

# Whiteriver Unified School District Athletic Handbook



**SCHOOL YEAR 2024-2025**

Alchesay High School  
Canyon Day Jr High  
Whiteriver Elementary School  
Seven Mile Elementary School  
Cradleboard Elementary School

Elementary program and participation policies vary by school. Please contact specific sites.

WUSD School Board Approval Date: July 10, 2024

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**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 should be offered for their involvement.

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

Athletics should be seen as an avenue that will allow students to compete and excel in a variety of activities, 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. The ability to set goals
- 5. Leadership
- 6. The development of pride in themselves and their community
- 7. Sportsmanship

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

It is not the intent of the Whiteriver Unified School District to sacrifice ideals to support those athletes that expect to succeed in college or professional athletics, but to offer a comprehensive athletic program 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, therefore:

The definition of a comprehensive athletic program is one that encompasses the Arizona Interscholastic Association’s recognized interscholastic sports, their seasons of competition, and the rules and procedures that govern them.

**ARIZONA INTERSCHOLASTIC ASSOICATION 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](http://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.

**Domicile Rule (15.5.1)**

Domicile Requirements – Except as otherwise stated in Article 15, a student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school in the district in which his/her parents are domiciled. In multi-school districts, the student is eligible only at the school in the attendance zone in which his/her parents are domiciled.

**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.

**Transfer Rule (15.10)**

After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 520. The completed Form 520 shall be filed with the AIA by the receiving school. See AIA Bylaws concerning specific transfer situations and hardship appeals.

**Recruitment Rule (15.12)**

The Whiteriver Unified School District endorses the A.I.A.'s stance on recruitment (15.12 of A.I.A. Constitution and Bylaws). "There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach or employee of a high school district shall engage in recruitment either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs or other persons who are in a position to influence the student's choice of a school."

## 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

**1. Be courteous to opponents, fans, and cheerleaders.**

**2. Be exemplary in your behavior toward everyone present.**

**3. Respect and abide by the official's decision.**

**4. Exercise self-control at all times.**

**5. Learn to win with character and lose with dignity.**

**6. Display appreciation for a good performance or play regardless of the team.**

**ACTIVITIES OFFERED****FALL SPORTS****Football**

JV and Varsity  
Open to boys and girls

**Volleyball**

Freshmen, JV and Varsity  
Open to girls only

**Cross Country**

Varsity  
Open to boys and girls

**Chess**

JV and Varsity  
Open to boys and girls

**Spiritline**

JV and Varsity  
Open to boys and girls

**WINTER SPORTS****Basketball**

Freshmen, JV and Varsity  
Open to boys and girls

**Wrestling**

JV and Varsity  
Open to boys and girls

**Spiritline**

JV and Varsity  
Open to boys and girls

**SPRING SPORTS****Softball**

JV and Varsity  
Open to girls only

**Baseball**

JV and Varsity  
Open to boys only

**Track**

Varsity  
Open to boys and girls

**E Sports**

Open to boys and girls

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

## **GOVERNING BOARD**

Role  
The Governing Board is responsible to its community to provide policy direction for the athletic program. The Board must constantly reinforce the stated philosophy as it relates to educational values. The Board has a significant impact on the implementation of the desired outcomes of the program.

### Responsibilities

1. Review, modify and approve the philosophy of the athletic program.
2. Provide necessary financial support that will ensure a quality program.
3. Evaluate and define the scope of the athletic program.
4. Provide for safety and welfare of athletes.
5. Approve athletic coaches for employment.

## **ADMINISTRATION**

Role  
The administration is charged with the responsibility of establishing a successful athletic program. The building administration is responsible for leadership in the various programs. The administration is responsible for the behavior and conduct of all groups involved.

### Responsibilities

1. Ensures the athletic director provides adequate game supervision. Make the faculty aware that problems and potential problems must be reported and dealt with immediately. This may involve securing law enforcement agency assistance.
2. Stress that coaches, parents, players, students, and fans must have an understanding of their roles and what is expected of them.
3. Support the athletic director with evaluating all programs and coaches seasonally. Work with the AD to take corrective action if necessary.
4. Recommend athletic coaches for employment who have a sound understanding of their role, are primarily concerned with the accomplishment of educational objectives, and display an understanding of, and willingness to work with student athletes.
5. Establish and maintain a working relationship with the media and encourage their support.

