



Our goal in implementing this handbook is to provide the safest, most enjoyable program for all participants.

We want you and your child to be aware of the atmosphere we strive to create and the guidelines we feel are necessary to succeed at that. When you and your child agree to these policies and procedures, you are committing to partnering with High Valley Community Center to help us successfully meet these goals.

## **HVCC**

### **Youth Program Handbook**

**High Valley Community Center  
595 Grand Ave.  
Del Norte, CO 81132**

**(719) 657-2172**

Adrienne Atencio – Executive Director



## Welcome to the HVCC Youth Programs!

We are so excited to be working with you to create a successful program! If you are a long time participant in the program or brand new, we are thrilled to have you. We are here to make this as great an experience as possible and hope that you will bring any questions, concerns, or ideas that you might have to us!

The mission of High Valley Community Center in Del Norte is to provide programming in a safe environment that develops and reinforces positive values and behaviors, inspiring children to reach their full potential. In a world full of problems, we believe that our youth are the solution! We want to see every participant be the best they can be, and we're grateful to be part of that journey. We have a few *simple expectations*.

### Simple Expectations:

- Parents will supply HVCC with all necessary registration information and paperwork.
- Parents will park safely and legally and enter the building to sign students out each day.
- Students will be required to wear HVCC Shirts during any activity that requires leaving High Valley.
- Students will be part of the "rope team" whenever leaving HVCC on foot.
- Students will respect their peers, staff, and surroundings at all times.
- Students will not use foul or inappropriate language.
- **Students will take care of the items and environment around them.**
  - HVCC should always be *better than the rest*.
  - HVCC should always leave an area better than it was found.
  - HVCC treats others the way we want to be treated.

There are a few additional things we need from you and things we want you to know – please take a few minutes to read about our program and our policies and procedures. If you have any questions or worries, please give us a call or send us an email. We cannot be successful without you.

We'd love to hear from you... fill out an observation form (located on the information wall) and let us know how we are doing!!

You can keep up-to-date with information by liking us on Facebook, watching for our emails, keeping an eye out for the notes we send home, and picking up the program calendar at the beginning of each month.

Sincerely,

A handwritten signature in cursive script that reads "Adrienne Atencio".

Adrienne Atencio  
Executive Director

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**Mission:** High Valley Community Center offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

**Vision:** HVCC alumni are productive citizens with skills, ethical values, and a drive to reach their own full potential and positively contribute to their peers, families, and community.

We strive to create a replicable model that is the gold standard for youth programming.

We build and nurture strong, healthy partnerships with families and our community to ensure HVCC participants have a foundation that allows them to thrive.

**Values:** Provide healthy examples and lessons equipping youth to fulfill their ethical responsibilities to themselves, their families, the community, and HVCC.

Empower youth to overcome unhealthy cycles and prevent harmful behavior through citizenship and service.

Create positive economic impact through our partnerships, generous foundation support, and wise financial planning.

Provide a welcoming and comfortable environment with nutritious and homemade meals.

Provide a safe, stable, and clean environment that meets the needs of the youth.

Support youth, through quality programming, to improve social skills, life skills, work-force readiness, and healthy decision making.

Expose youth to meaningful opportunities and experiences improving their leadership skills and increasing their productive engagement within the larger community.

Employ happy, committed staff, who are genuinely dedicated to making a difference for all youth.

Employ staff who inspire youth and the community to reach for more, by creating a welcoming environment where everyone feels they belong.



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**Age Requirements to Participate:**

We accept all school-age children in the program – 5 to 18 years old.  
Children must be **5** and **entering Kindergarten** to register for summer.

**Special Needs Policy:**

We will make every effort to provide equal access to children with special needs. HVCC facility is ADA compliant.

**Hours of Operation:**

The **After-school Program** begins the Tuesday after Labor Day each year. The program is held from **4:00 to 6:30** on all Del Norte School Days.

The **Fabulous Fridays Program** begins the Friday following Labor Day. The program is held from **8:00 to 5:00** unless otherwise noted. The program varies greatly from week to week and it is your responsibility to know the activity and requirements; including if students need to bring their lunch that week.

