

COACHES' HANDBOOK



**CREEDE MIDDLE/HIGH SCHOOL
2018-2019**

Creede Middle/High School Handbook for Coaches

Each coach at Creede Middle/High School is required to read this handbook prior to coaching any activity. Questions or suggestions for improvement are to be directed to the principal and superintendent.

Coaches' Checklist

Before Season:

- Read Coaches' Handbook
- Read CHSAA Handbook
- Copies of First Aid/CPR Cards to athletic director
- Head coaches and assistant coaches take CHSAA Test
- Review/Take Concussion Protocol
- Meet with participants and parents prior to the start of first competition.
- Create a plan for off-season program (Summer Leagues and Weight Program)
- BEFORE FIRST PRACTICE** the coach must see that each participant has submitted to the athletic director:
 - Doctor's physical
 - Written parent's consent
 - Signed insurance form
 - Signed Conduct and Training Rules
 - Signed CHSAA form
- Check out keys to facility
- Inventory all equipment
- Request special needs
- Issue uniforms (check for damage at this time)
- Prepare a roster list and submit to the athletic director a week before first contest.
- Turn in travel roster to athletic director 24 hours in advance of travel.
- Check eligibility with the athletic director on Monday and Thursday.

Before or During Season:

- Plan and implement an all-team Fundraiser

After Season:

- Collect uniforms within two weeks. Athletes may not participate in another season's sport until his/her uniform has been returned.
- Inventory equipment
- Turn in keys
- Turn in list of equipment needs for next season
- Submit recommendations for next season (scheduling, etcetera)
- Notify office of needed certificates and letters for award ceremony
- Deliver to the office: 'Physical Education Credit for Athletics' for each member of the team.
- Awards prepared – there will be an award ceremony after EACH SEASON.

Table of Contents

Article I: Philosophy of Interscholastic Activities	4
Article II: Organization of Interscholastic Programs	4
Section 1. Colorado High School Activities Association	4
Section 2. Southern Peaks Activities Association	5
Section 3. Statement of Code of Ethics	5
Article III: Qualifications of Coaches and Directors of Interscholastic Activities	5
Section 1. Qualifications Outlined by CHSAA	5
Section 2. Accountability	6
Section 3. Professional Development Program	6
Article IV: Gym Facility & School Property	7
Section 1. Use of Building after Regular Hours	7
Section 2. Maintenance & Responsibility of Property	7
Article V: Specific Duties/Obligations	8
Section 1. General Duties	8
Section 2. Staff Conduct and Behavior	8
Section 3. Conduct and Behavior Specific to Coaching Staff	9
Section 4. Safety & Injury	9
Section 5. Travel	10
Article VI: Responsibilities of Head Coach, Assistant Coach & Volunteers	12
Section 1. Head Coach	12
Section 2. Assistant Coach	13
Section 3. Volunteers	13
Article VII: Eligibility Policy	13
Article VIII: CSD Policy on Unauthorized Drugs & Tobacco	14
Article IX: Legal Liability	14
Article X: Awards	15
Section 1. Eligibility	15
Section 2. Criteria for Lettering	15
Article XI: Conduct Rules For Participants	16
Section 1. Contests or Practices	16
Section 2. Trips	16

ARTICLE I

Philosophy of Interscholastic Activities

All students are encouraged to participate in some type of interscholastic activity. The program is aimed at helping students mature by learning to play fairly, and to accept defeat or victory with class and character. Interscholastic activities are conducted in accordance with the following guidelines:

1. All interscholastic activities are under the direct supervision of the school administration, primarily the principal and superintendent.
2. All activities shall be supervised by a head coach who is responsible for the daily practice. In addition, the head coach will supervise students and coaches under his/her control in the respective activity.
3. All student participation shall be voluntary.
4. At the sub-varsity level, emphasis will be given to building skills, character development and participation of all players in each contest. At the varsity level, the emphasis will be on continuing to build skills and character development with a goal of winning, so long as the character of our players and coaches is not compromised.
5. A varsity team will be comprised of at least one player more than is required to start a contest. For example, the coach must be able to suit six varsity players in basketball and seven players in volleyball.
6. Parents of participants are required (in writing) to either designate their insurance carrier or absolve Creede School District of any medical liability for activity related injuries.
7. Each participant shall have a doctor's physical prior to participation in any athletic sport. One physical per school year is all that is necessary.
8. Written documentation of the physical, insurance information, and parental consent is in the Athletic Director's office, the Athletic Director will give a list to the coach prior to any participation of students in practice.
9. Interscholastic activities shall be governed by the rules of the Colorado High Schools Activities Association (CHSAA) plus any local board and administrative rules that may be adopted.
10. Only Creede High School students or others authorized by CHSAA are allowed to participate in authorized practice.
11. Volunteers must be under contract and meet all requirements that apply to head or assistant coaches.

ARTICLE II

Organization of Interscholastic Programs

Section 1. Colorado High School Activities Association (CHSAA)

The Colorado High School Activities Association shall be the governing body for rules/regulations for interscholastic activities in Colorado. The CHSAA handbook shall be the policy governing rules/regulations regarding all sport activities of Creede Middle/High School

Section 2. Southern Peaks Activities Association – Class 1A

Creede Middle/High School is a member of the Southern Peaks Activities Association. Member teams for the league are:

Antonito Moffat	Centennial Mountain Valley	Creede Sangre De Cristo	Lake City Community Sierra Grande
--------------------	-------------------------------	----------------------------	--------------------------------------

Section 3. Statement of Code of Ethics: Colorado High School Activities Association (CHSAA)

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to:

1. Cultivate awareness that participation in athletics/activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote physical, mental, moral, social and emotional well-being of the individual participants.
5. Avoid any practice/technique which would endanger the present or future welfare and safety of any participant.
6. Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, official, administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits such as the non-use of chemicals including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with officials or judges.
10. Encourage all to judge the true success of the athletic/activities program based on the attitude and performance of the participants and spectators, rather than on the basis of a win or loss.

ARTICLE III

Qualifications of Coaches and Directors of Interscholastic Activities

Section 1. Qualifications Outlined by CHSAA

All CHSAA member school coaches/directors (hereafter referred to as “coaches”) of interscholastic activity programs (including competitive athletics, spirit, music and speech) who assume full responsibility

for students under their direction at any level (varsity, junior varsity, etc.) shall annually pass the CHSAA test and shall be either:

- a. A certified teacher or administrator holding a current certificate issued by the Colorado Department of Education; or
- b. Employed as a teacher, counselor and/or administrator at least 50% of the school day in private school; or
- c. A coach registered with CHSAA.

Section 2. Accountability:

Head coaches are directly responsible to the school administration with primary responsibility to the high school principal. Assistant coaches are to work under the supervision of the head coach with ultimate responsibility to the school administration.

Coaches shall be accountable for:

- Contents of the CHSAA Constitution and By-Laws
- Preseason and Playoff Bulletins
- Successfully pass the annual Small Motor Vehicle Test
- First Aid & CPR must be up to date
- Complete annual Evaluation
- Required professional development (outlined below)
- Completely read through and understand this handbook

Section 3. Professional Development Program

All Schools must submit a signed form to CHSAA stating they have a professional growth plan in place for their coaches.

