

**MARTIN LUTHER KING, JR.
EARLY COLLEGE**

**DENVER PUBLIC SCHOOLS
PREP LEAGUE**



**MIDDLE SCHOOL ATHLETICS
HANDBOOK
2014 - 2015**

Denver Public Schools Middle School Athletics

Mission Statement

The principal objectives of the Nuggets/Avalanche Prep League are:

- To use sport to motivate and encourage student athletes to succeed academically.
- To provide exemplary leadership to promote the emotional, intellectual, physical, and social development of students who participate by selecting the best qualified coaches and official's available.
- To provide an environment that will facilitate students to develop good sportsmanship, leadership, and communication skills.
- To provide middle school students with an opportunity to participate in a school-organized sports program.
- To provide a program that will help students develop fundamental skills in a variety of sports.
- To provide a program that will benefit and challenge students who possess potential skills, interests, and capabilities beyond those found in the regular instructional program.
- To provide students an opportunity to explore a variety of athletic activities.

Philosophy

It is the expectation that participants in the Nuggets/Avalanche Prep League will enjoy positive learning experiences with an emphasis on providing knowledge and skills necessary for them to develop into successful student-athletes.

Martin Luther King, Jr. Early College

Mission Statement

In the spirit and wisdom of Dr. Martin Luther King, Jr., our mission is to graduate students who are great leaders, great thinkers, and great communicators. The Early College model is a partnership of students, staff, parents, and community and its pre-collegiate mission includes;

- 1) Providing a rigorous, pre-collegiate, technology-based curriculum;
- 2) Focusing on student empowerment, and
- 3) Respecting cultural diversity in a safe, productive environment.

Philosophy

The Martin Luther King, Jr. Early College student athletes are students first and the athletic department supports the primary mission of the school. It is the expectation that the student athletes develop the skills required to progress to the next level of competition as well as enhance their knowledge of the game.

Job Description of Athletic Director

General Description: The middle school athletic director provides leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for MLKJEC. The MLKJEC athletic director promotes extracurricular athletic activity that foster skill development, understanding of sports and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

Knowledge: Requires knowledge in Title IX, Regional Middle School athletics, CDE Department of Education rules, and School District Policy.

Skills: Requires demonstration of strong leadership skills, promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student database systems, and office equipment operation.

Abilities: Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities, and significant confidential responsibilities due to student and staff issues.

Classification: This position is designated as a yearly stipend position

Reports To: Assistant Principal over athletics in accordance with district and board Policy

Performance Responsibilities

Rules and Regulations:

1. Follow all rules and regulation of the regional middle and high school league, including preparing student lists, submitting schedules, dues, and other documentation as required.
2. Follow all school rules and regulations and school board policy.
3. Communicate and enforce that all middle school and high school athletes will be supervised at all times.
4. Work with the principal in resolving problems of discipline concerning athletics.

Athletic Administration:

1. Prepare reports as required by the administration.
2. Work with the principal to improve the middle school and high school athletic program.

3. Report and document all athletic injuries.
4. Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy.
5. Check student eligibility per school rules and regulations and school board policy on a weekly basis and communicate with teachers, parents, coaches, and administration.
6. Plan and schedule for athletes to attend tutoring throughout the school year.
7. Plan, supervise, and attend recognition programs for school athletics.
8. Assist with the monthly calendar in conjunction with the principal.
9. Supervise on-site athletic activities.

Supplies, Equipment, and Uniforms:

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and order all new replacement supplies, equipment, and uniforms when necessary.
3. Inspect all athletic areas cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and insure each coach returns all equipment, unused supplies and uniforms using a checklist.

Events:

1. Schedule the use of all athletic facilities and fields for middle school athletics games and practices following school procedures.
2. Coordinate with the FNE high school athletic director to see that all playing surfaces are properly conditioned for all home games.
3. Arrange for officials for all interscholastic events and make sure arrangements for payments of officials.
4. Be present, arrange for a school representation, or be on call for all home games, and assign a coach to assume responsibility at all away games.
5. Arrange for employees for all home games including scorekeeper, timekeepers, and custodians if applicable.
6. Communicate and document medical and emergency procedures and arrange for availability of medical supplies at all home games.