## **ATHLETIC DIRECTOR**

Role  
The Athletic Director is most responsible for implementation of the comprehensive WUSD athletic program. This person serves as the leader and catalyst. All details essential to the athletic program and contests require the efforts of an individual committed to the ideals of sportsmanship. The policies and procedures must reflect the goals established by the administration. The Athletic Director must attempt to influence all coaches' and spectators' conduct in a positive way.

### Responsibilities

The Athletic Director will:

1. Schedule opponents.
2. Provide sufficient staff and security supervision for spectator control and game management.

3. Provide opportunities for informing students and adult spectators of the rules, strategies, and penalties associated with various sports and activities.
4. Use competent public address announcers who will promote the fundamentals of sportsmanship.
5. Supervise and work closely with all coaches and sponsors.
6. Encourage and enlist the support of student groups.
7. Maintain a positive relationship with the media and keep them well-informed of the activities program.
8. Have event staff and coaches' meetings which will inform, review, and discuss enforcement of policies.
9. Make certain that all representative support groups conduct themselves in an appropriate manner.
10. Monitor and provide directions for each event as it relates to crowd control.
11. Ensure all student-athletes meet AIA eligibility requirements.
12. Assign a responsible adult to greet the visiting team and show them to their dressing room; treat them as you would like to see your team treated.
13. Schedule uniformed law enforcement officers to be on duty for all games, if past experience dictates.
14. Encourage attendance of coaches at clinics and seminars.
15. Provide for the safety and welfare of athletes.
16. Evaluate all head coaches and review all assistant and volunteer coaches' evaluations in a timely and prudent manner.
17. Involve head coaches in recruiting teachers/coaches to WUSD.
18. Establish and maintain a working relationship with the media and encourage their support.

## **COACH**

Role  
The coach must demonstrate and apply leadership, integrity, responsibility, self-control, and knowledge of rules and regulations at all times. It is necessary and important that the coach act in a responsible and professional manner. The coach must set a good example.

An emphasis must be placed on promoting a healthy lifestyle. Coaches must assist and direct athletes to live drug free lives.

Ethics  
A coach assumes certain obligations and responsibilities to the game, to the players, and to his or her fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities. Each member is to conduct himself/herself in such a manner as to maintain the dignity and decency of the profession. The coach must always be aware of the tremendous influence that he/she exerts. The coach must never place the value of victory above that of instilling the highest possible ideals and character traits in the players. The safety and welfare of the players must always be uppermost in the coach's mind and must never be sacrificed.

One of the coach's fundamental responsibilities must be to inspire the players to achieve academic success: not only to make good grades, but to secure a well-rounded education and graduate with highest possible grades. To this end the coach must be careful not to create situations where athletes are forced to choose between academic and athletic endeavors.

Coaches must support high academic ideals and must not request that a teacher give undue consideration to student athletes. A coach shall not suggest or request that a teacher modify, alter, or change a student's grade.

Coaches must meet with each individual athlete to discuss his or her results after tryouts. No results should be posted.

Officials must have the respect and support of the coaches and players if they are to do their job efficiently. Public criticism of officials, players, or the public is unethical. Officials, players, and the public must always be treated in a courteous manner.



Therefore, as a professional educator, the coach must

- A. Exemplify the highest moral character, behavior and leadership.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by the rules of the game in letter and in spirit.
- D. Respect the integrity and judgment of sports officials, never baiting or taunting officials in any way. The head coach is responsible for all bench personnel by rule.
- E. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
- F. Display modesty in victory and graciousness in defeat.
- G. Promote ethical relationships among coaches.
- H. Fulfill responsibilities to provide health services and an environment free of safety hazards.
- I. Encourage the highest standards of conduct and scholastic achievement among all athletes.
- J. Seek to inculcate good health habits including the establishment of sound training rules.
- K. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.

