

# Athletic Registration Checklist

(updated: August 2022)



To receive a **PASS TO PRACTICE**, the following items must be completed before the first day of practice:

- **AUGUST 1<sup>st</sup>, 2022** – Boys Golf, Football
- **AUGUST 8<sup>th</sup>, 2022** – Boys Soccer, Volleyball, Cross Country
- **NOVEMBER 14<sup>th</sup>, 2022** – Boys & Girls Basketball, Swimming, Boys & Girls Wrestling
- **February 27<sup>th</sup>, 2023** – Track, Baseball, Girls Soccer, Girls Golf

**Registration 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.**

\_\_\_\_\_ Physical/CHSAA Statement by Physician for Athletic Participation  
(to be filled out by your doctor)

\_\_\_\_\_ Parent Permission for Participation

\_\_\_\_\_ Concussion Waiver

\_\_\_\_\_ Insurance Statement

\_\_\_\_\_ Consent for Emergency Treatment

\_\_\_\_\_ Photo Release

\_\_\_\_\_ Acceptance of Policies

\_\_\_\_\_ sportsYou [SIGN UP HERE!](#)

\_\_\_\_\_ HIPPA Form (Parent Signature)

\_\_\_\_\_ \$60.00 Registration Fee (max \$120.00 per year/per student-\$300/family/school year)

- Cash
- Check, Made Payable: MSHS
- Online ([www.myschoolbucks.com](http://www.myschoolbucks.com))



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manitou springs athletics & activities



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## District Core Values

**Relationships:** We value authentic connections grounded in trust and respect between ALL people.

**Deep Learning:** Our community practices: dynamic, divergent, critical, and global thinking. We challenge each learner to master, transfer, and apply the knowledge, skills, and abilities needed for success.

**Opportunity:** We provide accessible and engaging opportunities for purposeful growth and visionary learning.

## Mission Statement

Manitou Springs School District 14 (MSSD14) Athletic/Activities program's mission is to develop and advance the body, mind, and character of our athletes and participants.

## Vision Statement

MSSD14 believes that a strong athletic and activity program is vital to a well-rounded educational experience for our students. MSSD14 will provide students with a variety of opportunities led by coaches and sponsors guided by transformation coaching practices. Athletics and activities serve as an essential part of our school's whole-child curriculum. Athletics/activities give students the opportunity to find purpose, work as a team towards a common goal, represent our school and community, develop impactful relationships, learn, and model sportsmanship, build grit and resilience, develop high character habits, learn and grow through adversity and develop socially, mentally and physically through participation.

## Athletic/Activities Program Goals

**Students, Coaches, and Sponsors will...**

- Appreciate the value of participation
- Develop meaningful relationships
- Act with honor and integrity
- Push through adversity and grow from failure
- Value fitness and its benefits for performance and health
- Understand the relationship between effort and achievement
- Embrace a team mentality (WE > ME)

## SCHOOL SONG

"Oh, **Man-i-tou** we hail thee  
School that we love  
We'll stand together  
And with one accord we'll sing your praise forever  
We, will all be faithful  
Loyal and true  
Raising our standards high for **Man-i-tou**  
**M-A-N-I-T-O-U...M-A-N-I-T-O-U**  
**Manitou, Manitou, sis boom Manitou"**

## Activity/Athletic Contract

Prior to the beginning of a student's first official day of practice/try-outs, the student and the parent/guardian must sign the **Manitou Springs High School Athletic/Activity Participation & Permission Form**. The student is accountable for the standards set forth in the interscholastic policy for the entire calendar year and must be signed again at the beginning of each subsequent school year.

## General Conduct

All participants are expected to act in a way, which will not bring discredit upon either the individual or MSHS. Participants are representatives of the school and should conduct themselves on and off campus in a way that embraces our mission, vision, and program goals. Participants are considered leaders in the school and their behavior should reflect this expectation. Failure to follow school behavior policies may result in suspension or expulsion from extracurricular activities.

***\*Please note:** all students 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, sponsors and staff, and all officials.*

## General Eligibility

- Must be considered a good citizen of the school and community.
- Physical exam within the last calendar year.
- Parent permit form on file at the school.
- Must be a bona fide resident of the school district or must abide by all CHSAA rules and regulations governing residency or satisfy waiver guidelines.
- Have not changed schools during the current school year without a corresponding move by parents.
- Will not or have not turned 19 before August 1<sup>st</sup>
- Will not play more than 4 seasons in any sport.
- Will not compete or practice in any non-school events in my sport once reporting out for the team, without the permission of my principal.
- Has complied with all other school, district, and local eligibility requirements.
- Will abide by the rules as outlined and/or defined by school's academic plan (see below).