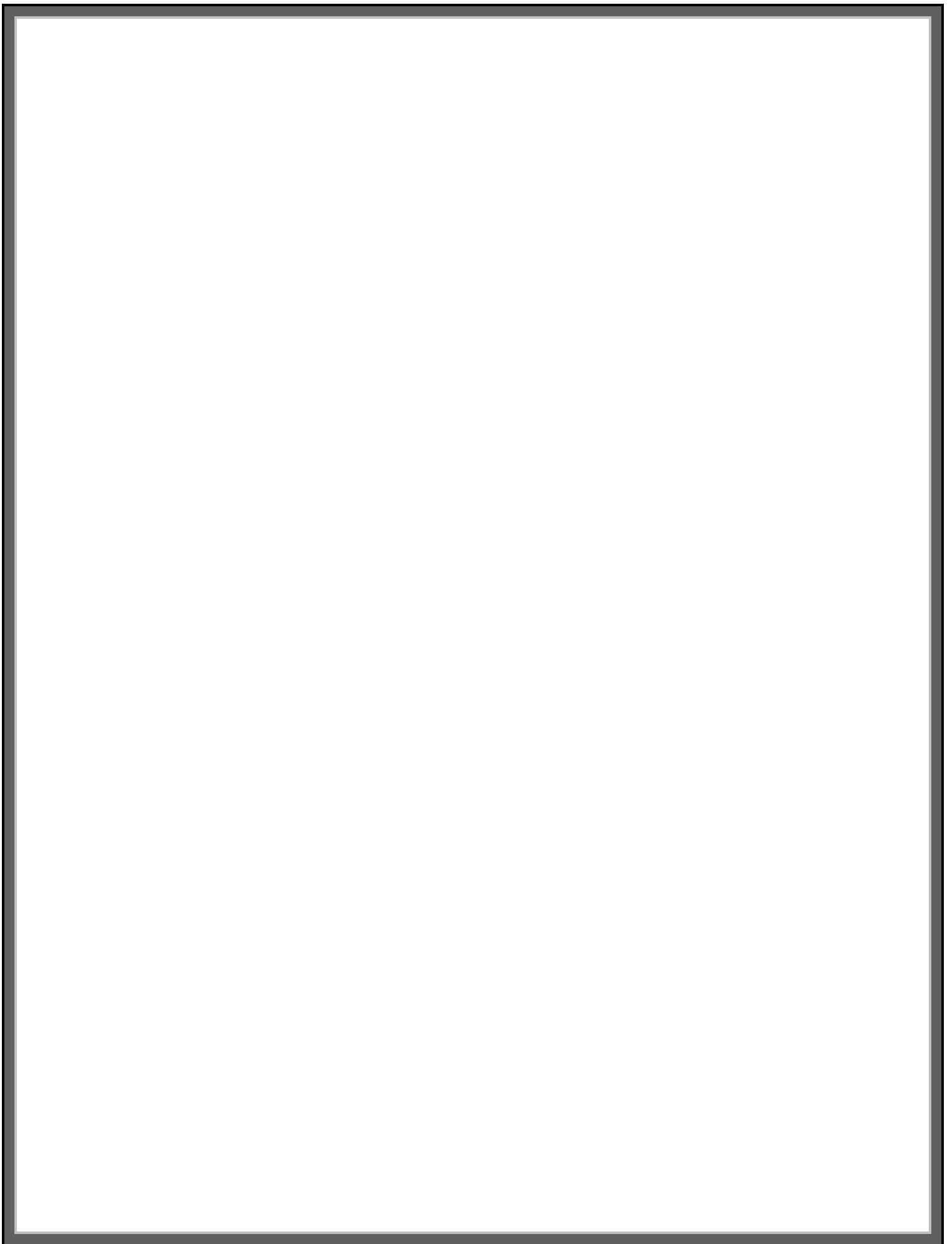
7. Assume responsibility for cancellation of games as circumstances require protecting athletic participants and district resources and rescheduling in the event of cancellation.

