the athletic trainer is absent, parents/guardians, coaches, or peers must inform the athletic trainer as soon as possible.
- Parents/guardians will receive a head injury information sheet with symptoms to monitor.

Return to Play Requirements

- All athletes must successfully complete a post-injury ImPACT test.
- Athletes must complete the gradual Return to Play progression before gaining full sports participation again.

Coach Education

- Coaches will be expected to complete the NFHS Concussion in Sports course online, as per CHSAA Rules, as well as be briefed on concussion protocols during pre-season meetings.

Head Injury Information

Signs and Symptoms to Monitor:

- Severe localized headache
- Memory difficulties

- Mental confusion
- Bleeding or clear fluid from ears or nose or both
- Dizziness or balance issues
- Limb weakness
- Abnormal drowsiness
- Convulsions
- Unequal pupils
- Persistent ear ringing
- Slurred speech
- Nausea or vomiting
- Vision problems

Important Instructions:

- Avoid medications in the first 24 hours unless directed by a physician.
- Seek physician evaluation if mild symptoms persist 24-48 hours post-injury.
- For any concerns, seek immediate medical attention.
- Emphasize mental and physical rest - avoid screens, loud noises, and activities that increase heart rate/blood pressure.

Return to Play Protocol

Step 1: Symptom-Limited Activity - Goal is to limit physical exertion to only those required for activities of daily living.

Step 2: Light Aerobic Exercise - Goal is to increase physical exertion in activities of daily living.

Step 3: Sport-Specific Activities (NO Head Impact) - Goal is to add movement to activity.

Step 4: Non-Contact Training Drills - Goal is to exercise, add coordination and increase thinking.

Step 5: Full Contact Practice - Goal is to restore confidence and assess functional skills by coaching and athletic training staff.

Step 6: Return to Competitive Play - Symptom-free and may participate in a normal game and practice schedule with clearance determined by the student athlete's health care professional.

Requirements:

The athlete must be symptom-free before starting the protocol. Medical release from a physician is required and the athlete must complete a follow-up ImPACT test with scores that match their baseline scores. If at any point in the protocol **ANY** signs or symptoms of a concussion return, athletes will start back at the last completed step on the program where symptoms were not experienced. A **Return to Learn Protocol** must be completed **BEFORE** Step 3 of Return to Play. **NO EXCEPTIONS** will be made to this Return to Play Protocol.

Heat & Humidity Practice Guidelines

The Colorado High School Activities Association (CHSAA) has guidelines to ensure athlete safety during hot weather, emphasizing heat acclimatization, hydration, and adjustments to activities based on heat and humidity. Schools are encouraged to schedule practices during cooler times, gradually increase activity intensity, and monitor athletes closely for signs of heat illness.

Here's a more detailed breakdown:

1. **Heat Acclimatization:**

Gradual Progression:

Physical exertion and training should begin slowly and increase progressively over time.

Reduced Gear:

Protective gear should be introduced gradually, starting with minimal equipment like helmets only, and adding more gear over several days.

Instruction Focus:

During the first few practices, focus should be on instruction rather than intense conditioning.

2. **Activity Adjustments:**

Cooler Times:

Schedule practices during cooler times of the day (early morning or late evening) when possible.

Frequent Breaks:

Provide frequent rest breaks with access to shade and water.

Hydration:

Ensure athletes have access to plenty of water and encourage them to drink frequently.

Monitoring:

Closely monitor athletes for signs of heat illness, especially those who are new to sports or have pre-existing conditions.

Adjust Intensity:

Reduce the intensity and duration of activities as heat and humidity increase.

3. **Specific Heat Index Guidelines (Example):**

80-89:

Athletes should be watched closely, and frequent water breaks should be taken according to DigitalSports.com.

90-94:

Optional water breaks every 30 minutes for 10 minutes in duration according to DigitalSports.com.

95 and above:

Specific guidelines may vary, but generally, activities should be altered, and in some cases, postponed or rescheduled.

4. **Emergency Plan:**

Cooling:

Schools should have a plan for quickly cooling athletes down, such as cold water immersion

tubs or ice-down towels.

Wet Bulb Globe Temperature:

CHSAA promotes the use of WBGT (Wet Bulb Globe Temperature) thermometers to measure heat stress, which takes into account temperature, humidity, wind speed, sun angle, and cloud cover.

5. Key Considerations:

- **Individual Differences:** Recognize that athletes have different levels of conditioning and medical conditions, and adjust activities accordingly.
- **Weather Changes:** Be aware of sudden changes in weather and adjust activities as needed.
- **Parent Requests:** Honor parental requests to excuse their child from outdoor activities due to weather concerns.

