



**THE COLORADO SPRINGS SCHOOL**  
**PARENTS AND ATHLETE HANDBOOK**

**2009-2010**



Dear Athletes and Parents:

Thank you for participating in competitive athletics at The Colorado Springs School. Each of us involved with athletics at CSS works hard to ensure that you have a positive experience in any way you are involved. This handbook will provide guidelines, expectations, and general information for both students and parents.

CSS is a member of the Colorado High School Activities Association (CHSAA), a member of the Black Forest League, and an associate member of the Tri Peaks League. Our competitive athletics are governed by these organizations.

The CSS athletic program grows and succeeds with the commitment of a high quality coaching staff, supportive parents and students, and dedicated athletes.

If you have any questions or comments, please feel free to call me at 434-3580 or email me at [rrisk@css.org](mailto:rrisk@css.org).

Thanks again for your commitment to CSS Athletics.

Rick Risk  
Athletic Director

### **CSS Athletic Mission Statement**

CSS athletics is committed to excellence through developing the whole person with respect for self, team, opponents and community.

***We advance:***

- Academic achievement
- Character development
  - Sportsmanship
- Disciplined work ethic
  - Responsibility
  - Perseverance
- Personal integrity
- Commitment to team
  - Teamwork
  - Leadership
- Winning programs
- Development of athletic skills
  - Open communication
  - Tolerance
  - Altruism
- Conflict resolution
  - School spirit
- A healthy and active lifestyle

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Upper School Athletic Program Philosophy .....	1
Middle School Athletic Program Philosophy .....	1
Children’s School Athletic Program Philosophy .....	1
Requirements for Participation of all Athletes.....	1
Interscholastic Sports.....	2
The Colorado Springs Upper School Guidelines for Athletics .....	2
The Colorado Springs Middle School Guidelines for Athletics .....	3
The Colorado Springs Children’s School Guidelines for Athletics .....	3
Team Parent Guidelines.....	4
Responsibilities of the Student Athlete.....	5
Student Athlete Training and Season Rules and Regulations.....	5
CSS Athlete’s Code of Ethics.....	6
Violation of Training Rules .....	6
Grievance Policy.....	6
Varsity Letters/Awards/Special Awards.....	7
Captains .....	7
Expectations .....	7
Suggestions for Developing Leadership .....	7
Varsity Letter .....	8
Awards For Each Varsity Sport.....	8
Special Awards.....	8
NCAA Scholarship Signings.....	9
State Play-off Teams.....	9
Expectations .....	10
Athlete Expectations for Coaches.....	10
Parent Expectations for Coaches .....	10
Coach Expectations of Players .....	10
Coach Expectations of Parents .....	11
Educational and Personal Benefits in Athletic Participation .....	11

### **Upper School Athletic Program Philosophy**

The Upper School program fosters involvement and enjoyment of interscholastic competition. The programs emphasize development of high-level skills and strategies, teamwork, good sportsmanship, and school spirit. The programs seek to motivate and challenge athletes, while at the same time, balancing those challenges with support, encouragement, a sense of belonging, and individual and team accomplishments. Athletic involvement helps students grow emotionally, mentally, and physically. At the junior varsity level, participation and development of fundamentals will be emphasized, with the goal to play at the varsity level. At the varsity level, more emphasis will be placed on winning, while maintaining personal, team, and school integrity as the essential priority.

### **Middle School Athletic Program Philosophy**

The Middle School program combines the building of skills, techniques, fundamentals, and conditioning with competitive, participatory interscholastic contests. Middle School athletes, over the course of a season, have opportunities to perform in contests. Not only is sportsmanship, enjoyment of the sport, teamwork, development of leadership skills, and responsibility emphasized, but also development of the athlete to compete successfully at the Upper School level for CSS. At the “B” team level, participation and development of fundamentals is emphasized. At the “A” team level, more emphasis is placed on winning, while maintaining personal, team, and school integrity as the essential priority.

