Mission Statement
The Boulder Valley School District challenges students to achieve their academic, creative and physical potential in order to become responsible, contributing citizens.
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## Middle Level Activity Council Members

### Assistant Principals

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<thead>
<tr>
<th>School</th>
<th>Name</th>
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<tr>
<td>Angevine</td>
<td>Megan Weir</td>
<td>720.561.7711</td>
</tr>
<tr>
<td>Aspen Creek</td>
<td>Erin Hinkle</td>
<td>720.561.8066</td>
</tr>
<tr>
<td>BHMS</td>
<td>Jeff Vanlwarden</td>
<td>720.561.8410</td>
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<tr>
<td>Casey</td>
<td>Barbara Aswege</td>
<td>720.561.2733</td>
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<tr>
<td>Centennial</td>
<td>Brooke Daerr</td>
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<td>Eldorado K8</td>
<td>Liz Tucker</td>
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<tr>
<td>Louisville</td>
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<tr>
<td>Manhattan</td>
<td>Brent Graham</td>
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<td>Meadowlark</td>
<td>Sennen Knauer</td>
<td>720.561.5402</td>
</tr>
<tr>
<td>Monarch K8</td>
<td>Khara West</td>
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<tr>
<td>Nederland</td>
<td>Rick Elertson</td>
<td>720.561.4910</td>
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<tr>
<td>P2P</td>
<td>Peter Chandler</td>
<td>303.453.4794</td>
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<tr>
<td>Platt</td>
<td>Emilee Ritter</td>
<td>720.561.6859</td>
</tr>
<tr>
<td>Southern Hills</td>
<td>Melissa Overboe</td>
<td>720.561.3408</td>
</tr>
<tr>
<td>Summit</td>
<td>Chris Kilgore</td>
<td>720.561.3927</td>
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### Coach/Fine Arts Reps

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<tr>
<td>Aspen Creek</td>
<td>Katie Dickinson</td>
<td>720.561.4419</td>
<td></td>
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<tr>
<td>Southern Hills</td>
<td>Steve Pilger</td>
<td>720.561.3400</td>
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<tr>
<td>Angevine</td>
<td>Lisa Omori-Jones</td>
<td>720.561.7152</td>
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<tr>
<td>Monarch K8</td>
<td>Eric Jahn</td>
<td>720.561.4085</td>
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<tr>
<td>Southern Hills</td>
<td>Zach Crandall</td>
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### Mascots/Colors

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Section I. GENERAL PROCEDURES

1. Philosophy

The middle level philosophy defines common assumptions shared by the school district community in regard to middle level education.

1.1. **Philosophy:** Education involves the process of living in the present, understanding the past, and preparing for the future. Education is a lifelong pursuit of learning and sharing with others. Behavioral changes reflect learning when there is personal discovery of knowledge based upon meaningful relationships to persons, concepts, and the environment. Hence, middle level education should seek to assist students in clarifying and accepting responsibility for their personal values and beliefs. During the middle level years, a student undergoes significant physical, social, intellectual, and emotional change. Thus, middle level programs must be unique in design, diverse, and individualized to address the needs and characteristics of middle level students; developing a positive sense of self, developing empathy for others, and building confidence to engage the broader world. Clearly, this design calls for programming that supports inquiry, emphasizes teamwork, and encourages exploration.

1.2. **Objectives**

1.2.1. To provide participants the opportunity to derive the benefits of training and competition;

1.2.2. To provide the most qualified leadership possible through the selection of coaches, officials, and sponsors for the program;

1.2.3. To provide students with opportunities for emotional, intellectual, physical, and social development;

1.2.4. To provide students with opportunities to explore a variety of activities and athletics;

1.2.5. To provide students with opportunities to acquire skills, pursue interests, and develop capabilities beyond those found in the regular instructional program.

1.3. **Activities In the Middle Level (6th, 7th & 8th graders in Boulder Valley Schools).** The program of activities and athletics in Boulder Valley School District is designed as an extension of the regular instructional program. This program provides opportunities for participation at an enrichment level for those students who have an interest in experiences beyond those offered in the classroom. Every effort will be made to provide for full participation.

1.4. **Program Definitions:**

1.4.1. **Intramural Athletics.** Focus on participation in activities that take place primarily within the building.

1.4.2. **Interscholastic Athletics.** Provides a transition between the intramural programs and the more competitive high school program, with continued emphasis on participation and enjoyment of physical activity while providing more focus on coaching and skill development, with five to eight contests with other schools.

1.4.3. **Activities.** Provides an opportunity for students to explore their interests beyond the scope of the classroom.

1.4.4. Recognizing the educational values of activities, intramurals, and interscholastic athletics, the program must be structured to provide quality leadership in a wide variety of activities for students.

2. Middle Level Activities and Athletic Council Procedures
2.1. The council that interprets the policies and procedures shall be called the Middle Level Activities and Athletic Council, henceforth referred to as MLAC.

2.2. **Composition of MLAC**

2.2.1. MLAC will be composed of the Assistant Principal from each school that contains a 6th, 7th, and 8th grade.

2.2.2. Six (6) additional members will be selected by MLAC as persons with expertise in the following areas:

   3.1.1.1. Four (4) members to represent intramural directors and coaches;
   3.1.1.2. One (1) member to represent student council, activities, or club sponsor;
   3.1.1.3. One (1) member to represent performing arts.

3.2. **Method of Member Selection**

3.2.1. The term of each of the six (6) MLAC representatives will be two (2) years with the possibility of an additional two (2) year term.

3.2.2. Every effort should be made to maintain continuity by having no more than fifty percent (50%) turnover among MLAC representatives in any one year.

3.2.3. **Criteria for Selection**

   3.2.3.1. Understands the Boulder Valley School District vision, mission, values, and goals as they relate to middle level philosophy and programming.
   3.2.3.2. Is employed by Boulder Valley School District.
   3.2.3.3. Has experience as a middle level coach/sponsor in the area represented.
   3.2.3.4. Every effort will be made to ensure a broad representation of schools among the six (6) additional members of MLAC.

3.2.4. **Timeline for Selection**

   3.2.4.1. Applications will be submitted to MLAC by May 15.
   3.2.4.2. Prospective members will be voted on at the June MLAC meeting.
   3.2.4.3. The term for new representatives will begin at the August MLAC meeting.

3.3. **Committees.** The MLAC Chairperson shall appoint committees, as needed, to study or make revisions to rules governing activities and athletics.

3.4. **Voting.**

   3.4.1. All MLAC action must be approved by a two-thirds (2/3) majority vote of members present on the date of a vote. Each member of MLAC will be entitled to one (1) vote and that vote will be recorded.

   3.4.2. All action taken by MLAC is subject to the approval of the middle level principals.

3.5. **Meeting Dates.** MLAC will meet on a regular basis as determined by the District Athletic Director. Time and site will be announced to members prior to the start of the school year.

3.6. **Agendas.**

   3.6.1. An agenda for each MLAC meeting will be developed jointly by the chairperson and the District Athletic Director. Agenda items must be submitted to the MLAC Chairperson or District Athletic Director for approval.

   3.6.2. The Chairperson will distribute a copy of the agenda to each MLAC representative at least one (1) week in advance of each meeting.
3.7. **Minutes.** The Chairperson will distribute a copy of the minutes to each MLAC representative within ten (10) days of each meeting.

3.8. **Revisions.**

3.8.1. Policies and procedures may be revised by submitting an MLAC Handbook Revision Proposal Form to MLAC. Unless the matter is one of an urgent nature, these proposals should be submitted by May 1 for distribution at the first meeting in May. Action will be taken on the proposals at the second meeting in May and will be implemented the following school year.

3.8.2. Proposals will be collected throughout the year. Fall sports (football, girls soccer, girls basketball) will be reviewed and voted upon at the November meeting. Winter sports (boys basketball, wrestling, volleyball) will be reviewed and voted upon at the April meeting. Spring sports (track) will be reviewed and voted upon at the June meeting. The MLAC schedule is subject to change based on the MLAC Calendar. Proposals will not be accepted outside the finalized schedule.

3.8.3. Significant changes in policy will be submitted to middle level principals for approval.

3.9. **Definition of Activities.** Activities and athletics in this handbook will refer to student councils, performing arts groups, recognized clubs of the school, and to interscholastic, and intramural athletics or other similarly organized student groups.

3.10. **Handbook Format.** The MLAC handbook will be maintained digitally and updated on an ongoing basis. The handbook is accessible to all BVSD employees via the District website.

3.11. **Proposals.** Proposals to amend MLAC policies and procedures must be presented by an MLAC member.

3.12. **Visitors.** Visitors are welcome to attend MLAC meetings, but may not participate in the voting process.

3.13. **Communications.** The Assistant Principal (or the building designee) is encouraged to communicate regularly with his/her respective coaching staff, student council, and performing arts staff regarding current MLAC handbook policies, procedures, revisions, issues, etc. On a periodic basis, parent organizations should be informed about opportunities for student participation in MLAC activities. Minutes from MLAC meetings will be shared with the building principal by the Assistant Principal or designee.

3.14. **The “Building Principal.”**

3.14.1. When the word “principal” appears at the building level, it indicates either the principal or the building principal’s designee.

3.14.2. The Building Principal may request permission to change policy due to special circumstances. Proposed changes should be presented to the District Athletic Director or designee prior to the event, if at all possible. Notification of the change will be provided to all MLAC members by the District Athletic Director.

4. **General Rules and Regulations**

4.1. **Financial Resources.** The interscholastic and intramural athletic programs are financed by the District General Fund Budget and participation fees and do not depend on gate receipts for their operation. Plays, concerts, parties, and similar events may charge a nominal fee to cover costs of entertainment, royalties, and other expenses as determined by the building principal.

4.2. **Title IX Considerations.** The middle level philosophy promotes equal and/or separate programs for members of both genders. Participation is restricted within activities offered on an equal basis to members of both genders.

4.3. **Participation.**
4.3.1. Participation varies by sport. Please refer to the specific sport section.

4.3.2. There is no minimum number of teams or minimum number of participating schools needed to provide a sports season.

4.3.3. Students need to complete at least one half day of school to be eligible to participate in after school activities. Individual schools may set a higher standard.

4.4. **Athletic Uniforms and Equipment**

4.4.1. Each participant will be responsible for the loss of or unnecessary damage to any assigned equipment or uniforms and will be charged the replacement cost.

4.4.2. Colors for school uniforms will be approved by MLAC.

4.4.3. Members of the same squad shall wear identical clothing. Participants may wear compression shorts under the school-issued uniform provided they are unadorned and of a single color similar to the predominant color of the uniform pants. All teams are expected to follow guidelines set by National Federation rules, except as modified by MLAC.

4.4.4. The purchase of special T-shirts, practice, or game attire by students, coaches, parents, administrators, or other parties is prohibited for athletic contests. A standardized uniform (unisex when possible) is the only acceptable attire. The promotion of specialized individual school-oriented attire (i.e., special T-shirts with slogans, student’s name, numbers, etc.) encourages intimidation and inequity among schools and is prohibited by MLAC.

4.4.5. No jewelry will be worn in any sport, including practices and contests.

4.4.6. Players may not use tape to cover jewelry.

4.5. **Fund Raising.** There should be no fund raising activities for athletics.

4.6. **Registration Fee.** Fees are assessed as follows:

4.6.1. All participants in interscholastic sports are assessed an $85 fee.

4.6.2. Participants in intramural sports with one (1) culminating event are assessed a $45 fee.

4.6.3. There is no fee for participation in-building intramural programs.

4.6.4. No student will be excluded from any middle level event or activity as a due to an inability to pay associated fees. The building administrator may waive the participation fee for disadvantaged students according to District guidelines.

4.6.5. Refunds for athletics having three (3) or more competitions will be given prior to the first competition if requested by the parent/guardian.

4.6.6. Refunds for intramurals having one (1) culminating event will be given prior to the third (3rd) day of practice if requested by the parent.

4.6.7. **There is a combined family cap of $405.00. Once they have reached combined max, they should present copies of their receipts to the school when requesting the next sport waiver.**

4.7. **Violations of MLAC Guidelines.**

4.7.1. It is advised that any violation of MLAC guidelines, procedures, or rules be resolved in the following manner:

4.7.1.1. Step 1: If appropriate, concerns will be addressed directly to the coach(es) in question.
4.7.1.2. Step 2: The Building Athletic Directors will communicate with each other regarding concerns.

4.7.1.3. Step 3: The Building Athletic Directors will bring the concern before the District Athletic Director. The District Athletic Director will resolve the concern.

4.8. **MLAC Handbook Revision Proposals.**

4.8.1. Schools may petition MLAC for exceptions to the rules.

4.8.2. Proposals to revise a section of the handbook should be submitted to the Director and be written on the MLAC Revision Proposal Form.

4.9. **Intramural Program.**

4.9.1. Intramural hours shall be allocated to each school for school intramural sports and activities by a formula determined by District budget office. This formula shall include a base figure to be allocated to each school, with hours added incrementally based on school size.

4.9.2. At the discretion of the school athletic director, up to 40 hours of intramural FTE may be allocated to support an Intramural Director position.

5. **Officials**

5.1. It is recommended that the officials who work games in the middle level program have provisional certification by the appropriate association.

5.2. Officials, scorers, and timers shall be paid in accordance with rates approved by MLAC for interscholastic scheduled events.

5.2.1. The District Athletic Director will contract an assignor to assign officials for football, volleyball, basketball, and wrestling.

5.3. The home school will be responsible for paying and contacting all necessary officials. The traveling school will contact the transportation department when changes are necessary.

5.4. Officiating complaints requiring immediate action should be directed to the building administrator.

5.5. When conditions warrant, officials may be released from responsibilities for the remainder of the season by MLAC.

5.6. Officials who do not appear at a scheduled event will be reported to the building administrator for referral.

5.7. Each middle level athletic director is encouraged to designate one person in their building to be a back-up official in case the assigned official cancels. However, it is not advisable for teachers from a building to officiate at games in his/her own building on a regular basis.

5.8. When schools combine for contests in wrestling and track, schools may be asked to provide and pay an official at the host school.

6. **Scheduling**

6.1. **Games.** The maximum number of games for all interscholastic team sports is eight (8) games. No extra games are to be scheduled for sports where eight (8) games are provided. Dates for activities and athletics will be developed by the MLAC and distributed in May for the following school year.

6.2. **Season.** In order to ensure the exploratory nature of the program, every effort will be made to avoid overlapping athletic/intramural seasons.

