



Athletic Program

2023-2024

Joint Board / Administration Handbook

(Contains Athlete/Parent Handbook, Coach Handbook and all other SCC Adopted Policies)

Administrative Team

Scott Dille

Athletic Director

Shawn Ehnes

Julesburg Superintendent

Sandra Rahe

Revere Superintendent

Joint Board

Julesburg Board

Perry Campbell

Tammy Aulston

Elyshia Harris

Kyla Kizer

Chris Hoschouer

Josh Lechman

Revere Board

Gerry Whipple

Jeff Sittner

Mike Powell

Anthony Lechman

TJ Amendt

Rob McClary

It is the expectation of the SCC Joint Board that all approved policies, protocols and procedures outlined in the Athlete/Parent and Coach Handbooks are adhered to at all times.

The Athlete/Parent Handbook outlining all policy, protocols and procedures will be provided and reviewed with all parents and athletes at the annual Parent/Athlete Meeting held at the beginning of each school year.

The Coach Handbook outlining all policy, protocols and procedures will be provided and reviewed with all coaches at the annual Coaches Meeting held at the beginning of each school year.

*Also Governed by the Colorado High School Activities Association (CHSAA) and
Lower Platte Activities Association (LPAA League).*

Table of Contents

Joint Board / Administration Handbook	1
Philosophy and Objectives	8
Value of Athletics	8
Sports Offered by Sedgwick County Athletics	8
Additional Requirements for Participation	8
CHSAA Anti Hazing Policy	9
Athlete's Bill of Rights	9
Code of Conduct - Athletes	9
Code of Conduct - Parent/Guardian	11
Fan Code of Conduct	12
Approval Protocol for SCC Policy Exceptions	13
Public Concerns, Complaints and Grievances Protocol	13
Dual Sports Participation/Eligibility	15
Purpose:	15
Provision:	15
Procedure:	15
Dual sports rules:	15
Quit Protocol for Athletes	16
Purpose:	16
Event Leave Times & Overnight Stays	16
Process/Criteria for leave times:	16
Bus Rules for Athletic Trips	16
Random Drug Testing Guidelines for Students Involved in Extracurricular Activities	17
Authority:	17
Definitions:	18
Procedure for Drug Testing Participants	20
Informed Consent for Testing	20
Release of Information	20
Drug Monitoring Frequency	20
Sample Collection	20
Collection of Specimen	20
Random Selection of Enrolled Students	20
Random/Voluntary Testing	21
Return of Results	21
Request for Retest	21

Consequences for Testing Positive during a Drug Screening	21
First Positive Test Confirmed by Lab Results	21
Second Positive Test Confirmed by Lab Results	22
Third Positive Test Confirmed by Lab Results	22
Fourth Positive Test (during Jr/Sr High School career of a student)	22
Refusal to Submit to Drug Use Test / Self Disclosure in lieu of Testing	22
Appeal	22
Record Keeping and Confidentiality	23
Severability	23
Program Evaluation	23
Academic Eligibility	23
Risk of Participation	24
Alternative Transportation Policy	25
Athlete & Manager	26
Alcohol, Drug & Tobacco Regulations	26
Philosophy and Objectives	30
Value of Athletics	30
Code of Conduct - Coaches	30
COACHES HAVE A RESPONSIBILITY TO:	30
COACHES MUST:	31
DEFINITION OF HARASSMENT/ABUSE	31
Procedures, Sanctions & Appeals Process	32
Summer Camp and Travel Protocol	34
Public Concerns, Complaints and Grievances Protocol	36
Coaches Driving Policy	37
Roster Policy for Post Season Play	37
Event Leave Times & Overnight Stays	38
Bus Rules for Athletic Trips	38
Dual Sports Participation Eligibility	40
Quit Protocol for Athletes	40
Post Season Administration Policy	41
Head Coach Responsibilities	41
Coaches Expectations/Evaluation	44
Athlete's Bill of Rights	45
Sedgwick County Coaching Evaluation	46
PROFESSIONAL DUTIES AND RESPONSIBILITIES	46

OTHER SCC Policies/Protocols approved by Joint Board	49
Original COOPERATIVE ATHLETIC PROGRAM AGREEMENTS BETWEEN SCHOOLS	50
INTERGOVERNMENTAL AGREEMENT	52
JULESBURG SCHOOL DISTRICT NO. RE-1 BOARD OF EDUCATION RESOLUTION	54
PLATTE VALLEY SCHOOL DISTRICT NO. RE-3 BOARD OF EDUCATION RESOLUTION	55
BOARD RESOLUTION IN SUPPORT OF DESIGNATED, ONGOING FIELD LOCATIONS FOR ALL HOME FOOTBALL AND BASEBALL GAMES OF THE SEDGWICK COUNTY ATHLETIC PROGRAM	56
BOARD RESOLUTION IN SUPPORT OF DESIGNATED, ONGOING FIELD LOCATIONS FOR ALL HOME FOOTBALL AND BASEBALL GAMES OF THE SEDGWICK COUNTY ATHLETIC PROGRAM	57
Joint Board Meeting Agenda & Voting Protocol	58
Protocol for any Student-Athlete Charged/Convicted of a Serious Crime	59
Athletic Participation Eligibility Form	59
Establishment of New Sport/Team Protocol	60



Athletic Program

2023-2024

Athlete/Parent Handbook

Administrative Team

Scott Dille

Athletic Director

Shawn Ehnes

Julesburg Superintendent

Sandra Rahe

Revere Superintendent

Joint Board

Julesburg Board

Perry Campbell

Tammy Aulston

Elyshia Harris

Kyla Kizer

Chris Hoschouer

Josh Lechman

Revere Board

Gerry Whipple

Jeff Sittner

Mike Powell

Anthony Lechman

TJ Amendt

Rob McClary

It is the expectation of the SCC Joint Board that all approved policies, protocols and procedures outlined in the Athlete/Parent and Coach Handbooks are adhered to at all times.

The Athlete/Parent Handbook outlining all policy, protocols and procedures will be provided and reviewed with all parents and athletes at the annual Parent/Athlete Meeting held at the beginning of each school year.

The Coach Handbook outlining all policy, protocols and procedures will be provided and reviewed with all coaches at the annual Coaches Meeting held at the beginning of each school year.

*Also Governed by the Colorado High School Activities Association (CHSAA) and
Lower Platte Activities Association (LPAA League).*

Philosophy and Objectives

The Sedgwick County Athletic Programs are a continuation of the classroom. Their purpose is to educate. The privilege of athletic participation is earned through the maintenance of proper standards of attitude, effort, attendance, and achievement.

Through participation, students will develop values, attitudes and skills for personal growth and for the benefit of a diverse society. Sedgwick County Athletics will strive to develop student-athletes that represent the spirit and character of competition.

Value of Athletics

Research indicates that students involved in co-curricular activities have a greater chance of being successful during adulthood. Many of the positive character traits required as a participant in athletics are exactly those that will promote a successful life beyond high school.

Interscholastic Athletics Promote Teaching and Learning:

- Higher Graduation Rates
- Lower Discipline Rates
- Improves Self-Esteem
- Teaches Sportsmanship
- Builds School Spirit
- Instills a Sense of Pride
- Better Attendance
- Increased Motivation to Achieve
- Encourages Teamwork
- Increases Self-Discipline
- Creates a Sense of Community
- Increases Community Involvement

Sports Offered by Sedgwick County Athletics

Fall:	HS and JH Volleyball	HS and JH Football
Winter:	HS and JH Basketball (Boys and Girls)	HS and JH Wrestling
Spring:	HS and JH Track and Field (Boys and Girls)	HS Baseball

Additional Requirements for Participation

Physical Exam

Emergency Contact Info

Proof of Insurance -or- Purchase of Insurance Policy

SAC Assessment of Concussion (Assessment is conducted by school personnel prior to participation.)

CHSAA Anti Hazing Policy

The Colorado High School Activities Association prohibits bullying, hazing, intimidation or threats. Hazing includes, but is not limited to humiliation tactics, forced social isolation, verbal or emotional abuse, forced or excessive consumption of food or liquids, or any activity that requires a student to engage in illegal activity. I understand that hazing of any type is not permitted in any CHSAA sanctioned activity. I will not engage in any of the prohibited conduct. I further understand that it is my responsibility to immediately report any acts of hazing that I become aware of to a sponsor, teacher, counselor, school support staff, coach or administrator in my school. By signing this acknowledgement, I affirm my responsibility to prevent and report hazing. I also understand that any violation of this could result in school or team consequences that could include dismissal from the activity or further disciplinary consequences and/or referral to law enforcement.

Athlete's Bill of Rights

Athletes participate in sport for a variety of reasons and have many expectations. Whether it is to attain a personal goal, a higher level of competition or simply for the pure joy of sport, parents and coaches hold the key in athletes' choices to participate.

Athletes have the right to:

- Have fun through sport;
- Participate at a level that is consistent with ability;
- Have qualified, sensitive leadership;
- Participate in a safe and healthy environment
- Share in the leadership and decision-making of their sport;
- As a child, play as children and as an adult;
- Proper preparation for participation in the sport;
- An equal opportunity to strive for success;
- Be treated with dignity by all involved;
- Say "No"

Code of Conduct - Athletes

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
2. I will remember that participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
3. I will be loyal to my school and team; put the team above personal glory.
4. I will safeguard my health; don't use any illegal, unhealthy, and over the counter substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight. The Alcohol, Drug and Tobacco Regulations for Sedgwick County Athletics will be followed.
5. I will fulfill commitments; do what I say I will do; be on time to practices, games, classes and other commitments.
6. I will compete honorably; won't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
7. I will not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. I will treat all people with respect all the time and require the same of other student-athletes.
9. I will treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
10. I will play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
11. I will demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
12. I will help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.
13. I will comply with all team rules and expectations established and communicated to me by my coach.
14. I will not be involved in any criminal act. I understand that if I am involved in a criminal act, I understand that I could face suspension or expulsion based upon the severity of the criminal act that I have committed.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- * Verbal Warning
- * Suspension/Removal from Game
- * Suspension from attending all games during the respective season
- * Suspension from attending all games, for all sports, the entire year

Code of Conduct - Parent/Guardian

Preamble:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for student athletes, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the Sedgwick County Coop, the Lower Platte Activities Association and Colorado High School Activities Association.
5. I will respect the coaches and officials and their authority during games and will never question, discuss, or confront either at the game field, and will take time to speak with coaches at an appropriate and agreed upon time and place.
6. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
7. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
8. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
9. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
10. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
11. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
12. I will praise my child for competing fairly and trying hard.
13. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
14. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
15. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- * Verbal Warning
- * Suspension/Removal from Game
- * Suspension from attending all games during the respective season
- * Suspension from attending all games, for all sports, the entire year

Fan Code of Conduct

Along with the Julesburg School District and Revere School District, The Sedgwick County Athletic Program believes sportsmanship is the most important aspect of interscholastic athletics and is essential to the development of our student-athletes. Fan comments or actions that are inappropriate and demeaning to players, other spectators, coaches and/or officials are not in the highest ideals of interscholastic education and will not be tolerated at any Sedgwick County athletic event.