### **Children’s School Athletic Program Philosophy**

Competitive athletics with teams from other schools begins with the 5<sup>th</sup> grade. Emphasis is placed on skill development and enjoyment of the sport. Working together and sportsmanship is also paramount. All students will participate in games. 5<sup>th</sup> graders will get to know the Middle School students making the transition to Middle School sports and academics smoother.

### **Requirements for Participation of all Athletes**

1. Each student is billed a one hundred-fifteen dollar (\$115.00) athletic participation fee for each sport in which they participate. This is partial funding for uniforms, officials, rental of facilities, transportation, equipment, coaching, and maintenance.
2. A student must have on file a current physical examination (physicals are good for one year), issued by a licensed practitioner.
3. The student and parent must fill out and sign a “Liability Release and Agreement to Participate” form.
4. The student and parent must fill out and sign a “Consent for Medical Care” form. The liability release form and consent for medical care form are sent out at the beginning of each summer.
5. Where applicable, a uniform contract will be signed by parent and athlete prior to first game.

### **Interscholastic Sports**

Presently, the athletic program provides opportunities for students to participate at various levels of competition in the following sports.

<b>Upper School</b>	<b>Middle School</b>	<b>5th Grade</b>
<b>FALL</b>	<b>FALL</b>	<b>FALL</b>
Girls Volleyball	Girls Volleyball	Girls Volleyball
Boys Cross Country	Boys Cross Country	Boys Cross Country
Girls Cross Country	Girls Cross Country	Girls Cross Country
Boys Soccer	Boys Soccer	Boys Soccer
Boys Tennis	Boys Tennis	Boys Tennis
Boys Golf		
<b>WINTER</b>	<b>WINTER</b>	<b>WINTER</b>
Girls Basketball	Girls Basketball	Girls Basketball
Boys Basketball	Boys Basketball	Boys Basketball
<b>SPRING</b>	<b>SPRING</b>	<b>SPRING</b>
Boys Lacrosse	Boys Lacrosse	Boys Lacrosse
Girls Soccer	Girls Soccer	Girls Soccer
Girls Tennis		

Outdoor Education may be taken for PE credit in the Upper School. Weight Training and Conditioning is offered during the year for PE credit.

### **The Colorado Springs Upper School Guidelines for Athletics**

1. A student must be currently enrolled in the equivalent of five 45-minute classes. A class of one hour and thirty minutes in length is equivalent to two classes. One of those classes may also be the sport they are participating in that season at CSS.
2. If a student is failing one class, or has two D's, he/she will participate in athletics at the discretion of the athletic director and/or the Head of the Upper School.
3. If, at the end of a semester, a student is failing two classes, he/she will be allowed to practice with the team at the discretion of the Head of the Upper School, but would not be eligible to compete in any contests for one term.
4. Students must abide by the rules presented in the student handbook or face disciplinary action determined by the administration or coaches. Further, the dress code for athletes must be observed.
5. A student is expected to be at all practices and games unless he/she has arranged the absence (for academic, medical, or familial reasons) with the coach 24 hours ahead of time.

6. A missed practice may result in loss of playing time during games or no playing time at all in a game.
7. A student may ride home with his/her parents after an “AWAY” game. A student must let the coach know he/she is riding home with his/her parent(s). If a student is riding home with someone else’s parents, he/she needs to bring a note from his/her parents stating the arrangements and their permission.
8. Students are encouraged to do their homework while other contests are being played prior to and after their game. It should be understood that coaches might have their players do some mental preparation as part of their pre-game warm-up.
9. It is possible that in some sports where a student is taking up the sport for PE credit, he/she may not participate in any games. These students will be instructed in the fundamentals of the sport, and will have to earn their playing time in practice.
10. Unless the coaches or team parents have made food arrangements, a student should bring food to take care of their nutritional needs on game days.

