

# Aurora Central School Athletics & Activities Guide

2016 -2017

WHEN EFFORT STOPS ...

EXCUSES BEGIN

WHEN EXCUSES STOP ...

EFFORT BEGINS

# Administrative Team

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## **Philosophy**

It is Aurora Public Schools philosophy that activities are for the students. Decisions will be based on what is best for students. Coaches and sponsors will provide as many opportunities for success as possible to the student. Successful programs will exhibit many characteristics including but not limited to parental involvement, materials management, facility management, proper and updated teaching practices, appropriate rapport with parents, students, and community, signs of pride, promotion of respect, motivation to achieve potential and working together as a family to assist in achieving success.

## **Mission Statement**

To develop and grow highly competitive sports and activities programs that celebrate cultural diversity while teaching morals, values and leadership skills as well as teaching life's lessons, that lead to next level opportunities for every participant.

## **Beginning of the year tasks that all coaches need to complete:**

All coaches are required to complete the following coaching requirements. Unless proof of all requirements are met, coach is not allowed to coach at practice or competitions.

1. **CHSAA Coaches Exam** (online). Must be completed with a 100% score and can be taken as many times as necessary.
2. **CHSAA Coaches Registration** – for all coaches without a professional license
3. **CPR/1<sup>st</sup> Aid/AED training** - paid coaches only
4. **Concussion Training** - All athletic coaches must annually complete one of the following: The online NFHS Concussion Course or a school organized sports medicine review that includes a head trauma/concussion component and emergency evacuation procedures.
5. **Heads Up Football** – All football coaches must be certified in Heads up Training.
6. A copy of the following must be turned in to the Athletics Office prior to the start of your official season:
  - a. Last page of the CHSAA coaches test indicating successful completion.
  - b. CHSAA registration for all non-licensed coaches.
  - c. Proof of CPR/1<sup>st</sup> Aid/AED training for all paid coaches
  - d. Proof of up to date concussion training.
  - e. Heads Up Certificate for all football coaches
7. **Head Coaches:** must attend a CHSAA preseason rules meeting more their respective sport. NOTE: A varsity head coach will be placed on probation for his/her first offense unless he/she has attended at least one rules interpretation clinic recognized by the CHSAA in his/her sport(s) prior to the start of current season. (CHSAA Bi-law)
8. **Small bus training** – each coach is required to take small bus training with the transportation department. If coaches are not certified to drive a small bus, competitions will be cancelled when district transportation is not available to transport students.

## **Information needed by/from you**

### **1. Maintenance Requests**

All maintenance requests must be completed by the requesting person. If something needs repaired, replaced, installed, etc, complete a maintenance request form and return it to the

Athletic Director. Facilities will be notified and a date and time will be set to complete the request.

## **2. Facilities Requests**

All coaches are required to fill out a facilities request for anything outside of their normal season and practices, (i.e. parent meetings, banquets, weight room, rehearsals, etc.). The athletic and maintenance departments are working diligently to keep the facilities schedule organized and to be informed as to what is taking place in the building. Priority of requests will be given to in-season sports/activities.

## **Eligibility Guidelines/Standards**

### **1. Grades**

Currently, Aurora Public Schools (APS) and CHSAA require Aurora Central High School students to be enrolled in a minimum of five (5) classes (equal to 2.5 Carnegie Units) to be able to participate in CHSAA sponsored athletics and activities. It is important to remember, that those participating in athletics and activities, are students first. Aurora Central High School will be using a week to week eligibility standard. The following eligibility requirements will be put into force starting August 2016:

1. Students must carry a minimum of 2.5 carnegie units of credits (5 classes per quarter) to be eligible to participate in any athletics or activities
2. Students are not allowed to have any F's on weekly grades.
3. Students are not allowed to have any unexcused weekly absences.
4. Students are allowed a maximum of 3 unexcused tardies on
  - a. By CHSAA bi-laws, students who have more than one "F" at the close of a semester may regain eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester, given that the student has no F's on his/her weekly grading report.
  - b. Coach's/Sponsors can include other items in this list.
  - c. These standards will be consistent and in force throughout the school year. We will use Infinite Campus to manage and validate student performance and attendance.
  - d. Safety nets will be required by each program to assist students in working on and/or maintaining eligibility.
  - e. All other school policies are in full force to establish eligibility.

