

WOODLAND PARK HIGH SCHOOL ATHLETICS AND ACTIVITIES HANDBOOK

I. INTRODUCTION

This handbook has been prepared for the benefit of the athletic/activities student, the parents, and the coaches in an effort to make interscholastic contests a more contributing and worthwhile part of our total school program. We believe that our athletic/activities programs are an integral part of our total school program, and participation in co-curricular programs is a privilege. It is our desire that athletics/activities are an enriching and healthful experience in which physical, mental, and social growth can be stimulated through interscholastic competition. A genuine understanding of the athletic/activities requirements, realized through a student-parent conference in which the rules of this handbook are read and discussed, will help to bring about a greater understanding of the aims and objectives of the school athletic/activities programs. It is not expected that everyone will agree with the expectations and/or decisions related to the contents of this handbook, but nonetheless, support it in an effort to make participation in athletics/activities an enjoyable and fulfilling learning experience. Student-Athletes must be willing to accept training rules, regulations and responsibilities that are unique to our athletic/activities programs and make sacrifices not required of other students. In accordance with Colorado High School Activities Association (CHSAA) regulations, enforcement of this handbook is the responsibility of the school, parents and student-athletes.

II. ELIGIBILITY

Student eligibility in interscholastic athletics/activities will be determined by the constitution and by laws set forth by CHSAA, and by any or all additional rules and regulations established by league membership and the Board of Education of Woodland Park School District Re-2.

1. AGE AND ATTENDANCE REQUIREMENTS

- a. You are eligible to enter interscholastic competition if your 19th birthday falls on or after August 1st.
- b. In a 4-year high school, you are allowed 8 consecutive semesters. (Cases involving unusual circumstances should be submitted to the Athletic Director).
- c. In a 4-year high school, you are eligible for only 4 seasons in a particular program.

2. GENERAL ELIGIBILITY RULES

To be eligible to represent your school in any interscholastic activity (athletics and/or non-athletics), you must:

- a. Be considered a representative of your school's standards of conduct and sportsmanship by your principal.
- b. Be an undergraduate of your high school.
- c. Competitors will be required to carry a minimum of 5 classes. You must not be failing at the time of participation more than the equivalent of a ½ unit (Carnegie) of credit. (IN MOST CASES, THIS MEANS THAT YOU MAY NOT BE FAILING MORE THAN **ONE** COURSE).

COMPLETE ALL MAKE-UP WORK BEFORE THE END OF A SEMESTER

SUMMER SCHOOL: Summer school or its equivalent credit accepted by the school may be used to replace any Carnegie Units or their equivalent (of the subject) on credit failed.

3. WEEKLY ELIGIBILITY

High School: A Weekly eligibility standard WILL BE enforced at Woodland Park High School. If at any time during the competitive season a student's "cumulative" grade in two courses falls below the eligibility matrix, the participant will be ineligible from that Tuesday through the following Monday and until such time that his/her grades are brought up to a passing level. Students who have not met the academic requirements at the close of a semester may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester. Make-up work is PERMITTED after the close of the semester for purposes of becoming eligible.

Exception: Winter sport athletes who have been declared ineligible for the first semester and did not participate in a fall sport shall use quarter grades or grades at the end of the first formal grading period to determine if eligibility is regained.

ELIGIBILITY MATRIX

A STUDENT WITH TWO CLASSES CONSIDERED FAILING WILL BE INELIGIBLE FROM TUESDAY TO MONDAY (7 DAYS)

SBG CLASSROOM	TRADITIONAL	REAL PLATFORM	APEX/ONLINE
1 - A “NOT YET” WITH 3 OR MORE MISSING ASSIGNMENTS 1ST QUARTER/5 OR MORE 2ND QUARTER WILL BE CONSIDERED BELOW THE CHSAA STANDARD TO PARTICIPATE	A “NOT YET” IN A TRADITIONAL GRADING CLASS WILL BE CONSIDERED BELOW THE CHSAA STANDARD TO PARTICIPATE	STUDENTS WHO ARE OFF TRACK AND BELOW A 70% WILL BE CONSIDERED BELOW THE CHSAA STANDARD TO PARTICIPATE	STUDENTS MARKED AS RED WILL BE CONSIDERED BELOW THE CHSAA STANDARD TO PARTICIPATE
2 - IF THE OVERALL COURSE SCORE IS HIGHER THAN A 2.0, IT OVERRIDES THE ASSIGNMENTS AND THE STUDENT MAY PARTICIPATE			

Middle School: A weekly (not cumulative) eligibility standard WILL BE enforced at Woodland Park Middle School. If at any time during the competitive season a student receives two failing grades, unsatisfactory behavior or attitude, the participant will be ineligible the following week and until such time that his/her grades, behavior or attitude improves to satisfactory level.