#### **The Colorado Springs Middle School Guidelines for Athletics**

1. Normally, practices are immediately after school from 3:30 until 5:00 P.M. Lack of gym space may require some teams to practice in the morning prior to school
2. If a student has two D’s or one F, they may practice with their team, but are not allowed to participate in games.
3. Assigned academic study halls after school take precedence over practices and games unless approved by the head of Middle School.
4. A student is expected to be at all practices and games unless he/she has arranged the absence (for academic, medical, or familial reasons) with the coach 24 hours ahead of time.
5. An unexcused absence will result in loss of playing time or no playing time at all in game(s) following the missed practice.
6. A student may ride home with his/her parents after an “Away” game. A student must let the coach know he/she is riding home with his/her parents. If a student is riding home with someone else’s parents, he/she must bring a note from his/her parents stating the arrangements and their permission.
7. Students are encouraged to do their homework while other games are being played prior to and after their game.
8. Unless coaches or team parents have made food arrangements, a student should bring food or money to take care of their nutritional needs.

#### **The Colorado Springs Children’s School Guidelines for Athletics**

1. Normally, practices are immediately after school from 3:30 until 5:00 P.M. Lack of gym space may require some teams to practice in the morning prior to school.
2. A student is expected to be at all practices and games unless he/she has arranged the absence (for academic, medical, or familial reasons) with the coach 24 hours ahead of time.
3. An unexcused absence will result in loss of playing time or no playing time at all in game(s) following the missed practice.

4. A student may ride home with his/her parents after an “Away” game. A student must let the coach know he/she is riding home with his/her parents. If a student is riding home with someone else’s parents, he/she must bring a note from his/her parents stating the arrangements and their permission.
5. Students are encouraged to do their homework while other games are being played prior to and after their game.
6. Unless coaches, parents or team parents have made food arrangements, a student should bring food or money to take care of their nutritional needs.

### **Team Parent Guidelines**

Each team of every sport will have a maximum of two TEAM PARENTS selected by the Athletic Director to assist that team’s coach.

The responsibilities of the TEAM PARENT are as follows:

1. Compile team roster to include:
  - Athlete jersey number
  - Name
  - Phone numbers
  - Parent email
  - Parent namesDistribute to all athletes and supply coach with extra copies
2. Distribute parent and athlete handbook to those who do not receive them at Coach / Parent meetings.
3. Create phone tree or email list for emergencies and schedule changes.
4. Supply game schedules for all athletes to include:
  - Date, time location
  - Map and directions to away games
5. Coordinate drink/snack schedules for post games or pre games
6. Coordinate with head coach end of season activities for team to include awards, gifts and team party
7. Assure that team pictures are taken and given to Yearbook Editor.
8. Facilitate communication between parents and coaches except for grievances (see Athletic Handbook for Grievance procedure)
9. Coordinate with the coach, any purchases of team sweats, warmups, and shirts for the team. Apparel design must be approved by the Athletic Director and Director of Communications. Through “Jammin”, who runs the CSS web store, many apparel items can be ordered in bulk for the teams.
10. Any decorations by team parents in El Pomar or the Trianon must be approved by the Head of Upper School or Head of Middle School.

### **Responsibilities of the Student Athlete**

Being a member of The Colorado Springs School athletic program is the fulfillment of an early ambition for many students. The attainment of the goal carries with it certain traditions and responsibilities that must be maintained. Building an athletic tradition that students, parents, and staff can be proud of takes hard work on the part of all involved over many years. It is now your role to maintain and improve.