If it is determined that a student, parent/guardian, or spectator has conducted himself/herself in an inappropriate manner that is not in the highest regard for sportsmanship at interscholastic athletics, he or she will be given written or verbal notice by the athletic director or any school administrator that the conduct will not be tolerated. Any misconduct that continues that day or at future events will result in that person losing his/her privilege to be a spectator at any Sedgwick County athletic event (both home and away) for one calendar year from the date of the incident. Spectators are guests of the school, therefore making it a privilege - **not a right** - to attend all Sedgwick County Athletic events. If a single occurrence is considered of a serious nature, there will be no verbal or written notice before the person's privilege to attend sporting events is revoked. Again, any serious misconduct will result in an immediate loss of privilege to ALL Sedgwick County sporting events, both home and away. The Julesburg and Revere School Boards of Education strongly believe that any unruly conduct toward athletes, coaches, school personnel, officials, and/or other spectators **will not be tolerated**.

Approval Protocol for SCC Policy Exceptions

Occasionally there may be circumstances that require there to be an exception made to an approved policy, protocol or procedure.

If so, a request/rationale for making an exception to a policy, protocol or procedure must be submitted in writing to/by the Athletic Director.

The Athletic Director will forward the written request/rationale to both Superintendents for review/consideration.

Upon review, if both Superintendents agree that the request/rationale warrants an exception to be made to an approved policy, protocol or procedure, the Athletic Director will be authorized to allow for the exception to be made as requested.

If either Superintendent or both Superintendents disagree with the request, the approved policy, protocol or procedure will be followed as written in the handbook.

This protocol is not applicable in situations that warrant an exception to be made regarding a policy, protocol or procedure as a result of an unexpected emergency situation where there is a safety or security issue/concern that comes into play.

Public Concerns, Complaints and Grievances Protocol

Constructive criticism motivated by a sincere desire to improve the quality of the Cooperative Athletic Program is welcomed by the Joint Boards of Education.

The Joint Boards of Education believe that issues, concerns, complaints and grievances are best handled and successfully resolved when timely, direct communication occurs as close to their origin as possible.

Further, the Joint Boards of Education recognize that establishing a process that is consistently followed to effectively handle issues, concerns, complaints and grievances is vital to the success of the Cooperative Athletic Program.

To facilitate productive resolution of all issues, concerns, complaints and grievances related to the Athletic Program, both School Districts will strictly adhere to the following protocol:

Person(s) making the complaint related to the Athletic Program will be directed to contact the coach(s) directly involved in the situation and share their issues, concern, complaint or grievance.

Person(s) making the complaint will be advised that if they are not satisfied with the outcome after sharing the concern directly with the coach(s) involved in the situation they are to contact the Athletic Director.

Upon notification, the Athletic Director will conduct a thorough investigation of the complaint and render a decision and implement strategies to facilitate resolution of the complaint.

Person(s) making the complaint will be advised by the Athletic Director that if they are not satisfied with the decision and/or resolution of the complaint facilitated by the administration; their next step of recourse is to address the Joint Board of Education at the next regular Athletic Joint Board meeting by requesting to be on the agenda.

The Joint Boards of Education will not discuss any Cooperative Athletic Program related issues, concerns, complaints or grievances in any meeting if this “chain of command” process has not been followed.

In accordance with the Colorado Revised Statutes, the Joint Boards of Education will not discuss any personnel related issues, concerns, complaints in an executive session without the concerned coach(s) being notified and being provided the opportunity to have the discussion occur in an open public meeting.

When an issue, concern, complaint or grievance is made directly to an individual Board member, the procedure outlined below will be strictly followed at all times:

The Board member shall refer the person making the complaint to the Athletic Director.

If the person will not personally communicate their complaint to the Athletic Director, the Board member will request that the complaint be written and signed to be submitted to Athletic Director for investigation.

The Board member will then submit the written complaint to the Athletic Director for investigation.

If the person refuses to verbally or in writing tender their complaint to the Athletic Director no further action can or will be taken to resolve the complaint. No discussion consideration or action will be taken by the Joint Boards of Education and the matter will be treated as hearsay.

If at any time the person making a complaint feels that they have not been given a satisfactory reply from the Athletic Director, they should be advised to consult with a Superintendent from either participating District and, if still not satisfied, to request that the complaint be heard by the Joint Boards of Education at their next regular scheduled meeting.

Dual Sports Participation/Eligibility

Purpose:

To ensure that athletes wanting to participate in two sports at one time are doing so correctly by choosing a primary sport, and so that Sedgwick County Athletics is doing their best to ensure the athlete can handle it academically as well.

Dual sports participation is defined as an athlete competing in two sports during one sports season at the same time. An example of this would be an athlete competing in track and baseball or cheer and volleyball. Primary sport is defined as the sport that will take priority over the other.

Provision:

Any student athlete wanting to compete in dual sports must have all grades above a C at all times. If an athlete has a grade that falls below a C when eligibility is run that athlete will have one week to get that grade up. If the grade does not rise above a C the athlete will not be allowed to participate in two sports any longer, and will only be allowed to participate in their primary sport even if the grade comes up later.

Procedure:

1. When a student athlete decides that they want to participate in two sports during one season they must notify an athletic director and both head coaches as soon as they have decided they want to do this.
2. An athletic director will give the student athlete a dual sports participation form that will need to be filled out and signed by a legal guardian and the head coaches of both sports they want to participate in. This form must be turned into the athletic director within three business days of receiving the form.
3. A copy of the dual sports participation form will be given to the student athlete, both coaches, and will be kept on file in the athletic department.

Dual sports rules:

1. An athlete must choose a primary sport
2. A dual sport athlete must always go to the primary sport practice first before going to the secondary unless the primary sport head coach authorizes them to do so differently.
3. A game in the secondary sport will take priority over a practice in the primary sport, but if the primary sport and the secondary sport both have a game on the same day the athlete must compete in their primary sport.
4. Dual sports athletes must participate in the secondary sport activity unless it is determined by the Athletic Director and both coaches that the athlete can choose to participate or not.
5. Athletes that do not participate in a mandatory event will lose his/her dual sport privilege and cannot letter in the secondary sport.

Quit Protocol for Athletes

Purpose:

To ensure that Sedgwick County Athletics has a protocol in place that encourages student athletes to finish what they start, emphasizing the importance of not quitting.

1. Student athletes that go out for a sport and participate in two or more athletic contests for the sport are expected to remain in the sport until the end of the season.
2. Student athletes that quit a sport prior to end of the season, if they have participated in two or more athletic contests of the sport, will be penalized for quitting by being required to not play in the first 2 athletic games/contests of the immediate next sport they are a player/participant.
3. Special circumstances that may require a student athlete to quit prior to the end of the season must be presented and approved in writing by the Athletic Director prior to quitting for the penalty to not be imposed.

Event Leave Times & Overnight Stays

Purpose: To ensure that Sedgwick County Athletics has a consistent process in place for leave times for travel to athletic events and maximizes that amount of time student athletes are in the classroom/school.

Process/Criteria for leave times:

1. The Athletic Director will determine departure times and arrange travel as soon as possible.
2. Leave time will be determined by using MapQuest suggested times for travel plus up to 1 hour. High School football game leave times will be determined by using MapQuest suggested times of travel plus up to 2 hours.
3. If any athlete/athletic team can leave on or after 6:30 am and have ample warm up time (1 hour), they will leave for the event on that day.
4. If any athlete/athletic team can return on or before midnight they will return from the event on that day, unless a coach is driving and departure would put their on-duty/drive time beyond the allowed 14 hours.
5. If it is determined that a team must leave the day before a regular or post-season event, departure will be scheduled after regular school dismissal by using MapQuest suggested times for travel plus 2 hours for practice/meal time, planning for an arrival time no later than 10 p.m. to hotel.
6. Weather will be considered by administration to determine leave times for all travel.

Bus Rules for Athletic Trips

1. Coaches and student athletes will not bring drinks on the bus unless the drink can be turned upside down and it does not spill.

2. Coaches and student athletes will only bring food items on the bus for snack purposes before or after games. If the bus stops at a restaurant to eat, coaches and student athletes are not allowed to bring any restaurant food onto the bus for any reason.
3. Coaches and student athletes must be buckled up in their seat belt throughout the entire trip when seat belts are available. Coaches will make sure student athletes are held accountable to be buckled-up in their seat belt throughout the entire trip.
4. Coaches are expected to show only appropriate movies that could be shown at school and they must be approved by administration before showing. Under no circumstances will R rated movies be allowed.
5. Coaches and student athletes will be responsible for not using flashes from their phones and keeping their phones/electronic devices behind their seat as much as possible as to not distract the bus drivers.
6. If equipped with a bathroom, the bathroom door will be locked at all times.
7. Coaches will be accountable for at the end of every trip doing a walk-through and ensuring the bus is cleaned. If the bus is not clean, the Bus Driver will report that to the AD and the team will then be required to deep clean the bus on the day/time of the next practice before starting practice. The team will also not be able to use the coach bus for their next scheduled trip and will be required to use one of the other activity buses.
8. Coaches are required to sit behind their student athletes on the bus so they can see and make sure that student athletes are following all expectations throughout the entire trip.

Random Drug Testing Guidelines for Students Involved in Extracurricular Activities

At Revere & Julesburg Jr/Sr HIGH SCHOOL

Authority:

The Revere & Julesburg School Districts prohibits the possession, use, misuse, or the distribution of drugs, controlled or mood-altering substances, including anabolic steroids, look-alikes, designer drugs, drug paraphernalia, and medication not registered with the office, or alcohol on school district property, school buses, or during activities under school district jurisdiction. This policy encompasses all students in grades 7 to 12 desiring to participate in any interscholastic athletic activity and/or extracurricular activity. The policy includes those students being educated by the district under special circumstances, including homeschooling and home bound. The district welcomes all students, with the permission of their parents/guardians, to participate voluntarily in the program.

The districts will require any student who is submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the district's drug testing program using the forms provided by the district. No student will be able to participate in any interscholastic sport or any extracurricular activity without such consent. Students and parents or legal guardians will have the opportunity to participate in an Informational Meeting concerning the District's Random Drug Testing Policy. Immediately prior to giving a specimen, each student shall complete all forms required by the testing company selected by the District.

Definitions:

Adulterant/Adulteration - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Chain of Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector, signed by the donor and provides tamper-proof seals for the specimen. The original form is sent with the specimen to the lab.

Controlled Substance - A controlled substance is any drug or substance listed in Schedules I-V of the Colorado Controlled Substances Act of 1970. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.

