

CRITERIA & PROCESS FOR ADDING & ELIMINATING CLUBS, ACTIVITIES & ATHLETICS

The Woodland Park School District Re-2 (WPSD) is committed to providing extra-curricular offerings that meet the needs of our student population. These activities instill community pride, teach lifelong lessons of teamwork and self-discipline, and facilitate the physical and emotional development of youth. These offerings clearly support the strategic Vision and Mission of the District.

WPSD also sees activities and athletics as means to build relationships and understanding throughout our student population. We are committed to offering a full range of offerings while ensuring that all students, regardless of race, ethnicity, gender, and socioeconomic status, have equal access to the activities and athletics offered. With this in mind, the decision to approve additional offerings must take into account accessibility and popularity across our student population. If an activity consistently has low participation numbers, self-funded or district funded, it should be considered for reduction before another is added.

The District understands the evolving nature of programs, and wants to be responsive as new activities gain in popularity. Therefore, from time to time, new activities will be added to, and others might be eliminated from, the range of offerings in the District.

CLUBS

All Club options are localized through a process at each District building. Please use the application process detailed in this document to submit a request to the appropriate building administrator. Clubs fall into two main categories, 'Curricular' and 'Non-Curricular.' For more information about forming District recognized 'Curricular' Clubs, please refer to Administrative Policy JJA-1. 'Curricular' Clubs also include Extended Learning Opportunities. Staff must use an 'Application for Club/Extended Learning Opportunity' form to confirm approval of any ELO's.

For more information about forming District recognized 'Non-Curricular' Clubs, please refer to Administrative Policies JJA-2 and JJA-2-R. Per Administrative policy, 'Non-Curricular' Clubs will not be eligible to receive District funding.

ACTIVITIES

Activities recognized by the District are those that are of a co-curricular or extra-curricular nature and follow some sort of competitive or performance-based season. These are approved through an application and review process as well as Meet & Confer ratification.

ATHLETICS

Athletics (Sports) recognized by the District are those that are of an extra-curricular nature and offer participants to compete during seasons established by the appropriate state governing body. These are approved through an application and review process as well as Meet & Confer ratification.

The following criteria will be considered when evaluating whether to add or eliminate District Activities or Athletics:

CRITERIA FOR ADDING ACTIVITIES/ATHLETICS

1. **Sufficient Interest:**

- A. It is recommended that all Activities & Athletics, whether District- or Self-Funded, have an established feeder program either through the Middle School or community, wherever possible. That feeder program should be large enough to provide the numbers to provide the participation for a viable program at the high school level.
- B. There should be an indication of strong student interest, not just in terms of participation, but spectator interest as well.
- C. Sports should set and maintain participation numbers as recommended by the Colorado High School Activities Association (CHSAA) or other recognized body that governs the sport.

2. **Diverse Participation:**

- A. The District and schools must comply with Title IX in regards to balanced gender participation.
- B. Sports should reflect the balanced demographic of the schools and District, and not have an adverse effect on the balance of participation in other sports.

3. **Capacity:** Availability of appropriate facilities, officials, coaches, transportation & travel, competition, scheduling, funding, weather, etc. must all be considered prior to adding a Sport or Activity.

- A. All Activities and Sports, whether District- or Self-Funded, require much of the same effort of the activities and athletic directors as all other existing offerings in terms of scheduling and administrative oversight; therefore, all Self-Funded offerings must maintain the number of participants over a period of time that justifies their place in the program at the school.
- B. **Facilities:** Adequate facilities for practice, competition, performance, etc. must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs or create unnecessary financial or transportation burdens. Applicants may consider both District owned and other properties so long as the application factors costs and availability.
- C. **Coaching:** It must be possible to secure competent coaching. Coaches and sponsors must possess the appropriate certifications and credentials as specified by the governing body and District. If assistant or volunteer coaches are unavailable, the program would either have to limit the number of participants or fundraise for the additional coaching salaries as per the WPSD Extra-Duty salary schedule.
- D. **Competition:** For Sports, there must be organized interscholastic competition at league and state level. For Activities, there should be a recognized competition or performance 'season.' The potential for scheduling competition on a league and/or regional basis will be a priority.
- E. **Travel/Transportation:** Consideration must be given to travel distances and transportation costs for Sports and Activities to access practices, competitive events and performances.
- F. **Weather & Geography:** Local weather and location for Sports in particular must be conducive for adequate practice and competition.

