

## ***Introduction Statement***

This athletic / activity handbook has been developed to provide the administrators, coaches, players, and parents of this district with a clear statement of the principles and procedures, which are to guide our athletic program.

Since research indicates a student in co-curricular has a greater chance for success during adulthood; these programs have been established. Many of the character traits required to be a successful participant are exactly those that promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Colton athletic / activity program very enjoyable.

## ***Philosophy***

The Interscholastic Athletic Program is an integral part of the total education program at Colton High School. Colton High Athletics makes a significant contribution to the personal growth and development of the participants. To this end, we strive to increase student's knowledge, contribute to their maturity, teach moral and ethical values, and to motivate students to pursue excellence. We aim to produce individuals who realize their self worth and reach their full potential.

Our coaches are acutely aware of their obligations and responsibilities as extremely visible representatives of the Colton School District. They are cognizant of the tremendous influence their position wields and continually strive to instill the highest desirable ideals and character traits in students.

## ***Our Purpose***

**O**ur purpose is based on a commitment to excellence in academic achievements and athletic competition.

**W**e believe in focusing on respect, honesty, integrity, strength of character, and confidence.

**W**e embrace a commitment to exemplary sportsmanship.

**W**e believe in a strong, winning program. Such a program rewards and recognizes our student athletes and coaches with emphasis on the "need to get better".

**W**e believe in using high school athletics as a means to reach and draw together our school, alumni and community.

**W**e strive to be recognized for our accomplished athletic facilities.

## ***Athletic/Activities Eligibility Standards***

The interscholastic athletic/activity program of Colton High School is an accepted and significant part of education. It is to be administered in accordance with the best practices employed in an educational system.

The interscholastic athletic/activity program is designed for and contributes to the mental and physical growth of our students. It promotes high standards of conduct, desirable citizenship and favorable social behavior of the participants.

The athletic/activities program is under the same administration and control as the rest of the school programs. **Because participation in any of the athletic/activity programs is voluntary, the behavior of students taking part must be exemplary.**

### **I. Academic Standards**

- A. OSAA (Oregon School Activities Association) established eligibility requirements must be met by Colton High School students in order to participate in athletic/activity programs of this district:
1. Be passing in at least 5 courses during the designated grade check/current semester.
  2. Have a "C" average (2.0) at the designated grade check/semester grade.
  3. Per OSAA guidelines the student must be enrolled in and have passed at least five classes the previous semester\*. (Incoming freshmen are automatically eligible at the beginning of the school year). Students must be on track to graduate i.e. Sophomores 4.5 credits, Juniors 11.0 credits and Senior 18.5 credits.
  4. Any athlete or coach ejected from an OSAA sanctioned event will be responsible for paying the total dollar amount levied against that athlete or coach by OSAA before they begin a new sport season or before they graduate, which ever comes first.

### **II. Behavior Standards**

Students who represent Colton High School in athletics/activities are expected to adhere to its rules and regulations. Any student whose conduct is judged to reflect a discredit upon himself/herself, the group or Colton High School, whether or not such activity takes place during or outside regular school hours and seasons, will be subject to disciplinary action as described in this policy and as outlined in the Student – Parent Handbook.

Decisions as to the application of this code for students involved in activities or athletics will be made by the Administration or the Athletic Director, as applicable. Prior to a consequence being imposed, the student has the right to be informed as to the specific code section that he or she has been accused of violating, and an opportunity to be heard. A consequence may not be imposed unless there is a preponderance of evidence to support the accusation of a code violation. The decision of the Director may be appealed to the Principal within three school days of notice of the decision to the student and the student's parents. Appeal of a decision by the Principal may be made to the Office of the Superintendent.

Any infraction not addressed in the Student - Parent handbook (ex. Additional rules specific to a certain activity) will be addressed by one or all of the following: coaching staff, athletic director, and school administration.

Students will lose their privileges to participate during a suspension from school or an athletic/activities suspension.

The possession of or use of tobacco (smoking and chewing), alcohol/ drugs and drug paraphernalia will not be tolerated. Violations of use and other infractions are covered in the student handbook. All athletes are held accountable to the standards of the student – parent handbook.