The **Summer Arts & Rec Program** is held for eight weeks from **8:00 to 5:00** on Tuesdays, Wednesdays, and Thursdays. Wednesdays are field trips – the bus will leave at different times each week, but returns by 5:00 weekly. The program begins the first Tuesday in June and runs for eight weeks; with one week intermission over the 4<sup>th</sup> of July.

**Weather/Emergency Closures:**

We will follow Del Norte School District schedules – if DNS closes due to weather or emergency, HVCC will be closed as well.

If we are in the middle of a day and need to close for any reason, HVCC staff will make every effort to notify parents and or emergency contact persons.

**Admission and Registration of Children:**

Registration is required prior to any student attending or being admitted to HVCC. Registration can be done in person, over the phone, or via the website. Once a student is registered, they will be enrolled in the program until we are asked to remove them from our system. Registration information must be reviewed and approved annually by the parent or guardian of the child.

**Parents must notify us of any changes to contact information for the safety of the children!**

**Current registrations must be on file for a child to participate.**

**Fees:**

We are a no-fee based program.

**Donations:** HVCC makes it easy for you take make a tax-deductible donation. You can sign up online to make recurring or one time payments – we hope to get every child in program the sponsored at \$25 a month. This amount adds up over time and we use these donations to help offset the cost of the activities and transportation. If you are unable to make a donation, we hope that your child will still participate. We also welcome donations of time, energy, or resources!

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#### **Checking in/out:**

Students will need to be checked in and out electronically each day: Memorizing your pin will make your life easier. If you do not know your pin, please provide identification. Please make sure to only park in legal parking spots – parking at a yellow line or in the handicapped spot, even briefly, may result in unpleasant action by law enforcement. In addition, please do not block the alley to the south of the building: the bus will need room to park and dismiss children; parking in this area will cause difficulty and delays in the loading and unloading of children.

Using this system, we will count for students throughout the day, including; when children are transferred from a room, site, bus, or activity. When students are transferred to offsite activity, that will be noted in the system as well.

#### **Parents will need to go to administration area to check their child(ren) out!**

**Students who walk** to HVCC will not be dismissed prior to the program ending without direct permission from a parent or guardian. Once a student signs out for the day they will need to wait until the next program day to return.

**Students who ride the bus from DNES** must be on the bus and seated by 4:10. The bus is not able to wait for students that may be running late. Students are required to follow all HVCC and Del Norte School Transportation rules. Failure to do so will result in disciplinary actions up to and including transportation privileges being revoked. A separate release and permission slip must be on file with DNES for children to be allowed to leave the school with HVCC staff. Upon boarding the bus, HVCC staff will check students in.

**Activities off site:** The staff may choose to walk the kids to the local park or an area in town. If you come to pick up your child while they are away, a staff will call and confirm a place in town where you can meet and pick up your child. If you need your child to be at the center during specific times, you may make the request with the staff to ensure your child is close by. **Children will be required to hold “the rope” when walking in a group.** The rope is a long strap with handles for keeping participants in a contained line. Refusal to hold the rope is requesting removal from the activity or program.

#### **Communication:**

HVCC will primarily communicate through the Procure Software App. You will receive messages via text and email from HVCC. Downloading and using the app will allow you to initiate and respond to communication.

Monthly calendars are available with news, updates, and day to day activities and notes are frequently sent home with reminders.

Facebook and the website are other great tools for keeping up to date and knowing what is happening at HVCC and with your child.

#### **Dress Code:**

- **All students will wear HVCC shirts while off site.** Refusal to wear the assigned HVCC shirt is choosing to not participate in that event. This includes swimming activities!



- **No inappropriate language or graphics.**
- **Shorts and Skirts need to cover all necessary areas.** Please consider wearing shorts/tights under any skirts so that children can play comfortably.
- **No bare mid sections.**
- **Certain activities require special clothing or shoes:** Check your reminders and notes to know what is needed!

#### **Guidance, Positive Instruction, and Behavior:**

The quality and effectiveness of HVCC youth programs are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training and supporting staff are an essential, interrelated process in insuring the success and integrity of HVCC. The leaders are required to have experience in working with children, knowledge of recreational activities, and must possess certain qualities in order to serve as role models to children. HVCC staff is First Aid & CPR certified and trained in Mandatory Reporting.

We have designed our program to ensure an adequate ratio of staff to child is met according to Colorado's regulations and to ensure staff always know where a child is.