1. Responsibilities to yourself: The most important of these responsibilities is to broaden yourself and develop strength of character. There are many important life-long character traits that can be developed through participation in athletics, and many life lessons to be learned as you compete. You owe it to yourself to get the greatest possible good from your school experiences, whether in academics, other extracurricular activities, and in sports.
2. Responsibilities to your school: Another responsibility you assume as a team member is to your school. The Colorado Springs School cannot maintain its positions as an outstanding school unless you do your best in whatever activity you engage in. By participating in athletics to the maximum of your ability, you are positively contributing to the reputation of your school. You assume a leadership role when you are on the athletic team. The student body and citizens of the community know you and are watching you. The student body, the school community, and other communities judge our school by your conduct and attitude. You contribute greatly to school spirit and community pride.
3. Responsibilities to your coaches: Many hours of time and effort go into the planning and orchestrating of athletic teams. The coaches play a major role seeking to ensure a successful athletic season. Be on time to practices and games. Take care of the equipment issued to you by the coaches. Communicate responsibly and respectfully with the coaches. Know that the coaches have made a commitment to you and the team. Support the coaches and your teammates.
4. Responsibilities to your teammates and to others: Students in other divisions are watching you. They are copying you in many ways. Set good examples for them. Do not physically or psychologically intimidate any fellow athlete or student. Be a great teammate.

### **Student Athlete Training and Season Rules and Regulations**

Student athletes of CSS shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotic or hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine or intoxicants of any kind. The use or possession of any tobacco product is also prohibited. This rule applies at any school sponsored athletic event, including during school, after school, on the bus/van, before, during or after games whether they be at home or away, and will be enforced per policies noted in The CSS Children's, Middle and Upper School Handbooks.

### **CSS Athlete's Code of Ethics**

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Display good sportsmanship, and exhibit fair play and proper conduct on and off the playing field.
3. Make smart choices and refrain from using all chemical substances such as alcohol, tobacco, and illegal drugs.
4. Show respect for teammates, opponents, officials and coaches.
5. Respect the integrity and judgment of game officials.
6. Refrain from the use of profanity, vulgarity, and other offensive language or gestures.
7. Return all athletic equipment clean and on time. The athlete is held responsible for lost, stolen or damaged equipment. A late fee will be assessed on items returned past the published deadline. A replacement fee will be assessed, based on replacement costs, for all items not returned.
8. Attend all scheduled practices and games. In the event of an emergency situation prohibiting my attendance, I will communicate this information to my coach in the manner prescribed by him/her. I understand that failure to attend a practice may result in reduced game playing time.
9. Notify my coach before the trip or have my parents talk to the coach after the game if I have traveled with the team to a game, but will not be returning with the team.
10. Attend school for one half day as a requirement for participation in the game that day/evening.
11. Follow all school disciplinary rules as described in the Children's, Middle and Upper School Handbooks.
12. Win with character; lose with dignity.

### **Violation of Training Rules**

Students are subject to all school disciplinary rules as described in the Children's, Middle and Upper School Handbooks. Athletes who violate these rules will meet with the Athletic Director and Head Coach for disciplinary action after each offense. CSS Athletics does not tolerate violation of these rules.

### **Grievance Policy**

When problems or issues arise, the following are to be contacted by the student or parent in this order:

1. Coach within 24 hours
2. Athletic Director
3. Division Head
4. Head of School

### **Varsity Letters/Awards/Special Awards**

Varsity Letter Requirements: The varsity award letter shall be presented to an athlete who satisfies the recommended participation requirements as listed below, completes all team obligations (i.e. finishes the season in good standing), and receives the recommendation of the coach. (The coach may recommend to the Athletic Director a waiver of these requirements under unusual circumstances).

Specific Sport Requirements:

Cross Country	Participate in seventy-five percent of meets.
Soccer	Participate in fifty percent of regular season games.
Volleyball	Participate in one third of all regular season matches.
Golf	Participate in fifty percent of matches.
Tennis	Participate in fifty percent of regular season matches.
Basketball	Make the varsity team, contribute in practice situations and support the team from a playing position or from a supportive bench position.
Lacrosse	Make the varsity team and play in one third of varsity contests.