Coach's and Activities Sponsors at Aurora Central HS will be required to establish and hold their athletes accountable at this higher standard to assist in their academic/activities and school success of each student in their program. If a coach/sponsor elects to develop a more stringent standard than what is stated above, it will need to be put on file with the Athletic Director.

### **2. Daily Attendance**

Students are required to attend all classes on a daily basis. In order for students to be able to participate in practice or competitions on any given day, they must attend a minimum of one half (1/2) of their classes on that day. If a student has an odd number of classes they

are required to attend one over half of their classes. Refer to the attendance policy above for attendance standards.

At times, there are situations that may cause the student to miss part of a day of school. Examples of this would be a doctor's appointment, bereavement, an unforeseen emergency, or an unavoidable situation that requires attention during the school day. Parents/guardians must excuse their student if a situation occurs that may pull the student from school for more than half of the school day. Excused absences will not impact eligibility for that day. Unusual or questionable absences must be approved by the Athletic Director. Parents are encouraged to plan appointments outside the school day. Repeated, consistent absences will be investigated by the school, and will be scrutinized as pattern absences.

Attendance will be pulled on in-season programs daily and distributed to the Head Coach/Sponsor. Absences following game days will also be checked.

### **3. Academic School Day Suspensions (In-school – Out of School)**

If a student is suspended, either in-school or out-of-school, the student will not be eligible to participate in games, performances or practices through the duration of the suspension period. Athletics and activities are an extension of the school day, and all rules of the suspension will carry into any extra-curricular sports and activities.

### **4. Petition for Grade Correction and submission of late work**

If a student disagrees with his/her ineligible status, the STUDENT must go to the classroom teacher(s) of the classes in question to resolve the problem. Please do not send the student to the athletic office, as we will refer them to the teacher(s) of the classes in question. If a teacher has made a mistake in their grade book, the student must work with the teacher(s) and complete a grade correction form and email it to the athletic director, (through an attachment), indicating that there was an error on the teacher's part and the student does not have a failing grade. Grade correction forms will be watched closely and questioned if necessary. If a student has any F's, any unexcused absences or more than three unexcused tardies, they will be ineligible. Teachers will have one week to submit late work that has been submitted by students to assist in grade improvement. It is the students responsibility to get their work in on time to be graded when the teacher has originally set the time aside to grade. Teachers are not required to drop daily workloads or activity to accommodate a student looking to gain immediate eligibly by handing in late work.

### **5. Suggested Program Guideline Parameters**

- Coaches/Sponsors should tailor an eligibility program to assist in fitting the specific needs of their program. Individual programs need to be more stringent than the Aurora Central guidelines set forth in this document and must be clearly defined.
- Standards should be of a positive nature that assists the student with achieving academic and school success.
- Plans/Programs should be of a nature that allows for developing strategies that assists the student with achieving success with the performance standards.

- The athletics office will pull weekly grade checks every Monday and Thursday to gauge how students are performing and distribute reports to coach's/sponsors.
- The athletics office will pull and monitor daily attendance on each participant and distribute reports to coach's/sponsors.
- A Coach/Sponsor eligibility plan should include intervention/safety nets for students that are failing or refusing to follow the intervention process established by the coach/sponsor.
  - Intervention/safety net strategies can include, tutoring, mentoring, one on one study sessions, outside interventions, etc. Interventions will be up to individual programs but must be laid out in the program guideline plan stated above. The important point is that strategies must be designed to assist the student in regaining/sustaining a positive academic, attendance, social and school situation based on the established standards above while working to re-gain eligibility.
- Individual program eligibility standards should be fully discussed with participants and parents/guardians.

A student will be deemed ineligible if they do not meet the minimum standards set forth by individual programs. That student may still practice but may not be on the bench or sidelines during games or competitions. Ineligible students may not travel or be dismissed early for games or competitions.