6.3. **Game Postponement.**
6.3.1. Activities or athletics that are postponed on a *district-wide* basis because of inclement weather or similar circumstances beyond the district’s control shall be rescheduled. In such cases, the last game/event missed will be the first game/event rescheduled. In no case, however, will rescheduling extend more than two (2) school days beyond the scheduled season. However, unforeseeable scheduling circumstances may alter the final date for each sport’s schedule.

6.3.2. If a rescheduled game is cancelled, it will not be rescheduled.

6.3.3. *Individual* games or events that are postponed for any reason may be rescheduled by mutual consent of the assistant principals in cooperation with the coaches, sponsors, and building principals. If mutual consent cannot be obtained, the game will not be rescheduled. Rescheduling will not extend more than two (2) days past the end of the scheduled season.

6.4. **Schedule of Season.**

6.4.1. No athletic season shall start before the first day of school.

6.4.2. MLAC will set dates for the opening and the closing of each season. The most recently dated schedule indicates the *final* working schedule. Every effort will be made to schedule all culminating event sites, prior to the beginning of the school year. Additionally, an attempt will be made to schedule events equitably, however, the constraints of individual school’s facilities may limit or expand the number of events hosted at a specific site.

7. **Awards and Publicity**

7.1. Publicity, which has as its purpose the promotion of public support and understanding, should be encouraged.

7.2. Booster clubs will not be permitted.

7.3. A recognition certificate or ribbon may be given in any or all activities and athletics at the discretion of individual schools and with the approval of the building principal.

7.4. Organizations outside the school may give individual awards with prior approval of the building principal.

7.5. Awards assemblies recognizing all participants in activities are encouraged.

8. **Transportation and Travel**

8.1. Transportation for participants in all activities and athletics sponsored by the schools will be in district-owned vehicles and at district expense. Exceptions to this policy may be made by the coach/sponsor if approval is granted by the building principal.

8.2. Student athletes are expected to ride district transportation to every contest and return home to the school via district transportation. Parents/guardians may sign their student out at the event. If parents/guardians want their student to ride home with any individual other than themselves, they must submit a written note stating who the student may leave with to the coach prior to departure. If the note is not submitted to the coach before the student leaves for the activity, the student can only leave with their parent/guardian or must ride the bus back to the school.

8.3. Middle level students will not participate in athletic or activity events beyond the geographic bounds as designated by BVSD, except as recommended by the building principal and approved by the MLAC.

8.4. If private vehicles and drivers are used, they will be subject to district regulations governing their use.
8.5. **ONLY** participants, coaching staff, team managers, and administrators may ride buses to and from events. Spectators, spirit club members, or other students are not considered part of the team and therefore may not ride the buses.

9. **Health Certificate, Injury and Insurance**

9.1. **Health Certificates**: Prior to any middle level student’s participation in an interscholastic sport, the school will have on record a physician’s report of his/her health status, an athletic insurance waiver, code of conduct, and a parent permission form. The physician’s reports and health and insurance waivers will be valid and on file for one (1) calendar year, or 365 days.

9.2. Required forms for interscholastic athletics are:

- 9.2.1. Middle Level and Senior High School Athletic Insurance Waiver;
- 9.2.2. Parent Permission form;
- 9.2.3. Code of conduct / behavior form;
- 9.2.4. Emergency card; and
- 9.2.5. Physician's consent form provided by that office.

9.3. Required forms for **intramural activities**:

- 9.3.1. It is highly advised by Boulder Valley Schools that any student participating in an intramural activity obtain a current physical prior to activity.
- 9.3.2. Boulder Valley Schools minimally requires that students participating in intramural activities submit the required intramural waiver form prior to activity.

9.4. It is required that all coaches and sponsors of athletics and after-school activities have valid Red Cross standard CPR and First Aid. Athletic coaches and intramural sponsors must also receive District approved concussion training on an annual basis.

9.5. All sponsors of academic clubs and activities that meet outside of the school day are required to have a current First Aid and CPR certification on file in the main office. Coaches and sponsors of physical activity based groups which meet outside of the school day are required to have First Aid and Red Cross standard CPR certification. Additionally, football coaches are required to have completed the Heads Up Football course. It is the responsibility of the coach to complete the proper training and present their certification to their building administrator.

9.6. In the case of injury, every reasonable attempt will be made to contact the parents. An Accident Report Form must be completed by the coach and turned in by the Assistant Principal to Risk Management in Human Resources within 24 hours.

9.7. The coach or sponsor is authorized and required to act as a reasonable prudent person in using his/her best judgment in determining the procedure for the care of the injured participant.

9.8. The coach or sponsor will obtain and have available the telephone number of the parents and the family physician listed by each participant. It is required that coaches carry a copy of each student's emergency card.

9.9. After any injury requiring a doctor's attention, the participant must have a release from the doctor before being allowed to resume participation in the activity or athletic program.

9.10. Insurance coverage is strongly recommended, but not compulsory. Insurance forms are to be made available to participants for purchase by their family if they desire.

10. **Responsibilities of Coaches, Sponsors, and Administrators**
10.1. Coaches, sponsors, and administrators are responsible for providing adequate supervision for their participants during and after practice, until they are (1) off school property, (2) have been picked up, or (3) parent contact has been made and pick up is imminent.

10.2. Coaches, sponsors, and administrators will provide information on budget, equipment, participants, and supplies as requested by the building principal.

10.3. Coaches and sponsors will see that equipment and supplies are returned, cleaned, repaired, inventoried, and stored at the conclusion of each activity.

10.4. Coaches and sponsors are charged with keeping the building administrator informed of concerns, problems, injuries, etc., relating to their activity. This includes any student, parent, staff, or community action that may reflect adversely on the program, the school, or the District. Further, the coach, sponsor, and administrators are required to take reasonable, prudent action to prevent such occurrences.

10.5. Coaches, sponsors, and administrators are expected to develop the highest possible level of sportsmanship, participation, and group cooperation.

10.6. It is recommended that each coach or sponsor be considered qualified for the activity based upon past experience or other related areas of expertise deemed appropriate by the building administrator.

10.7. Coaches, sponsors, and administrators will be held responsible for adherence to the rules and regulations stated in this handbook.

10.8. Coaches and sponsors must have in their possession completed student emergency cards if they (1) travel off-campus with students, or (2) work with students after the school’s office closes.

10.9. Within budget constraints, every reasonable effort will be made to provide a coach for participants based on minimum numbers. In no case will there be less than one (1) coach per team. Requests for coaching FTE beyond a school’s current allocation must be submitted by the assistant principal/athletic director to the District Athletic Director.

10.10. Coaches and sponsors must be provided access to telephones for reporting accidents, injuries, or emergencies during school-sponsored activities or athletics.

10.11. Coaches and sponsors are responsible for completing an Injury Report Form for each injury that occurs under their supervision. Notification of injury must be made to the building administrator as soon as possible. Building administrator must fill out and turn in an accident report within 24 hours to Risk Management in Human Resources.

10.12. Building administrators are to expedite work orders to correct safety or health hazards. Notice of safety concerns should be provided in written form to the District Athletic Director.

10.13. Participation and sportsmanship are essential to the enjoyment for all individuals. It is the joint responsibility of coaches, players, parents, and administrators to ensure all participants have positive, successful experiences.


10.14.1. If a participant is removed from an athletic competition/activity by a coach, sponsor, or administrator for disciplinary reasons, the coach, sponsor, or administrator will notify the parent/guardian as soon as possible regarding actions and rationale for the decision. The principal shall confirm by letter to the parent/guardian actions taken and advise both the participant and parent/guardian of their right to discuss the matter with the coach or sponsor at the earliest convenient time.

10.14.2. Should the parent/guardian wish to pursue the matter further, an appeal can be made to the building principal, to MLAC, and to appropriate District personnel, in that
order. Thereafter, appeals will follow the district procedure for handling patron complaints.

11. Practices, Contests and Activities

11.1. District sponsored practices, contests, and activities may be held only on days that school is in session.

11.2. The time limit for practice/contests/performances will be determined by MLAC.

11.2.1. Athletic team practice shall not exceed 2 hours and 30 minutes, from the time of school dismissal, including time to dress.

11.2.2. For all athletic contests (interscholastic and intramural), the recommended start time is 4:00 pm or sooner, whenever possible. All efforts will be made to conclude middle level athletic events by 6:00 pm. If start time or competition is delayed, the event may continue no later than 6:30 pm. Possible exceptions to the 6:00 pm ending time include the culminating wrestling and culminating track meets.

11.2.3. Practice will be held on regular school days only. No practices (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

11.2.4. Performing Arts practice shall not exceed 2 hours and 30 minutes.

11.3. Maximum effort will be made to schedule practice and activity time so that it does not conflict with class time.

11.4. No district practices, contests, activities, games, etc. will be scheduled outside the approved boundaries of the school district, or with other than district middle level students. Approval may be requested by the principal to MLAC. In case of emergency, the District Athletic Director may approve a one-time request.

11.5. All games, matches, contests, and activities will be governed by the rules of the sport currently being used by the Colorado High School Activities Association (CHSAA) unless specifically stated in this handbook.

11.6. Home teams will furnish all necessary game equipment (including game balls), except uniforms and personal equipment.

11.7. Any school whose coaches, players, or spectators are guilty of serious misconduct during the period of transit and/or participation in a middle level activity may have the teams suspended by the building administrator for one or more contests in the particular activity in which the offense occurs.

12. Sportsmanship: Expected Conduct of Spectators and Participants

12.1. Spectators will respect and abide by the home schools rules, regulations, capacity, and adult supervision.

12.2. Officials and administrators may penalize teams and terminate events due to disorderly crowds or conduct interfering with the contest.

12.3. Spectators may be restricted or barred if, in the opinion of the home school principal, they represent a threat to health and safety or if they reflect adversely on the program, school, or district.

12.4. It is the duty of every host school of a middle level activity or athletic contest to take necessary measures to assure courteous, friendly, and fair treatment of visiting players, spectators, and game officials.
12.4.1. Building administrators will provide adequate adult supervision for each athletic contest.

12.4.2. The middle level schools of Boulder Valley encourage athletic participation and school spirit. In order to provide a positive experience for all, MLAC has adopted the following guidelines for player and spectator conduct. All middle schools will publicize and abide by these guidelines.

<table>
<thead>
<tr>
<th>Spectators Will Not</th>
<th>Participants Will Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boo</td>
<td>Boo</td>
</tr>
<tr>
<td>Harass officials</td>
<td>Harass officials</td>
</tr>
<tr>
<td>Use obscene gestures</td>
<td>Use obscene gestures</td>
</tr>
<tr>
<td>Throw objects</td>
<td>Throw objects</td>
</tr>
<tr>
<td>Deface school property</td>
<td>Deface school property</td>
</tr>
<tr>
<td>Conduct “off color” cheers</td>
<td>Conduct “off color” cheers</td>
</tr>
<tr>
<td>Harass players</td>
<td>Harass visiting team players</td>
</tr>
<tr>
<td>Follow players before or after contest</td>
<td>Harass anyone going to or from the contest/buses</td>
</tr>
<tr>
<td>Harass buses</td>
<td></td>
</tr>
<tr>
<td>Direct cheers at the opponent</td>
<td>Leave without the coaches permission</td>
</tr>
</tbody>
</table>

12.4.3. Administrators from the host school, assigned supervising teachers, and officials have the final authority to enforce these guidelines. Any violation of these rules will be dealt with according to the procedures established in the MLAC handbook.

12.4.4. If a visiting coach has concerns regarding enforcement of these guidelines, the coach will call a time out and locate a building administrator. Play will not be resumed until the issue is resolved.

12.4.5. In the event that an official determines that a coach’s behavior warrants ejection from a game, the contest will be ended immediately and that coach’s team will forfeit the game. Report of such behavior should be directly reported to the building administrator and District Athletic Director.

13. Participation and Eligibility


13.1.1. In accordance with MLAC philosophy, no middle school student will play or practice with a high school team, club or activity until after the May 15th approval date for 8th graders. This is to include Marching Band and Color Guard.

13.1.2. Any middle level student enrolled in a Boulder Valley middle level school, unless otherwise stated, will be eligible for athletics and activities. Middle level philosophy includes a no-cut policy.

13.1.3. If a school has two (2) or more teams in a particular sport, students may not change teams during the season. Students are to remain on the team to which they are assigned. Any exception to this rule must be approved by the District Athletic Director.

13.1.4. In the event a student's home school does not offer a sport (due to numbers), a student has the option to participate in the sport at another BVSD middle school. Requests for this accommodation must be submitted to the District Athletic Director by the building administrator. The District Athletic Director will decide on a placement for the student athlete.

13.1.5. Students attending a private or charter school have the opportunity to participate in sports not offered at their school of attendance by participating at their home school as
determined by their residence. Appeals to this rule may be heard by the District Athletic Director on a case-by-case basis.

13.1.6. Each participant is to be a positive citizen at school as well as while representing the school in a co-curricular activity.

13.1.7. Any student act considered to be detrimental to the best interest of the school, the program, or the participant, as determined by the coach in cooperation with the Assistant Principal, will result in disciplinary action. These may include:

13.1.7.1. truancy
13.1.7.2. failure to comply with school rules and regulations
13.1.7.3. failure to make a reasonable effort to complete all classroom assignments and achieve passing grades
13.1.7.4. violation of Federal, State or municipal law
13.1.7.5. failure to abide by the Sportsmanship Guidelines
13.1.7.6. failure to comply with school athletic program expectation (i.e., unexcused absence from practice)

13.1.8. Any participant who is ejected from an activity/contest by an official for misconduct may be prohibited from participating in subsequent contests. It is the host administrator's responsibility to notify the administrator of the ejected player’s school. The administrator of the school of the ejected player shall make the final decision.

14. Training and Conditioning

14.1. Coaches and sponsors may establish training and conditioning rules they deem appropriate to protect health and safety of students and to maximize student performance.

14.2. All training and conditioning rules will be subject to the approval of the building principal prior to implementation. No out of season conditioning/training is allowed at the middle level.

14.3. No student shall be allowed to participate in an activity or athletic practice or contest if participation is, in the opinion of the coach, sponsor, or principal, detrimental to the student’s physical, emotional, or social well-being.

15. Clinics and Workshops

15.1. Middle level students may, on an individual basis, participate in outside clinics, camps, and workshops as their interests dictate. Such programs may include student council leadership camps and athletic camps and workshops.

15.2. Coaches and sponsors may distribute information on and support involvement in such activities as they view to be within the bounds of district philosophies and goals. If coaches and sponsors participate, they do so as individuals and not as representatives of the school district.
Section II. STUDENT ACTIVITIES

1. Student Clubs/Organizations Reference: Board Policy KH.

BVSD Board Policy File IGDA-R defines clubs and activities as:

1.1. **Category 1: School Sponsored Activities**

1.1.1. Certain school activities are considered to be a part of the school program and are not required to request recognition when operating under the direction of the principal. Sponsors for Category 1 clubs are paid by the school and clubs are governed by all BVSD policies and regulations.