#### Responsibilities

The coach will:

1. Demonstrate appropriate sportsmanship at all times.
2. Be responsible for the conduct of athletes.
3. Help in promoting good crowd decorum.
4. Abstain from the use of any profanity.
5. Refrain from making any negative remarks to the news media.
6. Have and show respect for the opponent.
7. Educate the athletes on the rules and regulations of the game.
8. Maintain proper conduct before, during, and after the athletic contest.
9. Inform his/her team of the information contained in this document.
10. Read and know the rulebook(s).
11. Consider the health and welfare of the student when determining his or her ability to participate.
12. Understand, support, implement, and in-service athletes regarding eligibility guidelines, both A.I.A. and District.
13. Abstain from the use of physical and/or mental abuse of student-athletes.
14. Conduct a parent meeting to explain rules, goals and methods, and to answer questions.
15. Provide practice and game schedules to the parents/guardians at the earliest opportunity.
16. Call an administrator immediately if any substantial disruption or discipline matrix violation occurs.

Coaching Certification: All Coaches (paid or volunteer) must successfully complete the National Federation of High School sports "Fundamentals of Coaching" and "Concussion in Sports" courses. Head Varsity coaches must have a valid Arizona Teaching Certificate, Arizona Coaching Certificate or NFHS Level 1 Certificate on file or recorded in the office of the principal or his/her designee.

#### First Aid Training

It is required that all head coaches receive training in cardiopulmonary resuscitation, basic first aid, and treatment of minor athletic injuries as soon as possible after they are hired.

### **COACH'S EVALUATION PROCESS**

Each coach will be evaluated within one month of the conclusion of his or her sport season. (All evaluations must be completed prior to the end of the school year.)

The Athletic Director will complete the approved district instrument for each head coach.

The head coach will complete the approved district instrument for each assistant coach. The head coach may be requested to submit completed assistant coaches' evaluations to the Athletic Director for review prior to conferencing with the assistant coach. An assistant coach may request that an additional evaluation be completed by the Athletic Director.

The head coach will also evaluate and complete the instrument for each approved volunteer coach.

Each coach will receive a copy of the completed instrument. The original copy will be kept on file in the athletic director's office.

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

- 1) Rehire the coach,
- 2) Rehire the coach with a mandatory growth plan,
- 3) Not rehire, or
- 4) Open the position.

If any accusations are made against the coach or any information is received by the administration that may have an adverse effect on the continued employment of the coach in the coaching position, the following procedures should be implemented:

- 1) The coach will have the accusations or deficiencies presented by the athletic director in a timely manner and have the right to refute the same.
- 2) Should the administration deem that corrective action is necessary; the coach will be informed of the expected corrections. (Should the behavior be of a serious nature, other disciplinary action, including termination, may result.)
- 3) The coach will be given a growth plan designed to correct deficiencies. This will be designed jointly by the administration and coach.
- 4) The coach may wish to request a support team. The coach will select the team members. (This component is optional.)
- 5) The coach's evaluation will be done consistent with the procedures outlined in this section. The Athletic Director shall make a recommendation at the conclusion of the evaluation. The recommendation must be consistent with options described in this section.
- 6) A rating of unsatisfactory in any major heading may be cause to recommend that the position be declared open or the coach not be rehired.
- 7) Should the recommendation be to open the position, the coach may reapply.

The coach may be represented by a person of his/her choice at any meeting where job performance may be discussed.

If the recommendation of the athletic director is to rehire (with or without a growth plan), the recommendation to rehire and the growth plan (if needed) should be completed within 30 days of the evaluation conference.

Should the decision be to open the position, normal building and district level practices will be followed for posting and interview procedures.

When determining the rating on the instrument (see Appendix E), the following criteria should be used:

- 1) Outstanding
  - Exemplary behavior.
  - Exceeds all minimum standards.
  - No corrective action to change behavior was taken by the Athletic Director or head coach. (This rating may be used if the coach was conferenced once regarding a minor problem.)
- 2) Satisfactory
  - All required expectations are met.
  - The coach was conferenced two or more times regarding problems. (A notation regarding conferences intended to correct deficiencies should be noted in the evaluation.)

