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## **I. Purpose**

This University Schools Athletics/Activities Handbook is intended to provide general information about the athletics/activities program. It should assist students, parents, coaches, and administrators in understanding the complexities of participation in athletics/activities at the high/middle school level and in understanding the value of athletics/activities in our total school program. This handbook is not meant to be comprehensive regarding all situations; therefore, if a student or parent has a question about a particular situation, she/he should contact the appropriate coach or Activities Director. Student participants are responsible for understanding and abiding by all the rules, regulations, policies, and procedures regarding University Schools' athletics/activities. Therefore, they should read this handbook carefully, share it with their parents/guardians and ask questions to clarify any areas which they find confusing or absent. At University Schools we believe that students act responsibly and courteously so we offer this handbook as a guideline for expectations and obligations.

## **II. Philosophy**

The athletics/activities program at University Schools is an integral part of the total educational experience. It has the potential to enhance physical conditioning, healthful living, skill development, and a positive self-concept. A sense of "belonging" to a team can enable a student to develop deep and lasting friendships. The experience of winning and losing is very much a part of every person's life and the athletics/activities program helps teach how to win and lose graciously and with good sportsmanship. The opportunity to commit to a team and its needs can enable a student to realize individual potential as a caring and contributing member of a group.

Participation in sports, however, is not without risk. There is always the possibility of injury and certainly periodic times of frustration. Unfortunately, athletics are not always an equal-opportunity situation: some students are bigger and stronger; some run faster and jump higher; some make the team while others do not; some play a lot while others play very little. Opportunities may be there, but guarantees are absent. We believe, however, that the very act of participation is an important and meaningful part of each student's life at University. We are willing, therefore, to commit the resources of the staff and school to help make each student's experience in athletics a positive learning encounter.

Such objectives as learning the value of teamwork, developing a desire to do the best possible, developing self-control, learning to be a good sport, setting goals and striving to reach them, and developing desirable habits for later life are all a part of a total education and are all values which the athletics/activities program can help instill. At University Schools we encourage all students to participate in athletics and activities that are meaningful for them and which enhance their lives positively.

As you review this handbook, please keep in mind that student participants represent not only themselves and their families, but also their community, their school, their coaches, and their teammates. University Schools, in particular, is judged by how University students conduct themselves in public. Each student, therefore, is responsible to understand and abide by the rules, regulations, and policies which govern the high/middle school athletics/activities program.

### **III. Interscholastic Activities Offered**

The following activities are offered at the High School level:

Fall: Boys' Tennis, Cross Country, Football, Spirit (Cheer & Poms), Volleyball  
Winter: Boys' Basketball, Girls' Basketball, Forensics, Spirit (Cheer & Poms), Wrestling  
Spring: Baseball, Girls' Tennis, Knowledge Bowl, Track and Field

The following activities are offered at the Middle School level: **League rules permit participation for 7<sup>th</sup> and 8<sup>th</sup> graders only.**

Fall: Cross Country, Football, Volleyball  
Winter: Boys' Basketball, Girls' Basketball, Wrestling  
Spring: Brain Bowl, Spelling Bee, Track and Field

NOTE: Student participants at both levels may participate in OTHER sports with other schools if:

1. University does not offer the activity
2. The other school permits it

You should notify the Activities Director if you plan on using this option.

### **IV. Athletic/Activities Clearance Procedures**

Coaches will not allow any student to participate in any practice or contest until the student has received clearance.

Any student expecting to participate in athletics/activities must submit the following forms and pay a participation fee to obtain clearance before the start of formal practices. All forms need to be signed by both the parent/guardian and the student-athlete.

1. Parent Notice/Permission and Handbook and Training Rules Acknowledgment and Emergency Contact form (including the personal insurance coverage)
2. Copy of a current physical examination
3. Paid athletic/activity fee

Note: Managers and statisticians will need all of the above except a current physical and participation fee.

The Activities Director and coaches will check for eligibility of participants based on Colorado High School Activities Association (CHSAA) academic eligibility and transfer rules. All returning and new students must be academically eligible. Any potential problems will be reported to the Principal or Activities Director immediately.

#### **Participation Fees**

The athletic/activity fee for high school participation is \$90 per sport/activity. The middle school fee is \$45 per sport/activity. There is a family maximum of \$360 for the school year. If a student participates in more than one sport/activity in the same season, the student will be responsible for paying the full participation fee for both sports/activities.

## Refund Policy

A student participant who follows the proper procedures outlined in the Athletic/Activity Handbook for dropping an activity, transfer to another school, or sustains a season-ending injury shall receive a full refund of his/her activity participation fee if he/she drops the sport/activity, transfers, or is injured before the first varsity competition in that sport.

