

MANITOU SPRINGS MIDDLE SCHOOL

Athletic/Activity Registration Packet & Handbook

(updated August 2017)



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-\$300/family/school year)
PAYMENTS--can be made by CASH, CHECK (payable to MSHS), or by Credit Card (*there will be a \$2.00 service charge for every credit card transaction*).
- _____ 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
- _____ Athletic/Activity Code of Conduct (Student signature on last page)
- _____ Sport/Activity (Sign up for your choice on the last page)
- _____ Practice Transportation Permission (Guardian signature on the last page)
- _____ Concussion Waiver (Student and Guardian Initial)

Please read the following guidelines, sign and return the last page to be eligible for participation in our extracurricular programs. By signing the last page, you are agreeing to follow the policies and procedures in this packet. **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.**

Athletic/Activities Director: John McGee, jmcgee@mssd14.org
Athletic/Activities Secretary: (719) 685-2053 Angie Glass, aglass@mssd14.org
Assistant Principal: Cameron Jones, cajones@mssd14.org

MANITOU SPRINGS MIDDLE SCHOOL

ATHLETIC/ACTIVITIES HANDBOOK

PHILOSOPHY & GOALS OF INTERSCHOLASTIC ACTIVITIES

Manitou Springs Middle 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. Manitou Springs Middle School (MSMS) is a part of the Central Colorado Athletic League (CCAL). CCAL consists of 15 schools from the front range area. CCAL is a competitive league focused on developing student athletes for high school athletics. CCAL member schools put together teams based on ability level rather than age or grade level. A, B, and C teams are established through a tryout process. This system mirrors a traditional high school system consisting of varsity, JV, and C teams.

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 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' slip. 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. Pay Activity Fees (Athlete, Parent)

PARENT-COACH-ATHLETE **COMMUNICATION/EXPECTATION GUIDELINES**

Both parenting and coaching are very challenging vocations. Through effective communication, each group is better equipped to accept the actions of the other and thereby provide greater benefit to our student/athletes. Parents have a right to understand the expectations that are upon their child upon entering a Manitou Springs District 14 Athletic program. Both parents and coaches have a right to clear and open communication concerning the athlete. In an attempt to clearly communicate with each other, we have set specific guidelines in order to benefit all involved.

****Please note:** all players and parents are expected to represent Manitou Springs School District 14 in a positive light by conducting themselves in an appropriate and respectful manner. These expectations extend to those interactions between, but not limited to: your teammates and other players, coaches and staff, and all officials.*

I. Communication Expected from The Coach

1. Expectations the coach has for your student/athlete and all athletes on the team.
2. Coach's philosophy
3. Discipline that results in the denial of your student/athlete's participation (Team Rules in addition to the general rules of the school)
4. Locations and times of all practices and contests
5. Team requirements (fees, fundraising, special equipment, off-season training, lettering procedures, etc.)
6. Injury procedures should your student/athlete be hurt during a practice or contest.

II. Expectations of Players

1. Understand the coach's expectations of you on and off the playing field
2. Be prepared to give the coach your full attention and consistent effort in practice and in competition
3. Figure out when and where it is best to discuss problems with the coach
4. Learn to take criticism. Always ask, "What can I do to improve?"
5. Talk to the coach directly rather than behind his or her back. Schedule an appointment to discuss any problem after giving full consideration to the coach's point of view.
6. Evaluate your problem carefully and practice stating it without becoming emotional
7. Notify the coach of any schedule conflicts well in advance
8. Communicate about any injury or illness. Bring a doctor's note if applicable

III. Expectations of Parents

1. Be a strong supporter of your student-athlete, win or lose
2. Encourage your athlete to communicate directly with the coach
3. Be a positive role model at home and at games
4. Refrain from criticizing coaches in a public setting
5. Remember that your speech, attitude, and actions toward a coach will influence your student-athlete's opinion of the coach

IV. Appropriate Concerns to Discuss with Coaches

1. The treatment of your student/athlete mentally and physically
2. Strategies to help the athlete improve
3. Concerns or changes in your student-athlete's behavior

It is very difficult to be objective about our children. It is also difficult to accept your student-athletes not playing as much as you may hope. Coaches are professionals.

They make decisions constantly, based on what they believe to be best for all athletes involved. As you can see from the list above, certain items can be and should be discussed with the coach. Other items, such as the following, must be left to the discretion of the coach.

V. Issues Not Appropriate to Discuss with Coaches

1. Other student-athletes
2. Playing time
3. Play calling
4. Team strategy
5. The level at which your athlete plays (e.g. JV instead of Varsity)

Certain situations may require a conference between the coach and the parent. These conferences are encouraged. However, it is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

Please do NOT attempt to confront a coach before, after, or during a practice or contest. These can be emotional times for both parents and coaches. Meetings of this nature do not promote resolution and may even increase the problem.

VI. If You Have a Concern to Discuss with The Coach, Follow This Protocol:

1. Talk to the head coach of the program. Bring your individual issues to him/her.
2. If you are not satisfied with the response, solution, or remedy, then you should take your concern/issue to the Athletic Director and/or building Administrator. (Coaches may be invited to this meeting as well)
3. If you are still not satisfied with the outcome, then you can take your concern to the building principal along with the Superintendent of schools. We will notify the coach of this meeting and ask that they attend. They may or may want to attend at this point.

