



**Buena Vista School
District
Coach/Sponsor
Handbook
2026-27**

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General Program Philosophy and Procedures

The Coach's Handbook is a resource manual for all coaches at Buena Vista High School/Middle School. It contains guidelines, policies and procedures that all coaches are expected to know to be able to perform the important job of coaching our student-athletes. Each coach should thoroughly review the manual before each season to ensure they are up to date with any new guidelines, policies and procedures. This handbook is not intended to be the solution to all problems. It should help the coach to problem solve and prevent problems from occurring. A successful coach is someone who builds positive relationships with students, fellow coaches, teachers, administrators, school board members, fans and the community. I wish you the best for a successful season.

Future Changes

Although every effort will be made to update the handbook on a timely basis, Buena Vista School District R-31 reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Scheduling: Philosophy and Procedure

The CHSAA (Colorado High School Activities Association) sets the number of games allowed in sports. The League puts together the League Schedule. The remaining games are non-league games. For all non-league games at Buena Vista High School/Middle School, it is the Head Coach and Athletic Director that work together to develop the schedule. We typically have a home and away agreement which could be in the same year or the following year. Honoring a home and away agreement is now mandatory as CHSAA levies a \$500 fine for backing out of contracted games, \$1,000 for multiple occurrences. The Head Coach can call other coaches to gauge interest and then the Athletic Directors from each school can confirm. The Head Coach may also supply a “wish list” of opponents to the Athletic Director to contact within 90 days of the conclusion of the season for scheduling the following year. It is recommended that the Head Coach and Athletic Director work together closely to best utilize the current CHSAA seeding program.

Cancellation of Athletic or Sport Activities

The decision to cancel athletic or sport activities is made by district administration in consultation with the Athletic Departments at both schools. If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Department. The District will try our best to advertise all cancellations via the District website, automated calling system, social media, activities calendar and local media as conditions warrant. The athletic department's priority will be canceling transportation, officials, and hotels; coaches are asked to communicate cancellations to families and players.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Department immediately so the public can be notified by any and all of the methods mentioned above. In the event of a cancellation, the activity should be rescheduled for the earliest convenient date as long as all CHSAA and District requirements regarding scheduling are met. Forfeits are addressed by CHSAA guidelines. If school is canceled or dismissed by the district administration, all scheduled contests, matches, etc, are canceled. On any day school is canceled (i.e. snow day), there will be no practices, rehearsals, etc, and the buildings and school facilities are closed.

Uniforms

The Buena Vista High School/Middle School has a uniform replacement schedule for all athletic teams. Coaches should ensure that student-athletes take proper care of uniforms and equipment. Coaches should remind student-athletes that parents and/or boyfriends/girlfriends cannot wear team uniforms to away or home contests.

Allowances for ordering are as follows:

Football (40): Pants, Jerseys home and away

Baseball (18): Pants, Jerseys home and away

Wrestling (15): Singlets, home and away

Volleyball (12): Jersey home and away

Track/XC (30B/30G): Shorts, Jersey

Boys Golf (10): Shirts

Boys Basketball (12): Shorts, Jerseys home and away

Girls Basketball (12): Shorts, Jerseys home and away

Girls Soccer (18): Shorts, Jerseys home and away

Cheer (14): Warm Ups

Confidentiality

In certain circumstances employees will receive confidential information regarding students or employees medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Employees may only access student record information in which they have a legitimate educational interest. Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable use policy, procedures and other applicable guidelines.

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance.

Liability

During the past several years, plaintiff/defense attorneys have raised all of the following situations as possible examples of negligence on the part of the physical educator/coach and/or athletic administrator. Be proactive. Prevention is the key.

- No supervision in the locker rooms
- Permitting a player to officiate a game because an official did not show
- Giving your keys to a student
- Students moving equipment beyond their capabilities
- Permitting horseplay
- Letting one teacher supervise two classes because a teacher is absent and must leave for a coaching responsibility
- Placing one student in the role of a supervisor at practice or during gym class
- Not establishing specific rules of safety prior to an event or activity
- Emphasizing the outcome of the game over the experience
- Not getting involved
- Skipping warm-up time
- Permitting unequal competition
- Physically overextending a student
- Athletes with no physicals
- No adequate preparation for an event or activity
- Bypassing fundamental skills

- Failing to warn people about the potential danger of an activity
- Failure to update or review a safety checklist
- No emergency plan
- Insufficient sized mats for an activity
- Permitting activity on a wet, slippery floor
- Leaving balls or equipment on the gym floor during activities or games
- Permitting students to participate in inappropriate attire (i.e. non athletic shoes)
- Using correct equipment in an improper manner
- Inadequate lighting in the gym
- Not correcting an unsafe situation immediately
- Lack of supervision
- Failure to check field/equipment on a regular basis
- Inadequate protection behind both basketball goals
- Permitting players to stay after practice for additional practice
- Having equipment reconditioned by uncertified or disreputable companies
- Permitting players to travel by car and transporting teammates to games and/or practices
- Complacency: Having the attitude, "No one will ever sue me."

Correcting the above scenarios is not the total answer to the litigious explosion in athletics, but it is a good start.

Advertising

No commercial advertising or distribution of advertising materials shall be allowed in the facilities or on the grounds of school property, without the expressed permission of the school or District administration. Permission is needed for all coaches, assistant coaches, and parent/booster groups.

District Representation

Use of the school mascot, school logos, and/or school and District imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the expressed permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent or designee and shall comply with the style guide adopted by the District.

T-shirts and Logos

All T-shirts and logos used for Buena Vista High School/Middle School sponsored activities should be approved by the Athletic Director BEFORE the items are ordered.

Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact students, teachers, or other employees during the school day. Employees shall not solicit for personal financial remuneration from students, parents and other staff. No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior authorization by the Board and approval of the Superintendent or the Superintendent's designee.

Codes of Conduct and Eligibility

It is the duty of all concerned with high school athletics to:

- Follow all aspects of the School Student Code of Conduct
[W Athletic and Activities Code of Conduct 2026-27.docx](#)
- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
- Eliminate all possibilities which tend to destroy the best values of the game
- Stress the values derived from playing the game fairly
- Show courtesy to visiting teams and officials
- Respect the integrity and judgment of sports officials
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- Encourage leadership, use of initiative, and good judgment by players on the team
- Recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players
- Remember that an athletic contest is only a game – not a matter of life or death for the player, coach, school, official, fan, community, state, or nation
- School and learning come first

Coach's Code of Conduct

- Our goal is to win. Our purpose is to build student character.
- Your character determines how you coach, and your coaching reflects your character. Be a person of character. Be a coach of character.
- A team is built on relationships and purpose. Build meaningful relationships and lead with intention.
- We use athletics as a platform to develop students into people of integrity, responsibility, resilience, and respect.
- To coach character, you must model it through both your words and actions.
- Correct student-athletes in a constructive and uplifting manner. Never shame, belittle, or demean a player.
- Utilize the District approved behavior matrix in collaboration with the Activities Director and Principal.
- Protect and support our students. Build them up rather than tear them down.
- Recognize and celebrate acts of character, leadership, teamwork, and sportsmanship both on and off the field, court, track, mat, or athletic venue.
- Every student-athlete is a valued member of our team family and deserves respect, encouragement, and an opportunity to succeed.
- Parents are our partners. We strive to work collaboratively with families to support the success and growth of each student-athlete.
- Coaches and administrators may disagree privately, but disagreements should never be displayed in front of students, parents, or the public.
- Use appropriate, respectful, and professional language when addressing student-athletes, parents, officials, fellow coaches, and staff.
- Know the difference between coaching and shaming. Teach, instruct, and motivate without intimidation or humiliation.
- Take responsibility for your actions and do not be afraid to apologize when necessary.

- Our mission is to develop successful people, not just successful athletes.
- Support and promote all BV Schools athletic programs and activities.

Sexual Harassment Policy

The below guidelines have been established as expected behavior for the Buena Vista High School/Middle School Extracurricular Staff and is in accordance with *District Policy [AC Nondiscrimination](#) and AC-R1 Sexual Harassment for expectation for all employees of Buena Vista School District.*

- Personnel should never use sexually explicit language or tell sexually explicit jokes in the presence of student-athletes/participants
- Personnel should never display or show sexually explicit pictures or materials to student-athletes/participants
- Personnel should not engage in excessive personal conversations with student-athletes/participants and/or sending excessively personal letters, cards, gifts and/or e-mails to student-athletes/participants
- Personnel should avoid commenting on student-athlete's/participant's physical appearance that addresses physical attributes
- Personnel should avoid inappropriate physical contact and/or touching of student-athletes/participants
- Personnel should avoid one-on-one, off-campus interactions with student-athletes/participants unless there is a legitimate school-related purpose, parent/guardian awareness, and administrative approval when appropriate.
- Personnel should never plan or take un-chaperoned trips with student-athletes/participants
- Personnel should never date or have sexual relations with student-athletes/participants
- Personnel should maintain professional electronic communication boundaries and utilize district-approved communication methods whenever possible.
- Personnel who witness, suspect, or receive reports of harassment, discrimination, grooming behaviors, boundary violations, or inappropriate staff/student conduct are required to promptly report the concern to administration or the district compliance officer.

Buena Vista R-31 School District Harassment, Bullying and Hazing Policy AC and ADD: [Link to Policies](#)

Buena Vista High School/Middle School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, cyber-bullying, sexual harassment, sexting or hazing.

