

Whiteriver Unified School District



**Coach & Sponsor
Activity Handbook**

**SCHOOL YEAR
2026-2027**

WUSD School Board Approval Date: 07/08/2026



Alchesay High School

Monica Barajas, Principal

Laurel Endfield, Assistant Principal/CTE Director

Deborah Salcedo, Assistant Principal/Athletic Director

Peggy Goklish, Athletic Clerk

Canyon Day Junior High School

Darcy Helle, Principal

Brianna Endfield, Assistant Principal/Athletic Director

Cradleboard Elementary School

Anna Pagatpatan, Principal

Brianna Endfield, Athletic Director

Seven Mile Elementary School

Misty Cook-Goseyun, Principal

Brianna Endfield, Athletic Director

Whiteriver Elementary School

Bonnie Kasey, Principal

Brianna Endfield, Athletic Director



INTRODUCTION

This handbook is designed to provide information about the extracurricular activities available for students within the Whiteriver Unified School District. It also contains information pertinent to the policies, regulations, and rules of those programs. Board Policy [JJJ] – Extracurricular Activity Eligibility defines extracurricular activities as, “All interscholastic activities in grades four (4) through twelve (12) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.”

Handbook information includes but is not limited to; the Arizona Athletic Association (AIA), AIA 3A Conference, the White Mountain League (WML), and the Ft. Apache Youth Athletic League (FAYAL) of which our schools are members of.

PHILOSOPHY

Whiteriver Unified School District believes that its primary role is to offer an educational program that fosters positive self-images that allow all students to become productive and responsible citizens.

Understanding that all students are special, unique, and differing in abilities, capabilities and interests, a variety of activities are offered for their involvement.

It is believed that participation in athletics and activities can be an important and integral part of the educational program. Programs are designed to assist and support the overriding principles of the Whiteriver Unified School District.

Extracurricular activities should be seen as an avenue that will allow students to compete and excel in a variety of opportunities, thus generating in them those qualities that will help them succeed in the educational program, such as:

1. Motivation
2. Self-Discipline
3. Perseverance
4. Goal Setting
5. Leadership
6. Pride
7. Sportsmanship

It is understood that there is a positive relationship between healthy mind and body, and the ability to achieve intellectually. Extracurricular Activities will assist in this effort.

It is not the intent of the Whiteriver Unified School District to sacrifice ideals to support those students that expect to succeed in college or professional athletics or activities, but to offer comprehensive programs that will allow students to gain a sound educational foundation.

Whiteriver Unified School District believes there is a need to maintain a proper balance between the academic programs and extracurricular activities.

THE FUNDAMENTALS OF SPORTSMANSHIP

1. **Gain an understanding and appreciation for the rules of the contest.**
The necessity to be well informed is essential. Know the rules. The spirit of good sportsmanship depends on conformity to a rule's intent as well as to the letter of a given rule.
2. **Exercise behavior that is representative of sound values at all times.**
The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
3. **Recognize and appreciate skilled performances regardless of affiliation.**
Appreciation of an opponent's good performance displays generosity and is a courtesy that should regularly be practiced. This not only represents good sportsmanship but reflects a true awareness of the game by recognizing and acknowledging quality.
4. **Exhibit respect for the officials.**
The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. The responsibility of the outcome of a contest should not be placed on the official(s). The rule of good sportsmanship is to accept and abide by the decision made.
5. **Display openly a respect for the opponent at all times.**
Opponents at our home games are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school, team, and family.
6. **Display pride in your actions at every opportunity.**
Your actions should exhibit good judgment. As a school representative you are responsible to act in a positive manner at all times.

SPORTSMANSHIP CODE

- Be courteous to teammates, opponents, and fans.
- Be exemplary in your behavior toward everyone present.
- Respect and abide by the official's decisions.
- Exercise self-control at all times.
- Learn to win with character and lose with dignity.
- Display appreciation for a good performance or play regardless of the team.

STAFF ROLES AND RESPONSIBILITIES

HEAD COACHES

Professional Standards

Coaches must model integrity, leadership, professionalism, and sportsmanship at all times. They are responsible for creating a safe, respectful, and competitive environment, prioritizing athletic development over winning.

Ethics & Conduct

Coaches will:

- Uphold high moral character and promote a drug-free lifestyle.
- Prioritize student safety and academic success; never compromise academics for athletics.
- Never pressure teachers for grade changes or special treatment.
- Attend pre-season coaches meeting and pre-season parent meeting with athletic director.
- Treat players, parents, officials, and the public respectfully; no public criticism.
- Meet individually with students post-tryouts to review selection. (Results are not to be posted.)
- All communication **MUST** be conducted using **ONLY** WUSD approved communication platforms. (Bloomz)
- Coaches are never to leave students unattended, regardless of time of day. Including at drop-off locations.
- Coaches at any level are never permitted to transport students in their personal vehicles.
 - In the event of an emergency, coaches are required to call the athletic director.
- Coaches may not discuss any concerns with parties not directly involved.
 - No discussion of players with other players, parents, staff, or public.
 - Maintain confidentiality.

Expectations

Coaches will:

- Ensure all students have met participation requirements before tryouts.
 - **AHS:** Yellow cards are to be returned to athletic clerk after team selection.
Coaches will inform the athletic clerk of when a student will be allowed to receive their yellow card to be eligible for the next season.
- Be helpful in guiding students to meet any participation expectations with athletic clerk.
- Model appropriate sportsmanship.
- Manage student behavior and promote positive crowd conduct.
- Avoid profanity and negative media remarks.
- Respect opponents and teach game rules.
- Maintain professional conduct at all times.
- Review eligibility rules (District & League – AIA/WML/FAYAL) with parents.
- Never use physical/mental abuse. Including: Shaming of Any Sort, Name Calling, Etc.
- Attend beginning of season parent meeting with Athletic Director.
- Contact admin immediately if a serious issue arises.
- Know and teach from official rulebooks.
- Ensure athlete health and safety in all participation decisions.
 - Coaches are not permitted to grant medical clearance after substantial injury, medical professionals only.

Certifications Required

- All WUSD coaches must complete NFHS “Fundamentals of Coaching” and “Concussion in Sports” courses.
- Head varsity coaches must have an AZ Teaching Certificate, Coaching Certificate, or NFHS Level 1 Certificate.
- CPR and First Aid training are required for all coaches.

ASSISTANT COACHES

The assistant coach is held to the same professional standards and high expectations of the head coach. Assistant coaches will abide by the same ethics, conduct, and expectations of all head coaches. Assistant coaches will also support the program through any additional responsibilities communicated by the head coach and/or athletic director. Duties may include in-season or off-season tasks.

Certifications Required

- All WUSD coaches must complete NFHS “Fundamentals of Coaching” and “Concussion in Sports” courses.
- CPR and First Aid training are required for all coaches.

ATHLETIC DIRECTOR

Role: Leads implementation of the athletic program and upholds district goals.

Responsibilities:

- Establish season schedule for all sports, attend all home athletic events and ensure administrator presence in their absence.
 - Establish appropriate game supervision with athletic event staff, including training on expectations.
 - Attend away events when determined that additional support may be necessary.
- Attend all AIA meetings and required events.
- Complete pre-season travel paperwork with coaches.
- Assist coaching staff throughout the duration of the year, including providing mentorship and guidance during off-season.
- Conduct pre-season coaches meeting to review coach’s handbook.
- Ensure accountability on behalf of all coaches, athletic clerk, and event staff.
- Educate community on sportsmanship and game rules.
- Lead all athletic staff, coach meetings, and event oversight.
- Ensure student eligibility.
- Maintain crowd control at events.
- Assign welcoming support for visiting teams.
- Arrange law enforcement and medical services, as appropriate.
 - Send all schedules to law enforcement and emergency medical services.
- Encourage coach development and safe environments.
- Continuously evaluate head coaches and oversee assistant/volunteer evaluations.
 - Including: Pre-Season, In-Season, Post-Season, Summer.
 - Preference:
- Involve head coaches in recruiting new coaches for WUSD.