## V. Colorado State Activities Association Eligibility Rules

1. An athlete must meet all eligibility requirements established by the Colorado High School/Middle School Activities Association found in the CHSAA Handbook Constitution and By-Laws. Check with the Principal or Activities Director regarding transfer rules or other special eligibility situations.
2. Competitors certified to participate as members of an activity may not compete on any other team, nor in any non-school activity or event in that sport during that sport season without written permission of the Principal and Activities Director. Participation in any non-school competitive event in a sport could affect eligibility.
3. Each student competing in an interscholastic sports program must have had a minimum practice period of 9 days in his/her sport (exclusive of Sundays) for fall sports and a minimum of 5 practices for winter and spring sports. There are no minimum practice requirements for golf, tennis and softball. Practice on the day of a contest/ scrimmage or a second practice in a single day does not count toward fulfillment of minimum practice requirements.
4. Each competitor must maintain amateur standing as part of the interscholastic program. In order to retain amateur status, a competitor cannot: (1) compete with professionals as a member of the same team or against a team composed of all or part professionals; (2) accept money or sign a professional contract; (3) compete under an assumed name; or (4) accept an award in a non-school activity which could be converted to cash for profit (e.g. tickets to events).

## VI. University High School Eligibility Rules

University High School subscribes to all the state eligibility rules previously listed. In addition, UHS will abide by the following expectations and procedures:

1. An athlete must be a full-time student enrolled in 5 classes during the trimester of participation. Students taking classes at UNC or Aims should consult the counseling office or the Activities Director to ensure classes being taken are appropriate for credit. **Note: Advisor/Advisee, Student Council, student aide, internship, community service, or senior project cannot be counted toward eligibility.** EXCEPTION: **Being a student aide CAN count IF it is taken for a grade and not for community service.**
2. A student must meet eligibility rules on a trimester basis in order to be eligible. An athlete must pass the equivalent of 5 classes the trimester prior to the season they are participating in a sport/activity. **Please note that a student could fail one class and be ineligible for the next season depending on the number of classes he/she is taking.** Students need to be sure to take the required number of classes to be eligible. In fact, it is recommended that a student take more than the minimum number of classes required.

3. **Periodic Eligibility Check.** The Activities Director will run an eligibility report from the current grades that are in the computer **at 10.00 a.m. on MONDAYS**. The Activities Director will distribute this eligibility report to coaches. If there is no school on Monday because of a holiday, then the report will be run on Tuesday. Any student who accumulates 4 “points” or is not passing 5 classes during a weekly check in a current trimester will be ineligible for competition for a **minimum** of one week until the next eligibility check is completed the following Monday.
4. **Points for eligibility are determined by designating an “F” as 2 points and a “D” as 1 point. A total of 4 points or more makes the student ineligible for the week.**
5. Coaches may have stricter rules if they wish.
6. The periodic eligibility check is a state eligibility rule. Make-up work completed during the week of ineligibility **will not** allow a student to become eligible before the next eligibility check the following Monday. The ineligible student will be required to continue practicing and to attend team meetings during the period of ineligibility as deemed by the coach. Ineligible students will not be excused from classes to attend a contest with his/her team.
7. Students who represent University are expected to meet appropriate standards of personal behavior in addition to standards of academic performance. A student may be declared ineligible for a specific period of time if, in the judgment of the school administration or coach, the student has not represented the school’s ideals in matters of conduct.
8. Students are expected to abide by all rules established by each coach. A student who violates a coach’s rules may be dismissed from the team.
9. Students are expected to fulfill their academic responsibilities before participating in extra-curricular activities. This supports the CHSAA academic eligibility requirements. In addition, it is expected that only student athletes who are **healthy and in good condition** will participate.

## **VII. University Middle School Eligibility Rules**

University Middle School subscribes to all the state eligibility rules listed previously. In addition, UMS will abide by the following expectations and procedures:

1. **Eligibility will be based on a point system, 2 points for an “F” and 1 point for a “D”. If a student accumulates 4 points for the week, he or she will be declared ineligible. Students will be ineligible for the week.**
2. Students will be expected to continue practices even though they are ineligible. Although they will not suit up, students may attend home events, but will NOT be allowed to travel with the team.
3. Students who are ineligible 3 times in one season will be dropped from the roster. This is not 3 consecutive weeks, but any 3 weeks during the season.
4. Students who represent UMS are expected to meet appropriate standards of personal behavior in addition to standards of academic performance. A student may be declared ineligible for a specific period of time if, in the judgment of the school administration or coach, the student has not represented the school’s ideals in matters of conduct.
5. Students are expected to abide by all rules established by each coach. A student who violates a coach’s rules may be dismissed from the team.
6. Students are expected to fulfill their academic responsibilities as students at UMS before participating in extra-curricular activities. This supports the Colorado High School/Middle School Activities Association’s academic eligibility requirements. In addition, it is expected that only student athletes who are **healthy and in good condition** will participate.

