CHSAA 2019-2020
RESOURCE MANUAL for
ATHLETIC DIRECTORS AND ADMINISTRATIVE ASSISTANTS

Colorado High School Activities Association
14855 East 2nd Avenue
Aurora, CO 80011
(303) 344-5050

"Seeking Excellence in Academics, Athletics and Activities"
# Table of Contents

CHSAA CONTACT INFORMATION .................................................................................. 3

CHSAA LOGIN PAGE ..................................................................................................... 5-6

2019-2020 SPORTS CALENDAR .................................................................................. 7

NFHS CALENDAR .......................................................................................................... 8

2019-2020 FIRST 60 DAYS .......................................................................................... 9

MONTHLY CALENDAR CHECKLIST .............................................................................. 10

CHSAA AWARDS PROGRAMS ...................................................................................... 22

CHSAA PUBLICATIONS 2018-2019 .......................................................................... 24

SUGGESTIONS ............................................................................................................... 26

UPDATED BANNER ORDER FORM 2019-2020 ......................................................... 27
CHSAA Contacts

-A-
Academic All-State Awards ......................... Jenn Roberts-Uhlig
Active Scholar Award ......................... Jenn Roberts-Uhlig
Advertising ........................................... Jenn Roberts-Uhlig
Appeals ........................................... Rhonda Blanford-Green
CHSAA Digital Platform .................... Bert Borgmann/Anjelica Maestas
Awards, Trophies, Certificates ................. Bert Borgmann

-B-
Baseball ........................................... Bert Borgmann
Basketball ........................................... Bert Borgmann
Board of Directors ......................... Rhonda Blanford-Green
Budget ........................................... Rhonda Blanford-Green
Bylaw Proposals ................................... Rhonda Blanford-Green

-C-
CADA Liaison ................................. Jenn Roberts-Uhlig
Calendar Publication .......................... Cathy Lenz
CHSAANow ........................................ Ryan Casey
CHSAA Digital Platform ...................... Bert Borgmann/Anjelica Maestas
CLOC ........................................... Rhonda Blanford-Green
CHSSO ........................................ Tom Robinson
Coaching Registration ........................ Adam Bright
Cooperative Programs ........................ Adam Bright
Copyright ........................................ Bethany Brookens
Corporate Sponsorship ..................... Jenn Roberts-Uhlig
Courtey Cards ..................................... Anjelica Maestas
Cross Country .................................... Jenn Roberts-Uhlig

-D-
Directory ........................................ Bert Borgmann/Laikyn Cooper
Distinguished Service Awards ................... Bert Borgmann
Doctors/Trainers ............................... Jenn Roberts-Uhlig

-E-
Eligibility
General ........................................ Rhonda Blanford-Green
International Students ....................... Rhonda Blanford-Green
Hardship Waivers ................................ Rhonda Blanford-Green
Transfer Waivers ................................ Rhonda Blanford-Green
Eligibility Lists ................................ Anjelica Maestas
Equity/ADA .................................... Bethany Brookens
Esports (Pilot) ................................... Ryan Casey

-F-
Field Hockey ................................... Justin Saylor
Football ........................................ Adam Bright

-G-
Games Wanted ................................ Anjelica Maestas
Golf ............................................... Tom Robinson
Gymnastics ...................................... Bert Borgmann

-H-
Hall of Fame .................................... Bert Borgmann
Handbook Committee ........................... Bethany Brookens

-I-
Ice Hockey ................................... Justin Saylor
Internships ..................................... Tom Robinson
Interpretations ................................. Administrative Staff

-J-
Middle School/Junior High ............. Rhonda Blanford-Green

-L-
Lacrosse, Boys’ ................................ Justin Saylor
Lacrosse, Girls’ .................................. Adam Bright
League/School Outreach ................... Adam Bright
Legislative Council ......................... Rhonda Blanford-Green

-M-
Marketing ................................. Jenn Roberts-Uhlig
Media/Public Relations ................... Bert Borgmann
Merchandise ................................ Jenn Roberts-Uhlig
Music ........................................ Bethany Brookens

-N-
National Federation ....................... Rhonda Blanford-Green
New Schools ................................ Bethany Brookens
NFHS Network ................................ Bert Borgmann

-O-
Office Management ........................ Cathy Lenz
Officials’ ......................................... Tom Robinson
Officials’ Registration ....................... Monica Tillman

-P-
Participation Survey ......................... Bethany Brookens
Programs ....................................... Bert Borgmann
Publications .................................. Bert Borgmann

-R-
Recognition Programs .................. Jenn Roberts-Uhlig
Rulebook Sales ............................. Anjelica Maestas

-S-
Sanctioned Events ........................... Adam Bright
School Board Liaison ....................... Rhonda Blanford-Green
Service Fees .................................. Kenzie Hewson
Skiing .......................................... Bethany Brookens
Soccer ........................................ Justin Saylor
Social Media .................................... Ryan Casey
Softball ......................................... Bert Borgmann
Speech, Debate ................................. Bethany Brookens
Spirit ............................................ Jenn Roberts-Uhlig
Sportsmanship ................................ Tom Robinson
Student Leadership ......................... Justin Saylor
Superintendents’ Council ............... Rhonda Blanford-Green
Swimming and Diving ....................... Justin Saylor

-T-
Tennis ......................................... Bethany Brookens
Tickets ......................................... Kenzie Hewson
Title IX Coordinator ........................ Bethany Brookens
Tournament Financials ....................... Kenzie Hewson
Tournament & Playoff Finance .......... Adam Bright
Track and Field ............................... Jenn Roberts-Uhlig