Designer Drug - A controlled substance analog is a non-controlled substance that either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance in Schedule I and II of the Federal Analog Act of the Colorado Controlled Substances Act of 1970.

Drug/Mood-Altering Substance - As used in this policy shall be defined as any controlled substance, non-controlled substance, or designer drug, look-alike substance or health endangering substance.

Drug Paraphernalia - All equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing to the human body a controlled substance.

Drug Program Coordinator (DPC) - The individual (Athletic Director or his/her designee) responsible for the implementation of the substance monitoring program as outlined.

Ethyl glucuronide (EtG/EtS) - The EtG/EtS test is a urine-based laboratory test that detects the metabolites of alcohol (ethyl glucuronide) in human urine.

Extracurricular Activity Participant - Any student in grades 6 to 12 participating in any non-graded, extracurricular activity. Such activities in the Revere and Julesburg School Districts include but are not limited to:

Football	Volleyball	Basketball	Care Team
Wrestling	Track	Baseball	
Team Manager	Student Trainers	FBLA	
FFA	NHS	Drama Productions	
Student Council	Pep Band	Choir	

****Or any other extracurricular activity****

GC/MS (Gas Chromatography/Mass Spectroscopy) - A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with one hundred percent (100%) accuracy.

Hair Follicle Drug Test – Procedure used to attain a hair specimen to be sent to a toxicology lab for screening of drugs and alcohol.

Medical Review Officer (MRO) - A medical doctor specifically trained and licensed to review positive drug and alcohol test results.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Quick-Dip Screening - An instrument designed to identify substances immediately. This instrument is less sensitive than those completed by the toxicology lab.

SAMHSA - (The Substance Abuse and Mental Health Services Administration) - A governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

Scope of Tests – The drug screen tests for one or more illegal drugs and/or alcohol. The Vendor shall determine which illegal drugs shall be screened, but in no event shall that determination be made after random selection of students for testing. Student samples will not be screened for the presence of substances other than an illegal drug or for the existence of any physical condition other than drug use.

School Property - This policy covers all locations under the jurisdiction of the Revere and Julesburg School Districts, including away events in or out of the state of Colorado.

Toxicology Lab - Any licensed and accredited lab that specializes in detection of drugs and alcohol and provides assurance of legally defensible results.

Urine analysis - Procedure used to attain a urine specimen to be sent to a toxicology lab for screening of drugs and alcohol.

Athletic Director - The administrator responsible for carry out the policy and procedure.

Procedure for Drug Testing Participants

Informed Consent for Testing

Prior to the beginning of the new school year, at the beginning of each sports season, or when a student decides to join an extracurricular activity or organization, students and their parent/guardian, will complete and sign the Consent to Test Form. Written consent shall be in the forms attached to this policy as EXHIBIT A. No student may participate in an activity, practice, or competition until these forms are properly executed and on file with the Jr./Sr High School Drug Program Coordinator (DPC).

Release of Information

Parent/guardian/custodian of all students enrolled in the Random Drug Testing Program within the Revere and Julesburg School Districts will sign Releases of Information (ROI) to the toxicology lab identified and the Drug Program Coordinator. At any time, the ROI is revoked by the parent, the student is no longer allowed to participate in any extra-curricular activity until the ROI is reinstated.

Drug Monitoring Frequency

Testing will be randomly conducted throughout the school year. The date and time of tests will be randomized by the Drug Program Coordinator (DPC), Monday through Thursday during school year. All students enrolled in athletic/extracurricular activities or who anticipate enrollment via the Consent to Test Form will remain in the random pool throughout the school year. Volunteer students will also become participants in the random pool. Any student who refuses to submit to drug monitoring will not be allowed to practice or participate in athletic/extracurricular activities. The district will incur the cost of the random drug and alcohol tests.

Sample Collection

Samples will be collected as outlined under Athletic Director requirements. Any eligible student athlete, activity participant, or volunteer selected randomly for drug monitoring who is not in school will be tested at the next available testing time. If a student's sample is dilute, they will be retested at the next available testing time. If two consecutive dilute samples occur, a hair sample will be taken at district cost. A student who fails to provide an adequate specimen within one hour of the testing time will be held to a temporary suspension from participation until a specimen is produced, or may voluntarily submit to a hair follicle test. Students who request that a hair sample be taken rather than submitting to a urine test will be charged the additional fee (approximately \$50.00) over the cost of the urine tests.

Collection of Specimen

Specimen collections will occur on the school campus in a designated location **at the Centennial Mental Health office located in Julesburg** under the supervision of the vending agency. All specimens will be screened for drugs and alcohol using a lab approved drug and ETG test at the time of collection. All samples will be sent to the toxicology lab. The Vendor will oversee the collection of specimens as outlined in the Procedure for Random Drug Monitoring of the Revere School District. Students will be given adequate privacy in the obtaining of the specimen.

Random Selection of Enrolled Students

The number of students **randomly** selected for testing each week will be determined by the Drug Program Coordinator (DPC). The Drug Program Coordinator (DPC) will communicate

the randomly selected student(s) to the administration where the student attends school. Parents/guardians will be notified by the school of attendance that their student is being transported off school campus to complete testing at the time students are being transported. The Student will be given a copy of the Chain of Custody form immediately following testing to verify testing occurred. A copy of the results, after being processed in the lab, and a copy of the Chain of Custody form will be mailed to students by school after processed in the lab. It will be forwarded by the Drug Program Coordinator (DPC) to the attending school. The attending school will mail a copy of the lab results to the parents.

Random/Voluntary Testing

The Board authorizes random unannounced screening of all students participating in athletic/extracurricular activities and/or those students who have signed up for voluntary testing. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in athletic/extracurricular activities who have been selected will be offered a bottle of water prior to testing. Students should be in the office 30 minutes prior to the test. After the 30 minutes have elapsed students will be escorted to the designated collection site for testing.

Return of Results

The Toxicology Lab will certify all drug screens and report by telephone/fax positive findings in a confidential manner to the Vendor. The Vendor is responsible for informing the parent/guardian of a positive result. The Vendor will communicate a positive result to the Drug Program Coordinator. The Drug Program Coordinator will schedule a meeting with the custodial parent or legal guardian, the Drug Program Coordinator, and the student to review the consequences of testing positive.

Request for Retest

Students involved in the program may, upon a non-negative test result, request that the sample be re-tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the Lab. The request for the test must be submitted in writing to the Lab. Students participating in athletic/extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the re-test is negative.

Consequences for Testing Positive during a Drug Screening

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the parent/guardian will be notified at least seventy-two hours before a response is made by the District.

First Positive Test Confirmed by Lab Results

Drug Program Coordinator (DPC) will meet with the parent(s) and student to review the results and share information about what the family should expect when going to the Vendor for the intake assessment. Student is notified by DPC to attend, but not participate in practice for four (4) calendar days for the safety of themselves and other students. A negative test or reduced THC level must be provided to the DPC before the student may return to practice or participation. Prior to readmission to the team or organization, the student must submit to a new drug test at the student's expense, administered in accordance with the testing

company's procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent tests. Reports will be delivered to the DPC only. Consequences will be administered as outlined in the Activities / Athletics Handbook. Documentation of alcohol/drug use assessment by a drug counselor shall be turned in to the DPC. Follow through of the recommended drug assistance program sessions with the counselor is strongly encouraged.

Second Positive Test Confirmed by Lab Results

DPC meeting with parent(s) and the student. Consequences will be administered as outlined in the Activities / Athletics Handbook for a second offense. Written receipt of five sessions of drug counseling with a certified addiction counselor of the family's choice must be completed before the student may petition to return to activities. Prior to readmission to the team or organization the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent tests. A negative test or reduced THC level must be provided before the student may return to the activity. Follow-up drug testing for 12 consecutive months will begin upon notification of the second positive test. Testing continues through graduation, or following completion of all summer school-related activities following graduation. Monthly follow-up testing must be paid in advance by the family.

Third Positive Test Confirmed by Lab Results

DPC meeting with parent(s) and student. Suspension of eligibility to participate in athletic/extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation. A negative test or reduced THC level (at the family's expense) must be provided before the student may return to the activity. Follow-up drug testing will continue for 12 consecutive months from the date of the meeting. Monthly follow-up testing must be paid in advance by the family.

Fourth Positive Test (during Jr/Sr High School career of a student)

DPC meeting with the parent(s) and student. Suspension of eligibility to participate in activities for the remainder of the student's time as a student.

Refusal to Submit to Drug Use Test / Self Disclosure in lieu of Testing

A participating student who refuses to submit to a drug test authorized under this policy, who admits using and chooses not to be tested, or who otherwise fails or refuses to comply with any other provision of this policy it will be considered an offense as listed in this policy and the Athletics /Activities Handbook.

Appeal

Revere & Julesburg Jr/Sr High Schools conform to federal requirements of due process for students. A student participating in athletic/extracurricular activities who has been determined by the school principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain ineligible to participate in any athletic/extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in

the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality

All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his/her designee. All records will be kept for a period of seven years. The Athletic Director, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Revere and Julesburg School Districts. However, the Athletic Director will provide the Drug Program Coordinator with semiannual reports showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

Severability

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Program Evaluation

The Superintendent and Drug Program Coordinator shall be responsible for conducting an evaluation of the program and report the findings to the Board of Education on an annual basis. The evaluation shall include levels of participation, test results, and parent survey data.

Academic Eligibility

Purpose: To ensure that all athletic programs are following CHSAA rules as it applies to academically ineligible athletes and to ensure all ineligible athletes are treated the same in all sports.

Academic Eligibility:

1. Any student failing ONE or more classes, as determined by a Weekly Down List, will be ineligible to participate in any athletic contest being held during that week, unless the only failing grade is a college credit level course. The Weekly Down List comes out each Friday morning and any student on the Weekly Down List for failing ONE or more classes will be ineligible until the following Monday.
2. If a student athlete has failed two or more classes for a final semester grade they are deemed academically ineligible for the first half of the following semester even if it falls into the next school year.
3. A student athlete must also be enrolled in 5 course hours to be academically eligible to compete. Course hours can include time outside of school such as work studies as long as it is organized, moderated, and authorized by school personnel.

Ineligible Athletes:

1. Ineligible student athletes are allowed to practice but will not be allowed to compete in games.

2. Ineligible student athletes will not be allowed to ride on the bus to away games or be allowed on the bench or sideline for any reason. They must find their own ride to the game if they want to go and sit in the stands with the fans.

CHSAA Reference: Constitution of the Colorado High School Activities Association Article 17 General Eligibility

Athletic Shuttle Policy/Survey

The purpose of this survey is to make sure that we can plan and coordinate transportation related to the Athletic program in an effective and efficient manner.

If you answer yes to this survey, your student will be required to ride the shuttle for all sports/seasons when the shuttle is needed to transport to the appropriate site.