## **VIII. Attendance and Athletics/Activities**

A student must have attended **ALL** of his/her classes in order to participate in an event (practice or games). If the student misses a part of a class, a full class, or all of the school day due to illness or truancy, he/she may not practice or compete on the day of the absence.

Parents need to call the attendance office to prearrange absences for appointments PRIOR to the day of the absence. The Activities Director may approve absences due to last minute changes or other emergencies on the day of the appointment.

## **IX. Participation in a Sport/Activity**

All coaches will follow guidelines related to the starting of practice as determined by CHSAA or Northern Plains Middle Level Association (NPMLA).

### **Reporting for a Sport/Activity**

Students are expected to report for practice at the beginning of each season. Unless the students have made prior arrangements with the coach, those who report late may jeopardize their chances for participation.

### **Attending Meetings, Practices and Games**

Team members of all activities are expected to attend all scheduled meetings, practices and games. Those who miss may jeopardize their chances for participation. If circumstance should prevent a student from attending, the student must notify the coach by PERSONAL contact, phone call, or written statement from the parent/guardian PRIOR to the absence. Coaches reserve the right to judge the appropriateness of the reason for the absence. It should be noted that meetings, practices and games may include Saturdays and/or holidays. Exceptions are mandatory restrictions from the state that allow no student contact on Sundays or during the December 24<sup>th</sup> through January 1<sup>st</sup> holiday period.

### **Athletics/Activities Training Rules/Drug and Alcohol Policy**

The purpose of University Schools' training rules is to create a positive, healthy, drug and alcohol-free atmosphere. In keeping with this philosophy of wellness, student participants are expected to refrain from the use or possession of alcohol, tobacco, and other regulated and or harmful drugs, including steroids. Students are expected to be leaders within the student population by avoiding environments where alcohol or drug consumption is taking place. Any student who is having difficulty making decisions in regard to use or possession of regulated or harmful drugs is urged to seek assistance from the coach, activities director, administration, advisor, or counselor. University Schools is committed to offering resources to help students who are struggling with these and other decisions affecting their lives at school.

Students who willingly violate training rules face consequences, all of which are intended to provide the best learning experience for the students. Students who violate training rules the first time must (1) meet with their parents, coach, Activities Director and Principal to discuss their behavior; (2) face suspension from play for at least 20% of the total season schedule; (3) continue to practice and attend all team meetings and games; (4) meet with a school designee regarding substance use/abuse. If a student follows through on all four of the above commitments, he/she may be reinstated to full team membership and may participate in contests again. These consequences are intended to help instill in students a sense of personal responsibility for their decisions, decisions which will have an impact not only on them and their families, but also on coaches and teammates.

Students who violate training rules a second time within a school year will face immediate suspension from sports/activities for the remainder of that school year and will forfeit the opportunity to earn a school letter in the sport/activity in which they are currently participating.

If a student comes forward on his/her own before being confronted by a coach or administrator to indicate that he/she has broken training rules and is seeking help with decision making, the coach or administrator will have the option to suspend that student for only 10% of the total season schedule. NOTE: This only applies to first offense. The student will still be expected to confer with parents, coach, Activities Director and Principal and will be expected to make a plan and follow through with the plan for better decision making in the future.

NOTE: IF AN OFFENSE OCCURS DURING SCHOOL TIME OR AT A SCHOOL SPONSORED EVENT THE SCHOOL DISCIPLINE AND CODE OF CONDUCT POLICY SUPERSEDES THE ENTIRE POLICY DESCRIBED ABOVE.

### **Hazing and Harassment**

Hazing is defined as any activity where a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation, admission into or affiliation with any student organization. Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs, threats or such things as “freshmen initiation” (i.e. hazing). Harassment or hazing in any form will not be tolerated. Any student involved in such a practice will be **suspended** from school in accordance to the University Schools Student Handbook.

### **Team Size**

In some sports, resources and team size may limit the number of students who can participate. Choosing team members for a particular sport is the role of the coaching staff. Any student who does not make the squad in one of these sports remains eligible for other sports offered in the same season and is encouraged to go out for one of the other sports.

### **Dropping a Sport/Activity**

If a student decides to drop a sport/activity or hands in his/her uniform, or quits during any part of a game, practice, or meeting or ceases to attend practices or games he/she will no longer be a part of the team and will forfeit the opportunity to earn a letter in that sport/activity. A student who quits one sport will be permitted to participate in another sport/activity during that season **ONLY** if approval is given by both coaches involved and the Activities Director. Note: Any student who is dropped from a sport/activity for disciplinary reasons may NOT go out for another sport/activity until that season is over.

## Team Rules

Team rules will be established by the head coach of each program. The rules will be in writing and reviewed with team members. A copy will be on file with the Activities Director. Parents/Guardians of high school participants should attend the "early season meeting" held by the coaching staff. If attendance is not possible, arrangements should be made to obtain the information. Parents/Guardians of middle school participants will receive information about rules and expectations from the coach.