## 6. Transportation

1. Multi-function School Activity Bus (MFSAB) - All coaches will get their MFSAB permit from the district. The use of large buses is very limited and at time not available from the district. The following guidelines will be used for buses:
  - a. If an activity has less 13 or less participants and one coach, the program will be required to drive and use a MFSAB.
  - b. All athletic/activities that have 28 or less participants attending an activity/competition and more than one coach, the program will be required to drive MFSAB's to the event.
  - c. If coaches are not certified and no driver for an MFSAB can be secured the activity will be cancelled.
  - d. Coaches are required to follow all guidelines set forth by the district for obtaining their MFSAB permit.
2. District Large Buses
  - a. When participation numbers exceed 28 athletics or activity participants will be transported to each contest/event on a district vehicle. Unless approval is given by the Athletic Director or Principal, no team's will be transported by private vehicles. If students are being taken home by another parent, please have the parent complete and turn in a release form prior to the teams' departure from school. The release will only be accepted from the legal parent or guardian of the student requesting to make a transportation change , NO EXCEPTIONS!! If a student's regular

bus privileges have been suspended, they will not be allowed to be transported for any activity while under suspension.

- b. When requesting transportation, you will fill out a transportation request form and turn it in to the Athletic Secretary.
- c. The Athletic Director will approve or deny the request and send it to the transportation department.
- d. The coach/sponsor will also e-mail the Athletics' office with the appropriate information (date, time, number of passengers, type of vehicle, and driver).
- e. There must be an adult on all sports/activity buses to assist in supervision. Supervisors that ride the bus/school vehicle must stay with the bus/school vehicle for the entire trip.
- f. Students may ride home from activities with their parent with prior approval from the coach/sponsor as long as they are personally signed out by the parent. The school will not accept a note from any student.
- g. The coach/sponsor reserves the right to have athletes ride to and from the event on the bus/van. In other words, parents and students can request to ride home on their own but that does not mean it will be approved.

### 3. **Supervision**

Coaches/Sponsors are responsible for students under their supervision. All athletes will be supervised at all times by their own coaches or other adults authorized by Aurora Public Schools. This also includes after practices and games. At least one coach will be present until the last student has been picked up or has left the school campus. Coaches are required to supervise students while waiting for rides. A coach must be present to watch these students. If a student is consistently being picked up late, the coach needs to speak to the family and remind them when their student needs to be picked up. If the problem continues, the coach and the athletic director will have a conversation with the family to discuss other options. Teams/activities will be held responsible for damage that occurs by their unsupervised students.

### 4. **School Keys**

School Keys are the property of Aurora Public Schools and are checked out to coaches, sponsors that have a need to have keys. You are responsible for your keys and will be charged if they are lost. You are also responsible for anything that happens if your keys are used to gain access with or without your consent. A few reminders regarding keys:

- a. Never loan your keys to anyone. Kids should never have or be able to gain access to any place without the authorize key holder being present.
- b. Do not leave your keys setting where they can be easily taken.
- c. Contact the athletic office immediately if your keys are lost or stolen.
- d. Make sure that you secure all areas that you have accessed when leaving.

### 5. **Storage & Locker-rooms**

Storage facilities are scattered around the entire campus. We need to make sure that they are organized and well kept. Also, please keep kids out of storage areas. This is a major liability that exposes us to un-necessary risk. Coaches need to feel confident that when they lock up their equipment it is secured and safe from thief, damage etc. Storage areas need to be locked at all times.

Locker-rooms must be supervised at all times. Once again this is a major liability for us. You are responsible and accountable for your students and our facilities. Please make sure that both are safe and secure. This must become part of our culture. We must teach our students respect for others and personal property.

## **6. Fundraising**

As with any program, fundraising is part of the process. When organizing a fundraiser, please fill out a fundraising approval form prior to setting up team fundraisers. Once a form is completed, please turn it in to the Athletic Office for approval. This is not a process that will necessarily restrict fundraisers; it is in place so that appropriate people are aware of what is going on. Communication is essential so that we do not have fundraisers that are repetitive for different sports. This will also assist us in optimizing our fundraising opportunities.