If you answer no to this survey, you are indicating that your student will be transporting himself or herself to the appropriate site for practice. In the case of an accident when traveling, they are not covered by either school district's insurance. They will not be able to ride school provided transportation for practice.

Risk of Participation

All student athletes and parents, guardians must realize there is a risk of serious injury and even death, which may be the result of athletic participation. Sedgwick County Athletics will use the following procedures to help protect against injury:

1. Offer a parent/student athlete meeting prior to the start of the season to explain the athletic policies and advise, caution and warn parents/student athletes of the potential injury or death.
2. Maintain a continuing education program for coaches to learn up-to-date techniques and skills for their sport.
3. Instruct all student athletes about the dangers of participation in their particular sport.

Alternative Transportation Policy

Purpose:

To ensure that students that are using alternative transportation to and from athletic events are properly accounted for, and a signature of that action is kept on file.

Alternative Transportation is defined as a student athlete not using the transportation that is provided for them by Sedgwick County Athletics to and from athletic events with the permission of their legal guardian.

All coaches will receive a notebook with Alternative Transportation Forms at the beginning of their season. This book must be kept with the team at all times when on the road and will be turned into the Athletic Director at the end of the season to be kept on file until the end of the school year. At the end of the school year all completed forms will be shredded.

Procedure:

1. If a student athlete is not going to use the transportation provided by Sedgwick County Athletics they must have a legal guardian sign them out on the correct form in the alternative transportation book.
2. The head or an assistant coach of that particular sport must authorize the alternate transportation and must see the legal guardian sign the student athlete out and leave with the legal guardian.
3. No one except the student athlete's legal guardian will be allowed to sign a student athlete out of the use of the provided transportation. The only exception to the rule will be if the legal guardian has received written authorization from Administration and that information has been passed on to all coaches and athletic directors.
4. Only under special circumstances authorized by the head coach will a student athlete be allowed to use alternate transportation to an athletic event. If this happens the Alternate Transportation Form must be signed prior to the team leaving for the event and one of the athletic directors or administrators must be notified as soon as possible that it is happening and that it has been approved by the coach of that sport.

Athlete & Manager

Alcohol, Drug & Tobacco Regulations

The following regulations have been established by the administration and coaching staff and approved by the Julesburg and Revere Boards of Education to govern the Sedgwick County Athletic Program. The rules will be enforced throughout the year for all participating and non-participating potential athletes. All violations are cumulative for each student's years of attendance at Julesburg Jr/Sr High School and/or Revere Jr/Sr High School beginning when they enroll as 7th graders. Violations of this policy will follow any athlete that transfers between the Julesburg and Revere Schools. Any student transferring between the Julesburg and Revere School Districts who is facing suspension from another school district will have the same suspension levied unless that suspension is less than that stated in this policy.

Any individual listed below witnessing any athlete, manager or cheerleader consuming, using or possessing alcohol, drugs or tobacco; or possessing or using vaping, juuling or e-cigarette devices regardless of substance inhaled will file a report with the Athletic Director. This report will be investigated by the Athletic Director and results reported to the administration to determine if suspension is warranted.

1. Any coach/sponsor/teacher/school board member (Failure to report or remaining in the vicinity of any violation will result in the termination of the coach or sponsor.)
2. A member of the administration
3. A law enforcement officer and is charged by that officer
4. Any student who self-incriminates themselves (concerning alcohol, tobacco, vaping, or drugs) through social media or heard by school personnel will be punished according to the consequences stated above. This means bragging or the general discussion of breaking training rules, etc. (even if done jokingly). Infractions will be considered when reported and attested to by school personnel.

Punishment for violation of the above rules:

Definition of participation for enforcing punishment:

"Participation will be considered as actual school vs. school competition, and NOT team only practice. Suspension will be from the individual's highest level of potential play in a sporting contest as determined by the administration."

First Offense: Suspension from participation equal to 50% of regular season games, tournaments or meets. This suspension will carry over to the following season if 50% of the current season has been completed. This suspension can be reduced to 25% of the season by self-reporting the violation to a member of the administration within 48 hours of the incident.

Second Offense: Suspension from all remaining contests in the current season and 50% of the next season's games, tournaments or meets in which the person participates and completes. If less than 50% of a current season exists, the student will serve the remainder of the current season and 50% of the following season.

Third Offense: Suspension for one calendar year from all competition beginning the first day of this suspension and ending on the anniversary date of said suspension.

Fourth Offense: Permanent suspension from all athletics during that person's high school years in Julesburg or Revere.



Athletic Program

2023-2024

Coach Handbook

Administrative Team

Scott Dille

Athletic Director

Shawn Ehnes

Julesburg Superintendent

Sandra Rahe

Revere Superintendent

Joint Board

Julesburg Board

Perry Campbell

Tammy Aulston

Brian Lanckriet

Kelly Kinnie

Chris Hoschouer

Josh Lechman

Revere Board

Gerry Whipple

Jeff Sittner

Mike Powell

Anthony Lechman

TJ Amendt

Rob McClary

It is the expectation of the SCC Joint Board that all approved policies, protocols and procedures outlined in the Athlete/Parent and Coach Handbooks are adhered to at all times.

The Athlete/Parent Handbook outlining all policy, protocols and procedures will be provided and reviewed with all parents and athletes at the annual Parent/Athlete Meeting held at the beginning of each school year.

The Coach Handbook outlining all policy, protocols and procedures will be provided and reviewed with all coaches at the annual Coaches Meeting held at the beginning of each school year.

*Also Governed by the Colorado High School Activities Association (CHSAA) and
Lower Platte Activities Association (LPAA League).*

Philosophy and Objectives

The Sedgwick County Athletic Programs are a continuation of the classroom. Their purpose is to educate. The privilege of athletic participation is earned through the maintenance of proper standards of attitude, effort, attendance, and achievement.

Through participation, students will develop values, attitudes and skills for personal growth and for the benefit of a diverse society. Sedgwick County Athletics will strive to develop student-athletes that represent the spirit and character of competition.

Value of Athletics

Research indicates that students involved in co-curricular activities have a greater chance of being successful during adulthood. Many of the positive character traits required as a participant in athletics are exactly those that will promote a successful life beyond high school.

Interscholastic Athletics Promote Teaching and Learning:

- | | |
|-----------------------------|-----------------------------------|
| • Higher Graduation Rates | • Better Attendance |
| • Lower Discipline Rates | • Increased Motivation to Achieve |
| • Improves Self-Esteem | • Encourages Teamwork |
| • Teaches Sportsmanship | • Increases Self-Discipline |
| • Builds School Spirit | • Creates a Sense of Community |
| • Instills a Sense of Pride | • Increases Community Involvement |

Code of Conduct - Coaches

Preamble:

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. The following Code of Conduct represents the philosophy of the Sedgwick County Athletic Program regarding coaching behavior. The purpose of the Code of Conduct is to ensure that all coaches understand and consistently demonstrate appropriate behavior that will maximize their potential to assist their athletes in becoming well-rounded, self-confident and productive human beings.

COACHES HAVE A RESPONSIBILITY TO:

- Refrain from discriminatory treatment of persons involved in the activity based upon such persons' gender, place of origin, color, sexual orientation, religion, political belief or economic status.

- Abstain from providing criticism to athletes that is personal in nature or that includes threats or intimidation tactics.
- Consistently demonstrate and model high personal standards at all times.
- Abstain from public criticism of athletes, officials and fellow coaches.
- Abstain from the use of tobacco products while in the presence of athletes and discourage their use by athletes.
- Abstain from drinking alcoholic beverages when working with athletes and discourage their use by athletes.
- Abstain from the use of profane, insulting, harassing and offensive language in the conduct of his/her duties.
- Ensure that the activity being undertaken is suitable for the age, experience, and ability and fitness level of the athletes.
- Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of athletic injuries.
- Regularly seek ways of acquiring professional development to enhance coaching abilities.
- Demonstrate and model behavior that demonstrates emotional control when situations arise that are stressful and/or seem unfair in order to teach athletes the appropriate way to handle adversity.

COACHES MUST:

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/ or sexually involved with their athletes.
- Respect the athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (see definition of harassment/abuse).
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide under age athletes with alcohol.

DEFINITION OF HARASSMENT/ABUSE

Harassment/abuse takes many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

Behaviors that will be considered as Harassment/Abuse include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, ethnic or racial origin, religion etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;

- leering (suggestive staring), or other obscene or offensive gestures;
- verbal comments or behavior which undermines the dignity and self-respect of an individual and creates the potential for the athlete to be publicly humiliated or embarrassed;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- physical assault.

Procedures, Sanctions & Appeals Process

Anyone alleging that a coach has violated the terms of the Coaching Code of Conduct must submit such complaint in writing to the Office of the Athletic Director. The written complaint should be submitted immediately following the incident relating to the alleged violation of the Coaching Code of Conduct. Complaints submitted more than five (5) days following the date of the incident may be rejected as untimely at the discretion of the Superintendent. Upon receipt of the written complaint of coaching misconduct, the Superintendent will convene an administrative team to review complaint and determine what further investigation is warranted. Upon completion of the investigation, the administrative team will decide if coaching misconduct did occur and if so what sanction(s) will be imposed regarding the confirmed coaching misconduct.

The administrative team will be comprised of the athletic directors, building level administrators and superintendents from both school districts. If any member of the administrative team is the coach in question related to the complaint, they will be excluded from participating in all proceedings related to the complaint.

Written complaints alleging coaching misconduct should contain the following information:

- Name(s) of the coach involved in the incident of the alleged coaching misconduct
- Date, time, and location of the incident
- Description of the incident that provides the necessary details and relevant information to conduct an investigation.
- Identify the name(s) of the person(s) that the misconduct was directed towards (i.e. athlete, student, official, fan, fellow coach, etc.)
- Identify the name(s) of the person(s) that were witnesses to the incident
- In detail, describe the incident from start to finish. Explaining exactly what happened or what was said during the incident.

Actions and responses by administrative team:

- Written complaint alleging coaching misconduct received by the Office of the Athletic Director and submitted to the Office of the Superintendents.
- Administrative team convened to review complaint and determine what further investigation needs to occur
- Administrative team conducts investigation needed to determine if coaching misconduct did occur
- Administrative team makes decision following investigation, confirming or denying that coaching misconduct did or did not occur
- Administrative team makes decision regarding appropriate sanction(s) to be imposed on the coach if it is determined that coach is in violation of the coaching code of conduct

- Written copy of all documents and notes related to incident placed in personnel file

Sanctions

If the administrative team determines that a coach has violated the coaching code of conduct, sanctions will be imposed ranging from a formal written warning to termination of all coaching duties. The typical progression of sanctions to be imposed by the administrative team will be as follows, however the administrative team reserves the right to move to more serious disciplinary sanctions when violations occur that warrant more severe consequences to be imposed.