WUSD CLUB/ACTIVITY SPONSORS

Professional Standards

Activity Sponsors are expected to exemplify leadership, integrity, professionalism, and strong character. Sponsors must foster a safe, respectful, and inclusive environment, where student growth and participation take priority over competition or recognition. In addition to these standards, all WUSD Sponsors are required to complete and meet all expectations of the WUSD Activity Sponsor Handbook on Vector.

Ethics & Conduct

Sponsors will:

- Maintain high moral standards and promote a drug-free, healthy lifestyle.

- Prioritize student safety, emotional well-being, and academic success at all times.
- Meet with site administrator for beginning of the year meeting prior to first meeting.
- Never pressure teachers for grade changes, leniency, or special treatment.
- Treat all students, staff, families, and the public with respect—no public criticism, gossip, or negative commentary.
- Ensure appropriate supervision of students at all times.
 - Students may not be left alone at pick-up/drop-off locations.
- Never transport students in personal vehicles.
 - In emergencies, notify a site administrator immediately.
- Use only WUSD-approved communication platforms (e.g., Bloomz, District Email, WUSD Social Media).
- Keep all student information and concerns confidential.
- No discussions about students with parents, other students, or unrelated staff.

Expectations

Sponsors will:

- Ensure all students have met the necessary participation and eligibility requirements before involvement begins.
- Work with the front office or designated staff to track clearances as needed.
- Clearly communicate meeting times, event details, expectations, and schedules with students and families.
 - All meetings must be posted 24-hours in advance.
 - Meetings may not be held during instructional time or on weekends.
 - Sponsors must ensure all students have the opportunity to participate in meetings.
- Serve as a positive role model and mentor to students.
- Actively supervise all program activities—before, during, and after meetings, events, or trips.
- Maintain professional, positive conduct in all school and public settings.
- Promote respectful behavior and constructive student interactions.
- Never use physical or emotional intimidation or belittling.
- No shaming, name-calling, sarcasm, or targeting of students is ever permitted.
- Participate in school-wide expectations such as parent nights or club showcases when applicable.
- Immediately report any safety issues, disciplinary incidents, or concerns to an administrator.
- Support the district’s mission by aligning all club or activity efforts with WUSD’s educational goals and student code of conduct.

Supervision & Program Leadership

Sponsors are ultimately responsible for all aspects of their program, including:

- Organizing and supervising all events, practices, rehearsals, and meetings.
 - Meetings are to be conducted by student officers and use Robert’s Rules of Order.
 - Sponsors will assist club officers in managing club budgets and expenditures in accordance with district procedures.
- Communicating regularly with site administration and ensuring transparency in planning and student participation.
- Coordinating transportation, facilities, and travel paperwork through proper district channels.
- Ensuring appropriate adult supervision is in place at all times during events, especially off-campus.

VOLUNTEERS

All volunteers are required to be Governing Board approved per season/activity. Volunteers should meet with athletic director/administrator and coach/sponsor prior to submission. This includes any WUSD staff members who wish to support programs. Volunteers are required to meet all hiring requirements as prescribed by WUSD **PRIOR** to participation with any program.

Expectations

Volunteers will:

- Volunteers are held to the same professional standards and high expectations of the coaching staff.
- Assist and support under direct supervision of head coach.
- Volunteers are to follow directives of the district staff and athletic director/administrator.
- Volunteers are never to be left alone with students.
- Must not discipline students.
- Volunteer are not permitted to drive district transportation without approval.
- May be evaluated by the head coach to determine future participation.
- Volunteers may be removed at any time for failure to meet expectations.

COACH'S EVALUATION PROCESS

To support ongoing professional development and ensure high standards in WUSD athletics, all coaches will participate in a formal evaluation process.

EVALUATION TIMELINE

- All coaches will be evaluated within one month of the conclusion of their sport season.
- All evaluations must be completed prior to the end of the school year.

EVALUATION PROCESS

Head Coaches:

- Will be evaluated by the Athletic Director using the district-approved evaluation instrument.

Assistant Coaches:

- Will be evaluated by the Head Coach using the same district-approved instrument.
- The Head Coach may be asked to submit evaluations to the Athletic Director prior to conferencing with the assistant coach.
- Assistant coaches may request an additional evaluation conducted by the Athletic Director.

Volunteers:

- May be evaluated by the Head Coach using the district-approved instrument to determine future participation.

Copies and Recordkeeping:

- Each coach will receive a copy of their completed evaluation.
- The original will be retained in the Athletic Director's office.

EVALUATION OUTCOMES

Following the evaluation process, the Athletic Director will make one of the following recommendations:

- Rehire the coach
- Rehire the coach with a mandatory growth plan
- Not rehire the coach
- Open position (Based on evaluation findings)

Concerns or Allegations

If concerns arise that may impact a coach's continued role, the following procedures will be followed:

1. The Athletic Director will inform the coach of the concerns in a timely and direct manner.
The coach will have the opportunity to respond.
2. If corrective action is required, the Athletic Director will outline the expected changes.
3. Serious issues may result in formal discipline, up to and including termination.
4. A growth plan may be developed collaboratively between the coach and administration to address any deficiencies.
5. The coach may request a support team of their choosing (optional).
6. A final evaluation will be conducted according to the procedures outlined, and a formal recommendation will follow.
7. A rating of Unsatisfactory in any major category may result in a recommendation to not rehire or open the position.

8. If the position is opened, the current coach is eligible to reapply.

Note: A coach may be accompanied by a representative of their choice at any meeting regarding job performance.

Growth Plans

If the coach is recommended for rehire with a growth plan, the following must occur:

- The growth plan and rehire recommendation must be completed within 30 days of the evaluation conference.

Job Posting and Replacement

If a position is declared open, standard WUSD posting and interview procedures will be followed in alignment with district hiring practices.

EVALUATION RATINGS

When determining ratings on the district evaluation instrument, the following criteria apply:

<u>Rating</u>	<u>Description</u>
<i>Outstanding (5)</i>	- Exemplary conduct and leadership. - Consistently exceeds expectations. - No major corrective actions required.
<i>Satisfactory (3)</i>	- Meets all coaching responsibilities. - May have received minor feedback or held corrective conferences. - Lack of standout performance may result in this rating.
<i>Unsatisfactory (1)</i>	- Fails to meet expectations or violates district guidelines. - May include incidents warranting letters of instruction or reprimand. - Supporting documents must be attached.

First-Year Coaches: Preliminary Evaluation

- All first-year coaches will receive a preliminary evaluation:
- Conducted approximately 4–6 weeks into the season.
- Head Coaches will be evaluated by the Athletic Director.
- Assistant Coaches will be evaluated by the Head Coach.
- The conference will include performance feedback and, if needed, areas for improvement.

Note: All coaches may request support from the Athletic Director at any time.

COACH'S DUE PROCESS PROVISIONS

WUSD is committed to fair and transparent procedures in the evaluation, discipline, and employment decisions related to coaching positions. Coaches are entitled to the following due process rights:

EVALUATION AND DISCIPLINARY ACTION

If a coach disagrees with an evaluation or disciplinary decision, they may file a grievance in accordance with Governing Board Policy GBK.

COACHING GUIDELINES

A. Training Rules & School Policy Enforcement

- Coaches are responsible for establishing sport-specific training rules and submitting them to the Athletic Director before the first practice.
- Coaches must enforce all school policies and disciplinary guidelines and are required to report Matrix-level offenses to school administration.
- Only WUSD enrolled students may participate in any training or practice opportunities. Non-Enrolled students may not participate in any practices, training, conditioning, or events, this includes off-season and summer opportunities.

B. Athlete Supervision

- Athletes must be supervised at all times—including in locker rooms, weight rooms, gyms, and practice areas.
- Coaches are responsible for student-athletes from the moment they arrive until they leave campus.
 - This includes, but is not limited to: Practices, Games, Meetings, Events, and Transportation to/from Games
 - Volunteers are not to be left alone with the students.
- Under no circumstances should students be left unattended.