During some periods of the school year, heat and/or humidity can be a problem. These are Sargent Middle & High School guidelines to determine what to do with practice when the heat and humidity become a health risk. These guidelines have been based on the NCAA Sports Medicine Handbook and the NATA's position statement on Exertional Heat Illness:

- Appropriate medical coverage will be available when student-athletes are participating in risky environments
- All student-athletes should be screened at a pre-participation physical for their risk/history of heat illness
- Equipment will be modified according to the environmental conditions as needed
- Temperature and humidity data will be taken on a daily basis. (digital/analog)
- The temperature and humidity will be compared to a chart to determine the heat index (See heat index chart below).
- The certified athletic trainer will also monitor the temperature and humidity on a daily basis (digital/analog)
- The certified athletic trainer in charge of the practice site will give a recommendation, based on the heat index to the coach/supervisor.

Heat Index Activity Chart

Heat Index (°F)	Risk Level	Recommended Actions
Below 95°	Lower	- Provide unlimited water - Optional 10-min water breaks every 30 min - Monitor athletes

95°–99°	Moderate	<ul style="list-style-type: none"> - Provide unlimited water - Mandatory 10-min water breaks every 30 min - Ice towels/cooling - Limit equipment use - Reduce practice time - Consider moving practice later - Monitor at-risk athletes
100°–104°	High	<ul style="list-style-type: none"> - Provide unlimited water - Mandatory 10-min water breaks every 30 min - Ice towels/cooling - Remove equipment as possible - Allow for dry clothing changes - Reduce practice and activity time - Consider postponing/canceling practice
105°–124°	Very High	<ul style="list-style-type: none"> - Stop all outdoor practices and games - Only hold indoor activities if air conditioned
125° or above	Extreme Danger	<ul style="list-style-type: none"> - Cancel all athletic activities (indoor/outdoor)

Cold Stress Practice Guidelines

The Colorado High School Activities Association (CHSAA) does not have a single, definitive "cold weather policy" that dictates specific temperature cutoffs for all sports. Instead, CHSAA recommends that schools and coaches use various resources and guidelines to make informed decisions about outdoor practices and competitions in cold weather. These guidelines emphasize the importance of considering wind chill, monitoring athlete safety, and utilizing weather apps to make informed decisions.

Here's a breakdown of the key aspects of CHSAA's approach to cold weather:

1. No Single Temperature Threshold: CHSAA does not set a specific temperature or wind chill value that automatically cancels or restricts outdoor activities for all sports.
2. Emphasis on Monitoring and Decision-Making: CHSAA encourages schools and coaches to actively monitor weather conditions, including wind chill, and to make decisions based on those conditions.
3. Importance of Wind Chill: Wind chill is a crucial factor in determining the impact of cold weather on athletes. CHSAA recommends using a reliable weather app to track wind chill values.
4. Recommendations for Practices:

Schedule Strategically:

Outdoor practices should be scheduled during cooler times of the day, like early mornings or late evenings, with frequent breaks.

Progressive Start:

Physical exertion and training should begin slowly and progressively increase.

Proper Attire:

Athletes should dress in layers, including a wind-blocking garment, and cover extremities, especially the head and neck.

5. Recommendations for Competitions:**Consult with Professionals:**

Coaches, athletic trainers, and administrators should be consulted before canceling or rescheduling competitions due to cold weather.

Monitor Conditions:

Continuously monitor weather conditions during the competition and be prepared to adjust or postpone the event if necessary.

Prioritize Safety:

In situations where wind chill reaches 25°F or below, it is recommended that outdoor participation be limited to 45 minutes. If the wind chill reaches 15°F, outdoor participation should be terminated.

6. Resources and Guidelines:

- **Perry Weather:** Perry Weather is a recommended weather app for CHSAA events.
- **Real Colorado Cold Weather Guidelines:** These guidelines, which can be found on Cloudfront.net, provide specific recommendations for outdoor participation in cold weather, including wind chill factors.

7. Importance of Communication:**Athletic Trainers:**

Athletic trainers play a key role in monitoring athlete safety and providing recommendations during cold weather.

Administrators:

School administrators should be aware of the cold weather guidelines and make decisions in consultation with other relevant personnel.

In essence, CHSAA's approach to cold weather is one of informed decision-making, prioritizing athlete safety and well-being through careful monitoring of weather conditions, proper attire, and strategic scheduling of outdoor activities

To minimize risks during cold weather, Sargent Middle & High School follows the CHSAA Guidelines above as well as these evidence-based guidelines, adapted from leading sports medicine organizations:

- Be aware of the effect of wind speed on ambient temperature and the resulting frostbite at all times.
- Be aware of physical and psychological effects of cold exposure.
- Dress in layers to stay dry.
- Use moisture wicking fabrics.
- Maintain energy and hydration levels.

- Thoroughly warm-up and maintain that warm-up during your activity.
- Never train alone.

