

# CHALLENGE TO EXCELLENCE ATHLETIC HANDBOOK

## WHAT IS NEEDED TO PARTICIPATE IN MIDDLE SCHOOL ATHLETICS

All athletes must have the following turned in before they are able to participate in after school athletics and club activities. All paperwork and fees can be turned in at the main office or given to the athletic director. No partial paperwork will be accepted. All signatures and forms are required as a part of the athletic registration process.

1. **C2E INTERSCHOLASTIC PARTICIPATION FORM:**
  - Emergency information
  - Doctors physical permit for athletic participation, signed
2. **EXPECTATIONS FOR ATHLETICS/RESPECT PLEDGE:**
  - Parent and student sign both forms on same page
3. **ELIGIBILITY REQUIREMENTS/REFUND POLICIES:**
  - Grade and attendance requirements for athlete, signed by parent and student
  - Fees required and refund policy, signed by parent and student
4. **PICK-UP POLICY AND AGREEMENT:**
  - Explanation of student pick-up for practice and games, signed by parent and student
5. **UNIFORM CARE AGREEMENT:**
  - Care for and replacement fees, signed by parent and student
6. **AUTHORIZATION TO DRIVE FORM:**
  - This form must be filled out correctly, and cleared by office.
  - This form will need a current copy of the persons driving **DECLARATIONS PAGE** taken from your insurance renewal paperwork.
  - Upon clearance parent will be permitted to drive other students to games.

Players are expected to attend all practices and games. If a player misses practice they will be missing important instruction and team chemistry. Not only will players that are absent be affected by their absence, but their team mates will be missing out. It is up to the coaching staff's discretion on the amount of playing time the athlete will receive due to missed games and practices. All athletes are expected to play in every game or match, however playing time may vary, depending on player's work ethic, practice attendance, skill level, team role, attitude and behavior both on and off the field/court/mat.

All paperwork must be complete and turned in on or before their sports due date to be able to compete in that sport. Due dates and seasonal sports will be posted on our web-site and e-mailed in the Thursday folder. All paperwork will be good for the school year. Fees are \$100 per middle school sports, and \$35 per club sport.

# Challenge to Excellence Charter School

## INTERSCHOLASTIC PARTICIPATION FORM

NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

DAYTIME PHONE/WORK #: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

IN AN EMERGENCY, IF PARENTS CANNOT BE REACHED, NOTIFY:

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FAMILY PHYSICIAN: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PARENT'S PREFERRED HOSPITAL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### PHYSICIAN PERMIT FOR ATHLETIC PARTICIPATION

I hereby certify that I have examined \_\_\_\_\_ and that the student was found Physically fit to engage in school basketball, cheerleading, cross country, gymnastics, soccer, wrestling, or volleyball, (cross out any sport in which the student should **not** participate in).

STUDENT'S BIRTHDAY: \_\_\_\_\_

Date of Physical: \_\_\_\_\_ Signed: \_\_\_\_\_

(Valid for Current School Year Only)

Please print

Physicians name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

# EXPECTATIONS FOR ATHLETE AND PARENT/GUARDIAN

## EXPECTATIONS FOR STUDENT ATHLETE

- Student athletes are expected to attend all practices and games
- Must show respect for your teammates, referees, and your coaches at all times.
- Show good sportsmanship at all times.
- Improve your skills.
- Represent C2E in a positive way, on and off the court/field/mat.
- Have fun and make friends.
- Have good communication with coaches.
- Maintain good grades and good citizenship in classes. A student that has more than one **D** or only one **F** will be ineligible for the following week's competition. Grades are pulled on Wednesdays. Students are then told and given until Friday of the same week to bring the grade up. If on Monday the grade is not up then the student starts a one week ineligibility period. The whole process is then repeated for the next week.

## EXPECTATIONS FOR PARENT OR GUARDIAN

- Be positive and encourage all of the players.
- Provide or arrange for transportation to and from all practices and games on time.
- Ensure your athlete will be picked up promptly from all practices and games.
- Refrain from making any negative comments about your athlete's coaches, or teammates, in their presence. This plants a negative seed in your athlete's head that can negatively influence their motivation and overall experience.
- Communicate in advance any missed practices or games that you know your athlete will miss. E-mail is the preferred form of communication.
- Remember you are not the coach, so refrain from shouting out instructions or offering your opinion during the game or match.
- You are expected to not shout out things or opinions at the officials during the game or match.
- Help your athlete to keep it all in perspective by keeping it in perspective for yourself as well.
- When situations occur relating to your athlete raise concern (pertaining matters about your athlete only) please follow this chain of command to resolve the situation:
  - 1) Encourage your athlete to seek out their coach to meet in private.
  - 2) If the above is not solved to your liking then arrange a meeting with the coach outside of the game or practice times.
  - 3) If you are still not satisfied arrange to meet with the athletic director.
  - 4) Finally if the problem is still not rectified arrange to meet with the director or assistant director.
- At no time is it your right to approach or confront your athlete's coach before or after a game or practice to express concerns about a problem you may have.

I (parent, student athlete) have read and understand the expectations for student athlete and parents to participate in athletics at C2E.

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Student athlete signature

Date

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Parent signature

Date

### **DOUGLAS COUNTY RESPECT PLEDGE**

I will focus my actions as a student participant on respecting my opponents, coaches, parents, fans and officials. I believe that by demonstrating respect for all people involved in my activity, I am a role model for positive behavior. By taking this pledge, I accept the responsibility to exhibit the respect everyone deserves. I will focus my actions as a spectator of middle school athletics/activities on respecting all game participants, coaches, and officials. I believe that by demonstrating respect for all people involved in any activity, I am a role model for positive behavior.