## **7. Practices**

Practices are a time to learn and prepare for competition. It is important to keep all participants active and engaged in practice to optimize the learning opportunity. Collaboration should take place with coaches at all levels to insure that there is consistence in the message that is being delivered throughout the program. Make sure that you are using practice time wisely and assist all athletes in being part of the teaching/learning process. Each athlete should be prepared to participate should they be put in a game situation. Assist all of your athletes in becoming better participants not only on the court but off the court. While it is important that the Head Coach, coach the varsity, please make sure that as the Head Coach, you spend adequate time working with all levels.

## **8. First Aid Supplies/Trainer**

Our trainer is responsible for all first aid supplies. Please inform your athletes to be respectful while working with the trainer. Please request all training supplies from the trainer; do not help yourself as the trainer is responsible for maintaining all inventories. If you are doing laundry in the training room please take care of supplies and keep the area clean.

## **9. Money/funds**

All money should be turned into the finance office. You should follow the following protocol when bringing money or payment to the office:

1. Please count your money carefully and make sure it matches the appropriate documentation.
2. You must fill out a check request or deposit slip when turning in, requesting money or payments.
3. You must speak to the finance person personally, do not just lay things on the desk.

4. It is important that you and the finance person agree on the amount of money that you are depositing. It would be prudent for you to take the time to count the monies with the finance person.

## **10. Fees**

Students will be required to pay an athletic fee for the first two sports they participate in. All sports participation over two sports will have the sports fee waived. The athletic fee for each sport is \$60.00 per student. Students will not be eligible to participate in practices or contests if they have not paid their fees. Students can pay their fee during registration or before their sport begins. All fees should be paid in the athletic office.

## **11. Beginning of the year paperwork**

Coaches do not accept any paperwork from students. All paperwork must be turned into the athletics office by the student athlete or his/her parents. The office will not chase students that have incomplete paperwork. Students will remain ineligible until all paperwork is complete and turned into the athletics office. If you or your coaches accept paperwork from any athlete you will be responsible for insuring it is complete and turned in. If paperwork is not complete you will be responsible to chase it down, not the athletics office.

## **Before your season begins**

### **1. Preseason Meeting**

All head coaches need to set up a meeting with the athletic director prior to their season beginning. The meeting will be used to discuss the season's goals, coach and athletic director expectations, and other important issues that may come up.

### **2. Pre-Season Parent Meetings**

Every activity will conduct a parent-student meeting prior to the first day of official practice. At this time, team policies and rules will be distributed to the parents and students. Tryout dates will also be distributed. General team selection criteria will be discussed. These policies and rules will need to be on file with the Athletic Director as well.

### **3. Team Expectations and Guidelines**

All programs will have team expectations, policies, rules, and guidelines. They will be handed out to all students and parents at the pre-season parent meeting. All students will receive a copy of these regardless of whether they attend the pre-season meeting. These expectations and guidelines will need to be on file with the Athletic Director as well.

### **4. Rosters**

Team rosters will be needed from the coaching staff at several points throughout the season.

- a. After 1<sup>st</sup> day of practice.
- b. After 1<sup>st</sup> week of practice.
- c. Every Wednesday by 3:00pm
- d. Before each contest
- e. A list of athletes traveling on road trips posted by email to the entire staff the day before the trip is to take place.

The athletics office needs rosters with accurate and appropriate information for your activity. **Please provide updated rosters based on the schedule above to track athletes and eligibility from information that accurate and up to date.**

**5. Physicals/Emergency Cards**

Please check with the Athletic Secretary to confirm which of your athletes have turned in physicals and personal information to determine eligibility for participation in games and practices. Students will also need to provide proof of insurance or an insurance waiver in order to participate in athletics. We will develop a data base with emergency contact information available to coaches.