- Harassment, Intimidation, and Bullying means any unwelcome written, verbal, non-verbal expression, or physical act or gesture, directed at a student, staff member, or volunteer that has the effect of any or all of the following:
 - o Physically, emotionally, or mentally harming a student, staff member, or volunteer;
 - o Damaging, extorting or taking a student's, staff members, or volunteer's personal property;
 - o Placing a student, staff member, or volunteer in reasonable fear of physical, emotional or mental harm;

- o Placing a student, staff member, or volunteer in reasonable fear of damage to or loss of personal property; or
- o Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member or volunteer to perform his or her duties.
- Cyber bullying is any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email, text, or instant messages, social networking sites, internet video sites, personal websites, or blog postings.
- Sexual harassment includes any unwanted, uninvited and non-reciprocal sexual attention, either through verbal or written communication (including texting and social networking postings), or physical gestures, as well as the creation of an intimidating, hostile or offensive school or work environment.
- Sexting is defined as a student using a cell phone or other electronic device to send or solicit photos, videos, or messages that are sexual in nature to another student. If the offender is 18 or older, it may become a child pornography crime.
- Hazing is any action taken or situation created intentionally that causes:
 - o Embarrassment, harassment, or ridicule;
 - o Endangers the mental and/or physical health of a student;
 - o Causes actual emotional and/or physical harm; or,
 - o Soliciting, directing, aiding, or otherwise participating actively or passively in any/all of the above acts.
- Attempts, Solicitation or Conspiracy – Any student who takes substantial steps towards engaging in, solicits another person to engage in, or conspires with others to engage in harassment, intimidation, bullying, cyber bullying, sexting or hazing shall be regarded for purposes of this policy in the same way as if the person had been successful in completing the act themselves.

All forms of harassment and bullying are unacceptable. To the extent such actions disrupt the School's educational process, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline and/or involvement of law enforcement.

Delegation of Responsibility

Each staff member and volunteer shall be responsible to maintain an educational environment free of harassment, intimidation, bullying and cyberbullying. If witnessing harassment, bullying or hazing, the staff member shall immediately take action to stop the incident whenever possible. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of harassment, intimidation, bullying and cyberbullying.

Reporting and Investigating Procedure

Students who believe they have experienced harassment, discrimination, bullying, hazing, or retaliation, or who witness such conduct involving another student, should report the concern in accordance with district policy and school procedures. Parents/guardians may also report concerns on behalf of a student.

Any staff member who receives a report of harassment, discrimination, bullying, hazing, retaliation, or inappropriate conduct — or who witnesses such behavior — shall promptly notify

a building administrator or the District Compliance Officer in accordance with district policy. Reports involving sexual harassment or sex-based discrimination may also be submitted through the district's Title IX reporting procedures available on the district website.

Eligibility: Academics

Buena Vista High School has declared Plan A eligibility with the CHSAA. Under our Plan, participants must take the minimum number of classes as required by Buena Vista High School which is 8 classes.

In order to be eligible, participants may not be failing any classes at the weekly or semester grade checks regardless of the number of classes they are enrolled in. Participants failing more than one class in the semester prior to participation will be ineligible for the first six weeks of the following semester (unless otherwise assigned a re-gain date by CHSAA). They may regain eligibility if they are not failing any classes at that time. Failing to regain eligibility by the Regain Date, the student will remain ineligible for the remainder of the season. A participant failing any class at the weekly grade checks will be ineligible for the following academic week. The first time a student receives an F on the eligibility list each semester it will be notated as a warning. If a student receives two (2) F's at any eligibility check, the warning is forfeited and they will be ineligible the following week.

Students participating at but not attending Buena Vista High School must meet the Buena Vista High School and CHSAA eligibility requirements of their sending school. They must provide a transcript with semester grades and weekly academic eligibility reports to the Activities Office to verify their eligibility.

- *Non-CHSAA sanctioned home co-curricular activities participation is allowed if participation does not require missed class time.
- **BVHS Theatre participants must be eligible the week of auditions and will receive one warning F during the production. Any subsequent failing grade during the production would render the student ineligible the following week.

Eligibility: Attendance

Unless an absence is pre-arranged, a student must attend five (5) classes in order to practice or participate in an activity on the day of the absence. An absence can only be pre-arranged if it has been approved by the office 24 hours prior to the occurrence of the absence. Daily attendance rosters will be provided by the Athletic Department listing student-athletes whom are not eligible to practice or participate due to non-pre-excused absences resulting in less than five classes attended. Any unexcused absence will render a student-athlete ineligible for participation in practice or competition that day.

Eligibility: Behavior

Competing in academic based athletics through Buena Vista School District is a privilege, one that we wish to extend to all students. Buena Vista High School wishes to be an avenue for all students to compete for the high school and be afforded the opportunities to garner lessons that only academic based athletics can provide.

Code of Conduct Matrix and Enforcement

These consequences are in conjunction with and do not replace school issued consequences (i.e., suspension); If students miss a contest during their suspension, that will count towards loss of contests

These violations can happen on school property, off school property and/or at school sponsored events. These apply from the first official CHSAA practice to the final CHSAA championship scheduled.

With any loss of contest - If violation occurs during the off-season, consequence will be served during next season played. If a student adds a new activity that has not previously been a participant following a violation, the student is required to successfully complete that season.

If a student loses 50% of a season after half of the season has been completed, the next season will be impacted to reflect a total of 50% loss (i.e., student's violation takes place with 10% of the season left, that student sits out that 10% and 40% of next season they participate in). This applies to spring sports into fall sports the next year.

The Buena Vista School District Behavior Matrix will be utilized for all students participating in school sponsored activities. The matrix is outlined below.

1. District Matrix with Behavior Codes- Current



BV Schools Behavior Codes and Matrix

Original: August 2023; Updated 6.7.2024; Updated 7.01.2024; Updated 6.23.2025; Updated 7.23.2025

CDE: [2023-2024 Discipline Interchange – Discipline Action File \(ALL STUDENTS\)](#)

CDE: https://www.cde.state.co.us/datapipeline/discipline_dataguidance_leas

Not State Reported (NSR) - Tier 1 Offenses Classroom Managed Behaviors

Classroom System and Abre	Behavior	Definition	Offense 1- 3	Offense 4	NOTES
CM - DC	Dress Code	Violation of dress code that is managed by staff (not repeated)	Offense 1 - Warning with action to correct Offense 2, 3 - Conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention	Office Referral Activities: .5 - 1 contest	Tier 1 occurring more than 3 times should trigger a teacher documenting behaviors in the Abre system to consider antecedent and possible RtI behavior plan and monitoring. More than three times are subject to additional disciplinary actions through an Office Referral that could result in: - Lunch or After School Detention - Saturday School - Behavior Plan - Loss of privileges (activities, trips) - In school
CM - MCI	Minor Conflict, Insults	Comments made to adult or students that are derogatory but not aimed at a protected class (race, gender, disability) that would constitute discrimination or harassment.	Offense 1 - Verbal correction, reflection and repair Offense 2, 3 - Verbal correction, reflection and repair; conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention	Office Referral Activities: .5 - 1 contest	
CM - CD	Classroom Disruption	Outbursts, comments, talking or actions keeping others from working	Offense 1 - Verbal correction, reflection and repair Offense 2, 3 - Verbal correction, reflection and	Office Referral 	

			repair; conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention	Activities: .5 - 1 contest	suspension (principal discretion)
CM - MA	Minor aggression with another student	push/shove (light)	Offense 1: Verbal correction, reflection and repair. Offense 2, 3 - Verbal correction, reflection and repair; conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention NOTE: older students "minor aggression" may be office referral sooner	Office Referral Activities: .5 - 1 contest	In addition to school based consequences, students involved in extra curricular activities (sports, clubs, music, StuCo, NHS, or other school sponsored activities) will be subject to missing .5-1 contests If an activity allows for partial competition (soccer, baseball, StuCo event, 1 volleyball game, forfeit 1 wrestling dual, etc), then the student will miss .5 of the competition. If the activity does not allow partial participation (cross country, band competition, etc), then the full competition will be missed.
CM - DDP	Disobedience/Defiance/Profanity/ Not following classroom expectations (minor)	Student does not follow directions, makes inappropriate comments, work refusal. Respect, Integrity violations, tardies.	Offense 1 - Verbal correction, reflection and repair Offense 2, 3 - Verbal correction, reflection and repair; conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention	Office Referral Activities: .5 - 1 contest	
CM - DP	Damage to Property (minor)	Could include tearing paper, breaking pencil, drawing on property. MINOR	Offense 1 - Verbal correction, reflection and repair Offense 2, 3 - Verbal correction, reflection and repair; conversation seeking lagging skill or need; call home. Teacher discretion: lunch detention	Office Referral Activities: .5 - 1 contest	
CM- CP	Cell Phone/Device Violation	In high school, these are infractions when cell phone or other device (including ear buds, watches) being	Offense 1 <u>BVMS</u> : Phone taken to office and office calls	Offense 2 Given to office for day; parent	
				Offense 3 Office Referral including	

		used during a restricted period	parent <u>BVHS</u> : Phone taken to office for remainder of day	pick up.	no phone at school for 12 weeks Activities: .5 - 1 Loss of contest	
CM -AD	Academic Dishonesty	Any form of cheating, plagiarism copying the work of another, unauthorized use of AI or communication between students for the purpose of gaining advantage during an exam or project				

Not State Reported (NSR) - Tier 1 Offenses
Office Referrals - No Removal/Exclusion