G. **Funding & Financial Viability:** Adequate funding must be available so the Sport or Activity can be supported. New programs may pursue a Self-Funded status for a probationary period of four years. Funding will not be diverted from existing programs to create new programs. Costs to consider include but are not limited to the following:

1. Coaching salaries and benefits
2. Transportation and travel expenses
3. Administrative costs
4. Competition Entry Fees
5. Contest Staffing (officials, game workers, etc.)
6. Uniform, apparel and equipment costs
7. Safety and risk management, including legal and regulatory compliance.

4. **Safety/Risk Management** (including legal and regulatory compliance)

- A. Number of participants must be consistent with any safety guidelines established by WPSD.
- B. All coaches/sponsors must abide by the guidelines set forth by the WPSD, CHSAA and any other relevant governing body policies.
- C. All Activities and Sports will follow WPSD eligibility policies that comply with CHSAA or other governing body requirements.

PROCESS TO ADD A CLUB, ACTIVITY OR SPORT

1. Group representatives will arrange a time to meet with the building principal and Directors of Activities and/or Athletics to discuss the request and submit application information.
2. An application (guidelines included) should be completed as per instructions and returned to the appropriate administrator.
3. An Activities Review Board (made up of District administrators) will convene to conduct a review of the application for Activities or Sports and make a recommendation to the Meet and Confer Large Circle and Board of Education.
4. Each building principal will conduct an approval process for Club requests.
5. Presentation to the Meet and Confer Large Circle and Board of Education must be made with at least 12 months notice.

PROCESS TO MONITOR AND ELIMINATE AN ACTIVITY OR SPORT

1. Student participation numbers for all offerings, both self-funded and district-funded, will be monitored for consistency and growth.
2. In the event participation numbers fail to meet minimum criteria for three consecutive years, an Activity or Sport may be modified or eliminated.
3. Parents and participants shall be informed at the end of the second year if participation numbers are failing to meet the funding or participation guidelines.
4. After being eliminated, an Activity or Sport will be eligible to re-apply with Self-Funded status.

SELF-FUNDED ACTIVITIES & ATHLETICS GUIDELINES

As with any program, a Self-Funded program must meet the needs of our student population, advance the goals of the District vision, mission and core values, and take into account the program's accessibility and popularity across the student population. Self-Funded programs must be truly self-funded when considering all of the costs of running the program. Therefore, the following guidelines in addition to guidelines for any Sport or Activity are created to aid in the sustainability and fiscal responsibility to the entire District as a whole.

1. Completion of all requirements for adding new programs.
2. The coach or sponsor of Self-Funded sports is hired and evaluated by the Director of Activities or Athletics.
3. Special considerations regarding budget and funding for Self-Funded offerings:
 - a. All budgetary expenditures must be in place for the first year by the start of the prior season (e.g., for a winter sport, the funding must be in place by the start of the fall season).
 - b.. Important deadlines for first year Sports: 6 months prior to the season, all total program funding must be in place in order to have the sport reported to CHSAA in time to schedule competition for the upcoming season. CHSAA may require new sports to start at the beginning of a two-year cycle.
 - c. By end of the season, all funding must be in place for the next season.
 - d. All monies and decision-making go through the participating school.
 - e. Participation fees must remain consistent with established and approved District fees.
 - f. At mid-season, the principal/athletic director will conduct a meeting to analyze the budget and plan for the amount needed by the end of the season for the following year.
 - g. If the funding is in question at any point, the principal/athletic director will meet with the representatives and create a plan.
 - h. Fundraising is anonymous and coaches' contributions should not be included in the amounts raised by individuals. Coaches should not be aware of special donations.
 - i. Coaches of Self-Funded sports are not expected to be in charge of fundraising. Parents of the team members should raise the funds required for the program.
 - j. Funds raised are the property of the program, not the individual athlete or the program sponsor. No refunds will be given for students who withdraw from the program or for programs that have funds remaining at the end of the season.
 - k. All payments will be made by WPSD and the accounts will be managed at the building level.
4. Sports must be self-funded for four years. At the conclusion of the fourth year, Self-Funded sports are then eligible to be funded by the District at 50% if they meet the participation numbers and other criteria for adding sports, and if funds are available in the District's annual budget