PROTECT YOUR ELIGIBILITY !!!

In addition, a student is eligible for competition if and only if he/she meets all of the following criteria:

ATHLETICS

- a. Maintain amateur status.
- b. Have a physical examination every year
- c. Have parent's signed permission form (fall, winter, spring).
- d. Have accident insurance with a minimum coverage comparable to that presently offered by the school benefit plan or else be enrolled under the school plan.
- g. Have signed a handbook form.
- h. Have signed a website form.
- i. Participation fees paid. **(High School AND Middle School)**

ACTIVITIES

- a. Have parent's signed permission form (fall, winter, spring).
- b. Have accident insurance with a minimum coverage comparable to that presently offered by the school benefit plan or be enrolled under the school plan.
- d. Have signed a handbook form.
- e. Have signed website form
- f. Participation fees paid.

4. OUTSIDE COMPETITION/PRACTICE

1. As a participant in any high school sport, you may not practice with a non-school team while you are a member of your school team **WITHOUT THE PRIOR CONSENT OF THE ATHLETIC DIRECTOR AND PRINCIPAL.**

NOTE: A student becomes a participant of his/her high school team when he/she reports out for practice and is in contention for a berth on the team; or when he/she has been issued the necessary equipment for game competition; or when he/she has been certified to another school as eligible to participate.

III. SCHOOL ATTENDANCE AND ATHLETIC/ACTIVITY PARTICIPATION POLICY

The following policy will be adhered to relating to attendance:

1. If ill or absent from school for more than ½ of the day, the student will not be allowed to participate in practice or competition that day. Pre-excused absences will be allowed to participate.
2. If a student is absent the last day of the school week, and the competition is on a non-school day (Saturday), the student must bring to the coach a signed statement from the parent/guardian that permission is given to participate. It is recommended that the coach call the parent/guardian regarding the "excused" absence.
3. Suspended from school or classes.
 - a. Out-of-School: A student cannot participate in any school activity (i.e., practice, competition, banquet, etc.) until the student has been declared "in good standing" with the school. This is established on the next school day following a suspension term.
 - b. In-School: A student cannot participate in practice or competition on any day he/she is serving the suspension term. The student gains the "in good standing" status on the calendar day following the term and therefore may participate.

NOTE: In the event that the contest or activity is on a succeeding non-school day, (Saturday), participation will not be allowed under the following conditions:

- (3-a). The Out-of-School suspension is concluded on a Friday. Reason - the student regains "in good standing" status on the next school day.
- (3-b). The In-School suspension is assigned as a Friday - Monday term. Reason - the student regains "in good standing" status on the next calendar day following the term.

NOTE: A student will be able to participate on the day of competition/practice under condition (a) if he/she has attended school for (4) four class periods of the school day and the absence is excused, medically related, or has authorization to participate from an administrator; (b) a student who has been injured and has had medical treatment must have a statement from his/her medical authority giving a date as to when the student may participate again which may be on a date of a competition or practice.

DOCTOR RELEASE FOR INJURED ATHLETE

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. Note: The release may be satisfied if upon removal the doctor specifies the duration of the student's restriction from participation.

IV. LOCKER ROOMS AND CARE OF EQUIPMENT

- 1. The locker rooms are for players and coaches only.
- 2. There shall be no horseplay in locker rooms at any time. Hazing of other students is strictly prohibited and will result in discipline action as specified by the discipline matrix.
- 3. Locker rooms are to be kept clean.
- 4. Each student is responsible for the proper care and safekeeping of the equipment issued. Uniforms and equipment are property of the school. Lockers must be secured before and after practices or competition.
- 5. Lost items must be paid for through the high school or middle school office and receive a receipt.
- 6. Stolen items – a report must be filed on any occurrence of stolen items, immediately to the Activities Director. (Theft report form.)
- 7. No student will be allowed to practice with another activity/athletic program until all equipment and/or uniform obligations are cleared up with his/her previous coach.

V. TRANSPORTATION REGULATIONS

- 1. Participants must travel to and from contests with school transportation when provided by Woodland Park School District Re-2. The only exceptions are:
 - a. Injury or illness to a participant that would require alternate transportation.
 - b. Prior arrangement between the participants' parent/guardian and the head coach for the student to ride with the parent/guardian and ONLY these authorized persons. Request must be in writing. Other alternative transportation circumstances to and from contests may be made with advanced notice with the Athletic Director.
Under no circumstances may players transport other athletes or students.

2. Coaches may exercise their prerogative in the following areas:
 - a. The degree of talking and singing on the way to or from a contest or practice.
 - b. Consumption of food and drink.
 - c. Team dress.
 - d. Violation of transportation regulations.
3. The bus or mode of transportation used should be as clean at the end of a trip as it was in the beginning.