-U-
Unified Bowling (Pilot) .................. Jenn Roberts-Uhlig

-V-
Volleyball, Girls’ & Boys’ (Pilot) ........ Bethany Brookens

-W-
Web Site Administration .................. Ryan Casey
Wrestling, Boys’ & Girls’ (Pilot) ............ Adam Bright
Administrative Staff
Rhonda Blanford-Green, Commissioner – rblanfordgreen@chsaa.org
Tom Robinson, Associate Commissioner – trobinson@chsaa.org
Bert Borgmann, Assistant Commissioner – bborgmann@chsaa.org
Bethany Brookens, Assistant Commissioner – bbrookens@chsaa.org
Justin Saylor, Assistant Commissioner – jsaylor@chsaa.org
Adam Bright, Assistant Commissioner - abright@chsaa.org
Jenn Roberts-Uhlig, Assistant Commissioner – jrobertsu@chsaa.org

Directors
Ryan Casey, Director of Digital Media – rcasey@chsaa.org
Kenzie Hewson, Director of Business Operations – khe@chsaa.org

Assistant Staff
Anjelica Maestas, Administrative Assistant/Digital Platform – amaestas@chsaa.org
Sam Rogers, Executive Assistant to Adam Bright – srogers@chsaa.org
Cathy Lenz, Executive Assistant to Rhonda Blanford-Green – clenz@chsaa.org
Lane Ververs, Executive Assistant to Jenn Roberts-Uhlig – lv@chsaa.org
Whitney Cave, Executive Assistant to Justin Saylor– wcave@chsaa.org
Sandra Williamson, Executive Assistant to Bethany Brookens – swilliamson@chsaa.org
Monica Tillman, Executive Assistant to Tom Robinson – mtillman@chsaa.org
Laikyn Cooper, Executive Assistant to Bert Borgmann – lco@chsaa.org

Helpful Links
CHSAA (News and Public Information) – CHSAANOW.com
CHSAA (Bulletins, Forms, Info and Resources for Schools) - http://www2.chsaa.org/
MaxPreps (Scores, Schedules and Rosters) – www.maxpreps.com
This application is a great help to all secretaries. The school ID and password are required to "login" to the school page. Those are available at the CHSAA office and schools will receive them in the CHSAA Directory update letter which was mailed out in July.

The items that are under the school login page are:

- **School Directory Update**
  This tab is used to update the Directory in August and anytime there is a change in administration or coaching position.

- **Enrollment 2019**
  This tab is used to record the October 1 enrollment counts. There will be a letter sent to all Athletic Directors requesting this information in October. Final CDE numbers are due in January, but all data is encouraged to be in by December 2019. More information about CLOC and numbers will be forthcoming.

- **Directory of Member Schools**
  The CHSAA Directory online. This is the same information that is available in the CHSAA Directory that is published in October.

- **List Schools by Activity**
  Choose a sport and it lists the schools that participate in that sport or activity.

- **Officials Directory**
  Choose a sport and it lists the officials for that sport. There are several ways to access officials.

**How to use this tool:**

1. Go to the CHSAA Website – [www.chsaanow.com](http://www.chsaanow.com)
2. Click on the “CHSAA.org” tab on the toolbar
3. Click on school login at top of page
   - Type in your assigned school ID# - tab
   - Type in your assigned school password – tab
   - Type in your name – tab
   - Type in your e-mail address or the school's e-mail address
   - Click on submit
CHSAA Member School Log In

School ID: 
Password: 
Your Name: 
Your Email: 

Submit  Reset

CHSAA Officials Log In

Click here Officials Login

CORONADO HIGH SCHOOL

School Directory Update
Document 2014 Update - will be used to collect enrollment counts