1ST OFFENSE

Formal written letter of warning

2ND OFFENSE

Suspension from attending and coaching at the next regularly scheduled varsity athletic contest

3RD OFFENSE

Suspension from attending and coaching for the rest of the regular and post season play for that sport

4TH OFFENSE

Termination of any and all coaching responsibilities in the district for the remainder of the year

5th OFFENSE

Permanently banned from all coaching responsibilities in the district throughout the tenure of employment with the district

APPEAL PROCESS

To insure a complaint has been handled with impartiality and fairness, the school districts must have an appeal process in the event that there is a perception or claim that an incident has been mishandled or discipline improperly applied.

Any coach whom feels his/her rights have been violated may appeal the sanctions imposed by the administrative team. A coach may not appeal a formal written letter of warning.

The sanctioned coach must submit to the office of the athletic director the written rationale for the appeal within three (3) calendar days of the receipt of the written notification of suspension. The appeal will be forwarded to the Superintendents and School Board Presidents of both school districts the same day it is received and determination by the School Board Presidents will be made to determine if there is a need for a special joint school board meeting to determine if the suspension should be upheld or denied. If the School Board Presidents are unavailable or out of town the appeal will be forwarded to the Vice-Presidents. In the event the appeal is not resolved by the Board of Education at a special school board meeting, the Board shall consider and act upon the appeal at its next regularly scheduled meeting unless the coach rescinds his or her demand for an appeal in advance of such date. The coach will remain under suspension and follow the provisions of the suspension throughout the appeal process.

Gym/Locker Room Door Safety

Unlocking or propping of gym/locker room doors is prohibited at all times. A coach is expected to remain in the gym/locker room until all players have exited the gym/locker room. The coaching staff needs to ensure upon departure that the gym/locker room door(s) are locked and secured. A coach then needs to return with players at the end of the practice/game/event, unlock the door, allow players into the locker room and remain until all players have exited locker room and then ensure that the gym/locker room door has been locked and secured.

Summer Camp and Travel Protocol

Purpose: To ensure that Sedgwick County Athletic Program has a consistent summer camp/league travel policy that allows student athletes to travel safely and to improve skills outside of the regular season.

All teams will be permitted 500 total miles outside of their season for camps or leagues that will be paid for by Sedgwick County Athletics.

The team, using the vehicle at the mileage rate set forth by the Sedgwick County Athletic Program, will pay for all travel above 500 miles.

Under no circumstances will a student athlete be permitted to drive themselves or other athletes to a camp/league without prior approval of the coach and Athletic Director.

Criteria to follow:

1. Coaches must notify the Athletic Director of their summer camp/league plans and dates by June 1 of the calendar year.
2. Coaches must notify the Athletic Director the number of student athletes that will participate in the camp/league a week before the camp/league starts.
3. The Athletic Director will assign vehicles for the team to use for the camp/league based on the number of student athletes participating and the needs of the team.
4. If it is determined by the Athletic Director the team needs a bus, the team will be responsible for paying for all expenses of having a bus driver.
5. Coaches will notify the Athletic Director as soon as they know a student's parent is requesting for the student athlete to drive to a league/camp for approval. This must be done 24 hours prior to the departure time.

Hiring Protocol for Coaching Positions

Purpose: To ensure that Sedgwick County Athletic Program has a consistent hiring process in compliance with equal opportunity employer laws and hire the best qualified people to mentor and coach our student athletes.

Current staff at Julesburg School District and Revere School District will have priority to apply for any vacant coaching position.

1. The position will be posted and announced by the Athletic Director at each of the district's schools once the vacancy is realized.
2. Interested staff members must notify the Athletic Director in writing within 5 school days of the posting.
3. Once the Athletic Director is notified, the interested staff member will be given an application that must be returned to the Athletic Director no later than 3 school days after receiving the application.
4. After the application is received, an interview will be scheduled for all interested staff members.
5. If a staff member does not meet the application submission deadline they will not have priority over any other applicant.
6. Upon completion of staff member interviews for the coaching position, if the athletic director determines the staff member is not qualified for the available coaching position, applications will be advertised and open to the public.

If there is no interest in the position by staff members at either school district, the position will be advertised to recruit candidates not working at either District.

1. All interested applicants must complete and submit an application by the application submission deadline to be considered.
2. Interviews will be scheduled after the posted deadline for completed applications has expired.
3. In order for an applicant to be considered he/she must be 21 years of age. If a candidate cannot be found that is of this age, administration can approve someone younger to fill the vacancy.

Hiring Process/Criteria:

1. Once a person has expressed interest in the position the athletic director will notify the head coach (if applicable) of that sport.
2. The athletic director and the head coach (if applicable) will pick a day that works for all parties and set up interviews with the applicant(s).
3. The athletic director will make the final selection decision with consideration of the head coach's (if applicable) feedback. All background/reference checks are the responsibility of the Athletic Director.
4. Once an applicant is selected the athletic director will forward the recommendation to the Joint Board of Education for approval at their next regular joint or individual board meeting.

This procedure applies only to internal hiring. It will NOT be applicable in the case of hiring new licensed teachers. Administrators from either school district making hiring decisions related to new licensed teachers who also are interested in a coaching position can do so without following this protocol if the coaching position is vacant and no other applicants have applied for the coaching position.

Public Concerns, Complaints and Grievances Protocol

Constructive criticism motivated by a sincere desire to improve the quality of the Cooperative Athletic Program is welcomed by the Joint Boards of Education.

The Joint Boards of Education believe that issues, concerns, complaints and grievances are best handled and successfully resolved when timely, direct communication occurs as close to their origin as possible.

Further, the Joint Boards of Education recognize that establishing a process that is consistently followed to effectively handle issues, concerns, complaints and grievances is vital to the success of the Cooperative Athletic Program.

To facilitate productive resolution of all issues, concerns, complaints and grievances related to the Athletic Program, both School Districts will strictly adhere to the following protocol:

Person(s) making the complaint related to the Athletic Program will be directed to contact the coach(es) directly involved in the situation and share their issues, concern, complaint or grievance.

Person(s) making the complaint will be advised that if they are not satisfied with the outcome after sharing the concern directly with the coach(es) involved in the situation they are to contact the Athletic Director.

Upon notification, the Athletic Director will conduct a thorough investigation of the complaint and render a decision and implement strategies to facilitate resolution of the complaint.

Person(s) making the complaint will be advised by the Athletic Director that if they are not satisfied with the decision and/or resolution of the complaint facilitated by the administration; their next step of recourse is to address the Joint Board of Education at the next regular Athletic Joint Board meeting by requesting to be on the agenda.

The Joint Boards of Education will not discuss any Cooperative Athletic Program related issues, concerns, complaints or grievances in any meeting if this "chain of command" process has not been followed.

In accordance with the Colorado Revised Statutes, the Joint Boards of Education will not discuss any personnel related issues, concerns, complaints in an executive session without the concerned coach(es) being notified and being provided the opportunity to have the discussion occur in an open public meeting.

When an issue, concern, complaint or grievance is made directly to an individual Board member, the procedure outlined below will be strictly followed at all times:

The Board member shall refer the person making the complaint to the Athletic Director.

If the person will not personally communicate their complaint to the Athletic Director, the Board member will request that the complaint be written and signed to be submitted to Athletic Director for investigation.

The Board member will then submit the written complaint to the Athletic Director for investigation.

If the person refuses to verbally or in writing tender their complaint to the Athletic Director no further action can or will be taken to resolve the complaint. No discussion consideration or action will be taken by the Joint Boards of Education and the matter will be treated as hearsay.

If at any time the person making a complaint feels that they have not been given a satisfactory reply from the Athletic Director, they should be advised to consult with a Superintendent from either participating District and, if still not satisfied, to request that the complaint be heard by the Joint Boards of Education at their next regular scheduled meeting.

Coaches Driving Policy

Purpose: To ensure that coaches that are driving students to and from athletic events such as state tournaments are doing so safely and legally.

1. Absolutely no coach will be allowed or permitted by Sedgwick County Athletics to drive students in any vehicle after being on duty for more than 14 hours without ten hours off of duty.
2. Ten hours of off duty time may be consecutive or accumulated in two or more periods of off duty time with one period having a minimum of six consecutive hours off duty.
3. Duty time is defined as any time that the coach is in charge of students. Coaches are considered Off Duty when athletes are in room for the night.
4. If coaches feel that inclement weather does not allow for safe travel they shall stay where they are at and not transport students until it is safe to travel.

Roster Policy for Post Season Play

The number of athletes/managers allowed to travel with the team for post season will not exceed those designated as "Varsity" during the regular season and/or the number indicated for District / Regional / State participants as per CHSAA regulations. Athletes will not be permitted to travel as a manager, videographer, etc., unless they have been active in that role during the regular season.

Event Leave Times & Overnight Stays

Purpose: To ensure that Sedgwick County Athletics has a consistent process in place for leave times for travel to athletic events and maximizes that amount of time student athletes are in the classroom/school.

Process/Criteria for leave times:

1. The Athletic Director will determine departure times and arrange travel as soon as possible.
2. Leave time will be determined by using MapQuest suggested times for travel plus up to 1 hour. High School football game leave times will be determined by using MapQuest suggested times of travel plus up to 2 hours.
3. When considering post-season events, if any athlete/athletic team can leave on or after 6:30 am and have ample warm up time (1 hour), they will leave for the event on that day.
4. If any athlete/athletic team can return on or before midnight they will return from the event on that day, unless a coach is driving and departure would put their on-duty/drive time beyond the allowed 14 hours. Coaches will only be allowed/scheduled to drive athletes to an athletic contest if the number of athletes participating in the athletic contest is less than 10 student athletes.
5. If it is determined that a team must leave the day before a regular or post-season event, departure will be scheduled after regular school dismissal by using MapQuest suggested times for travel plus 2 hours for practice/meal time, planning for an arrival time no later than 10 p.m. to hotel.
6. Weather will be considered by administration to determine leave times for all travel.

Bus Rules for Athletic Trips

1. Coaches and students athletes will not bring drinks on the bus unless the drink can be turned upside down and it does not spill.
2. Coaches and student athletes will only bring food items on the bus for snack purposes before or after games. If the bus stops at a restaurant to eat, coaches and student athletes are not allowed to bring any restaurant food onto the bus for any reason.
3. Coaches and student athletes must be buckled up in their seat belt throughout the entire trip when seat belts are available. Coaches will make sure student athletes are held accountable to be buckled-up in their seat belt throughout the entire trip.
4. Coaches are expected to show only appropriate movies that could be shown at school and they must be approved by administration before showing. Under no circumstances will R rated movies be allowed.
5. Coaches and student athletes will be responsible for not using flashes from their phones and keeping their phones/electronic devices behind their seat as much as possible as to not distract the bus drivers.
6. If equipped with a bathroom, the bathroom door will be locked at all times.