IC Code	Behavior	Definition	1st, 2nd, or 3rd Offense
NSR - AD	Academic Dishonesty	Any form of cheating, plagiarism copying the work of another, unauthorized use of AI or communication between students for the purpose of gaining advantage during an exam or project	Possible actions include but are not limited to: • Reflective Conversation Session • Behavior and Skill Building Plan ◦ After second offense • Loss of Privileges • Detention • Saturday School (BVMS after 5 lunch detentions) In addition to school based consequences, students involved in extra curricular activities (sports, clubs, music, StuCo, NHS, or other school sponsored activities) will be
NSR - T	Excessive Tardy	More than five non-verified tardies to a single class	
NSR - TR	Truancy	Unexcused absences	
NSR - DC	Dress Code Violation	Failure to adhere to school dress code	
NSR - FD	Failure to Attend	Student assigned lunch, after school or	

	Detention or ISS	other type of detention and fails to complete	subject to the following responses: <u>Activities:</u> 1st Offense: miss .5 - 1 contests/performance (see note above on .5 or 1 contest determination) 2nd Offense: miss 3 contests/performance - With commitment to participate in approved drug/alcohol/behavior course or participation in restorative activities, 2nd offense may be reduced to .5-1 contests/performance. Participation in course or restorative activity must be initiated as soon as possible. A re-entry plan must be established with student, principal, coach/sponsor and AD. 3rd Offense: miss season or upcoming season if offense occurs in off season. If offense occurs with less than ½ season left, miss remainder of season and ½ of the next season. Re-entry plan established with student, principal, coach/sponsor and AD. <u>Notes:</u> - Student continues to be involved in all aspects of team activities even if missing contests/performance due to an offense (practices, team dinners, etc) - Music: If offense occurs during a time when an understudy is not available, the consequence may be served at the next overnight, performance, or competition. - Offenses reset each school year
NSR - DR	Disrespectful/ Disruptive Behavior	Interfering with the teaching/learning process; refusal to take direction from staff; use of profanity or offensive language interrupting learning environment	
NSR - PC	Physical Confrontation (Fighting)	Using physical force toward others or objects that threatens the safety; not to level of assault	
NSR - LC	Left Class without Permission	Student leaves class without notification or approval from teacher	
NSR - CP	Cell Phone Violation	Use of cellphone when restricted	
NSR - TV	Technology Use Agreement Violation	Use of technology when restricted, without care, or inappropriately or other violation in agreement	
NSR - PDA	Inappropriate Public Display of Affection	Lewd or inappropriate affection include prolonged kissing, touching, fondling	
NSR - TH	Theft	Possessing someone else's property without permission that would not constitute robbery.	
NSR - WS	Self Report and surrendering of dangerous item	Student willfully and without prompting from others, turns in weapon to staff or other authority	
NSR - BT	Bus Ticket	Behavior on bus resulting in bus ticket NOTE: if the violation is high level, then use the state codes	

NSR-CC	Other Code of Conduct, non-removal	Any behavior violating code of conduct not captured in other codes that does not result in removal from class or school	
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State Reported (SR) - Tier 2 and 3 Offenses Response must include removal/exclusion from school (ISS, OSS, class removal)			
IC Code	Behavior	Definition	1st, 2nd, or 3rd Offense
SR - 01	Drug Violation	Use, possession, or sale of a drug or controlled substance, other than marijuana, on school grounds, in a school vehicle, or at a school activity or sanctioned event.	1-10 day (s) In or Out of School Suspension Other possible actions include but are not limited to: • Safety or Behavior Plan • Restorative Dialogue • Referral to Law Enforcement and/or outside agencies and resources • Recommendation for Expulsion In addition to school based consequences, students involved in extra curricular activities (sports, clubs, music, StuCo, NHS, or other school sponsored activities) will be subject to the following responses: <u>Activities:</u> For SR-01, 02, 03, and 14 (Drug, alcohol, tobacco, and marijuana offenses on or off campus) during the entire CHSAA competition season for all sports: • 1st Offense: miss .5 - 1 contests/performance • 2nd Offense: miss 3 contests/performance ◦ With commitment to participate in approved drug/alcohol/behavior course or participation in restorative activities, 2nd offense may be reduced to .5-1 contests/ performances. Participation in
SR -02	Alcohol Violation	Use or possession of alcohol on school grounds, in a school vehicle, or at a school activity or sanctioned event.	
SR-03	Tobacco Violation	Use or possession of a tobacco product (Nicotine Product) on school grounds, in a school vehicle, or at a school activity or sanctioned event.	
SR-04	1st, 2nd Degree or Vehicular Assault	Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be considered first degree assault, as described in section 18-3-202, C.R.S., second degree assault, as described in section 18-3-203, C.R.S., or vehicular assault, as described in section 18-3-205, C.R.S.	
SR-05	Dangerous Weapons	Possessing a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school	

		district. 22-33-102(4) Dangerous Weapon: a. A firearm as defined in section 18-1-901 (3)(h)C.R.S.; b. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; c. A fixed-blade knife with a blade that exceeds three inches in length d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.	course or restorative activity must be initiated as soon as possible. A re-entry plan must be established with student, principal, coach/sponsor and AD. 3rd Offense: miss remainder of season or upcoming season if offense occurs in off season. If offense occurs with less than ½ season left, miss remainder of season and ½ of the next season. Re-entry plan established with student, principal, coach/sponsor and AD that may include course or restorative activity to participate in upcoming season. 4th Offense: may not participate in activities for remainder of calendar year (including team practices and activities).
SR-06	Robbery	Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be considered robbery. 18-4-301. Robbery (1) A person who knowingly takes anything of value from the person or presence of another by the use of force, threats, or intimidation commits robbery.	<u>Notes:</u> - Student continues to be involved in all aspects of team activities even if missing contests/performances due to an offense (practices, team dinners, etc) - Music: If offense occurs during a time when an understudy is not available, the consequence may be served at the next overnight, performance, or competition. - Offenses reset each school year or upon completion of expulsion. - Unless an alleged sexual offense or use of dangerous weapon, legal charges against a student for activities off campus will not prohibit participation. <u>Activities:</u> For all SR offenses <u>except</u> SR-01, 02, 03, and 14 (Drug, alcohol, tobacco, and marijuana offenses) on or off campus during the entire CHSAA competition season for all sports:
SR-07	Other Felony	Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be considered a felony.	
SR-08	Disobedient/Defiant or Repeated Interference	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the schools ability to provide educational opportunities to and a safe environment for, other students and must result in the exclusionary discipline of a student. May include academic dishonesty (if removed) JICDE Code of Conduct: 20, 21, 22, 25, 26,	

SR-09	Detrimental Behavior	Behavior on school grounds, in a school vehicle, electronic communication, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or of school personnel, including but not limited to incidents of other behavior that creates a threat of physical harm to the student or to other students. Examples: • a school threat to the school building or school community, • a threat/intimidation (harassment, including sexual, or hazing) to another student staff member; • obscene behavior (indecent exposure) • Threat related to protected class • False accusations of staff or student.	• 1st Offense: Depending on the offense, the following responses may be enacted at the discretion of the principal in consultation with superintendent. If expulsion recommendation is made, the student may not be involved in activities while a determination is made. ◦ Miss remainder of season or upcoming season if offense occurs in or off season. If offense occurs with less than ½ season left, miss remainder of season and ½ of the next season. Re-entry plan established with student, principal, coach/sponsor and AD. Miss 3 contests/performances ◦ With commitment to participate in approved drug/alcohol/behavior course or participation in restorative activities, 2nd offense may be reduced to 3 contests/ performances (participation must begin as soon as possible) and a re-entry plan established with student, principal, coach/sponsor and AD. ◦ May not participate in activities for remainder of calendar year (including team practices and activities) ◦ Expulsion from activities will be aligned with expulsion from school • 2nd Offense : ◦ May not participate in activities for remainder of calendar year (including team practices and activities) ◦ Expulsion from activities will be aligned with expulsion from school Notes: • Student continues to be involved in all aspects of team activities even if missing contests/performances due to an offense
SR-10	Destruction of School Property	Willful destruction or defacement of school property.	
SR-11	Bullying	“Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is classified when: 1) the behavior is intentional, 2) the behavior is repeated or likely to be repeated, and 3) there is an imbalance of power between the target and perpetrator of bullying. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon any of the bases described in section	

		22-32-109(1)(II)(I). This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States constitution or to prevent the expression of any religious, political, or philosophical views.	(practices, team dinners, etc) • Music: If offense occurs during a time when an understudy is not available, the consequence may be served at the next overnight, performance, or competition. • Offenses reset each school year or upon completion of expulsion unless legal case pending that compromise the safety of others as determined by superintendent. • Unless an alleged sexual offense or use of dangerous weapon, legal charges against a student for activities off campus will not prohibit participation.
SR-12	Other Violations of Code of Conduct	Other violations of the code of conduct and discipline that resulted in documentation of the conduct in a student's record. Use this category for any incident that violates local school board policy or regulations that are not captured in the CASB codes or state defined codes referenced in this document; AND also results in the exclusionary discipline of a student Examples: • Fighting • Repeated disrespect	
SR-13	3rd Degree Assault/Disorderly Conduct	A person commits the crime of assault in the third degree if the person knowingly or recklessly causes bodily injury to another person or with criminal negligence the person causes bodily injury to another person by means of a deadly weapon. Assault in the third degree is a class 1 misdemeanor.	
SR-14	Marijuana Violation	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.	
SR-15	Sexual Violence/Battery (other than Rape)	The number of acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. "Sexual violence" means a physical sexual act	

		perpetrated against a person's will or where a person is incapable of giving consent.	
SR-16	Rape or Attempted Rape	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Both male and female students can be victims of rape. Rape is not defined as a physical attack or fight.	

