

MANITOU SPRINGS HIGH SCHOOL Athletic/Activity Registration Packet

(updated May 2011)



To receive a PASS TO PRACTICE, the following items must be completed:

_____ \$60.00 Per Sport Registration Fee (max \$120.00 per year/per student)

_____ Athletic Insurance Waiver (on last page)

_____ Parent Permission (on last page)

_____ Physical/Activities Release Form (to be filled out by your doctor.)
**Can also use form provided by your own doctor (page 7)

_____ Athletic/Activity Code of Conduct (Student signature on last page)

_____ Sport/Activity (Sign up for your choice on the last page)

_____ Practice Transportation Permission (Parent signature on the last page)

Please read the following guidelines, sign and return the last page to be eligible for participation in our extracurricular programs. This paperwork only needs to be filled out once per school year but you must get a **PASS TO PRACTICE** for every season that you intend to participate.

HIGHLIGHTS OF CHANGES FOR THE 2011-2012 SCHOOL YEAR:

Attendance

- **Students must be in attendance for at least 3 classes during the regular class day in order to attend practice that day.**
- **A participant must be in attendance all day in order to participate in a game/event that day.**

Cyber Image Policy

MANITOU SPRINGS HIGH SCHOOL

ATHLETIC/ACTIVITIES HANDBOOK

PHILOSOPHY & GOALS OF INTERSCHOLASTIC ACTIVITIES

Manitou Springs High School believes that the interscholastic activity program is an integral part of the overall educational opportunity offered to the students. Each student is encouraged to take advantage of the extracurricular opportunities that could enhance their overall education while in school. The high school is a member of the Colorado High School Activities Association. As a member, the school and individual students both responsible for making sure that the school does not suffer embarrassment or loss of prestige because it has to forfeit a game or contest or perhaps lose a championship because a student participates when not eligible. All students wishing to participate must therefore comply with the requirements of CHSAA.

School District 14 extracurricular goals are:

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition and activities.
2. To develop a strong program of competitive sports and quality activities:
 - a. by encouraging and developing athletes in all sports and providing sufficient opportunities, for students to develop individual ability.
 - b. by encouraging the development of team spirit among all members of the team and their coaches.
 - c. by developing good attitudes, pride, sportsmanship, and ethical behavior in students, participants, and spectators.
 - d. by developing and maintaining a good relationship between extracurricular groups/teams and the student body, faculty, administration, and community.
 - e. by teaching fundamentals and techniques of each sport/activity in a progressive sequence as appropriate for students at higher grade levels.
 - f. by providing students with an awareness of potential opportunities as afforded them through competitive extracurricular activities.
3. To encourage participation in all sports or activities at all levels.
4. To develop a sense of commitment to self, family, school and community in keeping with the above goals through healthy competition, sportsmanship, camaraderie and citizenship.

ACTIVITY/ATHLETIC CONTRACT

Prior to the beginning of a student's first high school season, the student and the parent/guardian must sign the Manitou Springs High School athletic/activity contract on the last page of this packet. The contract must be signed again at the beginning of each subsequent school year. This contract will be in effect from the time the contract is first signed until the student's graduation from high school. The student is accountable for the standards set forth in the interscholastic policy for the entire calendar year.

PASS TO PRACTICE

Prior to participating in any official extracurricular practice the student must present to the coach/sponsor of the activity a 'Pass to Practice'. The student must obtain their 'pass' at the activities office prior to every season. When the following information is completed then the 'pass' will be given to the student:

1. Completed Physical & Parent Permit to Play (Doctor, Parent, Athlete)
2. Signed Athletic Contract (Athlete, Parent)
3. Emergency Medical Information Card (Parent)
4. Transportation Form (Parent)
5. Emergency Medical Information Form (Parent)
6. Pay Activity Fees (Athlete, Parent)

GENERAL ELIGIBILITY

1. Academics:

To be eligible to represent the school in any interscholastic activity (athletic or non-athletic), a student must:

- a. be considered a good citizen of the school and community
- b. be an undergraduate of your high school
- c. be carrying a minimum of 3 classes that offer a total of 2.5 Carnegie units of credit per semester.
- d. pass a minimum of three classes each term.
- e. not be 19 before August 1st.
- f. parents must be bona fide residents of the school district or must abide by all CHSAA rules and regulations governing residency or satisfy waiver guidelines.
- g. have only eight semesters of attendance in which they can participate once he/she enrolls in high school as a freshman.

2. Attendance:

- a. A participant must be in attendance in at least three classes during the regular day in order to attend practice that same day.
- b. A participant must be in attendance all day in order to participate in a game or contest that same day.
- c. Truancy from school will result in suspension from participation in practice or a game that same day. Truancy is defined as a student being absent from a class without permission from the teacher or administrator or without prior arrangement with the school office.