Directory of Member Schools
List Schools By Activity
Officials Directory

Logout
PLEASE NOTE THAT THIS CALENDAR WILL BE UPDATED AS CHANGES OCCUR

### 2019-2020 CHSAA SPORTS CALENDAR

<table>
<thead>
<tr>
<th>SPORT</th>
<th>PRACTICE BEGINS</th>
<th>FIRST SCRAMMAGE</th>
<th>DATE FIRST CONTEST</th>
<th>NUMBER OF CONTESTS</th>
<th>REGULAR SEASON ENDS</th>
<th>DISTRICT OR STATE FIRST ROUND</th>
<th>STATE FINALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CROSS COUNTRY, M &amp; G</td>
<td>August 12</td>
<td>August 17</td>
<td>August 22</td>
<td>11 ind.</td>
<td></td>
<td>Regional completed by October 26</td>
<td>November 2</td>
</tr>
<tr>
<td>FIELD HOCKEY</td>
<td>August 12</td>
<td>August 17</td>
<td>August 22</td>
<td>15</td>
<td>October 23</td>
<td>Quarterfinals on October 25-35</td>
<td>October 31</td>
</tr>
<tr>
<td>FOOTBALL ++</td>
<td>August 12</td>
<td>August 22</td>
<td>August 29</td>
<td>9 games</td>
<td>A/AB/1A/2A/SA games</td>
<td>A/AB/1A/2A/SA Nov. 2 November 9</td>
<td>November 16</td>
</tr>
<tr>
<td>ICE HOCKEY</td>
<td>August 12</td>
<td>August 17</td>
<td>August 22</td>
<td>11 ind.</td>
<td></td>
<td>4v4, 5A Regionals Nov. 2 January 21</td>
<td>November 7-9</td>
</tr>
<tr>
<td>SOCCER, BOYS</td>
<td>August 12</td>
<td>August 17</td>
<td>August 22</td>
<td>15</td>
<td>October 26</td>
<td>1st Rd-3A, 4A Oct. 30, 3A and 5A Oct. 31</td>
<td>November 15-16</td>
</tr>
<tr>
<td>SOFTBALL</td>
<td>August 12</td>
<td>August 15</td>
<td>August 15</td>
<td>23</td>
<td>October 12</td>
<td>Regionals completed by September 27</td>
<td>October 7-6</td>
</tr>
<tr>
<td>SPIRT</td>
<td>August 12</td>
<td>August 13</td>
<td>August 23</td>
<td>2 sanctioned</td>
<td></td>
<td>December 13-14</td>
<td></td>
</tr>
<tr>
<td>TENNIS, BOYS</td>
<td>August 12</td>
<td>August 15</td>
<td>August 15</td>
<td>⋆⋆⋆ or ⋆⋆10 or ⋆11 or 12 ind.</td>
<td></td>
<td>October 4 Regionals completed by October 12</td>
<td>October 17-19</td>
</tr>
<tr>
<td>VOLLEYBALL</td>
<td>August 12</td>
<td>August 17</td>
<td>August 22</td>
<td>#15/23</td>
<td>1A Oct 25 2A-5A Nov 2</td>
<td>A/AB/SA Regions completed by November 9</td>
<td>November 14-16</td>
</tr>
<tr>
<td>BASKETBALL, B &amp; G</td>
<td>November 18</td>
<td>November 23</td>
<td>December 2</td>
<td>19/23</td>
<td></td>
<td>4A, 5A Districts completed by February 23</td>
<td>March 12-14</td>
</tr>
<tr>
<td>ICE HOCKEY</td>
<td>November 18</td>
<td>November 23</td>
<td>December 19</td>
<td>19</td>
<td></td>
<td>1A, 2A, 3A Districts completed by March 1</td>
<td>March 10</td>
</tr>
<tr>
<td>TRACK &amp; FIELD, B &amp; G</td>
<td>March 2</td>
<td>March 7</td>
<td>March 12</td>
<td>15</td>
<td>May 9</td>
<td>Boys 1st round completed by May 13</td>
<td>May 18-19</td>
</tr>
<tr>
<td>SWIMMING, GIRLS</td>
<td>November 18</td>
<td>November 23</td>
<td>December 2</td>
<td>11 ind. + conf.</td>
<td></td>
<td>Girls 1st round completed by May 13</td>
<td>May 21-23</td>
</tr>
<tr>
<td>VOLLEYBALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### 2019-2020 CHSAA ACTIVITIES CALENDAR

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FIRST CONTEST</th>
<th>NUMBER OF CONTESTS</th>
<th>CHSAA SPONSORED EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC</td>
<td></td>
<td>4 in state, 2 out of state marching band dates exclusive of State</td>
<td>Sco &amp; Ensemble Festivals - January - April</td>
</tr>
<tr>
<td>SPEECH</td>
<td>October 1 (Fastival/Recital) November 1 (Variety Tournament)</td>
<td>12 more than one event 18 School</td>
<td>Festival Tournament - January 24-25 Regionals completed by March 7 State Tournament - TBA</td>
</tr>
<tr>
<td>STUDENT LEADERSHIP</td>
<td></td>
<td></td>
<td>Summer Leadership Camp - TBA Fall Student Leadership Conference - TBA - Maizou Springs HS</td>
</tr>
</tbody>
</table>

---

Updated: 11.15.19
<table>
<thead>
<tr>
<th>WEEK #</th>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
<th>2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/1–7/7</td>
<td>7/7–7/13</td>
<td>7/5–7/11</td>
<td>7/14–7/19</td>
</tr>
<tr>
<td>2</td>
<td>7/8–7/14</td>
<td>7/14–7/20</td>
<td>7/12–7/18</td>
<td>7/11–7/17</td>
</tr>
<tr>
<td>6</td>
<td>8/30–9/5</td>
<td>9/1–9/7</td>
<td>8/30–9/5</td>
<td>8/29–9/4</td>
</tr>
<tr>
<td>7</td>
<td>9/6–9/12</td>
<td>9/8–9/14</td>
<td>9/6–9/12</td>
<td>9/5–9/11</td>
</tr>
<tr>
<td>8</td>
<td>9/13–9/19</td>
<td>9/15–9/21</td>
<td>9/13–9/19</td>
<td>9/12–9/18</td>
</tr>
<tr>
<td>10</td>
<td>9/27–10/3</td>
<td>10/1–10/7</td>
<td>9/27–10/3</td>
<td>9/26–10/2</td>
</tr>
<tr>
<td>11</td>
<td>9/28–10/4</td>
<td>10/2–10/8</td>
<td>10/1–10/7</td>
<td>10/10–10/16</td>
</tr>
<tr>
<td>13</td>
<td>10/10–10/16</td>
<td>10/10–10/16</td>
<td>10/10–10/16</td>
<td>10/10–10/16</td>
</tr>
<tr>
<td>15</td>
<td>10/24–10/30</td>
<td>10/31–11/6</td>
<td>10/24–10/30</td>
<td>10/31–11/6</td>
</tr>
<tr>
<td>18</td>
<td>11/28–12/4</td>
<td>12/1–12/7</td>
<td>11/28–12/4</td>
<td>12/1–12/7</td>
</tr>
<tr>
<td>19</td>
<td>12/5–12/11</td>
<td>12/8–12/14</td>
<td>12/5–12/11</td>
<td>12/8–12/14</td>
</tr>
<tr>
<td>22</td>
<td>12/26–1/1</td>
<td>12/29–1/5</td>
<td>12/26–1/1</td>
<td>12/29–1/5</td>
</tr>
<tr>
<td>23</td>
<td>1/2–1/8</td>
<td>1/5–1/11</td>
<td>1/2–1/8</td>
<td>1/5–1/11</td>
</tr>
<tr>
<td>24</td>
<td>1/9–1/15</td>
<td>1/12–1/18</td>
<td>1/9–1/15</td>
<td>1/12–1/18</td>
</tr>
<tr>
<td>25</td>
<td>1/16–1/22</td>
<td>1/19–1/25</td>
<td>1/16–1/22</td>
<td>1/19–1/25</td>
</tr>
<tr>
<td>26</td>
<td>1/23–1/29</td>
<td>1/26–2/1</td>
<td>1/23–1/29</td>
<td>1/26–2/1</td>
</tr>
<tr>
<td>27</td>
<td>2/2–2/8</td>
<td>2/5–2/11</td>
<td>2/2–2/8</td>
<td>2/5–2/11</td>
</tr>
<tr>
<td>28</td>
<td>2/9–2/15</td>
<td>2/12–2/19</td>
<td>2/9–2/15</td>
<td>2/12–2/19</td>
</tr>
</tbody>
</table>