If families and students require additional social and emotional intervention supports, HVCC will work our community partners to assist and support as needed.

#### **Illness or Injury Policy:**

If your child becomes sick or receives a minor injury while at the center, we will fill out an incident report and let you know upon checkout. If your child gets a fever of 99° or higher while at HVCC they will be sent home.

If your child is accidentally hurt or receives an injury beyond minor first aid, we will notify parents immediately. If the injury requires immediate attention, emergency services will be contacted.

We cannot admit children into the program with a fever or yellow discharge coming from their eyes or nose. **Please do not send you child if they have had a fever within the last 24 hrs.**

If your child is diagnosed with a communicable illness, please contact the center so that we may contact other parents whose children may have come in contact with your child. (Communicable illnesses include, but are not limited to: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella.)

#### **Lost children or natural disasters:**

If a child becomes missing while in the care of HVCC, law enforcement, DSS, and the parents will be notified immediately. In the case of natural disasters or other such emergencies, the emergency evacuation and safety plan will be followed. Emergency services will be contacted and parents will be notified according to the plan on file.

#### **Transportation:**

Students will be transported to and from offsite activities in one of two ways:

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- 1) Upper Rio Grande School Transportation Department.
- 2) The HVCC vans. Training is provided to all staff who would be driving the vans. All safety laws are enforced; seatbelts will be worn at all times. Proper insurance is maintained.

Students will not be transported in personal vehicles of the HVCC staff. The activity release, including transportation, must be on file with HVCC prior to students attending offsite-activities with HVCC.

#### **Special Events:**

**Offsite Activities:** Information, schedules, and requirements for all Offsite Activities are made available on the monthly HVCC calendar, via notes throughout the week, sent out at Del Norte Schools, on Facebook, and on the HVCC website. It is your responsibility to know what time the bus leaves for field trips -- make sure to get one of our calendars and read the notes sent home! **Please arrive between 5 and 15 minutes prior to the departure time! Please do not park in the alley as you will be in the way of the bus and you may get blocked in.** Participants must attend to the activity to be present at HVCC that day. Staff will supervise participants according to policy and licensing regulations, including staff to student ratios.

**Video Policy:** Movies will be shown occasionally during the program. All movies will be rated G or PG. NO PG-13 or Rated R movies will be shown in our program.

**Holiday Activities:** We will occasionally have special birthday or holiday events or activities. We will do our best to provide alternate activities as necessary, but please note there may be times you will want to keep your child home if a certain activity does not align with your beliefs or lifestyle.

#### **Transportation and Safety:**

High Valley will follow all transportation rules authorized by the Del Norte School District and safety and emergency regulations in place by the Colorado Department of Transportation. Students must remain properly seated, not engage in inappropriate behaviors, we will have adequate staff to student ratios, and will follow the rules and guidelines of the driver and HVCC Staff.

#### **Release of Child Policy:**

High Valley Community Center will only release a child to the people authorized by their parent(s)/guardian(s) on the registration form. Should an unauthorized person attempt to pick up a child the staff will attempt to notify the parent(s)/guardian(s) and, if needed, the local police or sheriff's department will be notified immediately. If a parent is NOT authorized to pick up a child, we must have a copy of the court order on file.

#### **Closing Procedures:**

Before a staff member closes the building, all rooms will be checked to ensure the building is vacant. Staff will check the attendance data for any children not checked out. If any questions arise staff will contact parents/guardians.

Children should be picked up promptly at the end of each program. If an emergency arises that will require you to be late picking up your child, please call High Valley immediately. If no notification is made to the center by closing time, and the center is unable to reach the parents, the authorities will be called and your child will be placed in their care until you pick them up.



**Late arrivals:**

If a child arrives to the center after the bus has departed or the group has left the facility, they will not be permitted to stay and will be sent home. All efforts will be made to contact the parent/guardian if a child walks and a staff is available.

**Arrival Times:** Please plan for students to arrive no more than 15 minutes before the start of any program. Students arriving prior to the start of open hours will not have access to the building or to staff supervision.