Occasionally we have extenuating circumstances, such as doctor or dentist appointments. These should be arranged with the Athletic Director prior to the absences. A doctor's note to the Athletic Director in these instances will be required.

GENERAL CONDUCT

All participants are expected to act in a way, which will not bring discredit upon either the individual or their school. Participants are representatives of the school and should conduct themselves accordingly off-campus, as well as on campus. A participant's personal appearance should reflect cleanliness and concern for their well being, as well as respect for those with whom they are associated. Participants are expected to set a positive example to the total student body, conducting themselves always as ladies and gentlemen, endeavoring to be leaders, regarding all school policies governing student behavior. Failure to follow school behavior policies may result in suspension or expulsion from extracurricular activities for either two terms or one school year. If you are a student involved in any student activity, you must NOT be a member of any organization that is prohibited by law.

Conduct on or off school grounds:

Athletes/participants are held to the same standard as all students while on school grounds, or traveling with their team to and from contests or activities. School policies that apply to all students will apply to participants during this time. If a student is suspended from school at any time for their actions they will not participate in any athletic practices or contests during the time of the suspension. Any use of drugs or alcohol during the school day, at a school sponsored activity, or arriving at school or activity under the influence of drugs or alcohol may result in expulsion from all extracurricular activities for the remainder on one term plus one more term. Athletes/participants are held to a higher standard and the expectations for their conduct outlined in the athletic/activity policies apply at all times during the school year. Violations reported by law enforcement or a reliable adult to the Athletic Director or Principal will be considered on a case-by-case basis. Possible action by the Athletic Director or Principal could include probation, game(s) suspension, removal from a team/event, or forfeiture of letter.

Cyber Image Policy

Any identifiable image, photo or video which implicates a student-athlete to have been in possession or presence of drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student-athlete must assume. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our athletes not place themselves in such environments.

TRAVEL

Athletes/participants are expected to ride to and from games with their team. In the case where it may be more convenient for the student to ride home from an event with a parent, the parent must personally sign that athlete out with the coach before leaving the competition site. If it is necessary for an student to ride home with the parent of another participant, this must be prearranged with the athletic office the day prior to leaving for the event. The arrangement must be in the form of a written note or phone call from the parents of both students involved, and must be made through the athletic office. In no case will an student transport him or herself to or from a game or ride with another student or minor. All questions regarding transportation should be addressed to the Athletic Director.

ALCOHOL, DRUGS, OR TOBACCO

Specific training rules are established by each sponsor and coach in accordance with the individual requirements for the particular activity or sport. Students involved in activities and athletics are expected to be aware of and to obey all training rules. Additionally, the following rules apply **to all extracurricular activities** offered at Manitou Springs High School.

1. Use of illegal drugs will not be tolerated. The use of tobacco (including chewing tobacco), illegal use of alcoholic beverages or prescription drugs, unless prescribed by a physician for the student athlete, **will not be** tolerated. If you are attending a gathering where alcohol, drugs, tobacco, etc, are being consumed illegally in your presence you must leave the gathering immediately. If such activities are witnessed by district staff, students or adult members of the community at any time, and it is confirmed by the building administration, or if the student is convicted of a drug or alcohol related offense, the following disciplinary measures will be taken:
 - a. **1st Offense**: Suspension from the next 20% of scheduled competitions or events. If the suspension is not completed during the current season, then it will carry over into the next season. (If you play on multiple levels, (ie JV and Varsity) you will miss 20% of each level of games/events in which you would have played.)
 - b. **2nd Offense**: Suspension from all scheduled competitions or events for one calendar year from the time of the offense.

You may re-gain eligibility prior to the calendar year under the following conditions:

 - Successful completion of a ***restorative justice program**
 - Suspension for the remainder of the current season
 - Suspension from next 40% of the competitions or events in the next activity or sport.

*School administration will determine when that has been successfully accomplished.
 - c. **3rd Offense**: Suspension from all scheduled competitions or events for the remainder of your high school career at Manitou Springs High School.
2. The severity of the circumstances may result in expulsion for the season or year, upon review by the building administration.
3. We do not differentiate between in season or out of season. As a participant of an extracurricular activity, we expect commitment throughout the year.

BEGINNING-ENDING AN ACTIVITY & ATTENDANCE

Reporting: Athletes/Participants are expected to report for a sport or activity at the beginning of each season. A student who wants to join a team after the official start date will be required to discuss that with the head coach and athletic director prior to joining the team and it will be handled on a case by case basis. Please contact the head coach/sponsor of the activity to find out the starting date and practice times.

Attendance: Athletes/participants are expected to attend all practices, meetings, and games. In cases where it is unavoidable to miss a practice, meeting, or game, the coach/sponsor must be contacted personally prior to the absence. Individual coaches/sponsors will establish rules of discipline for unexcused absences. Students who miss more than (1) school period, without a prearranged excuse, during a day will not be allowed to participate in a practice that same day.