VI. CHANGING SPORTS/MULTIPLE SPORTS IN A SEASON

1. An athlete may NOT drop one sport to go out for another after tryouts have been completed and team divisions/cuts have been done if such cuts are necessary.
2. A verbal agreement between both coaches shall precede changing from one sport to another. This shall be true also if a player is cut from one squad for disciplinary reasons and wants to report to another.
3. The Activities Director will make the final decision. The student may appeal the decision to the Activities Board of Control.
4. In order to participate in multiple sports simultaneously, permission must be granted in writing by both coaches and activities director prior to season's official start date.

VII. VACATION POLICY

1. Vacations during an athletic/activity season are extremely discouraged. Parents/Students wishing to do so may wish to reassess their commitment to co-curricular activities.
2. In the event an absence due to a vacation is unavoidable, a student must:
 - a. Contact the head coach for eligibility requirements/policies pertinent to that sport.
 - b. Be willing to assume the consequences related to their status on that squad (i.e., first chair, starter, second string, etc.)

VIII. PERSONAL CONDUCT

1. All participants shall conduct themselves in such a way as to reflect positively on themselves, their family and school while representing the school on and off the performance areas.

IX. FORMAL SUSPENSIONS

1. The head coach, coach in charge, activities director, assistant principal, dean, or building principal have the responsibility individually and/or collectively to decide whether a formal suspension (in or out of season) shall be used.
2. The formal suspension policy will be as follows and applied to any participant's high school career; starting with the first day of formal participation through graduation, including summers and other school breaks.
 - A. Substance Abuse: Use, distribution, or possession of tobacco (any form), alcoholic beverages, drugs (including Steroids), narcotics, or hallucinating agents or other controlled substances is prohibited. A violation is self-reported, coach/faculty reported, police report or parent report of their own child.

- B. Attendance at functions deemed to include the consumption of any of these substances by minors will be constituted as a violation and will lead to disciplinary action.

MISCONDUCT

- a. **“Hazing”** will not be tolerated and will result in disciplinary action. Hazing means any intentional, knowing or reckless act directed against another student causing mild embarrassment to endangering lives. If a problem exists, the student must notify the coach, athletic director or principal immediately.
- b. Criminal/Civil Law infractions including but not limited to theft, burglary, vandalism and assault, will not be tolerated by any member of the team. The coach and activities director will deal with violators.

Example: If an athlete commits the second offense with only 2 football games remaining (20%), they would serve the remaining 30% during their next season. (6 games if basketball)

- c. According to CHSAA if you are disqualified from a contest or tournament for committing an unsportsmanlike act, you shall be disqualified for the remainder of that contest or tournament. In addition, participants disqualified shall be ineligible for the next game or contest as well.
- d. Severe language or confrontational actions against officials could result in school action administered by the school administrator that could jeopardize any future eligibility, in that, the participant may be disqualified from that game and/or the next contest in that sports season.
- e. Additional rules and regulations will be given, in writing, to the athlete’s parents and activities director before the season begins.

1st Violation	2nd Violation	3rd Violation	4th Violation
30% of the season - Can regain 10% with 3 hours of education and 5 hours of youth/team athletic community service	50% of the season	12-month suspension with an appeal available after 6 months APPEALS 40 hrs community service Documentation of 5 counseling sessions (in-house or private) Must serve a minimum of 50% of the season.	Permanent suspension with appeal available after 12 months.

X. APPEALS

1. Suspensions may be appealed, in the following order: Coach, Activities Director, Activities Board of Control, Superintendent of Schools, Board of Education, and the Court. During the appeal procedure, the suspension shall remain in effect until otherwise directed. All students will have the right of due process.

2. ACTIVITIES BOARD OF CONTROL APPEALS PROCESS

Composition of the Activities Board of Control

1. Two faculty members – one being a coach not in that sport
2. Two students appointed by recommendation of student council
3. Principal's designee – chair

This board will be responsible for hearing and ruling on appeals. This board may or may not be composed of the same individuals each time.

XI. POLICY ON PARENT/PLAYER MEETINGS

1. The player must first talk to the position coach or immediate supervising coach about the concerns.
2. The player can then talk to the head coach/supervisor with the position/immediate supervisor present.
3. If the concern is not resolved, the player and their parents can meet with the coaches.
4. The player, their parents, and the coaches will then meet with the Activities Director to resolve the issue.

The following issues will not be discussed during this meeting:

- Playing time
- Techniques and/or strategies
- Substitution strategies/policies
- Officials judgment
- Another player/coach without that player/coach being present.