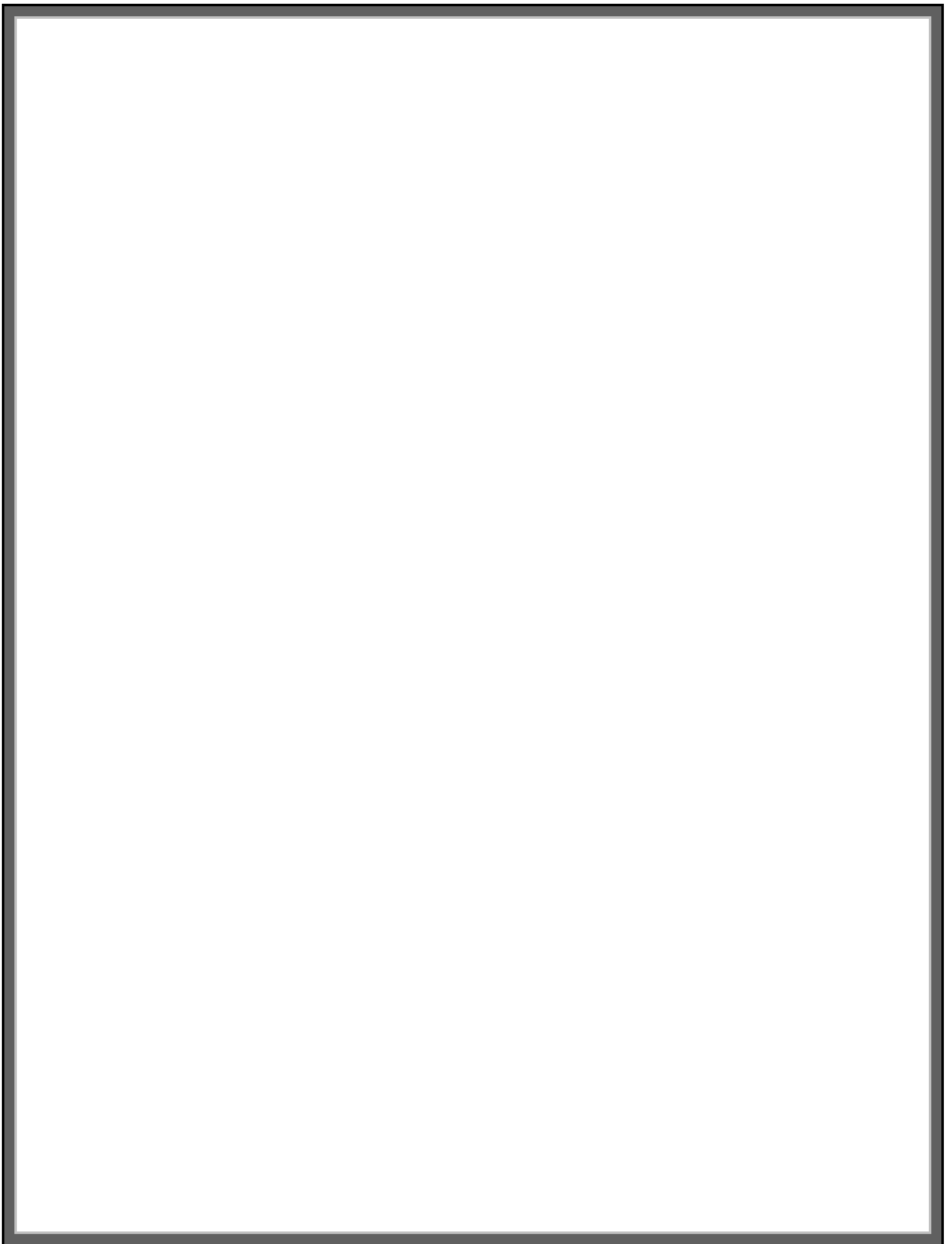
Transportation:

1. Arrange and confirm bus or other transportation for athletic participants.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

Communication:

1. Conduct parent meetings prior to season.
2. Represent the school and district at middle school regional meetings and events.
3. Communicate issues with school facilities and fields to the FNE athletic director.
4. Work with coaches to make sure that all students and parents understand the rules and regulations.
5. Act as liaison between coaches and the athletic booster club.
6. Develop, review and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
7. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
8. Arrange for videotaping of key middle school and high school athletic events.
9. Follow a chain of command of:
 - a. Athletic/parent coach
 - b. Coach to athletic director
 - c. Athletic director to principal
10. Create and maintain an athletic manual