- Absence of exemplary behavior may be cause for the selection of this rating.

3) **Unsatisfactory**

- Expected behaviors are lacking.
- District guidelines have not been followed on at least one occasion.
- The issuance of a letter of instruction or a letter of reprimand would be cause to select this rating. (The letter of instruction and/or letter of reprimand should be attached to the evaluation.)

Preliminary Evaluation for First Year Coach

A preliminary evaluation will be completed for each coach in the first year of his/her coaching assignment. The head coach will complete the district-approved document and conference with the assistant coach. (In the case of a head coach, the Athletic Director will complete the evaluation.) At the conference the first-year coach will receive feedback on his/her initial performance. If necessary, recommendations for improvement will be discussed.

This evaluation should be completed approximately four to six weeks after the start of the season.

**COACH'S DUE PROCESS PROVISIONS**

Evaluation and Discipline

Should a coach disagree with the decision of an athletic director regarding an evaluation or disciplinary action, the affected coach may, within five (5) days of the action which is in dispute, request a meeting with the principal to discuss the complaint. The principal's decision is final.

Employment Status for a Coach with Three or Fewer Years in the Position

Should the coach disagree with the Athletic Director's employment decision to open the position or not to rehire the coach in the position, the following procedures may be followed:

Within five (5) days of the athletic director's decision being made known to the coach, the coach may request a meeting with the Principal to discuss the issue. A meeting will be scheduled within five (5) days of the request. The principal will render a decision in the matter within five (5) days of the meeting.

The decision of the principal is final.

Employment Status for a Coach with Four or More Years of Service in the Position

Should the coach disagree with the Athletic Director's employment decision to open the position or not to rehire the coach in the position, the following procedures may be followed:

Within five (5) days of the Athletic Director's decision being made known to the coach, the coach may request a meeting with the principal to discuss the issue. A meeting will be scheduled within five (5) days of the request. The principal will render a decision within five (5) days of the conclusion of the meeting.

The coach may appeal the principal's decision to the assistant superintendent within five (5) days of the principal's decision. This request should be made in writing.

Within ten (10) days of receipt of the appeal, the assistant superintendent shall hold a meeting. The Athletic Director and/or principal and the coach will be allowed to present evidence. The coach may be accompanied by a representative of his/her choosing.

Within five (5) days of the conclusion of the meeting, the assistant superintendent will render a decision in writing.

The coach may appeal this decision by presenting to the assistant superintendent within five (5) days of receipt of the decision, a request for a hearing before the Governing Board.

The Governing Board will decide if a hearing shall be held. Should the Governing Board not schedule a hearing, the decision of the assistant superintendent shall be final.

Should the Board schedule a hearing, the coach will be allowed to present evidence and be accompanied by a representative. The administration will also be allowed to present evidence.

The Governing Board will then act or not act on the appeal as the Board desires.

### **ASSISTANT COACHES**

Assistant coaches may be called upon to perform a variety of activities necessary to support the program. Every effort will be made to delineate these activities prior to the start of the season. These responsibilities should be communicated to the assistant coach by the athletic director and/or the head coach. These activities may include in-season or off-season responsibilities.

### **VOLUNTEER COACHES AND SPONSORS**

The volunteer coach's role will be to aid, assist, and support the coaching staff in their efforts.

The coaching staff, specifically the head coach, will be responsible to ensure that the volunteer coach is assigned duties consistent with his/her knowledge and abilities.

The volunteer coach may have a variety of assignments; however, the coaching staff has the ultimate decision-making responsibility.

Volunteer coaches must always be under the supervision of paid staff members.

The disciplining of athletes is the responsibility of the paid staff members.

The volunteer coach and/or sponsor must be approved by the Governing Board. The volunteer may begin participating in activities only after being approved by the athletic director upon completion of the finger printing process. The athletic director should submit a recommendation for Governing Board approval as soon as possible.