## Out of Town Travel

1. Students are under the direction of the coaching staff on all school related trips.
2. All students are expected to ride to and from the contests with the squad. **Exception: athletes may be released to their parents/guardians provided the coach receives a request by the parent/guardian in person and in writing. Such requests should be made prior to the student's departure.** Note: At no time will a participant be released to anyone other than his/her parent/guardian without written permission. No student ever is allowed to ride home with another student who is the driver. Also, at no time are athletes allowed to drive themselves to away contests in which they are participants.
3. Coaches may have specific rules regarding travel to and from the contest site. If coaches have such rules, they will take precedence over any of the exceptions listed above.
4. If students need to be excused from classes, the coach will provide the attendance secretary with a list of students by 7:30am the day of departure. The coach will state dismissal time from class. **Athletes should never leave before the indicated time or without being dismissed by their teachers.**
5. It is the responsibility of athletes to see their teachers prior to missing classes and to get class work in advance of the absence.
6. If a team stops to eat following an out-of-town contest, students are expected to represent themselves and their school in a manner which brings credit to themselves and to University Schools.
7. When riding in a bus or van, students are expected to keep their heads and arms inside the vehicle, to stay seated while the vehicle is in motion, use their seat belts, to exit out the front unless given permission by the driver to exit differently, and to refrain from offensive language or gestures.
8. Students who violate University Schools' rules of conduct while staying in hotel rooms paid for by University Schools or the University Schools Booster Club will be billed for their lodging expenses.

## Care of Equipment and Check-in

Loss or damage of any equipment is the participant's financial obligation. Participants are expected to turn in all uniforms and equipment at the conclusion of their participation in the sport/activity. Uniforms and equipment must be turned in before **CLEARANCE WILL BE GRANTED** for an upcoming sport/activity. It is expected that uniforms be clean and in good repair. Any high school senior participant who does not return all equipment **WILL NOT** receive a cap and gown to attend graduation.

## Lettering Requirements (High School Only)

In order to letter, a player must be eligible under the rules of CHSAA and the Patriot League, in addition to the scholastic, citizenship, and training rules set forth by UHS. The award of a letter in each sport shall be based upon predetermined criteria for the amount and quality of

participation in each sport. University administration and coaching staffs shall establish and adopt guidelines for the issuance of letters in each program prior to the beginning of the sport. It is anticipated that not all participants will receive a letter.

#### General Guidelines:

1. Letter awards are earned only by varsity participants.
2. First time letter recipients at UHS will receive a letter and a certificate. Every time thereafter the athlete will receive only a certificate.
3. A student must be a member of the team in good standing throughout the **ENTIRE season** until its point of conclusion to be eligible for a letter. Attitude and participation in practices and contests will be part of the criteria for lettering.
4. All coaches have the right to award a letter when unusual circumstances exist.
5. A letter may be awarded to any senior who has been a regular member of a squad over a period of years.
6. A letter may be awarded to a participant at the recommendation of his/her coach, with the approval of administration, in a hardship case (injury or family emergencies).
7. For purposes of lettering, managers, and statisticians will be considered participants and, therefore, must meet the requirements for lettering and adhere to the regulations for lettering.
8. At the conclusion of a season, a participant must return all school equipment and pay any fees due before receiving a letter.
9. Coaches will review with students the criteria for lettering for their specific sport/activity at the beginning of the season.
10. The final decision regarding the awarding of a varsity letter lies with the principal following recommendations from the Activities Director and head coach.

### Awards

Each sport will have some type of awards program/banquet at the conclusion of the season. However, it should not be expected that all team members will receive an award.

## X. Code of Sportsmanship

Along with other member schools of the High School Patriot League and Northern Plains Middle Level Association, University has formulated a code for students and parents of the school to try to make good sportsmanship a habit in the school. Please read it carefully.

1. Remember that as a spectator, you represent your school as much as any team member. The good name of your school is worth much more than winning a game.
2. Learn the rules of the game so that you can be an intelligent spectator.
3. Support your team enthusiastically, but with consideration and respect for the opponents, whether you are winning or losing. Recognize outstanding effort and ability, be it from our participants or our opponents.
4. Remember, officials are human, too.
5. Be courteous and friendly to visiting team members and spectators.
6. Be considerate of any injured visiting team member.
7. Acquaint adults and others in the community with the ideals of sportsmanship that the school is trying to follow.
8. Be mature in your behavior. Set a good example of sportsmanship and quickly condemn unsportsmanlike conduct on the part of other students or adults.
9. Work through Booster Club, Student Leadership, cheerleaders, and other school organizations in building good sportsmanship.
10. Cooperate with and follow the directions of cheerleaders and school officials.