MLK, Jr. EC Seasonal Coach Evaluation

Coach/Sport _____

Date _____

Athletic Director _____

Evaluation Scale: A-Acceptable/ NI-Needs Improvement/ U-Unacceptable

Non-negotiable-You CANNOT coach until these have been met

- CPR certification (must renew every 2 years) _____
- Concussion certification (must renew yearly) _____
- District coaches meeting _____
- Host parent meeting _____
- Mandatory AD meeting _____
- Identify and turn in paperwork for volunteers or managers _____

Record Keeping Skills

- Turns in monthly timesheet by 10th of each month to athletic director _____
- Turns in key (if needed), physicals, uniforms, fines, coaching binder _____
- Turns in participation fees within 2 weeks of the first game _____
- Turned in team at the starting, ending of season _____
- Turned in uniform checkout form _____
- Turns in roster at beginning and end of season _____
- Nominates athletes for grades, performance, John Lynch award _____
- Checks eligibility of each player every Thursday _____

Communication Skills

- Notify Athletic Directors by noon if canceling practice _____
- Notify Athletic Directors of ineligibility by Thursday _____
- Communicates with Athletic Directors prior to 10am on game day regarding forfeits _____
- Reports scores immediately after game to athletic directors _____
- Reporting need for equipment, damaged equipment or safety issues _____
- Honors the communication channel (Parent-coach-AD-AP-Principal-District) _____

Care of Equipment and Facilities

- Checks uniforms in and out properly _____
- Participates in the inventory and storage of uniforms and equipment _____
- Keeping track of and returning all equipment _____
- Suiting up team correctly in required equipment/uniform _____
- Reports any field or court safety issues _____
- Setting up and taking down of equipment before and after a game/practice _____

Behavior

- Demonstrates self-control, sets a good example of and teaches good sportsmanship _____
- Maintains professionalism in dealing with parents and referees _____
- Gives athletes an opportunity to participate in the competition _____
- Has a healthy rapport with opposing coaches, AD's, District and Facilities _____
- Adheres to school discipline ladder _____
- Appears in proper attire for practice and games _____

General Coaching Expectations

- Is prepared for games and practices _____
- Monitors locker room before and after practice/games _____
- Monitoring safety of students during competition and travel _____
- Has a healthy rapport with athletes _____
- Honors and reinforces mandatory study hall _____
- Honors and reinforces weekly eligibility _____
- Is present for games, practices, meetings and end of season banquet _____

Additional Comments:

**Signature (Coach
Directors)**

Signature (Athletic

Policies

Risk Management Policy

The policy of Martin Luther King Jr. Early College is to provide a safe and secure learning environment for students, athletes, and visitors. The risk management program has been established to reduce the risk of financial loss and to keep the resources of the school by identifying and analyzing risks, implementing techniques of loss control, and transferring financial responsibility where it is appropriate. The risk management program requires that all administration, athletic directors, coaches and facilities staff participates, cooperate, and are involved in the program. The administration holds primary overall responsibility for the risk management program of the school, whereas, the athletic directors hold organizational responsibility of program; coordinating the trainings for the coaches and staff, evaluating the program throughout the year, and implementing changes to the program.

The risk management program includes implementation of proper risk management practices, development of school and after school athletics procedures,

and implementation of campus claims that result from injury for workers compensation, and liability claims, reviewing and purchasing insurance coverage, campus litigation coordination, contract review, and participation with the Denver Public Schools risk management authority.

Development, Implementation, and Management (DIM) Process

The risk management committee will identify the risks of the facility and athletic program prior to hosting athletic competitions. Risks do not include things that can lead to injury, but can include risks of the school's image and financial loss. Once the risks have been identified that are associated with the program or competitions the risks will need to be evaluated to determine the severity; an evaluation of the risk will assist in developing the proper way to treat the risks/hazards. After the evaluation of the risk and most effect method of treatment have been determined the committee can decide to eliminate, limit, or accept the risks.

Once the most effective method for treating the risk is identified the program is able to implement the risk management plan which includes modifications in the athletic facilities, proper signage, communication of responsibilities, and training for coaches, administration, and athletic directors. The risk management plan will be managed by the risk management committee consisting of administration, athletic directors, coaches, and facilities managers; together the committee will oversee the program, implement changes, review accidents, and facilitate in-service training for the coaching staff.