Outlets to Enhance Coaching Experience:

There are a few sites available for coaches for additional courses and resources; The Positive Coaching Alliance (positivecoach.org) and NFHS also offers several trainings (nfhslearn.com)

Required Development:

1. Head coaches shall attend an annual CHSAA approved rules clinic in their sport prior to the start of the first interscholastic competition.
2. Athletic directors and coaches of interscholastic activity programs shall annually pass the CHSAA athletic director/coaches test with a 100% score.
3. Attend required Clinics for Professional Development (CHSCA & NIKE). *Proof of attendance is required.*

4. Coaches who have sole supervisory responsibility for a team not holding a CDE-issued teacher or administrator certificate shall be registered with the CHSAA in one of the following capacities:
 - a. One-year Coaching Registration requested by a member school.
 - b. Permanent Coaching Registration (applied for and held by the individual coach).
5. All athletic coaches must annually complete one of the following:
 - a. The online NFHS Concussion Course or
 - b. A school organized sports medicine review that includes a head trauma/concussion component and emergency evacuation procedures.

ARTICLE IV

Gym Facility and School Property

Section 1. Use of Building after Regular Hours

The building may be used by student groups or individuals *only* when faculty or administrator approved sponsors are present.

- All school events scheduled after school hours must be approved through the principal or superintendent.
- All school events must be on the school calendar, these will be added to the school's online calendar by the front office, only after receiving administration approval.

Responsibility for all keys. Keys will not be loaned out to anyone. Assistant coaches and managers may use keys to obtain sport-related materials.

Before leaving, make certain that lights and showers are turned off, all doors are locked and building is secured.

Cooperate with other sport coaches, faculty and groups who may be using the facilities concurrently, in maintenance and security of the building. This includes turning out the lights, locking entrance doors and securing equipment at the close of practice sessions or games.

Section 2. Maintenance & Responsibility of Property

Maintain proper care of inventory, issuing and collection of athletic equipment and uniforms for the respective sport. If a uniform is damaged, a Damaged Uniform Report must be filled out and turned into the Athletic Director.

A check will be issued to the coach at the completion of the season when the following have been turned into the Athletic Director:

- a. A completed inventory and accounting for all equipment.
- b. A listing of awards/letters to be given.
- c. A list for needed equipment for the coming year.

* Verification of all the above will be made by the principal

*** Please notify your athletes that they will not be allowed to practice for a new season's sport unless the previous season's uniform has been returned and counted for inventory. If a track uniform is not returned, for example, that athlete will not be allowed to go out for cross country or volleyball the next fall. Seniors will not receive diplomas or transcripts. Hopefully this will make uniform collection easier for everyone involved.*

ARTICLE V

Specific Duties/Obligations

Section 1. General Duties

1. Coaches are to teach and implement the various skills of the assigned sport/activity to all participants:
 - Encourage, stimulate, and guide participants in the rules of sportsmanship
 - Teach the value of playing together and in pursuing goals of excellence
 - Build character in the ideals of positive attitude and good conduct
 - Teach the care of school buildings and equipment
 - Manage the total sport/activity and assume positive leadership and supervision
2. Prepare a written statement to parents regarding practice times, length of practice and other pertinent information in regard to practice, games, etc.
3. Review standardized rules and regulations with all participants and parents. Have each participant sign an Athletic Code of Conduct contract. Turn each signed contract into the athletic director to keep on file as proof the participant understand the rules.
4. Additional rules or regulations from the head coach must be cleared by the principal or superintendent. Any additional rules and regulations must be in writing and on file in the school office, as well as in the Coach's and any Assistant Coach's Handbook.
5. Roster information must be submitted no later than five days before the first contest. Information must include home and away numbers, player's name, grade level, position and height/weight (if applicable).
6. Before the first practice, Coaches must have a list from the Athletic Director that shows the following for each participant:
 - Verification of participant physical
 - Any Permission slips
 - Signed Athletic Contract (Code of Conduct)

****Please Note: Students MAY NOT PLAY without these!***
7. Supervise the locker room before and after practice to prevent "horseplay" and injuries. Student individual rights are to be protected and hazing by other students prevented.
8. Coaches will be responsible for supervision of participants at all times. **No** athlete is to workout, use the weight room, etc., unless under the direct and proper supervision of a hired coach. Any exceptions will be the direct responsibility and liability of the coach.