1.1.2. These positions are compensated as stated in the negotiated agreement.

1.1.3. Please consult the most recent negotiated agreement for an accurate listing

1.1.4. No application is required for these groups.

1.2. **Category 2: School-Sponsored Organizations**

1.2.1. Student clubs and organizations may be proposed by an employee if there is a direct connection to approved BVSD curriculum and sponsored by the teacher of the related class.

1.2.1.1. An organization is directly curriculum related if one (1) or more of the following apply: (1) The subject matter of the organization is actually taught, or will soon be taught, in a regularly offered course; and/or (2) the subject matter of the organization concerns the body of courses as a whole.

1.2.2. School employees are asked to confer with the building principal regarding appropriate recognition and organization steps.

1.2.3. Reference: IGDA-R for application.

1.3. **Category 3: Student Led/Initiated Organizations**

1.3.1. Any student group or individual may seek recognition as a student organization shall submit a written application to the principal. Proposals for this classification of club must be reviewed and re-approved on an annual basis.

1.3.2. Applications shall be made on District approved forms.

1.3.3. Reference: IGDA-R for application.

1.4. **Club Application Process:**

1.4.1. The principal or designee shall review the application and other information they consider appropriate, including student or staff committees, councils, and organizations within fifteen (15) school days of receipt of the application.

1.4.2. The principal’s decision may be appealed in writing to the Superintendent of Schools (or designee) within fifteen (15) school days of notification of the principal's decision. The written appeal shall state the reasons for the appeal and include copies of the application as well as documentation and information related to the principal's decision. The Superintendent (or designee) shall review the appeal and supporting documentation. The Superintendent (or designee) will provide a written decision on the appeal within fifteen (15) school days after its receipt.

1.4.3. The decision of the Superintendent (or designee) may be appealed in writing to the Secretary of the Board of Education within fifteen (15) school days. The written appeal shall state the reasons for the appeal and shall enclose a copy of the application, the appeal to the Superintendent, and all prior decisions. The Board shall review the appeal
and such other information it considers appropriate, and shall notify the appellant of the date and time at which it will meet to render a decision. At the meeting, the Board shall enter its order affirming or reversing the decision of the Superintendent. The decision of the Board shall be final.

1.4.4. The principal is encouraged to periodically review the activities and purposes of student organizations and may revoke recognition of any student organization at any time based on the principal’s initiative and/or on written complaint by any student or staff member providing good cause. Revocation may be appealed to the Superintendent, or designee, and the Board as provided herein above.

1.4.5. At any time, the Superintendent or the Board may review the recognition of any student organization and revoke the same for good cause. Any such action by the Superintendent may be appealed to the Board.

1.5. **Club Operations:** The formation of student groups which will enrich and extend a student’s educational experiences are to be subject to the following regulations:

1.5.1. All organizations, clubs, and activities must have a purpose directly related to curriculum and consistent with the middle level philosophy.

1.5.2. Before it can be recognized as a school group and given use of school time and facilities, the club or activity must be approved by the building principal, in accordance with Board Policy.

1.5.3. Membership must be open to all students. The cost of an activity will not preclude participation by any student.

1.5.4. The club or activity must have a faculty or staff sponsor or advisor approved by the principal.

1.5.5. School groups are not permitted to use the school name in participating in public demonstrations or other activities outside the school unless prior approval has been granted by the principal.

1.5.6. Community involvement of these groups is recognized as highly desirable.

1.5.7. Operational costs of any clubs or activities should be minimal.

1.5.8. The purpose of the organization is not fund-raising. However, clubs and organizations may have fundraising activities for specific projects as approved by the principal.

1.5.9. Travel or participation outside the district will only be allowed if the District does not provide the same or a similar activity. Such travel must be approved by the building principal.

2. **Student Council**

2.1. Middle schools may have some form of student government.

2.2. **Philosophy.** Student Council is an organization of students who represent the student body. To provide a learning experience consistent with BVSD mission, vision, values, and goals in areas such as areas as leadership, decision-making, collaboration, and supporting projects that connect the school and community.

2.3. **Goals.** Each Student Council shall have the following goals:

2.3.1. To promote positive relationships between and among students, staff, and community;

2.3.2. To promote the general welfare and morale of the student body; and

2.3.3. To encourage and promote good citizenship among all students.
2.4. Objectives.

2.4.1. To be an active and functioning group in school;
2.4.2. To generate school spirit;
2.4.3. To encourage and develop pride in the school;
2.4.4. To represent the necessary needs and desires of the entire student body;
2.4.5. To help create a school atmosphere for learning;
2.4.6. To help solve school problems applicable to such a group;
2.4.7. To learn the fundamentals of proper procedure when working within a defined system;
2.4.8. To communicate with the entire school/community;
2.4.9. To involve as many members of the school/community as appropriate in council activities;
2.4.10. To understand and respect the goals, objectives, and philosophy of the school;
2.4.11. To practice democratic and learn decision making procedures for becoming effective citizens;
2.4.12. To recommend curricular policies or program revisions to the faculty and administration; and
2.4.13. To develop student leadership.

2.5. Selection. Each school may determine its method and time for leadership election.

2.6. Student Leadership Workshop.

2.6.1. A student leadership workshop will be held each year at a mutually agreed upon location. That location will be determined by September of the current school year by MLAC.

2.6.2. The host school will be responsible for planning, implementing, and determining the method of funding for the student council leadership workshop.

3. Spirit Groups

3.1. There are no formally organized spirit groups at the middle level. Individual students may represent their school at athletic events.

3.2. There will be no uniforms. If students choose to wear matching attire, it must be of minimal cost and of a type that could be worn to school by its members.

3.3. At athletic contests, students are to conduct all spirit activities from behind the sidelines, seated on the stands/bleachers or standing on grounds, and facing the team/field/court. Students are not to face the spectators to perform or to lead spirit activities.

3.4. Student spirit activities are expected to be conducted at all home contests on an equal basis, including an equal number of boys and girls contests, with roughly equal numbers of students at boys and girls contests.

3.5. Schools may not organize travel to away games or organize cheers at away games without prior MLAC approval.

4. Parties and Socials

4.1. Philosophy. All middle level social/party events exist to encourage the development of appropriate social skills, as well as to improve school spirit and build morale.
4.2. Depending on the school calendar, it is recommended that schools have no more than one (1) party per trimester or per quarter. In some circumstances, the building principal may schedule additional social events.

4.3. All school-sponsored parties are restricted to school grounds.

4.4. Middle level parties will be held immediately after school and not be more than two (2) hours in length. An exception may be granted in the case of a family-oriented event organized by a school group, i.e., PTO, Music Department, Administration, etc. A family-oriented event is defined as one where parents and siblings of students are encouraged to attend.

4.5. Unless designated as a costume party, normal school attire is recommended for middle level school parties. No student should be denied admission to any party if they are wearing normal school attire.

4.6. Guests from other schools will not be permitted to attend school parties.

4.7. Middle level school parties are to be well chaperoned. It is recommended that there be both parent and faculty chaperones.

4.8. Each school may establish policies relating to payment, conduct, and contractual obligations for entertainment hired to play for school parties. Such policies must have the approval of the principal. All contracts for entertainment (DJ’s) shall be reviewed by BVSD’s Office of Legal Counsel.

4.9. All school-sponsored parties are encouraged to provide some type of entertainment or recreation for students who do not wish to dance.

4.10. There is no admission charge for school parties. Suggested donation for school parties is not to exceed $3. Food and drinks may be sold separately. If the event is connected to a food drive, a can donation may be used for entry and food can be sold separately.

4.11. BVSD Healthy Food Guidelines should be considered in the sale of food at school parties.

4.12. The school and parents may, in addition, co-sponsor a student going-away activity for its continuing class. This end-of-the-year activity for the exiting class will follow the administrative procedures below:

4.12.1. The activity may take place for no more than a half-day of school, or begin at the end of the school day and end by 6:00 p.m.

4.12.2. The activity may take place on school grounds or at a community facility within walking distance.

4.12.3. Supervision is to be provided by teachers and school staff.

4.12.4. All field trip procedures must be followed if the activity takes place at a community facility. This includes collective permission slips and taking student emergency cards to the off-school site.

4.13. The following rules will apply to these events.

4.13.1. Student attire shall be school clothes or casual dress.

4.13.2. Schools are discouraged from organizing formal or prom-like celebrations.

4.13.3. Tickets may be sold for the food portion of the activity only. Cost of the ticket will not exceed $3.

4.13.4. Admission fees for a community facility may be charged.

4.13.5. No Guests from other schools will be allowed at these events. See 4.4 for guest clarification.
5. **Musical Groups**

5.1. Ensemble and small musical groups are encouraged. Community involvement of these groups is recognized as highly desirable.

5.2. Musical groups should avoid performances with or for groups regarded by the principal as controversial or potentially damaging to the program, school, or district.

5.3. Musical groups may not perform as part of a religious worship service.

5.4. Musical group uniforms, if provided by students or parents, must be of minimal cost and of a type which could be worn to school by members.

5.5. It is recommended that all practices be held immediately before/after school and should not exceed two (2) hours and thirty (30) minutes in duration. The principal may, under extenuating circumstances, allow evening practices.

5.6. Musical groups shall not perform and/or compete outside the district boundaries, except as approved by the building principal.

6. **Drama and Speech**

6.1. Exchange of speech and drama programs within the district is highly desirable.

6.2. Middle level schools may not travel outside the district for any performance or competition, except as approved by the building principal.

6.3. Meeting and Practice Time. It is recommended that all practices be held immediately before/after school and should not exceed two (2) hours and thirty (30) minutes in duration.

7. **Publications**

7.1. **Rationale.** Publications are a vital component in the middle school as they include all facets of the school and school community.

7.2. Publications may include Yearbook, Newspaper, and Website.

7.3. All district publications require the following disclaimer:

7.4. “Under Colorado law, no expression made by students in the exercise of freedom of speech or freedom of the press shall be deemed to be an expression of school policy, and no school district or employee, or parent, or legal guardian, or official of such school district shall be held liable in any civil or criminal action for any expression made or published by students.”

7.5. All interested students are eligible to become members of a yearbook, newspaper, and/or website staff unless publishing is included in a class curriculum.

7.6. A school sponsored staff member will oversee and approve decisions made for publications.

8. **Yearbooks**

8.1. For the purpose of maintaining equity among middle schools, yearbook charges for all schools will be within the same price range. MLAC will establish an appropriate cap for yearbook charge, each year, as needed. Families ordering yearbooks after the school deadline will be charged the full manufacturer cost.

9. **Substance Abuse Prevention Program**

9.1. **Philosophy.** The purpose of the student Substance Abuse Prevention Program (SAPP) team is to provide students with an opportunity to be involved in student-planned and implemented drug/alcohol abuse prevention activities in their school. The goals should include:

9.1.1. To learn about prevention as a way to approach drug/alcohol problems in school,
9.1.2. To develop healthy living skills for a changing world,
9.1.3. To learn how to be a good team member, and
9.1.4. To plan and carry out prevention activities in the school.

9.2. Every middle school is encouraged to have a student substance abuse prevention team that helps meet the needs and population of their school.
Section III. INTERSCHOLASTIC SPORTS PROGRAM

1. Philosophy.
   The middle level athletic program should provide a transition between the intramural program of the 6th and 7th grade levels and the more competitive high school program.

   1.1. It should continue the emphasis on participation and enjoyment of physical activity while allowing increased attention to coaching and skill development.

   1.2. In athletic contests coaches should make every attempt to match the ability level of their team to that of the opposing team, at any given point in a contest.

   1.3. Every effort will be made by coaches to equalize player ability and roster size in sports that have multiple teams.

   1.4. Every effort will be made to schedule teams and games immediately after the numbers are reported.

   1.5. Scheduling will be done according to the number of participants from each school in an attempt to equalize competition and size of teams.

2. 8th Grade Interscholastic Athletics

   2.1. 8th Football Aug 16 - Oct 24

   2.2. 6th, 7th, 8th XC Aug 20 - Sept 20

   2.3. 8th Girls Volleyball Sept 21 - Oct 29

   2.4. 8th Boys Basketball Nov 1 - Dec 14

   2.5. 8th Girls Basketball Dec 18 - Feb 7

   2.6. 6th, 7th, 8th Coed Wrestling Jan 28 - Mar 6

   2.7. 6th, 7th, 8th Track April 8 - May 22

   2.8. 6th, 7th, 8th Skiing
2.9. Teams.

2.9.1. Each school will field teams for 8th grade boys and 8th grade girls.

2.9.2. A minimum of ten (10) participants is required to field a team and hire a head coach. A second head coach will be hired with twenty (20) participants; a third with thirty-three (33) participants; and a fourth with forty-four (44) participants.

2.9.3. Any school whose participation numbers dictate hiring more coaches than the number allocated in the athletic budget must contact the District Athletic Director before hiring additional coaches.

2.9.4. Schools may not combine teams without pre-approval of the MLAC.

2.9.5. Students who attend a school within the boundary of BVSD that does not offer a team must play basketball at the school nearest to their house of residence.

2.10. Divisions.

2.10.1. There will be two divisions in basketball: Plains and Mountains. Mountains division is intended to be more competitive.

2.10.2. Schools with multiple teams must have at least 1 team in the Mountain Division.

2.10.3. In schools with multiple teams, coaches will split teams within the same division into equal numbers and equal playing ability (or as close as possible).

2.11. Team Composition and Playing Time.

2.11.1. The composition of team(s) members will be the responsibility of the head coach and the school athletic director.

2.11.2. Coaches should split teams into equal numbers or as close as possible.

2.11.3. Once teams are set, participants should not switch teams, nor should teams move up or down divisions without permission of the District Athletic Director.

2.11.4. No student may be cut from the team.

2.11.5. All participants should receive equal playing time by the end of the season.

2.11.6. Individual playing time may vary game to game depending on the competitive nature of each contest.


2.12.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

2.12.2. There will be five (5) days of practice before the first official game.

2.12.3. Individual athletes must participate in a minimum of five (5) days of official practice before playing in their first game.

2.12.4. It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete.

2.12.5. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss one (1) game or four (4) practices. An injury report should be used.

2.13. Equipment.
2.13.1. School jerseys will be worn.
2.13.2. Players may not wear jewelry; players may not use tape to cover up jewelry.
2.13.3. Basketball players may wear an undershirt as long as the shirt is white or of a single color similar to the school jersey.

