



**Dakota Ridge High School  
Athletic and Activity  
Coaching Manual**

"All it takes is one coach that believes in you."  
Jon Gruden

**Dedication to Excellence**

**2019-2020**

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## **Dakota Ridge Athletic Community's Common Purpose**

*The Dakota Ridge Athletic Community aspires for our student-athletes to build positive relationships where we balance strong compassion for others with a dedication towards excellence! We hope to achieve this by fostering a competitive, education-based athletic learning environment with the attitude of family-first, perseverance, and commitment.*

## **Dakota Ridge Athletic Program Philosophy**

The Dakota Ridge High School Athletic Department strives to provide a productive *education-based athletic experience* for all of our student-athletes. The athletic department at Dakota Ridge is committed to staying competitive in all of our sports, however, we do understand that valuable lessons can and will be learned in defeat and with adversity. We want our student-athletes to learn valuable lifelong lessons through high school athletics that they can take with them for the rest of their lives. Our vision in providing student-athletes with a positive experience will only happen through the cooperation of parents, athletes, coaches, administration, and community.

## *Dakota Ridge's Athletic Values*

Our Athletic Programs have core values that will continually be emphasized:

- Integrity-- Do what is right because it is the right thing to do.
- Unity-- Team first, Lead by giving. Make your teammates better.
- Passion-- Commit to excellence with positive energy and relentless persistence.
- Dedication—Pursue excellence with 100% effort and efficiency.
- Appreciation—An attitude of gratitude, grow in both victory and defeat.
- Respect—Respect the game, each other, officials, the opponents, and the opportunity.

## CHARACTERISTICS AND GOALS OF THE DAKOTA RIDGE HIGH SCHOOL ATHLETIC PROGRAM:

- ✓ Student-Athletes are valued and cared about as individuals not just as athletes.
- ✓ To run a program based on integrity and class.
- ✓ Student-Athletes are cared for physically.
- ✓ There is a high level of pride among our athletes in being an “Eagle.”
- ✓ The coaches support the overall athletic program.
- ✓ Coaches emphasize and encourage academic progress as a priority in athletic progress.
- ✓ We will have a positive mix of experienced coaches with strong backgrounds as well as hiring coaches that are less experienced and willing to learn.
- ✓ Coaches are well organized and work hard at their role as teachers of their sport.
- ✓ Teams exhibit good sportsmanship to opponents and sport officials.
- ✓ Coaches emphasize adherence to the Training Rule Contract.
- ✓ Coaches communicate well with student athletes and their parents.
- ✓ Practices are organized and designed to give the student-athlete every opportunity to be successful in competition and to develop the skills necessary for the sport.
- ✓ Athletic programs that make an effort to succeed in a manner that reflects well on the school, which promotes the development of the participant, and also has a positive effect on young people.

# RESPONSIBILITIES OF HEAD COACHES

The head coach is responsible for all coaches and levels within your sport. The head coach is also responsible for the best interest of the school district and adheres to the policies and regulations of the School Board, as well as the practices and procedures of the school administration. It is recognized that the head coach and his/her staff are looked upon for leadership and cooperation and that they perform their jobs in a highly visible environment. Because they are public figures, they must accept responsibilities not normally associated with most other employees.

## *Personal Qualifications and Expectations*

- To be ultimately responsible for the conduct and operation of all levels of the sport hired to coach.
- Responsible for the hiring and supervision of assistant coaches, student managers, and other individuals who have a role on the team.
- Possess and maintain a strong moral character.
- Possess communication skills for parents and athletes.
- Schedule parent meetings prior to the start of the season.
- Provide a list of team rules and policies for athletes, parents, and the Athletic director.
- Always display good sportsmanship, losing or winning.
- Maintain poise and self-control at all times, especially at contests.
- Teach the team to play fairly.
- Submit bus requests, rosters, and other paperwork to the Athletic office in a timely manner.
- To follow established procedures for the purchase of equipment and supplies.
- Be a good host to the visiting team, coach, and spectators.
- Discipline and if necessary, dismiss players who disregard sportsmanship.
- Respect the officials.
- Ensure that the locker room and buses are properly supervised.
- Care and inventory of all equipment, supplies, and uniforms.
- To develop and promote the program with the local area youth via camps, **website**, newsletters and/or other means that establishes a connection with our future athletes.
- Be responsible for award presentations made during post-season ceremonies, and incorporating total coaching staff.
- Demonstrate an interest in the classroom efforts and off-season activities of athletes.
- Responsible for maintaining and enforcing eligibility. This will be by contact with teachers, monitoring study hall, or other academic assistance.
- Work with athletes in a fair, understanding, tolerant, sympathetic, and patient manner.
- Encourage students to participate in more than one sport.
- Promote school and community support by:
  - a. Appearing at school assemblies and events
  - b. Holding preseason parent meetings
  - c. Maintaining a pleasant, workable relationship with the news media.
  - d. Preparing and submitting public address announcements for in school announcements.
  - e. Academic eligibility.
  - f. Highly encourage attendance at other activities and events.
  - g. Update team information on School website and with the local media.**

- Attend District, Dakota Ridge High School, and league meetings.
- Be responsible for security of all facilities used by the team and coaching staff, especially at times when the custodians are not on duty. This includes management of all keys that have access to the building.
- Be responsible to be knowledgeable on CHSAA rules, current on the CHSAA testing, and diligent in getting coaching staff with CHSAA guidelines.
- Supervise students at all times from the time practice or activity starts until the students leave for home. **At no time should students be without direct supervision of a coach.**
- *Be responsible for the conduct of student athletes and other involved students at all times—practices, games bus rides, other schools, out of town trips, etc.*
- To establish a positive environment of encouragement with athletes and coaches involved in the program.
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school Principal and or/Athletics Director.
- Social Media-- please see Social Media Expectations

## Reporting Scores

CHSAA has entered into an agreement with *Max Preps*. All scores need to be reported asap. Once logged onto this site, coaches can forward information to newspapers and other media outlets.

It is expected that the head coach updates or designates someone to update this source **and athletic website**. This is an important communication tool for your team with the community.