C. Student Managers

- Student managers should be assigned clearly defined duties that support practice and game management.
- Managers may not possess keys to any school facilities or equipment rooms.
- Student managers are expected to meet league eligibility regulations.

D. Booster Clubs

- Booster Clubs are designed to support athletic programs, not to be controlled by them.
- Coaches are encouraged to attend meetings but may not set policy, handle funds, or receive money directly from the Booster Club for any purpose.

E. Budget Management

- Coaches are responsible for:
 - Securing bids
 - Submitting purchase orders
 - Working directly with the Athletic Director for purchases.
 - Coaches may not seek, approve, nor accept donations.

F. Transportation

- Prior to the first contest, the Head Coach and Athletic Director will meet to finalize season transportation needs.

- Coaches are responsible for:
 - Maintaining updated and current student rosters
 - Following bus conduct rules
 - Inspecting the bus before and after travel
 - Ensuring students maintain cleanliness and respectful behavior on the bus

G. Athletic Awards

- The school may fund up to three awards per sport.
- Coaches may choose and present these awards.
- Additional awards may be given, utilizing available club funds, with student-member approval.

H. Off-Season Programs

- Coaches must be familiar with and adhere to AIA policies regarding off-season participation.
- Coaches must have all completed paperwork in for approval prior to advertising, scheduling, or conducting off-season events.
- Coaches are required to maintain open communication with athletic director, administrators, and students using only district approved communication tools. (Bloomz)

I. Season Dates

- The Athletic Director will provide coaches with official start and end dates for each sport season.
- No coach may conduct official practices outside of these dates in violation of AIA regulations.
- Off-Season participation does not determine team selection.

J. Conference & Region Regulations

- Coaches are responsible for understanding and following rules set by their Conference and Region.
- These can be obtained from the Athletic Director.

K. Ejections

- Any time a coach or player is ejected from a contest, the coach must notify the Athletic Director or designated Administrator within 24 hours.

L. In-School Suspension (ISS) Eligibility

- A student in ISS is ineligible to travel with the team if the bus departs before the student is officially released.
- Early release requests will not be granted under any circumstances.

COACHING STANDARDS FOR PLAYER RELATIONSHIPS

Coaches are expected to build positive, professional relationships with all student-athletes. The following best practices must be upheld:

Positive Communication & Discipline

- Treat all athletes fairly and equitably.
- When discipline is necessary, follow up by expressing your desire for the athlete to continue participating.
- Always criticize privately—never in public or among other students.
- End critical conversations with positive reinforcement.
- Maintain self-control and expect the same from your athletes.
- Never threaten, shame, or berate athletes.

Instruction & Practice Expectations

- Emphasize skill development and fundamentals.
- Coach before you criticize—give direction, not just correction.
- Have a clear practice plan every day.
- Avoid drills meant purely for punishment; all physical discipline must be sport-related and skill-building.

Behavior & Conduct

- Do not use profanity or abusive language in the presence of athletes.
- Never argue or criticize other coaches in front of athletes.
- Never allow players to disrespect or be disloyal to teammates or coaches.
- Make your program a fun, challenging, and supportive environment.
- Uphold sportsmanship—never berate officials or promote poor conduct.

Academic Support

- Encourage classroom success and attendance at required tutoring sessions.
- Take an active role in supporting academic progress.
- Respect a proper balance between academic programs and extracurricular activities.
 - Students cannot be punished and/or refused participation in academic opportunities conflicting with athletics and/or activities.

Parent & Community Communication

- Build trust with parents through transparency and regular updates.
- Share practice and game schedules early.
- Communicate clearly about expectations, discipline policies, and tryout procedures.
- Parents and coaches are required to wait a 24-hour period after games/heightened to have appropriate discussions regarding students.
- Discuss all matters appropriately, respecting the rights and privacy of all parties.

UNIFORMS & EQUIPMENT

Students participating in athletics, activities, or clubs may be issued necessary equipment and uniforms to compete in a variety of school events. Equipment and uniforms are the property of the Whiteriver Unified School District and students are expected to properly care for and return issued equipment and uniforms upon completion of the season or event. Students will be charged a replacement fee if not returned and/or damage fee if applicable.

Students will not be eligible for the next sports season or event until all equipment and uniforms are returned. In the event of lost or damaged equipment and uniforms, the student is not eligible for the next season or event until the replacement fee has been paid in full.

Students will not be reissued a replacement until original item is returned or paid for: Replacements may not be available dependent upon team numbers and inventory.

- Exception:
 - Coach/sponsor verifies in writing to athletic director or administrator that such item was lost or damaged by "circumstances beyond student's control."

Note: Report must be submitted to the appropriate administrator within 2 days after loss/damage occurs; it must specify all related details.

Any student participating in clubs and/or activities with any WUSD school is expected to follow, at minimum, the Governing Board approved school dress code. Some school clubs may have state and national guidelines that require additional restrictions to dress code.

Replacement costs vary per sport or activity. To determine replacement costs for any lost or damaged items, students must contact the appropriate school administrator.

ALCHESAY HIGH SCHOOL

ARIZONA INTERSCHOLASTIC ASSOCIATION MEMBERSHIP

Alchesay High School is a member of the Arizona Interscholastic Association and adheres to the association constitution and bylaws. A full text of the constitution can be found at the AIA website www.aiaonline.org. Below is a summary of bylaws pertinent to student-athlete participation.

Article 15 Student Eligibility Rules

Enrollment Rule (15.3.1)

Only students enrolled at a member school in grades 9 through 12, inclusive, shall be eligible for interscholastic competition, team practices and tryouts. A student's school of enrollment is the school where the student's permanent records are maintained and from which the student is eligible to graduate.

Domicile Rule (15.5.1)

Arizona recognizes open enrollment. A student entering ninth grade for the first time may enroll at any AIA member high school and be immediately eligible for athletics. After the student's initial high school enrollment, any subsequent change of schools is governed by the AIA Transfer Rule.

Age Limit/Birth Record Rule (15.6.1)

Age Limits – If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.

Physical Examination Rule (15.7.1)

A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a participation physical examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given on or after March 1. The physical examination card on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined.

Parent or Legal Guardian Consent Rule (15.8)

Parental or legal guardian consent is required before a student can be eligible to practice or compete in interscholastic competition. All students shall have on file with the principal or his/her designee appropriate permission in which the parent or legal guardian authorized participation.

Maximum Participation Rule (15.9)

After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters 1-8 must be consecutive.

Transfer Rule (15.10)

A student who changes enrollment after attending one or more classes at another school is considered a transfer student under AIA rules. Transfer students may be subject to eligibility limitations depending on the circumstances of the transfer. Required AIA transfer documentation (Form 550) must be completed by the sending and receiving schools. Families should contact the Athletic Director before transferring to discuss eligibility.

Recruitment Rule (15.12)

Whiteriver Unified School District fully supports and enforces the AIA Recruitment Rule (15.12). Recruitment is defined as influencing a student to enroll in or transfer to a school for the purpose of participating in interscholastic athletics. Recruitment by school employees, coaches, volunteers, or other individuals acting on behalf of a school is prohibited.