2.14.1. There will be a total of eight (8) games per season for basketball.
2.14.2. Every effort will be made to schedule games on Monday/Wednesday and according to the published game dates.
2.14.3. It is highly recommended that, within divisions, schools with single teams be matched up in scheduling; schools with multiple teams should also be matched up in as many instances as possible. This will help with the matching of participants’ abilities.
2.14.4. The District Athletic Director has the right to move teams from league to league once the season has started.
2.14.5. Games will begin at 4:00 pm.
2.14.6. Visiting schools shall have a minimum of ten (10) minutes warm-up at the time of arrival, regardless of arrival time.
2.14.7. Format
2.14.9. Regular games will consist of four (4) eight-minute stopped clock quarters.
2.14.10. Full-court press defense is allowed only in the last 4 minutes of each half.
2.14.11. Each team is allotted four (4) 1-minute timeouts per regulation contest.

2.15. Conduct of Coaches and Players.
2.15.1. Per the National Federation Handbook, Section 5: Coach(es) may confer with bench personnel and players within the confines of the bench area during a charged time-out or the intermission between quarters and extra periods.
2.15.2. Coaches may rise and stand in front of their seat to signal players to request a charged time-out, attend an injured player when beckoned onto the court by an official, replace or remove a disqualified or injured player or to spontaneously react to an outstanding play by a member of their team.

2.16. Mercy Rule.
2.16.1. It is highly recommended to substitute for higher skilled players when leading by twenty (20) points.
2.16.2. When leading by twenty (20) points in the 4th quarter the coach should consider making the following adjustments: eliminate fast break and set-up the offense.
2.16.3. Once a team is leading by 30 points in the 4th quarter, the clock will run continuously without time-outs until the end of the game. (the clock does not stop for fouls or free-throws)

2.17. Tie Games/Tie Breaker.
2.17.1. If the score is tied after the 4th quarter, one (1) five-minute stopped-clock overtime period will be played.
2.17.2. Both teams may press the entire overtime.
2.17.3. One additional timeout will be given to each team.

2.17.4. If the game remains tied after one over time, the game will end in a tie.

2.18. Referees/Officials.

2.18.1. Referees for basketball will be centrally assigned, unless a school specifically requests to schedule their own referees. This request must be made to the District Athletic Director.

2.18.2. The home school will secure a clock operator and scorebook keeper.

2.18.3. Adults are strongly recommended.

3. Football

3.1. Teams.

3.1.1. Each school will have a minimum of eighteen (18) players to qualify for a team.

3.1.2. Each school will have one (1) head coach and two (2) assistant coaches on an official contract. An additional assistant coach should be added for every 18 players (36) on a team.

3.1.3. Interscholastic football is available to 8th grade students only (possible exception – Nederland).

3.1.4. Schools may not combine teams without pre-approval of MLAC and the District Athletic Director.

3.1.5. Students who attend a school within the boundary of BVSD that does not offer a team must play football at the school nearest their house of residence.

3.2. Schedule.

3.2.1. Nederland will notify MLAC of its intent to return to MLAC football competition, if and when it desires to do so.

3.3. Team Composition and Playing Time.

3.3.1. The composition of team(s) members will be the responsibility of the head coach.

3.3.2. Playing time in games and practices will be based upon individual skill development and skill proficiency in football.

3.3.3. The coaching staff will make every effort to provide an appropriate amount of playing time for all players in every contest.

3.3.4. The formation of the team will be by ability and in the form of “1st team, 2nd team and 3rd team etc.”

3.3.5. No student may be cut from the team.

3.4. Practices.

3.4.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

3.4.2. There will be ten (10) days of practice before the first official game.

3.4.3. Each athlete must participate in a minimum of ten (10) days of official practice before playing in their first game. The first three (3) days will be with helmet and no pads.

3.4.4. It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete.
3.4.5. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss one (1) game or four (4) practices. An injury report should be used.

3.5. Equipment.

3.5.1. Only regulation BVSD football equipment may be used unless a request is submitted to the District Athletic Director and approved by BVSD’s Office of Legal Counsel. Approved equipment should conform to the appearance of regulation equipment.

3.5.2. The Wilson TDY, youth football will be used during all games.

3.5.3. Mouth guards must be worn at all times of participation.

3.5.4. Players may not wear jewelry; players may not use tape to cover up jewelry.

3.5.5. School uniforms will be worn.

3.5.6. Decals of the school mascot or team lettering on helmets is allowed. Guidelines are as follows:

3.5.6.1. Must be removable;

3.5.6.2. Must be removed before re-conditioning;

3.5.6.3. No budget will be allocated for decals;

3.5.6.4. Students cannot be charged for decals;

3.5.6.5. Only one option can be chosen: stripe down middle, mascot, school name abbreviated (ex, MK8), or nothing;

3.5.6.6. No pride decals are allowed.

3.6. Games.

3.6.1. Teams will have the opportunity to participate in an optional scrimmage prior to the beginning of the season.

3.6.2. There will be a total of six (6) games per season for football. The season shall consist of the first three (3) games being scheduled with travel considerations in mind. The results of the first three (3) games will be used to create a schedule for the final three (3) games where the competitive nature of the games will be the focus.

3.6.3. Every effort will be made to schedule only one (1) game per week.

3.6.4. If two games have to be played in one week, as many days as possible will be scheduled between games.

3.6.5. Visiting schools shall have a minimum of twenty (20) minutes warm-up at the time of arrival, regardless of arrival time.

3.6.6. Format

3.6.6.1. National Federation Rules (accessible at www.chsaa.org) will apply except where they contradict policies expressed in this handbook.

3.6.6.2. Regular games will consist of four (4) ten-minute stopped clock quarters.

3.6.6.3. Coaches may mutually agree to shorten the length of quarters prior to the start of a half, but they may not lengthen quarters.

3.6.6.4. A defensive player may not block the center when snapping for a punt, field goal or extra point. Contact may not be made until the center has raised his/her head.
3.7. **Mercy Rule.** When a team is leading by 28 or more points, the game clock will stop only for a time out. The running clock will continue until the score difference is less than 28 points.

3.8. **Tie Games/Tie Breaker.** If a game is tied at the end of regulation, the high school NFHS “tie breaker” will be used to determine a winner:

3.8.1. Each team will get four (4) downs from the ten (10) yard line in an attempt to score.

3.8.2. The team scoring more points will be declared the winner.

3.8.3. If no score takes place, the process will begin again with alternating possession.

3.9. **5th Quarter Option.**

3.9.1. The four largest teams, preferably with more than forty (40) players, will split on two (2) dates to fill in the American schedule and provide balanced playing time for athletes.

3.9.2. If team sizes merit it, and coaches mutually agree prior to a contest, a 5th quarter may be played.

3.9.3. The 5th quarter consists of one (1) 9-minute (stopped clock) quarter at the beginning of the contest.

3.9.4. Ball possession will be determined by coin flip; no kick-off will take place.

3.9.5. Ball is placed on the 30 yard line to start the 5th quarter.

3.9.6. Scoring is for the 5th quarter only.

3.9.7. Following a score, the opponents will start their possession on their 30 yard line.

3.9.8. Each team is allowed one (1) time out during the 5th quarter.

3.9.9. If the quarter ends in a tie, no playoff will take place.

3.10. **Referees/Officials.**

3.10.1. Every effort will be made to schedule three (3) officials per game. The District Athletic Director will coordinate the hiring of football referees.

3.10.2. The home school is responsible for providing a **chain crew**: two (2) people on the chains and one (1) on the down markers. At least one adult is preferred.

4. **Girls Volleyball**

4.1. **Teams.**

4.1.1. Each school will have an 8th grade girl’s volleyball team.

4.1.2. A minimum of twelve (12) participants is required to field a team and hire a head coach. A second head coach will be hired with twenty-four (24) participants; a third head coach will be hired with thirty-six (36) participants; and a fourth head coach will be hired with forty-eight (48) participants.

4.1.3. Any school whose participation numbers dictate hiring more coaches than the number allocated in the athletic budget must contact the District Athletic Director before hiring those coaches.

4.1.4. Schools may not combine teams without pre-approval of MLAC and the District Athletic Director.

4.1.5. Students who attend a school within the boundary of BVSD that does not offer a team must play volleyball at the school nearest their house of residence.

4.2. **Divisions.**
4.2.1. There will be two divisions in volleyball: Plains and Mountains. Mountains division is intended to be more competitive.

4.3. **Team Composition and Playing Time.**

4.3.1. The composition of team(s) members will be the responsibility of the head coach.

4.3.2. If a school fields multiple teams, the school’s head coach shall divide those teams equally by ability.

4.3.3. Once teams are set, participants should not move teams without permission of the District Athletic Director.

4.3.4. **No** student may be cut from the team.

4.3.5. All participants should receive equal playing time by the end of the season.

4.3.6. Individual playing time may vary game to game depending on the competitive nature of an individual contest.

4.4. **Practices.**

4.4.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

4.4.2. There will be five (5) days of practice before the first official game.

4.4.3. Each athlete must participate in a minimum of five (5) days of official practice before competing in the individual athlete’s first game.

4.4.4. It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete.

4.4.5. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss one (1) game or four (4) practices. A student accident report should be used.

4.5. **Equipment.**

4.5.1. School jerseys will be worn.

4.5.2. Kneepads are required for all athletes on the court.

4.5.3. Players may not wear jewelry nor may tape be used to cover up jewelry.

4.5.4. The height of the net will be 7’4 ¼”.

4.6. **Games.**

4.6.1. There will be a total of eight (8) games per season for volleyball.

4.6.2. Every effort will be made to schedule games on Monday and Wednesday.

4.6.3. Games will start at 4:00 pm. No new game will start 2 hours after the starting time of the match.

4.6.4. The host school is responsible for providing game balls and nets.

4.6.5. Visiting schools shall have a minimum of ten (10) minutes to warm-up prior to the beginning of a contest, regardless of the visiting team’s arrival time.

4.7. **Format**

4.7.1. National Federation Rules (accessible at [www.chsaa.org](http://www.chsaa.org)) will apply except where they contradict policies expressed in this handbook.
4.7.2. All matches will consist of five (5) sets of rally scoring to 20 points. Overtime will be capped at twenty-four (24) points. Games must be won by two (2) points, unless a team reaches twenty-four (24) points. In such cases, the first team to reach twenty-four (24) points wins.

4.7.3. There is a five (5) serve per person, per team limit.

4.7.4. The server may drop the tossed ball once per serving session.

4.7.5. No substitutions for position 1 and 2 are allowed prior to the serve.

4.7.6. The home team decides warm-up procedures.

4.8. **Mercy Rule.**

5.8.1 When a team has won two/three of the five games of the match the coach will use coaching strategies that will allow the other team to feel success, some examples: Playing volleyball by using pass-set-hit method (three hits), having under hand servers serve overhand, having over hand servers jump serve or placement serve, having an underhand server that gets four under hand serves in serve her fifth overhand or jump serve, having girls play other positions (hitters be setters/setters be hitters). A coach should work for the success of all players in the gym.

4.9. **Tie Games/Tie Breaker.**

4.9.1. The five-game format will prevent any ties.

4.10. **Referees/Officials.**

4.10.1. The HOME school will secure *one or two* qualified officials, a clock operator and a scorebook keeper.

4.10.2. Adults are strongly recommended.

4.10.3. Each team will supply a line judge for every game.
Section IV. ALL-GRADe INTERSCHOLASTIC SPORTS PROGRAM

1. Philosophy
The emphasis of the program shall be upon equal participation for all interested students, opportunities for physical and skill development, enjoyment of all activities, and for social interaction.

2. Cluster Meets
All cluster meets should be conducted in a manner that motivate students to become involved in the program and to introduce them to the type of athletic events typical of the interscholastic sports program at the eighth grade level and beyond.

3. 6th, 7th, and 8th Grade Interscholastic Sports
Cross Country August 22 – September 21
Wrestling January 23 – March 1
Track April 10 – May 23

6. Cross Country
6.1 Teams
6.1.1 Each school will have a cross country team composed of 6th, 7th and 8th grade boys and girls
6.1.2 A minimum of ten (10) participants is required to field a team
6.1.3 Each school will have one head coach on contract. One assistant coach will be added when there are 15 participants and for each multiple of 20 thereafter. Above 55 students coaches will need to be approved by DAD.
6.1.4 Any school whose participation numbers dictate hiring more coaches than the number allocated in the athletic coaching allocations must contact the DAD before hiring those coaches.
6.1.5 Schools may not combine teams without pre-approval of the MLAC.
6.1.6 Students that attend a school within the boundary of BVSD which does not offer a team must participate in Cross Country at the school nearest to their house of residence.

6.2 Divisions: There are no divisions for cross country

6.3 Team composition
6.3.1 6th, 7th and 8th graders can participate
6.3.2 No student may be cut from the team

6.4 Practices
6.4.1 Practices may be held on a regular school day only. No practice (required or optional) will be allowed on weekends, non-student contact days or any other holiday recognized by the District
6.4.2 Each participant must have a minimum of ten days official practice before participating in a meet
6.4.3 It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete
6.4.4 Coaches will secure field trip permission forms for off campus runs. Routes must be on file with the main office prior to leaving school
6.4.5 One coach will lead the team on all off campus runs, no athlete is to run ahead of them. One coach will always run at the back of the team, no athlete is to be behind them. Where there are more than two coaches or volunteers, they should be spread out amongst the middle of the team, help manage road crossings or ensure students make turns, for example, along the course.
6.4.6 It is the responsibility of the head coach to notify the building ad of any student that sustained an injury that would cause the student to miss one game or four practices. An injury report should be used.

6.5 Equipment

6.5.1 School track or intramural tops will be worn. Student will provide shorts or sweats appropriate for distance running.

6.6 Meets

6.6.1 The season will consist of three cluster meets and a final meet. Meets will be scheduled weekly during the season and will be held on BVSD Property, or a pre-arranged property that has been approved to hold a meet. The first meet scheduled will be a site based individual school, “Time Trial” held on BVSD school property. If possible, and the schedule allows for it, a meet, not a time trial, may be held in conjunction with a high school meet. Cluster meets will not be scored, but will be timed. Meets held in conjunction with a high school meet may be timed and scored.

6.6.2 No Schools will compete outside of BVSD sanctioned events.

6.6.3 Each middle school will be required to provide two or three workers to assist with conducting the middle school division of the invitational.

6.6.4 A culminating final meet will be held for all participating BVSD middle schools. The culminating meet will be scored and timed with final scores being sent out to each school after the meet. Schools may recognize students as they see fit. Scoring will be based on a team’s first 5 runners.

6.6.5 The cross country season will consist of a time trial 2 meets, and a final culminating meet. Schools will share the responsibility of hosting and organizing all meets.