# QUALIFICATIONS TO COACH AT DAKOTA RIDGE HIGH SCHOOL

## Section 3 – Jeffco Personnel Policies

### 3.1 Coaches

*All new hire paperwork is done through Human Resources NOT through the school or head coach with exception to the Planning Report.*

#### I. Minimum Requirements

- A. An individual **who is 21 (Dakota Expectation)** and has graduated from high school may coach a maximum of three seasons during any one academic year. (Exceptions must be approved with Athletic Director)
- B. All high school head coaches/sponsors are required to have a current First Aid and CPR certificate. The First Aid and CPR certificate, front and back, must be on file in Human Resources. All coaches must have concussion training.
- C. Concussion Training and CHSAA test must be completed by all coaches.**
- D. Per CHSAA Expectations, coaches must register on Arbiter. (arbiterathlete.com)

#### II. Specific Requirements

- A. All Coaches must be either a licensed teacher; a registered coach through CHSAA; or a restricted coach, hired by the school district, and recommended for employment through the school principal or athletics director. Head coaches must be hired by the school district in a paid coaching position. Volunteer assistant coaches are not required to be certificated (which includes letters of authorization or coaching registration) unless they will be directly supervising or instructing students independent of the direct supervision of a licensed teacher or registered coach. For example, if an assistant coach would be individually responsible for the team in the absence of the head coach, that assistant coach must be a registered coach.

Jeffco classified employees may not coach unless they sign a volunteer agreement.

- B. In order to have assistant principals give full attention to their administrative positions, no administrator may coach (or volunteer).
- C. CHSAA Certified & Restricted Coaches cannot coach without approval of the Personnel office and the Colorado High School Activities Association.
- D. Volunteer Coaches are not allowed unless they are licensed teachers, a registered coach or under the direct supervision of a certificated person/restricted volunteer agreement. All others must be CHSAA certified. All volunteers must complete the volunteer packet, including a background check, and submit it to Human Resources PRIOR to helping at the school.
- E. Point of Emphasis - Anyone who is coaching - volunteer, parent, former player, etc. - must be either certificated, a CHSAA certified coach, or on restricted agreement under the direct supervision of a certificated person and have all paperwork completed and submitted to the

Human Resources Department **prior** to coaching. Salary will not be processed until all required paperwork is on file with the Human Resources department.

- F. All required paperwork must be complete with Human Resources prior to beginning coaching. If it is incomplete, the coach will be considered a volunteer coach until paperwork is completed.
- G. Student Teachers may receive pay for coaching if they fulfill specific requirements in II. A,B,F or complete district paper work as a classified employee with the understanding they must work under the direct supervision of a licensed teacher and have either a CHSAA certificate or restricted agreement.
- H. Swimming Coaches must have a current Water Safety Instructor card or Safety Training for coaches' certificate. A copy of the swim coach's card must be sent to the school athletic office and the Human Resource department.

### III. Coaching Expectations and Responsibilities

It is recognized that the head coach and his/her staff are looked upon for leadership and cooperation and that they perform their jobs in a highly visible environment. Because they are public figures, they must accept responsibilities not normally associated with most other employees.

Coaches are expected to:

- A. Be Loyal
  - 1. The Coach's actions and statements should always reflect confidence and respect for the Jefferson County League. League policies and procedures pertaining to athletics as well as school business must be followed to the letter. If any interpretation is needed, the high school athletics director or District Director of Athletics for Jefferson County Schools should be contacted.
  - 2. Coaches are required to coach the entire season as established by the Jefferson County League unless exception is approved by the principal.
  - 3. Giving scouting reports or films to schools, whose teams the Jefferson County League will play, is strongly discouraged.
  - 4. Coaches should promote the players of fellow schools in the league whenever possible for All Conference, All State or All Star selection.
  - 5. The coaches must constantly strive to bring credit to the Jefferson County League. The coach should strive to produce a winning effort.
  - 6. Coaches in the Jefferson County League should support the League at all times when dealing with the press, radio or television. Coaches may participate in any news media selections of All Conference, All State, All Star, All Metro, etc.
  - 7. The coaches should give support to all endorsed activities of the school.
  - 8. The coaches should carefully guard against criticizing an official, opponent or

another coach.

9. CHSAA has a formal grievance procedure for coaches, participants and other school representatives to follow. Failure to follow procedure shall constitute a violation of the policy and subject the offender to disciplinary action.

B. Set a Personal Example

1. Coaches will not smoke or chew tobacco or use alcohol or drugs while in contact with athletes (practices, games, team meetings or any other activities in which the coaches meet with their athletes in the course of fulfilling their respective jobs).
2. Clean speech and clean minds are most critical.
3. Good personal habits and neat appearance are important.

C. Be knowledgeable

1. Coaches are to read and be familiar with all of the procedures, policies, guidelines and rules governing the league, state and their sport. They should have access to the CHSAA Constitution and By-laws and the rule book for their sport, and have read the Jeffco Athletics Handbook.
2. Coaches must have current knowledge of their sport.
3. When a coach becomes knowledgeable of any violation of league or state rule, he/she should immediately report it to the school athletics director.

D. Promote Sportsmanship

1. Coaches must promote and teach only clean, aggressive fair play, stressing good sportsmanship at all times.
2. Coaches are required to enforce the Participation Contract and the rules of eligibility.
3. Coaches should be fair and unprejudiced with players, considering their individual differences, their needs, their interests, their temperaments, aptitudes and environments. The coaches should discipline and, if necessary, dismiss players who disregard good sportsmanship.
4. The coach's responsibility is to the individual boy or girl, but the athlete's family must not be ignored; consideration must be given to the family and their requests.
5. Coaches must guard against creating delusions of grandeur in the mind of any player which will affect the choices of the student athlete. Such things as "pro prospect," "college scholarships," "All Conference," "All State" honors should never be used as a selling point to convince the prospective athlete as to how they should direct their abilities.
6. Coaches are responsible for seeing that the locker rooms or dressing areas their athletes use when visiting a school are left in the same condition as when they arrived. A coach or supervisor should remain in the locker room at all times to see

that facilities are cared for properly.

E. Attend Meetings

1. The head coach must attend the preseason, postseason, All Conference and seeding meetings as scheduled by the District Athletic Office or sport representative. If the head coach can not attend, it is his/her responsibility to send an assistant.