****Note: Coaches involved with any AIA-sanctioned team are expected to be fully informed of both the general regulations and the sport-specific rules and guidelines set forth by the Arizona Interscholastic Association (AIA). AIA***

PROGRAMS OFFERED

FALL SPORTS & ACTIVITIES

- **Football** – *Open to male and female student-athletes* (Maximum Team Size: 40 per level – 3 Managers MAX)
 - JV and Varsity
- **Volleyball** – *Open to female student-athletes only* (Maximum Team Size: 12/Level – 1 Manager/Team)
 - Freshmen, JV and Varsity
- **Cross Country** – *Open to male and female student-athletes* (Maximum Travel Roster: 40 student-athletes – 1 Manager MAX)
 - Varsity
- **Chess** – *Open to male and female students* (Maximum Travel Roster of 12 students**)
 - Varsity and Alternate
- **Spiritline** – *Open to male and female student-athletes* (Maximum Team Size: 13/Level w/ 1 mascot – No Managers)
 - JV and Varsity

WINTER SPORTS & ACTIVITIES

- **Basketball** – *Open to male and female student-athletes* (Maximum Team Size: 12/Level – 1 Manager/Team)
 - Freshmen, JV and Varsity
- **Wrestling** – *Open to male and female student-athletes* (Maximum Travel Size: 2 Wrestler/Class - 1 Manager/Team**)
 - JV and Varsity
- **Spiritline** – *Open to male and female student-athletes* (Maximum Team Size: 13/Level w/ 1 mascot – No Managers)
 - JV and Varsity

SPRING SPORTS & ACTIVITIES

- **Softball** – *Open to female student-athletes only* (Maximum Team Size: 16/Level - 1 Manager/Team)
 - JV and Varsity
- **Baseball** – *Open to male student-athletes only* (Maximum Team Size: 16/Level - 1 Manager/Team)
 - JV and Varsity
- **Track** – *Open to male and female student-athletes* (Maximum Travel Size: 45 - Must Compete in 2 Events – 1 Manager)
 - Varsity
- **E Sports** – *Open to male and female students* (Maximum Travel Roster of 12 students**)
 - JV and Varsity

***Note: Freshmen and JV Programs are dependent upon adequate numbers to safely participate in lower-level contests.**

****Final Rosters must be completed immediately following the tryout period and submitted to the athletic director with all student-athlete tryout rubrics. Any roster changes or modifications must be approved by Athletic Director.**

CLUBS & ACTIVITIES OFFERED

Alchesay High School offers a variety of student clubs, career and technical student organizations, and activities, including but not limited to:

Student Council, National Honor Society, Indian Club, FCCLA, FBLA, Skills USA, Grade-Level Councils, Robotics and more.

Note: Some student clubs may have specific membership requirements. Check with club sponsors to determine eligibility to participate.

CANYON DAY JUNIOR HIGH SCHOOL

WHITE MOUNTAIN LEAGUE MEMBERSHIP

Canyon Day Junior High School is a member of the White Mountain League and adheres to the handbook and bylaws of the league. A full text of the White Mountain League Handbook can be requested by the site athletic director. Below is a summary of bylaws pertinent to student-athlete participation.

Individual Code: *(Rule 18)*

- a. Participants in the White Mountain League cannot have reached their fifteenth (15) birthday before September 1st of that year.
- b. White Mountain League players may not participate with any other school sponsored team during the same season of that sport.

****Note: Coaches involved with any WML-sanctioned team are expected to be fully informed of both the general regulations and the sport-specific rules and guidelines set forth by the White Mountain League (WML).***

WML PROGRAMS OFFERED

QUARTER 1 SPORTS & ACTIVITIES

- **Football** – *Open to male and female student-athletes*
 - JV and Varsity
- **Softball** – *Open to female student-athletes only*
 - JV and Varsity
- **Cross Country** – *Open to male and female student-athletes*
 - Varsity

QUARTER 2 SPORTS & ACTIVITIES

- **Volleyball** – *Open to female student-athletes only*
 - JV and Varsity
- **Wrestling** – *Open to male and female student-athletes*
 - Varsity

QUARTER 3 SPORTS & ACTIVITIES

- **Basketball** – *Open to male and female student-athletes*
 - JV and Varsity
- **Spiritline** – *Open to male and female student-athletes*
 - JV and Varsity

QUARTER 4 SPORTS & ACTIVITIES

- **Track** – *Open to male and female student-athletes*
 - Varsity

****Note: JV Programs are dependent upon adequate numbers to safely participate in lower-level contests.***

CLUBS & ACTIVITIES OFFERED

Canyon Day Junior High School offers a variety of student clubs and activities, including but not limited to:

Student Council, Indian Club, FCCLA, Robotics and more.

****Note: Some student clubs may have specific membership requirements.
Check with club sponsors to determine eligibility to participate.****

ELEMENTARY ATHLETICS

FORT APACHE YOUTH ATHLETIC LEAGUE MEMBERSHIP

Cradleboard Elementary School, Seven Mile Elementary School, and Whiteriver Elementary School are members of the Ft. Apache Youth Athletic League and adheres to the handbook and bylaws of the league. A full text of the Ft. Apache Youth Athletic League Handbook can be requested by the site athletic director. Below is a summary of bylaws pertinent to student-athlete participation.

Individual Code:

- a. Participants in the Ft. Apache Youth Athletic League cannot have reached their thirteenth (13) birthday before September 1st of that year.
- b. Ft. Apache Youth Athletic League players may not participate with any other school sponsored team during the same season of that sport. *Including Transfer Students

****Note: Coaches involved with any FAYAL-sanctioned team are expected to be fully informed of both the general regulations and the sport-specific rules and guidelines set forth by the Ft. Apache Youth Athletic League (FAYAL).***

FAYAL PROGRAMS OFFERED

FALL SPORTS & ACTIVITIES

- **Flag Football** – *Open to male and female student-athletes*
- **Volleyball** – *Open to female student-athletes only*

WINTER SPORTS & ACTIVITIES

- **Basketball** – *Open to male and female student-athletes*
- **Spiritline** – *Open to male and female student-athletes*

SPRING SPORTS & ACTIVITIES

- **Slow Pitch Co-Ed Softball** – *Open to male and female student-athletes*

CLUBS & ACTIVITIES OFFERED

All elementary schools offer a variety of student clubs and activities, including but not limited to:

Student Council, Indian Club, Robotics and more.

***** Check with each school site for specific information related to clubs and activities offered.***

****Note: Some student clubs may have specific membership requirements.
Check with club sponsors to determine eligibility to participate.***

ATHLETIC PARTICIPATION

Alchesay High School

In-Season/Tryout Participation: Student-Athletes will receive a **yellow** clearance card issued by the athletic clerk/director when all requirements have been met. Student-Athletes must present yellow card to coaching staff prior to being allowed to participate. A student is not considered a participating athlete until a yellow card is presented. Failure to submit a yellow card during the duration of any tryout period will not excuse nor extend a tryout for any student. Coaches may not hold spots for students who do not submit their yellow cards in accordance with in-season or tryout expectations.

Summer Participation: Students will receive a **blue** clearance card issued by the athletic clerk/director once the following requirements have been met.

- A. New School Year Enrollment is complete
- B. New School Year Physical Clearance complete
- C. Summer Emergency Consent Form is complete

Canyon Day Junior High

Coaches will receive a physical clearance list on the first day of tryouts/practice. Student's name MUST be on that list in order to participate. If student is not named on the clearance list, check with athletic director.

Elementary Schools

Coaches will receive a physical clearance list on the first day of tryouts/practice. Student's name MUST be on that list in order to participate. If student is not named on the clearance list, check with athletic director.

EXTRACURRICULAR ACTIVITY PARTICIPATION

Before any student participates, he/she must meet the following eligibility requirements in addition to physical clearance where necessary:

- A. Extracurricular Activity Consent Form and Emergency Consent Form must be completed and returned to club/activity sponsor.
- B. Academic, Attendance, and Behavior Eligibility will be followed for participation in clubs or activities.

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

ALCHESAY HIGH SCHOOL - ACADEMIC ELIGIBILITY

THREE to FOUR WEEK CHECKS

1. Eligibility is run on specified Thursdays. An eligibility report will be generated from the teachers' grades using the district student information system, Synergy. Any teacher errors or changes to grades must be corrected in Synergy and then documented in writing via email with the athletic director and school administration.
2. Any student having a failing grade (in any class) will be placed on academic probation for the first occurrence. Any student having a failing grade on two consecutive reports will be ineligible to compete until the next report indicates they are passing all their classes.
3. Periods of ineligibility will be effective the Monday after the eligibility report is generated.

4. Before and after school tutoring is available for students. It is highly recommended that students appearing on the F list attend tutoring to bring all grades to passing before the next grade check. Tutoring will not be detrimental to athletic participation. Students should bring a signed note to their coach when coming late from tutoring.
5. Ineligible students are expected to fully participate in practices but may not dress out for home events and cannot travel to away events, this includes students in clubs and activities. *This is in compliance with AIA No Pass, No Play policy.*
6. Passing grades shall be determined on a cumulative basis from the beginning of instruction to the recording of a final grade for the course.