6.6.6 All meets will have a boys and girls division. In each division 6th, 7th, and 8th graders will compete together.

6.6.7 All meets will be ~3km or just under 2 miles depending on the location of the meet and the unique sites involved. Courses will be marked with a starting line with individual schools designated to a specific team starting box. All courses will have a marked finish line and “chute” area. Courses will be marked with flags or caution tape, chalk/flour arrows and cones. Each host school will mark the course and provide at least 2 individuals on bicycles to help with course navigation. Host schools will provide a starter and clerk of the course.

6.6.8 Each participating school may be required to provide two or three workers to assist with conduction meets, including assisting with the finish line, course marshalling and general athlete safety.

5. 6th, 7th 8th Skiing

7.1 Nederland MSHS is the district school for ski racing and Nordic skiing. They train at Eldora Mountain Resort.

7.1.1 Nederland MSHS is allowed to compete outside the district in ML age ski races to provide competition with other ML teams in an existing ML League. Transportation to and from races will be provided.
7. Track – Boys and Girls

a. Teams
   i. Each middle school will have a track and field team composed of 6th, 7th, and 8th grade athletes. A minimum of ten (10) participants is required to field a team and hire a coach. A second coach may be hired if numbers exceed twenty (20); a third coach may be added at thirty-five (35) participants; and a fourth coach may be added at fifty (50) athletes. A fifth and final coach will be added at one hundred (100).
   ii. Any school whose participation numbers dictate hiring more coaches than the number allocated in the athletic budget must contact the District Athletic Director before hiring those coaches.
   iii. Schools may not combine teams without pre-approval of the MLAC and District Athletic Director.
   iv. Students who attend a school within the boundary of BVSD that does not offer a team must play basketball at the school nearest their house of residence.

b. Practices
   i. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.
   ii. Student must participate in five (5) days of practice before the first meet.
   iii. Each athlete must participate in a minimum of five (5) days of official practice before competing in the individual athlete’s first game.
   iv. It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete.
   v. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss one (1) game or four (4) practices. An injury report form should be used.

c. Equipment
   i. School issued uniforms must be worn.
   ii. Players may not wear jewelry, nor should players use tape to cover up jewelry.
   iii. Only compression shorts will be allowed to show below the team uniform shorts. They must be of a solid color, with no visible lines or designs. Brand names and/or logos will be allowed.
   iv. Only white t-shirts or those of a solid color similar to that of the jersey color will be allowed to show under the school issued uniform.
   v. On all-weather tracks (high school tracks), only 1/8” spikes or shorter may be worn. Longer spikes are allowed on other track surfaces.

d. Meets
   i. The program is a 4 to 5 week interscholastic program with three (3) cluster meets and a final District Meet.
   ii. Meets will be scheduled on Monday and Wednesday whenever possible. Meet dates will be published on the MLAC calendar each fall.
iii. Boys final event will start first on odd numbered years; girls on even number years.

iv. Running will start at 4:00 pm with the approval of the meet director at the recommendation of the coaches present. If all teams are present, meets may start sooner. The exception to this will be the district final meets, which will begin at 3:00pm.

v. Field events may begin earlier whenever possible.

vi. For regular meets, no track event shall be started after 6:00 p.m. For culminating meets, every effort will be made to complete full meets in a timely fashion.

vii. The meet director, with the consensus of all coaches present, will decide which event or events will not be completed due to the time limit and/or weather conditions.

viii. Meets cancelled due to weather shall be cancelled by 1:00 p.m., whenever possible. Every attempt will be made to reschedule the first quad/cluster meet cancelled due to weather conditions.

ix. District meets will have a rain date scheduled prior to the start of the season. A finals meet that has been cancelled due to inclement weather will be made up on the next available date a competition has been scheduled.

x. All District final track meets will be run by the same crew. This crew will consist of BVSD coaches and officials. This crew will consist of a starter (starting pistol and rounds provided by school AD’s), a start/finish line official, and two stagers. Applications for this crew will be discussed and available at the track coaches meeting. Applications are due 2 weeks after the beginning of the season, and the crew will be decided upon by the Athletic Directors assigned to Track by the third week of the track season. Each member of the crew will have a ½ day sub (paid for by the district) for each of the meets.

xi. Cluster Meets. Three cluster meets that include field events as well as running events. 7th and 8th grade cluster meets will be scheduled using 4-5 sites with 3-4 schools per site. 6th grade cluster meets will be scheduled using 3-4 sites with 4-5 schools per site. In cluster meets, whenever possible, the 800 meter run and mile run events for Girls and Boys should be held simultaneously. Relay events may also be held simultaneously if coaches agree to do so.

xii. Order of Meets. The order of the Track and Field Program shall consist of the following meets: 1st Meet shall be the 7th/8th Grade District Relay Meet, 2nd Meet shall be the cluster meets, 3rd Meet shall be the cluster meets, 4th Meet shall be the final cluster meets of the season, and the 5th Meet shall be the District Finals which is to be held on a High School Track. The cluster meets and the relay meet shall be at a middle school site that has a track and can accommodate such events.

4.4.12 All athletes may compete in up to four(4) events per meet.

e. Format: Field Events

i. 6th graders compete only against 6th graders. 7th and 8th graders compete against each other.

ii. A participant will be allowed two (2) attempts in the long jump, triple jump, shot put, and discus. A participant will be allowed two (2) consecutive misses and
two (2) consecutive jumps or throws in the long jump, triple jump, shot put and 

iii. A miss in the high jump event will result in the participant taking his/her second 

attempt immediately. Shot and discus will be consecutive if chosen. 

iv. It is the responsibility of the participant to report back to the official running a 

field event no more than five (5) minutes after completion of a running event to 

complete their tries in a field event. Failure to do so will result in a scratch/miss 

being declared. 

v. When a record is in questions, the final height must be measured from the 

center of the bar both before and after the attempt. 

vi. Starting heights: 

High Jump. 

\begin{center} 
| 6th Grade Boys & Girls High Jump |
\end{center} 

3’6” 

Throwing Events. 

7th & 8th Boys use 8 lb shot put. 6th, 7th, 8th girls and 6th boys use 6 lb shot put. 

\begin{tabular}{|c|c|c|} 
\hline 
Boys & 6th Gr. Boys & Girls \\
\hline 
Shot Put: & 8 lb. & 6 lb. & 6 lb. \\
\hline 
Discus: & Junior discus (1 Kilo 8” diameter) & Junior discus (1 Kilo 8” diameter) & Junior discus (1 Kilo 8” diameter) \\
\hline 
\end{tabular} 

f. Format: Running Events 

i. National Federation rules will apply at all meets except where they contradict 

policies expressed in this handbook. 

ii. The 200-meter dashes and the 200-meter hurdles will start at the corner of the 

curve and be run on the curve at all meets. 

iii. A participant will be allowed one false start in running events. 

iv. Hurdle Spacing 

\begin{center} 
| hurdles |
\end{center} 

\begin{center} 
| first hurdle |
\end{center} 

\begin{center} 
| between hurdles |
\end{center} 

\begin{center} 
| from last hurdle to finish |
\end{center} 

g. Order of Events 

\begin{center} 
| Field Events | Running Events |
\end{center} 

\begin{center} 
| Discus | 200 Meter Low Hurdles (not for 6th grade) |
\end{center} 

\begin{center} 
| Boys & Girls 2 Mile Relay |
\end{center} 

\begin{center} 
| Shot-put | 75 Meter Hurdles |
\end{center} 

\begin{center} 
| High Jump | 100 Meter Dash |
\end{center} 

\begin{center} 
| Long Jump | 1600 Meter Run |
\end{center}
### h. Final District Meet:
Depending on total participation numbers, either one or two district meet will be scheduled. It is recommended that district track meet(s) be scheduled at high school sites. The district meet will include both field and running events to be run simultaneously as listed above.

i. Scoring for the Finals in each grade level:

<table>
<thead>
<tr>
<th>Place</th>
<th>Individual</th>
<th>Relays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; place</td>
<td>10 points</td>
<td>20 points</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; place</td>
<td>8 points</td>
<td>16 points</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; place</td>
<td>6 points</td>
<td>12 points</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; place</td>
<td>4 points</td>
<td>8 points</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; place</td>
<td>2 point</td>
<td>4 points</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Place</td>
<td>1 point</td>
<td>2 points</td>
</tr>
</tbody>
</table>

ii. It is the responsibility of the host school to give ALL participating schools ALL results from the meet.

iii. A maximum of 3 individuals (or 1 team in a relay) may score in an event for a school. For example, if school A has 4 of the top fastest times in an event, only the first 3 will score and the next best time by another school will receive the points for the 4<sup>th</sup> and all subsequent places.

iv. In the case of unbreakable ties, the place points shall be added together for the number of athletes/relay teams that are tied and divided evenly. Example: if two athletes have an unbreakable tie for 4<sup>th</sup> place in the high jump, they would each receive 3 points\((4+2\text{ divided by } 2)\) and the next athlete would be awarded for 6<sup>th</sup> place. All tie breaking rules will be applied before this situation will occur.

#### 4.8.5 Event sign up for the district final meet.
An athlete may sign up for a total of 4 events, including individual and relay events. Only 2 relay teams may be entered in the final district meet, per team per relay.

#### 4.8.6 6<sup>th</sup> grade final District Meet will start at 3:00

### 4.8.7 Conduct of Coaches and Players
v. All teams and coaches are expected to demonstrate good sportsmanship.

### 4.8.8 Referees/Officials
i. At all meets, both cluster and final, one person must be assigned to one of the following jobs: Starter, Start line/timer official, and Stager.

1. The starter’s only job is to get athletes to their marks and start the event.

2. The start line official’s job is to make sure athletes are in their lanes ready to go. They will also make sure that exchange zones are set, and that timers are ready.

3. The stager’s job is to make the calls for students to come to the staging area for their event. The stager will also assign athletes a lane (if necessary), and will give all directions on how to run the event to athletes.
ii. Host schools are responsible for obtaining three (3) officials for each meet as follows: one (1) clerk of the course/stager and two (2) starters.

iii. A qualified and trained adult from a school can assume the responsibility to run and conduct an event at a meet so that the coach is available to meet with and encourage athletes, meet with parents, and deal with safety issues that may arise. It is the responsibility of the school assigned to the event to find and train a qualified replacement.
8. Wrestling

a. Teams
   
   i. Each school will have a wrestling team composed of 6th, 7th and 8th grade boys and girls.
   
   ii. A minimum of ten (10) participants is required to field a team.
   
   iii. Each school will have one (1) head coach and one (1) assistant coach on an official contract.
   
   iv. Any school whose participation numbers dictate hiring more coaches than the number allocated in the athletic budget must contact the District Athletic Director before hiring those coaches.
   
   v. Schools may not combine teams without pre-approval of MLAC and the District Athletic Director.
   
   vi. Students who attend a school within the boundary of BVSD that does not offer a team must compete at the school nearest their house of residence.

b. Divisions There are no divisions in wrestling.

c. Team Composition
   
   i. 6th-7th-8th Graders may participate.
   
   ii. No student may be cut from the team.

d. Practices
   
   i. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.
   
   ii. There will be five (5) days of practice before the first official match.
   
   iii. Each athlete must participate in a minimum of five (5) days of official practice before participating in a match.
   
   iv. It is the responsibility of the head coach to monitor and document all days of practice for each individual athlete.
   
   v. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss one (1) game or four (4) practices. An injury report form should be used.

e. Equipment
   
   i. School singlets will be worn.
   
   ii. Wrestlers may not wear jewelry, nor should athletes use tape to cover up jewelry.
   
   iii. Wrestlers may wear a tight-fitting t-shirt under their singlet. T-shirts should be a solid color, unadorned, and similar to the color of their singlet.

f. Meets
   
   i. Cluster Meets: Three (3) cluster meets, with two to four schools attending will be scheduled on Wednesdays or Thursdays according to the published dates.
   
   ii. These meets assure a large number of competitors and therefore increase the opportunity for wrestlers in all weight classes to participate in matches.
   
   iii. A District culminating tournament will be scheduled at the end of the season.
iv. Matches will start at 4:00 pm. All matches are three (3) periods – 1½ minutes per period.

v. The District culminating tournament will start at 3:30. Schools will arrive at the site no later than 3:00.

g. Format

i. National Federation Rules (accessible at www.chsaa.org) will apply except where they contradict policies expressed in this handbook.

ii. All meets will use the 8-person bracket formula to pair up wrestlers and schedule matches. Each wrestler is promised three matches.

iii. No team scoring is kept. At the tournament, scoring will be in accordance with CHSAA scoring rules.

iv. 8-Person Bracket / Double Elimination Tournament

1. When all wrestlers have reported to the site of the meet, they line up by weight, lightest to heaviest. Beginning with the lightest wrestler, participants are divided into groups of eight (8). These eight wrestlers wrestle in the quarterfinal round in this order: 1-2, 3-4, 5-6, 7-8. The winners of these matches wrestle each other in the semi-final round, as do the losers. Winners continue on to wrestle each other in the final round.

2. Matches will be scheduled in this order: all quarterfinals, followed by all semi-finals, followed by all finals. This ensures that wrestlers have sufficient time to rest between matches.

3. Weight: Because wrestlers are paired up for matches through use of the 8-person bracket, use of specific weight classifications is not necessary. However, coaches will be responsible for monitoring the weight of each wrestler during the season to assure that no excessive weight loss or fluctuation is attempted.

4. If necessary, to avoid serious injury, the 8-person bracket may have fewer than eight wrestlers, because of significant weight differences. This will be determined by the meet director, with input from coaches.

5. A participant may wrestle two (2) weight classifications higher than his/her own. However, no participant may wrestle in a lower weight classification.

h. Weigh-in Procedure:

i. CLUSTER MEETS: Weigh-ins will be conducted the day BEFORE meet at each school. All wrestlers must weigh-in in their singlet. Wrestlers should have their weights written in marker on their hand or shoulder when they arrive at the meet.

ii. FINAL TOURNAMENT: Weigh-ins will be conducted the day before the meet. All participants need to have their weight clearly visible when arriving at the tournament site. Coaches should make every effort to attend the organizational meeting at 4 p.m. the day before the meet to determine pairings in each weight class. Seeding will be determined according to won-lost records and coaches should have this information at hand.

i. Mercy Rule There is no mercy rule in wrestling.

j. Referees/Officials

i. Host site will retain officials.
ii. Host site may request attending schools provide and pay table worker(s).

iii. Adults are preferred.
Section V. DISTRICT INTRAMURAL PROGRAM

1. Philosophy and General Guidelines

1.1. 6th and 7th Grade  Students at this grade level are ready for and should be provided with expanded opportunities for participation in an intramural sports program. The emphasis of the program should be upon equal participation for all interested students, opportunities for physical and skill development, enjoyment of all activities, and for social interaction. A culminating activity will be provided at the end of each intramural sport identified by the MLAC to motivate students to become involved in the program and to introduce them to the type of athletic events typical of the interscholastic sports program at the 8th grade level.