**6. Maxpreps.com - Rschooltoday**

You are required to enter all scores, stats and schedules into Maxpreps immediately following each contest. CHSAA requires each school to keep up with all vital information and scores. Please relay to your parents and players that they can also log onto and sign up with rschooltoday on our website [www.actrojans.com](http://www.actrojans.com) to track games schedules and changes. These can be emailed or sent by text message. Rschooltoday also has an up-to-date listing of all scheduled events for the school.

**7. Paperwork**

Please be sure that I have copies of all program paperwork before it is passed out to players and parents. This would include a workout schedule, team rules/bi-laws that include your team consequences, lettering policy and any other pertinent information stated in this guideline.

**While your season is in progress**

**1. Emails for class dismissal/Release of Students for Activities**

Dismissal emails need to be sent out at least 24 hours early so that teachers know when students will be missing their classes. In your email please include the sport/activity, the date of the contest, time dismissing, and a list of all students who will be dismissed. Coaches who do not work in the building can make arrangements with the Athletic Secretary to have emails sent out for you each time. Be conscious of out-of-class time. Superintendents, Principals, and Leagues are paying close attention to lost seat time. Use the following guidelines for pulling students out of school for an activity.

A coach/sponsor must seek approval from the Principal or Athletic Director if they need a sub to fill in for any absence. Coaches are responsible to secure their own substitute teachers. This includes a staff fill in or substitute for one class. Coaches will make every effort possible to minimize the amount of class time missed. All dismissal times will be coordinated with and approved by the Athletic Director. Coaches will require their student athletes who will be missing class to check in with their respective teachers prior to departing for the event. Please make sure that you emphasize to your participants that they need to get their work made up in advance or establish a makeup plan with their teacher. We do not want students falling behind in their classes.

## **2. Reporting scores**

All coaches need to use [www.MaxPreps.com](http://www.MaxPreps.com) as their stats and score reporting website. CHSAA has identified them as our sponsored site and this is what will be used for post-season seeding. We will also be posting to VNN Press Box after each contest. If you would like your stats and scores reported to another media source, you may choose to do that on your own or set it up through MaxPreps to distribute that for you. The use of MaxPreps is required by all CHSAA member schools. The use of VNN Press Box is required by the ACHS.

## **3. Cleanliness**

Please make sure you are cleaning up your area(s) when you are through each day, (game field, storage area, locker room). The ability to replace resources has become exceedingly difficult. As a leader and Head Coach it is your responsibility to take care of your equipment and area. If you expect your athletes to be respectful, clean and disciplined then it is essential that you lead by example. This will also be considered as part of the coaching evaluation.

## **4. Athlete checkout by Parents only**

Only a parent or guardian can check an athlete out with a coach following an event to be taken home. The parent or guardian must personally sign the student out with the student athlete's coach after the event. Students leaving an event with another adult must have their parent or guardian personally turn in a release form prior to departure from the school.

## **5. Building Usage**

Indoor practices are limited to specified areas. Please use areas appropriately and be conscious of wear and tear, (i.e. no cleats in building, low contact in wrestling room, etc.). All activities must be supervised by a coach or sponsor. If you are an out of season sport you must reserve all areas to be used through the Athletics office. If you are an in season sport and you are work outside of your normal area it is mandatory that you communicate with the Athletics office. We have constant activities going on throughout the building and we need to know where your program will be located at all times.

## **6. Officials Evaluations**

CHSAA is encouraging all coaches to evaluate officials after each contest. This will allow CHSAA the opportunity to receive feedback on officials and appropriately address all strengths and concerns. If there is larger issue with a particular official that you would like more immediate feedback on, you may email the assigned commissioner at CHSAA or the assigned commissioner for your particular sport. Feedback regarding the performance of our officials is very important to CHSAA.

## **7. Managers**

All managers employed by a team should have specific and regular duties. Managers are to be considered as part of the team and need to have responsibilities that will contribute to the team's overall success. If you have more than one manger I would suggest establishing a head manager to lead other managers in the program.

## **8. Use of the Washer and Dryer**

If you elect to use the washer and dryer in the training room it is necessary to reserve your time. Please make sure that you keep the area tidy and clean. This is a great way to insure that your team uniforms are being taken care of correctly.