Off-the Field Coach Responsibilities

Professionalism

All coaches must display proper professionalism at all times. Coaches should dress appropriately and continue to strive to improve their coaching knowledge and expertise. Coaches should be sensitive to inappropriate comments by coaches and athletes and should closely monitor the need to touch students. A pat on the back goes a long way but hugging students can be construed as unprofessional and/or sexual harassment.

Staff Meetings and Professional Learning

Coaches who are teachers must attend all staff meetings and school district in-service programs unless they have prior approval to be excused by their building principal. Practices should not be scheduled during school district in-service programs.

Profanity

The use of profanity by coaches or student-athletes is prohibited during school-sponsored athletic activities. Coaches are responsible for setting and enforcing appropriate standards of conduct for their teams.

Community Relations

A strong athletic program includes positive relationships with youth and community programs. Head coaches are encouraged to build and maintain respectful working relationships with feeder programs and community coaches. Community athletes and coaches should be welcomed at contests and treated with respect. These programs also provide valuable opportunities for high school athletes to mentor younger students and give back to the community.

Planning for Success

Coaches must demonstrate that they are proficient in planning. All coaches should be able to provide an annual and season plan for their program as well as daily practice plans. These plans should be readily available to the Athletic Director, when requested. Failing to plan is planning to fail.

Mandatory Reporting and Student Safety

As mandatory reporters, all coaches must report all cases of suspected child abuse immediately. Additionally, if a coach has a suspicion of suicide, the student and parent should be immediately referred to the building administration, school counselors, and Safe to Tell.

Staff Development Within Each Program

Head coaches can employ the following options to develop assistant coaches and their staff as a whole:

- Clearly define coaching expectations, responsibilities and evaluation process.
- Meet with all coaches individually to clarify program goals, individual goals and responsibilities.
- All coaches should have game plan responsibilities that they will be responsible for.
- Make clinics available to all staff.
- Any costs associated with clinics may be covered with flow thru funds
- Individual staff goals must be set and supported with education and resources.
- Yearly calendar to establish organization and essential dates.
- Summer coaches retreat to clarify all program goals. This should include staff relationship building.

Transportation

- The building Principal and/or the Athletic Director must approve all trips.
- All transportation requests must be in the transportation office no less than 14 days in advance. Coaches are responsible for confirming district buses with the Athletic Director and Transportation.
- No student will be allowed to drive his/her car to a school sponsored event in which he/she is a participant nor will a student athlete be allowed to ride with a student driver unless a "Private Transportation Permission Slip" is signed by the parent and on file in the Athletic Director's office.
- The Principal and/or the Athletic Director must approve all transportation arrangements that involve students.
- District buses must be cleaned and picked up after use.
- Coaches shall not transport athletes using their own vehicle

Traveling to and from away games/activities/practices; students are to travel with the team to and from the game/activity. A student may travel to an event with their parent, only if an extenuating circumstance exists. If students are traveling to an event with their parent, the parent needs to request special permission either 24 hours in advance, or by 12:00 pm on Thursday in advance of weekend competitions, prior to the team leaving for the event with the Athletic Director – NOT THE DAY OF THE EVENT. A student may travel from an event with his/her parent or a person at least 21 years of age with below documentation completed.

If traveling home from the event with a parent, the parent will need to sign out with the coach when the event is over using the Activities/Transportation Consent Form. If traveling from an event with someone other than a parent, that is at least 21 years of age, the student and the parent must sign an Activity Transportation Consent and Release Form and turn it into the Athletic Director either 24 hours in advance, or by 12:00 pm on Thursday in advance of weekend competitions, prior to the team leaving for the event - NOT THE DAY OF THE EVENT.

The Athletic Director's office will be responsible for scheduling buses and vans for all away athletic contests once transportation request forms are provided to the athletics office. Coaches should communicate to the Athletic Director's office special requests for camps and/or tournaments at least 2 months in advance of the event.

BV Travel Expectations

- **Bus Requests**
 - Coaches and Sponsors are to fill out travel requests (See Forms) prior to the start of the season. These forms must be signed by the Athletic Director. A copy of all transportation requests must be submitted to the Athletic Director's Office along with any itinerary that has been created including scheduled stops or practices etc. Failure to turn these requests in, within a 14 day time frame may determine availability for transportation. Filling out a form does not guarantee available transport. Please use accurate student counts when making requests as this greatly impacts the Transportation department and bus scheduling.
 - In the event that there is not a bus at the scheduled departure location within 15 minutes prior to the scheduled departure time please contact the Transportation Director immediately.
 - Be sure to confirm leave times and student counts one week prior to departure to ensure accuracy.
 - Sixty (60) days prior to your season a Hotel Needs Form must be completed and turned into the Athletics Office. Once this form is returned with hotel confirmations, the travel request form will be filled out.
 - District forms for overnight stays are due with the Hotel Needs Form.
- **Per Diems**
 - Per Diems will be charged to flow thru accounts for all regular season trips. Please plan and fundraise accordingly. If a coach finds themselves in a position where funds for per diems are not there, please communicate with the Athletics office for potential options.
 - There will be no cash to coaches, per diems are via BV Schools credit card or through the reimbursement process with itemized receipts. Reimbursement will not be made without proper receipts.
 - Coaches and Sponsors will have 24 hours after returning from trips (Monday at 4:00pm for weekend trips) to turn in itemized receipts.
 - Receipts must be taped to a blank piece of paper with team name, destination, departure time & return time, accounts to be charged, and number of coaches/sponsors/students. Failure to do so will result in loss of reimbursement privilege.
 - Per Diem for meals will be available at a rate of \$10 for lunch and \$15 for dinner, not to exceed \$25 per day. Every effort will be made to secure lodging that includes breakfast. In the extreme events that we cannot include breakfast, coaches are allowed \$5/person for breakfast.
 - Any Per Diem for students or team meals that will be paid for via flow thru Funds must be Pre-Approved by the Athletic Department three (3) days prior to departure.
 - For district paid Per Diem, any Per Diem over and above the \$20 (\$25 w/ breakfast) daily limit will be charged to the flow thru fund.
 - No Per Diem will be provided on trips within sixty (60) miles of BV.

Cancellations

In the event that an event is canceled that requires transportation, please inform the Transportation Department as soon as possible.

Change in Times

In the event that there is a change in the departure time to or from an event let the Transportation Department know as soon as possible.

Parent Pick-Up

Coaches should not leave practices and contests until all student-athletes have been picked up by their parents. This includes away contests as well. Safety for our students is paramount; we must do everything possible to ensure the safety of all involved team members.

Supervision/Expectations

It is an expectation at Buena Vista High School/Middle School that Coaches/Sponsors work with drivers in monitoring the actions of students in transport and help follow and enforce all Transportation Department Rules and Guidelines. On large buses coaches are encouraged to spread out and provide constant supervision. In circumstances where students are on the bus for the purpose of shelter, supervision is still expected. It is also expected that at the conclusion of a trip that the sponsors/coaches ensure that all trash and equipment is picked up.

- When a group or team is traveling on a bus or district vehicle, a coach must accompany the team. One coach/sponsor is required to be on the bus per 25 students. At least one coach/sponsor will sit in the rear of the bus. Other coaches/sponsors will locate themselves throughout the bus to ensure proper student conduct.

Hotel/Overnight Stays

- Rooms for overnight stays will be booked through the Athletic Office. The Athletic Department will provide booking information, including whether the card on file or the coach's per diem card should be used at the hotel.
- Coaches should provide a rooming list to the Athletic Department to forward to the hotel at least 72 hours prior to arrival, given changes in eligibility and injuries. Hotels do not hold the blocks of rooms on the credit card, but on the rooming list.
- Any miscellaneous charges from the hotel for incidentals will be charged to the Flow Thru Fund and will be the responsibility of the Head Coach to seek reimbursement from those who incurred the charges.
- Lights out should be no later than 11:00pm.
- At no time should team meetings or meetings with students take place within actual hotel rooms. Ask the front desk for a meeting room or use the lobby.
- If a coach needs to enter a room, there should always be at least one other adult present when entering the room of students.

Missing Class Time for Travel

- The Buena Vista High School/Middle School Athletic Department will work with the Buena Vista School District R-31 Transportation Department to secure departure times. The Transportation Department will assign departure times based on a one hour before game time arrival to contests for all driver provided trips unless noted otherwise on the transportation request form.
- A travel roster form must be filled out and sent to transportation and to the attendance secretary at BVHS/MS prior to departure. This form must include names, periods missed, and date of the trip.

Outside Transportation Services

Travel via outside transportation (Charter Bus or Rental Car) must be signed off on by the Athletic Department. In cases where Buena Vista School District R-31 can provide transportation and teams choose to travel via outside transportation, the established R-31 transportation cost of the trip will be covered by the Athletic Department, with any and all remaining charges charged to the Flow Thru fund. Selecting Charter Travel must be done and presented to the Athletic Department sixty (60) days prior to the season.

Mountain Passes & Weather

Any travel over mountain passes with students is approved/overseen by transportation. Please be aware of conditions/forecasts and plan accordingly. If there is poor conditions, snow or ice - mountain passes may not be an option. Chain laws will dictate the ability to travel in most instances.