### **Captains**

#### **Expectations**

1. Captains will lead by example in practice. Captains will be the hardest workers in drills and games. Captains will also be punctual, have all of their gear, and will consistently be at practice.
2. Captains will be diligent in their academic work.
3. Captains will exhibit a high level of sportsmanship in practice and games.
4. Captains will be model citizens in the CSS community and beyond.
5. Captains will motivate their peers to excel in practice, at games, and in the classroom.
6. Captains will be an extension of the coach in practice, at games, and in the classroom.
7. Captains will participate in conversations with the coaching staff about the needs of the team.

#### **Suggestions for Developing Leadership**

1. Captains may lead daily warm-up and stretching routines.
2. Captains may run basic drills under the supervision of the coach.

3. Coaches may talk with captains about what it means to be a leader, how to motivate positively, and how to help set the tone for practices and contests.
4. Captains may help plan and run team get-togethers outside of school.
5. Captains may help coordinate the end of season awards party.
6. Captains may be included in conversations regarding team policies and decisions.

These expectations and responsibilities can be modified by the coaching staffs of the various sports depending on the maturity of the players, their age, and the preferences of the coaches.

The coaches will hold the captains to a high standard and will make their expectations clear from the first day of practice. They will also communicate to the team that the captains do have real authority and will be backed by the coaches if a player treats them with disrespect or disregards their encouragement or correction. (This, of course, is assuming that the captains have not abused their positions.) The coaches will hold regular meetings with their captains to follow up about their performance and provide constructive feedback as to how their leadership skills can be further enhanced.

If a captain does not take the above expectations seriously, he or she will be removed from his or her position of authority by the coaching staff.

Captains will be appointed by the coach. Feedback from the team, in the form of a vote, may be taken into consideration by the coach before the appointment is made. (The Athletic Director will be consulted regarding the appointment of captains.)

### **Varsity Letter**

First Year: CSS Letter with pin signifying sport. Note; Should the athlete letter in more than one sport, he/she will not receive another CSS Letter.

Second/Third/Fourth Year: Gold service bar each year.

### **Awards For Each Varsity Sport**

1. Most Valuable Player
2. Most Improved Player
3. Coaches' Kodiak Award

### **Special Awards**

1. Female Athlete of the Year
2. Male Athlete of the Year
3. Leadership Award

## **NCAA Athletic Scholarship Signings for Student Athletes**

### Policy

CSS will adhere to three NCAA signing days in 2009-10 (November 11, 2009, February 3, 2009 and April 1, 2009). All athletes signing letters of intent will be invited to participate in a signing day photo opportunity. The Communication Office will interview coach(es) and athlete(s) in order to share a press release with media either on the front-end or the back-end of an event. The athlete(s) or parent(s) may contact the Director of Communication to help organize the flow of stats and key biographical information. Photos will be taken at the event. The athlete(s) are encouraged to invite their families, friends and coaches to the event and to wear a t-shirt or sweatshirt of the college they will attend. The athlete should also bring their NCAA signing paperwork. Faculty and staff will be notified internally.

### Event Protocol

#### Set-up:

- \*1- 6ft table with Athletic Department logo tablecloth
- \*1- side table for refreshments/cake (refreshments to be provided by families if so desired)

#### Order of Events

- \*Athlete(s) will be seated at the table and surrounded by coaches, administration, parents and teammates.
- \*CSS Administration (Athletic Director, Head of School or Director of Communication) will welcome guests and friends.
- \*Coaches will be asked to say a few words on the player as an athlete, leader/character, etc.
- \*Ceremonial photos will be taken.
- \*Player is asked to thank everyone for coming and supporting him/her over the years.
- \*If any media are present, the group will break and allow for athletes or coaches to be interviewed. CSS can never guarantee that media will attend or cover any events.
- \*A follow-up photo and caption will be shared with media as well as posted in ROAR and/or on Facebook.

### **State Play-off Teams**

As Upper School varsity teams advance in the play-offs, the Booster Club will support them in terms of hotels, meals, t-shirts etc. depending on available funds and resources at that time. The administration and team coaches will discuss the appropriate measures to support the team.