Section 2. Staff Conduct and Behavior

Staff members are expected to conduct themselves in such a manner as to promote effective and orderly education and to protect the students and district property.

As coaching staff, you are a school employee. School employees are legally charged with maintaining an orderly educational process. In so doing, they shall follow the district's educational philosophy and shall recognize individual rights, attitudes and desires. However, in the event of unusual circumstances which, in the judgment of the employee jeopardize the educational process, the employee shall take such action as he/she deems necessary.

No staff member shall by action or inaction disrupt or interfere with any legal school district educational program or activity; nor shall he/she encourage any such disruption. Staff members shall at all times attempt to maintain order, carrying out all orders given them by the superintendent or designee concerning maintenance of order.

Staff members who violate this policy may be subject to appropriate disciplinary action up to and including dismissal.

All staff members shall report any violation of district policies to the superintendent or building principal.

Section 3. Conduct and Behavior Specific to Coaching Staff

The coaching staff is responsible for maintaining proper behavior and proper dress at all times. Inform players what is expected on trips, during practices, pep assemblies and at games. (Refer to Athletic Code of Conduct Agreement)

Be at all practices and contests *on time* and *remain* until the practice or contest is over and all participants have left the school property.

Enforce any training or attendance rules as may be approved by the Board and Administration.

Coaches are not to use tobacco or any kind of illicit drug while coaching students.

Coaches are to be in class the day after a night game.

Coaches should respect the decisions of officials and are *not* to make *any* critical statements to the public, media, or other coaches concerning decisions of officials.

Be an exemplary model for leadership and display self-control in action and speech.

Section 4. Safety/Injury

1. General Safety Guidelines

- a. All athletes must have physical and medical forms on file prior to the first day of practice.
- b. Assure the proper safety and proper conduct of participants during practice sessions and games.
- c. Secure all rooms, buildings and facilities during practice sessions and games.
- d. At all times, have sufficient first aid supplies available for immediate first aid administration.

2. First Aid

- a. Head coaches will be First-Aid and CPR certified. No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of an accident or sudden illness.

- b. Any person who provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.
- c. Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.
- d. Dressings put on at home shall not be disturbed and no second dressing will be applied at school.
- e. No drugs shall be given at any time unless parental permission/direction is given in writing. In the case of parental permission/direction, the drug will be administered by an authorized person.
- f. The school's obligation continues after the emergency until the injured person has been placed in the care of the family or family physician.
- g. No young child who is ill or injured shall be sent home alone, nor shall an older child unless the illness is minor and the parent or legal guardian has been informed in advance.

3. *First Aid Procedure*

In case of an injury, use the following procedure:

- 1. Administer immediate first aid. Be aware that you may be responsible for any complications that may result. You may also be liable for not providing immediate first aid.
- 2. Notify parents of all injuries. Be calm and explain what happened and what first aid procedures were taken.
- 3. If immediate hospitalization is needed, request an ambulance, notify the school nurse and administrative personnel.
- 4. Report all injuries. Complete an accident report by the following day and submit them to the principal.

4. *Accident Reports*

It is the responsibility of the coach to fill out an accident report of any incident requiring first aid. Accident report forms are available in the office. A copy of such report will be signed by the principal and kept on file in the school office.

Section 5. Travel

A travel roster must be submitted to the Athletic Director 24hrs in advance of travel.

1. *Travel Rules*

- a. Participants must travel to all activities on transportation provided by the school. Parents may relieve the school of responsibility/liability, provided the parent/legal guardian has provided a written release to the athletic director or head coach 48 hours prior to the event. This also applies to the release of an athlete to another parent/guardian. Parents/guardians may check students out only immediately after the event, from the athletic facility.