Progress Grade Checks occur every three to four weeks (dependent upon holidays in district calendar) throughout the school year. The checks are used for progress monitoring and academic eligibility purposes. Ineligibility lists will be sent by administration/athletic director to all head coaches and sponsors. Head Coaches & Activity Sponsors are responsible for informing students and parents of their eligibility status. Grades checks will be on the following dates:

1 st Semester Progress Check	2 nd Semester Progress Check
August 20	January 21
September 10	February 11
October 1	March 11
October 29	April 8
November 19	April 29
December 17	May 17 – Senior grades due
May 20 = All grades due	

CANYON DAY JUNIOR HIGH SCHOOL - ACADEMIC ELIGIBILITY

WEEKLY CHECKS

1. Grade checks are completed every Monday. An eligibility report will be generated from the teachers' grade books using the district school information system, Synergy. Any teacher errors or changes to grades must be corrected in Synergy and then documented in writing via email with the athletic director and school administration.
2. Any student having a failing grade (in any class) on two consecutive reports will be ineligible to compete until the next report indicates they are passing all their classes.
3. Periods of ineligibility will be effective the Monday after the eligibility report is generated.
4. Lunch and after school tutoring are available for students. It is highly recommended that students appearing on the F list attend tutoring to bring all grades to passing before the next grade check.
5. Students are expected to fully participate in practices but may not dress out for home events and cannot travel to away events if they are ineligible, this includes students in clubs and activities..
6. Passing grades shall be determined on a cumulative basis from the beginning of instruction to the recording of a final grade for the course.

Progress Grade Checks occur *every week* (dependent upon holidays in district calendar) throughout the school year. The checks are used for progress monitoring and academic eligibility purposes. Ineligibility lists will be sent by administration/athletic director to all head coaches and sponsors. Head Coaches & Activity Sponsors are responsible for informing students and parents of their eligibility status.

ELEMENTARY SCHOOL - ACADEMIC ELIGIBILITY

WEEKLY CHECKS

1. Grade checks are due from teachers every Monday. Forms are completed based on documentation of the week prior. Students are responsible for completing the weekly eligibility form with their teacher.
2. If a student is found to be ineligible, the period of ineligibility will be effective until a new eligibility report has been generated the following week.
3. Tutoring is available for students. It is highly recommended that students appearing on the F list attend tutoring to bring all grades to passing before the next grade check.
4. Students are expected to fully participate in practices but may not dress out for home events and cannot travel to away events if they are ineligible.
5. Passing grades shall be determined on a cumulative basis from the beginning of instruction to the recording of a final grade for the course.

Progress Grade Checks occur *every week* (dependent upon holidays in district calendar) throughout the school year. The checks are used for progress monitoring and academic eligibility purposes. Head Coaches & Activity Sponsors are responsible for informing students and parents of their eligibility status.

WUSD ALL SCHOOLS ATTENDANCE ELIGIBILITY

1. Students are expected to be in school all day; every day. Students who are consistently absent for periods of a day can and will be withheld from participating in athletics, at administrative discretion.
2. **A student must be in attendance and on-time for all classes to travel or participate in a same-day game or match.** The athletic director or principal are the only people who can excuse an absence prior to or on the day of an event/contest.
3. Student-athletes must be in attendance at school for ½ day in order to practice whether or not the absence is considered excused.
4. Attendance at all meetings, practices, and games is required. If a player must be absent, he/she is responsible for communicating with the coach. Students with multiple unexcused absences will have consequences. Unexcused absences include any absence without a valid excuse.
 - 1st unexcused absence= Playing Time Warning
 - 2nd unexcused absence= Loss of Playing Time
 - 3rd unexcused absence= 1 Game Suspension
 - 4th unexcused absence= Removal from Team
 - Tardiness will not be tolerated. Two Tardies = 1 Unexcused absence. Practice Punctuality.
5. Valid excuses could include medical appointments, immediate family emergencies, educational conflicts, bereavement, traditional/religious purposes, etc. If excusing an absence from school ask to inform coach also.
6. Any event day absences require documentation and **prior** approval by a school administrator. Same day absences on competition/event days will be addressed on a case-by-case basis and may not be approved.

WUSD ALL SCHOOLS BEHAVIOR & DISCIPLINE ELIGIBILITY

The Whiteriver Unified School District recognizes that participation in student activities may confer important educational and lifetime benefits upon students, and provides a variety of opportunities for all students to participate in such activities in meaningful ways. Participation in any athletic activity or program with the Whiteriver Unified School District is a privilege. Any disciplinary infraction will be handled appropriately by school site administration. Any discipline put into place will be in accordance with the WUSD Discipline Matrix and will be followed by club and activity sponsors as well as all coaches. Furthermore, in choosing to participate, students understand that they are not to participate in any illicit activities including but not limited to, the following:

Hazing

To this end it is the policy of WUSD to strictly prohibit any instances of hazing of any form, at any level of activity, whether organized or not. Any such activity will result in disciplinary consequences, including possible suspension or expulsion and law enforcement notification with immediate removal from all athletic team/program participation a student is currently participating in. Hazing includes any method of initiation into any student organization. Hazing is an activity in which a person intentionally, knowingly, or recklessly commits an act that:

- a. endangers the mental or physical health of another; or,
- b. involves any brutality of a physical nature such as, but not limited to, whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, exposure to the elements; or,
- c. involves consumption of any food, liquor, drug, or other substance; or
- d. involves any activity that would subject the individual to extreme mental stress, such as, but not limited to, sleep deprivation, extended isolation from social contact or conduct that subjects another to extreme embarrassment, shame, or humiliation; or,
- e. involves behavior including, but not limited to, physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings.
- f. Consent of the victim to hazing is not a valid defense against prosecution.

Use of Controlled Substances

A healthy student should refrain from the use of alcohol, tobacco products, steroids or illicit drugs.

Violations of rules prohibiting use of illicit drugs, alcohol, tobacco or steroids during school time or in school- related activities will be referred to school administrators for appropriate disciplinary measures. All disciplinary measures will take precedence over playing time. A student given discipline may miss one or more events due to any disciplinary measure. Any student may not participate in practices or contests while under disciplinary measures.

Note: If documentation and/or evidence is available of a violation outside of school time or property and a police report was filed, the Whiteriver Unified School District Discipline Matrix may be enforced.

In addition to the disciplinary actions prescribed by the matrix, the following guidelines will be used for participants in athletics:

VIOLATION OF TOBACCO RULES

<u>Occurrence #</u>	<u>Minimum</u>	<u>Maximum</u>
1	Reprimand & Parent conference	Follow School Prescribed Discipline
2	Removal from team/club/activity	

VIOLATION OF AIA POSITION STATEMENT (AHS)

<u>Occurrence #</u>	<u>Minimum</u>	<u>Maximum</u>
1	Meeting with athlete & parent	Follow AIA Rules & Regulations
2	Removal from team/club/activity	

VIOLATION OF RULES ON DRUGS, ALCOHOL, OR OTHER ILLICIT SUBSTANCES

There will be **zero tolerance** for students found to be under the influence of and/or in possession of a controlled substance (alcohol, marijuana, prescription or OTC medications) during the school day, at school functions, or on school/district grounds. Such violation will result in automatic removal from any team/activity the student is participating in, including any discipline put in place by school administration.

Students may try-out for the next sport season if eligible to do so.

****Due to confirmed, and alleged, incidents on past overnight trips, students and their luggage will be inspected/searched by an administrator before boarding transportation. Student hotel rooms will also be inspected/searched each night of a trip.**

Governing Board Policy – JIH: Student Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

WUSD POLICIES AND PROCEDURES

PRACTICE GUIDELINES

Tryouts and In-Season Practices

All tryouts and in-season practices must meet all league and district guidelines. Any student entering practice with a valid yellow card is permitted into the tryout and practice as long as the student meets expectations for participation as outlined in the Student Activity Handbook.