* Easter Sunday

** Memorial Day week
2019-2020 FIRST 60 DAYS

July
July 23.................................Fall Sports Bulletins posted online
July 29.................................New AD’s Breakfast Meeting @ All-School Summit, 8 am
July 29.....................................CHSAA Foundation Golf Tournament 12pm-3pm
July 29-30.................................School Box, School Media Packet and Fall Rule Book pick up; All School Summit (DTC Marriott)
July 30.................................All School Summit at the Denver Tech Center Marriott, (4900 S. Syracuse)

August
August 1-4.........................CHSAA Board of Directors Meeting
August 5.................................Last day allowable Sunday contact, Boys' Golf
August 5........................................First day practice, Boys' Golf
August 8.................................First Scrimmage/Contest: Boys' Golf, 5 days of practice required
August 11.................................Last day allowable Sunday contact, All other sports
August 12.................................First day practice, All other sports
August 15.................................First Scrimmage/Contest: Boys' Tennis, Softball, 5 days of practice required
August 17.................................First Scrimmage: Cross Country, Field Hockey, Gymnastics, Boys' Soccer, and Volleyball
August 22.................................First Contest: Cross Country, Field Hockey, Gymnastics, Boys' Soccer, and Volleyball – 5 days of practice required
August 22.................................First scrimmage - Football
August 29.................................First Contest: Football – 9 days of practice required
August 30.................................Directory Information Due (before courtesy cards are sent, all outstanding bills must be paid and Directory Information must be submitted)

September
September 2...............................Academic Regain for Boys’ Golf (Week 9)
September 2...............................CHSAA Offices Closed for Labor Day Holiday
September 2...............................CHSAA Hours 7:30 am – 4:00 pm
September 14.............................ACT Test
September 16............................Eligibility Due Date (Fall Sports)
September 23............................Academic Regain for Gymnastics, Boys’ Tennis and Spirit (Week 12)
September 25............................Boys’ Golf substitutions for state tournament
September 28............................Sporting Behavior Game Management Plan Due
September 28............................School Affidavit Card due to the CHSAA Office
September 30............................Academic Regain for Softball, Field Hockey and Cross Country (Week 13)
July/August

☐ Ask your athletic director for your CHSAA school login I.D. number and password.

☐ Familiarize yourself with the CHSAA Digital Platform and invite all Fall coaches to create a profile (if they haven't already done so).

☐ IBM Heroes, weekly turn in nominations during the Denver Broncos season (Form located at www.chsaa.org).

☐ New AD’s Meeting July 29 at 8:00 am at the DTC Marriott
  All School Summit – July 30 at the DTC Marriott


**Check-list Spring Coaches:**

Coaching registration should be complete via the CHSAA Digital Platform for all coaches. This **MUST** be completed for coaches prior to any contact with student-athletes.

☐ Complete Coaches Registration Process.
☐ Completed coaches’ contract and all required state and school district paperwork.
☐ Completed background check.
☐ Received verification of completed CHSAA Bylaws test.
☐ Received verification of completed head concussion requirement
☐ Received verification of completed First Aid/CPR/AED
☐ Received verification of attendance at an approved CHSAA rules meeting.
☐ 1st Year Coaches Course, if needed

☐ Distribute Fall Rule Books to AD and coaches. All bulletins are online at www.chsaaonline.com (rule books will be handed out at Summit). Encourage all coaches to read the bulletins and familiarize themselves with the rule books!

☐ Check that sport schedules are complete.

☐ Obtain academic records for all fall sports.

☐ Verify in the CHSAA Digital Platform that all required forms are complete:
  ☐ Physical Examination and Parent Permit for Athletic Participation (Form 1a)
  ☐ Student Eligibility Information Form and CHSAA Anti-Hazing Policy (Form 1b)
  ☐ Sample Warning to Student and Parents (Form 2)
  ☐ 5 days (all Spring sports except tennis and golf)
  ☐ Fee Payment (if applicable)
  ☐ Academic approval
  ☐ Transfer Information (if necessary).
  ☐ 8 consecutive semesters
  ☐ Age
  ☐ School Clearance

☐ Schedule parent meeting for fall sports.

☐ Download and Distribute CHSAA Competitor’s Brochure, Fall Sports Athletes (In CHSAA Digital Platform)

☐ Order transcripts from other schools for transfers.

☐ Develop/implement a procedure for checking periodic eligibility

☐ Schedule physicals for participants, if necessary.
July/August (cont.)

- Last allowable day for Sunday contact, August 11 (All sports but boys golf – Aug. 4)
- Fall Sports Practice begins August 5 (Boys’ Golf) and August 12 (All other sports).
- Fall Sports Scrimmage/contest Boys’ Golf (August 8), Boys’ Tennis & Softball (August 15), All other sports (August 22).
- Football full uniform August 15 (no player-player contact); Football full contact begins August 17.
- First scrimmage, Football, August 22.
- First contest, Football, August 29.
- Directory information due (before courtesy cards are sent, all outstanding bills must be paid and Directory information must be submitted. August 30.
- Submit league tie-breakers, if necessary.