Purchasing

When purchasing athletic equipment and/or supplies, coaches must go through the Athletic Director. The Athletic Director will make arrangements for the purchase from either the supplies fund or the team's flow thru fund.

Head Coaches are responsible for making budget/purchasing requests for the entire program. Assistant Coaches should communicate needs for their levels to the Head Coach.

Head Coaches should consider the following criteria when planning for their program:

- Present inventory of equipment
- Condition and age of existing equipment
- Uniform rotation plan
- Number of athletes and teams in the program
- Projected long-range needs of the program

Coaches are not to order any equipment, supplies, or services on their own without prior written approval of the Athletic Director. Neither the district athletics office nor any school will be responsible for orders made without a purchase order. Coaches will be held responsible for payment if procedures are not followed.

Coaches may not bill personal items to school accounts. Coaches should not use personal credit cards, personal checks, or their own cash for school purchases and as such should not ask parents to make purchases for reimbursement.

Activity Account and Fundraising Policy

All coaches and sponsors are expected to follow the BV Schools Cash Handling Procedures outlined in the Employee Handbook.

Fundraising is the responsibility of the head coach and all monies raised are to be used directly for the program. It is encouraged that all fundraising take place during the individual sport season or during the summer months for sports. All fundraisers must be approved on an annual basis via the Fundraiser Request Form (see forms); this is to ensure that the same fundraisers are not repeated and that sport programs do not compete with each other for the same product. While fundraisers must be approved annually, if a fundraiser was conducted by a group in the previous year that group will have first priority to conduct the fundraiser again in upcoming years.

Each Sport, Activity, or Club is allowed to have a flow thru account for their individual program. Money received through fundraising or donations must be deposited into this account.

All money earned through fundraisers, sponsors, and donations, should be immediately deposited through the Athletic Director's office. Failure to properly document, count, and deposit funds will place you and your program in serious liability.

If you are running a concession stand or other fundraiser that requires a cash box, you are responsible to count funds and turn it over to an administrator immediately.

All funds raised by your program will remain in your programs account. You are free to make purchases from this account by filling out a purchase request. All purchases over \$50.00 dollars will require pre-approval from the Athletic Director.

It is an expectation that you will keep your funds in balance as over drafted funds will result in administrative action, deficit spending will not be allowed. At no time should coaches/sponsors receive payment from these accounts unless approved through the athletics office

Budget Requests

Items that should be included in budget requests are related to the needs of the program and are items that are required for the sport to take place. These budget items will be given first priority, with no one sport having priority over another.

Additional items that are not required or considered a need, will also be considered on a case by case basis. Budget request for the upcoming season must be submitted by February 1st.

A budget request can be completed in the form of an email to the Athletic Director, stating the cost, amount, requested vendor, reason for purchase or any other necessary information. Budget requests will then be reviewed and approved or denied within a reasonable time frame.

Fundraising and Budgeting

The School District encourages students and staff to raise and spend funds to promote the welfare, education and morale of students. Participation in student activities or any fundraising is not required and is strictly voluntary. The management of student body funds will be in accordance with acceptable business practices and procedures as defined by the District's Chief Financial Officer. The Fundraiser Request form must be filled out and turned into the Athletic Office with one of the four categories checked. The Athletic Department will approve

and forward to the Principal for approval. Once both have approved, the fundraiser may proceed. Teams are limited to two fundraisers per season, one with a service tied to the funds raised and one other.

Participation in fundraising activities by students at Buena Vista High School/Middle School is encouraged by coaches and sponsors to help support the financial needs of their programs. In addition, these activities help foster the character traits of dedication, responsibility, sacrifice, and teamwork. However, participation in fundraising activities is NOT mandatory or a requirement for making a Buena Vista High School/Middle School team. Conversely, participation in these activities does NOT guarantee the participant a spot on a Buena Vista High School/Middle School team.

Fundraising Procedures

Student

Raise money on behalf of student body or specific student groups.
Daily, submit all money raised to appropriate staff member.

Staff

Collect money raised by students or have students turn money into the activities office.
Record money received from students
Reconcile money received.
Daily, submit all money to the district athletic office.
Receive receipt.
Match deposit with receipt from admin assistant

Accounts

The District will have a supply budget for all sports. Each sport may also have a flow thru account for their fundraised money. No other accounts are sanctioned. This is for your protection. Any money raised by Buena Vista High School/Middle School athletes must go into your Flow Thru account.

Booster Club

The Buena Vista Demon Booster Club exists to provide assistance to all teams. Requests from the Buena Vista Demon Booster Club must follow the set procedures:

- Meet/email with Athletic Director for initial approval of request
- Fill out Booster Club Request Form
- Attach quote from supplier including shipping
- Sign and present all forms to Booster Club at regularly scheduled monthly meeting, typically the first Monday of the month. Email Booster Club President to be placed on the agenda at least one week prior to the next meeting.
- When your request has been approved by the Buena Vista Demon Booster Club, the forms and check will be forwarded to the BVHS/MS Athletic Office.

Athletic Trainer / Safety

We are fortunate to have Athletic Trainer services through an agreement with Heart of the Rockies Regional Medical Center at BVHS/MS. Their guidance and expertise are extremely beneficial to our student-athletes, parents and coaches. Each coach should understand that

he/she is often the first line of contact from when the injury occurs until the Athletic Trainer arrives on site. It is critical that coaches know and follow the emergency procedures and emergency action plan that is outlined by the Athletic Training staff at the pre-season coaches meeting. The Athletic Trainer is responsible for the first aid, care, treatment, prevention and rehabilitation for all athletic injuries. The Athletic Trainer is also responsible for the organization and administration of coverage for home athletic contests. The Athletic Trainer, in conjunction with the physician or Physical Therapist, will determine when an athlete can return to play following an injury. Coaches should present a practice schedule to the Athletic Trainer at the beginning of the season so coverage can be provided. Changes to the practice schedule must be communicated to the Athletic Trainer and Athletic Director. Coaches should follow the emergency guidelines that are provided by the Athletic Trainer.

Contracted medical personnel at all games have the authority to make decisions involving student athletes during games at all district facilities. Their decision concerning a student's condition and/or ability to continue to play after an injury will be final.

Training Room Guidelines

The Athletic Training Room is to be used for athletes of Buena Vista High School/Middle School to be evaluated, treated, educated, and rehabilitated after a sports injury under the supervision of the Athletic Trainer.

Please ensure all athletes see the trainer in the case of a sports injury. In order to make athletes' health care more efficient and effective and streamline the process, the time and the cost, please use the trainer as a point person to manage the athlete's care. The trainer will oversee communication with physicians, parents and other members of the health care team in attempts to provide high quality care.

Concussion Policy

It is imperative that any athlete suffering a blow to the head by any mechanism be evaluated for a concussion due to the potential morbidity and mortality of the injury as well as the liability associated with it. Buena Vista School District follows protocols and training as outlined in Colorado SB 11-0410 (Jake Snakenburg Youth Concussion Act) and aligned guidance provided on the Colorado Department of Education (CDE) <https://ed.cde.state.co.us/shs/braininjury#reap> The Colorado Office of School Safety <https://oss.colorado.gov/athletics-concussion#concussion-management> and Colorado High School Athletic Association (CHSAA). Research is constantly emerging on this injury and these guidelines will be updated according to current literature. PLEASE COMMUNICATE ABOUT THESE IMMEDIATELY as it requires a lot of follow-up with parents, doctors, teachers and so on.

Athletic Training Kits

Kits should remain with the coaches from season to season. If it is hard to keep track of these in a safe location between seasons, let the trainer know and kits can be stored in the training room. At the beginning of each season, kits will be filled with general supplies and attempts will be made weekly to replenish these as needed. If you need more, or need something specific,

please let the trainer know. If you lose your kit, please see the Buena Vista High School/Middle School Athletic Director to purchase a new one.

On-the-Road Injury Protocol

When an injury occurs to a student athlete that involves transport to a hospital, coaches should work with the host school/site personnel to gather as much information about where the student is being transported. Coaches are to call the parent/guardian of the student athlete, the BVHS/MS Athletic Director, and the BVHS/MS Athletic Trainer to give information about the injury and transport of the student athlete. After calls are made, BVHS/MS coaches will use the following guidelines along with direction from the Athletic Director:

- When two or more coaches are present, a BVHS/MS coach should accompany the injured student and remain until a parent/guardian arrives.
- When one coach is present with a bus driver, the BVHS/MS coach should continue supervising the team and then remain with the injured student until a parent/guardian arrives. The team will return home with the bus driver.
- When only one coach is present and that coach is also the bus driver, the Athletic Director must be contacted immediately for guidance.

Lightning Policy

Lightning strikes to individuals are rare but can be deadly. It is also the most consistent and significant weather hazard that may affect athletic participation. Due to the nature of lightning and the arrangement of BVHS/MS athletic facilities there must be a policy in place to respond to the occurrence of lightning. The National Severe Storms Laboratory recommends that athletic participation cease when lightning is detected within eight (8) miles. This will be indicated by lightning detection apps available on smart phones, or when the Athletic Trainer or other BVHS/MS administration determines. When the decision has been made to delay participation, teams and fans must report to a safe structure and clear both the playing surface and the stands/bleachers. Play may resume after a period of thirty (30) minutes from the last indication of lightning within the eight (8) mile area. The thirty (30) minute clock restarts with every subsequent strike within the eight (8) mile area.