#### WUSD Non-Exempt Employee

Because of Federal wage and hour guidelines requiring non-exempt employees to be paid time and one half for hours worked in excess of 40 hours per week, employees categorized as non-exempt and who regularly work 40 hours per week will not be considered for a paid extracurricular position, as identified on the coaching and / or extracurricular salary schedule, but may request to volunteer.

#### Hiring Procedure for Volunteers

The following procedures must be completed prior to the acceptance of a volunteer coach or sponsor:

1. Complete application.
2. Interview with supervising coach or sponsor and administrator.
3. Submit fingerprint card.
4. Receive Governing Board approval.

#### Selection (for Non-Whiteriver Unified School District Employees)

The same procedure as outlined in the previous section Hiring Procedure should be followed when hiring a non-Whiteriver Unified School District employee into a paid coaching or sponsor position.

#### Evaluation

Volunteer coaches will be evaluated by the head coach using the district approved instruments.

## STUDENT ATHLETES

### Role

The primary responsibility of the student athlete is to gain the best possible education available. Athletics will assist the student in personal growth and development. A proper perspective between academics and athletics must be kept at all times.

### Responsibilities

Players will perform the following responsibilities:

1. Accept and understand the importance of your responsibility and the privilege of representing the school and community
2. Learn the rules thoroughly. Coaches may have additional handbooks for their specific sport.
3. Cooperate with the coaches and always exercise good sportsmanship.
4. Always respect the official's judgment and interpretation of the rules.
5. Exercise self-control at all times.
6. Treat opponents with respect.
7. Treat teammates and coaches with respect.
8. Refrain from hazing as described below.

### Hazing

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. 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.

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.

Consent of the victim to hazing is not a valid defense against prosecution.

### Use of Controlled Substances

A healthy athlete 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 the associate principal for appropriate disciplinary measures. If documentation is available of violation outside 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	Loss of 1 athletic contest
2	Removal from team	

#### **VIOLATION OF AIA POSITION STATEMENT**

<u>Occurrence #</u>	<u>Minimum</u>	<u>Maximum</u>
1	Meeting with athlete & parent	Loss of 1 athletic contest
2	Removal from team	

#### **VIOLATION OF RULES ON DRUGS, ALCOHOL, STEROIDS**

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, OTC) during the school day, at school functions, on school grounds. Such violation will result in automatic removal from team. Students may try-out for the next sports if eligible to do so.

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

### **STUDENT MANAGERS**

Role  
Similar to the student athlete, the primary responsibility of the student manager is to gain the best possible education available. Managerial duties will assist the student in personal growth and development. Again, a proper perspective between academics and athletics must be kept at all times.

Student managers will also be subject to the same rules and penalties as the athletes up to, and including, removal from the team if warranted.

#### Responsibilities

Managers may be asked to perform a variety of responsibilities. These may include filming, recording statistics, ensuring that water is available to the athletes, preparation and storing of equipment, as well as other duties assigned by the coach.

### **HIGH SCHOOL GUIDELINES**

- A. Coaches have the responsibility to establish training rules for their own sport. They also have the responsibility to enforce all school rules and policies and report any matrix-level offenses to the administration. Each coach will submit training rules and sanctions to the athletic director for his or her records prior to the first practice.
- B. Coaches are responsible for supervision of athletes at all times. Athletes are not to be left unsupervised in locker rooms, weight rooms, gymnasiums or any other area. It is the duty of all coaches to supervise athletes from the time the athlete enters the locker room until the athlete leaves the campus.