F. Publicity and Promotions

1. Nothing is more appealing to an adolescent or more stimulating to an athlete than to see recognition in print. It is imperative that the coach give reporters the information they desire before or after a contest. Give the reporter facts and leave the “dressing up” of factual information to the discretion of the person doing the reporting.

3. Statistics

- a. The varsity head coach is to send varsity statistics as often as directed. The stat reports are to be provided to the schools’ Athletic Director by the statistician. Athletic Directors will be contacted, by the statistician, in the event of missing stats.

G. Coaching Ethics and Behavior

1. Recruitment, whether active or implied, violates the spirit of the game and should be avoided at all costs.
2. Coaches need to immediately confront and deal with any questionable behavior. This means to document the incident and to immediately get the athletics directors of both schools involved in the incident.
3. We are all professional coaches who have both a legal and moral obligation to maintain the integrity of our sport. We model the upper-limit of acceptable behavior for our athletes. With this in mind, we must police our own ranks and demand professional behavior from each other.

IV. Salary Pay Schedule

- A. The following is a summary of the payment structures for coaches and activities sponsors in Jefferson County.
  1. If the coach is a Jeffco teacher, salaries will be divided into monthly payments. (Typically 11 payments October - August)
  2. If the coach is a teacher outside of Jefferson County, or a non-district teacher, one payment will be made at the completion of the sports season (see Salary Pay Schedule).

V. Pay for Officiating

- A. If a lower level coach has to referee the game, because no officials were available, they can

be paid a \$25 game worker fee for that game. If the two coaches want to share the officiating of the game, they will split the \$25.00. The coaches need to notify the district athletics office the next day.

## RESPONSIBILITY OF ASSISTANT COACHES

- Follows expectations of the school district, School Board, and Dakota Ridge High School administration.
- Possesses and maintains a moral character that is in congruence with the expectations of Jefferson County Policies and the Board of Education.
- Meets all the qualifications and criteria established by the Colorado High School Activities Association for coaches, supervisors, and directors of student activity programs.
- Has the ability to communicate with parents and students.
- Responsible to the Head Coach for the satisfactory completion of all assigned duties.
- Be accountable for the conduct of the student athletes and other involved students at all times: practice, games, bus rides, school locker room, etc.
- Maintains discipline and works to increase morale within the sports program.
- Assume the responsibilities for the development of the specific team within the total program under the direction of the head coach.
- Take part in special awards programs, post-season banquets, and other programs or activities deemed important by the head coach.
- Responsible for security of all facilities used by the team and coach when the head coach is not present and/or when custodians are not on duty. This includes management of keys utilized for the building.
- Work to promote school spirit.
- Will help head coach in duties to promote the program with the local youths.
- Perform any other duties or responsibilities directly related to the coaching position as directed by the Head Coach and/or Administration.
- Develop teamwork, morale, sportsmanship, courtesy, fair play, and academic excellence, and strict adherence to the rules of training and conduct.
- Coaches must register on Arbiter per CHSAA expectations. ([arbiterathlete.com](http://arbiterathlete.com))

## SUPERVISION MEMO

1. **Supervise athletes at all times-** in the locker rooms, hallways, weight room, field- before practice and after practice- and on the bus at away sites.
2. If a player is injured, the coaching staff must have an emergency procedure in place so that all coaches are clear as to who stays with the athlete, who makes the necessary phone calls, and who supervises the rest of the athletes.
3. Players can leave a competition site with their parent(s), but **cannot** leave the site with another player's parents without prior written consent and/or permission.
4. Check with the athletics director before conducting any workouts in the hallways or classrooms.
5. Call parents if any athlete's behavior problems make him/her a supervision problem.
6. Communicate regularly to athletes on the importance of their being supervised at all times.
7. Organize each practice- beginning to end, week to week- with effective supervision in mind.
8. Consider supervision for any conditioning and strength-building activity.
9. Meet immediately with the athletics director and principal if a supervision problem occurs or is anticipated.
10. Stress the importance of supervision to the athletes and managers/statisticians and remind them to exit the building immediately after practices and games.
11. For overnight trips, Coaches are responsible for their athletes at all times and need to be supervised all 24 hours. Coaches are not allowed to consume tobacco, alcohol or drugs during these functions.

## EMERGENCY CARE PROCEDURES

- A set of emergency cards for each athlete is to be on file with the Head Trainer and with the head coach of the individual sport. At least one card should be readily available at each practice and each contest.
- All coaches need to have access to a phone while practicing at school or involved in a contest at Dakota Ridge High School. The Head Trainer or Coach should call the EMS (911) in case emergency aid is needed.

- The head coach or his/her assistants must be responsible to call the emergency number in case of an emergency at a playing field away from school.
- **After each injury the Head Coach or the assistant coach responsible is to complete an Accident Report form #922 as soon as possible with the Athletic Director.**
- The Head Coach, in the absence of the Head Trainer, is responsible for the handling of all injuries. The injured athlete is required to check in with the Head Trainer with proper documentation. Directions of the individual athlete's physician will be followed strictly.
- No athlete is to return to practice or competition until a release has been received from a physician or medical facility. **All athletes should report to the Head Trainer to be eligible for practice after being cleared.**
- The Head Coach, in the absence of the trainer, has the responsibility to notify a parent or guardian immediately that an injury has taken place and/or if emergency care is required. In case the parent cannot be reached, the Head Trainer or Head Coach will get the athlete professional care without permission if the emergency is determined to be extreme.
- A coach or the Head Trainer will accompany an athlete if they are transported for emergency care with the parents' knowledge. In case the parent has agreed to meet the transported athlete at the hospital or physician's office, the parent can indicate that it is not necessary for a coach to accompany the athlete if transported for care.
- **A follow-up check concerning injured athletes should be made by at least one member of the coaching staff.**
- A member of the coaching staff needs to be with any injured athlete until released to a parent/ guardian. This includes being attended to in the training room. Coaches should not leave if a player is still in the training room waiting parents or guardians.
- At away events, in the situation of an injury or emergency, the head coach must get proper documentation from the home trainer or medical personnel and report to the DRHS trainer the next day.
- Student trainers have limited involvement in injury situations. It is the head coach's responsibility to check out injuries and do any follow up with any injured athlete.
- **REMEMBER!** The Head Coach is responsible for his/her athlete's medical well being while participating under their supervision. **If you have an athlete in the**