COLD WEATHER ACTIVITY MODIFICATION CHART

Wind Chill Temperature (°F)	Risk Level	Recommended Modifications
32° and above	Low	Outdoor activity allowed with appropriate clothing
31° to 13°	Moderate	Additional protective clothing; indoor breaks every 20–30 minutes
12° to -9°	High	Limit outdoor activity to 45 minutes; require full protective clothing; rewarm
-10° or below	Extreme	Terminate all outdoor activities

Bumps & Bruises Clinic

The Bumps & Bruises Clinic is a service provided to high school athletes in the San Luis Valley by the Orthopedic Department at San Luis Valley Health. This service includes a free initial evaluation and treatment for minor injuries. **ANY** diagnostic testing (X-ray, MRI, CT Scan, etc.) or follow-up care with an orthopedic physician is not considered bumps and bruises, and you or your insurance will be billed.

If the athletic trainer determines an athlete needs to be seen by an orthopedic doctor at San Luis Valley Health (SLVH), the athlete's parents will be contacted. Please note: you are **NOT** required to attend SLVH. However, parents must give the Athletic Trainer verbal consent to schedule the appointment for their athlete. Parents may be required to provide other information to the receptionist prior to the appointment being made.

Dr. Tripi, Dr. Polzin, and Tish Hollingsworth, PA.

Offices are located at Stuart Ave. Orthopedic Clinic (2115 Stuart Ave., Alamosa, CO. 81101).

Parents have the right to refuse the Bumps & Bruises Clinic and the team doctors and may take their athlete to see whomever they deem necessary. Any questions about the Bumps & Bruises Clinic can be directed to the Bumps & Bruises Clinic Hotline at (719) 587-5700.

Under the regulations of HIPAA (Health Insurance Portability and Accountability Act), the athletic trainer can only share medical information with the parents or guardians of student-athletes. Injury information regarding the student-athlete's participation status will be shared with coaches only as it pertains to their participation in that sport. Only injuries considered to be an emergency, in which EMS was called to provide care, will be reported to the athletic director. This protects the privacy of the student-athlete.

More information on HIPAA can be found at:

<https://www.hhs.gov/hipaa/index.html>

Lightning Policy & Procedures

Sargent Middle & High School Athletics' Lightning Safety Policy is based on The as well as the National Federation of State High School Associations' (NFHS) recommended guidelines on handling practices and contests during lightning or thunder disturbances, and the CHSAA Lightning Policy & Procedure. Both are below:

National Federation of State
High School Associations



GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES

These guidelines provide a default policy to those responsible or those sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the

reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at the start of the season.



DEFINITION

LIGHTNING

In the United States, an average of 300 people are struck by lightning each year. Of those struck, there are approximately 40 fatalities from lightning each year. Approximately 50-60% of lightning casualties occur during organized sports or recreational activities according to the National Weather Service. Most of these fatalities can be prevented.

Weather Apps

- It is strongly recommended that an independent and objectively verified weather app (such as the Perry Weather App, the National Weather Service app, etc.) be available at all outdoor activities, including practices and contests. This should be part of your venue-specific emergency action plan.
- Acceptable alternatives to the verified weather apps include but are not limited to: immediate contact with the local weather services, local television or radio. Access to these sources can be through the Internet, cellular telephone and/or any other means that provides the information needed for real time decisions to be made.

GUIDELINES/PROCEDURES

In your venue-specific emergency action plan, you must:

1. Assign a staff member to monitor local weather conditions before and during practices and contests. This staff member is designated to make the final call on suspending and resuming the game.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. Utilize announcements/public address announcer to help guide teams and fans to the appropriate shelter and identifying safe places as noted below.

- b. Safe locations need to be identified and shared with teams, spectators and workers prior to the start of the activity or athletic event.
- c. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, locker rooms or buses/cars. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- d. Unsafe locations include but are not limited to: Picnic areas, parks, open sided shelters (dugouts), storage sheds, open garages, tents, press boxes, areas close to open water, tall objects such as trees, poles, towers, and elevated areas.**

** Weather contingency plans should be reviewed prior to each game at a pre-game huddles and should include but not limited to the site director, an official, and athletic trainer (when applicable)*

- 3. When a thunderstorm seems imminent, lightning is seen or heard, or the weather app indicates that lightning is within 10 miles, the outdoor venue (small or large) needs to be evacuated. Proceed to a lightning safe area.
- 4. Activities shall be suspended, and all personnel are directed to move to safe locations. The call to suspend activity due to close lightning should be based on how fast the storm is approaching and the amount of time it will take for event participants to take appropriate safe shelter. At a minimum, by the time the lightning storm has reached 10 miles away from the location of the outdoor activity, all individuals should have left the outdoor athletic site and reached a safe location. Weather monitoring subscriptions should be set at a 10 mile radius from the center of the sporting event (venue specific).
- 5. Criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning- detection device.