24-hour Rule:

Approaching the coach at any time during an athletic event is prohibited. Contact with the coaching staff should ONLY take place after 24 hours from the issue in question and following their player's communication with the coach regarding the concern. Contacting the coach prior to the stated expectation puts the coach in a difficult position, causing potential negative consequences for the team. Failure to follow the 24-hour rule will result in immediate removal from the event and a minimum one game suspension from the next event(s).

As the athlete becomes involved in our athletic program, he/she will experience some very rewarding moments. As with any life situation, there may also be times when things do not go well. Discussion with the coach is encouraged at all times.

We are very grateful that you are taking a vested interest in the athletic experience your child is having at MSMS. It is our ambition to improve all programs each and every year. We believe that the protocol outlined above explains appropriate ways to express suggestions, explain concerns, and communicate expectations regarding your child's experiences with curricular and non-curricular activities.

The district must protect the employment rights of the employee (coach). We will not allow nor condone group meetings to discuss personnel issues regarding the performance of a particular employee without the employee present (unless they do not want to be present) nor without completing the required steps above.

Research indicates that a student involved in athletics and activities has a greater sense of self-esteem, a greater chance of graduation, a higher grade-point average, fewer absences from class, and in general a greater chance for success in adulthood. Remember that this is a training period for both you and your athlete. The more you

both become involved in communication with the coach now, the better your athlete will be prepared to do it in college and later in life. We hope that the guidelines provided will make your experience with the Manitou Springs Middle School athletic program less stressful and more enjoyable.

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. passing all classes
 - d. not be 19 before August 1st.
 - e. 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.

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 MSMS Administrator prior to the absences.

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 of the season. 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 a student to ride home with the parent of another participant, this must be prearranged and include a written permission note. 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 Middle School office. All questions regarding transportation should be addressed to the Athletic Director or School Administrator.

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.

School Attendance: First and foremost our athletes are students and we expect them to be in class as that is their priority. Students who miss more than (1) school block, without a prearranged excuse, during a day will not be allowed to participate in a practice that same day. Students must be in school for all (4) blocks and advisory on the day of a game. Athletes are expected to be in school and on time for first block the day after a game.

Practice 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.

Playing time: Efforts will be made to allow athletes to participate and develop their skills. In-game participation does play a role in an athlete's development, however, putting an athlete in the game for sake of playing time regardless of game readiness is inappropriate at any level. Playing time is earned through practice. Coaches are encouraged to put athletes in situations where both the athlete and the team can have success. Playing time is always at the discretion of the coach.

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.

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 Middle 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 20% of all of the scheduled competitions or events for that particular sport season. The suspension begins immediately following the offense. If the suspension is not completed during the current season, then it will carry over into the next season. Athletes may practice during the suspension if the school admin and coach believe that it is in the best interest of the team and student involved. If the student does not have any training rule violations for one calendar year following the first offense, then the student shall have a 'clean' athletic/activity record and will be returned to the 'first offense' level for any future disciplinary action.
 - 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 if in-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 middle school career at Manitou Springs Middle School. Following a third offense, the student may appeal to the Activity Council. Council will be made up of the Principal, Athletic director, Head Coaches and Sponsors.
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.

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, soccer and baseball).

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.

A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

Remember,

when in doubt, sit out!

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

ATHLETIC SIGNATURE AND PERMISSION FORM

Print Student Name _____

- Athletes: Complete all sections 1-7.
- Band, Choir, Drama, Forensics, Robotics, Arts14, & Student Council Students: complete sections 4-7.

1. CHSAA STATEMENT BY PHYSICIAN FOR ATHLETIC PARTICIPATION:

I hereby certify that I have examined _____ on ____/____/____ and that the student was found physically fit to engage in high school baseball, basketball, cheerleading, 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.)***



Signed: _____ Date: _____
(Physician's signature)

(Type or print name)

Address: _____

(Valid for 365 days unless rescinded)

After reading the information sheet, I am aware of the following information:

Student/ Athlete Initials	<u>2. CONCUSSION WAIVER:</u>	Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

3. INSURANCE STATEMENT:

_____ I have am covered under a family medical plan or have purchased an accident insurance plan through Manitou Springs High School.

_____ 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 practice, scrimmage, contest or event.

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 _____

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.*

By signing this permission form, we acknowledge that we have read the *Concussion Information Sheet* and understood the above warning. We also acknowledge that we have read and understand the general guidelines for eligibility as outlined in the *CHSAA Competitor's Brochure* (as found on the *CHSAANow.com website*). 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.

Parent/Guardian Signature _____ Date _____

6. STUDENT SIGNATURE OF ACCEPTANCE OF THESE POLICIES

* I have read the attached activities/athletics code of conduct (revised 5/30/2014) and agree to abide by them:

Students Signature _____ Date _____

7. ACTIVITY FEE PAYMENT FORM:

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, Robotics, and Arts14 grades 6-12: \$60.00 per activity
- Forensics, Knowledge Bowl, and Student Council grades 6-12: \$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 cash, check or charge: checks made out to: Manitou Springs High School.**

NAME (S):	GRADE:	Activity:	AMOUNT:

Payment is due before participation can begin!

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.