**training room, a coach must stay with the athlete until they are properly dismissed**

SAMPLE

## FUNDRAISING AND SPORTS CAMPS

- All athletic coaches need to see Matt Heckel and activity sponsors need to see Brenda Lucas before any fundraising activity *a minimum* of two weeks in advance.
- After contacting administrator, all coaches and sponsors must see Matt for proper paperwork for **prior** approval. (Brenda Lucas for Activities) Once approved, follow financial procedures and work closely with the financial secretary. Coaches must use proper collection sheets. All coaches/sponsors need to document individual students and their progress on fundraising collections.
- Athletes CANNOT be required to do fundraising. Fundraising can't be a part of determining teams or playing time. Alternative ways to support the program should be available to athletes who choose not to fundraise.
- A written account of what the raised money is for should be available to all participants.
- For auditing purposes, coaches/sponsors must complete a **final** reconciliation at the conclusion of the fundraiser.
- District Athletic Fund Raising Procedures--  
All coaches are expected to log onto the district website to review district expectations for coaches. This is accessed at:

<https://sites.google.com/a/jeffcoschools.us/central-athletics/fundraising>

\* Please read the Financial Policies about the responsibilities of all district coaches.

## **SCHOOL SPONSORED CAMPS/CLINICS**

All coaches are expected to log onto the district website to review district expectations for coaches and Camps/Clinics. This is accessed at:

<https://sites.google.com/a/jeffcoschools.us/central-athletics/camps-clinics>

- \* Go to Athletics
- \* Click on *Jeffco Handbook*
- \* Please read the Financial Policies about the responsibilities of all district coaches.

## **KEYS AND KEY CARDS**

Keys and Key Cards are issued to each member of the staff listed on the planning report to provide access to work areas and are for your use only. Staff will be asked to be accountable for all keys at the end of each school year. Staff is responsible for the security of the keys and Key Cards checked out to them. *Do not allow students, parents, or other people not listed on the planning report access to your keys!* If keys are lost, you will be responsible to pay for new keys as well as the re-keying of your area. Please be careful with your keys at all times. Never make copies of school keys.

If your Key Card is lost, please notify the main office. The coach is responsible for the nominal replacement fee. This card should not be attached to anything that shows a connection to Dakota Ridge High School.

Failure to comply could lead to termination of contract and/or further disciplinary actions.

## LEGAL DUTIES OF COACHES

*Duty to properly Instruct:* This duty includes the responsibility for knowing teaching proper and correct techniques. It also entails proper instructional methods including skill progression.

Coaches can be sued for failure to teach fundamentals and protective skills for particular sports.

In addition, head coaches must ensure that:

1. All athletes shall be taught appropriate protective skills.
2. All athletes should be taught fundamentals at an educational progression:
  - a. Simple to complex
  - b. Known or unknown
  - c. Synthesize individual skills to develop more complex capabilities
3. Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities.

*Duty to warn of the inherent dangers in a sport:* Parents and participants need to be warned of the inherent dangers in a sport. This can include failure to warn of the dangers in using an improper technique in a sport.

*Duty to provide proper supervision:* This could include lack of supervision, inadequate supervision, or lack of sufficient number of supervisors.

(This especially pertains to over-night trips!)

1. Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations, team room expectations and remain in the general area until all athletes have departed.
2. The more hazardous the activity, the greater a coach's responsibility for supervision.
3. Young athletes require special attention with respect to:
  - a. readiness for leaving or execution of a dangerous skill
  - b. readiness for physical contact
  - c. physical maturity differences pairings for practice or scrimmage

*Duty to provide a safe environment:* This includes a provision of safe facilities and equipment.

*Duty to provide a health care:* There are three phases to health care: pre-injury, emergency care for the injured, and post injury care.

*Duty to enforce rules and regulations:* This duty includes state rules, rules of the game, district rules, school rules, and the specific sport rules concerning discipline. Rules that are not enforced are not rules at all.

*Duty to Assess Athletes Readiness for Practice and Competition:* Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

*Duty to follow due process:* The fundamental right guaranteed to all U.S. citizens under the 14<sup>th</sup> amendment to the Constitution applies to athletes as well.

*Duty to safely transport athletes:* A coach has a duty to see that all athletes are safely transported to and from practices and contests.

*Duty to foresee potentially dangerous circumstances and situations:* Foresee ability has been defined as a legal duty and a common thread that runs throughout most liability cases.

*Duty to keep records:* this duty provides a solid defense against liability. Keeping records is expected of careful, prudent coaches.

## Cautions and Considerations Related to Athletics and Negligence

Negligence is the failure to exercise reasonable care in the execution of assigned duties. Generally, negligence allegations cite commission of a hazardous act or omission of reasonable care (failure to act) in the performance of supervisory responsibility. The following terms and principles are important in understanding negligence.

1. An **Accident** is an unpredictable and uncontrollable set of circumstances that causes loss or harm without negligence or carelessness by supervisors. For legal purposes, an accident is also called an Act of God. A set of circumstances beyond control, e.g., an earthquake.

2. **Assumption of Risk**.....A traditional defense against negligence allegations. A player accepts some risk by participating in athletic programs of their free will. This defense is no longer widely accepted as a mitigating circumstance.

3. **Attractive Nuisance**.....Equipment or facilities that are naturally appealing to young people but when unsupervised are also inherently dangerous, e.g., an unlocked and unsupervised swim pool, weight room, or gymnasium.

4. **Breach of Duty**.....Failure of a supervisor to carry out a responsibility or action which results in injury or loss.

5. **Commission**.....Reference to an unsafe act that resulted in injury or loss, e.g., players suffered heat stroke when the coach committed an unsafe act by requiring the football team to run wind sprints in full equipment for 30 minutes in high temperatures and high humidity.

6. **Omission**.....Failure to perform a duty or responsibility that resulted in injury or loss.

7. **Comparative Negligence**.....A provision of law that attributes a percentage of responsibility to the plaintiff and/or the defendant in determination of liability for injury or loss.

8. **Contributory Negligence**.....Behavior on the part of the injured individual that contributed to an injurious event.