XII POLICY ON FIGHTING IN INTERSCHOLASTIC COMPETITION

1. Fighting in any contest shall be construed to consist of: **AN INVITATION TO FIGHT – CLOSELY FOLLOWING AN OPPONENT DURING A DISTURBANCE AND MAKING ANY TAUNTING GESTURES OR SOUNDS – PUNCHING OR SLUGGING WITH FISTS WHETHER OR NOT A PUNCH IS LANDED – WRESTLING OR TACKLING AN OPPONENT OUTSIDE A LEGAL PLAY SITUATION.**

2. Violation of this rule shall bring an automatic suspension for the remainder of that contest plus suspension from the next scheduled event. The same suspension applies to any member of the participating squad who leaves the designated team area during a fight.

3. A second violation by the same participant during the same season brings automatic expulsion from that program for the remainder of the season plus suspension from any and all tournament contests of that same season. Should the original violation of this rule occur during the final contest of the season, the participant would be suspended from any and all tournament contests of that season as well as the remainder of that contest. If tournament contests are not a consideration, the participant will be suspended from the first contest in the next season in which he/she participates.

XIII. ACTIVITIES INSURANCE

The school district is enrolled in a catastrophic insurance plan that is \$25,000 deductible and takes effect only when other insurance does not cover the expense. All Woodland Park students participating in interscholastic activities, therefore, MUST be covered by a health, hospitalization and accident insurance plan that would cover the first \$25,000 of medical expense. Parents have the option of taking advantage of plans offered through the school district or by indicating that they have adequate coverage of their own. If a plan offered through the district is chosen, payment MUST accompany the enrollment materials PRIOR TO participation.

XIV. SQUAD CUTS

All reasonable attempts will be made (particularly at the sub-varsity levels) to forego the cutting of squad members. However, in certain co-curricular programs, limitations related to facilities, equipment, and manageable numbers may make it necessary to limit the number of participants.

XV. TIME-OFF BETWEEN SPORTS

MANDATORY: Coaches must allow athletes a minimum of three (3) school days off (no practice or competition) when going directly from one sport season to the next. However, athletes may choose to immediately participate in the following season.

EXCEPTION: Due to post-season play where the play-offs overlap the beginning of another season; the athlete may join the new team immediately, once the play-offs have concluded.

XVI. GENERAL GUIDELINES FOR VARSITY LETTERING

Note: The Woodland Park School District Re-2 letter jacket/school colors are dark green and white. The letter jacket [boy's] is dark green bodice with white sleeves, [girl's] dark green with hood. It is the direction of the Activities Board of Control, Woodland Park High School and all Administration that when a varsity letter has been earned, it must be worn on the traditional Woodland Park letter jacket only. If a student/athlete chooses not to purchase the specified jacket, then it is their only option to display the earned letter at home. If a student/athlete wishes to display their earned letter on a non-traditional letter jacket, it is the administrations right to ask that student/athlete to remove the varsity letter and/or return it to the athletic department.

Specific Lettering Requirements:

One less than ½ of total points can come from outside participation such as:

- Participation at varsity
- Weight Room Attendance
- Non-season participation
- Camps
- Volunteer points

Baseball: Athlete must participate in one inning over half of the varsity innings played. A pitcher may letter by pitching in 18 varsity innings. Athletes can also earn varsity innings toward lettering from outside participation.

Play in 80% of Woodland Park summer league games.	10 Innings
Play another high school sport (Max of one).	5 Innings
Participate in 80% of summer weight room workouts.	10 Innings
Participate in baseball team camp.	5 Innings
3.0 G.P.A. or higher.	5 Innings

THE ACTIVITIES DIRECTOR MUST APPROVE ALL AWARDS.

ACTIVITIES BOARD OF CONTROL APPEALS PROCESS

Composition of the Activities Board of Control

- a. Two faculty members – one being a coach not in that sport
- b. Two students appointed by recommendation of student council
- c. Principal's designee - chair

This board will be responsible for reviewing appeals.

PLEASE KEEP THE CONTENTS OF THIS HANDBOOK

TIPS FOR PARENTS WITH ATHLETIC CHILDREN

We are acutely aware that the success of your son and/or daughter comes from the parental support you give your son and/or daughter. Some suggestions that might assist you with your role as a parent of athletic children are in the Colorado Athletic Directors' Association.

1. Make sure your son and/or daughter knows that win or lose, you *love* them, appreciate their efforts, and are not disappointed in them. Be the person in their life that they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, his or her competitive attitude, and his or her actual skill level.
3. Be helpful, but *don't* coach him or her to the rink, pool, court, field, track or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for your child to be inundated with advice, pep talks, and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure.
6. *Don't* compete with the coach – It is tough enough to be a parent.
7. *Don't* compare the skill, courage, or attitudes of your child with other members of the team.
8. Attend parent-coaches gatherings so that you can become acquainted with the coach so you can help understand his/her philosophies and expectations.
9. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reactions and investigate before overreacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped, I was lucky."