At no time may a coach deny a student access to the building by locking and refusing to open doors. Coaches may refuse the student the ability to practice, but they may not refuse them admission to the building. For student safety and district liability, students may not be locked out or expected to wait outside. Coaches are responsible for students from the time they arrive to the time they leave the premises.

All WUSD Practices are **CLOSED PRACTICES**. At no time should any person outside the team be permitted into practices, including other WUSD staff members, family members, etc. Only students on the roster, governing board approved coaching staff, and school administrators are allowed at practices. Any guests or visitors **MUST** be approved through the Athletic Director, at least two weeks in advance.

At all times, Locker Rooms are strictly for WUSD Students and Governing Board Approved Coaching Staff. Under no circumstances are parents/guardians, other students, or the community permitted to be in the locker room.

Off-Season Practices

All off-season practices, clinics, competitions, or events should be discussed and approved by the athletic director or site administrator to ensure compliance with A.I.A., league, and district guidelines, including grade eligibility requirements. It is the responsibility of the coaching staff to be familiar with and follow these guidelines.

Off-season practices, clinics, or competitions may be suggested to students by coaches and sponsors; however, participation in these activities are not required. A student's failure to participate in off-season activities must not eliminate him or her from participation or reduce their playing time or status during school events.

When district facilities are to be used a facility request must be completed and approved prior to use of said facilities.

Holiday Practices

Teams may not schedule practices during holidays without the prior approval of the athletic director and the principal.

Should the principal approve the practice, the absence of the athlete shall have **no detrimental effect** (i.e. reduced playing time or a change in a position chart).

Board-approved holidays include New Year's Day, Martin Luther King, Jr., Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Tribal Fair Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day.

Parents and students should be notified in a timely manner if holiday practices are scheduled and also should be informed of the components of this policy.

A student may also miss practice or contests on any other religious holidays recognized by his/her place of worship (including churches and synagogues). Should this occur, the student will not be adversely affected in any way.

Weekend & Vacation Practices

Practices may be scheduled during vacations; however, practice schedules must be submitted to and approved by the athletic director two weeks in advance. This information should be distributed to the parents and students as early as possible, after administrative approval. Vacation is defined as those dates approved by the Governing Board that are not holidays.

A student's failure to attend practices and/or events during vacations will not result in reduced playing time or status for the student unless the coach or sponsor has a concern for the safety or welfare of the student.

Athletic competition or club events which occur outside the "recognized" season of competition or school year and practice will revert to club status for resource allocation purposes. District transportation may be used.

It is recommended that coaches create a practice schedule to be distributed to student athletes and parents. Every effort should be made by coaches/sponsors to have a practice and event calendar out to participating students.

School Attendance

A student must be in attendance and on-time for all classes in order to travel or participate in a same-day game or match. The athletic director or principal are the only people who can excuse an absence prior to or on the day of an event/contest. Student-athletes must be in attendance at school for ½ day in order to practice whether or not the absence is considered excused. If a student misses practice due to an excused absence from school, the practice shall automatically be considered excused as well. **Attendance requirements remain in effect for the day after competition.**

Attendance at all meetings, practices, and games is required. If a player must be absent, he/she is responsible for communicating with the coach. Students with multiple unexcused absences will have consequences. Unexcused absences include any absence without a valid excuse.

--1st unexcused absence= Playing Time Warning

--2nd unexcused absence= Loss of Playing Time

--3rd unexcused absence= 1 Game Suspension

--4th unexcused absence= Removal from Team

--Tardiness will not be tolerated. Two Tardies = 1 Unexcused absence. Practice Punctuality.

Valid excuses could include medical appointments, immediate family emergencies, educational conflicts, bereavement, traditional/religious purposes, etc. If excusing an absence from school ask to inform coach also.

Exceptions may be made by the administrator on a case-by-case basis.

The athletic director or principal are the only people who can excuse an absence prior to or on the day of an event/contest. It is the coach's responsibility to check daily school attendance with the Student Data Coordinator and enforce the policy. Staff will run an attendance sheet for each team at the end of every day which will be available for pick up by 2:30pm. Coaches must pick-up their attendance prior to attending practice.

PREVENTION AND CARE OF INJURIES

Every effort should be made by all members of the staff to minimize the chance of injury to the student participating in any district sponsored activity.

The environment including practice and playing fields, equipment, and policies and procedures should be continually evaluated and modified to ensure safety.

Replenishment of Body Fluids

During practice sessions and contests a student may lose significant amounts of body fluids due in part to perspiration. Every coach or sponsor should make available to each student, fluids that will replenish those lost. Although there are several sports drinks available on the market, WATER should be available to students at all times. The coach or sponsor should schedule breaks to allow students to replenish fluids and allow any student desiring a drink of water to get one.

Care of the Injured Athlete

When a student sustains an injury that results in a communication from a physician that prohibits the student from participating in the sport or activity, the student will not be allowed to participate again until a physician states that the athlete may participate. Medical clearance must be in writing on official documents from the care facility.

Each school should establish guidelines that describe the responsibilities of the coach or sponsor (and, if applicable, the athletic trainer) regarding the decision for an injured student to participate, practice, or compete.

Blood-Borne Pathogen Policy

There is a Comprehensive Blood-borne Pathogen policy that identifies precautions, procedures and assistance that is available to an employee if exposed to bodily fluids.

Lightning Rule

WUSD's policy is that the coach or sponsor will bring students inside when lightning is determined to be 7 miles away. To determine this, count to 36 seconds after you see the lightning flash. If you only get as high as 35 seconds or less when the thunder sounds, bring your students in immediately. The Atmospheric Science Department at the U of A states that a 5-second count equals 1 mile; hence, 35 seconds equals 7 miles.

DETERMINATION OF A STUDENT'S ABILITY TO PARTICIPATE AFTER AN INJURY

Any injury requiring attention on or off the playing field/court or another event location that significantly interrupts the progression of the event requires medical clearance. At no time should a student re-enter a contest without medical clearance. Coaches, nor parents, are permitted to make a decision to allow a student to re-enter competition after an injury.

After a student sees a doctor, he or she must secure a written release granting authorization to return to participation. After a medical release and while the student is receiving rehabilitation therapy from the student's primary care physician, and/or physical therapist should recommend to the head coach or sponsor when the student is ready to return to competition. Medical clearances will be followed by all coaching staff. Medical clearances are required to be submitted to the athletic director.

****INJURIES SUSTAINED INVOLVING AN INJURY TO THE HEAD OR NECK:** Any athlete who sustains a head or neck injury during participation must be removed from play immediately and may not return to the contest unless they have been evaluated and medically cleared by an Emergency Room (ER) physician or their Primary Care Provider (PCP). Coaches, parents/guardians, and on-site EMS personnel are not authorized to determine an athlete's fitness to return to play or to provide medical clearance for re-entry into the contest.

The head coach is also responsible for J.V. and freshman team students who are injured, using the same criteria as above.

If there is a concern regarding any student's well-being and/or overall physical health the coach or sponsor may ask for a doctor's release prior to allowing a student to participate. The coach or sponsor may consult the School Nurse, Athletic Director, or another Administrator before making a request.

Should a disagreement occur, the athletic director will make the determination after consulting with medical personnel, athletic trainer, head coach or sponsor, and parents.

Per AIA all coaches must complete NFHS education course entitled Concussion in Sports-What You Need to Know regarding treatment and return to play following a concussion. Club & Activity Sponsors are required to complete the Vector training course on Concussion Awareness. All head coaches are required to hold valid CPR/First Aid certification cards.

TRANSPORTATION REGULATIONS

Activity staff and students represent the District at all times. When being transported by District transports all transportation rules and regulations are in effect.

The transportation driver is responsible to ensure that all district, state, and federal regulations are followed.

All members of the staff should cooperate with the requests made by the driver.

Students are expected to ride to and from contests by district transport. Students not returning on district transportation must be signed out with the head coach or activity sponsor. Only legal parents or guardians may sign out a student.

The ability to drink and eat on the bus is the decision of the driver. All drinks should have a closable lid and no glass containers/fountain drinks are permitted. Staff and students are responsible to leave the bus as neat as it was found.