**OTHER:**

- ________________________________________________________________
- ________________________________________________________________
- ________________________________________________________________
### September

- **Boys’ Golf Academic regain, September 2.**
- IBM Heroes, weekly turn in nominations during the Denver Broncos season (Form located at [www.chsaa.org](http://www.chsaa.org)).
- Explain eligibility expectations for all participants before they play in a scrimmage or contest.
- Complete first semester eligibility report via CHSAA Digital Platform due August 15 (Boys’ Golf), August 22 (All remaining sports), and September 14 (Boys’ Tennis, Softball) including:
  - List of eligible participants in all winter sports, plus spirit
  - Eligibility Plan A, B or C
  - Periodic eligibility check
- Submit first semester transfer forms (ongoing throughout the year) via CHSAA Digital Platform.
- Review with coaches/participants the ACT test date.
- **Gymnastics, spirit, boys’ tennis academic regain, September 23.**
- **Cross county, field hockey, softball academic regain, September 30.**
- CHSAA Membership Affidavit Card Signed and submitted through CHSAA Digital Platform by first contest date. This postcard is sent with the Directory update information and must be submitted for your school’s directory information to be correct.

### OTHER:

- 
- 
- 

---

**CHSAA Hours** 7:30 am – 4:00 pm  
CHSAA Office Closed September 2 for Labor Day Holiday
October

- Deadline for fall participation fees and service fees – October 1.
- **Football, boys’ soccer, volleyball academic regain, October 7.**
- Review with coaches/participants the ACT and SAT test dates.
- IBM Heroes, weekly turn in nominations during the Denver Broncos season (Form located at [www.chsaa.org](http://www.chsaa.org)).
- Check playoff financial procedures and obtain necessary financial forms (email to AD week of event, if hosting).
- Submit financial forms when hosting playoff events (email to AD week of event, if hosting)
- Bosses Day! – October 16
- Prepare and submit required roster information and gate lists for fall playoff events.
- Verify schedules for winter sports and submit to officials’ assigners as needed.
- Schedule winter sport parent meetings.
- Submit playoff roster information and gate lists if applicable.
- Spirit entry deadline – October 18.
- Distribute Winter Rule Books to AD and coaches (mailed October 25). All bulletins are online at [www.chsaanow.com](http://www.chsaanow.com). Encourage all coaches to read the bulletins and familiarize themselves with the rule books!
- Invite all Winter coaches to create a profile in CHSSA Digital Platform (if they haven’t already done so).

**OTHER:**

- 
- 
- 

---

Updated: 11.15.19
November

☐ IBM Heroes, weekly turn in nominations during the Denver Broncos season (Form www.chsaa.org).

☐ New AD follow-up meeting, November 5, CHSAA Office 8:00 am

☐ Organize, conduct and submit required information to CHSAA relative to fall sports playoffs.

☐ Submit playoff roster information and gate lists online if applicable.

**Check-list Winter Coaches:**
*Coaching registration should be complete via CHSAA Digital Platform for all coaches. This MUST be completed for coaches prior to any contact with student-athletes.*

- Complete Coaches Registration Process.
- Completed coaches’ contract and all required state and school district paperwork.
- Completed background check.
- Received verification of completed CHSAA Bylaws test.
- Received verification of completed head concussion requirement
- Received verification of completed First Aid/CPR/AED
- Received verification of attendance at an approved CHSAA rules meeting.
- 1st Year Coaches Course, if needed

☐ Verify in CHSAA Digital Platform that all required forms are complete:
  - Physical Examination and Parent Permit for Athletic Participation (Form 1a)
  - Student Eligibility Information Form and CHSAA Anti-Hazing Policy (Form 1b)
  - Sample Warning to Student and Parents (Form 2)
  - Fee Payment (if applicable)
  - Academic approval
  - Transfer Information (if necessary)
  - 8 consecutive semesters
  - Age
  - School Clearance

☐ Check for winter sport transfer students.

☐ Schedule parent meetings for winter sports.

☐ Download and Distribute CHSAA Competitor’s Brochure, Winter Sports Athletes (In CHSAA Digital Platform)

☐ Winter Sports Practices begin November 18 (except Skiing).

☐ Hall of Fame Nominations due to CHSAA Office, November 20.

☐ First scrimmage winter sports (except Skiing), November 23.

☐ Review with coaches/participants the SAT test date.

---

**CHECK DECEMBER 1 DEADLINES BEFORE LEAVING FOR THANKSGIVING HOLIDAY!**

**OTHER:**

☐

☐

☐
First winter sports contest (except Skiing) – 5 days of practice required, December 2.

Eligibility—Due Dec. 2

Winter Participation Fees due December 1.

IBM Heroes, weekly turn in nominations during the Denver Broncos season week (Form located at www.chsaa.org).

CHSAA Large Group Music Festival Registrations open, December 1.

Wrestling Weight Certifications due by your first competition date.

Submit playoff roster information and gate lists if applicable

Distribute information about the winter vacation practice/competition prohibition.

Review with coaches/participants the ACT/SAT test dates.

OTHER:

Holiday Reminders

Winter Sports Holiday Practice Restricted: December 27-31 & January 1

CHSAA Offices Closed for the holidays: December 23-January 1
January

☐ Check winter vacation transfers.

☐ Wrestling 2lb. Growth Allowance date January 2.