Catastrophic Incident Protocol

Please follow the plan below in the event of a medical crisis (i.e. travel accident, spinal cord injury, severe head injury, life threatening situation, death). Once proper emergency care has been secured, the head coach or athletic trainer on the scene will initiate the Catastrophic Incident Protocol.

The following action plan will appropriately apply steps to manage a catastrophic incident. While applying these steps, the Buena Vista R-31 Athletics Department Personnel will keep in mind the following goals:

- Get all pertinent facts regarding the incident accurately and expeditiously.
- Accurately document all events, especially list all participants and witnesses.
- Secure any and all materials/equipment involved.
- Respect the dignity of the individuals involved.

- Only individuals designated by the Athletics Director are to speak on the incident to family members, media, other staff members, student athletes or coaches - NO ONE ELSE HAS CLEARANCE TO SPEAK ABOUT THE INCIDENT.
- Instruct student-athletes that they are not to speak to anyone about the incident until they are given permission to do so.
- Any communication with the media will be handled through the designee of the Athletic Director and in line with the District Policy KDDA-R Press Releases, Conferences and Interviews.

Roles and Responsibilities During an Incident

Athletic Director:

- Determines who will handle the situation on the scene and designate an athletic administrator to travel to scene if appropriate.
- Coordinate with host school administration any necessary items as applicable.
- Notifies additional Athletics Department staff to assist if needed.
- Designates spokesperson.
- Notifies family or designates another Administrator to contact family.
- Notifies Principal, Head Athletic Trainer, Superintendent of Schools, and R-31 Communications department.
- Designates other Athletic Department staff members to assist in areas such as arranging travel for family or staff, contacting counseling, etc.

Athletic Trainer:

- Notifies physician and/or other medical staff as needed.
- Coordinates communication with any physicians involved in the catastrophic incident medical care.
- Communicates with medical personnel involved in the treatment of the catastrophic incident regarding medical facts.

Coaching and Support Staff:

- Notifies student-athletes not to discuss the incident until cleared to do so.
- If at an away contest the Athletic Trainer and/or Head Coach will remain on the scene after the team departs to coordinate and communicate with the athletics administration.

Facilities

The use of facilities is only allowable if approved and on the district calendar.

Keys

Because of the potential for loss or theft, coaches must not loan keys to students. Any need to unlock rooms or buildings is the responsibility of head, assistant, or volunteer coaches/advisors. Students must not be left unsupervised at any time, including high-liability areas such as the weight room. Student managers may use a coach's key during competition or practice only.

Building Security

It is the responsibility of all district personnel (whether paid or volunteer) to make sure the building and facilities are secure during and after their use. At no time should exterior doors be propped open, no exceptions.

All district employees are expected to be aware of and follow the Standard Response Protocol in all emergency situations.

Locker Room Security

Coaches should ensure that all locker room doors are locked before and after practices. Coaches should remind all team members to lock their valuables in their locker at all times. Coaches should physically walk through the locker room before and after all practices and contests and the coach should turn off the lights, turn off the showers and lock the doors before leaving. All security concerns should be immediately reported to the Athletic Director.

Alteration of School Property

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds, renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies.

Parking

Coaches, student-athletes, and parents should park in designated spaces at all times.

Work Orders

All requests for work to be done, whether proposed work or repair work, should be cleared through the Athletic Director who has responsibility to pass information to the head custodian or facilities director. If the work is approved and it cannot be done or repaired by the Buena Vista High School/Middle School custodial staff, a work order will be submitted to the district. Under NO circumstances will any individual or group (parents, coaches, players or outside contractors) work on the facility or perform capital improvements without prior approval from the Athletic Director. Work done by any individual associated with the school or outside contractors needs prior approval from the Athletic Director. It is extremely important that the proper procedures are followed when work is done on the school property or facilities for the safety of students amongst possible outside contractors. In order to avoid unnecessary delays or unauthorized work, questions related to work orders must be directed to the Athletic Director.

Communications

To demonstrate the District's commitment to productive school-home communications, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day or practice.

24 Hour Rule for Communication

The Athletic Department graciously requests that parents and coaches respect a 24 hour rule for communication after a contest. This is beneficial for a variety of reasons, including:

- A more solution-focused discussion.
- The ability to identify the issue more quickly and clearly.
- This lends itself to a more productive opportunity to listen and discuss.

When there is a conflict, please adhere to the following procedures:

Step 1: Student and coach/sponsor

Step 2: Student and parent and coach/sponsor

Step 3: Parent, coach and Athletic Director

Step 4: Parent, Athletic Director and Principal

Electronic Communication

- All communication via email must be done using the provided Buena Vista School District R-31 email that has been created for every head coach.
- Mass emails must have all recipients in the BCC field as to not allow other email addresses to be seen by others.
- Group text messages should be done via service provided by the Buena Vista School District in Alma. No other service may be used.
- All group communications to parents and team members should include the Athletic Director within those groups.

Travel Plan Communication

Most of the ill will between the school and community can be traced to improper communication. The following checklist is designed in an effort to alleviate the major portion of these misunderstandings.

- Make it clear to all involved concerning the exact departure time and location for events. Communicate plans plenty of time (minimum 48 hours) prior to the planned event.
- Make it clear to all involved of the expected time and location returning from events.
- If sack lunches are needed, communicate this with parents and students plenty of time prior to the event.

- Purchasing refreshments or meals while on the road should be communicated to parents and students prior to traveling.
- Communicate with your building Principal, attendance secretary, students, and parents regarding which athletes will be absent in regard to an event during the school day.
- Send home the following information:
 - Schedule of games and practices.
 - Location of games and practices
 - Names and phone numbers of coaching staff

Websites

It is expected that each sport update and maintain their sport page on MaxPreps, www.maxpreps.com.

- This responsibility is of the Head Coach or someone that the Head Coach has designated this responsibility to. Ultimately the Head Coach is responsible for the contents on the webpage and its updates.
- Information should include the following:
 - Updated Schedule (Within 24 hours of any changes)
 - Roster
 - Player/Team Statistics
 - Scores (within 12 hours of the conclusion of the game)

Account information can be obtained from the Athletic Director if needed.

District Emails/Flyers

This is a great way to communicate with future players about upcoming camps and information. However this system must be used in a manner at which is not overbearing or overused to ensure its effectiveness.

Emails

All emails that are requested to be sent via the district email (not just BVHS/MS) distribution list must have prior approval from the following parties:

- Building Principal(s)
- BVHS/MS Principal
- BVHS/MS Athletic Director
- Superintendent

Flyers

All flyers that are requested to be sent to students in district (outside of BVHS/MS) must have prior approval from the following parties:

- Building Principal(s)
- BVHS/MS Principal
- BVHS/MS Athletic Director
- Superintendent's Office

Media

It is important to build positive relationships with area media and develop communication skills and techniques that can enhance the public image of your program. Maintaining emotional control and being courteous, honest, and poised can help foster a positive relationship with media representatives. Some suggestions to aid in accomplishing this are:

- Let reporters know of your policies regarding the interviewing of assistants and students before the season starts.
- Make sure the media has accurate student-athlete information including correct spelling of names, proper numbers etc.
- Avoid the use of slang, making excuses, emotional statements about opponents, or criticizing players and officials. Accept blame and deflect praise to all others.
- Turn negative questions into positive responses.
- Be honest and factual, do not guess or speculate.
- Assume EVERYTHING is on the record, do not assume the interview is over just because the reporter has stopped taking notes or put down the recorder.
- Emphasize the positive attributes of your program
- Move beyond simple statistics and make comments on team members whom may not show up in a stat sheet.
- Inform the Athletic Director of media contact, outside the norm. For any media queries not related to a contest, inform the Athletic Director or have reporter call the Athletic Director directly.

All results should be phoned into the local newspaper if not covered in person. Program the number of the reporter who covers your team into your phone and call them at the conclusion of every road game. Win or lose, call the game in. Information can be sent using MaxPreps; score, statistics and comments can be sent via email if you are not able to reach the reporter that covers your sport via phone. This is a quick and easy process that allows us to give our athletes/school the deserved recognition.

Designate an assistant, parent, manager, or player to send updates to the Athletic Director. These updates will be used on the BVHS/MS Athletics social media accounts to keep fans updated of how contests away from home are going. Text/email/call the Athletic Director with final scores after games.

Release of Information

Coaches should not release pictures and names to the press without prior approval. Please ensure that students/parents have not requested that any personal information NOT be released. Always check with the Athletic Director to see if there are release denials. This information is also available in Alma.

Social Media

Using Social Media Sites

The BV Schools Employee Handbook and related policy (GBEE) govern employee use of the internet and social media.

Social media (including platforms such as Facebook) should be used in a professional and responsible manner, consistent with district expectations for employee conduct. While employees have First Amendment rights, those rights do not override district policies or expectations when interacting with students or representing the school community.

Coaches and staff should understand that communication with student-athletes—whether in person or through electronic or social media platforms—is subject to district oversight, even when occurring outside of work hours. The district may regulate employee use of social and electronic media, including personal accounts, when such use:

- Interferes with the work of the district is used to harass coworkers.
- Creates a hostile environment.
- Breaches confidentiality of employees.
- Disrupts the work of the district.
- Harms the reputation of the school.
- Violates the law or board of education policy

The following “best practices” should be utilized by coaches as a guide in using social media sites.