* – **PER NFHS** At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

6. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
7. Inform student-athletes and their parents of the lightning policy at the start of the season in your pre-season meeting.

No App or Technology Available

When a weather app is not available, the default NFHS policy that appears in the Rules Book of each sport shall be followed. In brief, that policy requires suspension of all activity when cloud-to-ground lightning is observed, or thunder is heard. If thunder is heard, lightning is assumed to be striking within 10 miles.

Implement the Thirty Minute Rule as noted in the NFHS Policy

When activities are suspended, the following individuals shall be responsible for the safety of personnel:

- The head coach for players and other team personnel.
- Game management guiding spectators and personnel to safe areas
- The senior official for the officiating crew.
- All game management personnel, administrators, coaches and officials must be thoroughly familiar with the NFHS default policy as well as this policy.

MANAGEMENT

People who have been struck by lightning do not carry an electrical charge and are safe to be touched by others.

- Call 911
 - If possible, an injured person should be moved to a safer location before starting CPR.
 - Start cardiopulmonary resuscitation (CPR).
 - Lightning-strike victims with signs of cardiac or respiratory arrest need immediate emergency help.
 - Activate the local emergency management system and utilize an AED if available.
- Prompt, effective CPR has been highly successful for the survival of lightning strike victims.

In the event of severe weather when threatening lightning conditions are probable, at least one of the following indicators of lightning location will be used as the recognized method of determining dangerous lightning situations:

1. Perry Weather App (CHSAA Official Weather App)
2. The National Weather Service App
3. WeatherBug “Spark” Lightning Detector App
4. The Weather Channel App
5. WxSentry App by Schneider Electric Alert
6. SkyScan P5-3

All head coaches have downloaded the WeatherBug App with the Spark Lightning monitoring system and a 2nd weather app with lightning indicators in the app. The app is third party verified for accuracy and is set up to deliver the following messages via notification when lightning is in

the surrounding area:

- Advisory (21-30 miles) - Monitor conditions
- Prepare to Find Shelter (11-20 miles) - Notify teams and prepare to suspend activity
- Seek Shelter Immediately (10 or less miles) - Suspend activity and evacuate to safe shelter.

When you receive a “Seek Shelter Immediately” message, it is unsafe to be outside and teams must seek shelter inside (car, school building, etc.). It is unsafe to seek shelter in a dugout, storage shed, under a tree, etc. **Play WILL NOT RESUME until 30 minutes have passed after the last lightning strike or thunderclap within the 10-mile radius.**

Coaches' Handbook Appendix



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM**

Coach: _____

Sport: _____

Date: _____

1 – Exemplary/Exceeds Standards

2 – Meets Standards

3 – Needs Improvement

Rating Scale

4 – Unsatisfactory

N/A- Not observed or applicable

ADMINISTRATIVE RESPONSIBILITIES

- _____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Communicates with assistant coaches in regards to roles, duties, and expectations.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education policies, administrative, CHSAA, and League bylaws and guidelines.
- _____ Attends CHSAA rules interpretation and League all-conference meetings.
- _____ Cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Recommends scheduling and officiating requests to the AD.
- _____ Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school.
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits end-of-season award lists in a timely manner prior to the team banquet.

RELATIONSHIPS

- _____ Demonstrates enthusiasm for working with middle school/high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at all levels to help develop athletes.



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM**

COACHING PERFORMANCE

- _____ Conducts themselves in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ATHLETIC DIRECTOR'S COMMENTS

HEAD COACH'S COMMENTS

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree after which time it will be filed with the HR Department.



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM
HEAD COACH SELF-EVALUATION FORM**

Coach: _____ **Sport:** _____ **Date:** _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goals?

Coach's Signature

Date



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM**

ASSISTANT COACH PERFORMANCE REVIEW & EVALUATION FORM

Coach: _____ **Sport:** _____ **Date:** _____

*1 – Exemplary/Exceeds Standards
2 – Meets Standards
3 – Needs Improvement*

Rating Scale

*4 – Unsatisfactory
N/A- Not observed or applicable*

ADMINISTRATIVE RESPONSIBILITIES

- _____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Assists with the issuance and collection of player equipment.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education policies, administrative, CHSAA, and League bylaws and guidelines.
- _____ Attends CHSAA rules interpretation meetings.
- _____ Cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Supervises practice area and locker room when athletes are present.
- _____ Demonstrates care of school facilities and equipment.
- _____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS

- _____ Demonstrates enthusiasm for working with middle school/high school athletes.
- _____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM**

COACHING PERFORMANCE

- _____ Conducts themselves in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

HEAD COACH'S COMMENTS

ASSISTANT COACH'S COMMENTS

Assistant Coach's Signature

Date

Head Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree after which time it will be filed with the HR Department.



**SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM**

ASSISTANT COACH SELF-EVALUATION FORM

Coach: _____ **Sport:** _____ **Date:** _____

Assess the team's performance this season.