☐ State Qualifying Track & Field Form #45 due, January 10, $50 late fee after this date. (In CHSAA Digital Platform)

☐ Colorado Music Educators Conference (CMEA) at the Broadmoor, January 23-26

☐ Eligibility – January 31

☐ CHSAA Round-Table Meeting TBD – CHSAA Staff to Release 2020-2022 Proposed Classification Numbers.

☐ Check spring sports schedules and make available to officials' assigners as needed.

☐ Prepare to order tickets for the state wrestling tournament, if applicable (information will be sent to schools with exact dates they can purchase tickets).

☐ Review with coaches/participants the SAT test date.

☐ Invite all Spring coaches to create a profile in CHSAA Digital Platform (if they haven't already done so).

OTHER:

☐ __________________________________________________________________________

☐ __________________________________________________________________________

☐ __________________________________________________________________________

☐ __________________________________________________________________________

☐ __________________________________________________________________________

CHSAA Office Closed January 20 for Martin Luther King Holiday
February

☐ Deadline Girls’ Swim/Dive entries, February 10 (10:00 am).

☐ Spring Rule Book mailing and Spring sports bulletins posted online, February 11. Encourage all coaches to read the bulletins and familiarize themselves with the rule books!

☐ Complete second semester eligibility report via CHSAA Digital Platform, including:
  ☐ List of eligible participants in all winter sports, plus spirit
  ☐ Eligibility Plan A, B or C
  ☐ Periodic eligibility check

☐ CHSAA Large Group Music Festival Registration and Payment Deadline, February 14. **LATE FEE of $50 will apply if not paid or registered by the deadline.**

☐ Submit second semester transfer forms (ongoing throughout the year) via CHSAA Digital Platform.

☐ Student tickets available for state wrestling – online – order as needed.

☐ Submit playoff roster information and gate lists, if applicable.

☐ Check playoff financial procedures and obtain necessary financial forms.

**Check-list Spring Coaches:**

*Caching registration should be complete via CHSAA Digital Platform for all coaches. This MUST be completed for coaches prior to any contact with student-athletes.*

☐ Complete Coaches Registration Process.
  ☐ Completed coaches’ contract and all required state and school district paperwork.
  ☐ Completed background check.
  ☐ Received verification of completed CHSAA Bylaws test.
  ☐ Received verification of completed head concussion requirement
  ☐ Received verification of completed First Aid/CPR/AED
  ☐ Received verification of attendance at an approved CHSAA rules meeting.
  ☐ 1st Year Coaches Course, if needed

☐ Schedule parent meetings for spring sports.

☐ Verify in CHSAA Digital Platform that all required forms are complete:
  ☐ Physical Examination and Parent Permit for Athletic Participation (Form 1a)
  ☐ Student Eligibility Information Form and CHSAA Anti-Hazing Policy (Form 1b)
  ☐ Sample Warning to Student and Parents (Form 2)
  ☐ 5 days (all Spring sports except tennis and golf)
  ☐ Fee Payment (if applicable)
  ☐ Academic approval
  ☐ Transfer Information (if necessary).
  ☐ 8 consecutive semesters
  ☐ Age
  ☐ School Clearance
February (cont.)

☐ Download and Distribute CHSAA Competitor's Brochure, Spring Sports Athletes (In CHSAA Digital Platform)


☐ Review with coaches/participants the ACT test date.

☐ Prepare to order tickets for the state basketball tournament, if applicable (information will be sent to schools with exact dates they can purchase tickets).

OTHER:

☐ _____________________________________________________________

☐ _____________________________________________________________

☐ _____________________________________________________________
March

- Spring Participation Fees due March 1.
- Spring Sports Practice begins March 2.
- First scrimmage all other spring sports, March 7.
- First scrimmage/contest Girls’ Golf & Girls’ Tennis, March 5.
- Eligibility due - Girls’ Golf & Girls’ Tennis, March 5.
- State Speech Tournament registrations due March 8.
- Daylight savings time begins March 8.
- Regain Date – March 9
  - Second semester eligibility regain date – March 9.
- 20 & 30-year Service Award due to CHSAA March 10.
- Eligibility due – Remaining spring sports, March 12
- First contest spring sports – 5 days of practice required (except golf & tennis), March 12.
- Legislative Council proposals and committee reports due March 13 for April meeting.
- Student tickets available for state basketball – order if needed.
- Submit financial forms when hosting playoff events.
- Submit playoff roster information and gate lists, if applicable
- Prepare sport schedules for the next school year.
- Make fall schedules available to officials' assigners as needed.
- Final Legislative Council Proposals & Committee posted on the CHSAA website, March 20.
- 3-sport Participation Award due, March 27.
- 4-sport Participation Award due, March 27.
- Review with coaches/participants the SAT test date.

OTHER:

- ______________________________________________________
- ______________________________________________________
- ______________________________________________________
April

☐ CHSAA Large Group Music Festivals entire month of April at various venues. Please see the CHSAA Music Calendar the website for specifics.

☐ Review with coaches/participants the ACT test date.

☐ CHSAA Hall of Fame Banquet, TBD.

☐ CHSAA Legislative Council meeting – TBD.

☐ Administrative Assistant’s Day! – April 22.

☐ Prepare sport schedules for the next school year.

☐ Make fall schedules available to officials' assigners as needed.

☐ CADA Conference April 27-30

☐ Prepare participation number to submit to the CHSAA office upon receipt of instruction.

☐ CHSAA Participation & Proportionality survey-gather data and submit prior to May deadline. Contact the CHSAA office if you have any questions.

OTHER:

☐

☐

☐
May

☐ Prepare sport schedules for the next school year.

☐ Active Scholar Nominations Due – May 1.

☐ CHSAA Vocal Music Gala – May 1.

☐ Boys’ Swim & Dive Entry Deadline – May 11 (6 pm).

☐ Track & Field Seeding Entry Deadline – May 18 (8:00 am).