## **After your season is completed**

### **1. Post Season Evaluation**

We utilize post season evaluations to assist our coaches with improving their coaching skills. As a Head Coach you are required to complete an assistant coach's evaluation on all of your assistant coaches. Evaluations should consist of the following:

- a. A review of the completed evaluation form (provided by AD)
- b. A sit down discussion with the coach on the evaluation.
- c. A set of goals discussed with each assistant coach to discuss coaching growth.
- d. Signatures of both you and the assistant coach on the form. (Signature does not indicate agreement with the evaluation but that the evaluation has been reviewed with the assistant coach)

We expect our assistant coaches to improve. In order for them to accomplish this we must provide them with feedback that will help them grow. As a head coach you should always be training your replacement and leaving a positive legacy in your program. Your input to your assist coaches is invaluable and will help them with the development of their career.

Head coaches will be evaluated under the same guideline by the Athletic Director

### **2. Needs & Wish list**

Please bring a list of items your sport is in need of and items you would like for your sport to our evaluative meeting after the season is over.

### **3. Inventory**

Please bring an up-to-date inventory of all sports related equipment that your sport has on hand.

### **4. Cleanliness**

Please put away items and clean all areas that your sport uses, (game field, storage areas, locker room areas). All areas must be left in an orderly and clean manner. It is essential that we take the utmost care of our equipment as funds to replace any items are very limited. Please clean your office area and make it presentable.

### **5. Lettering Policy**

The Administration at Aurora Central High School respects all activities. Any activity may choose to provide its participants with a letter under the following conditions:

- a. The group provides appropriate criteria for lettering its participants. The criteria must be sent to and approved by the Athletic Director.
- b. The group understands that by lettering students that it does not obligate APS to provide any monies to support the activity nor does it obligate the district in any liability.
- c. The group must have a designated adult sponsor. The sponsor may or may not be paid by the district.

## 6. **Team Pictures**

Team pictures will be set by the athletics office. Multiple sports pictures will be taken on the same day. Order forms will be distributed by the Athletics Office to the Head Coaches.

## 7. **Banquets**

Each sport will have an end of the season banquet. Parents will be invited to attend the banquet in addition to the students. Coaches are strongly encouraged to set the dates of the banquet before the season actually begins to give plenty of notice to the school, the students and their families.

## 8. **Off Season Activities**

Part of our mission is to develop highly competitive programs. This can only be accomplished if we attend to the needs of our athletes on a year around basis. All athletic programs are required to provide some type of opportunity to better athletic skills in the off season. This includes, but is not limited to, open gyms, camps, clinics, weight training, conditioning, off-season and summer leagues. Any opportunity to have students improve their skills will only promote future success of our programs.

- Guidelines for offseason programs/activities will be required.
- CHSAA and APS do not condone or support mandatory participation in off season activities. No person(s) can be required to take part in an offseason program nor can they be penalized during the regular season for not participating in offseason programs.
- We highly encourage students to get involved with as many sports and activities as possible. **DO NOT DISCOURAGE OR DENY YOUR ATHLETES THE OPPORTUNITY TO GET INVOLVED WITH OTHER ACTIVITIES OR SPORTS.** We only have so many athletes and we must share them with other sports and activities as well as encourage them to get fully engaged and involved with non-sports activities. Help support other programs by encouraging and working with coaches and sponsors of other programs to get kids involved.
- Discuss all offseason questions with the Athletic Director.

## **Athletic Gator**

The Gator can be checked out by coaches during practices. Due to liability, school personnel/coaches are the only people who can drive the Gator. Students, managers, parents, volunteers, etc., are not allowed to operate the Gator “No Exceptions”. Please report any misuse or issues with the gator to the Athletic Director.

## **Hiring Coaches, Sponsors, and Assistant Coaches**

The Activities Director’s responsibility is to hire head coaches and sponsors. Assistant coaches will be hired in concert with the Head Coach of the program. The Head Coach will make a recommendation for hire to the Athletic Director. The Athletic Director ultimately, however, will make the decision as to what candidate will be recommended to the Principal and Superintendent. Coaches are renewed annually. Assistant coaches must go through the district hiring procedures before they can be hired on staff. This includes all volunteer coaches. There are no extended contracts written or “tenure” rights with coaching positions.