7. Coaches will be accountable for at the end of every trip doing a walk-through and ensuring the bus is cleaned. If the bus is not clean, the Bus Driver will report that to the AD and the team will then be required to deep clean the bus on the day/time of the next practice before starting practice. The team will also not be able to use the coach bus for their next scheduled trip and will be required to use one of the other activity buses.
8. Coaches are required to sit behind their student athletes on the bus so they can see and make sure that student athletes are following all expectations throughout the entire trip.

Approval Protocol for SCC Policy Exceptions

Occasionally there may be circumstances that require there to be an exception made to an approved policy, protocol or procedure.

If so, a request/rationale for making an exception to a policy, protocol or procedure must be submitted in writing to/by the Athletic Director.

The Athletic Director will forward the written request/rationale to both Superintendents for review/consideration.

Upon review, if both Superintendents agree that the request/rationale warrants an exception to be made to an approved policy, protocol or procedure, the Athletic Director will be authorized to allow for the exception to be made as requested.

If either Superintendent or both Superintendents disagree with the request, the approved policy, protocol or procedure will be followed as written in the handbook.

This protocol is not applicable in situations that warrant an exception to be made regarding a policy, protocol or procedure as a result of an unexpected emergency situation where there is a safety or security issue/concern that comes into play.

Dual Sports Participation Eligibility

Purpose: *To ensure that athletes that are wanting to participate in two sports at one time are doing so correctly by choosing a primary sport, and so that Sedgwick County Athletics is doing their best to ensure the athlete can handle it academically as well.*

Dual sports participation is defined as an athlete competing in two sports during one sports season at the same time. An example of this would be an athlete competing in track and baseball or cheer and volleyball.

Primary sport is defined as the sport that will take priority over the other.

Provision: Any student athlete wanting to compete in dual sports must have all grades above a C- at all times. If an athlete has a grade that falls below a C- when eligibility is run then that athlete will have one week to get that grade up. If the grade does not rise above a C- then the athlete will not be allowed to participate in two sports any longer, and will only be allowed to participate in their primary sport even if the grade comes up later.

Procedure:

1. When a student athlete decides that they want to participate in two sports during one season they must notify an athletic director and both head coaches as soon as they have decided they want to do this.
2. An athletic director will give the student athlete a dual sports participation form that will need to be filled out and signed by a legal guardian and the head coaches of both sports they want to participate in. This form must be turned into the athletic director within three business days of receiving the form.
3. A copy of the dual sports participation form will be given to the student athlete, both coaches, and will be kept on file in the athletic department.

Dual sports rules:

1. An athlete must choose a primary sport
2. A dual sport athlete must always go to the primary sport practice first before going to the secondary unless the primary sport head coach authorizes them to do so differently.
3. A game in the secondary sport will take priority over a practice in the primary sport, but if the primary sport and the secondary sport both have a game on the same day the athlete must compete in their primary sport.

Quit Protocol for Athletes

Purpose:

To ensure that Sedgwick County Athletics has a protocol in place that encourages student athletes to finish what they start, emphasizing the importance of not quitting.

1. Student athletes that go out for a sport and participate in two or more athletic contests for the sport are expected to remain in the sport until the end of the season.

2. Student athletes that quit a sport prior to end of the season, if they have participated in two or more athletic contests of the sport, will be penalized for quitting by being required to not play in the first 2 athletic games/contests of the immediate next sport they are a player/participant.
3. Special circumstances that may require a student athlete to quit prior to the end of the season must be presented and approved in writing by the Athletic Director prior to quitting for the penalty to not be imposed.

Post Season Administration Policy

Purpose: *To ensure that a plan is in place so that coverage for these events is being done so that Sedgwick County Athletics is being fiscally responsible with their budget when it comes to sending Administration to post-season athletic events.*

Post season is defined as any athletic event that occurs after the regular scheduled season is completed.

Provisions: Sedgwick County Athletics will pay for a maximum of one administrator from Julesburg School District and one from Revere School District to these events. In the event that either of these school districts would like to send additional administrators to these events than the cost of this will come out of that particular districts own funds and not that of Sedgwick County Athletics.

Procedure:

1. When an athletic team has made it to post-season play the athletic director will notify the administrators of both districts that this has occurred, and also when and where the team will be playing and when they plan on leaving.
2. The administrators at each district will decide who is going to cover the event from their district and notify the athletic director of that as soon as possible so that room reservations and transportation can be planned.
3. If the administrators from both districts feel that one administrator total from the two districts will suffice for coverage of that event, then that information will be passed on as soon as possible to the athletic director as to who will be responsible for covering.
4. It is the athletic directors' jobs to ensure that the rooms for these administrators are booked and that their meal stipend money is ready for them before they leave.

Head Coach Responsibilities

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the Colorado High School Activities Association, the LPAA League, and Sedgwick County Athletics as they pertain to his/her sport, including the clearance of all staff members and student-athletes.

3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times and location.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Provides proper safeguards for eminence and protection of assigned equipment.
12. Recommends policy, method or procedural changes to the Athletic Director.
13. Monitors the grades and conduct of his/her athletes.
14. Provide assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
19. Recommends/selects equipment and uniforms within budget appropriations.

20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, window and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.
24. Locker rooms are to be used by athletes that are currently participating during that sport season for Sedgwick County Athletics. They are to be cleaned and maintained by athletes and coaches throughout the season. At the conclusion of each season, it is the team that just completed the season's responsibility to thoroughly clean out the locker room before the next seasons sports teams can begin use. Cleaning of locker rooms should be completed the Monday or Tuesday after the team's last contest.
HEAD COACHES WILL NOT RECEIVE THEIR COACHING PAYCHECK UNTIL THEY HAVE COMPLETED THE ABOVE.
25. The coaches office is for COACHES, athletes will not have unlimited access and should not enter unless invited by a coach.
26. Instills in each player a respect for equipment and school property its care and proper use.
27. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
28. Responsible for reporting scores and information after every home contest. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
29. Understands that all drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.
30. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely. Vehicles are to be cleaned and fueled after each use. Log sheet is filled out completely.
31. Performs other duties which may be assigned by the Athletic Director or Principal.

Coaches Expectations/Evaluation

Coaching is face-to face leadership that pulls athletes with diverse backgrounds, talents, experiences, and interests together.

Coaching encourages athletes to step up to responsibility and achieve.

Coaching treats athletes as full-scale partners and contributors.

Coaching is not memorizing techniques or deriving a perfect game plan.

Coaching is about really paying attention to people, really believing in them, really caring about them, and really involving them.

A coach is “one who compels people into action, who converts followers into leaders, and who may convert leaders into agents of change.” It is a collective process — coaches and players working together to meet each other’s individual needs and common goal.

COACHES SHALL NOT

1. Allow any student to participate in try-outs, practices or games without proper athletic clearances: physical, academic and residential eligibility, etc
2. Allow your keys to be used by any student or be out of your sight.
3. Allow any unsafe condition to be unreported.
4. Allow students to participate without proper supervision.
5. Allow students to be transported to or from contests in other than prescribed transportation if the event is outside of the city limits.
6. Be other than loyal to your program, your school, and your district.
7. Allow confidential information concerning students (i.e. grades, medical data, personal notes, etc.) to be made public.
8. Do anything that has not been properly cleared through the Athletic Director and/or appropriate site administrator.
9. Illegally recruit athletes, NOR form close alliance with those who do.
10. Use or allow athletes to use profanity.

Athlete's Bill of Rights

Athletes participate in sport for a variety of reasons and have many expectations. Whether it is to attain a personal goal, a higher level of competition or simply for the pure joy of sport, parents and coaches hold the key in athletes' choices to participate.

Athletes have the right to:

- have fun through sport;
- participate at a level that is consistent with ability;
- have qualified, sensitive leadership;
- participate in a safe and healthy environment
- share in the leadership and decision-making of their sport;
- as a child, play as children and as an adult;
- play at the appropriate competition level;
- proper preparation for participation in the sport;
- an equal opportunity to strive for success;
- be treated with dignity by all involved;
- say 'No'

Sedgwick County Coaching Evaluation

Name:

Sport:

Date:

**** Along with the coaching evaluation, head coaches shall also complete and attach a complete inventory for their specific sport****

PROFESSIONAL DUTIES AND RESPONSIBILITIES

Rating Scale:

3- Proficient: Completes responsibilities at and elevated level. Coach is also aware that there is always room for improvement.

2- Satisfactory: Meets responsibilities without exceeding.

3- Ineffective: Fails to complete responsibilities associated with position.

	Supports decisions made by administrators and teachers. Comments:
	Cooperates with athletic directors and principals. Comments:
	Develops a rapport with coaching staff. Comments:
	Develops positive relationships with media. Comments:
	Develops positive relationship with game officials and opponents. Comments:
	Employs appropriate conduct during practice and games. Comments:
	Motivates staff and players towards common goal. Comments:
	Manages all matters relating to the organization and administration of the team under his/her direction. Comments:
	Abides by all relevant board policies and administrative guidelines: Comments:
	Enforces all rules of the Colorado High school Athletic Association related to his/her sport. Comments:

	Conducts and/or participates in necessary coaches' clinics and meetings. Comments:
	Maintains a complete, accurate, team roster and submits copies to the AD when and as requested. Comments:
	Understands and demonstrates the scope of legal responsibility that comes with assuming a coaching position. i.e. proper supervision, planning and instruction, matching participants, safety, first aid, risk management, mandatory reporting and maintaining appropriate professional interactions with student athletes in person and on social media. Comments:
	Places an emphasis on athlete's academic progress. Comments:
	Enforces rules and regulations concerning athletes. Comments:

	Leads by example in appearance, manners, behavior and language. Comments:
	Maintains suitable sideline control at athletic events. Comments:
	Provides proper supervision in all situations. Comments:
	Maintains effective discipline within the team. Comments:
	Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential. Comments:
	Establishes fundamental philosophy, skills, and knowledge to be taught to the athletes. Comments:
	Is fair, understanding, tolerant, empathetic, and patient with team members. Comments:
	Is innovative assessing new coaching techniques and ideas. Comments:
	Provides leadership and demonstrates attitudes that produce positive efforts by participants. Comments:

Athletic Program

**OTHER SCC Policies/Protocols
approved by Joint Board**

Original COOPERATIVE ATHLETIC PROGRAM AGREEMENTS BETWEEN SCHOOLS

Submitted to CHSAA (JULESBURG & REVERE)

a. Conditions prompting application for cooperative agreement and goals of coop.

Both schools are experiencing declining enrollment. Revere offered varsity sports in boys' football, basketball, wrestling, baseball and track. There were not enough girls wishing to participate in volleyball, basketball, and track to have a team and girls wishing to participate have already participated with Julesburg. Julesburg has not offered wrestling or baseball and their athletes wishing to participate have participated at Revere. The only sports in which athletes from both schools have not participated in together this past year or in previous years has been boys' football and boys' basketball.