- C. Student managers are selected in order to assist the coaching staff in effective game and practice management. Specific duties of the manager should be outlined. At no time shall a manager have possession of a coach's key.
  - D. Booster Clubs are designed to enable the community to enhance the overall athletic program of the school. Coaches are encouraged to be involved in the Booster Club but a coach should never be in a position to set policy for the Booster Club or have the authority to spend the money of the Booster Club. Coaches shall not receive money from the Booster Club for any purpose.
  - E. The athletic director will inform each head coach of his or her budget and it will be the coach's responsibility to acquire bids and submit purchase orders to the athletic director.
  - F. Each head coach and the athletic director will meet prior to the first contest and establish a process and procedures for transportation needs for the full season.
  - G. Each coach will make sure that bus guidelines, as established by the school district, will be followed. It is also the responsibility of the coach to inspect the bus for damage before boarding and after returning. The athletes are to keep the bus clean.
  - H. Athletic awards are important in the overall improvement of any athletic program. The club will provide funding for 3 awards. The coaches shall decide on these awards and may give out other awards for their sports.
  - I. All AIA policies will apply concerning off-season athletic programs. It is the responsibility of the coaching staff to be familiar with and follow these guidelines.
  - J. The athletic director will provide each head coach with the beginning and ending dates for each sport. No coach will violate these AIA guidelines.
  - K. In addition to AIA guidelines, each Conference and Region has rules and regulations. These rules and regulations may be obtained through the athletic director's office.
  - L. **If a coach or player is ejected from an athletic contest, the principal/administrator or his or her designee shall be notified by the coach within 24 hours.**
  - M. Before any student participates, he/she must meet the following eligibility requirements:
    - a. **A physical examination given after March 1<sup>st</sup> every year to be eligible for the next school year as per AIA regulations.**
    - b. AIA required forms including Performance Enhancing Drug Position Statement, Concussion Awareness and Emergency Consent forms completed.
    - c. A score of 80% or better on the AIA mandated Brain Book Quiz and Opioid Education.
    - d. Name on eligibility list to practice.
    - e. Transfer students must be cleared by the Athletic Director before allowed to participate.
- Student-Athletes will receive a yellow clearance card issued by the Athletic Secretary when all requirements have been met.**
- N. Any student in ISS is ineligible if the bus leaves prior to release from ISS.

O. Coaches' Guide To Good Player Relationships.

- a. Treat all players fairly and equitably.
- b. After disciplining a player, be sure to emphasize your desire for him or her to return the following day.
- c. Support your players.
- d. Try to make every athlete feel important.
- e. If you criticize, do it to the player's face--not downtown. Always end your criticism with something positive about the individual.
- f. Stimulate a desire in the player to be the best.
- g. Always keep control of yourself and make sure your players keep control of themselves.
- h. Don't ever let an athlete loaf, no matter who he or she is.
- i. Coach before you criticize.
- j. What you teach is the most important, not what you know.
- k. Your practice plans are very important. Know what you are going to do in practice.
- l. Enthusiasm is contagious.
- m. Fundamentals are the most important factor in the success of an athlete.
- n. Coaches must never argue in front of players. Any disagreement should be dealt with after practice in the office. Never criticize another coach in front of an athlete, and never let an athlete be disloyal to a coach or teammate.
- o. Be concerned about injuries of any player.
- p. Don't ever threaten a player.
- q. Encourage athletes in classroom work. Ensure that they attend required tutoring.
- r. Make athletics fun for the athletes.
- s. Don't berate officials.
- t. **Do not use profanity in the presence of an athlete.**
- u. Work with every athlete in the program regardless of what problems may arise.
- v. Coaches will not use physical or mental abuse when disciplining an athlete. Drills used as discipline shall be related to the sport and intended to improve performance; not merely to punish.
- w. Sympathetic parents are important to a successful program. Keep them informed of your



methods concerning practices, discipline, and player cuts. Provide practice schedules and game schedules as early as possible, but no later than the deadline to register to participate in the sport.

- P. Lost equipment/uniforms-Student-athletes are issued necessary equipment and uniforms to compete in AIA sanctioned events. Equipment and uniforms are the property of Alchesay High School and student-athletes are expected to properly care for and return issued equipment and uniforms upon completion of the sport season. Student-athletes will be charged a replacement fee if not returned and/or damage fee if applicable.**

Students will not be reissued a replacement until original item is returned or paid for:

- a. Exceptions:
  - i. Coach/sponsor verifies in writing to athletic director that such item was lost or damaged by "circumstances beyond student's control."
  - ii. Report must be in the A.D.'s office within 2 days after loss/damage occurs; it must specify all related details.
  - iii. Head coaches have final responsibility for all equipment/uniforms. A high loss or damage rate "due to circumstances beyond a student's control" may reflect poor supervisory practices by in-season coaches.