Assess your performance as an assistant coach this season.

What are your goals for the team next season?

What are your personal goals as an assistant coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goals?

Assistant Coach's Signature

Date



SARGENT MIDDLE SCHOOL & HIGH SCHOOL
COACHING PERFORMANCE REVIEW & EVALUATION FORM

Coaching Improvement Plan

Sargent Middle School & High School

This form should be used for identification of goals for future coaching seasons at
Sargent School District RE-33J.

*

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*

Notes:

Athletic Director

Date

Coach

Date

COACH SIGNATURE PAGE

RETURN TO ATHLETIC DIRECTOR

I hereby certify that I have read the Sargent School District RE-33J Coaches' Handbook and further certify that I understand and agree to abide by its contents.

I understand by signing this Handbook Signature page that I have read and agreed to abide by the policies and information presented within this handbook.

Coach's Name (PRINTED)

Coach's Signature (SIGNED)

DATE

**SARGENT SCHOOL HOLD HARMLESS AGREEMENT
RELEASE TO PARENT OR GUARDIAN**

Release to Parent/Guardian after an activity: If a parent/guardian wants their student to ride home with them after an activity is completed, the parent/guardian will need to go directly through the coach/sponsor of the activity to sign their student out. The coach/sponsor will have this sign out sheet available for the parent/guardian to sign. A student CANNOT be released to their parent/guardian without the signature of the parent/guardian.

I agree to hold harmless Sargent School District RE-33J and any or all of its board, employees, and volunteers. I understand that I am agreeing to have my student(s) released into my custody and I am accepting the responsibility as a parent/guardian for the safety, security and transportation of my student(s).

Activity: _____

Location of Trip: _____

Date of Trip: _____

Student Name (Printed)	Parent/Guardian Name (Printed)	Parent/Guardian Signature (Signed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PREPARTICIPATION PHYSICAL EVALUATION (Page 1 of 4)**

This medical history form should be retained by the healthcare provider and/or parent and not turned into the school.

This form is valid for 365 calendar days from the date signed below.

1

Revised 6/25

MEDICAL HISTORY FORM**Student Information** (to be completed by student and parent) *print legibly*

Student's Full Name: _____ Gender: _____ Age: _____ Date of Birth: ____/____/____
 School: _____ Grade in School: _____ Sport(s): _____
 Home Address: _____ City/State: _____ Home Phone: (____) _____
 Name of Parent/Guardian: _____ E-mail: _____
 Person to Contact in Case of Emergency: _____ Relationship to Student: _____
 Emergency Contact Cell Phone: (____) _____ Work Phone: (____) _____ Other Phone: (____) _____
 Family Healthcare Provider: _____ City/State: _____ Office Phone: (____) _____

List past and current medical conditions:

Have you ever had surgery? If yes, please list all surgical procedures and dates:

Medicines and supplements (please list all current prescription medications, over-the-counter medicines, and supplements (herbal and nutritional):

Do you have any allergies? If yes, please list all of your allergies (i.e., medicines, pollens, food, insects):

Patient Health Questionnaire version 4 (PHQ-4)

Over the past two weeks, how often have you been bothered by any of the following problems? (Circle response)

	Not at all	Several days	Over half of the days	Nearly everyday
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

Mental Health Immediate Resources: Colorado Crisis <https://coloradocrisiservices.org/> Call/text 988 or live chat at 988Colorado.com
 For additional Mental Health Resources, Please go to <https://chsaanow.com/sports/2021/7/22/smac.aspx>

GENERAL QUESTIONS		Yes	No	HEART HEALTH QUESTIONS ABOUT YOU (continued)		Yes	No
Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.							
1	Do you have any concerns that you would like to discuss with your provider?			8	Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography (ECHO)?		
2	Has a provider ever denied or restricted your participation in sports for any reason?			9	Do you get light-headed or feel shorter of breath than your friends during exercise?		
3	Do you have any ongoing medical issues or recent illnesses?			10	Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOU		Yes	No	HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		Yes	No
4	Have you ever passed out or nearly passed out during or after exercise?			11	Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35? (including drowning or unexplained car crash)		
5	Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			12	Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan Syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
6	Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?			13	Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		
7	Has a doctor ever told you that you have any heart problems?						

**PREPARTICIPATION PHYSICAL EVALUATION (Page 2 of 4)**

This medical history form should be retained by the healthcare provider and/or parent and not turned into the school.

This form is valid for 365 calendar days from the date signed below.