1.2. 8th Grade  Eighth graders who do not participate in the comparable interscholastic sport may participate in the intramural program. This program should have an emphasis on participation and fun.

2. Intramural Athletics

- 6th/7th Flag Football
- 6th/7th Girls Volleyball
- 6th/7th Boys Basketball
- 6th/7th Girls Basketball
- 6th/7th/8th Boys Soccer
- 6th/7th/8th Girls Soccer
- Bolder Boulder  Determined by each school

3. Operations

3.1. The program is run in-building for the duration of the season. The culminating activities provide the only format for teams play teams from other buildings.

3.2. Any student enrolled in the building is eligible to participate in the intramural program. Any student who wants to play will be a member of a team. No student will be denied from participating in an activity.

3.3. There may be any number of teams of mixed skill levels.

3.4. There will be no funding for equipment, uniforms, or facilities. Facilities and equipment should be shared with the interscholastic athletic program and the physical education program.

3.5. Coaching/teaching should be directed toward knowledge of the game and safety requirements. Emphasis will be on game play and participation for all.

3.6. The remaining intramural hours allocated to each building are to be utilized to meet individual building program needs.

4. Guidelines for Culminating Activities

All students who participate in any of the required programs will also be given the opportunity to participate in the culminating activity offered for those sports.

4.1. Culminating activities will be held on a weekday after school. The host school will determine the starting time for each culminating activity. Activities cannot begin until all teams have arrived.

4.2. Officials for these culminating activities, including timers and scorers, will be paid $15. Teachers, parents, interested community members, and high school students can be used as officials. Schools should avoid using middle school students unless they are trained and well versed in the rules of the sport and are willing to be actively involved while working. If requested, the visiting schools are required to provide assistance in acquiring officials for the activities.
4.3. The site for each culminating activity will be determined by MLAC.

4.4. Teams from individual schools must be heterogeneously grouped rather than ability-grouped.

4.5. The culminating activities for flag football, basketball, and volleyball will be round robin events. All clusters will play on the same dates if at all possible. The round robin schedule at each cluster site will be established by the host school. This round robin schedule will allow each team present to play the same amount of time and the same number of games.

5. **Intramural Basketball – Boys and Girls 6/7**

5.1. **Teams**

5.1.1. Each school may field teams for 6th/7th grade boys and girls.

5.1.2. Total participants will be split into teams of 6-8 players each as determined by the coach and school administration.

1.1.1. Participation numbers will be reported to the MLAC chairperson by the assigned date.

1.1.2. Teams will be assigned to a host site by the scheduler. If a school has four (4) or more teams, the school may ask to be split into two host sites to avoid significant multiple inter-school games.

1.2. **Team Composition and Playing Time**

1.2.1. The composition of team(s) members will be the responsibility of the head coach.

1.2.2. Coaches should split teams into equal numbers or as close as possible.

1.2.3. Once teams are set, there should not be any participants playing on multiple teams at the culminating event.

1.2.4. **No** student may be cut from the team.

1.2.5. All participants should receive close to equal playing time at the culminating event.

1.2.6. Coaches **should** split teams into equal ability, or as close as possible. (Example: If BHMS Blue plays BHMS Silver is should be a very close game with talent equally distributed between teams.)

1.3. **Practices**

1.3.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

1.3.2. School will determine their own practice schedules.

1.3.3. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss two (2) practices or be referred to a doctor. An injury report should be used.

1.4. **Equipment**

1.4.1. Every student will wear his/her school jersey or t-shirt.

1.4.2. The host school will provide extra pennies.

1.4.3. Players may not wear jewelry, nor should players use tape to cover up jewelry.

1.4.4. Basketball players may wear an undershirt as long as the shirt is of a single color similar to the school jersey or white.

1.5. **Facilities**

1.5.1. Host schools will arrange for custodians as necessary.

1.5.2. Host school will arrange for a building contract and notify Community Schools of the gym use.

1.5.3. Designated seating will be available for visiting schools. Each team should stay within the designated area when not playing. Student players will not be permitted in any other part of the school.

1.6. **Transportation**
1.6.1.1. Transportation for will be in district-owned vehicles and at district expense.

1.6.1.2. Exceptions may be made by the coach or sponsor under the following conditions:
   1.6.1.2.1. Athletes may be signed out at the event by their parent.
   1.6.1.2.2. An athlete may leave with an adult other than a parent if pre-arranged in advance with the building administrator.

1.7. **Inclement Weather**

   1.7.1. A decision to cancel/postpone will be made by the District Athletic Director by 12:00 pm on the day of the activity, if at all possible.

   1.7.2. The host school will contact the schools attending their event.

1.8. **Culminating Events**

   1.8.1. There will be as many host sites as deemed necessary by the IM director depending on the number of teams participating. Every reasonable attempt will be made to minimize “bye” games for each team as well as to eliminate matchups that feature two teams from the same school playing each other.

   1.8.2. The host school will provide one (1) adult supervisor and one (1) building administrator.

   1.8.3. The host school will send out a schedule and outline of the event at least two (2) day prior to the event.

   1.8.4. The host school will communicate requests for help to attending schools. Attending schools will make reasonable attempts to provide requested help and will communicate to the host school if they are not able to help in advance of the Culminating date.

1.9. **Format**

   1.9.1. Culminating events will be scheduled from approximately 4:00-6:00 p.m.

   1.9.2. A round robin tournament will be used. Each game will last approximately ten (10) minutes with one (1) or two (2) minutes between games.

   1.9.3. Team scores will be kept for each game. Free throws will not be awarded to any player. If any foul is committed, the ball is taken out-of-bounds and a point (1) is awarded to the team that has been fouled.

   1.9.4. Each game will start with a jump ball. The team that controls the tip establishes first possession. Possession will alternate from that point.

   1.9.5. No pressing defenses will be used.

1.10. **Referees/Officials**

   1.10.1. The home school will provide officials. The host school may, at their discretion request each attending school to provide one (1) official.

   1.10.2. Adults are strongly recommended.

   1.10.3. The officials will be paid per the approved pay schedule.

1.11. **Evaluation** Site managers will provide the District Athletic Director with a brief evaluation of the activity after the culminating event.
2. Intramural Flag Football - Boys and Girls 6/7

2.1. **Teams**
   2.1.1. Each school may field teams for 6th/7th/8th grade boys and girls.
   2.1.2. Total participants will be split into teams of up to 8 players each as determined by the coach and school administration.
   2.1.3. Participation numbers will be reported to the MLAC chairperson by the assigned date.
   2.1.4. Teams will be assigned to a host site by the scheduler. If a school has four (4) or more teams, the school may ask to be split into two host sites to avoid significant multiple inter-school games.

2.2. **Team Composition and Playing Time**
   2.2.1. The composition of team(s) members will be the responsibility of the head coach.
   2.2.2. Teams are coed.
   2.2.3. Team must be divided equally according to the number of players of each gender. For example: A school with ten (10) boys and eight (8) girls would have two (2) teams with five (5) boys and four (4) girls on each team.
   2.2.4. Each team can play up to eight (8) players.
   2.2.5. Coaches should split teams into equal numbers or as close as possible.
   2.2.6. Once teams are set, there should not be any participants playing on multiple teams at the culminating event.
   2.2.7. **No** student may be cut from the team.
   2.2.8. All participants should receive close to equal playing time at the culminating event.

2.3. **Practices**
   2.3.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.
   2.3.2. School will determine their own practice schedules.
   2.3.3. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss two (2) practices or be referred to a doctor. An injury report should be used.

2.4. **Equipment**
   2.4.1. Every student will wear his/her school jersey or t-shirt.
   2.4.2. Visiting schools should bring flags, cones and footballs for use during the culminating event.
   2.4.3. Players may not wear jewelry; players may not use tape to cover up jewelry.
   2.4.4. Flag football players may wear an undershirt as long as the shirt is of a single color similar to the school jersey or white.
   2.4.5. A junior size football will be used for IM Flag Football.
   2.4.6. Flag football belts shall consist of two flags, one flag to be worn on each hip. Flags may not be worn on the front or the back

2.5. **Facilities**
   2.5.1. Host schools will arrange for custodians as necessary.
2.5.2. Host school will arrange for a building contract and notify Community Schools of the gym use.

2.5.3. Designated seating will be available for visiting schools. Each team should stay within the designated area when not playing. Student players will not be permitted in any other part of the school.

2.6. **Transportation**

2.6.1. Transportation will be in district-owned vehicles and at district expense.

2.6.2. Teams should arrive approximately fifteen (15) minutes prior to game time.

2.6.3. Exceptions may be made by the coach or sponsor under the following conditions:

2.6.3.1. Athletes may be signed out at the event by their parent

2.6.3.2. If an athlete may leave with an adult other than a parent if pre-arranged in advance with the building administrator.

2.7. **Inclement Weather**

2.7.1. A decision to cancel/postpone will be made by the host school and the District Athletic Director by 12:00 pm on the day of the activity, if at all possible.

2.7.2. The host school will contact the schools attending their event.

2.8. **Culminating Events**

2.8.1. There will be 2-4 host sites depending on the number of teams participating.

2.8.2. The host school will provide one (1) adult supervisor and one (1) building administrator.

2.8.3. Host school will send out a schedule and outline of the event at least two (2) days prior to the event.

2.8.4. Host school will communicate requests for help to attending schools. Attending schools will make reasonable attempts to provide requested help and will communicate to the host school if they are not able to help in advance of the Culminating date.

2.9. **Format**

2.9.1. Culminating events will be scheduled from approximately 4:00-6:00 p.m.

2.9.2. A round robin tournament will be used. Each game will last approximately twelve (12) minutes with one (1) or two (2) minutes between games.

2.9.3. Team scores will be kept for each game.

2.9.4. First downs will be at ling to gain marks every twenty (20) yards (20 and 40 yard lines),

2.9.5. When the flag comes off, the runner is considered down.

2.9.6. Flag guarding is not permitted.

2.9.7. Penalties are all for five (5) yards, except for personal fouls which are ten (10) yards.

2.9.8. Time outs are for sixty (60) seconds.

2.9.9. There will be no kicking of field goals.

2.9.10. A touchdown is awarded seven (7) points, there are no extra points.

2.9.11. There are no kick-offs. Following a touchdown, the other team will begin on their own 20-yard line.

2.9.12. There is no rushing a punt; the punter will receive a direct snap from the center, walk backwards five (5) yards and punt the ball.
2.9.13. A two (2) yard neutral zone added except inside the five (5) yard line.

2.9.14. Players may not leave their feet during the game except to catch a pass.

2.9.15. Offense:
   2.9.15.1. Fumbles are automatic dead balls. Play resumes where the player last controlled the ball.
   2.9.15.2. There is no blocking of any kind in the game, including shadow blocking. An offensive player may not obstruct the path of a moving defender.
   2.9.15.3. While running the runner may not spin (360 degrees) to avoid having the flag pulled.
   2.9.15.4. On any given offensive play, six players should stand somewhere along the line of scrimmage.
   2.9.15.5. A quarterback and running back must stand somewhere in the backfield, either player may run or throw the ball.
   2.9.15.6. On fourth (4th) down, a team will announce whether it will run a play from scrimmage or punt.
   2.9.15.7. No fake punts will be allowed.
   2.9.15.8. The center is not allowed to tap the quarterback’s hand and then run with the ball.

2.9.16. Defense:
   2.9.16.1. Six (6) players must be on the defensive line.
   2.9.16.2. The defense cannot jump to block a punt.
   2.9.16.3. The defense begins each play by taking six (6) giant steps back from the line of scrimmage. This ensures that a minimum four (4) yard neutral zone is enforced.
   2.9.16.4. The defense may rush the quarterback as long as they do not commit off-sides or neutral zone rules while doing so.

2.10. Referees/Officials

   2.10.1. The home school will provide officials. The host school may, at their discretion request each attending school to provide one (1) official.
   2.10.2. The school sending the official pays their own official per normal process.
   2.10.3. Adults are strongly recommended.
   2.10.4. The officials will be paid per the approved pay schedule.

2.11. Evaluation Site managers will provide the District Athletic Director with a brief evaluation of the activity after the culminating event.
Intramural Soccer – Boys 6th/7th/8th Grade, Girls 6th/7th/8th Grade

2.12. **Teams**
   2.12.1. Each school may field teams for 6th/7th/or 8th grade boys and girls.
   2.12.2. Total participants will be split into teams as determined by the coach, school administration.
   2.12.3. Teams should have eleven (11) players and may play with as few as seven (7).
   2.12.4. Participation numbers will be reported to the MLAC chairperson one (1) week in advance of the Culminating event.
   2.12.5. Teams will be assigned to a host site by the MLAC scheduler. If a school has four (4) or more teams, the school may ask or be asked to split into two host sites to avoid significant multiple inter-school games.

2.13. **Team Composition and Playing Time**
   2.13.1. The composition of team(s) member will be the responsibility of the head coach.
   2.13.2. Coaches should split teams into equal numbers or as close as possible.
   2.13.3. Once teams are set, there should not be any participants playing on multiple teams at the culminating event.
   2.13.4. No student may be cut from the team.
   2.13.5. All participants should receive close to equal playing time at the culminating event.

2.14. **Practices**
   2.14.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.
   2.14.2. School will determine their own practice schedules.
   2.14.3. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss two (2) practices or be referred to a doctor. An injury report form should be used.

2.15. **Equipment**
   2.15.1. Every student will wear his school jersey or t-shirt.
   2.15.2. The host school will provide extra pennies.
   2.15.3. Players may not wear jewelry, nor should players use tape to cover up jewelry.
   2.15.4. All players must wear approved shin guards and, if cleats are worn, they must be regulation soccer cleats.
   2.15.5. The game balls will be regulation size 5, NCAA approved or Polyurethane cover balls (PU).

2.16. **Facilities**
   2.16.1. Host schools will arrange for custodians as necessary.
   2.16.2. Host school will arrange for a building contract and notify community Schools of field use.
   2.16.3. Field size will be determined by the facilities of the host school, with an effort to provide the same size fields used in interscholastic matches.
2.16.4. Cones will be used to mark the fields and the goal areas.

2.17. **Transportation**

2.17.1. Transportation for culminating events will be in district owned vehicles and at district expense.

2.17.2. Buses should be scheduled to arrive at the event site approximately fifteen (15) minutes prior to the scheduled start time.