☐ P & P Participation and Proportionality Survey due to CHSAA office May 22, LATE FEE $25 after this date.

☐ Make schedules available to officials' assigners, as needed.

☐ Check playoff financial procedures and obtain necessary financial forms.

☐ Submit financial forms when hosting playoff events.

☐ Submit playoff roster information and gate lists, if applicable.

☐ Receive from CHSAA the school membership dues and participation fees statement.

☐ Prepare for deadline for summer student council leadership camp registrations – June.

☐ Verify schedules for winter sports and submit to officials and/or assigners as needed.

☐ Check eligibility – review eligibility regain options for students who have been declared as ineligible.

OTHER:

☐ __________________________________________________________

☐ __________________________________________________________

☐ __________________________________________________________

CHSAA Offices Closed for Memorial Day Holiday, May 25
Awards Information

Individual Academic All-State
(Certificates are included in the school boxes)

First Team Criteria: (school issued)
1-3.60 or higher cumulative GPA
2-minimum junior in school
3-must be a letter winner or equivalent in activity nominated
4-must be a participant in a CHSAA sanctioned activity during current season
(Note: Cumulative GPA's through the Fall Semester will be used for Winter & Spring. Cumulative GPA’s through the Spring Semester will be used for Fall.) (Note: A student may be named in each activity season.)

Honorable Mention: (school issued)
1-3.30 to 3.59 cumulative GPA
2-minimum junior academic standing
3-must be a letter winner or equivalent in activity nominated
4-must be a participant in a CHSAA-sponsored activity during current season
(Note: Cumulative GPA’s through the Fall Semester will be used for Winter & Spring. Cumulative GPA’s through the Spring Semester will be used for Fall.) (Note: A student may be named in each activity season.)

IBM Heroes
IBM/850 KOA/Denver Broncos have teamed with CHSAA to recognize activity/athletic participants, coaches, administrators, officials and volunteers that promote the educational value of interscholastic participation. Nominations must be submitted via school personnel.

Four to six winners are selected each week during the Denver Bronco season. Winners are recognized on various IBM promotional spots on 850 KOA. All winners will be invited to a reception at Broncos Stadium at Mile High hosted by IBM and 850 KOA as a “Thank you” for their contribution. This form must be completed and submitted through the CHSAA Digital Platform and should be turned in weekly throughout the Denver Bronco season
Deadline: September 10 – December 3

Dairy MAX Assistant Coach of the Month
From September through May, nominations for the Dairy MAX Assistant coach of the month award will be accepted. On winner per month will be selected. Each winner will be recognized by both CHSAA and Dairy MAX. Communication will be sent each winner upon their selection. At the conclusion of the spring season, one assistant coach of the year will be selected. This individual will be notified of their selection as assistant coach of the year and will be recognized at the CHSAA All School Summit in July. Only school personnel can submit nominees for the award. All submissions will be considered each month, regardless of when they are submitted.

The nomination form with specific criteria can be found by going HERE.
Deadline: Monthly between September and May

Dairy MAX Colorado Spirit Award
We are proud and honored to present our member schools with scholarship opportunities through the generosity of our partnership with Dairy MAX Colorado Spirit Award. The following criteria is the eligibility and nomination process for student-participants who would like to be considered for the Dairy MAX Colorado Spirit Award/Scholarship recipients. Four student participants will be selected for scholarship awards. Three - $1,000 scholarships – one overall All-Star will receive a $2,500 scholarship. The primary criteria for selection is the student-participant’s leadership qualities within and outside of the school. Each school nominates a student to represent the Dairy MAX Colorado Spirit Award. They must have the following: Senior, 2.5 or higher GPA, a list of CHSAA sanctioned athletic, activity and/or additional clubs/organizations in which student is involved and a list any community service outreaches/or projects centered around the Great American Milk Drive. Application: Dairy MAX Colorado Spirit Award Nomination Form; Minimum of one letter for recommendation. Winners will be notified and invited to the CHSAA Hall of Fame Banquet on April 22, 2020 for the presentation of awards. Nomination packet must be completed and submitted through the CHSAA Digital Platform.
Deadline: March 6, 2020

Les Schwab Team of the Month Award
From September through May, nominations for the Les Schwab Team of the month award will be accepted. This award strives to recognize teams (athletics & activities) that have a clear commitment to academics and their community. Please see the nomination form for specific criteria. Two winning teams per month (one athletic team & one activity team) will be selected. Each winning team will be recognized by both CHSAA and Les Schwab and the school will be contacted upon their team’s selection. At the conclusion of the spring season, two teams of the year will be selected (one athletic team & one activity team). These teams will be notified of their selection as team of the year and will be recognized at the CHSAA All School Summit in July. Only school personnel can submit nominees for the award. An individual from the community or someone outside the school can nominate a team, but school personnel must submit the nomination form. All submissions will be considered each month, regardless of when they are submitted. Please submit nominations HERE.
Deadline: Monthly between September and May
20- & 30-Year Service Award
This program is earmarked for any member of your staff who cumulatively has 20 or 30 years of service related to the areas of athletics and/or activities. These forms must be completed and submitted through the CHSAA Digital Platform.
Deadline: March 10, 2020

Wells Fargo Scholarship
This scholarship opportunity presented by Wells Fargo is open to Juniors and Seniors who currently attend a CHSAA member school. Students are required to submit a 500-word essay detailing the best strategies for becoming financially prepared for college. Please see the submission form for specific criteria/requirements. Three winners will be selected and these students will be honored at the CHSAA Legislative Council Meeting on April 23, 2020. All submissions are due to the CHSAA office by March 26, 2020.
The submission form can be found by going HERE.
Deadline: March 26, 2020