### **ADDITIONAL REQUIREMENTS: Athletic Clearance Procedure**

- A. Any student involved in athletic/activities programs sponsored by Colton High School needs to obtain clearance prior to participation. Students who participate in sports/activities must:
1. Have a **valid physical examination form** on file in the Athletic Office prior to practice.
  2. Have verification of insurance form on file in the Athletic Office prior to participation. (Signed by athlete and parent/guardian on the **Athletic Participation Permit**)
  3. **Pay all fees prior to the first contest.**
  4. Have an **Athletic/Activities Eligibility Standards (Code of Conduct)** form signed by the athlete and parent/guardian.
  5. Have on file a sport specific **cautionary statement** signed by athlete and parent/guardian.
  6. Have a **concussion form** signed by the athlete and parent/guardian.
- a. In order to participate in practice or contests the student must attend school the entire day. If student is absent from school for family affairs, dentist/doctor, funeral etc...must be prearranged with note to coach, athletic director, and attendance secretary.**

**Coaches are not to allow any athlete to begin practicing until the coach receives the Athletic Clearance.**

The intent of the athletic/activities eligibility requirements is not to declare student ineligible for participation, but to help improve their performance in the classroom and in our school. Participation in activities is a privilege that must be earned through demonstrated citizenship, responsibility, and successful academic achievement.

## ***Attendance and Participation (Practice and Game)***

The head coach determines the requirements. The coach should include a statement, which allows him or her some flexibility in dealing with various situations.

At the same time the head coach covers attendance policies, he or she should address in general how playing time is determined. Again, athletes need to hear this information.

Coaches should be sure that athletes understand that in some sports, such as football, a minimum number of practices are required before an athlete may participate in a contest.

## ***Attendance on Contest Day***

**Colton High School requires athletes to be in attendance in classes for the entire day of a contest. Participation in school-sponsored activities, like a field trip, is considered school attendance. Any other exception must be cleared through the Office.**

## ***Athletic Appeal Procedure***

An athlete who has a complaint during the course of their participation may appeal their concern.

### Procedure for Appeal:

1. Student and/or parent must talk to the coach first.
2. A student or parent contesting a decision regarding participation shall place in writing to the school's Athletic Director.
  - a. The basis of the claim; and
  - b. A request for a hearing.
3. A hearing shall be granted
  - a. As soon as it can be scheduled; and
  - b. Following two days written notice to the student, parent(s), and coach.
4. Following the hearing the Athletic Director shall
  - a. Prepare a written statement of the decision and findings; and
  - b. Forward a copy of the decision and findings to the student, parent(s), and coach within three days.

## ***Coaches Code of Ethics***

(National Federation Interscholastic Coaches Association)

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

**The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The Coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The Coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The Coach** shall avoid the use of alcohol and tobacco products when in contact with player.

**The Coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The Coach** shall master the contest rules and shall teach them to his or her team members shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The Coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The Coach** shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

**A Coach** shall not exert pressure on faculty members to give student-athletes special consideration

**A Coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## ***Coach and Program Evaluation***

Head coaches and programs will be formally evaluated by the Athletic Director at the conclusion of their sports season. Evaluations will be based on the Districts Job Description, Philosophy, and District Standards and Practices for the assignment.

Assistant coaches will be formally evaluated by the Head coach at the conclusion of their sports season. Evaluations will be based on the above stated criteria.

## ***Duties of Head Coaches***

Coaches employed by the Colton School District are expected to perform a variety of duties. As one can see our coaches are asked to perform multiple duties in addition to their professional requirements outside of coaching. Although this is not an all-inclusive list, some of the duties are:

1. Fulfill their duties throughout the season, including pre-season conditioning and meetings, league and/or state competitions, post-season awards, league meetings, and summer programs. Attend all meetings scheduled by the principal, athletic director or league.
2. Become familiar with and follow all standards, rules, guidelines and policies of the school, district and state for their sport. To be aware that all sport practices will commence on the date established by the OSAA.
3. Work with and cooperate with the school's coaching staff to fulfill the goals of the athletic program.
4. Assist in directing and evaluating assistant coaches and volunteers.
5. Assist in checking the eligibility of athletes.
6. To be responsible for the scheduling of practice sessions in cooperation with the athletic director and the rest of the coaching staff.
7. To be responsible for making the final decision in the selection of team members.
8. Optional, not required. May conduct fundraising activities when appropriate and with the approval of the athletic director and the administrator who is in charge of fundraising activities.
9. Provide the media with information about contests.
10. Participate in Tri-River Conference and OSAA policy decisions and affairs when appropriate.
11. Cooperate with booster clubs, parent and community organizations.
12. Attend coaching clinics as necessary or when requested.
13. Following the season, provide to the athletic director a written inventory of equipment and supplies, letter and award winners, team statistics, budget information and future needs of the program.