## Head Coaches

The Athletic Director will evaluate Head Coaches every year. Head Coaches and will be required to fill out evaluations on their assistant coaches. It is the head coach's responsibility to meet with the Athletic Director to review and share evaluations.

## Head and Assistant Coaching Contracts

1. Coaches will be notified of their renewal or non-renewal through the evaluation system.
2. Contracts will not be written until the beginning of the current school year.
3. The number of paid assistant coaches will be determined, **in part**, by the number of participants in the sport.
4. Teams **may** be granted one paid coach base on the following scale:

<b>Sport</b>	<b>Participants</b>	<b>Head Coach</b>	<b>Asst. Coach</b>
Baseball	1-15	1	0
	16-30		1
	30-45		2
	46-59		3
	60 or more		-
<b> </b>			
Basketball	1-12	1	0
	13-25		1
	26-38		2
	39 or more		3
<b> </b>			
Cross Country	1-20	1	0
	21 or more		1
<b> </b>			
Football	1-20	1	0
	21-40		1
	41-60		2
	61-80		3
	81-100		4
	101-120		5
	121-140		6
	141-160		7
	161 or more		8
<b> </b>			
Golf	1-20	1	0
	21 or more		1
<b> </b>			
Gymnastics	1-12	1	0
	13-24		1
	25 or more		2
<b> </b>			
Lacrosse	1-15	1	0
	16-30		1
	31-50		2
	51 or more		3

Soccer	1-15	1	0
	16-30		1
	31-45		2
	46 and more		3
Softball	1-15	1	0
	16-30		1
	31-45		2
	46 or more		3
Swimming	1-15	1	0
	16-30		1
	31 or more		2
Tennis	1-20	1	0
	21 or more		1
Track	1-20	1	0
	21-41		1
	42-62		2
	63-83		3
	84 or more		4
Volleyball	1-15	1	0
	16-30		1
	31-45		2
	46 or more		3
Wrestling	1-15	1	0
	16-30		1
	31-50		2
	51 or more		3

5. Head coaches may decide to divide the total amount of coaching salaries into smaller portions should they wish to hire more paid coaches.
6. The Superintendent reserves the right to allow the number of assistants to be hired.
7. All contracts are established on a year to year basis.
8. Any person wishing to volunteer as a coach, clinician, or camp assistant will need approval from the Head Coach and Athletic/Activities Director. If approved, each volunteer coach will be required to complete all required paperwork through human resources.

#### **Procedure for addressing issues and conflicts**

The administration at Aurora Central High School is aware that conflicts may arise between participants and coaches of athletics/activities. Participants should immediately come to an administrator if they feel harassed, threatened, or abused. Other conflicts may result over playing time, philosophical disagreements, and other routine problems.

The procedure for dealing with these types of problems is addressed below:

1. The student (or student and parent) shall meet with the sponsor/coach in an attempt to solve the problem.
2. If a resolution has not been met; the parent, student, and sponsor/coach will meet with the Athletic Director.
3. With no resolution, the next step would be for the student, parent(s), sponsor/coach, and Athletic Director to meet with the Principal.
4. If there are still issues, all parties will meet with the Superintendent of Schools to resolve the issue.

### **Facility Use**

1. All facility use at Aurora Central High School must have the approval of the Athletic Director and Facilities Director.
2. If district facilities are being used without proper authorization, the participants may be asked to leave.
3. The Athletic Director will keep a master schedule for Aurora Central facility use.
4. Custodial Staff are not to be used for supervisory purposes at activities.
5. There will be no use of facility by the community on days when the buildings are closed.
6. Custodial charges will only apply outside of the normal custodial hours. The charge for custodial staff will be at the going rate and the number of hours and custodial staff will be determined by the Athletic Director, or Supervisor.
7. All non-school and outside activities will be required to work with APS Facilities Rental to secure facility usage.
8. Any group using a facility must have a declared on-site supervisor who will handle discipline issues or other problems. The supervisor must find and introduce themselves to the custodial staff on duty and be available to monitor any problems.
9. The district maintains the right to charge any group for damages that may occur during an activity.
10. Activities must be contained to the areas specified on the facility request form.