## Academic Eligibility

The Activities Office will run grade checks every 4 ½ weeks. For a student to maintain academic eligibility, they must be enrolled in a minimum of 5 classes and not be failing more than two classes at the time of grade checks. In the unfortunate event a student is failing more than two classes, the student becomes academically ineligible.

**\*\*Academic ineligibility** begins the Monday proceeding grade checks.

In the event an error has occurred, and a student's grade is not accurate, a "Change of Academic Eligibility Form" can be requested in the Activities Office.

**\*\*Academic eligibility** begins immediately following grade checks.

## Conduct On or Off School Grounds

Athletes/participants are held to a higher standard while on or off school grounds. Any behavior that is detrimental to the school or any individual can result in disciplinary action, including, but not limited to, probation, game(s) suspension, removal from team/event, or forfeiture of letter. 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.

## Attendance Policies

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 or sponsor 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 and activity participants are students, and we expect them to be in class as that is their priority.

**Students must be in school 3 out of 4 classes each day to participate in practice the same day.**

**Students must be in school for all 4 classes, including advisory to participate on the day of a game.**

If, at any point, a student calls in sick or leaves sick, they may not participate in practice or competition that same day.

*\*\*\*An absence is defined as being more than 30 minutes late to class.*

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

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.*

### Day After Game Attendance:

Athletes are expected to be in school and on time for the first block the day after a game. Consequences are at the discretion of the coach.

### 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.

## 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, cross country, soccer, 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.

## 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, a written note from their parent must be given to a coach and the driving parent must sign both students out before leaving the competition site. Any exceptions regarding transportation must be approved with the Athletic Director in advance.

## 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 if it is worn appropriately. If not wearing team attire, then the students should dress up.

## Playing Time

At all levels of play it is a coach's responsibility to put each individual athlete in a position that they and the team can be successful. Below are guidelines for playing time. Please note that many factors come into play when deciding on playing time and/or competition participation.

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**, playing time is left to the discretion of the coach but should consider more than just winning the game. Work ethic, attitude, and school behavior will be the primary consideration. However, although important, winning will not be pursued 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 sports season that has 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.

## Dual Sports Participation

Dual sports participation involves an athlete participating in two sports whose competitive seasons are simultaneous or have some portion overlapping.

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 both 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 and/or practice days. The athlete would then be required to attend that "primary sport" event on the day of the conflict.

## Out Of Season Activities

It is the philosophy at Manitou Springs High School that all students should participate in multiple activities and athletics that the school offers. Each coach/sponsor (whether coaching that season or not) should encourage students to participate in the current season for a particular sport or activity. No **mandatory** 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 is not mandatory and 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. Only students not in-season are eligible.
2. The Manitou Springs School District contracted coaches will provide training and workouts only (no parents, volunteers...). No coach (paid or volunteer) employed by the district will form teams or take individuals to outside competitions that would conflict with any in-season sport.
3. The training, workouts, and "open gym" 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.
5. In-season athletes must finish their season, including any post-season events before they are eligible to participate in these opportunities.

## **Alcohol, Drugs, And Tobacco**

Students involved in activities and athletics are expected to be aware of and to obey all training rules. The following rules apply **to all extracurricular activities** and sports offered at Manitou Springs High School.

*Consumption, possession or use of **any** tobacco product, alcoholic beverage, illegal drug, or prescription drug (unless prescribed by a physician for the student) on or off school property is strictly prohibited. If there is visual or self-implicating evidence that a student athlete or activity participant has consumed or been in possession of the substances listed above, and/or the student has been convicted of a drug or alcohol related offense, the following disciplinary measures will be taken.*

### **1<sup>ST</sup> Offense:**

- Suspension from **20%** of all scheduled competitions/events of current sport season or activity the student is participating in. (1 game/performance minimum)
- OR-
- Suspension from **10%** of all scheduled competitions/events of current sport season or activity the student is participating in if the student self-reports their involvement within 48 hours of the incident to a MSHS administrator. (1 game/performance minimum)

### **2<sup>nd</sup> Offense:**

- Suspension from **40%** of all scheduled competitions/events of current sport season or activity the student is participating in.
- OR-
- Suspension from **20%** of all scheduled competitions/events of current sport season or activity the student is participating in with enrollment and satisfactory progression in a teen drug and alcohol education class, successful completion of approved 10 hours of community service, and passing grades in all classes at the time of reentry.