2

Revised 6/25

Student's Full Name: _____ Date of Birth: ____/____/____ School: _____

BONE AND JOINT QUESTIONS		Yes	No	MEDICAL QUESTIONS (continued)		Yes	No
14	Have you ever had a stress fracture?			26	Do you worry about your weight?		
15	Did you ever injure a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?			27	Are you trying to or has anyone recommended that you gain or lose weight?		
16	Do you have a bone, muscle, ligament, or joint injury that currently bothers you?			28	Are you on a special diet or do you avoid certain types of foods or food groups?		
MEDICAL QUESTIONS		Yes	No	29	Have you ever had an eating disorder?		
17	Do you cough, wheeze, or have difficulty breathing during or after exercise or has a provider ever diagnosed you with asthma?			Explain "Yes" answers here: _____ _____ _____ _____ _____ _____ _____ _____			
18	Are you missing a kidney, an eye, a testicle, your spleen, or any other organ?						
19	Do you have groin or testicle pain or a painful bulge or hernia in the groin area?						
20	Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant staphylococcus aureus (MRSA)?						
21	Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?						
22	Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?						
23	Have you ever become ill while exercising in the heat?						
24	Do you or does someone in your family have sickle cell trait or disease?						
25	Have you ever had or do you have any problems with your eyes or vision?						

Participation in high school sports is not without risk. The student-athlete and parent/guardian acknowledge truthful answers to the above questions allows for a trained clinician to assess the individual student-athlete against risk factors associated with sports-related injuries and death. CHSAA bylaw 1780.1 states, "No pupil shall participate in formal practice or represent his/her/their school in interscholastic athletics until there is a statement on file with the principal or athletic director signed by his/her/their parents or legal guardian and a practitioner licensed in the United States to perform sports physicals certifying that: (a) he/she/they has passed an adequate physical examination within the past 365 calendar days; (b) that in the opinion of the examining licensed practitioner, he/she/they is physically fit to participate in high school athletics; and (c) that he/she/they has the consent of his/her/ their parents or legal guardian to participate. This preparticipation physical evaluation shall be completed each year before participating in interscholastic athletic competition or engaging in any practice, tryout, workout, conditioning, or other physical activity, including activities that occur outside of the school year.

We hereby state, to the best of our knowledge, that our answers to the above questions are complete and correct. No pupil shall participate in formal practice or represent his/her/their school in interscholastic athletics until this form is completed in its entirety and page 4 is on file with the principal or athletic director signed by his/her/their parents or legal guardian and a practitioner licensed in the United States to perform sports physicals certifying that: (a) he/she/they has passed an adequate physical examination within the past 365 calendar days; (b) that in the opinion of the examining licensed practitioner, he/she/they is physically fit to participate in high school athletics. The CHSAA Sports Medicine Advisory Committee strongly recommends a medical evaluation with your healthcare provider for risk factors of sudden cardiac arrest which may include the special tests listed above.

Student-Athlete Name: _____ (printed) Student-Athlete Signature: _____ Date: ____/____/____

Parent/Guardian Name: _____ (printed) Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Name: _____ (printed) Parent/Guardian Signature: _____ Date: ____/____/____

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PREPARTICIPATION PHYSICAL EVALUATION (Page 3 of 4)

This medical history form should be retained by the healthcare provider and/or parent and not turned into the school.

This form is valid for 365 calendar days from the date signed below.

3

Revised 6/25

PHYSICAL EXAMINATION FORM

Student's Full Name: _____ Date of Birth: ____/____/____ School: _____

PHYSICIAN REMINDERS:

Consider additional questions on more sensitive issues.

• Do you feel stressed out or under a lot of pressure?	• Do you ever feel sad, hopeless, depressed, or anxious?
• Do you feel safe at your home or residence?	• During the past 30 days, did you use chewing tobacco, snuff, or dip?
• Have you ever taken any supplements to help you gain or lose weight or improve your performance?	
• Have you ever taken anabolic steroids or used any other performance-enhancing supplement?	

- ☐ Verify completion of Medical History (pages 1 and 2), review these medical history responses as part of your assessment.
Cardiovascular history/symptom questions include Q4-Q13 of Medical History form. (check box if complete)

EXAMINATION		
Height:	Weight:	
BP: ____/____ (____/____)	Pulse: ____	Vision: R 20/____ L 20/____ Corrected: Yes No
MEDICAL - healthcare professional shall initial each assessment	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none">Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, Ears, Nose, and Throat <ul style="list-style-type: none">Pupils equalHearing		
Lymph Nodes		
Heart <ul style="list-style-type: none">Murmurs (auscultation standing, auscultation supine, and Valsalva maneuver)		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none">Herpes Simplex Virus (HSV), lesions suggestive of Methicillin-Resistant Staphylococcus Aureus (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL - healthcare professional shall initial each assessment	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and Arm		
Elbow and Forearm		
Wrist, Hand, and Fingers		
Hip and Thigh		
Knee		
Leg and Ankle		
Foot and Toes		
Functional <ul style="list-style-type: none">Double-leg squat test, single-leg squat test, and box drop or step drop test		