9. **Duty**.....An obligation or responsibility, e.g., coaches have a duty to maintain a hazard free practice and competitive environment by conducting regular inspections.

10. **Foreseeability**.....An identifiable physical condition or hazardous practice that could lead to harm or loss, e.g., it is foreseeable that athletes could be injured when playing soccer on fields that have deep ruts.

11. **Liability**.....An obligation to compensate for damage or loss.

12. **Proximate Cause**.....The primary cause of injury or loss. (A player struck by a car and injured while crossing the street to practice. Several factors will be considered as the potential proximate cause. These include the player's actions, the driver's condition or the condition of the automobile, weather/visibility, directions to the player by the coach and the age of the player.)

13. **Respondent Superior**.....The negligence of a coach may be imputed to a supervisor who may also be held accountable for such negligence when it is determined that the coach's failure to act or the actions of a coach contributed to an injury or loss. The employer is not responsible for an employee who operates outside the scope of employment.

14. **Safe Place**.....Several states have adopted legislation that requires higher levels of inspection and scrutiny in creating safe environments for spectator or other large group activities.

15. **Violence**.....An emerging concept that alleges failure of a coach or athletic administrator to control the unthinking and violent actions of an athlete or to supervise spectators so as to prevent violent confrontations during and after a contest.

### **Foundations of Negligence Litigation**

In order to prove negligence, a plaintiff must demonstrate tangible injury and/or loss and prove that the supervisor(s) of an activity or program:

1. Had a duty that was not fulfilled,
2. Breached (failed to perform) the duty through commission of a dangerous act or omission of a required supervisory responsibility,
3. Was the proximate cause of the injury or loss, and
4. Caused the actual injury, loss, or damage.

### **Defenses against Negligence Litigation**

1. A defendant had no supervisory responsibility for the circumstances related to the injury, loss, or damage.
2. The primary (proximate) cause of injury, loss, or damage cannot be directly attributed to the duties or performance of a supervisor.
3. The injury resulted from an unforeseeable event or factor.
4. The injured player accepts (assumes) a certain degree of risk by participating in sports programs. (less likely valid as a modern defense)
5. The athlete contributed totally or partially to his/her injury by ignoring prohibited actions or engaging in actions that were identified as dangerous.

Although not all accidents can be avoided, as a coach you can protect yourself by holding active memberships in professional organizations within your sport and state. Most memberships offer a \$1,000,000 liability insurance policy just for joining.

It is expected that all HEAD coaches hold a current membership to the Colorado High School Coaches Association and STRONGLY recommended that all assistants join as well. (For more information on the Colorado High School Coaches Association, see <http://www.colohsca.org/>)

The NIAAA (National Interscholastic Athletics Administration Association and the NFHS (National Federation of High Schools) offer memberships that include liability insurance. Their web addresses are [www.niaaa.org](http://www.niaaa.org) or [www.nfhs.com](http://www.nfhs.com) if you want more information on what other services your membership would provide.

Also, within your own particular sport there are professional organizations you can join that allow you the opportunity to network within your own area of interest.

## REPORTING CHILD ABUSE

It is the Board's policy that this district comply with the Child Protection Act and with the mandatory reporting requirements of that Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Jefferson County Department of Human Services or local law enforcement agency. In those cases where the **child abuse** is observed to be in progress, notification shall be made immediately to the law enforcement agency of that jurisdiction. Oral reports must be followed promptly by a written report prepared by the person reporting.

Wherever possible, the school official or employee who initially knows or suspects that a child has been subjected to abuse or neglect should immediately make the report to Human Services or law enforcement. If that is not possible, the individual must cause a report to be made immediately by giving the information to the designated school or department **child abuse** or neglect liaison. The individual who initially knows about or suspects the abuse or neglect must ensure that the report has been made to Human Services or law enforcement. If the liaison is unavailable at the time the situation arises, the report must still be made.

Willful violation of the Act's reporting requirements is punishable as a class 3 misdemeanor and may create liability for any further injuries. The Child Protection Act grants school employees and other persons who report known or suspected **child abuse** immunity from any liability that might otherwise be incurred, if the report is made in good faith.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

School employees are encouraged to ask the child how an injury occurred. If the child's response is vague or inconsistent, or if the injury does not fit the child's explanation, the Department of Human Services or local law enforcement agency shall be notified. In addition to complying with the reporting requirements of the Act, all district employees shall be required concurrently to make such reports immediately to the building principal or employee supervisor.

The school shall maintain documentation of each report. Except as otherwise provided specifically by law, reports of **child abuse** or neglect and the name and address of any child, family, or informant or any other identifying information contained in such reports shall be confidential and shall not be public information.

The Board believes that staff training is essential in meeting the reporting requirements of Colorado law. All staff, including administrators, special education service providers, teachers, aides, custodians, secretaries, food service staff, and bus drivers, shall be trained to identify and report **child abuse** and neglect based on Colorado law and Board and district policy.

All school officials and employees shall be charged with familiarizing themselves with these reporting requirements.

The superintendent shall be responsible for developing regulations to accomplish the intent of this policy.

### Duty To Report Suspected Abuse

**Any questionable activity behavior must be reported immediately to an administrator or legal authority if an administrator is unavailable.**