Revere does not have enough boys to have a Jr. High Football Team even when including 6th graders. This will continue to occur for at least three more years. Numbers in the Jr. High Girls Athletic Program will continue to be minimal at best. Revere's enrollment numbers for the following grades are: 6th Grade---3 boys & 3 girls, 7th Grade---3 boys & 1 girl, 8th Grade---3 boys & 4 girls. Not all of the students in these grades participate in the athletic programs and eligibility has been a factor.

Additionally, it is anticipated the cooperative will foster a closer relationship of the three communities in Sedgwick County and enhance the already close relationships of our student bodies.

b. Administrative Responsibility

The administrative responsibility of the program would be designated to the Athletic Director selected to oversee all activities with assistance of an assistant athletic director of the other cooperating district while under the direction and supervision of the Administrator of Record in agreement with the administration of the other school.

c. Liability and Insurance

Both districts would provide/require coverage for their students participating in the activities of the cooperative.

d. Uniforms (colors, cost, identifying names, etc.)

With the cooperative, the districts will participate under the name Sedgwick County. New uniforms will reflect colors and mascots (not yet chosen) to be purchased for all activities. All costs will be shared equally between the school districts.

e. Financial Arrangements

All costs associated with the cooperative programs will be shared equally by both districts for equipment, coaching costs, etc. Both districts are awaiting receipt of recommendations from our auditor as to the operation of activity funds, payroll procedures, etc.

f. Operating Procedures

Students participating will follow all regulations pertaining to practice rules, training rules, dress on road trips, etc. according to the rules and regulations set forth by coaches/administration and approved by the Boards of Education of both schools.

g. Facilities

It is the intent to have all home activities divided equally at the Julesburg and Ovid sites for all activities.

h. Practice Sites and Schedules

It is the intent to use the facilities at Julesburg and Ovid equally for practice for both boys and girls activities with practice and transportation schedules developed in advance. It is expected that students from both schools use district provided transportation and that use of private vehicles not be allowed unless prior administrative approval has been granted.

i. Staffing

The coaching staff will be approved by the administration of both schools and will be subject to approval by both Boards of Education. Selection will be based upon (1) current faculty member of one of the schools; (2) tenure---number of years in current position; and (3) administrative assessment of personnel. It is our intent to include members from both districts to comprise the coaching staff personnel whenever possible.

j. Evaluation of Staff

Head coaches shall be responsible for evaluation of assistants. Athletic Directors will be responsible for evaluation of head coaches and Superintendents/Principals will be responsible for the evaluation of the athletic directors and athletic directors in head or assistant coaching positions.

k. Supervision at contests, home and away

All administrators from both schools will share the responsibilities of supervision to adequately provide administrative coverage for all home and away athletic events.

l. Transportation

Transportation to and from games will be shared between the two schools. Transportation for practice schedules will be determined/developed in advance and all students will be expected to use district transportation at all times.

m. Contacting Game Officials

Game officials will be contracted by athletic director of record and costs will be equally shared.

n. Cheerleading/Pep Squads

Neither district at present has cheerleading/pep squads.

o. CHSAA Eligibility Reports

The athletic director(s) as necessary will fill out all reports.

p. Periodic In-School Eligibility Checks

Each school will conduct the eligibility checks of their students as per jointly agreed upon eligibility rules. The administration or their designee will notify the other school of any student not eligible by noon on Monday of each week.

q. Procedures for awarding athletic letters

Lettering requirements for all activities will be jointly developed and letters/emblems of the Sedgwick County team will be awarded at a banquet/ceremony at a time to be determined to students of both schools at the same site and time.

INTERGOVERNMENTAL AGREEMENT BETWEEN JULESBURG SCHOOL DISTRICT AND REVERE SCHOOL DISTRICT

This Intergovernmental Agreement ("IGA") is entered into this 18th day of Julesburg, 2016, by and between Julesburg School District No. RE-1 ("Julesburg") and Revere School District ("Revere") (Julesburg and Revere are collectively referred to herein as the "Parties").

WHEREAS, Julesburg and Revere are public school districts in the State of Colorado;

WHEREAS, as a result of declining enrollment in both school districts, Julesburg and Revere formed a Cooperative Athletic Program ("Program") so that the students in Sedgwick County, Colorado, would have the opportunity to participate in athletic programs that would not exist but for the Program;

WHEREAS, the Program is known as the Sedgwick County Athletic Program;

WHEREAS, now, based on need, the Program desires to cooperatively purchase a coach style bus ("Program Bus") to be used for activities directly related to the Program; and

WHEREAS, given the unique nature of the Program, Julesburg and Revere desire to enter into this IGA to clearly delineate the roles and responsibilities between the Parties related to the acquisition, maintenance and future sale of the Program Bus, as well as other associated transportation issue;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, as well as the mutual agreements between the Parties, Julesburg and Revere agree as follows:

1. Operations. The operations of the Program Bus shall be coordinated in the following manner:
 - a. Scheduling of the Program Bus shall be the responsibility of the Program's athletic director.
 - b. [Julesburg or Revere] shall be responsible for the hiring, training, supervision, compensation, and discipline of all persons necessary to run the Program Bus, including but not limited to drivers, aides, mechanics, and other support personnel as determined by [Julesburg or Revere] transportation director.
2. Ownership. The Program Bus shall be purchased and titled by [Julesburg or Revere]; however, the Parties agree that the funds used for the purchase and titling of the Program Bus shall be derived solely from the Program. The Parties shall each have a 50/50 stake ownership in the Program Bus (Julesburg = 50% ownership/Revere = 50% ownership).
3. Maintenance. [Julesburg or Revere] transportation staff and facilities shall be responsible for the maintenance of the Program Bus. Billing for such maintenance shall be billed to and paid by the Program. In the event the Program has inadequate funds to cover the cost of maintenance to the Program Bus, the Parties shall be billed 50/50 for any maintenance performed.
4. Cost. The costs of running the Program Bus, including the costs associated with Sections 1.

a. and b. within this IGA, shall be billed to the Program. In the event the Program has inadequate funds to cover the cost of operating the Program Bus, the Parties shall be billed 50/50 to cover operating costs.

5. Sale. In the event the Program Bus is sold, any costs associated with the sale shall be first billed to the Program, and if the Program has inadequate funds, the Parties shall be billed 50/50. Sale proceeds shall first be distributed to the Program, and in the event the Program has been dissolved, sale proceeds shall be distributed 50/50 to the Parties.

6. Dissolution of the Program. In the event the Program is dissolved or ceases to exist, if either of the Parties desires to purchase the Program Bus, the following process shall be followed for sale of the Program Bus. First, the Program Bus will be subject to an independent appraisal by an agreed upon appraiser. Once the appraiser has determined the value of the Program Bus, if only one of the Parties desires to purchase the Program Bus, they may do so for one half of the appraised value, the non-purchasing Party to receive those funds. In the event both Parties have a desire to purchase the Program Bus, purchase will be effectuated by a competitive bidding process where the Parties will each submit a sealed bid to an independent third-party, with no bid to be lower than the appraised value of the Program Bus. Once the winning bid is determined, the winning bidder shall pay one half of the winning bid price to the non-purchase Party.

7. Insurance. The Parties are both Members of the Colorado School Districts Self Insurance Pool (CSDSIP), and as such, CSDSIP has directed that the Program Bus be insured under one of the Parties' policies; however, with respect to each Parties' insurance premiums, CSDSIP will adjust each Parties' insurance premiums in accordance with this IGA (i.e., to capture the 50/50 ownership between the Parties). In the event that either of the Parties is no longer a Member of CSDSIP, this provision of the IGA shall be revised to ensure that adequate insurance for the Parties is in force.

8. Venue. This IGA shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Sedgwick, State of Colorado.

9. Severability. If any portion of this IGA is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this IGA.

10. Approval. This IGA is expressly subject to approval by the Boards of Education of the Parties.

11. Governance and Dispute Resolution. The Superintendents of the Parties shall constitute an informal governance committee to which problems and issues shall be referred to on an as-needed basis. In the event the Superintendents are unable to agree upon a solution to a particular problem or issue, the Parties shall first attempt mediation prior to either litigation or termination of this IGA.

12. Term and Termination. The term of this IGA shall mirror the life of the Program.

JULESBURG SCHOOL DISTRICT NO. RE-1

BOARD OF EDUCATION RESOLUTION

WHEREAS, Julesburg High School is a member of the Colorado High School Activities Association (CHSAA) and Lower Platte Activities Association (LPAA) pursuant to resolutions adopted by this Board; and

- Higher Graduation Rates
- Lower Discipline Rates
- Improves Self-Esteem
- Teaches Sportsmanship
- Builds School Spirit
- Instills a Sense of Pride
- Better Attendance
- Increased Motivation to Achieve
- Encourages Teamwork
- Increases Self-Discipline
- Creates a Sense of Community
- Increases Community Involvement

WHEREAS, Julesburg Jr/Sr High School and Revere Jr/Sr High School are experiencing declining enrollment and therefore do not have a sufficient number of participants to field their own teams and would like to form a Cooperative Athletic Program with Revere High School encompassing all sports at both the Jr. High and Sr. High Level to include Volleyball, Football, Boy's & Girl's Basketball, Boy's & Girl's Track, Wrestling and Baseball,

WHEREAS, CHSAA By-Law 179.1 States that "...If participating co-op schools are from different school districts, the Board of Education of each participating member public school, shall jointly make application to the Associate Commissioner. The application must include a resolution (signed by the president or chairperson) from each board of education supporting the filing of the application,"

THEREFORE, BE IT RESOLVED THAT, Julesburg High School (Julesburg School District #RE-1) will enter into a cooperative agreement regarding all sports listed above at both the Jr. /Sr. High Levels with the Revere Jr/Sr High School (Platte Valley School District #RE-3) for a period of time not to be less than 10 years unless dissolution of such agreement is mutually agreed upon by the Boards of Education from both School Districts prior to the end of this 10-year period.

I certify that the foregoing resolution was duly adopted by the Board of Education of the Julesburg School District No. RE-1, at the Regular Meeting on Wednesday, April 18th, 2012.