- b. Only team members, coaches, managers or those appointed by a coach or administrator may ride school vehicles. Family members/children/siblings of coaches and team members must ride in a separate vehicle to events.
- c. If children/siblings of the coach, manager or team member attend an event, the coach, manager or team member must obtain a sitter to watch children so that they do not interfere with the coach's abilities to perform their duties, and the team's overall performance.
- d. When cheerleaders ride the bus, they are to be under the supervision of the cheerleading sponsor and the coaches.
- e. Maintain a list of names and total number of people traveling on trips.
- f. Coaches should travel to and from all activities on transportation provided by the school, unless authorized by the principal or superintendent.
- g. Only coaches assigned to a specific sport will be allowed to miss class to accompany the team on trips.
- h. All participants on school trips must be under the direct supervision of coaches at all times.
- i. Provide proper supervision during overnight trips. Players are not to leave the hotel area, unless supervised by a coach.
- j. When a swimming pool is available at hotels, a coach/sponsor capable of rescue and resuscitation must be in attendance.
- k. Have the participants make their parents aware of approximate return times.
- l. The coach in charge will be the custodian for all school monies and will obtain the proper receipts for all expenditures. Note that all meals are paid for Regional and State playoffs only. ***Coaches returning without proper receipts and who have not filled out the proper requisition form will be personally responsible for all expenditures.***

1. *Student Conduct on School Vehicles*

Safety is essential in good transportation systems. Good behavior on the school vehicles is essential to safety. Students are expected to discipline themselves at all times so as not to distract the attention of the driver from his/her first duty - - safe operation of the vehicle.

Coaches are expected to maintain the discipline required of their respective groups.

Students who violate authorized vehicle rules shall not be allowed to ride the authorized vehicles.

2. *Student Rules when Traveling in a School Vehicle:*

- a. Students should be on time at the designated place of departure.
- b. Students should stay off the road at all times and conduct themselves in a safe manner while waiting for the bus.
- c. The driver is in full charge of the authorized vehicle and students. Students must obey the driver promptly and willingly.

- d. Each student may be assigned a seat. If assigned, permission to change seats must be given by the driver.
- e. Except for ordinary conversation, classroom conduct must be observed. Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- f. Fighting, roughhousing, profanity or improper actions will not be permitted.
- g. No student shall at any time extend his head, hands or arms out of the windows, whether the authorized vehicle is in motion or standing still.
- h. All students must remain seated while the authorized vehicle is in motion. Students are not to turn around in their seats while the authorized vehicle is in motion.
- i. No personal music devices are allowed on the authorized vehicle unless they are equipped with individual head phones. If the authorized vehicle is equipped with a radio it is to be controlled by the driver at his/her discretion.
- j. Students are to assist in keeping the authorized vehicle clean. Students must refrain from throwing objects out of the window. *The authorized vehicle will be cleaned by students after each trip.* Upon arrival back to school, students should see that all trash, equipment and personal belongings are gathered and removed before exiting the school vehicle.

ARTICLE VI

Responsibilities of Head Coach, Assistant Coach & Volunteers

Section 1. Head Coach

Head Coaches must follow the specific duties outlined in Article V and in addition:

1. Conduct meetings with team members and parents to make sure all participants meet eligibility requirements.
2. Conduct preseason and regular meetings with assistant coaches to establish goals and objectives for the season.
3. Organize and plan daily practice sessions, including supportive methods to build skill and character.
4. Check eligibility lists weekly.
5. Cooperate with media, civic organizations, booster clubs, etc. to promote interscholastic related matters.
6. Direct all questions/complaints/concerns to the principal, athletic director or superintendent for all interscholastic related matters. Follow this procedure prior to contacting CHSSA for such issues.
7. Know your legal responsibilities.
8. Assume the responsibility of knowing the rules/regulations governing your sport/activity and inform and instruct the participants regarding these rules.