## ***Duties of an Assistant Coach***

The duties of assistant coaches are to carry out the program planned by the head coach. They should be of whatever assistance that is required such as scouting, coaching J.V. or freshman, and performing delegated duties set forth by the head coach and athletic director. When the assistant coaches and volunteer coaches are given their coaching assignments, their system of play will be designated by the head coach.

## ***Dual Participation during a Season***

Rule 6.5, question 11, of the OSAA 2006-2007 handbook clarifies that an athlete may participate in more than one sport during a season. If in fact the possibility exists that an athlete could compete in two sports during the same sport season the two coaches involved, the athletic director, the athlete and his/her parents will meet to insure all parties are clear on the participation level for each sport.

## ***Equipment for Athletics***

All equipment will be issued by the coach. **No equipment will be worn or used off the school campus except during official practice and competition or with the approval of the head coach.** Competition uniforms and warm ups may be worn only during competition or as approved by the head coach. Equipment and uniforms purchased through fundraising activities are school property.

Proper return of all equipment and off-season security of that equipment will be the responsibility of the head coach of each sport. Equipment lost by a participant will be paid for by that student at the replacement value of the lost item.

## ***Fundraising***

Coaches recognize that fundraising projects require the time and support of the athletes, staff, parents, and community. When considering a fundraising drive, coaches, clubs, teams and parents must have approval of the Athletic Director of the high school. Fundraising efforts must be coordinated with other school groups, programs, and Boosters.

## ***Game Participation***

Realizing that all athletes want to be involved in competition, the Colton High coaching staff will make every effort to develop individual skills and knowledge of each athlete. Also, realizing that not all athletes are at the same competitive level, coaches will determine game participation for an athlete based on varying criteria. Examples of such criteria may be; previous practice performances, game situations, the opponent being played, and previous game performances

## ***High School Sports/Activities***

| <b>Boys</b>        | <b>Girls</b>       |
|--------------------|--------------------|
| Baseball           | Basketball         |
| Basketball         | Cheerleading       |
| Football           | Softball           |
| Track & Field      | Track & Field      |
| Wrestling          | Volleyball         |
| X-Country          | X-Country          |
| Music/Instrumental | Music/Instrumental |

## ***Insurance (Student)***

The district does not provide medical insurance for students participating in athletics. Athletes and their families must provide their own coverage or be self-insured. Colton High School does have applications for an insurance plan through a private company. The fee is based on the type of coverage. Please view website: [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com)

## ***Inclement Weather (Games and Practices)***

District practices regarding athletic/activity competitions and practices during school closures due to inclement weather are as follows:

### Games/Matches

1. If the schools are closed to students by radio/T.V. announcement in the morning, games or matches may be conducted with administrative approval.
2. If the schools initially open in the morning but are closed due to inclement weather during the day with the students being sent home prior to the end of the school day, all games and matches for that day are cancelled.
3. If the opening of school is delayed in the morning but staff and students are eventually required to report and conduct school as normal, all games or matches will be conducted as scheduled.

Practices:

1. If the schools are closed to students by a radio/TV announcement in the morning, practices held that day must be approved by the athletic director or principal. Those practices may begin after noon on those days. Practices in this situation will be non-mandatory.
2. If the schools initially open in the morning but are closed due to inclement weather during the day with the students being sent home prior to the end of the school day, all practices for that day are cancelled.
3. If the opening of school is delayed in the morning but staff and students are eventually required to report and conduct school as normal, practices can be conducted as scheduled.

### ***Letters (Athletic Awards)***

Athletes may earn either a varsity award or a sub-varsity award if they meet the criteria as determined by the head coach of each sport.

These awards are important to most athletes and parents. They can be a significant motivation for young athletes to strive to do their best. Earning and displaying these awards can be a significant source of pride and self-esteem for a job well done. It is important for coaches to seriously consider the individual and team goals of the program and to determine lettering criteria and procedures with these goals in mind. It is also important to consider that much of the personal and educational value of the award is that it **WAS EARNED**, not simply an automatic outcome of being a part of the program.