Attest:

Kyle Kline
President of Board of Education

Stacie Olson
Secretary of Board of Education

PLATTE VALLEY SCHOOL DISTRICT NO. RE-3

BOARD OF EDUCATION RESOLUTION

WHEREAS, Revere High School is a member of the Colorado High School Activities Association (CHSAA) and North Central League (NCL) pursuant to resolutions adopted by this Board; and

WHEREAS, Revere Jr/Sr High School and Julesburg Jr/Sr High School are experiencing declining enrollment and therefore do not have sufficient number of participants to field their own teams and would like to form a Cooperative Athletic Program with Julesburg High School encompassing all sports at both the Jr. High and Sr. High Level to include Volleyball, Football, Boy's & Girl's Basketball, Boy's & Girl's Track, Wrestling and Baseball,

WHEREAS, CHSAA By-Law 179.1 States that "...If participating co-op schools are from different school districts, the Board of Education of each participating member public school, shall jointly make application to the Associate Commissioner. The application must include a resolution (signed by the president or chairperson) from each board of education supporting the filing of the application,"

THEREFORE, BE IT RESOLVED THAT, Revere High School (Platte Valley School District #RE-3) will enter into a cooperative agreement regarding all sports listed above at both the Jr. /Sr. High Levels with the Julesburg Jr/Sr High School (Julesburg School District #RE-1) for a period of time not to be less than 10 years unless dissolution of such agreement is mutually agreed upon by the Boards of Education from both School Districts prior to the end of this 10-year period.

I certify that the foregoing resolution was duly adopted by the Board of Education of the Platte Valley School District No. RE-3, at the Regular Meeting on Wednesday, April 18th, 2012.

Attest:

James P. Engelker
President of Board of Education

Rick Lechman
Secretary of Board of Education

BOARD RESOLUTION IN SUPPORT OF DESIGNATED, ONGOING FIELD LOCATIONS FOR ALL HOME FOOTBALL AND BASEBALL GAMES OF THE SEDGWICK COUNTY ATHLETIC PROGRAM

WHEREAS, At the core of the Sedgwick County Cooperative Athletic Program there is a desire by both the Julesburg and Revere School Districts to work together to create the best possible opportunities for our student athletes; and

WHEREAS, The Julesburg and Revere School Districts after careful consideration have determined that it is in the best interest of our cooperative athletic program to designate a specific and on-going field location for hosting all home Football and Baseball games associated with the Sedgwick County Athletic Program; and

WHEREAS, There is agreement by both school districts that the field location for all Football games will be held in Julesburg and all Baseball games will be held in Ovid; and

WHEREAS, The additional intent of designating on-going field locations is to enable and encourage the hosting school district to make improvements to their respective facility having the confidence that the money being invested in such field/facility improvements will be utilized each year, therefore the only potential reason to reconsider changing the decision to designate on-going field locations would be if the football or baseball program ceased to exist for several (2 or more) consecutive years; and

THEREFORE, BE IT RESOLVED That the Board of Education of the Julesburg School District hereby approves that the on-going, designated location for all home Baseball games will be held in Ovid and all home Football games will be held in Julesburg.

Adopted this 15th day of June 2016 by the Julesburg School District.

Attest:

Perry Campbell
President of Julesburg Board of Education

Chellee Westerbuhr
Secretary of Board of Education

BOARD RESOLUTION IN SUPPORT OF DESIGNATED, ONGOING FIELD LOCATIONS FOR ALL HOME FOOTBALL AND BASEBALL GAMES OF THE SEDGWICK COUNTY ATHLETIC PROGRAM

WHEREAS, At the core of the Sedgwick County Cooperative Athletic Program there is a desire by both the Julesburg and Revere School Districts to work together to create the best possible opportunities for our student athletes; and

WHEREAS, The Julesburg and Revere School Districts after careful consideration have determined that it is in the best interest of our cooperative athletic program to designate a specific and on-going field location for hosting all home Football and Baseball games associated with the Sedgwick County Athletic Program; and

WHEREAS, There is agreement by both school districts that the field location for all Football games will be held in Julesburg and all Baseball games will be held in Ovid; and

WHEREAS, The additional intent of designating on-going field locations is to enable and encourage the hosting school district to make improvements to their respective facility having the confidence that the money being invested in such field/facility improvements will be utilized each year, therefore the only potential reason to reconsider changing the decision to designate on-going field locations would be if the football or baseball program ceased to exist for several (2 or more) consecutive years; and

THEREFORE, BE IT RESOLVED That the Board of Education of the Revere School District hereby approves that the on-going, designated location for all home Baseball games will be held in Ovid and all home Football games will be held in Julesburg.

Adopted this 15th day of June 2016 by the Revere School District.

Attest:

Pete Walter
President of Board of Education

Mitch McClary
Secretary of Board of Education

Joint Board Meeting Agenda & Voting Protocol

I. Purpose

The purpose of this protocol is to outline the procedures that will be adhered to when preparing agendas and conducting Joint School Board meetings pertaining to the Sedgwick County Cooperative Athletic Program.

II. General Statement of Policy

It is the policy of the Sedgwick County Cooperative Athletic Program that Joint School Board meetings shall be conducted in a manner to allow the Joint School Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. Joint Board Meetings will alternate being hosted between Julesburg and Revere Schools.

III. Procedures

A. It shall be the responsibility of the Administrative Team, (Athletic Director and Superintendents of both the Julesburg and Revere School District) to develop, prepare and arrange the order of items for the Joint School Board meeting agenda for each Sedgwick County Cooperative Athletic Program Joint School Board meeting. If there is not agreement on the need for an agenda item to be placed as an "action item" by both Superintendents and their respective school boards, the agenda item in question will be placed on the agenda as a discussion item.

B. The Athletic Director, once approved by both Superintendents, will send out the meeting agenda and supporting documents to both Superintendents of both School Districts for distribution to their respective board members at least three (3) days prior to the scheduled Joint School Board meeting via email.

C. The Board President of the School Hosting the meeting will serve as the presiding officer and shall ensure that all Joint School Board meetings are conducted in accordance with Robert's Rule of Order Newly Revised (RONR) Parliamentary Procedure, they may fully participate in all aspects of the meeting including making motions, debate and voting.

D. No action can be taken unless a quorum is present at the meeting. A quorum shall consist of a simple majority (more than half); 4 of the 6 board members from each School District will be required to be in attendance at the meeting for a quorum to exist.

E. All votes regarding agenda action items, motions and resolutions shall be by 'voice' vote unless a member of the board requests an oral roll call. The basic requirement for adoption of a motion by its members, with a quorum, is a Majority Vote (more than half), unless the motion requires a 2/3 majority vote as stipulated by RONR. A tie vote shall cause a motion to be defeated. Each board member from each School District in attendance at the meeting will be entitled to cast a vote. (Illustration of votes required to pass a motion: 12 board members present will require 7/12 votes to pass, 11 board members present 6/11 votes to pass; 10 board members present 6/10 votes to pass; 9 board members present 5/9 votes to pass; 8 Board members present 5/8 votes to pass). No proxy or absentee votes will be allowed, to cast a vote a board member must be in attendance at the meeting, telephonic attendance/voting will be allowed. If the number of board members comprising each board changes from 6 members; quorum and voting requirements will be adjusted to maintain balanced voting capabilities on each board.

Protocol for any Student-Athlete Charged/Convicted of a Serious Crime

(Felony Weapons, Felony Drugs, Felony Sexual Assault, Felony Physical Assault, etc.)

The Julesburg or Revere School District has a student that is enrolled or wants to enroll in their school district, the student is charged or convicted of a serious crime (felony weapons, drugs, sexual assault, physical assault, etc.) that potentially poses a safety threat to other students and the charged/convicted student does or wants to participate in the Sedgwick County Cooperative Athletic Program.

Superintendent of enrolled/enrolling school district, immediately upon knowledge of criminal charge/conviction notifies Superintendent at cooperating School District and provides any/all pertinent criminal case reports and information available to be shared with their respective board members.

Within 5 days of the notification that a student enrolled or trying to enroll is charged/convicted of serious crime that potentially poses a threat to the safety of other students participating in the Cooperative Athletic Program, a Joint Board Meeting (Board Members of both the Julesburg and Revere School Districts) will be convened. The Joint Board meeting will be conducted in an Executive Session to provide an appropriate venue for all board members to openly discuss criminal case reports, facts and information to determine if participation or continued participation in the Sedgwick County Cooperative Athletic Program will be allowed. The executive session is authorized under Colorado Revised Statute 24-6-402 (4) (h) "Discussion of an individual student matter where a public disclosure would adversely affect that person or persons involved."

After discussing the case reports, information and facts involving a student that has a serious criminal charge/conviction in Executive Session, The Boards from both School Districts, will come out of executive session and vote at the Joint Board meeting to determine if student participation in the Sedgwick County Cooperative Athletic Program will be allowed or continued.

If the student charged/convicted of a serious crime is seeking new enrollment at the Julesburg or Revere School District, the enrolling school will require parent(s)/student(s) seeking enrollment to sign an acknowledgement that they understand that their student will not participate in the Sedgwick County Cooperative Athletic Program unless and until such participation is approved by the Joint Board comprised of both the Julesburg and Revere Boards of Education. If the student is currently enrolled, the student's participation in the Sedgwick County Cooperative Athletic Program will be immediately suspended until the Joint Board approves participation.

Athletic Participation Eligibility Form

*Student Charged/Convicted of Serious Crime Participating in Sedgwick County Athletic Program
(Felony Weapons, Felony Drugs, Felony Sexual Assault, Felony Physical Assault, etc.)*

If a student is charged/convicted of a serious crime and is seeking enrollment in the Julesburg or Revere School District, the parent(s) and student are required to sign this acknowledgement that they understand that their student will not be allowed to participate in the Sedgwick County Cooperative Athletic Program until such participation is approved by the Joint Board comprised of both the Julesburg and Revere Boards of Education.

My signature below verifies that I understand that my student's ability to participate in the Sedgwick County Cooperative Athletic Program may or may not be approved and furthermore I understand that being allowed to enroll in the Revere or Julesburg School District has no bearing on the decision of the joint board regarding my participation in the Sedgwick County Cooperative Athletic Program.

Parent Signature

(Date)

Student Signature

(Date)

Establishment of New Sport/Team Protocol

New sport proposal initiated by students, teachers, staff, or parents

Rationale: What benefits will result if this new sport/team is approved?

•All proposals to establish a new sport or expand an existing sport to another level will initially be presented to the SCC Athletic Director.

•If the Athletic Director supports the proposal for consideration, the Athletic Director moves the proposal forward for formal consideration by the Joint Board. All new sport/team proposals must be approved during the school year prior to the intended year of implementation (i.e. new sport/team proposal submitted & approved 2018/2019; new sport/team implemented in 2019/2020).

The following elements must be addressed in a written proposal:

- Identify benefits of this sport/team
- Identify how liability and safety issues will be limited
- Confirm Compliance with Title IX and other applicable laws
- Confirm availability of practice and game space
- Confirm availability of competition & schedule
- Demonstrate need/interest/sustainability of the new sport/team
- Provide student body survey results and long-range prospects
- Determine experience/qualifications/longevity of coaching staff
- Transportation
- Coach rules/expectations/practice schedule

Detailed financial cost projection

- Develop budget details - anticipated/projected costs
- Personal costs (could include transportation, practice clothing, mouth-pieces, foot gear, etc.
- District/Coop costs (could include coach stipends, transportation, uniforms, equipment, rental fees, supervision, security, etc.)