9. Submit all requests in regard to maintenance, equipment needs, and inventories through the athletic director.
10. Be responsible for all monies relating to activities. Obtain proper receipts regarding all activity expenditures. **Coaches without proper receipts will be personally responsible for all expenditures.**
11. Implement an all-team fundraiser to assist the District in their efforts to maintain an excellent interscholastic program. (This is the head coach's responsibility, but the head coach may solicit help from assistant coach, volunteers and team managers for initial planning/organization.)
12. Screen music that will be played at games and practices. Music or lyrics that could be offensive to any fan or team player will not be played.
13. The head coach will receive a bonus for every round beyond districts and playoffs.

Section 2. Assistant Coach

Assistant Coaches must follow the specific duties outlined in Article V and in addition:

1. Assume all duties and/or responsibilities assigned by the head coach.
2. Attend all practices, games, and meetings as directed by the head coach.
3. Direct all questions, complaints, comments and issues to the head coach who is your liaison with the administration for interscholastic activity related matters.

Section 3. Volunteers

Volunteers must be under contract and meet all requirements that apply to head or assistant coaches as outlined in Article V.

**** The Creede School District makes every effort to keep all policies current. However, the policies contained in this book may not be the most recent. Consequently, the most up-to-date addition, deletion, or modification preempts all others. All current policies are available for viewing online at the District website under District Policies.***

ARTICLE VII

Eligibility Policy

1. All students must comply with Plan B guidelines set by the Colorado High School Activities Association (CHSAA). The participant must be enrolled in at least 5 classes (2-1/2 Carnegie Units or credit), and must pass 5 classes each semester.
2. Creede Middle/High School has adopted a "no pass/no play" policy. Eligibility will be taken each Monday, with the exception of the first week of a new grading period. A student failing any class on Monday will be ineligible for the remainder of the week. This policy includes all extra-curricular activities in grades 6-12 except those which are class sponsored.
 - a. If an athlete has 70 or below in any class, they will be ineligible for the following week's games (Monday to Monday). There is a different scale for ESS students.
 - b. If an athlete is ineligible for three weeks he/she will be heard before an administrative counsel to determine his or her future on the team.

- c. If an athlete is ineligible, he/she will not be allowed to travel for any away games with the team. If the athlete chooses to travel with their parents, they may not sit with the team. If the game is played during school hours and the athlete leaves school to attend the game, it will be considered an unexcused absence from school.
 - d. The athlete will be expected to sit behind the bench for home games.
 - e. Any exception to this will be decided only by the principal, superintendent, coach and parents.
3. To participate in interscholastic sports, a student must be covered by school accident insurance or produce evidence of other insurance.
 4. The athlete must not have reached the age of 19 on August 1 of the school year in which he/she plans to compete.
 5. Ineligible players are allowed to practice but are **not** allowed to suit up, compete, or travel with the team.
 6. Students cannot participate in extracurricular activities for a 24-hour period each day they are under in-school suspension.
 7. Academics are the primary concern of this school. It is for this reason that anyone missing the afternoon session of school, defined as periods 5, 6 and 7, or 1:00 – 4:00, will forfeit participation in that day's practice and/or contest. This will include academic activities such as Knowledge Bowl and FBLA. An absence on a Thursday, periods 5, 6 and 7, or 1:00 – 4:00, will also affect eligibility for Friday and Saturday contests.

ARTICLE VIII

Creede School District Policy on Unauthorized Drugs & Tobacco

Please refer to our district policy referencing definitions, the most up to date policy and disciplinary action.

Website Link: <http://z2.ctspublish.com/casb/Z2Browser2.html?showset=creede-casb>

Refer to Section J (Student) specifically the following: JICG, JICH, JICH-E and JICH-R

The use of tobacco products is banned on all school property. This holds true whether it be a school or public function.

ARTICLE IX

Legal Liability

Students and parents are more aware than ever of their legal rights and privileges and are not hesitant to pursue the litigation of the violation of these rights.

The coach, by the nature of his/her position, assumes certain responsibilities for the rights and protection of the participants under his/her care. Therefore, an awareness of what one can and cannot do in the handling of participants becomes of prime concern of all coaches.