- appropriation. If participation numbers are not maintained or the sport is not considered viable after four years, it will be eliminated.
5. After six years, Self-Funded sports are eligible for 100% District funding if they continue to meet the participation numbers and other criteria for adding new sports, and will be considered alongside all other sports in the District's annual budget appropriation.

APPLICATION FOR ADDING ACTIVITIES/ATHLETICS

It is the responsibility of the applicants who are proposing a new Club, Activity or Sport to provide sufficient information for the District to determine whether a new offering will meet the criteria and guidelines detailed in this document. Please indicate if this application is for a CLUB, ACTIVITY or SPORT, then provide a written narrative that addresses the required elements (*as indicated by C, A or S*) of the following items detailed below:

	<i>select one</i>			
		CLUB (C)	ACTIVITY (A)	SPORT (S)
A.				
B.				
C.				
D.				
E.				
F.				

Information necessary to complete the application may be obtained with the assistance of building administration. Applicants should submit applications electronically using a word processing program to facilitate document sharing, editing, and revision. School personnel will make reasonable efforts to assist applicants in completing a successful application, which might take multiple revisions.

PROGRAM OVERVIEW

Describe the program and its merits. Address how this program will contribute to the District's vision, mission and core values.

1. What unique characteristics of this program make it an attractive and viable addition to the building and District?
2. What is the proposed process to phase in the program?
3. What special arrangements must be made to accommodate the new program?

A) SUFFICIENT INTEREST (C, A, S)

1. How many participants are currently participating in the Activity or Sport in an organized setting? How many participants are anticipated to participate if the program is added to the District?
 - a. Of this number, how many are not already involved in a same-season sport or other school program?
 - b. How many are involved in a same-season Sport or Activity? Which ones?
2. What is the CHSAA or other governing body's recommended number of participants to make this Activity or Sport viable?
3. What participatory opportunities for this Sport or Activity presently exist outside the District?
4. If outside opportunities exist, what benefits would a District program provide?

B) DIVERSE PARTICIPATION (C, A, S)

1. How would the addition of the program affect the balance of male-female opportunities?
2. How would the addition of the program affect the balance of participation in this and other District programs by gender, race, ethnicity, and socioeconomic status?

C) CAPACITY (A, S)

1. Number of league schools participating in the Sport or Activity?
2. List other schools within a 125-mile radius willing to compete on a 'home and home' basis.
3. Is it a CHSAA sanctioned activity? If not, identify and describe the statewide governing body that sanctions the activity.

4. Number of CHSAA registered officials available in this area?
5. Describe the type of facility needed for practice and contests.
6. Does the District own such a facility?
7. If not,
 - a. Does a different entity own such a facility locally?
 - b. Who is the owner?
 - c. Can facilities be leased?
 - d. Cost for Lease
8. Is use of facilities shared by other programs during the competitive season?
9. What levels of competition or performance does this Sport or Activity include (varsity, junior varsity, etc.)?
10. Is a program necessary at the Middle School level to build the sport?
11. Number of coaches or sponsors needed:
 - a. Varsity:
 - b. Junior Varsity:
 - c. Other Sub-Varsity:
 - d. Middle School:
12. What qualified and knowledgeable school personnel are available for coaching or sponsoring?