**Medication Administration Policy:**

A Medication Administration Authorization Form is required to be filled out by your child's physician if you need to leave medication at the center. Medication will be administered by trained staff, who have been delegated authority by HVCC's Nurse Health Consultant. Form and medication must be given directly to the Director of Operations to be placed in a locked box. All medication must be accompanied by a written order by the prescriber and kept in its original container.

If your child has any type of allergy, disorder, or medical condition, you must note that on their registration form. Before a child will be admitted to the program, or any medications or medical treatments may be administered, the authorized care plan must be in place at HVCC. Parents are responsible for providing all medications and supplies to the school/child care program. Children may not transport medications to and from HVCC. Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g., Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or are no longer being used at the center will be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication will be disposed of, according to established procedures.

**Special Conditions Policy:**

Examples of health concerns that usually require nursing consultation and an authorized care plan:

- Severe allergic reaction
- Diabetes
- Seizures
- Significant head injuries
- Asthma; where child is on regular medications
- Child who is on oxygen at home
- Cancer
- Weakened immune system
- Chronic health, genetic or developmental conditions
- Nebulizer treatment
- Oxygen
- Glucometer (testing blood glucose)
- Gastrostomy feeding tube
- Tracheostomy tube
- Catheters (urinary)
- Colostomy

**The following requirements must be met before administering medications.**

- Written Authorization from the Health Care Provider
- Parent Written Authorization
- Medication in the original labeled container
- Proper care and storage of medication





- Documentation of medication administration

**Medical Emergency without a Care Plan:** If a child has a medical emergency or life-threatening reaction and no care plan is on file, 911 will be called immediately.

**Allergies:** HVCC will make every effort to note all allergies listed on the registration and information forms. We ask that you also discuss all allergies with your child so that they can be proactive in staying safe and healthy. We also welcome you to provide your child with a snack from home if you prefer. If life threatening, please provide documentation from Physician.

#### **Personal Belongings and Money:**

**It is the intent of High Valley Community Center to make the children as responsible as possible for their belongings, including money. We believe this is an important life skill to have.** Please provide you child with something to hold his/her belongings that can be easily carried. An extra change of clothes may be needed for some children.

**Cell Phones & Phone Use:** We understand phones are like hands or feet and sometimes can't be left at home...students bringing cell phones will not be allowed to use them during program-class times. Likewise, use of the office phone will be limited to emergency calls. (We aren't monsters, however, and will determine what is an 'emergency' as necessary :) **If you would like to contact your child during program hours, please call the HVCC phone.** The use of phones during "free time" may be permissible. If your child wants to arrange play-dates and sleepovers, please make sure this is done prior to attending HVCC.

**Money, Electronics, Valuables, Etc.:** HVCC makes every effort possible to ensure the safety of all of our participants and their belongings. However, things do happen; items get misplaced, forgotten, borrowed, or otherwise mysteriously lost. We would encourage you to keep these types of items at home. **Items that come to HVCC but do not return are NOT the responsibility of the staff or the organization. Labeling Items is suggested and may be very helpful.**

**HVCC reserves the right to confiscate any items that are a distraction, causing problems, or deemed unnecessary for that event.**

If HVCC staff observe that a student has a items of value or money beyond a reasonable amount for the day's activities, the item(s) or money will be collected and held in a safe space until able to be turned over to a parent/guardian.

#### **Items NOT Permitted:**

- **Weapons or Violent Items of any sort are not allowed at HVCC.** Guns, Knives, etc. are not permissible and will result in short or long term removal from the program.
- **Pets are not permitted at HVCC.**
- **Items with inappropriate or foul language or pictures are not permitted.**

#### **Nutrition:**

- **After-school Program:** A snack is provided each day after school. We will do our best to accommodate allergies and special food needs. If life threatening, please provide documentation from Physician.
- **Fabulous Fridays Program:** Breakfast, lunch, and afternoon snack will be provided by HVCC. Breakfast will be served from 9:00 to 9:30. Lunch will be provided by HVCC.



- **Summer Arts & Rec:** Breakfast, lunch, and afternoon snack will be provided by HVCC. Breakfast will be served from 9:00 to 9:30. Lunch will be provided by HVCC and students need to be on site by 12:30 to eat.
- **If your child has special dietary needs, please provide them with their lunch/snack.**
- **HVCC does not permit energy drinks to be consumed on site or during field trips.** All energy drinks will be confiscated.