#### Fund Raising/Trip Accountability

- A. 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.
- B. Procedure to obtain approval of a fund-raising project. Head Coach must follow guidelines set forth in WUSD #20 Student Activities Club Sponsor Handbook. Head Coaches receive a handbook at the Pre-Season Coaches Meeting.
- D. All funds collected will be deposited into individual club accounts.
  1. All checks will be made payable to Alchesay High School.
  2. Receipts for cash collected will be given to all contributors.
  3. Coaches will be held accountable for all funds received and spent. Receipts for all transactions must be given to the school secretary.
  4. 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 guidelines regarding out of season programs.

### **ACADEMIC ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES JUNIOR HIGH & HIGH SCHOOL (GRADES 6-12)**

#### THREE to FOUR WEEK CHECKS

1. Grade checks are due from teachers on specified Thursdays. An eligibility report will be generated from the

teachers' grades. Synergy is the district supported gradebook to be used to determine eligibility; teacher errors or changes to grades must be corrected in Synergy.

2. The Athletic Director is responsible for tracking eligibility and communicating Eligibility to coaches and student-athletes.
3. 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.
4. Periods of ineligibility will be effective the Monday after the eligibility report is generated.
5. Before and after school tutoring is available for student-athletes. It is highly recommended that students appearing on the F list attend tutoring at least 2 hours a week to bring all grades to passing before the next grade check.
6. Athletes are expected to fully participate in practice but cannot travel to away games if they are ineligible. This is in compliance with AIA No Pass, No Play policy.
7. Athletes 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. If a student needs to be absent they must notify the office at least one day prior to avoid being withheld from that day's event or practice.
8. Passing grades shall be determined on a cumulative basis from the beginning of instruction to the recording of a final grade for the course at the end of each semester.
- 9.

**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. Progress grades will be mailed home for all students, ineligibility lists will be sent by the SAD to all head coaches. Grades checks will be on the following dates:

August 28  
 September 19  
 October 10-1<sup>st</sup> quarter grades  
 November 7  
 November 26  
 December 19-1<sup>st</sup> semester grades

January 23  
 February 13  
 March 6-3<sup>rd</sup> quarter grades  
 April 3  
 May 1  
 May 19-Senior grades due  
 May 22-All grades due

## **PRACTICE GUIDELINES**

### Off-Season Practices

All off-season practices, clinics, or competitions should be discussed and approved by the athletic director to ensure compliance with A.I.A. 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 student athletes by coaches; however, participation in these activities will not be 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 athletic events.

When district facilities are to be used a facility request must be completed.

### Holiday Practices

**Teams may schedule practices during holidays with the prior approval of the athletic director and the principal.**

Head coaches may request that teams schedule practices during holidays. This request will be forwarded to the athletic director and principal for consideration. The principal shall make the final determination. When making the determination the principal should consider several factors including

1. The amount of practice time already available.
2. The relationship between the date of the holiday and the date of the next contest.
3. The importance of the affected contest (i.e. playoff, tournament, etc.)

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, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day.

Parents and athletes 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 athlete will not be adversely affected in any way.

### Vacation Practices

Practices may be scheduled during vacations; however, this information should be distributed to the parents and athletes as early as possible but no later than the first contest of the season. (Vacation is defined as those dates approved by the Governing Board that are not holidays.)

An athlete's failure to attend practices during vacations will not result in reduced playing time or status for the athlete unless the coach or the athletic trainer has a concern for the safety or welfare of the student athlete

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

### School Attendance

It is recommended that coaches create a practice schedule to be distributed to student athletes and parents.

**An athlete must be attendance for all classes in order to compete in a same-day game or match.** The athletic director, principal, or designees are the only people who can excuse an absence prior to or on the day of absence.

Student-athletes must be in attendance at school for ½ day in order to practice.

