

What are the minimum requirements of district-sponsored teams?

District-sponsored teams will:

- Meet all of the requirements outlined in “District Sponsored versus Non-District Sponsored Activities and Organizations.”
- Sign and complete the “Agreement for Sponsorship” form before the beginning of the season and turn it in to the district (in this case, the Gifted and Talented Office @ LS/GT).
- Remain district-sponsored throughout the entire school calendar year.
- Be open to all interested and/or eligible students. Students cannot be hand-picked at the exclusion of other interested students.
- Meet at the designated district facility only.
- Require all volunteers to attend a district-sponsored volunteer training session. As part of that, require all volunteers to complete the Volunteer/Confidentiality Agreement and to be familiar with the Volunteer Handbook and the supplemental Enrichment Volunteer Handbook.
- Require all volunteers to complete the district’s volunteer registration or annual profile update for all adults helping with the program.
 - Go to www.thompson.k12.co.us and click on “Volunteer Registration” under Quick Links, or, to update, click on the Parent tab and go to the Volunteer link, and then click the link in the box for updating the profile. This registration must be completed every school year.
- Require all participants to complete written permission slips for participation. These permission forms are specific to your program and are generated by program coordinators and the GT office.
- See that team sponsors *file* participant permission forms throughout the season. At the end of the season all permission slips should be sent to the district office.
- Follow all district policies regarding supervision. **A district employee is required to be present and to supervise the group at all meetings.**
 - Name the district employee who has agreed to be the team’s sponsor in the “Agreement for Sponsorship” form and notify the district immediately if that sponsor changes.
 - If a staff member receives an extra duty contract to perform these duties, the staff member must honor that duty for which they are paid.
 - Volunteers may not supervise students without the direction and control of a district staff member.
- Submit paperwork for pre-approval for travel at the *beginning* of the season if the team intends to do so should they qualify later in the year. Help with this paperwork is available by the GT Office. It is acceptable to estimate those elements not yet determined.
 - Once travel is confirmed, submit required paperwork for travel whenever travel is necessitated. This includes travel to any out-of-town events.
 - A district faculty member (the sponsor of your team) must accompany and supervise the group at all practices, competitions and events (including district, regional, state, and world events).
 - Volunteers may not supervise students without the direction and control of a district staff member.
 - Groups, students, and sponsors will comply with all district policies while traveling.
 - Student transportation when traveling out of state is **commercial transportation** (unless unique circumstances exist and this requirement is waived in advance by the district Athletics and Activities office).
 - All groups are subject to the same expectations, standards of behavior and practices on a consistent basis, which are reflective of those in the classroom.
- Communicate with the district, including the district’s designated program coordinator, regarding any special needs, travel arrangements, emergencies, concerns, or complaints.
- Groups, students, and sponsors will follow all laws and comply with all district policies and guidelines.

What are the minimum requirements of non-district-sponsored teams?

Non-District-sponsored teams will:

- Operate independently of the Thompson School District. These teams:
 - Will inform parents and participants *in writing* prior to the season's start of their status as non-district-sponsored and that the team is not an entity of the school district, its schools, or its employees.
 - *May* not use the school district or individual school names in the team name or in advertising regarding the team.
 - May not use the school district or individual school names or imply a connection to either for the purposes of fundraising.
- Have the opportunity to be district supported, if they desire and accommodations are available. This means:
 - The team may be able to use district facilities.
 - Facilities Use fees may be reduced or waived.
 - Teams must follow all policies related to facility use.
 - The team may qualify for district funds to be applied to registration fees.
 - District-sponsored teams will have first priority in the allocation of funds.
 - Teams that have signed the "Agreement for Support" will be notified if and when additional funds are available for distribution to non-district-sponsored teams.