Name of Healthcare Professional (print or type): _____ Date of Exam: ____/____/____

Address: _____ Phone: (____) _____ E-mail: _____

**PREPARTICIPATION PHYSICAL EVALUATION (Page 4 of 4)****SUBMIT ONLY THIS MEDICAL ELIGIBILITY FORM TO THE SCHOOL***This form is valid for 365 calendar days from the date signed below.***4**

Revised 6/25

MEDICAL ELIGIBILITY FORM**Student Information** (to be completed by student and parent) *print legibly*

Student's Full Name: _____ Gender: _____ Age: _____ Date of Birth: ____/____/____
School: _____ Grade in School: _____ Sport(s): _____
Home Address: _____ City/State: _____ Home Phone: (____) _____
Name of Parent/Guardian: _____ E-mail: _____
Person to Contact in Case of Emergency: _____ Relationship to Student: _____
Emergency Contact Cell Phone: (____) _____ Work Phone: (____) _____ Other Phone: (____) _____
Family Healthcare Provider: _____ City/State: _____ Office Phone: (____) _____

- ☐ Medically eligible for all sports without restriction
☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of: *(use additional sheet, if necessary)*

☐ Medically eligible for only certain sports as listed below:

☐ Not medically eligible for any sports

Recommendations: *(use additional sheet, if necessary)*

I hereby certify that I have examined the above-named student-athlete using the CHSAA Preparticipation Physical Evaluation and have provided the conclusion(s) listed above. A copy of the exam has been retained and can be accessed by the parent as requested. Any injury or other medical conditions that arise after the date of this medical clearance should be properly evaluated, diagnosed, and treated by an appropriate healthcare professional prior to participation in activities.

Name of Healthcare Professional (print or type): _____ Date of Exam: ____/____/____

Address: _____ Phone: (____) _____

Signature of Healthcare Professional: _____ Credentials: _____ License #: _____

SHARED EMERGENCY INFORMATION - completed at the time of assessment by practitioner and parent

List any medical history that is relevant to participation in competitive sports. *(explain below, use additional sheet, if necessary)*

- ☐ Allergies/Anaphylaxis ☐ Asthma ☐ Cardiac/Heart ☐ Concussion ☐ Diabetes ☐ Heat Illness ☐ Orthopedic ☐ Surgical History ☐ Sickle Cell Trait
☐ Mental Health ☐ N/A – No relevant medical information to disclose

Medications: *(use additional sheet, if necessary)*

List: _____

****Signature of Student:** _____ **Date:** ____/____/____

****Signature of Parent/Guardian:** _____ **Date:** ____/____/____

We hereby state, to the best of our knowledge the information recorded on this form is complete and correct.

This form is not considered valid unless all sections are complete & signed.

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Fall

Sport	Max Contests	Practice	Scrimmage	Contest	End Regular Season	Postseason	Championships
Boys Golf	216 holes	8/4/2025	8/7/2025	8/7/2025	9/29/2025	-	10/6 - 10/7/2025
Boys Soccer	15	8/11/2025	8/16/2025	8/21/2025	10/25/2025	3A, 5A Round 1 10/29/2025 4A, 2A Round 1 10/30/2025	11/15/2025
Boys Tennis	8 + 4 tourneys; or 9 + 3 tourneys; or 10 + 2 tourneys; or 11 + 1 tourney; or 12 individual	8/11/2025	8/14/2025	8/14/2025	5A 10/2/2025	Team: Round 1 10/1/2025 Team: Round 2 10/3/2025 Individual Regionals 10/11/2025 Team: Semifinals 10/14/2025	Individual 10/16 - 10/18/2025 Team 10/21/2025
Cross Country	11 ind.	8/11/2025	8/16/2025	8/21/2025	-	Regionals 10/23 - 10/25/2025	11/1/2025
Field Hockey	15	8/11/2025	8/16/2025	8/21/2025	10/23/2025	First Round 10/27/2025	11/5/2025
Flag Football	15	8/11/2025	8/16/2025	8/16/2025	10/11/2025	Round 1 10/14/2025	10/25/2025
Football	6-man/3A/4A/5A 10 8-man/1A/2A 9	8/4/2025	8/14/2025	Zero Week 8/21/2025	All but 3A 11/1/2025 3A 11/8/2025	All but 3A Prelims 11/7/2025 3A Prelims 11/14/2025	6-man/8-man 11/28/2025 1A/2A 11/29/2025 3A/4A/5A 12/6/2025
Preseason football practice: No protective equipment, except shoes, jersey & helmets. (8/4 - 8/9/2025)							
Preseason football practice: Full protective equipment and uniform permitted; no player-player contact (8/11 - 8/12/2025)							
Preseason football practice: Full contact allowed (8/13/2025)							
Girls Volleyball	23	8/11/2025	8/16/2025	8/21/2025	11/1/2025	Regionals completed by 11/8/2025	11/13 - 11/15/2025
Gymnastics	11 ind.	8/11/2025	8/16/2025	8/21/2025	10/18/2025	Regionals 10/30 - 11/1/2025	11/6 - 11/8/2025
Softball	23	8/11/2025	8/14/2025	8/14/2025	10/11/2025	Regionals 10/17 - 10/18/2025	10/24 - 10/25/2025
Spirit	-	8/11/2025	8/16/2025	8/21/2025	-	-	12/11 - 12/13/2025
Unified Bowling	10	8/11/2025	8/16/2025	8/21/2025	11/10/2025	Regionals 11/12 - 11/14/2025	11/21/2025