It would be impractical to try to enumerate the many details of a coach's legal liability. However, the basis for most civil suits are based on negligence. Basically, negligence is measured by the action that an ordinary, reasonably prudent person would take under a certain set of circumstances. This "ordinary person," in terms of coaches, would presuppose an individual trained in his/her field. "Action" is interpreted as preventive as well as reactionary.

In simple terms, a coach must plan his/her program and actions to avoid any of his/her charges being exposed to any type of avoidable injury or harm.

Accident Reports. As previously mentioned, the coach is expected to exercise reasonable and prudent care in terms of medical first aid. Failure to do so can result in possible lawsuits. There is no surefire way to avoid being named as the defendant in a personal injury or other type of lawsuit, but the coach can take certain positive steps to reduce this possibility.

1. Be informed. Know the rules/regulations and directives that apply to your position.
2. Stay aware of rule changes and standards that relate to your obligations.
3. Be able to support your situations with reasonable and prudent evidence. The following suggestions could prove beneficial:
 - a. Treat all injuries, no matter how slight or minor. Leave nothing to chance.
 - b. Inform players to report any injury.
 - c. Do not put down or belittle any player for any reason.
 - d. Make certain players have proper equipment and use it as intended.
 - e. Make certain that players warm up properly before every practice and game.
 - f. Make certain that equipment is clean and in proper repair.
 - g. Have first aid supplies readily available. (i.e. being at the track with first aid box in the locker room is not being readily available.)
 - h. Do not deny any player water - especially when it is hot. Watch for signs of undue tiredness/fatigue.
 - i. Clear the outdoor activity areas at the first sign of lightning.
 - j. Discourage horseplay.
 - k. Require participants to keep locker rooms and showers clean.
 - l. Follow standard first aid procedures
 - m. An athlete who sustains an injury requiring medical attention outside of the school nurse must provide a medical release in writing before returning to practice/competition.
 - n. ALWAYS complete an Accident Report for any sustained injuries.

ARTICLE X

Awards

Section 1. Eligibility

Any student participating in athletics or Knowledge Bowl at Creede Middle/High School is eligible for awards upon completion of the season. Each participant will receive a certificate of merit for having participated and completed the season. Those that letter will receive an award letter and pin for the first

time he/she letters. For each additional time the participant letters, he/she will receive a pin or bar designating the participant has lettered in another activity or received an additional letter in his/her present sport.

Section 2. Criteria for Lettering

The following guidelines are recommendations for lettering:

Volleyball: Must have played in one match during the regular season.

Basketball: Must have played in one game during the regular season.

Track: Must have one of the following: 1) Participated in 3/4 of meets and scored at least 10 points at sanctioned meets. 2) Placed in a regional meet. 3) Be a senior in the second year of competition. 4) At the discretion of the coach.

Cross Country: As designated by the coach.

Spirit Squad: As designated by the coach.

Knowledge Bowl: Participants must score 15 points as a varsity competitor.

*Managers are eligible for letters in their sport. They must meet guidelines set forth in their season's contract and not miss more than one game.

ARTICLE XI

Conduct Rules for Participants

Section 1. Contests or Practices

1. No one is to communicate with officials, except the coach or athletic director.
2. No use profane language with anyone associated with the Creede Athletic Program.
3. No one throws equipment in anger or disgust or acts in a childish fashion when a decision goes against him/her or the school.
4. Everyone on the team will help with gear.

Section 2. Trips

1. There will be absolutely no disrespect shown to other team members, coaches, fans, sport writers, school officials, restaurant personnel, or store owners.
2. Student/Participants will attend class to the last possible moment when going on trips. It is an excused absence when representing our school.

****A Complete set of participant conduct rules are outlined in the Athletic Code of Conduct which should be given to each participant; who in turn must sign it stating they understand these terms before the start of their first practice.***