**Do not try to handle child abuse yourself. If you are suspicious of anything inappropriate—tell your administrator!**

## PRE-SEASON CHECK LIST

Name \_\_\_\_\_

Sport \_\_\_\_\_

**Before** the season begins officially all members of the coaching staff must:

- \_\_\_ 1. Inventory all equipment, supplies, uniforms, and related items.
- \_\_\_ 2. Complete and turn in all transportation forms for all regular season contests to Athletic Secretary.
- \_\_\_ **All Coaches** must register on Arbiter, take the coaches exam, concussion course, CPR/First Aid
- \_\_\_ 3. Provide a practice and tryout schedule to Matt (dates and times)
- \_\_\_ 4. Obtain a medical kit for all squads from the trainer.
- \_\_\_ 5. Arrange and schedule team picture day.
- \_\_\_ 6. Prepare facilities and/or game site.
- \_\_\_ 7. Submit to Athletic Secretary a preliminary roster of athletes listed in alphabetical order.
- \_\_\_ 8. Review the job description, CHSAA bulletin, and league guidelines related to the sport.
- \_\_\_ 9. Submit an updated roster by the fifth practice. This includes all V, JV, 3<sup>rd</sup> Level, Fr. Teams.
- \_\_\_ 10. Work with Athletic Secretary to ensure that a team roster is prepared and available to give to parents at all levels.
- \_\_\_ 11. Prepare effective public relations handout for parents.
- \_\_\_ 12. Meet with the athletic trainer.
- \_\_\_ 13. Fill out building request forms for any facilities used outside of DRHS or outside of normal season.
- \_\_\_ 14. **Submit all coaches, assistant coaches, and volunteer forms to the Athletic Director before anyone works with students.**
- \_\_\_ 15. Submit phone numbers and email addresses of Booster Club representatives and coaches to Athletic Secretary.
- \_\_\_ 16. Make sure all athletes have turned in completed paper work to Athletic Secretary PRIOR to participating. A student MUST give you a completed paperwork form given by her.
- \_\_\_ 17. Make any school announcements to inform your athletes to Julie Lindsey the day before. There will be NO interruptions during the school day
- \_\_\_ 18. Review your regular season schedule for errors/changes.
- \_\_\_ 19. Eligibility- Check with Athletic Secretary before season.
- \_\_\_ 20. Set-up pre-season parent meeting.
- \_\_\_ 21. See Athletic Director for any information to be aware of for the upcoming season.

\_\_\_22. Attend MANDATORY preseason rules/coaches clinic.

\_\_\_23. Take coaches test. Have all assistant coaches take coaches test and turn in to AD before first practice

**Before participating** in any practice, all athletes on the team must complete online with District registration and approved for current tryouts by Athletic Secretary. Student-Athletes must have:

\_\_\_1 Physical examination from

\_\_\_2. Emergency card

\_\_\_3. Insurance waiver

\_\_\_4. Training Rule Form

\_\_\_5. Parent Permission Form

\_\_\_6. Athletic Fee

**Preseason information** to speak with Matt include the following items:

\_\_\_1. Sport policies and procedures that you plan to distribute to athletes

\_\_\_2. Eligibility requirements

\_\_\_3. “Meet the Team” night (parent meeting)

\_\_\_4. Expectations for the coming season

\_\_\_5. Any concerns related to the sport (problem cuts, parents, budgets, etc.)

\_\_\_6. **Any criteria related to cutting and/or squad selection**

**Other important duties:**

\_\_\_1. Arrange for the results of all competitions to read on the morning announcements.

\_\_\_2. Attend all scheduled meetings of the athletic department and league.

\_\_\_3. **Update Eagles Activities site and Max Preps**

\_\_\_4. Keep in storage all equipment, supplies, and uniforms.

## **END OF SEASON CHECK LIST**

(Please bring to your final evaluation)

Sport \_\_\_\_\_ Coach \_\_\_\_\_

Have the following been completed? (add comments as needed)

- \_\_\_\_\_ Varsity Letter and Sub Varsity participation lists turned in
  - \_\_\_\_\_ List of All-Conference, All-State, awards (etc.)
  - \_\_\_\_\_ Season Record Form turned in
  - \_\_\_\_\_ Inventory Form turned in
  - \_\_\_\_\_ Uniforms/Equipment cleaned and stored
  - \_\_\_\_\_ Lost equipment Form turned in
  - \_\_\_\_\_ First Aid Kit returned to the Trainer
  - \_\_\_\_\_ Lockers cleaned out and vacated
  - \_\_\_\_\_ Post-season meeting with coaching staff
  - \_\_\_\_\_ Recommendations for coaching staff for next season
  - \_\_\_\_\_ Season Review and Objectives for next season
  - \_\_\_\_\_ Begin scheduling/setting up non-league contests for next year
  - \_\_\_\_\_ Turn in information regarding Summer camps to Matt.
  - \_\_\_\_\_ Record student-athlete statistics for "Athlete of the Year" nominations in May.
  - \_\_\_\_\_ Nominate two athletes (Under classman/Sr.) for the Leadership Program for the following year
  - \_\_\_\_\_ Post-season evaluation & conference with Athletic Director
  - \_\_\_\_\_ Evaluate all paid coaches on your staff (you may include volunteers), submit evals to AD
  - \_\_\_\_\_ Current season expense report turned in
  - \_\_\_\_\_ Fill out building request forms for next season
- Signature of Head Coach \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Athletics Director

\_\_\_\_\_  
Date

## CHAIN OF COMMUNICATION

Please adhere to the following steps whenever important information regarding any aspect of the athletic program- including concerns, grievances, or questions- must be communicated. This process is supported by School Administration and the Jefferson County Board of Education:

1. Players must first speak to their coach. Coaches will take every opportunity to be approachable to the athlete.
2. Assistant Coaches must first speak to the head coach in their sport.
3. The head coach must take his/her concerns directly to the athletic director. Communication is expected to be direct, not through the Athletic secretary.
4. If any player, parent, or assistant coach approaches the athletics director, they are referred immediately to the head coach. If it is a minor problem that can be resolved without interrupting the coach's time, Athletic Director will work on resolving it and keep the coach informed.
5. The athletic director communicates to the principal.
6. The principal speaks to the area superintendent. If any player, parent, or assistant coach approaches the principal, they are referred immediately to the head coach.
7. The area superintendent addresses the superintendent and thus the school board if needed.

## PARENT / ATHLETE / COACH COMMUNICATION GUIDE

### *DRHS Communication Philosophy*

- Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For success, effective communication must occur.
- The school athletic department and administration believe strongly in being accessible to parents and supportive of the coaching staff and student-athletes.
- We are continually attempting to improve communication with the students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of the program.

### *Your Expectations as a Parent: (Please also see Chain of Communication on website)*

#### **A. Be supportive on the sideline or in the stands! Attendance is a privilege, not a right.**

1. Unsportsmanlike behavior can cause removal from games or events.

#### **B. Do not air your grievances with your athlete. Be there to support them and to listen.**

1. *Listen to your student-athlete and help them problem solve. They will become stronger adults with parents having them solve their own problems when applicable. Encourage them to discuss their situation with a coach that they have bonded with on the team.*

#### **C. It is reasonable to expect your child's coach to inform you:**

1. When and where practices and contests are held.
2. About his/her coaching philosophy.
3. About the expectations he/she has for all athletes on the squad as well as your specific child.
4. What is required to be part of the team, i.e., fees, special equipment, off- season programs, lettering requirements, etc.
5. If your child is injured during participation in a practice or contest.
6. Whenever any disciplinary action results in your son/daughter being denied participation in a practice or contest.