Playing time: At the **sub varsity level** (6th –JV teams), efforts will be made to allow athletes to participate and develop their skills. Participation during contests will be emphasized.

At the **varsity level**, winning will be pursued, however, not at the expense of academics, ethics, sportsmanship, or the health and well being of the student athlete.

Dropping a Sport: All athletes are strongly encouraged to complete a sport season that is started. When it is determined that circumstances necessitate dropping a sport, the athlete must make known to the coach their intent to drop the sport prior to the time that they quit. All issued equipment must be turned in at that time. An athlete may transfer to another sport only by agreement of the involved coaches. The athlete will be required to meet the CHSAA required practice days in the sport to which he/she transferred.

TRANSPORTATION TO PRACTICE

Manitou Springs School District 14 offers an exceptional variety of extracurricular activities for our students. Although a majority of our practice facilities are located on or very near our main campus, there are some circumstances where students must travel in order to practice (i.e. golf, baseball, swimming).

Manitou Springs School District 14 does not provide transportation for students to and from practice facilities. Parents must provide or arrange travel for their students.

Please contact the Athletic Director for Manitou Springs High School/Middle School if you have any questions or need further clarification.

GAME DAY DRESS CODE

Students must dress neatly for home and away games or events. Matching clothing (sweats, team shirts, team t-shirts, etc....) is acceptable provided that it is worn appropriately. If not wearing team attire then the students should dress up. Shirts must be tucked in at all times. Sagging pants or sweats are unacceptable. Failure to dress appropriately on a game day could result in your suspension for the game that day. Coaches/sponsors should organize this to ensure that the above policy is followed.

LETTERING AND AWARDS

Each sport has criteria for lettering and will present letter awards at the awards ceremony arranged by the coach/sponsor of that sport/activity. To receive the letter award or other awards, the student must be present at the awards ceremony. If the student has a conflict that will not allow him or her to attend, the absence must be prearranged with the coach so that the athlete can still receive their award. The coach of each sport may determine other achievement or special awards that may be presented at the awards banquet.

Three sport athletes: Any athlete that completes three sport seasons during the school year will be recognized for this accomplishment at the end of the year.

Lettering Criteria: Athletes must meet the lettering criteria for their particular sport to be awarded a letter for the sport. Any athlete dismissed from a team or dropping a sport before the end of the season will not receive a letter for that sport. Letters may be awarded in some cases even though the lettering criteria are not met. 1) Seniors who complete the season, but do not meet the specified criteria for lettering may be awarded a varsity letter upon the recommendation of the head coach. 2) Injured players that do not meet the lettering criteria may still receive their letter award if in the judgment of the coach they would have played enough to letter had they not been injured. To receive the letter the athlete must continue to be an active member of the team attending practices and games. 3) Managers must complete the sport season, attend all practices and games, and complete their assigned duties just as any team member to receive their letter as a manager.

- A. Band – Varsity Letter
 - See teacher for details
- B. Baseball – Varsity Letter
 - Participate in one half of the scheduled innings
- C. Basketball – Varsity Letter
 - Participate in 20 varsity quarters
- D. Cheerleading – Varsity Letter
 - See Coach for details
- E. Choir – Varsity Letter
 - See teacher for details
- F. Cross Country – Varsity Letter
 - Be counted in score for varsity team in $\frac{1}{2}$ of the meets
 - Be in the top 5 runners on the team in $\frac{1}{2}$ of the meets
- G. Drama – Varsity Letter
 - See teacher for details
- H. Football – Varsity Letter
 - Participate in 20 varsity quarters
- I. Golf – Varsity Letter
 - Participate in 50% of the total holes played during the season
- J. Soccer – Varsity Letter
 - Participate in one half of varsity games or brought up for varsity playoffs
- K. Swim – Varsity Letter
 - Must achieve 100 points
- L. Track – Varsity Letter
 - Number of points earned in a varsity meet
- M. Volleyball – Varsity Letter
 - Participate in $\frac{1}{2}$ of varsity games
- N. Wrestling – Varsity Letter
 - 17 match points (varsity matches)

OUT OF SEASON ACTIVITIES

It is the philosophy at Manitou Springs High School that all students should participate every season. Each coach/sponsor, whether coaching that season or not should encourage athletes to participate in the current sport season. No practices shall be conducted at any time that conflict with other seasons. When a coach is sponsoring opportunities during the school year the following guidelines shall be followed:

1. The opportunity will not occur at a time of day when the 'in season' sport is holding regular practices. Open gyms, weight room sessions, etc. should be in the evening after regular practice times or early in the morning before the regular practice times.
2. The Manitou Springs School District contracted coaches will provide practice and workouts only (no parents, volunteers...). No coach employed by the district will form teams or take individuals to outside competitions that would conflict with any in-season sport.
3. The practice and workout opportunities provided will begin only after the 'in season' sport season is at least one month (30 days) into their sport season.
4. If an activity is coach sponsored then a coach must always be present and the athlete may not be left alone when using school facilities or equipment.