#### **Visitors/Volunteers:**

We welcome parents, guardians, and other adult family members to visit or volunteer during any program hours. If you would like to be present during the program, you are required to sign in and sign out. If it becomes a regular occurrence, we will request a background check be done to ensure the safety of every child at the center.

Please remember that all children will still be required to follow the HVCC Administrative rules and requirements. If you have a concern or a comment about a behavior issue, student conduct, etc., an HVCC staff will be happy to talk with you and address that concern as we see appropriate. We are always happy to have additional hands and eyes, but we must follow our guidelines and protocols for dealing with the student.

**Junior Staff:** Youth entering sixth grade and older are able to participate in the program as junior staff – we do understand that they are still young and could potentially not use their best judgment. HVCC will handle this to the best of our ability. We are grateful to have them continuing to participate in HVCC activities. These youth are not instructors and do not have the authority to discipline or “boss” the younger students, however, we do ask that you encourage your child to be respectful and considerate of these young people learning new skills!

#### **Child Abuse Policy:**

High Valley Community Center will make every effort to ensure the safety of your child. HVCC is required by law to report any suspicion of child abuse. If the need arises the staff will contact HVCC Director and/or the staff will file a report with social services and/or the local law enforcement. If your child has encountered a bump, bruise, or any other injury due to an accident outside of the center, please bring it to the attention of the staff to avoid any confusion. Abuse and Neglect concerns must be submitted to: **1-844-CO-4 Kids or 1-844-264-5437**

#### **Dismissal of Membership:**

In the event that HVCC ever finds it necessary to end membership, a two-week notice will be given, except for the reasons listed below. These situations will be grounds for immediate dismissal:

- Destructive, uncontrollable, or violent behaviors
- Habitual tardiness in picking up your child
- Lack of parental cooperation
- Failure to comply with enrollment requirements

#### **Withdrawing from Program:**

If a participant wishes to be withdrawn from the program, a parent/guardian must notify the HVCC staff.



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**Behavior Issues & Participation:**

While we don't assume that any of the participants will misbehave, there will be rules and requirements that each student must follow. We use restorative practices when possible. Violence will result in the participant being sent home for one week. Other disruptive behaviors will result in a warning for the first offense and being sent home after the second offense in one week. Three offenses in one week will result in the participant being sent home for the week. Restorative agreements may be used and, when followed through with, can often help avoid being sent home. While students are at HVCC they are required to participate in the activities being offered. If they are not interested in participating, they will be asked to pursue alternative opportunities. If you are not sure if your child has the ability to work with a large group and participate in the activities being offered, please share your concerns with us.

**Unpleasant behaviors will be dealt with using restorative practices.**

Violence will result in the participant being sent home for one week.

Other disruptive behaviors will result in a warning for the first offense and being sent home after the second offense in one week.

Three offenses in one week will result in the participant being sent home for the week.

Fighting, leaving the building without permission, possession of a weapon, destruction of property, stealing, use of illegal substances or actions will result in automatic suspension. The suspension will become more severe after the first offense and can lead to expulsion from the program. Age, severity of offense and frequency will be taken into consideration when considering discipline. Discipline will never consist of corporal punishment, humiliation, excessive periods of "time out", or extreme raised voices.

**Denial of Services:** HVCC reserves the right to skip any and all steps in deciding each individual disciplinary action (meaning your child may be suspended even if he/she has not worked through the disciplinary chain). If the behavior of the child endangers the health or safety of the staff or other children, HVCC has the authority to handle the situation as deemed most appropriate.



## Junior Staff Program

**Orange Shirts:** participate in activities, are introduced to concepts and skills that will enhance work ethic, basic job skills, and focus on the importance of community. They will volunteer onsite at HVCC and are eligible for small stipends based on their attendance and performance.

### Orange Shirts are required to:

- Sign Agreement and Acknowledgement of Receipt of Junior Staff Handbook
- Submit a basic application
- Register as a participant in the HVCC system

**Blue Shirts:** participate in activities, focus on learning about physical and mental health, learn more advanced job skills, engage in the community, and volunteer offsite with participating businesses.