A wide range of lettering policies has been used successfully in the past, some being very objective and others being more subjective. **For example**, a subjective policy may be that the athlete earns a varsity letter if, in the opinion of the coach, the athlete made a significant contribution to the varsity team. A more objective policy might be that an athlete earns a varsity letter by fulfilling all of the following: (1) member of the varsity team, (2) play at least one quarter in at least 50% of the varsity games, (3) have had no unexcused absences from practices or games, and (4) are a member of the team in good standing at the end of the season. Latitude is given to head coaches to formulate their own lettering policies, knowing that they will keep individual and team goals in mind.

### ***Off Season Activities***

As coaches' plan off-season activities they need to give first consideration to in-season sports. Coaches must adhere to all OSAA and PacWest Conference regulations regarding off-season activity.

## ***Oregon School Activities Association***

The OSAA is the governing organization for sanctioned high school athletics. Rules and policies for many aspects of high school athletic programs and developed by this organization. They also conduct state play-offs and tournaments. Other activities, like rally and speech activities, are also sponsored through the OSAA. The OSAA is affiliated with the National Federation of High School Activities Association. The constitution and policy handbook of the OSAA is available from the athletic director, [osaa.org](http://osaa.org) or administration.

### ***Participation Fees for Colton High School Athletics/Activities***

A fee, as determined each year by the School Board, will be charged to students participating in sports and activities.

Participation fees needs to be paid prior to the first competition. If athletes are not selected (cut) during tryouts for a team, the participation fee will be refunded. However, if an athlete quits or is removed from the team for disciplinary reasons the fee will not be refunded. If partial payment has been made; the balance due needs to be paid before a student can participate in another sport, or before he/she receives their diploma, whichever comes first. All prior year fees must be paid in full prior to making payment on current year fees. (Medical reason may be taken into consideration.)

### ***Parent Meeting***

The following are suggested areas to be covered in the parent meeting but are not inclusive:

- A. Program philosophy - how are you going to run the program (team)?
- B. Share goals for year
- C. Player evaluation
- D. Expectations of athletes
- E. Expectations of coaches in your program
- F. Expectations of parents
- G. How playing time is determined
- H. Team policies
- I. Eligibility
- J. School attendance policy
- K. Code of conduct (found in student –parent handbook)
- L. Lettering criteria
- M. Transportation to and from games
- N. Parent communication with coaching staff
- O. Schedules - practice - game
- P. Fundraisers

## ***Physical Exams***

As per OSAA Policy, all students who participate in interscholastic sports must have a physical exam **once every two years. These exams must be completed before they participate.** Students may be examined by a medical doctor or physician's assistant, registered nurse or community health nurse specifically trained for this purpose, under the supervision of a physician. The physical exam form is available in the Office.

## ***Personnel***

All coaches (head and assistant) including volunteers will be hired and dismissed at the administrative level.

The head coaches will be expected to recommend assistant coaches and volunteers but those coaches will be approved by the administration before they assume their duties.

The head coaches have supervisory responsibilities for their assistants and will assist in the post-season evaluation of the assistants. Head coaches will be evaluated by the administration.

## ***Public Relations***

Coaches are aware that they are constantly in the public's eye and that they represent the team, the school and the district at all times. They are encouraged to work with booster clubs or parent groups who are having a positive impact on athletics. Coaches are willing to listen to concerns of players, parents and patrons. Colton High School recognizes the public eye is also on all involved in our programs and expects the positive representation from athletes, patrons and parents.

Coaches, athletes, parents and patrons will be supportive of the other Colton athletic programs and coaches. Mutual Professionalism and cooperation is the key to total athletic program success.

## ***Release of Personally Identifiable Information***

Schools can release information about individual students that has been designated as directory information without prior written consent unless the parents indicate they do not want this information released. Included in this category are names, photographs, dates and place of birth, participation in sports and activities, weight and height of athletes, dates of attendance, honor received, and previous schools attended. Addresses and telephone numbers of students may not be released publicly by school personnel unless written consent of the student's parent or student who is 18 is gained.

## ***Rule Violations and Consequences***

Coaches should encourage their athletes to be good citizens at all times. If an athlete receives, consequences for behavior in school those disciplinary actions take precedent over practices or games.

Athletes are expected to follow CHS requirements in order to be eligible to practice or play.

## ***Colton High Athletics: Coach -Parent Relationships***

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of the child's program. Focus on your concerns and not those of others. It is imperative that we all have the facts and do not rely on opinions.