#### **D. Typical concerns of parents appropriate to discuss with a coach are:**

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
2. How you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior.

### *Our Expectations as Coaches:*

#### **A. It is inappropriate to discuss with a coach:**

1. Playing Time—it is expected that the *student-athlete* initially conducts this conversation.
2. Team strategy or play calling
3. Other student athletes

#### **B. Coaches often need parents to call them with:**

1. Any specific health concerns about your son/daughter expressed directly and informally to the head coach at a mutually convenient time.
2. Notification of schedule conflicts well in advance.
3. Your commitment to the program, and how you plan to make a contribution to the program's success. For example, one way is to be sure that your child is at practice each day on time and to supervise that your child gets enough rest and nutrition at home.
4. Strategies that have worked for you in dealing with your son/daughter being successful in the past.

#### **C. If you have a concern to discuss with a coach, what procedure should you follow?**

1. Have your *student-athlete* talk to the coach first if applicable. If not--
2. Make an appointment with the coach. Never approach the coach after a game unless the coach requests this.
3. If the coach cannot be reached, call the Athletics Director to set up a meeting.
4. Please do not attempt to confront a coach before, during, or following a contest or practice. These can be a busy and emotional time for both the parent and the coach and this period does not promote objective analysis of the situation.

#### **D. What should you do if the meeting with the coach does not result in a solution to the problem?**

1. Call the Athletics Director to set up an appointment to discuss the situation.

2. At this meeting, the appropriate next steps can be determined.

## **PARENT MEETING**

Please let me know if you want me to attend.

All coaches are required to have a parent meeting at the beginning of the season to discuss the program goals, expectations, and responsibilities.

### *The benefits of a Parent Meeting and/or “Meet the Team” Night*

A parent meeting and/or “meet the Team” night at the beginning of the season is a special way to begin the season. Most parents are pleased that their child decides to join an interscholastic sport.

### Typical Agenda

A typical agenda for this event should take about an hour. The Head Coach should:

1. Welcome those in attendance and thank them for their presence.
2. Introduce the managers and statisticians and acknowledge them for their contributions to the program.
3. Introduce the coaching staff and give important backgrounds of each coach. Allow assistants to say a few words.
4. Explain the coaching staff’s philosophy, goals, and expectations for each squad. Also explain the expectations of parents. This should include communication protocol, **behavior in the stands**, any help needed (banquet planning, concession stand volunteers, etc.).
  - a. Chain of Communication form
  - b. Parent-Athlete-Coach communication guide
  - c. Athlete/coach/parent pledge
5. Comment briefly on typical practice activities.
6. Distribute an information packet that includes the practice and competition schedule, nutrition guide, training rules, team rules, transportation policy, eligibility regulations, and any permission forms, if necessary.
7. Explain the ways that players could violate their amateur standing (accepting gifts, performing sport related performances for money, etc.), the criteria for earning a varsity letter, the relation of academics to athletics, and any new CHSAA and League rules.
8. Discuss issues concerning budget. Establish boosters’ parents and how parents can support the program via fundraising.
9. Conclude by thanking the parents for their support and encourage an open line of proper communication.

# TRYOUT POLICY

## *Tryout Policy Philosophy*

The Dakota Ridge athletic department is sensitive to the needs of the athletes during the tryout period. It is the school's desire to see that as many student athletes as possible are involved in the program during the athletic season.

Unfortunately, due to facility space, time constraints, numbers of equipment, and additional factors, limitations are placed on sizes of teams for each individual sport.

The DRHS athletic department recognizes these concerns and is striving to maximize the option available for student athletes in the athletic arena as participants or supporters of the program.

## *Tryout Policy Procedures*

1. Choosing the members of the various athletic teams is the responsibility of the coach.
2. Before tryouts begin, coaches will provide team information to all candidates and parents of the team. Such information shall include:
  - a. Length of tryout period
  - b. Objectives used to select the members of the team
  - c. Number of team members that will be selected and criteria involved in selection
  - d. Distribution of practice and competition schedules. The coach shall explain the commitment necessary to join the team.
  - e. Clear notification that tryouts are based on the performance during the selection period. Tryouts are not based on summer participation or coaching camps the athletes participated in previous to the tryout period.
3. Lower level coaches will follow the criteria for selection that have been established for the particular sport. Head coaches will be involved in lower level selections to aid the lower level coaches.
4. When lowering the numbers on teams becomes a necessity, a coach will provide the following opportunities for each player:
  - a. Each coach will attempt to meet with each candidate individually to discuss strengths, weaknesses, and squad membership or reason for not making the team.
  - b. Coach will discuss options or alternatives for those individuals who do not make the team. Such alternatives could include a manager position on the team.
  - c. Each athlete must have had an opportunity to perform in at least one intra-squad scrimmage.

# TEAM RULES

1. Participation is at the discretion of the coaching staff.
2. Players may be denied participation for disciplinary reasons.
3. Players who quit the team are responsible for notifying any coach immediately.
4. Practice is necessary for team and individual success. Players are expected to attend every practice unless they are absent from school due to illness/injury or contact a coach prior to that practice. Failing to do so results in an unexcused absence.
5. Be on time for practice.
6. Only the coaching staff can cancel a practice.
7. Report any injury of any type to a coach immediately.
8. If you see a physician or the trainer for an injury, you are not permitted to practice or compete until the head coach is given a note signed by the doctor or trainer stating you are physically able to practice and compete again.
9. You are expected to work diligently toward earning good grades in your school courses.
10. You are responsible for all equipment and uniforms issued to you. You will be charged for the full replacement cost for any equipment or uniform that is lost, damaged, or stolen.
11. There is zero tolerance on this team for violence or use of illegal drugs, alcohol, and tobacco. Violations will result in players being denied participation and the JeffCo Training Rules enforced.
12. There is zero tolerance on this team for any criminal activity. Violations will result in players being denied participation.
13. Treat all coaches, officials, spectators, and other players with respect and courtesy.
14. You are expected to follow all school rules while on this team.
15. You are expected to follow all rules established by the National Federation of High School Association and the Colorado High School Activities Association.