Facility Audit

The administration, athletic directors and coaches are responsible for completing the initial facility audit at the beginning of the school year, after the initial audit the athletic directors will complete regular checks throughout the build checking for hazards or risks and determine a method of treatment for each. The facility audit will begin by checking the outside perimeter of the building, gyms, locker rooms, restrooms, hallways, athletic fields, and fitness center to identify potential risks or hazards. Each hazard or risk will be documented and reported to the facilities manager to determine the method of treatment. If a potential risk is identified by the coach or player the risk needs to be reported immediately to the athletic directors, administration, and facilities manager; the athletic directors will follow up on the risk within 3-days of the initial report.

Once the hazards have been identified the risk management committee will develop a checklist that will be used to complete frequent inspections throughout the facility. The checklist will consist of the name of the organization, inspector's name, date of inspection, location of inspection, inspector's signature, and hazard or risks identified.

Monthly Audit Check List

Inspector's Name _____ Date _____

Location of Inspection _____

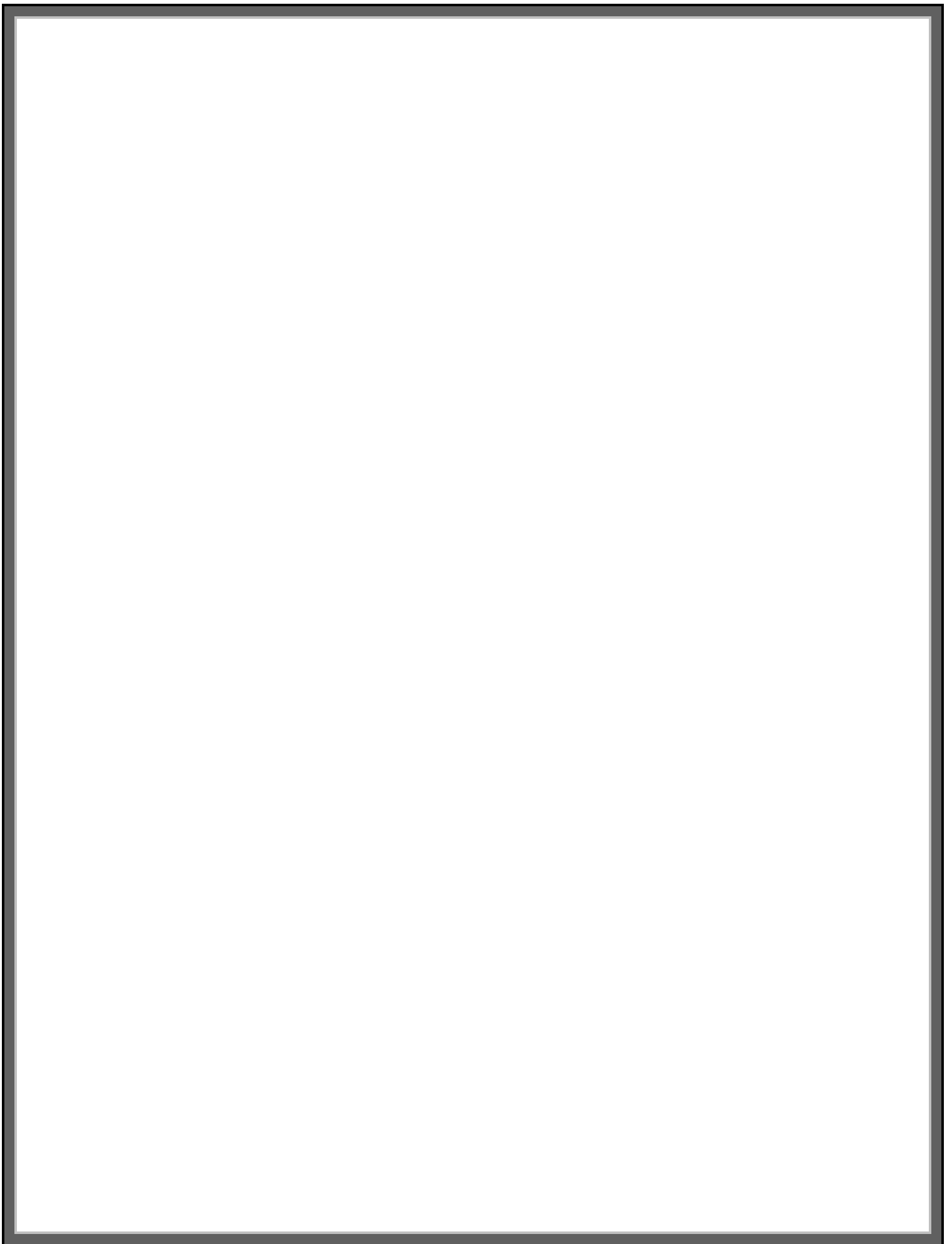
Inspector's Signature _____

Instructions for inspector:

- Inspect and complete all items
- Provide description of hazards/risks in comment section
- Fill out report and facility maintenance request upon completing inspection

POTENTIAL HAZARD	YES	NO	COMMENTS
Gyms (basketball nets secure)			
Gyms (basketball hoop bolts secure)			
Gyms (bleachers bolts tightened)			
Floor free of debris (dust mopped)			
Locker room (gate secure, floor dry)			
Restroom floors (no water on floor)			
Baseball field (pot holes, divots)			
Baseball field (bases, home plate, pitcher mound secure)			
Baseball Field (home/visitor dugout safe)			
Soccer/football field (divots, potholes, dirt mounds)			
Soccer/football field (goals secure)			
Soccer/football field (goal nets securely fastened)			
Soccer/football field (bleachers secure, bolts tightened)			
All fields (boundary lines marked)			
Gyms (rules of conduct, maximum capacity, emergency exits posted)			
Fitness center (rules posted)			

Fitness Center (emergency phone, AED accessible)			
Fitness Center (equipment stored properly)			
Other			



Waiver and Participation Policy

Prior to students participating in middle school athletics the school will have on file a physician's health status record, an athletic insurance waiver, and a parent permission form. The forms are required to participate in athletics and will be valid for one calendar year. Coaches are responsible when participating away from their home school to have in their possession copies of emergency cards for all of the athletes. The emergency cards have the phone numbers of the parents and family physician of the athletes in case of injury.

If an injury occurs during practice or game the coach is required to fill out an injury report form with the school nurse and principal, a copy of the report must be sent to the league manager. The athletic directors and coaches will develop an emergency action plan that will be enforced in the event of an emergency. Injuries that require a doctor's attention the student may not return to participate in the athletic program until the doctor has cleared the student from the injury. All injuries require that the coaching staff or athletic directors make every attempt to contact the injured student's parents. Administrators, athletic directors, and coaches must have a current CPR and concussion certification.

Insert Participation/ emergency card waiver here

Transportation Policy

All transportation must be conducted by district owned buses or licensed private carriers; events sponsored by the league will be paid for by the school district. Coaches may make exceptions if approved by the principal and follow the district transportation guidelines. Only participants, coaching staff, and administration may ride the buses to and from the sports events. Spectators, spirit clubs, and other student body are not considered part of the team; therefore, they cannot ride the bus. In the event of a playoff competition or championship the school and district may take into consideration that spectators can ride the bus if there are busses available to transport the spectators to and from the game. The spectators are required to follow the same guidelines and rules as the athletes when traveling to support their peers and school.

The conduct of the players must be respectful and appropriate on the bus, the athletes are to respect the rules of the bus driver and behave accordingly to and from the game. If the athletes misbehave and are disrespectful to the driver school and district consequences will occur. There must be a certified supervisor (i.e. coach, athletic director, or administrator) on the bus with the players at all times.

Students are expected to have a ride or leave the premises within 30 minutes of the end of practice. Parents are required to sign out their child with the coach if the student is not going to ride the bus back to the home school when participating in an away game. Students that have prior transportation arrangements with another

students parents or guardian must have a written permission form signed by their parents or legal guardian; the coach must have 24-hours' notice prior to the away game. Coaches or MLK staff cannot take athletes home from school.

Insert parent pick up waiver here

Hazing Policy

Martin Luther King Jr. Early College promotes creating healthy and safe relationships for the students and community. Athletics plays an important role in developing a positive environment for the school community; it provides opportunities for friendships, leadership, and personal growth. Hazing of any kind hinders these goals of our students and is prohibited by the school and district. Hazing is defined as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person”. Students found participating in acts of hazing, disciplinary action will be taken by the school under the district hazing policy.

Insert Discipline Action Here