D) IMPACT (C, A, S)

1. When do practices take place (days, times, etc.)?
2. When does the competition or performance take place (days, times, etc.)?
3. What is the state qualification and playoff/performance format?
4. What adverse impacts might the addition of this Sport or Activity have on other District offerings? For example, what Sports or Activities might lose participants? Or how might this addition create an imbalance in participation in other offerings?

E.) FINANCIAL VIABILITY (A, S)

Please prepare a proposed budget worksheet (sample below) to present a full picture of program costs and revenues. Applicants should submit budgets electronically using a spreadsheet program to facilitate document sharing, editing, and revision. After completing the budget worksheet, provide a budget narrative discussing the short- and long-term financial viability of the program.

F.) SAFETY AND RISK MANAGEMENT, INCLUDING LEGAL AND REGULATORY COMPLIANCE (C, A, S)

1. What are the safety considerations with this program?
2. What risks of physical injury do participants in this offering typically face?
3. How does the rate and extent of injury in this offering compare to other Activities & Sports offered by the District?
4. What is the insurance company's position regarding insuring this program?

Suggested Budget Worksheet

ANTICIPATED PARTICIPANT COSTS				
Expense	Expense Detail	Cost per Item	Quantity Needed	TOTAL COST
Participation Feed				
Uniforms/ Equipment				
Travel Expenses				
Additional Costs				
TOTAL PARTICIPANT COSTS				
PROGRAM EXPENSES				
Uniforms	Competition uniform, practice gear, etc.			
Annual Uniform Replacement Costs				
Protective Equipment	Helmets, mouth-guards, etc.			
Other Supplies	Balls, scorebooks, etc.			
Other Equipment	Longer lasting items like ballracks, blocking sleds, etc.			
Annual Supplies & Equipment Replacement Costs				
Regular Season Travel Expenses	Hourly contracted transport rate Per trip van rental and fuel			
State Playoff Fees				
CHSAA Dues & Fees	Applicable fees			

Officials Fees	Costs for contests at all levels of play			
Coaches Salaries & Benefits	Must include at least a head coach salary aligned with WPSD Extra-Duty schedule. Additional coaches may be on a paid or volunteer basis			
Contest Management Costs	Game managers, workers, etc.			
Administrative Supervision Costs				
Facilities Costs	Rental (if not a WPSD facility), maintenance, custodial, capital improvements			
Insurance	If not already included in WPSD insurance policy			
Other				
TOTAL PROGRAM EXPENSES				
PROGRAM REVENUE				
Revenue	Revenue Detail	Amount per Item	Quantity	TOTAL REVENUE
Individual Participant Participation Fee	Must align with the current WPSD fee schedule			
Fundraising	Detail main sources of funds			
Other				
TOTAL PROGRAM REVENUE				

APPLICATION REVIEW

At the first scheduled meeting after receiving the completed Application for Adding Activities/Athletics, or within two months of receiving the application, the Activities Review Board will meet to review and provide feedback and recommendations to the applicants and to the Board of Education. The review should address the following items:

1. Verification of information presented in the application and provision of any counter information if applicable. Also cite sources for information when available.
2. The merits of the program and how it complements the school's/District's Activity or Athletic offerings.
3. Building staff's opinion about this program.
4. Potential positive or negative impacts building-wide and District-wide that might be created by the program.
5. Each of the criteria for adding or eliminating Activities & Sports:
 - a. Sufficient interest.
 - b. Diverse participation.
 - c. Capacity, including availability of officials, coaches, facilities, transportation, other teams for competition, etc.
 - d. Impact on other school sports and programs.
 - e. Financial viability.
 - f. Safety and risk management, including legal and regulatory compliance.
6. What is the recommendation of the building principal or activities/athletic director in offering this program?

Why?
7. What is the consensus recommendation of the committee and superintendent (or designee) in offering this program?

Why?