- If any coach seeks to use electronic or social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the coach must seek and obtain the permission of his/her supervisor prior to setting up the site.
- If a coach wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or an official sports team, the coach must also comply with the following rules:
 - The coach must set up the team as a group list which will be “closed and moderated”.
 - Members will NOT be established as “friends”, but as members of the group list. NEVER add a student to your personal page.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the coach. Persons desiring to access the page may join only after the coach invites them and allows them to join; parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team; the coach responsible for the site will monitor it regularly; the coach’s supervisor shall be permitted access to any site established by the employee for a school-related purpose; and, coaches are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

- o Coaches are required to use appropriately respectful speech in their social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
 - o Coaches are required to comply with all school policies and procedures and all applicable laws with respect to the use of computer equipment, networks, or devices when accessing social media sites.
- The school will reserve the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.
- All posts on district-sponsored social media must comply with the school policies concerning confidentiality, including the confidentiality of student information. If any coach is unsure about the confidential nature of information the coach is considering posting, the coach shall consult with his/her supervisor prior to making the post.
- A coach may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
- A coach may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, and proselytizing or solicitation purpose.
- A coach may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the school district, or in a manner that could be construed as such.

Team Procedures

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be “cut” during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that “cuts” are necessary, they shall discuss with all athletes attending the tryouts and with parents at the pre-season parent meeting the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them. The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student. The Athletic Director should see and approve all cuts before they are made. A posting of rosters alone will not suffice.

Mandatory Parent Meeting

All coaches must have a meeting with the parents prior to the season. This meeting is an opportunity for the coaches to establish parental roles and responsibilities and methods of communication. Coaches should communicate their coaching philosophy, the importance of team first, playing time, awards, booster club responsibilities, and the parent code of conduct. Contact information for the parents should also be provided. This meeting is important in developing positive relationships with parents. BVHS/MS Athletics will return to all sport parent meetings for the fall, winter, and spring seasons.

Awards Policy

All coaches must have an awards policy that is in writing and communicated to their student-athletes on the first day of practices and to parents at the pre-season parent meeting. The minimum guideline to receive a letter is that the student-athlete should have participated in a varsity contest for 60% of the time. Injuries and special circumstances often arise and a letter may be given for those circumstances.

End of Year Awards

Coaches participate in the End of Year Awards process each spring. Coaches will nominate students for the DEMON awards for the spring Athletic Banquet.

End of Season Responsibilities

The goal of the BVHS/MS Athletic Department is to create year-round programs for each sport including both in and out of season programs. At the end of each sport season, the Head Coach is responsible for completing the following duties within ten (10) days of the final competition:

- Check in uniforms, locks, and equipment that has been issued to athletes.
- Clean out lockers and locker rooms
- Clean, inventory, and store uniforms and equipment for the off-season.
- Submit a fine sheet to the Athletic Department for uniforms and equipment that has not been turned in.
- Submit a Season report to the Athletic Department that includes records, scores, honors, letter winners, and award recipients.
- Organize and hold an end of season awards banquet within three (3) weeks of the season ending.
- Complete evaluations of assistant coaches within ten (10) days.
- Advise Athletic Department of which assistant coaches need to keep keys as well as possible openings within the coaching staff for the following year.
- Fill out Facility Usage Requests for off-season and camps.

Evaluations

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law.

Coaches shall answer directly to the Athletic Director and the building Principal who shall be responsible for the day-to-day administration of the district's athletic program. Although s/he may assign duties to other staff members, the Athletic Director and Principal shall retain the responsibility for the satisfactory conduct of the athletic program.

Coaches candidates who are alumni of a program may only be recommended for hire as a coach after four years exiting the program. An alumni should not coach players who were part of the program when an athlete.

All coaches are at-will employees hired on a one-year basis and are issued an Employment Agreement that indicates the relationship between the District and the Employee, the duration of the agreement, and the stipend to be paid. This document creates no expectation of future employment and is terminable at the will of either party, regardless of cause and without any requirement for the statement of cause. No hearing need be held at any time in regard to termination.

Buena Vista High School/Middle School takes very seriously the development and growth of staff. The Athletic department is committed to helping our coaching staff develop their individual and collective potentials. The goal is to see coaches doing things right and getting that documented and encourage more of that type of coaching. One way to ensure that these opportunities are there is through the evaluation process. Head coaches will be evaluated and there will be a minimum of three evaluations performed with every coach, every season. There will be an informal evaluation where the Athletic Director will observe practice or practices for shorter segments of time. There will be one formal evaluation where the Athletic Director will inform the coach that he/she is coming, will ask for a practice plan, and will want to evaluate the coach from the beginning to the end of that practice session. The last evaluation that will be performed is in game settings. Coaches will be evaluated on all levels of professionalism and game coaching abilities. There also may be several informal evaluations that will also occur throughout the season when the Principal or Athletic Director will have quick walk troughs' during practices. Any positive or negative that is accumulated in the non-formal evaluation can and will be documented and used in the final formal evaluation process.

Remediation

In some instances, the performance of a coach may not meet the guidelines established above. In such cases, the Athletic Director will develop a remediation plan for the coach in an effort to correct the deficiency or deficiencies. The purpose of the remediation is to provide the coach with a document that states the problem(s) and identifies corrective action(s) the coach must initiate. For serious infractions, identified by the Athletic Director and/or the Principal, the coach may be terminated immediately.

Athletic Evaluations

The Athletic Director will provide a performance evaluation on the district provided instrument in Vector for every head coach each season. The Athletic Director will meet with the coach throughout the season to offer feedback for growth and conference at the end of the season using the district head coach evaluation. Each head coach will provide an evaluation to assistant coaches on the district provided evaluation form.

Student-athletes will be given the opportunity to provide end of the season feedback at the conclusion of the season. The survey, which will be taken online, will be completed no later than one week after the final regular season game for all sub-varsity teams; the varsity team will complete the evaluation no longer than one week after their final game, including any postseason games, if applicable. The Athletic Director will conduct the surveys and will tabulate and share with the Head Coach the results. All completed surveys will be kept anonymous, as to protect the validity of the feedback.

Working with Student-Athletics

Unless an absence is pre-excused, a student must attend five (5) classes (three classes on block days) in order to practice or participate in an activity on the day of the absence. An

absence can only be pre-excused if it has been approved by the office prior to the occurrence of the absence. Daily attendance rosters will be provided by the Athletic Department listing student-athletes who are not eligible to practice or participate due to non-pre-excused absences resulting in less than five classes attended. Any unexcused absence, regardless of the number of classes, will render a student-athlete ineligible for participation in practice or competition that day.

Study Hall

It is recommended best practice to prioritize the “student” in by providing study hall. After the first two weeks of the semester, the Thursday 3:30-4:00 time slot will be used as a study hall period for all in season teams. This is a mandatory study hall for all student-athletes and all are expected to have work to work on. A quiet time to study and stay on top of classwork is the expectation in this time period. Coaches can use this time to look at grades one on one with each athlete and help those that are struggling with classes or have yet to master the concept of time management between school work and athletics. Students who have last period off are not required to come to study hall unless grades begin to suffer during the season. Team leaders who have learned to manage the school-sports balance should serve as academic support to both teach and model study habits for younger and/or struggling teammates.

Developing Team Leaders

The Developing Team Leaders program is designed to teach student-athletes the basic concepts of leadership. Student-athletes are recommended for the program by the coaches, members of the SALT team, and the Athletic Director.

Multi-Sport Participation

As an athletic department, we will support and reinforce students participating in a sport every season. Every coach will support this philosophy with their words and actions. A part of the coach's evaluation will include the percentage of student-athletes that participate in more than one sport. All coaches must meet a minimum standard of 25% of student-athletes participating in a second sport during the 2026-2027 school year.

Two sport participation policy and procedure

The following guidelines must be followed in order to certify an athlete to participate in two sports or extracurricular programs during the same season:

- The athlete must determine and announce their major sport and subsequently their minor sport and the athlete cannot change his/her major sport after the date of the first legal competition.
- The head coaches of each sport must meet by the end of the first week of the season and prepare a schedule that allows attendance on both teams.
- The 2-sport athlete cannot quit either of the 2 sports and must finish the season in good standing to be eligible for any and all awards. The athlete may quit both sports, but not just one.
- The coaches of each sport should have a meeting with the athlete and his/her parents before the first legal competition date to review the schedule, expectations and commitments.

Playing Time

All coaches will establish a criterion for Varsity, Junior Varsity and C- teams. Athletes want to know where they stand in relation to other team members and what their expected role will be. You are expected to regularly communicate this to players. The Varsity team is to compete at the highest level possible. The Junior Varsity and C- team should be considered the developmental team, and as such, should not have Varsity players playing down for the express purpose of winning. Though this is a coaching decision, it is the philosophy of this department that the athlete can only learn sufficiently from game situations by playing the game which for he/she has practiced. However, a coach may move an advanced player down to ensure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level. Coaches **MUST** communicate regularly and effectively with the Athletic Director, other coaches, athletes, and parents. If problems arise the Athletic Director should be notified immediately. Parents with questions about coaching decisions will be directed first to the coach. Coaches should communicate at the pre-season meeting when they are accessible to parents and players off the field or court.

Summer Teams, Clinics and Camps

The following are guidelines for coaches wishing to hold a camp or clinic outside of the athletic season. Conducting a for-profit camp adjacent to the athletic season creates the potential and certainly the appearance of a conflict of interest. Coaches are highly discouraged from conducting a paid camp in the one - three weeks leading up to their season. Athletic camps are divided into two categories: private for-profit camps and school camps.