General Rules-Transportation

- Wherever possible, rear seats will remain empty.
- Remain seated; keep aisles and exits clear. Students may not lay across seats or keep bags in the aisles.
- Students may not be laying down on the bus floor at any time.
- Students may not stand or move seats while the bus is in motion.
- Keep head, arms and all objects inside the bus.
- Use seat belts, in buses so equipped. It's the law and district policy!
- Profane language, shouting, or obscene remarks or gestures will not be tolerated.
- On night trips, the rear emergency door dome light must be left on for safety.
- Cell phone flashlights may not disrupt the driver.
- Use of tobacco, in any form, is prohibited on a school bus.
- At no time shall intoxicating liquor, dangerous, or narcotic drugs or any prohibited substance be permitted on a school bus.
- Wherever extra equipment such as instruments, ice chests, bags, and boxes containing sports equipment are carried on the bus, it must be properly secured either in the lower bus compartments, on the seats, or on the floor. The aisle is not to be blocked at any time
- The group using the bus is responsible for cleaning up trash, spilled soda, etc., after each trip. Coaches/Sponsors should check the bus before and after the trip for damage and cleanliness.
- If more than one bus is used, all buses will depart together or at times designated by administration and the transportation supervisor.
- When stopping for meals, the coach or sponsor will call ahead to make arrangements for the group. Some fast-food places are not staffed for groups of 30 or more at one time. Meal stops should be quick to allow for safe return and to meet transportation legal regulations.

- If a student is released to the custody of a parent or guardian, district responsibility is ended at that time. All students must be signed out on the appropriate WUSD form.

Upon Return from Away Trips

On away trips on which large buses are used, students may be picked up at multiple locations or come to the transportation building or field house. On the return trip to Whiteriver the following drop off points will be used:

When returning from the north:

- Hon-Dah Casino – Hotel Parking Lot
- Round Top Turn-Off
- Café Gazhoo

When returning from the south:

- Cibecue Junction
- Carrizo Store
- Cedar Creek Store
- Canyon Day Store

Students are asked to call parents when the bus is about 30 minutes out from their pickup point. It is the responsibility of the parent/guardian to ensure that transportation is available when a student returns from an event. Parents are asked to be at the pickup point when the bus arrives. The drop off will be off the main highway and not entering the communities.

The bus will not wait at any stop. If a student's ride is not there, they will remain on the bus until it reaches the bus barn or until their ride arrives at another stop in time to pick them up. Students **may not** exit transportation unless their ride is present. At no time will a student be left to wait for their ride. All students are required to be picked up within 15 minutes of arrival at the bus barn or field house. If a student is not picked up, coaches/sponsors will contact the authorities to transport the student home. In that event, the student will not be permitted to travel on the next away trip.

When the white fleet vehicles are used on away trips, and being driven by staff members, the vehicle may **ONLY** stop at the same listed drop-off points.

All students are under the auspices of Whiteriver Unified Comprehensive Discipline Policy. Staff has the responsibility for enforcing the discipline matrix. If the conduct of a student is such that he/she presents a danger to him/herself or others or causes substantial disruption, WUSD reserves the right to send the student home at parent/guardian's expense.

DISTRICT ACCOUNTS

TRIP ACCOUNTABILITY – DISTRICT PROVIDED MEALS AND FUEL

Breakfast and lunch will be provided by the cafeteria on week day trips, and evening meals will be provided for all away trips of more than 50 miles. Meals will also be provided during post-season playoffs.

There will be no stop for dinner when traveling from the following sites: Blue Ridge and Show Low.

The district will provide funds for meals for students according to the current State of Arizona Accounting Manual.

When returning district funds—Coaches will return itemized receipts, accurate change values, and the student sign-out sheet from the event. Meals should reflect accurate student attendance from after the contest or event.

Funds will be dependent upon:

- A. Distance
- B. Time and Date of Departure and Return
- C. Partial or Full Day Rate

FUNDRAISING

Governing Board Policy JJE:

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Governing Board.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- A. The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- B. The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Fundraising Practices for School Sites

No money is to be raised for regular school time activities, unless approved by the principal.

- Example of an Acceptable Project: Raise finances for a summer camp or a summer program.
- Money may be raised only under the auspices of a club authorized by Student Council

Procedure to obtain approval of a fundraising project:

- Head Coach and/or Sponsor must follow guidelines set forth in WUSD #20 Student Activities Club Sponsor Handbook.
- Head Coaches and Sponsors are required to complete WUSD Sponsor Handbook Training in Vector.

All funds collected will be deposited into individual club accounts.

- All checks will be made payable to Whiteriver Unified School District.
- Receipts for cash collected will be given to all contributors.
- Coaches/Sponsors will be held accountable for all funds received and spent. Receipts for all transactions must be given to the school secretary to complete appropriate documentation.
- Student activity money (club money) may be used for travel and entry fees. Club money may not be used for school equipment, uniforms, etc. Each sport is specific and required is to follow AIA or specific league guidelines regarding out of season programs.

PUBLIC GIFTS AND DONATIONS

Governing Board Policy KCD:

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

- A. *Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.*
- B. *Report to the Board all gifts that have been offered to the District, for their review and action.*
- C. *Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.*

Gifts shall be recorded in appropriate inventory listing(s) and property records.

In order for smooth and timely approval of any gift or donation the following steps are to be taken by the donor:

1. The donor provides the school administrator written notification of intended gift/donation. Written notification should include the recipient of the gift/donation; item(s) to be gifted/donated; approximate value; reason for the donation.
2. If the administrator determines the gift/donation to be acceptable, the school administrator will write a memo to the Governing Board for approval of the donation/gift.
3. The memo will be placed on the next regular Governing Board meeting agenda for approval/acceptance of the gift/donation.
4. The school administrator will notify the donor of the Governing Board's decision and determine next steps.
5. Donations/gifts must be delivered to the school for proper inventory.
6. It is important for schools to comply with parent permission regarding publications of student names and pictures. With proper approval, pictures may be taken by school staff and published on school websites, district-approved social media and other publications. This information may be shared by the public however student pictures and names are not to be published in non-district publications including social media pages.

For more information on gifts and donations, contact the administrator at the specific school site in question.

WUSD EMERGENCY PROTOCOLS

LIFE-THREATENING EMERGENCY

- I. Assess situation
 - a. Airway or breathing urgency
 - b. Bleeding (severe)
 - c. Head or neck injury (severe)
- II. Send responsible person for the head coach/sponsor and trained person to call for appropriate Emergency Medical Service.
- III. Phone Call
 - a. Phone
 - i. Staff may use personal cell phones to contact Emergency Medical Services in case of an emergency.
 - ii. Immediately after contacting EMS, the athletic director/administration should be contacted and notified.
 - b. Emergency Phone Numbers
 - i. All staff will keep an emergency services directory in their coaching/sponsor binder.
 - ii. All staff should be knowledgeable about the emergency services directory.
- IV. Stabilize Student
 - a. Begin appropriate emergency care.
 - i. Control bleeding.
 - ii. Begin CPR
 - iii. Treat for shock
 - b. When emergency personnel arrive inform personnel of what steps have been implemented thus far and the mechanism of the injury.
- V. Notify parents or guardians (emergency contact person) as soon as possible.
 - a. Inform:
 - i. Mechanism of injury
 - ii. Where student is being transported
- VI. Secure equipment worn or used by student prior to injury. (Helmet, etc.)
- VII. Send school employee to hospital with student if available.
- VIII. Complete appropriate school forms.
 - a. Student Injury Report Form
 - b. Write in detail what was occurring before injury, during injury, and emergency procedures followed—
Send to Athletic Director, School Administrator, District Health Office Supervisor, and Director of School Safety within 24 hours.

NOTE: All the above steps should be followed. The coach/sponsor will be responsible for all steps of the emergency plan.