DUAL SPORTS PARTICIPATION

Dual sports participation involves an athlete participating in two sports whose competitive seasons are simultaneous or have some portion overlapping. This policy does not allow a student involved in a sport to participate in "open gym" type activities while in another school sport.

1. If a student athlete desires to participate in dual sports, he or she must notify the athletic director in advance of the sports season's official starting date.
2. The athletic director will at this time arrange a meeting involving the athlete, and the head coaches of the sports. The parent(s) or guardian(s) of the athlete will also be invited to the meeting and may attend if they desire.
3. At the meeting the group will consider the request of the athlete to participate in dual sports. The stated philosophy and goals of the Manitou Springs School District Athletic Program will be considered as the group works to accommodate the student's request.
4. They will arrive at a conclusion that determines if the request is a workable situation and will be in the best interest of all athletes and coaches affected by the decision.
5. The athlete must indicate the sport that will be the "primary sport" in the case of a conflict on competition days. The athlete would then be required to attend that "primary sport" event on the day of the conflict.

SIGNATURE PAGE Print Student Name _____

(must sign front and back)

- Athletes: Sign all 6 sections of this page!
- Band, Choir, Drama Students: section 1 and 2 do not apply to you!

1. INSURANCE STATEMENT

_____ I have purchased an accident insurance plan from or am covered under a family medical plan.

_____ I do not have insurance, and I will assume responsibility for payment of expenses incurred in the event of injury to my son/daughter. Manitou Springs Schools will not be held responsible for any medical bills or debts resulting from any injury to the above named athlete while participating in any scrimmage or contest.

2. COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION STATEMENT BY PHYSICIAN FOR ATHLETIC PARTICIPATION

I hereby certify that I have examined _____ and that the student was found physically fit to engage in high school baseball, basketball, cross country, football, golf, gymnastics, ice hockey, skiing, soccer, swimming, tennis, track and field, volleyball and wrestling. *(Please cross out any sport in which the student should not participate.)*

Student's birth date: _____

* Date: _____ Signed: _____

(Physician's signature)

(Type or print name)

Address: _____

(Valid for 365 days unless rescinded)

3. STUDENT SIGNATURE OF ACCEPTANCE OF THESE POLICIES

* I have read the attached activities/athletics code of conduct (revised 5/1/2010) and agree to abide by them:

Students Signature _____ Date _____

4. TRANSPORTATION

I have read the transportation section, and I understand that Manitou Springs School District 14 does not provide transportation to and from practice facilities.

Parent/Guardian Signature

Date

Other side must be signed also.....

5. PARENT OR GUARDIAN PERMIT

WARNING: Although participation in supervised interscholastic athletics and activities may be one of the least hazardous in which any student will engage, by its nature, participation in interscholastic athletics includes:

- A. *Risk of injury, which may range in severity from minor, to long-term catastrophic.* Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury. *Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their equipment daily.*
- B. By signing this permission form, we acknowledge that we have read and understood this warning. *Parents or students who do not wish to accept the risks described in this warning should not sign this permission form.*

I hereby give my consent for _____ to compete in athletics for Manitou Springs Schools in Colorado High School Activities Association–approved sports. I have read the rules stated on the attached pages and agree with of the expectations placed upon my son or daughter.

*Date: _____ Parent/Guardian Signature _____

6. ACTIVITY FEE PAYMENT FORM

Confidentiality regarding fee payment shall be maintained. Only the Principal, Activity Director, and/or athletic secretary will see the returned Activity Fee Payment Forms. Families are encouraged to submit the forms and payment in a sealed envelope to ensure confidentiality.

Manitou Springs School District 14 has established the following Activity Fee structure for grades 6–12:

- All Interscholastic Athletics in grades 6–12: \$60.00 per sport
- Drama productions including musicals grades 6–12: \$60.00 per production
- Forensics and Knowledge Bowl grades 9–12: \$30.00 per activity

In addition, the following limits are established for each student and family:

- \$120.00 maximum per student per school year.
- \$300.00 maximum per family per school year.
- Fees will be paid by check or cash: checks made out to: Manitou Springs School District.

You may choose to pay all of the Activity Fees for the year for all of your children at one time, or pay for each activity for each child as the year progresses. Please list below the children and activities for which you are paying now. **Payment is due before participation can begin.**

Student(s) Name(s)	Grade	Activity	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Enclosed (Not to exceed \$120.00/year/student or \$300.00/year/family)

Refunds: If a student leaves or is “cut” from an activity within two weeks of the first official practice date of the activity (not including preseason camps), the fee will be refunded.