2.17.3. Exceptions may be made by the coach or sponsor under the following conditions:
   
   2.17.3.1. Athletes may be signed out at the event by their parent
   
   2.17.3.2. It is suggested to use a school approved sign out sheet at the event
   
   2.17.3.3. An athlete may leave with an adult other than their parent if pre-arranged with the building administrator

2.18. **Inclement Weather**

2.18.1. A decision to cancel/postpone will be made by the host school in coordination with the District Athletic Director by 12:00 pm the day of the activity, if at all possible.

2.18.2. The host school will contact the schools attending their event to notify them of the cancellation and makeup date.

2.18.3. Individual schools will then contact transportation.

2.19. **Culminating Events**

2.19.1. There will be 2-4 host sites depending on the number of teams participating.

2.19.2. The host school will provide one (1) adult supervisor and one (1) building administrator.

2.19.3. Host school will send out a schedule and outline of the event at least two (2) days prior to the event.

2.19.4. Host school will communicate request for help to attending schools. Attending schools will make reasonable attempts to provide requested help and will communicate to the host school if they are not able to help in advance of the Culminating date.

2.20. **Format**

2.20.1. Culminating events will be scheduled from approximately 4:00-6:00 p.m.

2.20.2. A round robin tournament or a bracket-style tournament may be used depending on the number of schools at a site.

2.20.3. Each team is guaranteed at least two matches.

2.20.4. The host school will determine the lengths of matches in order to ensure that all schools receive equal playing time.

2.20.5. Host schools should have alternative tournament plans in case all teams that are scheduled do not show up.

2.20.6. Team scores will be kept for each game.

2.20.7. When a team is leading by 5 goals, the winning coach will substitute in skill positions until the losing team scores.

2.20.8. National Federation rules will apply except where they contradict policies expressed in this policy handbook.

2.21. **Referees/Officials**
2.21.1. The host school will provide officials. The host school may, at their discretion request each attending school to provide one (1) official.

2.21.2. Adults are strongly recommended as officials.

2.21.3. Officials will be paid per the approved pay schedule.

2.22. Evaluation Site manager will provide the District Athletic Director with a brief evaluation of the activity after the culminating events.

Intramural Volleyball –Girls 6th/7th

2.23. Teams

2.23.1. Each school may field teams for 6th/7th grade girls.

2.23.2. Total participants will be split into teams of 6-8 players each as determined by the coach and school administration.

2.23.3. Participation numbers will be reported to the MLAC chairperson one (1) week in advance of the Culminating event.

2.23.4. Teams will be assigned to a host site by the scheduler. If a school has four (4) or more teams, the school may ask to be split into two host sites to avoid significant multiple inter-school games.

2.24. Team Composition and Playing Time

2.24.1. The composition of team(s) members will be the responsibility of the head coach.

2.24.2. Coaches should split teams into equal numbers or as close as possible.

2.24.3. Once teams are set, there should not be any participants playing on multiple teams at the culminating event.

2.24.4. No student may be cut from the team.

2.24.5. All participants should receive close to equal playing time at the culminating event.

2.25. Practices

2.25.1. Practices may be held on regular school days only. No practice (required or optional) will be allowed on weekends, non-student contact days, or any other holiday recognized by the District.

2.25.2. School will determine their own practice schedules.

2.25.3. It is the responsibility of the head coach to notify the building athletic director of any student that sustained an injury that would cause the student to miss two (2) practices or be referred to a doctor. An injury report form should be used.

2.26. Equipment

2.26.1. Every student will wear his/her school jersey or t-shirt.

2.26.2. The host school will provide extra pennies.

2.26.3. Players may not wear jewelry, nor should players use tape to cover up jewelry.

2.26.4. Volleyball players may wear an undershirt as long as the shirt is of a single color similar to the school jersey or white.

2.27. Facilities

2.27.1. Host schools will arrange for custodians as necessary.
2.27.2. Host school will arrange for a building contract and notify Community Schools of the gym use.

2.27.3. Designated seating will be available for visiting schools. Each team should stay within the designated area when not playing. Student players will not be permitted in any other part of the school.

2.28. **Transportation**

2.28.1. Transportation for will be in district-owned vehicles and at district expense.

2.28.2. Exceptions may be made by the coach or sponsor under the following conditions:
   - 2.28.2.1. Athletes may be signed out at the event by their parent.
   - 2.28.2.2. An athlete may leave with an adult other than their parent if pre-arranged with the building administrator.

2.29. **Inclement Weather**

2.29.1. A decision to cancel/postpone will be made by the District Athletic Director by 12:00 noon the day of the activity if at all possible.

2.29.2. The host school will contact the schools attending their event.

2.30. **Culminating Events**

2.30.1. There will be 2-4 host sites depending on the number of teams participating.

2.30.2. The host school will provide one (1) adult supervisor and one (1) building administrator.

2.30.3. Host school will send out a schedule and outline of the event at least two (2) day prior to the event.

2.30.4. Host school will communicate requests for help to attending schools. Attending schools will make reasonable attempts to provide requested help and will communicate to the host school if they are not able to help in advance of the Culminating date.

2.31. **Format**

2.31.1. Culminating events will be scheduled from approximately 4:00-6:00 p.m.

2.31.2. A round robin tournament will be used. Each game will last approximately ten (10) minutes with one (1) or two (2) minutes between games.

2.31.3. Team scores will be kept for each game.

2.32. **Referees/Officials**

2.32.1. The home school will provide officials. The host school may, at their discretion request each attending school to provide one (1) official.

2.32.2. Adults are strongly recommended.

2.32.3. The officials will be paid per the approved pay schedule.

2.33. **Evaluation** Site managers will provide the District Athletic Director with a brief evaluation of the activity after the culminating event.
Section VI. ADMINISTRATIVE DUTIES

1. Extra Duty Assignments: Hiring and Payments: General Procedures
   1.1. All forms for hiring for and payment of extra duty contracts are available at www.bvsd.org in
       the staff section.
   1.2. The most up to date version is on the District athletics website.
   1.3. Schools are advised to download current forms in August of each year, as forms and
       requirements often change from school year to school year.

2. Athletic Fund Accounting
   2.1. Information is available in the Business Services Handbook (approx. pages 13-21).

3. Hiring Coaches and Sponsors
   3.1. Non-exempt employees are not eligible to fulfill extra duty contracts for clubs, sport, or
       intramurals.
   3.2. All other necessary employment papers must be sent to the Human Resources. Please submit
       only complete application packets. Do not allow coaches to start working with students until
       paperwork has been sent to HR and background check has been cleared by HR.
   3.3. All necessary employment papers are to be completed and filed in the Division of Human
       Resources prior to the coach having contact with students.
   3.4. Required Paperwork:
       3.4.1. The forms can be found further on in Section VI or on the BVSD website at
              http://bvsd.org/HR/extradutycontracts/Pages/default.aspx.
       3.4.2. Coaches currently employed by the district as a teacher or coach: Extra Duty
              Requisition.
       3.4.3. Coaches who have been gone for one (1) school year: I-9 form, Affirmation form and
              copy of identification.
       3.4.4. Coaches who have not worked for the district, or have been gone for more than two (2)
              school years: entire packet including fingerprints.
       3.4.5. Volunteers:
              3.4.5.1. Volunteer Form including initialed checklist and release and waiver (2-sided
                     form)
   3.5. The Division of Human Resources must be notified immediately if any employee with an extra
       duty contract resigns/transfers.
   3.6. Compensation cannot be approved for any extra duty assignment not specifically included in
       the negotiated agreement.
   3.7. Any questions or concerns regarding extra duty contracts should be handled at the building
       level first. If the questions cannot be resolved at the building, then the administrator or the
       administrative assistant for athletics should call the Division of Human Resources for
       clarification.

4. Schedule and Method of Payment to Officials and Game Workers
   4.1. Officials and Game workers will be paid on the following schedule by all Middle Level schools:
   4.1.1. Non Unit B employees, hourly employees, are paid $10.00 or $15.00 based on level of
          responsibility per hour worked. Employees working for the district more than 40 hours
          received a blended rate (see 4.2.1.2).
4.1.2. Payment codes for officials and game workers will follow this model: 16/xxx.xxx/330

4.1.3. **Basketball** (Sport Code – B:1845, G:1815)

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<td>1 official</td>
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<td>2 official crew</td>
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<tr>
<td>Scorer</td>
<td>$15.00</td>
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<tr>
<td>Timer</td>
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4.1.4. **Football** (Sport Code – 1850)

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<td>3 official crew</td>
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<tr>
<td>Chain Crew</td>
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4.1.5. **Soccer** (Sport Code – 1826)

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<tr>
<td>2 main official</td>
<td>$35.00 ea</td>
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<tr>
<td>Linesman</td>
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4.1.6. **Track – Season Quads** (Sport Code – 1890)

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<tr>
<td>1 clerk of the course</td>
<td>$35.00</td>
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<tr>
<td>Meet Director</td>
<td>$75.00 (Host School)</td>
</tr>
<tr>
<td>Clerk*</td>
<td>$50.00</td>
</tr>
<tr>
<td>2 Starters*</td>
<td>$50.00</td>
</tr>
<tr>
<td>Score Keeper*</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*Preferred consistent for all 3 meets*

4.1.7. **Volleyball** (Sport Code – 1832)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 official</td>
<td>$40.00</td>
</tr>
<tr>
<td>scorer</td>
<td>$15.00</td>
</tr>
<tr>
<td>timer</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

4.1.8. **Wrestling – Season Quads** (Sport Code – 1893)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td>$46.00</td>
</tr>
<tr>
<td>timers</td>
<td>$15.00</td>
</tr>
<tr>
<td>scorers</td>
<td>$15.00</td>
</tr>
<tr>
<td>meet director</td>
<td>$50.00</td>
</tr>
<tr>
<td>Officials</td>
<td>$92</td>
</tr>
<tr>
<td>Scorekeeper/Timer</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Up to a 10 hour contract: meet set up/seeding

4.1.9. **Intramural Culminating Events** (Sport Code – 1808)

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director</td>
<td>$50.00</td>
</tr>
<tr>
<td>Official</td>
<td>$35.00</td>
</tr>
<tr>
<td>Timer/Scorer</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

4.2. **Processing Payments:**

4.2.1. **Employees.**

4.2.1.1. Non-exempt employees are allowed to fill these positions.

4.2.1.2. Non-exempt employees working as table, clock and sideline workers are paid an hourly rate of $10.00 per hour.

4.2.1.3. Event timesheets should be completed for table, clock, and sideline workers and signed by the employee.

4.2.1.4. Completed forms should be sent to the District Athletic Director the day following the event.

4.2.1.5. Payments are included in the employees’ next monthly check.
4.2.1.6. Deadline for payment in the current month is the 10th.

4.2.1.7. Events worked after the 10th will be paid in the next monthly check.

4.2.1.8. Encourage employees to keep a record of their events by date and amount to cross reference with their paycheck.

4.2.2. **Non-employees:** Workers who do NOT work in any other capacity for BVSD... **ASK them FIRST!**

4.2.2.1. **Contract for Services** forms are to be completed.

4.2.2.2. The form does NOT required the officials signature but it is *advised* to have them initial next to their name as confirmation of their mailing address, the event and the amount to be paid.

4.2.2.3. Completed forms should be sent to the District Athletic Director the day following the event.

4.3. **Accident Reports** (See end of Section VI)

4.4. **Handbook Revisions** (See end of Section VI)

4.5. **Interscholastic Coaches Evaluations** (See end of Section VI)

4.5.1. Coaching expectation and evaluation format should be shared with the employee prior to the start of the season

4.5.2. Coaching evaluations should be completed each year.

4.5.3. See Forms Section for the coaching evaluation form

4.6. **Budget Process – Scheduling**

4.6.1. Budget development for the sports funded in the Athletic Fund begins in March for the upcoming school year. (The district’s fiscal year begins July 1). The Budget Office works with the District Athletic Director to estimate the resources (primarily participation fees and dollar transfer from the General Operating Fund) that are available for the upcoming year. A Proposed Budget for the Athletic Fund is discussed with the Board of Education at a budget work session in late April. The Boulder Valley School District Proposed Budget document incorporating all of the fifteen district funds is presented to the Board of Education for discussion and adoption in late May or early June. The Board of Education makes the final decisions on the budget. Legally, a budget must be adopted by the Board of Education on or before June 30.

4.6.2. Schools are responsible for monitoring their budgets on a monthly basis. The Budget Office also reviews revenues and expenses. Should a school spend more than the adopted budget in the accounts other than coaches’ salaries and benefits, the Budget Office will subtract from next year’s budget an equal amount. Non-personnel dollars left unspent at the end of the fiscal year are not, however, carried over into the next year.

4.7. **Budget Process – Ordering**

4.7.1. Athletic purchases must follow the Board of Education policy on purchasing, policy DJ, and Administrative Regulation DJ-R,. In order to meet these requirements, the District Purchasing Office obtains competitive pricing from many sources. Athletic directors need only provide the Purchasing Department detailed specifications on the product or equipment needed. Detail specifications should include brand name, model number, size, color, style, accessories, possible ordering source (vendor), and price *estimate*. Athletic Directors **do not** need to spend time getting competitive prices. The
Purchasing Department will obtain competitive prices using the specifications provided on the purchase requisition submitted. If there is concern about the actual price exceeding the estimated budget, note this on the purchase requisition and purchasing will make contact for approval of the price, before ordering.

4.7.2. See the Business Services Handbook for more information on purchasing.

4.8. **Football Equipment Reconditioning**

4.8.1. Football equipment requires inspection at the end of the season by the reconditioning bidders to determine which items need repair. The bidding process involves visitation to each school site to view the equipment used during the season. The bidders are experts in the field and carry liability insurance covering recommendations they make as to the extent of reconditioning required on the equipment. The Athletic Director or designated appointee should be present during the inspection at the school.

4.8.2. The Purchasing Department will send a notice to the schools giving inspection dates for each school. Schools are responsible for having the equipment available for inspection on the date specified. The vendors are to call each Athletic Director to schedule the actual time on the appointed date. The vendors will bring bags for the equipment to be placed in and kept until the pickup date.

4.8.3. The notice also gives the dates for pickup of the bagged equipment by the successful vendor(s), dates when cost of reconditioning will be given to the schools, date when requisitions for reconditioning are due back to Purchasing, and the date when the reconditioned equipment is due back at the school.