NON-LIFE THREATENING EMERGENCY - EMERGENCY MEDICAL SERVICE NEEDED

- I. Assess situation.
 - a. Head or Neck Injury
 - b. Obvious fracture, dislocation, or deformity
 - c. Injury in which moving the athlete may cause further harm or injury
- II. Stabilize Student
 - a. Control breathing.
 - b. Treat for shock.
 - c. Keep athlete calm.
 - d. Keep all others away from student.

- III. Send responsible person for the head coach and trained person to call for appropriate Emergency Medical Service. *Note first-aid equipment needed.
- IV. Phone Call
 - a. Phone
 - i. Staff may use personal cell phones to contact Emergency Medical Services to request transport.
 - ii. Immediately after contacting EMS, the athletic director/administrator should be contacted and notified.
 - b. Emergency Phone Numbers
 - i. All staff will keep an emergency services directory in their coaching binder.
 - ii. All staff should be knowledgeable about the emergency services directory.
- V. Obtain emergency consent form, provide to emergency medical personnel.
- VI. Notify parents or guardians (emergency contact person) as soon as possible.
 - a. Inform:
 - i. Mechanism of injury
 - ii. Where student is being transported
- VII. Secure equipment worn or used by student prior to injury. (Helmet, etc.)
- VIII. Send school employee to hospital with student if available.
- IX. Complete appropriate school forms.
 - a. Student Injury Report Form
 - b. Write in detail what was occurring before injury, during injury, and emergency procedures followed— Send to Athletic Director, School Administrator, District Health Office Supervisor, and Director of School Safety within 24 hours.

NOTE: All the above steps should be followed. The coach/sponsor will be responsible for all steps of the emergency plan.

INJURY - EMERGENCY TRANSPORT SERVICE NOT NEEDED

PHYSICIAN REFERRAL NEEDED

- I. Assess situation.
- II. If athlete may be moved without further injury, you may do so. If you are not sure, emergency medical services must be contacted.
- III. Stabilize the student
- IV. Move the student to a secure and private location to prevent further injury.
- V. Perform necessary first aid procedures.
 - a. RICE – Rest, Ice, Compression, Evaluation
 - b. Basic First Aid – Clean, Bandage, etc.
- VI. Criteria for an injured student to be seen by a physician:
 - a. Suspicion of internal injury or misalignment of affected body part
 - b. Signs and symptoms of injury warranting a medical professional assessment
 - c. Symptoms worsen with time

Once determination is made that the injured athlete should be seen by a physician:

- d. Call parents, guardians, or emergency contact to make arrangements to get student to medical facility
- e. If you cannot get a hold of family or emergency contact, secure emergency consent form and send injured student to appropriate medical facility in authorized district vehicle or by calling emergency medical services for transport.
- f. In the event of an injury at an away contest or event:
 - i. Parents should pick up their student if able to.
 - ii. Parent may choose to have athlete ride home on bus (depending on how serious the injury is and if athlete can make it home on bus without further aggravating injury).
 - iii. If parent is unable to pick up student and staff is unable to transport in an authorized district vehicle, emergency medical services must be called to transport athlete

- VII. Complete appropriate school forms.
 - a. Student Injury Report Form
 - b. Write in detail what was occurring before injury, during injury, and emergency procedures followed—
Send to Athletic Director, School Administrator, District Health Office Supervisor, and Director of School Safety within 24 hours.
- VIII. Follow up for injury status and medical release

NOTE: All the above steps should be followed. The coach/sponsor will be responsible for all steps of the emergency plan.

WHITERIVER UNIFIED SCHOOL DISTRICT
COACH'S EVALUATION

Name: _____ **Evaluator:** _____

Assignment: _____ **Date:** _____

A copy of this evaluation will be placed in the coach's folder with the athletic director.

RATINGS: **1** - Unsatisfactory **3** - Satisfactory **5** - Outstanding
 N/A - Not applicable **N/I** - Needs Improvement

Note: Ratings of outstanding or unsatisfactory require a comment.

PROFESSIONALISM **1** **2** **3** **4** **5** **N/A** **N/I**

- Promotes a healthy lifestyle.
- A head coach coordinates and supports off-season activities.
- Assistant coaches support off-season activities as defined by head coach.
- Demonstrates leadership, integrity, responsibility, and self-control.
- Follows and supports program guidelines as defined by head coach.
- Strives to develop student leadership, initiative and good judgment.

TEAM MANAGEMENT **1** **2** **3** **4** **5** **N/A** **N/I**

- Publishes statements of expectations, goals and norms of conduct of which students and parents are aware.
- Helps students develop self-esteem and respect for the rights, opinions and property of others.
- Accepts students at individual levels and attempts to build from that point.
- Recognizes students' achievements at all levels.
- Treats students in ways which emphasize success rather than failure.
- Provides opportunity for all students on squad to participate.

ATHLETIC EQUIPMENT AND MAINTENANCE **1** **2** **3** **4** **5** **N/A** **N/I**

- Takes an accurate inventory at the close of the season.
- As head coach, assumes direct responsibility for care and return of equipment.
- Has a definite system regarding the issuance, use, and return of equipment.

ADMINISTRATION**1 2 3 4 5 N/A N/I**

- Organizes and provides supervision of coaching staff.
 - Organizes practices.
 - Communicates with other coaches.
 - Adheres to district and school philosophy and policies.
 - Complies with district and school procedures:
 - Eligibility Inventories
 - Budgets
 - Fund-raising
 - Rosters
 - Report of injury to nurse and follow-up
 - Report of scores to news media
 - Maintains positive public relations with community.
 - Supervises pre- and post-practice and game.
 - Effectively evaluates assistant coaches consistent with district guidelines.
-
-
-

SKILLS**1 2 3 4 5 N/A N/I**

- Has knowledge of fundamentals and rules.
 - Presents fundamentals.
 - Conditions athletes.
 - Prepares for games.
 - Prevents and cares for injuries.
 - Understands and abides by rules of the game.
-
-
-

RELATIONSHIPS**1 2 3 4 5 N/A N/I**

- Is enthusiastic.
 - Supports other programs.
 - Works with the academic staff.
 - Cooperates with local and district administration.
 - Cooperates with parents and community.
 - Communicates with parents.
 - Has positive interaction with students.
 - Promotes student academic success.
-
-
-

DISCIPLINE**1 2 3 4 5 N/A N/I**

- Follows district student discipline guidelines.
 - Devises clear and fair measures to implement discipline policies.
 - Effectively communicates these measures to parents and students.
 - Does not use gender phrases in a demeaning way.
-
-
-

PERFORMANCE**1 2 3 4 5 N/A N/I**

- Maintains proper appearance of team on the field or floor.
- Ensures proper execution of the game by the team on the field or floor.
- Promotes positive attitude in the team.
- Ensures proper sportsmanship by the players.
- Ensures proper sportsmanship by the coaches.
- Conducts him or herself properly during the games and practices.
- Provides for the safety and welfare of athletes.

SELF-IMPROVEMENT**1 2 3 4 5 N/A N/I**

- Attends local and district coaches' meetings.
- Attends clinics.
- Keeps up-to-date by reading current literature.
- Attends staff development classes and/or workshops.

Comment(s) by Coach:

Comment(s) by Evaluator:

Comment(s) by Athletic Director

Coach's Signature*: _____ **Date:** _____**Evaluator's Signature:** _____ **Date:** _____

* *The coach's signature indicates acknowledgement of the evaluation.*

EVALUATION SCORE: _____/45 Points**RECOMMENDATION OF ATHLETIC DIRECTOR**

- ☐ Rehire
- ☐ Rehire with Mandatory Growth Plan
- ☐ Not Rehire
- ☐ Open Position (Based on Evaluation Findings)

Athletic Director's Signature: _____ **Date:** _____

Whiteriver Unified School District
Coach & Sponsor Activity Handbook

Signature Page

By signing below, I confirm that we have read and reviewed the Coach & Sponsor Activity Handbook provided by the Whiteriver Unified School District. I agree to adhere to the guidelines outlined in the handbook.

Coach Name (Print)

School Year

Coach Signature

Date

Coach Contact Information:

Phone (Personal)

Phone (Work)

Email

Athletic Director Name (Print)

Athletic Director Signature

Date