### **Charging Admission for Athletic/Activities**

1. APS employees may use their school ID as a pass to allow them free admission to all regular season activities/events. Only the employee will be given free pass. All other family members will pay the prevailing entry fee to gain access to the activity/event. Admission will be charged for all post season activities. This includes admission to sporting events, plays, etc. but does not include admission into service oriented fund raising activities. Senior Citizens will receive reduced admission to all regular season athletic activities. Senior Citizens will be charged the prevailing rates for any post season athletic activity.
2. Ticket admission prices will be set per East Metro Athletic Conference (EMAC) and CHSAA guidelines.

### **Finances**

1. Sports and activities are funded per board policy under the direction of the superintendent.
2. All funded activities will be given a budget at the beginning of the school year.
3. Funds issued by the school district will only be used for expenses that directly affect the participants of that activity (equipment, post season travel, etc).
4. Activities may use fund raisers to gather more funds. These funds may be used for coaches training, coaches apparel, camps, or any other need of the activity.
5. No funds may be used to increase the salary of sponsors or coaches.
6. Coaches and sponsors may not order or purchase anything using fund raiser or district monies without following the process listed below:

- a. The coach/sponsor must fill out a purchase request form that states the items to be purchased as well as the cost, name, address, phone number of the company.
  - b. This form is signed by the Athletic/Activities Director for approval.
  - c. The form is turned into the budget secretary and purchased by the purchasing office.
7. **If a coach/sponsor orders any item without following this process, that coach/sponsor may be required to pay for the items out of their own pocket.** All coaches/sponsors are required to manage their budget and know what funds are available to them. Budgets going into the red are unacceptable. Nothing can be purchased without verified funds in the account being used to purchase the merchandise.

### **Playoff Travel**

Hotels, meals, and travel expenses will only be paid for by the school based on the criteria below extrapolated from CHSAA's guidelines.

#### ***MEAL ALLOWANCE:***

1. Meal allowance will apply at all district, regional and state playoff tournament levels when travel involves overnight lodging for tournament play. No meal allowance will occur if an overnight stay is not required.
2. The meal allowance for all sports will be as follows: Breakfast - \$8.00; Lunch - \$8.00; Dinner - \$14.00
3. Meal allowance is based on the maximum number allowed for reimbursement shown in the transportation section.

#### ***HOTEL ALLOWANCE:***

1. Hotel allowance will be determined on the best available hotel rates per night for actual participants based on the number shown in the transportation section.
2. **A team must travel at least 200 miles one way before overnight lodging is paid by the school.**

#### ***TRANSPORTATION ALLOWANCE***

1. Reimbursement will be paid for actual participants, plus a maximum of 3 coaches and/or non-participants up to the maximum listed for each of the following sports. Football allows a maximum of 5 coaches and/or non-participants. Reimbursement is not guaranteed (except for football) for these sports from the host school and is based on gate receipts:
  - Football-Maximum-44
  - Baseball/Softball-Maximum - 19
  - Basketball-Maximum – 15
  - Wrestling-Maximum - 16
  - Soccer-Maximum - 18 (1st round, prelim, and quarterfinal rounds)
  - 25 (semis and finals)
  - Volleyball-Maximum - 15
2. Any additional costs outside of the reimbursable allotments will be paid for by the program.
3. While it is understood that overnight stays may be wanted by the coaches, players, and community for a particular playoff contests, the school must restrict how it allocates its funds in a fair and consistent manner.
4. Any coach and program may choose to stay overnight with the approval of the Athletic Director even when the travel guidelines above do not apply. The program will, however, cover all of the expenses for that trip.

### **Other**

1. The Athletic Director will make decisions about any other circumstances that are not addressed in this handbook.
2. The Athletic Director reserves the right to make and/or adjust a policy should it be necessary. Any revisions will be provided in writing to all affected parties.