4.8.4. Inspections occur in **early December**.

4.8.5. Equipment picked up in **early December**.

4.8.6. Equipment returned to schools in **early March**.

4.8.7. These timelines are important to insure the return of the equipment before the school year ends.

4.9. **Budget Process – Intramurals and Student Activities Sponsors** The allocation for intramurals and student activities sponsors for each school for the upcoming year is determined by the Superintendent’s office. These allocations are not made in dollars, but rather number of program hours or number of contracts for the year. Funding for intramural and student activities sponsors comes from the general operating fund. Contract payments are made based on the salary schedule as outlined in the Boulder Valley School District Teachers’ Negotiated Agreement.
Student Accident Report

Student:  
School:  
Teacher:  

Gender: M / F  DOB:  
Age:  
Grade:  
Date and Time of Accident:  

Home Address:  
Witness:  
Phone:  Home  
Work  

Parent/Guardian:  

Check/Circle All That Apply and Be Specific

Location of Accident:

<table>
<thead>
<tr>
<th>Location</th>
<th>Weight Room</th>
<th>Student Locker Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus: To / From / On Bus</td>
<td>Shop / Lab; Specify:</td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>Auditorium / Stage</td>
<td>Art Room / Library</td>
</tr>
<tr>
<td>Sidewalk / Parking lot / Grounds</td>
<td>Corridor / Stairs / Doorway</td>
<td></td>
</tr>
<tr>
<td>Playground / Athletic Field</td>
<td>Cafeteria</td>
<td></td>
</tr>
<tr>
<td>Off Site</td>
<td>Gymnasium / Bleachers</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Type of Activity:

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Recess / Open or Passing Period</th>
<th>Horseplay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class-related</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Field Trip</td>
<td>Fight / Aggression</td>
</tr>
<tr>
<td>Music / Drama</td>
<td>Before School / After School / Lunchtime</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Equipment or Premises Involved:

<table>
<thead>
<tr>
<th>Equipment or Premises Involved</th>
<th>Uneven Surface:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixture / Furniture:</td>
<td></td>
</tr>
<tr>
<td>Tools / Sharps / Instrument:</td>
<td></td>
</tr>
<tr>
<td>Playground Equipment:</td>
<td></td>
</tr>
<tr>
<td>Chemical:</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle:</td>
<td></td>
</tr>
<tr>
<td>Sports Equipment:</td>
<td></td>
</tr>
<tr>
<td>Electronic / Office Equipment:</td>
<td></td>
</tr>
<tr>
<td>Ice / Snow / Water:</td>
<td></td>
</tr>
<tr>
<td>Structure:</td>
<td></td>
</tr>
<tr>
<td>Weapon:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Body Part Affected: (Specify left or right)

<table>
<thead>
<tr>
<th>Body Part Affected</th>
<th>Generalized / Full-body</th>
<th>Neck / Throat / Chin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head / Scalp / Face / Ear: L or R</td>
<td>Chest / Ribs / Side: L or R</td>
<td></td>
</tr>
<tr>
<td>Eye: L or R</td>
<td>Abdomen</td>
<td>Back / Spine / Tailbone</td>
</tr>
<tr>
<td>Forehead / Nose / Cheek: L or R</td>
<td>Genitalia / Groin / Thigh: L or R</td>
<td></td>
</tr>
<tr>
<td>Mouth / Tongue / Tooth / Lip</td>
<td>Hip / Pelvis / Buttocks: L or R</td>
<td></td>
</tr>
</tbody>
</table>

Type of Injury or Illness:

<table>
<thead>
<tr>
<th>Type of Injury or Illness</th>
<th>Distorted Body Part:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision with:</td>
<td>Breathing Problems / Choking</td>
</tr>
<tr>
<td>Scratch / Scrape / Cut / Laceration</td>
<td>Tenderness / Numbness / Swelling</td>
</tr>
<tr>
<td>Puncture with:</td>
<td>Pinch / Constriction / Jammed</td>
</tr>
<tr>
<td>Bleeding from: Amt:</td>
<td>Bite: Animal / Insect / Human</td>
</tr>
<tr>
<td>Head Injury</td>
<td>Non-responsive, How long:</td>
</tr>
<tr>
<td>Strain / Twist / Bruise</td>
<td>Sudden Illness / Fainting / Collapse</td>
</tr>
<tr>
<td>Head Injury</td>
<td>Pain, Where: Other:</td>
</tr>
</tbody>
</table>

Action Taken:

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Observed, How long:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaned / Flushed with:</td>
<td>Called Parent/Guardian, Time:</td>
</tr>
<tr>
<td>Applied Ice</td>
<td>Head/Face Injury, Letter home:</td>
</tr>
<tr>
<td>Applied Pressure</td>
<td>Head/Face Injury, Letter teacher:</td>
</tr>
<tr>
<td>Applied Splint / Sling / Bandage</td>
<td>Back To Class:</td>
</tr>
<tr>
<td>Immobilized Head / Neck / Limb</td>
<td>Checked later, Time:</td>
</tr>
<tr>
<td>Allowed To Rest</td>
<td>Status:</td>
</tr>
<tr>
<td>Called Poison Control: Y / N</td>
<td>Assisted student to a different site:</td>
</tr>
</tbody>
</table>

Brief Description of Accident: Include student’s response or account of accident (use reverse side of paper to include further details as necessary.)

Signature of Person Providing Care  
Phone #  
Principal’s Signature  
Date  

Follow up: Original Copy to Health Services (If 911 is called, Fax Copy to Health Services (720-561-5185) within 36 hours)  
Photocopy of Original Student Accident Reports are to be kept together, out of individual student folders, in a locked drawer for the entire year in the school’s health room. Copies of this report are not to be released without permission of BVSD’s Attorney.
Middle Level Handbook Revision Proposal

Submitted by: ____________________________________________
Title: __
School: __
Date: __

Section Cited____________________     Page #____________________

Current Wording: ___________________________________________


Proposed Revision: ___________________________________________


Rationale: _________________________________________________


Action by MLAC

Approved: _________________________________________________
Defeated: _________________________________________________
Tabled: _________________________________________________
Withdrawn: _______________________________________________
Boulder Valley School District  
VOLUNTEER Coaching Agreement  

2013-2014  

Name: ________________________________________  School: ___________
Home Address: _________________________________  Sport:_____________
Phone Number: __________________________________

DEFINITION:
A volunteer coach is a coach who does not receive any compensation or remuneration from the school, the school district, a coach, a parent nor any fundraising organization for performing coaching duties as assigned by the head coach or appropriate administrator.

ACCEPTANCE: please initial each to indicate you have read and agree to the terms
____ I agree that the head coach or appropriate administrator determine the responsibilities of this position.
____ As a volunteer coach, I will work under the direct supervision of a contracted coach at all times.
____ I understand that as a voluntary coach I will receive no compensation.
____ I recognize and accept that any on the job injury is not covered through the District’s Worker’s compensation policy and will be my responsibility.
____ I understand it is my obligation to make myself aware of district and CHSAA rules governing athletics and activities.
____ I agree to abide by all district and CHSAA rules.

_______________________________________ _______
Volunteer Coach’s Signature    Date

_______________________________________ _______
Head Coach’s Signature    Date

_______________________________________ _______
Athletic Director’s Signature    Date
Coaching Evaluation

Coach’s Name:  
BVSD Years on Assignment (#):  

School:  
School Year:  

Sport:  
Levels (#):  

Evaluator’s Name:  
Evaluator’s Position:  

Coach Evaluation Check List:  (Check if completed or has certificate)

☐ Head Trauma Class/CPR/1st Aid  
☐ Inventory Completed  
☐ Budget Items/Concerns  
☐ Keys turned in  

☐ Camp/Training Information (HS only)  
☐ Proposed Schedule (HS only)  
☐ Win/Loss for All Teams and Statistic submitted to AD (HS only)  
☐ Evaluations of Assistant Coaches (HS only)  

Additional items needed:

I. Ethical Leaders

<table>
<thead>
<tr>
<th>BVSD coaches will model the ideals of integrity, character, respect and commitment which promote the physical, mental, moral, social and emotional well-being of athletes, coaches, and the school community.</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emphasizes the proper ideals of sportsmanship and ethical conduct.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Exemplifies proper self-control at all times; modeling, displaying and reacting to adverse situations in a publicly appropriate manner.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Teaches the skills of the sport in a way that honors the spirit of fair play.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Recognizes and acts in a manner which reflects that the well-being of the athlete is paramount.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments:

II. Knowledge

<table>
<thead>
<tr>
<th>Coaches will demonstrate their understanding of the sport by providing instruction regarding rules, strategies, and skill development appropriate to the program level.</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates current knowledge of the sport.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Understands and follows district, league and state rules and policies.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Uses proven, effective and innovative coaching</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Strategies, Ideas and Techniques</td>
<td>Does not Meet Expectations</td>
<td>Meets Expectations</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>4.</td>
<td>Seeks out and participates in opportunities for professional development.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5.</td>
<td>Demonstrates responsible handling of athletic injuries coordinating with medical personnel and school administration.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6.</td>
<td>Develops fundamentals and strategies through individual and group instruction.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7.</td>
<td>Promote the knowledge, attitude and behaviors regarding individual leadership and the role between proper nutrition and physical activity in maintaining a healthy lifestyle.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**
Click here to enter text.

---

<table>
<thead>
<tr>
<th>III. Climate</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches will create a positive, healthy atmosphere which supports appropriate relationships with student athletes while encouraging confidence, discipline, sportsmanship, mutual respect, and empowers them to be successful in life.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Exhibit appropriate interpersonal skills with athletes, coaches, parents, community and other stakeholders.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Communicates clear behavioral expectations for participants and coaches.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Assist coaches, players, fans, and parents in understanding their role within the program.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Shows an interest in student academic performance, behavior and citizenship.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Mentors coaching staff in interpersonal skills.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Provides leadership and positive attitude that permeates the program.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Conducts practices which reinforce passion for the sport, active participation, skill development, and camaraderie to create maximum effort.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**
Click here to enter text.

---

<table>
<thead>
<tr>
<th>IV. Compliance</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches are responsible for knowing and adhering to federal and state laws, Board of Education policies and guidelines applicable to their level, i.e. CHSAA or MLAC.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Attends required meetings.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Meet established hiring and evaluation protocols within established deadlines.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Ensures student participation protocols and eligibility requirements.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Manages district funds and property.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**
Click here to enter text.
V. Communication

<table>
<thead>
<tr>
<th>V. Communication</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches will provide and receive appropriate and timely communication regarding program protocols.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1. Keeps A.D. advised of unusual events and concerns.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Understands and follows chain of communication when resolving issues.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Provide communication in a manner that is updated, readily known, and easily accessible.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Actively participates in giving and receiving feedback between athletes, parents, and staff.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments:

Click here to enter text.

Strengths of the coach and program:

Areas that need improvement:

Action Plan for improvement:

Click here to enter text.

Needs for the program from AD/School:

Click here to enter text.

☐ Recommend for continued assignment, providing an understanding is reached in areas which improvement is needed.

☐ The Statement of Reasonable Assurance is signed and attached. [REQUIRED]

☐ Not recommended for continued assignment.

Coach’s Signature  Date

Supervisor’s Signature  Date

Principal’s Signature (Optional)  Date

District Athletic Director’s Signature  Date
EXTRA DUTY STATEMENT OF REASONABLE ASSURANCE
2018-19 SCHOOL YEAR

Name (please print) _____________________________________ Employee #__________

Please read and initial each statement:

_____ I understand that my Extra Duty status is on a seasonal basis for that activity.

_____ I understand that this Extra Duty Statement of Reasonable Assurance, when completed and returned, will assure my eligibility to be an Extra Duty employee for Boulder Valley School District. If I do not receive this statement at the end of the season each year, I will contact the administration for the school I worked at to complete one.

_____ I understand that Extra Duty coaches/sponsors are not called to work on days that the activity is not in season. I also understand that there are out-of-season activities such as open participation sessions, camps or leagues that I may choose to attend or host. Making such a choice is done outside of my employment with BVSD.

_____ I understand that I am not eligible for unemployment insurance from the district during seasonal breaks and between school years.

_____ I understand it is my responsibility to notify the school Administration and Human Resources, in writing, of any changes in my address or phone number.

_____ I understand that it is my responsibility to maintain current certification through the Colorado High School Athletic Association (where appropriate). Failure to do so will be treated as a separation from employment with BVSD.

_____ I understand that it is my responsibility to comply with all Boulder Valley School District policies, regulations and procedures.

_____ I understand that I am a non-contract employee; that I am not eligible for tenure; and that I am not covered by any negotiated agreement.

_____ I understand that my employment as an Extra Duty coach/spo

Signature _____________________________ Date _______________

This form must be signed and returned to the Human Resources Office once the seasonal activity assignment has concluded.
Athletic Inventory: Process

The Athletic Director is responsible for providing each head coach, prior to the particular season, with a current inventory list that includes:

1. Number of items,
2. Brand(s),
3. Condition of equipment,
4. Equipment purchase dates.

The head coach will verify the inventory list and present verification or concerns to the Athletic Director prior to the opening of his/her season.

Upon the completion of a sport, the head coach is responsible for:

1. Collecting issued equipment,
2. Identifying missing equipment,
3. Ascertaining condition of equipment,
4. Notifying (documented) student athletes and their parents/guardians that they are in possession of school property,
5. Submitting list of equipment concerns to the Athletic Director to include names of the student athletes in possession of school property

The Athletic Director will provide the school treasurer a list of names of students with outstanding school property. The treasurer will mail a Student Obligation Form with cover letter to parents asking for return of property or financial reimbursement.

Student athletes may practice but not compete interscholastically until such time as the school property is returned or outstanding debts have been settled.

A student athlete may not wear school uniforms or equipment unless otherwise directed by the coach.
Inventory Form

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Condition</th>
<th>Quantity</th>
<th>Level</th>
</tr>
</thead>
</table>

Storage Area: __________________________________________

Athletic Director: ______________________________________
Middle Level Activities Council (MLAC): Membership Application Form

Name: 

School/Assignment: ________________________________________________________

Address: ________________________________________________________________

Phone (Home): __________________________ (Work): ____________________________

Best Time to Reach by Phone: ______________________________________________

Number of Years of Experience in this Area: _________________________________

Prior Experience Relative to Position Applied for: _____________________________

_____

_____

_____

Why Do You Want this Position Applied for? _________________________________

_____

_____

_____

References: (Name) (Address) (Phone)

1. _____

2. _____

3. _____

I am aware of the expectations for this position, and if selected for MLAC membership, I will accept these responsibilities.

________________________________________

Signature of Applicant

Complete if applicable:

The above applicant is a teacher in my building. If selected for MLAC membership, this person will be released to fulfill MLAC expectations.

________________________________________

Signature of Administrator