### **3<sup>rd</sup> Offense:**

- Suspension from all scheduled competitions or events for 365 days following the incident.
- OR-
- If deemed a viable option by MSHS administration, the student may re-gain eligibility prior to the 365-day suspension under the following conditions:
  - Successful completion of a **\*Restorative Justice Program**
  - Suspension from **40%** of all scheduled competitions or events in the next activity or sport upon acceptance into the Restorative Justice Program
  - Passing all classes at the time of eligibility re-gain
  - A clean discipline record throughout the RJ process and suspension

## Additional Information:

1. 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.
2. If the suspension is not completed during the current season or activity and/or the violation happened outside of a sport season or activity, it will then carry over into the next sport/season/activity the athlete participates in. Athletes and activity participants are expected to continue practice during the suspension when applicable. (If the student plays on multiple levels, (i.e., JV and Varsity) they will miss 10%, 20%, or 40% of each level of games/events in which they participate in).
3. School administration will determine when requirements have been successfully accomplished.
4. The severity of the circumstances may result in expulsion for a season, year, or permanent removal of all extracurricular activities upon review by the building administration.  
We do not differentiate between in season or out of season. As a participant of an extracurricular activity, we expect commitment throughout the calendar year including school breaks and weekends during the CHSAA season.
5. Any convictions/charges that happen over the summer will be penalized
6. All attendance policies apply to students serving suspensions

## Cyber Image Policy

Any identifiable image, photo or video which implicates a student to have been in possession 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 must assume. It must also be noted that there may be persons, who would attempt to implicate a student, 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 students not place themselves in such environments.

## Communication/Expectation Guidelines

### sportsYou:

MSSD14 uses sportsYou for our main source of communication. Parents and athletes are expected to utilize this tool for communication with coaches.

### Cell Phone/Social Media Communication:

Student to coach/sponsor cell phone communication **is not permitted**. Communication between coaches/sponsors and students **is not permitted**. sportsYou and email are the two sources of communication MSSD14 allows.

### Communication Expectations from the Coach

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

### Communication Expectations of Players

- Understand the coach's expectations of you on and off the playing field
- Be prepared to give the coach your best effort in practice and competition
- Discuss problems with the coach first
- Always ask, "What can I do to improve?"
- Notify the coach of any schedule conflicts well in advance
- Communicate about any injury or illness. Bring a doctor's note if applicable

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 always encouraged.

### **Communication Expectations of Parents**

- Utilize sportsYou for team information and communication
- Be a strong supporter of your student-athlete, win or lose
- Encourage your athlete to communicate directly with the coach
- Be a positive role model at home and at games
- Refrain from criticizing coaches in a public setting
- Remember that your speech, attitude, and actions toward a coach will influence your student-athlete's opinion of the coach

### **Appropriate Concerns to Discuss with Coaches**

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

Coaches 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.

### **Issues Not Appropriate to Discuss with Coaches**

- Other student-athletes
- Playing time
- Play calling
- Team strategy
- 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, and these types of 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. 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.

### **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).*

### **If There is a Concern To Discuss With The Coach, Please Follow This Protocol:**

1. Encourage your student to meet with the coach to discuss the concern first
2. If the issue is not resolved, schedule a meeting for the student and parents to talk with the coach. Talk to the head coach of the program. Bring your individual issues to him/her.
3. If the issue is not resolved, schedule a meeting with the Athletic Director and Coach to discuss further.
4. If you are still not satisfied with the outcome, then you can take your concern to the building principal. We will notify the coach of this meeting and ask that they attend. They may or may want to attend at this point.

The district must protect the employment rights of the employee (coach). We will not allow nor condone group meetings that 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.



## Lettering And Awards

Each sport has criteria for lettering and will present letter awards at the awards ceremony/banquet arranged by the coach/sponsor of that sport/activity. 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 sports during the school year will be recognized for this accomplishment at the end of the year.

**CHSAA Lettering Criteria:** Participants must meet the lettering criteria for their activity to be awarded a letter. Any participant dismissed from a team or dropping an activity 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 like any team member to be considered for a letter as a manager, ultimately the coach will decide if a manager letters.

*(NOTE: Please see the coach for more information on how to letter in a particular sport.)*

### **Lettering for CHSAA sanctioned activities not offered at MSHS:**

Students participating in a CHSAA sanctioned sport or activity that is not offered at Manitou Springs High School during the current school year, can request a Manitou Springs High School varsity letter. Request can be made in the Athletic Office.

### **Letter Jacket Pins**

The different colored pins correspond to the following achievements:

(Gold) ALL STATE



(Silver) ALL CONFERENCE

(White) 3 SPORT



(Red) ACADEMIC ALL STATE



ACADEMIC LETTER (all A's for an entire school year)



ACADEMIC  
*Excellence*