- Private For-Profit Camps
 - The camp is run by an individual (this person may be a District employee, but for purposes of this camp, he or she is running the camp outside the employer/employee relationship) with all proceeds from the camp belonging to the organizer.
 - The organizer is responsible for all aspects of the camp. He or she sets the camp fee, pays all expenses of the camp, and hires and pays all staff at a pay rate he or she determines.
 - The camp must purchase private insurance; the District's coverage does not apply.
 - The camp must contract with District Athletic Office for the use of District facilities. Rent may be charged at the Buena Vista School District fee schedule.
 - The organizer cannot use a school's or the District's assets, name, logo or letterhead in any advertising or correspondence related to the camp.
- School Camps
 - The camp is run by a District employee with all revenues and expenses of the camp belonging to the school's student activity fund (flow thru account).
 - Revenues of the camp are deposited into the school's student activity fund. All expenses of the camp are paid from the school's student activity fund following district guidelines for payments.
 - Hourly camp workers will be paid at the rate of \$10.00, \$15 or \$20 per hour based on level of responsibility in running the camp.
 - The camp fee is set by the coach and approved by the athletic director. However, any fee charged must follow District free and reduced lunch waiver rules.
 - Since this is a school sponsored activity, District insurance is in effect. The camp is not required to pay rent for the facility, but must schedule the activity through the Athletic Directors office.

- o The organizer may use the school or District name, logo or letterhead in any advertising or correspondence related to the camp.
- o The student activity fund is responsible for any deficit the camp may incur. All individuals must be paid for time worked, regardless of camp revenues

All summer teams, clinics, and camps that use Buena Vista High School/Middle School facilities, students, equipment or the name of a Buena Vista High School/Middle School, will notify the Athletic Director, school(s) and the District Athletics Office. This information must be provided for summer camps before April 1st. The following information needs to be included:

- Schedule of Events (practices, games and/or sessions)
- Location(s) Used

Youth Athletic Camps

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by the Athletic Director. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

- Currently employed coaches of the school
- Volunteers as described in previous handbook sections
- Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for youth athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

All youth athletic camps should be scheduled so they do not conflict with the regular academic calendar of Buena Vista High School/Middle School nor the District's regular academic programming.

Off Season Workouts

The off season of sports is a great way to prepare for the upcoming season, recover and also go out for other sports which are covered in more detail under multi-sport athletes. In an effort to promote multi-sport athletes and participation in as many sports as possible, a time frame and calendar has been established at which off-season workouts for any sport can be conducted. These off-season workouts for individual sports include any form of work out, film study, preseason games, camps or after or before school use of the weight room (does not include conditioning classes), or promotion or use of off-season workouts outside of Buena Vista High School/Middle School facilities. The following off-season calendar will be used.

Off Season Work Out Time Frames

- Individual sports will not start and/or continue any offseason activities (including weightlifting) during other sports seasons until six weeks after the first official practice date of the current in-season sports.
- Building usage requests must be submitted before any offseason activities occur.
- These restrictions apply to both on and off campus workouts.
- Only students not participating in an in-season sport may participate. Students who have quit the in-season sport prior to the conclusion of that season may not participate in

out-of-season workouts if they have participated in a scheduled contest. Students who try a sport and decide not to participate prior to a scheduled contest, may engage in the out of season workout program.

Summer Workouts

The summer is a great time to prepare for the upcoming seasons. It is also important that we remember that although we as coaches might be preparing for one season, several of our athletes are preparing for multiple seasons. With that being said every effort must be made to keep athletes from having to choose what sport they are going to attend on a particular day. Not all conflicts will be avoided, but we should make the effort to ensure that most are.

- Summer schedules must be submitted to the Athletic Director by May 1st, to be placed on the master summer schedule. The summer schedule should include tentative dates and locations, but should not be dates that have already been committed to. No dates should be committed to or camps committed to until a master summer schedule has been built and as many as possible conflicts have been resolved.
- Each sport will have at least one date during the summer where nothing is conflicting, so please also include in your schedule which dates are most important to your program. Anything scheduled after that cannot be scheduled on a date that is already selected by another sport.

Annual / Seasonal Requirements

Each Head Coach and Assistant Coach must adhere to the following yearly requirements:

- CPR Certification (in person preferred. Online acceptable, with every three years required in person)
- First Aid Certification (every two years)
- Concussion Certification
- Mandatory Reporter Training and Quiz
- Every other year complete the free on-line NFHS "Student Mental Health and Suicide Prevention" course or a school/district organized mental health class/course
- Attend a Coaches Clinic (minimum of every two years)
- CHSAA Certification Test
- Sport-Specific Rules Clinic

CHSAA By Laws Reference for Training 1620.3-5

	Sport Specific Rules Video	CHSAA Bylaws Test	Concussion Course	Mental Health and Suicide Course	First Aid, CPR & AED Certification	1st Year Coaches Test
All Returning Coaches (paid or volunteer)	Annual	Annual	Annual	Every 2 years	Every 2 years	
1st Year Coaches (paid or volunteer)	X	X	X	X	X	X
Must be completed prior to the first competitive date of each season						

Weekly Meetings

Starting two weeks prior to the start of your season and during the season the Head Coach and Athletic Director will meet on a weekly basis. This meeting will take place at the start of the week and will cover the upcoming week and what is needed for the week to be successful. This weekly meeting will allow for the best communication and understanding on what is going on.

Regular Coaches Meetings

Head Coaches will be asked to attend regular coaches meetings in the morning prior to school. At these meetings we will discuss upcoming events, coaching changes, philosophies, updates and general discussions on coaching and R-31. These meetings should be attended and every effort will be made to make accommodations to schedules.

Assistant Coaches

It is the responsibility of the Head Coach to ensure that each assistant coach, whether volunteer or paid, completes all annual assistant coach requirements. No coach, paid or volunteer, may work with students until they have been cleared through Buena Vista School District Human Resources. This includes a completed online application, signed sexual harassment acknowledgment, fingerprinting/ back ground clearance and mandatory reporter training.

Volunteers

All volunteers must be pre-approved by the Athletic Director. A coach should not promise a volunteer a position on the staff unless he/she has first consulted the Athletic Director. Volunteer coaches will have a checklist of information that must be provided to the district before being allowed to start.

Volunteer Coaches will be required to fill out a volunteer application, signed agreement mandatory training, handbook acknowledgement and provide fingerprints for a background check. Volunteer coaches must also provide proof of current CPR & First Aid training as well as complete the NFHS Concussion course prior to contact with student athletes. No coaches, paid or volunteer, should be allowed to work with students until cleared by Buena Vista School District Human Resources.

Athletic Fees

A \$125.00 sport fee will be assessed to each student-athlete participating in their first sport per year at Buena Vista High School/Middle School. A \$75 sport fee will be assessed to each student-athlete participating in their second sport per year at Buena Vista High School/Middle School, and a \$50 sport fee will be assessed to each student-athlete participating in their third sport per year at Buena Vista High School/Middle School. The maximum a family will be assessed per year is \$400.00. (Not including section B below.) This fee will be refunded only if the athlete quits a sport within the first seven (7) days or a 50% refund within the first twelve (12) days via written notice to the AD. An additional \$50 per sport fee is added for all non-BVHS/MS students.

Each individual team may include an additional team fee which is not to exceed \$35.00. This fee may only be used for items that are immediately spent on athletic needs. Purchases should include items that each athlete uses and keeps as a personal item at the conclusion of the season. This additional team fee must be approved by the Athletic Director prior to being implemented.

Fee Refunds

The fee will be totally refunded if the participant makes a request in writing to the Athletic Director, and they drop the sport/activity within the first 7 days. The fee will be 50% refunded if the participant quits within 12 days. This request must be in writing also. Since the risk of injury is an acknowledged risk, an athlete who cannot finish the season due to injury will not have his/her fee returned.

An athlete may transfer to another sport if both coaches agree. If there is not agreement, the decision to transfer will be brought to the Athletic/Activities Director.

If student-athletes quit when faced with a possible suspension from eligibility or are removed from an activity for disciplinary reasons, they shall be ineligible to compete in another sport for the period of the disciplinary sanction imposed or for the period the sanction would have been imposed had s/he not quit.

A student-athlete that quits a team will not be eligible to begin practice with another team until the team from which the athlete quit has completed their season.

Athletic Clubs

Transportation

The district does not provide transportation for athletic clubs.

Fees

The district does not assess athletic fees for clubs. All finances for clubs are assessed by the organization.

Coaches

After an established club (three years after a petition has been approved and conditions met), the district supports the club through a \$750 stipend to one coach. All other volunteers must have a background check by the district or the sponsoring organization.

Letters

Clubs are eligible to purchase a letter for athletes if:

1. Eligibility – to be eligible to letter, participants and the club must follow the BVHS eligibility standards (No F's on the weekly grade report). If a student/club chooses to allow an ineligible student to participate, they forfeit the right to letter in that season.
2. Attendance – to be eligible to letter, participants and the club must follow the attendance policy as set forth in the Athletic and Activities Code of Conduct.

3. Behavior – to be eligible to letter, participants and the club must follow the behavior policy as set forth in the Athletic and Activities Code of Conduct.
4. Coaches – for a club to have participants eligible to letter, coaches must follow the BV Schools Coaches Handbook and certification procedures (CPR/First Aid, Mandatory Reporter, Concussion Awareness, Background Check).
5. The “club” must have lettering criteria shared with the BV Schools Athletic Office prior to the start of the season.

Awards

Club participants may be eligible for end of year awards

Club participants are eligible for 3+ sport athlete awards

State qualifiers can be “sent off” under the same conditions as other teams/individuals