Winter

Sport	Max Contests	Practice	Scrimmage	Contest	End Regular Season	Postseason	Championships
Basketball	23	11/17/2025	11/22/2025	12/1/2025	5A-6A 2/21/2026 1A-4A 2/28/2026	5A-6A Round 1 completed by 2/24 - 2/25/2026 5A-6A Round 2 completed by 2/27 - 2/28/2026 6A Round 3 3/3 - 3/4/2026 5A-6A Great 8 3/6/2026 1A-4A Regionals completed by 3/7/2026 4A Great 8 3/11/2026	3/12 - 3/14/2026
Girls Swimming	11 ind. + conf	11/17/2025	11/20/2025	11/27/2025	2/7/2026	-	TBD 2/12 - 2/14/2026 TBD 2/17 - 2/18/2026
Ice Hockey	19	11/10/2025	11/15/2025	11/20/2025	2/14/2026	Round 1 2/19/2026	3/2/2026
Skiing	11	-	-	-	-	-	TBD
Wrestling	12 tournaments/10 duals	11/17/2025	11/22/2025	12/1/2025	2/7/2026	Regionals 2/13 - 2/14/2026	2/19 - 2/21/2026

Winter Restriction: No competition (12/24 - 1/1/2026)

Winter Restriction: No practice (12/24 - 12/28/2025)

Winter Restriction: Voluntary practice (12/29 - 12/31/2025)

Winter Restriction: No practice (1/1/2026)

Spring

Sport	Max Contests	Practice	Scrimmage	Contest	End Regular Season	Postseason	Championships
Baseball	1A 19 2A-5A 23	2/23/2026	2/28/2026	3/5/2026	TBD	1A District completed by 5/2/2026 1A Regionals 5/9/2026 2A-5A Regionals 5/15 - 5/16/2026	1A 5/14/2026 2A-5A Games 1-11 5/22 - 5/23/2026 2A-5A Games 12-15 5/29 - 5/30/2026
Boys Lacrosse	15	2/23/2026	2/28/2026	3/5/2026	5/2/2026	4A Round 1 5/5/2026 5A Round 1 5/6/2026	5/18/2026
Boys Swimming	11 ind. + conf	2/16/2026	2/21/2026	2/26/2026	-	5/2/2026	5/7 - 5/9/2026
Boys Volleyball	23	2/16/2026	2/21/2026	2/26/2026	4/28/2026	Regionals completed by 5/2/2026	5/7 - 5/9/2026
Girls Golf	216 holes	2/23/2026	2/26/2026	2/26/2026	5/11/2026	-	5/18 - 5/19/2026
Girls Lacrosse	15	2/23/2026	2/28/2026	3/5/2026	5/2/2026	4A Round 1 5/5/2026 5A Round 1 5/6/2026	5/15/2026
Girls Soccer	15	2/23/2026	2/28/2026	2/28/2026	5/2/2026	5A Round 1 5/5/2026 2A, 4A Round 1 5/6/2026 3A Round 1 5/7/2026	3A, 4A 5/19/2026 2A, 5A 5/20/2026
Girls Tennis	8 + 4 tourneys; or 9 + 3 tourneys; or 10 + 2 tourneys; or 11 + 1 tourney; or 12 individual	2/23/2026	2/26/2026	2/26/2026	5A 4/23/2026	Team: Round 1 4/22/2026 Team: Round 2 4/24/2026 Regionals 5/2/2026 Team: Semifinals 5/5/2026	Individual 5/7 - 5/9/2026 Team 5/12/2026
Track & Field	12 ind. + league	2/23/2026	2/28/2026	3/5/2026	-	-	5/14 - 5/16/2026

Activities

Sport	Max Contests	Contest	Championships
Esports	8	-	Fall 12/9/2025 Spring 4/30/2026
Music	4 in-state, 2 out-of-state marching band dates exclusive of state	-	Solo & Ensemble Festivals 1/1/2026 - 2/28/2026 Large Group Festivals 3/1 - 4/30/2026
Speech	22 ind.	10/1/2025	3A 2/6 - 2/7/2026 4A 2/27 - 2/28/2026 5A 3/6 - 3/7/2026