3 & 4-Sport Participation Awards
The CHSAA 3 & 4-Sport Participation Awards recognize outstanding student-athletes who have participated, at any level, in three or four different sports during one academic school year. Any student-athlete who has achieved either of these feats is eligible to receive the 3 or 4-sport award. If your school has qualifying students and is in need of certificates, the school athletic director must complete and submit the form on the CHSAA Digital Platform by March 27th. Upon reception of CHSAA Digital Platform form, certificates will be sent to your school. We encourage you to complete these certificates and then present them to your student-athletes during an all-school assembly.
Deadline: Certificate requests by March 27, 2020

CHSAA Active Scholar
The CHSAA and the Colorado Rockies partner to “Rock the Rock Pile” in June. Each school nominates one-boy and one-girl to represent an Active scholar. School representatives are given a certificate and the program pays for their ticket to attend the designated Rockies game. From all the application forms one-boy and one-girl is selected to represent the scholars with an On-Field “Rockies” ceremony and presentation of their $1,000.00 scholarship. Schools use their discretion when submitting their nominees. Nomination forms must be completed and submitted on the CHSAA Digital Platform. Request forms for additional tickets will be sent to your school upon receipt of nomination forms.
Deadline: Nominations by May 1, 2020

Retiring Administrators – Please submit names to Lane Ververs (lververs@chsaa.org) by March 6, 2020 with name of person retiring, school, and total years.

They will be recognized at the April 15, 2020 Legislative Council Meeting

Reminders will be sent from the CHSAA office. If you have questions, please contact Lane Ververs (lververs@chsaa.org)
Colorado High School Activities Association
2019-2020 Order Form

Name: ________________________________
School/Business: ___________________________
Address: _________________________________
City: __________________ State: __________ Zip: __________
Phone: __________________ Email: __________________

CHSAA PUBLICATIONS

<table>
<thead>
<tr>
<th>Publication</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Handbook</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>(Constitution and By-Laws)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Member Schools)</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(General Public)</td>
<td></td>
</tr>
<tr>
<td>2019-20 High School Directory</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>(Available October 1, 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Member Schools)</td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(General Public)</td>
<td></td>
</tr>
<tr>
<td>Sports Medicine Handbook</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Member Schools)</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(General Public)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule Books</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF Baseball Rule Book (available after 2/1/20)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Baseball Case Book (available after 2/1/20)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Baseball Umpires Manual (available after 2/1/20)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Basketball Rules Book (All books available after 11/2/19)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Basketball Case Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Basketball Officials Manual</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Field Hockey Rules Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Football Rules Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Football Case Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Football Simplified &amp; Illustrated Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>USGA Golf Rules Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NF Gymnastics Rules Book</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Unit Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Ice Hockey Rules Book (Available after 11/2/19)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Lacrosse Rules Book (Please indicate boys or girls)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Available after 2/1/19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Skiing Rules Book (Available after 11/2/19)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Soccer Rules Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Softball Rules Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Softball Umpires Manual</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Softball Case Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Spirit Rules Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Swimming &amp; Diving Rules Book (Available after 11/2/19)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USTA Tennis Rules Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Track &amp; Field/Cross Country Rules Book (Available after 2/1/20)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Track &amp; Field Case Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Volleyball Rules Book</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Volleyball Case Book &amp; Officials Manual</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Wrestling Rules Book (Available after 11/2/19)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF Wrestling Case Book &amp; Officials Manual</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mailing Labels (price includes postage) $21.00 per set

*PLEASE INDICATE THE ATTENTION TO:

**Payment Information**

Remember to add $2.50 for all credit card transactions

☐ Check #:  ☐ Credit Card #:  Exp. Date:  3 Digit #

***Shipping and Handling***

1-3 books - $6.00, 4-6 books $9.00, 7-10 books $12.00

Please include credit card processing fee and shipping in this total

TOTAL AMOUNT ENCLOSED:

T-Shirts, Patches and Championship Programs may be purchased at:

[www.kukulskibrothers.net](http://www.kukulskibrothers.net)

**Mail to:**

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION

ATTN: ANJELICA MAESTAS

14855 EAST SECOND AVENUE

AURORA, CO 80011

(amaestas@chsaa.org) (303) 344-5050  THANK YOU
Your information and ideas will help us refine this document and increase its relevance. Please list any appropriate dates that should be added, any new questions that should be included, or other ideas to make this resource book better.

Additional dates that should be included:

1. 
2. 
3. 
4. 
5. 

Additional questions that should be included:

1. 
2. 
3. 
4. 
5. 

Ideas for improvement:

1. 
2. 
3. 
4. 
5. 

Mail or Scan to CHSAA:
14855 E. 2nd Ave.
Aurora, CO 80011
E-mail: Lane Ververs (iververs@chsaa.org)
TO: MEMBER SCHOOLS
FROM: BETHANY BROOKENS
DATE: SEPTEMBER 2019
RE: BANNER ORDER FORM

Please send our school the following banners:

_____ New High School Membership Banner (N/C) $_______
_____ Replacement HS Membership Banner @ $50.00 $_______
_____ Second HS Banner for Building @ $50.00 $_______
_____ Middle School Membership Banner @ $40.00 $_______
_____ NO HATE SPEECH School Banner @ $85.00 $_______

*Please include a vector file (.eps) of your school logo.
You may email this form, along with your logo to the CHSAA office swilliamson@chsaa.org

_____ Please bill our school
_____ I have enclosed a check TOTAL $_______

Name ____________________________________________
School ___________________________________________
Address __________________________________________
School Phone ______________________________________
Email Address _____________________________________

Must be included for review of the proof for the NO HATE Banner.
Your school will be contacted by the Kukulski Brothers and banners will be
direct shipped from the vendor to the address provided.