### Blue Shirts are required to:

- Sign Agreement and Acknowledgement of Receipt of Junior Staff Handbook
- Submit an application
- Submit a resume
- Register as a participant in the HVCC
- Complete a portfolio:
  - CPR/1<sup>st</sup> Aid Basics
  - Basic Food Safety
  - Three additional certifications: volunteer hours, athletics, academic achievements, etc.
- Perform volunteer hours through HVCC
- Final Resume & Application
- Exit Interview

## Junior Staff Rules of Conduct

**On the Job:** Junior Staff are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor at the start of the work-day if you will be absent or late and obtain your direct supervisor's permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for two consecutive workdays will be considered voluntary resignation and may result in removal from the program.

**Staying Safe:** Safety in the workplace is HVCC's number one priority. You must inform your supervisor in the event of unsafe conditions or accident or injury and use safe working methods at all times.

**Dress Code:** All Junior Staff are expected to dress in an appropriate manner. Midribs are not permitted to be exposed. Shorts must be of appropriate length. You should maintain proper hygiene for all work hours. HVCC shirts are required during youth-program hours. Should you fail to meet these standards, you will be subject to disciplinary action.



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**Cell Phone Use:** Cell phones brought to work must be on silent or vibrate mode to avoid disrupting others. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, the phone will be placed in the Development Coordinator's possession until the end of the day.

## Rules & Policies

**Discrimination & Harassment:** In keeping with our Equal Opportunity Employment clause, HVCC will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among team members or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point HVCC will investigate and take corrective action. You are welcome to seek legal relief if you find HVCC's actions inadequate.

**Drugs & Alcohol:** Good performance on the part of our Junior Staff is crucial to HVCC's success. For this reason, we strictly forbid any member of HVCC to do the following while at work: *(Including on any piece of HVCC property, HVCC vehicles, DNS busses, as well as during work hours.)*

- Drinking alcohol and selling, purchasing, or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.
- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

HVCC cares about the overall health and well-being of participants. Anyone who feels that he/she is developing a substance abuse problem is urged to seek help. Be advised, however, that this will not excuse a substance-related offense.



**At-Will Participation Agreement and Acknowledgement of Receipt of HVCC Handbook**

**Junior Staff:** \_\_\_\_\_

I acknowledge that I have received a copy of the High Valley Community Center, Inc. Junior Staff Handbook, which contains vital information on the HVCC's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of my enrollment in the program. I understand that my participation is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or HVCC.

I acknowledge that while I am participating in HVCC, I will wear my proper uniform, refrain from all inappropriate language and actions, be an excellent role model, respect my peers, students and staff of HVCC, and will represent HVCC to the best of my ability in the community.

I understand that when volunteering with HVCC through the Junior Staff Program I may walk to various businesses within town limits or be transported in the HVCC van. HVCC will require participants to use the buddy system and will assign groups of two. I will be responsible for going directly to my volunteer position and returning immediately following the completion of my time. During this time, I will not be directly supervised by HVCC staff.

I understand that HVCC may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read and agree to abide by all policies and procedures contained therein.

**Junior Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HVCC Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_



#### **HVCC Sports:**

Participation in youth sports plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. HVCC takes this responsibility seriously and strives to offer quality sports programs which will aid in this development.

**By participating in HVCC sports, adults and youth agree to adhere to all HVCC policies and procedures. Players will not begin practice or participate in games until agreement is signed by both player and player's adult.**

#### **Sports Expectations**

- Safe and enjoyable atmosphere that promotes learning and participation first and competition second
- Good sportsmanship and fair play are standard behaviors
- Adults and spectators will respect our coaches and officials
- Safe and enjoyable atmosphere that promotes learning and participation first and competition second
- Players will be respectful of their coaches and officials
- Players will take care of the facilities, equipment, and uniforms
- Players will avoid all types of taunting and belittling remarks to their teammates and opponents

**No-tolerance:** Threats, harassment, and physical or verbal abuse will not be tolerated. Failure to act in a sportsmanlike manner will result in expulsion from games – possibly for the entire season. Any person found violating this policy by harassing a player, coach, official, or spectator will be asked to leave the premises immediately.

#### **Respect**

Respect is an integral part of HVCC. We expect the same level of respect to be given and received in sports just the same as any other HVCC program.

**Respect the other team:** You need the other team. Without the other team you can't play. Show them respect by treating them as needed partners and not as enemies.