## **Expectations**

### **Athlete Expectations for Coaches**

1. Coaches make it fun
2. Coaches lead and motivate players to bring out the best in themselves
3. Coaches model the behaviors they expect
4. Coaches respect their players and expect respect from the players
5. Coaches teach fundamentals, strategies, game and practice preparation
6. Coaches don't get mad at players personally
7. Coaches you can talk to about the sport or any problem, success or situation
8. Coaches care about them beyond the sport
9. Coaches help make the season rewarding and fulfilling no matter the record
10. Coaches communicate clearly what is necessary to improve

### **Parent Expectations for Coaches**

1. Parents want information: Practice schedules, team rosters, game schedules, directions to games, rules, concerns about their son/daughter, needs, arrival times back from games, etc.
2. Parents expect to understand coaching decisions
3. Parents expect a safe environment
4. Parents expect an adult to be there when they arrive to pick up their athlete
5. Parents expect coaches to promote good sportsmanship, reinforce a zero tolerance substance abuse message to the children, and to develop healthy relationships between players.
6. Parents expect the coach to be positive with their children, and to help build confident children
7. Parents expect coaches to treat athletes as though they were their own kids. "Is this the way I would want my own child treated?"
8. Parents expect coaches to be the adult/to set the example for their kids

### **Coach Expectations of Players**

1. Coaches expect players to be on time for practices and games
2. Coaches expect players to be at all practices, games and meetings
3. Coaches expect players to keep their grades up
4. Coaches expect players to be committed for the season
5. Coaches expect players to be coachable (players listen, focus during practice, implement what the coach wants, give 100%)
6. Coaches expect players to work on the sport during the off season

7. Coaches expect players to come talk to the coach if there is a problem
8. Coaches expect players to let them know 24 hours in advance if they have an appointment that will interfere with practice
9. Coaches expect players to treat each other and the coach with respect
10. Coaches expect the players to trust the coach's experience, knowledge of the game, and the ability to make decisions in the best interests of the team

#### **Coach Expectations of Parents**

1. Coaches expect parents to get their kids to practices and games on time
2. Coaches expect parents to leave coaching decisions up to the coach (positions, strategy, playing time etc.)
3. Coaches expect parents who have concerns to set up an appointment that is convenient for both parties to discuss the concern (not during or after practices or games)
4. Coaches expect parents to exercise good sportsmanship
5. Coaches expect parents to know that coaches sometimes make mistakes, but that they are working hard for the success of the team and the individuals of that team
6. Coaches expect parents to encourage their children to come talk to the coach first if they have a problem
7. Coaches expect parents to support the coach's techniques, drills, expectations, and directives when the child complains, and to address it with the coach otherwise.

#### **Educational and Personal Benefits in Athletic Participation**

1. Learn individual and team goal setting
2. Learn teamwork skills
3. Learning to sacrifice for the good of the whole
4. Learning to prioritize
5. Developing self-discipline
6. Learning to persist
7. Learning to endure
8. Learning to deal with losses and wins in a positive way
9. Developing positive attitudes
10. Learning to put body and mind together
11. Learning to deal with pressure
12. Learning to get along with and work together with those you may not like
13. Learning how to prepare mentally and physically for practice and games
14. Learning your strengths and weaknesses
15. Developing time management skills

16. Learning to stretch your limits
17. Developing close relationships
18. Learning to commit
19. Learning to finish what you have begun (no quitting)
20. Developing leadership skills
21. Developing healthy ways of dealing with stress
22. Physical conditioning
23. Learning to accept appropriate constructive criticism





**THE**  
**COLORADO SPRINGS SCHOOL**

21 Broadmoor Avenue Colorado Springs, CO 80906  
phone: (719)475-9747 fax: (719)475.8964 [www.css.org](http://www.css.org)

---