Examples of communication you could expect from your child's coach:

- Philosophy of the coach
- Locations and times of all practices and contests
- Team requirements; e.g., practices, special equipment, out of season conditioning
- Procedure followed should your child be injured during participation
- Discipline that may result in the denial of your child's participation

Communication coaches expect from parents:

- Concerns expressed directly to the coach
- Rumor control by not forwarding unconfirmed information by going direct to the source
- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach's philosophy and/or expectations

As your children become involved in the programs at Colton High School, they will experience some of the most rewarding moments of their lives. It is important that they understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged. Understand that not all parents may share your view about the coach and his/her methods. Successful parent/ coach relationships are fostered through solid communication and positive interactions.

Examples:

- Practice and game management
- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's attitude
- Academic support, College opportunities

**It is very difficult to accept your child's not playing as much or where you hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things should be left to the discretion of the coach.**

Examples:

- Team strategy
- Other student-athletes

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote resolution:

Call the school to set up an appointment. If the coach cannot be reached, call the athletic director. A meeting will be set up for you. **Please do not attempt to confront a coach before or after a contest or practice.** These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

If the meeting with the coach did not provide a satisfactory resolution, the next step is to call to set up an appointment with the athletic director to discuss the situation. Pertinent information, direct from the source is always considered first.

## ***Sport Seasons***

Each year the OSAA determines the beginning and ending dates for that sport season. Practices and contests may be held only within these dates.

## ***Scheduling***

The scheduling of league and non-league games is the responsibility of the building athletic director. Regular conference games are scheduled by the PacWest Conference athletic directors. Non-league games, practice contests and jamborees are scheduled by the athletic director with input from the coach of that sport.

The OSAA sets the maximum number of contests, play-off procedures, and starting dates.

## ***Transportation***

Two of the most important duties of the coach with regard to travel are the athletes' safety and effective communication with all parties regarding time schedules. **If a coach decides to allow athletes to ride home with their parents after a contest, there must be, at a minimum, a verbal exchange between the coach and the parents verifying the transportation arrangements.** Also, if the coach plans to stop on the way home from a contest to allow athletes to eat, arrangements need to be made in advance with parents.

## ***Tri-River Conference***

Colton High School Participates in the Tri-River Conference. Information regarding the league, location of schools, driving directions, play off schedules and all guidelines can be found at [www.osaa.org](http://www.osaa.org) the Oregon Schools Activities Association web site. Although we compete with schools outside of our league our current league make up consists of Colton, Chemawa, Culver, Delphian, Gervais, Kennedy, Santiam, Sheridan, & Western Christian.

# Colton High School

## Athletic/Activities Eligibility Standards

An athlete representing Colton is expected to exemplify the highest standards of moral integrity and good citizenship both in school and in the community. Behavior that violates these standards is unacceptable. Student athletes must also meet the expectations described below for attendance, academic progress, conduct, and training. Additional requirements may be published and enforced by the head coach.

**Attendance:** A student athlete must be in attendance for a full day of school to participate in practices or contests. After school detention and academic requirements will have priority over practice and athletic contests. Student handbook policies related to valid excused absences (medical appointments, for example) apply to participation in athletic practices or contests.

**Academics:** All athletes are students first and are expected to make satisfactory progress in their academic work. An athlete must have passed (5) five classes at the close of the preceding semester and be enrolled in (5) five classes during the current semester to participate in athletics. Athletes need to be passing (5) five classes and have a 2.0 GPA at designated grade check to maintain eligibility. There are alternative requirements that may apply to this regulation for individual athletes. (OSAA Rule)

**Conduct:** Colton High School athletes are expected to conduct themselves in a manner that is a credit to themselves, their team, their school, and their community. Any behavioral incidents at any location at any time may result in removal from the team. All offenses included in but are not limited to the student-parent handbook are enforced.

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**Training:** Student athletes must stay in top physical and mental condition. Student athletes, therefore, are forbidden the possession or use of tobacco, drugs, or alcoholic beverages. This prohibition also includes attendance at any event where illegal activities are taking place or where drugs, alcohol, or tobacco are present or being used. Student athletes who are present (willingly or unwillingly) at any such event where illegal activities are taking place are expected to leave immediately. Student athletes who violate training rules will be subject to the consequences.

I have read and understand the Athletic Activities Eligibility Standards.

\_\_\_\_\_  
Parent: Print Name

\_\_\_\_\_  
Student: Print Name

\_\_\_\_\_  
Parent: Signature

\_\_\_\_\_  
Student: Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Please turn this form into the office and keep the remaining packet for your information)**