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Student signature

Parent signature

Date

# ELIGIBILITY REQUIREMENTS AND REFUND POLICY

## ELIGIBILITY FOR COMPETITION

- On a game/meet/competition day, any student athlete who is not physically in school for **4 hours or more** will not be allowed to participate in the contest that day.
- If the student athlete receives a **major disciplinary referral**, the athlete will not be eligible to participate in the next scheduled contest upon the discretion of the Director, or Assistant Director of C2E.
- If a student athlete receives a detention during the season, they will be given a verbal warning. Upon receiving their second detention, during the same season, the student athlete will serve one week of ineligibility. Upon receiving their third detention, during the same season, the student athlete will be asked to turn in their uniform, and be dismissed from that seasons sport. Detentions will not carry over to the next seasons sport.
- All students are expected to maintain a "C" average. A student athlete who receives more than one "D", or has one "F", when grade checks are done, will be ineligible for the next weeks contest(s). As mentioned before grade checks will be done on Wednesday. The student athlete will then be notified and expected to have their grade(s) up by the following Friday, or they will not be eligible to play in the following week, Monday-Friday.
- An ineligible player may not sit on the bench during games, but will be expected to participate in practices.
- A student athlete will not be dropped due to lack of skill level, but may be dismissed for irregular attendance from practice.

## REFUND POLICY

- For each season there will be a \$100 fee for middle school sports, and a \$35 fee for each club sport.
- Fees cover the cost for equipment, uniforms, officials and coaching.
- All fees, and the required paperwork, are due on or before the start of that seasons sport.
- All checks will be made out to C2E, and will not be cashed until two weeks after that sport begins.
- No student athlete will be permitted to participate until all paperwork and fees are turned in.
- The final due dates will be posted on our web cite and in the Thursday folder blast sent to parents.
- Refunds will be made to athletes (100%) during the first two weeks of practice, should the student athlete decide to quit.
- Half of the fee (50%) will be refunded during the third week of practice, and no refund after the start of the forth week, should the student athlete decide to quit.
- There will be no refund for expulsion from the team; this will also be up to the discretion of the Direct, and Assistant Director of C2E.

I have read what it takes to be eligible for athletics, and understand the refund policy for fees to participate in C2E middle school sports, and club sports.

Student athlete signature = \_\_\_\_\_

Date= \_\_\_\_\_

Parent signature= \_\_\_\_\_

Date= \_\_\_\_\_

# PICK-UP POLICY AGREEMENT

- Parents/Guardians are responsible for picking up their student within 15 minutes after the conclusion of his/her game or practice.
- There will be no supervision of students not picked up in compliance to this rule, and parents assume all responsibility for their student.
- Douglas County School District and Challenge to Excellence assumes no liability and has no responsibility for students not picked up within 15 minutes of the conclusion of the game or practice.

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Student athlete signature

Date

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Parent/Guardian signature

Date

# UNIFORM CARE AGREEMENT

- Uniforms should be washed in cold water and hung to dry, please do not put uniforms into the dryer to dry.
- Student athletes are responsible to return uniforms to the coach or athletic director within one week of the end of the athlete's season.
- If a uniform is damaged or not returned within one week, the athlete will be charged \$50 for replacement.

I agree to pay \$50.00 replacement fee for any loss or damage that may occur to the C2E uniform that was issued to me for the sports competition.

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Student athlete signature

Date

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Parent/Guardian signature

Date



**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON SCHOOL DISTRICT BUSINESS**

Please print and complete all boxes.

**I. Driver Information**

Driver's Name	School/Dept	Purpose(s)
Driver's Address	Phone	Relationship with District
Date (s) of Driving	# of Passengers	Vehicle description

**II. CERTIFICATION**

In accordance with District Policy, approval is requested to use a privately owned automobile on official school district business.

1. I certify that my privately owned vehicle, while used for District business, will always be:
  - a. Covered by liability insurance for the minimum amount prescribed by the District: \$300,000 single limit or \$100,000/\$300,000/\$25,000 automobile liability insurance with Uninsured/Underinsured coverage.
  - b. Equipped with one fully functional seat belt for every passenger.
  - c. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work performed.
2. I further certify that while using a privately owned vehicle on official District business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts and use of booster seats for any child less than 40 pounds or under 6 years of age (per Colorado State Law).

Note: Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at 720-433-1104.

3. I further certify that I am at least 21 years old, and that I possess a valid Colorado Driver's license as follows:

License Number	Date of Birth	Expiration Year
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4. I further certify that I have not been convicted of Driving Under the Influence, Driving While Impaired or Reckless Driving in the past five years.

\_\_\_\_\_  
Individual's Signature \_\_\_\_\_  
Date

**III. PROOF OF INSURANCE**

Insurance Company	Policy No.	Expiration Date
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Attached is a copy of my current policy declarations page stating my coverage limits, policy effective dates, and covered vehicle information.

**IV. RECOMMENDATION**

Use of privately owned vehicle on School District business is recommended.

\_\_\_\_\_  
Site administrator's signature \_\_\_\_\_  
Date

**V. Approval**

\_\_\_\_\_  
Risk Management \_\_\_\_\_  
Date

**INSTRUCTIONS**

1. This form should be submitted to the Principal's secretary so it can be received by Risk Management a minimum of two weeks prior to the event to ensure adequate time for the approval process.
2. A copy of Proof-of insurance must be attached as described and the form signed by the site administrator before approval will be given.