I have read these team rules and agree to follow them during the season. I also understand the consequences for any violations.

---

Athlete's Name (print)

---

Athlete's Signature

---

Date

---

Parent/Guardian's printed name

---

Parent/Guardian's Signature

---

Date`

## ATHLETE'S PLEDGE

Individual and team success in sports results from commitment. The extent to which you are able to make such commitments reflects your maturity as well as your dedication to family, friends, school, and team. Your coach already has made a similar kind of commitment. You will receive a copy of it. For these reasons, we ask you to read and agree to the following Pledge:

1. To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of commitment and hard work.
2. To maintain my health and fitness levels by following the training rules as prescribed by the Dakota Ridge Athletics Department and the Jefferson County Schools.
3. To reflect the knowledge that a commitment to victory is nothing without the commitment to hard work in practice.
4. To attend every practice unless excused by my coach.
5. To understand that my future as a responsible adult relates more to my academic than my athletic activities.
6. To find time to satisfy my family relationships and responsibilities.
7. To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction, and mutual respect.
8. To reflect my belief that true strength involves gentleness and that even the toughest athlete is sensitive to others.
9. To follow the training rule contract in regards tobacco, drugs and alcohol.

**I have read the above statements and promise to live up to them:**

---

Athlete's printed name

---

Athlete's signature

---

Date

## PARENT'S PLEDGE

Cooperation among coaches, athletes, parents, and school personnel is essential if students are to realize the values of athletic participation. Like coaches and athletes, parents must make commitments to the athletic program to assure such cooperation. We ask you read and agree to the following **Pledge** and, as needed, discuss your reactions with your child's coach or the Athletic Director. Thanks for your help!

1. To accompany my child to as many orientation and informational meetings offered by the athletic department, as my schedule will permit.
2. To work closely with all school personnel to assure an appropriate academic as well as athletic experience for my child while he/she is in high school.
3. To assure that my child will attend all scheduled practices and athletic contests.
4. To require my child to abide by all training rules.
5. To acknowledge the ultimate authority of the coach to determine strategy and player selection.
6. To promote mature behavior from students and parents during athletic contests.
7. To work cooperatively with other parents and school personnel to assure a wholesome and successful athletic program for our school.
8. To show respect to coaches, opponents, other parents, officials, and game workers at all times.
9. To work closely with coaches and other school personnel to identify a reasonable and realistic future for my child as a student athlete, both in high school and in college.
10. To represent Dakota Ridge High School, its athletic program, and my student-athlete in a positive manner.

**I have read the above statements and promise to live up to them:**

---

Parent's printed name

---

Parent's signature

---

Date

## COACH'S PLEDGE

The coach's pledge extends beyond the knowledge of athletics and reaches into the life of each of his or her players. It is one of the most important responsibilities in the school and involves at least the same level of commitment that coaches expect of their players. Mutual respect and team membership are to be expected equally of player and coach and, for the coach, involve the following promises:

1. To be a model of appropriate language and behavior.
2. To respect and dignify each of my athletes as an individual.
3. To promote the safety of each athlete and to ask no more in practice or competition than each is capable of delivering.
4. To promote the conditions and circumstances that encourages each athlete to realize his/her full potential.
5. To impose time demands that acknowledge the primary importance of each athlete's academic and family responsibilities.
6. To promote among all athletes and coaches a solid sense of team membership.
7. To reflect in my coaching the best and most recent thinking/strategy in my sport.
8. To assist, whenever appropriate and mutually convenient, with the post-high school planning of my players as it relates to athletics.
9. To work, whenever appropriate, with other school personnel to guarantee the best interests of each of my student-athletes.

**By signing below, I acknowledge that I have read this coaching manual and agree to the expectations of the Dakota Ridge High School athletic program. Also, I have read the above statements and promise to live up to them:**

---

Coach's printed name

---

Coach's signature

---

Date

## **Dakota Ridge High School Athletic Department Social Media Expectations**

**Objectives** for coaches, athletes, and boosters in using social media:

- **Support**-- Coaches, teams, and boosters should use social media to support Dakota Ridge Athletics and our athletes. It is highly encouraged to show support for other Dakota Ridge teams as well. (spirit squads, marching band, etc.) **Use social media to spread positivity!**
- **Highlight**-- Use social media to highlight your individual and team accomplishments along with anything else that you would like to “brag” about in your program.
- **Inspire**-- Use social media to to inspire others who pay attention to your Dakota Ridge program. Empowering others is one of the most impactful things you can do for yourself and your team. Share quotes or clips you find inspiring and uplifting.
- **Network**--use social media for networking and connecting with others by using positive interactions with other like minded individuals.
- **Educate**-- use social media to educate your audience on the important factors of your team, program and athletes.

**Guidelines for Engagement**--

- **Coaches who wish to engage with their team electronically should maintain separate professional and personal accounts.** This includes separate email addresses and different social media handles (Twitter, Facebook, etc). Keep clear personal life vs. coaching life boundaries.
- **Coaches should avoid one-on-one communication with an athlete via email, post, text, or other electronic communication**-- it is highly encouraged to include entire team in communications and use protective media communication tools such as Group Me, HUDL, and others.
- **Dakota Ridge Coaches Facebook presence should not be portrayed as an individual account or as a group associated with an individual account, but rather as an interest page.** Facebook offers “School Sports Team” feature that allows communication with parents, students, and others without having to friend individually.
- **Closely Monitor within your team social media presence**-- Immediately remove any posts by athletes or parents that violate school, district, team, league or governing body’s principles for appropriate behavior. Promptly inform the athlete or parents of the offending post, about why the post was inappropriate, and make sure to notify Athletic Director or Administration on all communication. If it is not positive, do not post it.
- **Update your privacy settings for your personal social media sites**-- Double check your privacy options to protect your content posted and being public. **DO NOT** “Friend” current students on personal social media. Always think before hitting “send”.
- **Be Aware of District Expectations of posting photographs**-- some athletes have signed that their information can not be posted.
- **Check Jeffco District policies on Social Media expectations**--please decline personal friend requests from current students per District Policy.