**Respect yourself:** Be a good role model. Be a good team player. You must be fair and inclusive to be a good leader. Practice hard and do your best.

**Cooperate with officials:** The rules of the game help you play the game better. Fair play means you go along with the rules and cooperate with the referees; they are there for one main purpose – to make sure the game is played better and everyone stays safe.

#### **General Sports Policies**

**Sign-ups:** Registration deadlines will be established for each sport. Deadlines are in place to allow HVCC enough time to assemble teams and league player rosters prior to games. It is your responsibility to be signed up in time to make the team.

**Playing up:** Playing up is not recommended as we want youth to have ample time to excel and lead in their division. Playing up one level may be permitted in certain situations.

**Schedules:** Schedules for practice will be created by HVCC according to HVCC program schedules and facility availability. There may be times, with limited notice, that regularly scheduled activities may be cancelled or relocated.

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Games schedules are created by multiple youth sports organizations and will vary based on numbers of teams, facility availability, and conflicting events. We will do our best to support fair game schedules with ample game opportunities. If a game is cancelled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. However, due to time constraints and or facility availability, some games may not be rescheduled.

**Attendance:** Attendance for HVCC sports will be tracked using HVCC's Procare system. When registering your child in HVCC, you will be enrolled in Procare and will receive a 4 digit pan that can be used to "sign" your child out. Attendance in sports is a requirement to participate. If you do know your PIN, HVCC staff can verify your identity and provide you with the PIN.

**Communication:** Communication for HVCC sports will primarily be done through HVCC's Procare Software app. When registering your child in HVCC, you will be enrolled in Procare. Accepting the "invite" will allow you to contact us via the app.

**Insurance:** While HVCC maintains a general liability insurance policy, it is recommended that all participants be covered under a personal medical/accident insurance policy.

**Uniforms and Equipment:** HVCC will provide an HVCC sports shirt each to all players. This shirt will have their name and number and will be used for soccer, baseball, volleyball, and basketball. Additional shirts will be available for purchase. Special uniforms and equipment needed for other sports will be available for that season. Optional uniform items such as matching shorts, pants, socks, etc., may be available to purchase through HVCC or may be purchased on your own. Specials shoes and gloves are the responsibility of the player.

**Player Numbers:** You will be assigned a shirt/jersey number upon registering for HVCC sports. That will be your number during all of your HVCC sports years. Each year you will receive a new shirt with that same number.





## HVCC Code of Conduct for Players and Parents

Player \_\_\_\_\_ HVCC #: \_\_\_\_\_ Season \_\_\_\_\_

Uniform received: [ ] HVCC Shirt [ ] Jersey Size \_\_\_\_\_ # \_\_\_\_\_ [ ] Shorts/Pants Size \_\_\_\_\_ [ ] Other \_\_\_\_\_

- I will attend as many practices and games as I can and will communicate with HVCC when I am unable to do so.
- I will return my uniform, in good condition, at the end of the season.
- I will respect my own and opposing teams, coaches, players, and fans. If I have an issue, I will contact HVCC.
- I understand that winning is important, but the primary objective is promoting an environment of growth and learning.
- I will handle both winning and losing with grace and dignity.
- I understand:
  - I represent HVCC
  - My actions represent HVCC
  - My conduct represents HVCC
- I agree there will be no yelling, disrespecting, foul language, arguing, or gesturing at or to:
  - Refs/Officials
  - Coaches
  - Time or Score Keepers
  - Players
  - Parents/Spectators
- There will be no talking to refs/officials before or after the games.
- I understand these expectations will be upheld by all staff of HVCC. As an organization we are working to staff and operate the sports program through a variety of positions. Your coaches, sports coordinator, out of school time coordinator, support staff, officials, program coach, director, or anyone else has the authority to make these calls on behalf of the organization.
- I understand there will be no warnings and no second chances. If I violate any of these I will be asked to leave the gym and may be asked not to return for the remainder of the season.

By signing below I acknowledge that I have read the HVCC handbook, understand the policies and procedures of HVCC and HVCC Sports, and have read, understand, and will adhere to the Code of Conduct.

\_\_\_\_\_  
*Player Signature* *Date*

\_\_\_\_\_  
*Parent/Guardian Signature* *Date*