**Student-athletes must be in school for the entire school day the before, the day of, and the day after a competition to be eligible to participate in the following practice or competition. Exceptions may be made by the administrator on a case-by-case basis.**

The athletic director, principal, or designees are the only people who can excuse an absence prior to or on the day of absence. It is the coach's responsibility to check daily school attendance and enforce the policy. The attendance clerk will run an attendance sheet for each team at the end of everyday which will be available for pick up by 2:30pm.

## PREVENTION AND CARE OF INJURIES

Every effort should be made by all members of the athletic staff to minimize the chance of injury to the student athlete.

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

### Care of the Injured Athlete

When an athlete sustains an injury that results in a communication from a physician that prohibits the athlete from participating in the sport, the student will not be allowed to participate again until a physician states that the athlete may participate.

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

### 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 will bring athletes 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 athletes 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 AN ATHLETE'S ABILITY TO PARTICIPATE AFTER AN INJURY

All decisions regarding the ability of an injured athlete to participate in a game situation are the sole responsibility of a health care professional. In all other situations (not game time), the head coach has the responsibility to make this decision after consulting with the athletic trainer/team physician. At practice or games where the athletic trainer is available, the head coach will take the advice of the athletic trainer. When there is no athletic trainer, the head coach should consider the athlete's strength, range of joint motion and muscle flexibility when making the determination.

**After an athlete sees a doctor, he or she must secure a written release granting authorization to return to competition.** After a medical release and while the athlete is receiving therapy from the athletic trainer, the athletic trainer should recommend to the head coach when the athlete is ready to return to competition.

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

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

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

## TRANSPORTATION REGULATIONS

Athletic staffs and student athletes 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 athletic staff should cooperate with the requests made by the driver.

Student-athletes are expected to ride to and from contests by district transport. The athletic director must approve special circumstances where a student-athlete may ride home with their parent/guardian.

The ability to drink and eat on the bus is the decision of the driver. The athletic staff and students are responsible to leave the bus as neat as it was found.

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, Show Low, Snowflake.

### General Rules-Transportation

- Wherever possible, rear seats will remain empty.
- Remain seated; keep aisles and exits clear.
- 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.

- Glass items cannot be transported.
- On night trips, the rear emergency door dome light must be left on for safety.
- 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 on the seats or 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. The coach should check the bus before and after the trip for damage and cleanliness.
- It will be at the discretion of the driver whether or not drinks and food may be consumed on the bus.
- If more than one bus is used, all buses will depart together.
- When stopping for meals, it is recommended that the sponsor call ahead to make arrangements for the group. Some fast food places are not staffed for groups of 30 or more at one time.
- If a student is released to the custody of a parent or guardian, district responsibility is ended at that time.

#### Upon Return from Away Trips

On away trips on which large buses are used, students may now be picked up at multiple locations instead of all parents having to 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:

1. Hon-Dah Casino
2. Round Top turn off
3. Holly Grape Street
4. North Fork Store
5. EMS
6. Rainbow City

When returning from the south:

1. Cibecue Junction
2. Carrizo Store
3. Cedar Creek Store
4. Canyon Day Store
5. LDS church in Ft. Apache

Students are asked to call parents when the bus is about 30 minutes out from their pickup point. 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 each stop. If a student's ride is not there, they will remain on the bus until it reaches the bus barn or until their parent arrives at another stop in time to pick them up there. If they still are not picked up by the time the bus reaches the transportation building, night security will be called to come pick up the student and take them home along with one of the school staff. If a student is not picked up by the parents on two occasions, that student will not travel on the next away game trip.

When the smaller buses are used on away game trips, and being driven by members of the coaching staff, the buses may stop at these areas and other requested drop off points, provided they are not far off the normal highway route.

**All students are under the auspices of Whiteriver Unified Comprehensive Discipline Policy. The athletic 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.**

## Appendix A

**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 and trained person to call for appropriate Emergency Medical Service.
  - A. Athletic trainer should always have posted on training room door where he/she can be located.
  
- III. Phone call.
  - A. Phone
    1. Phones should be in good working order, plugged in, and power source turned on.
    2. Nearest phone location should be well known by coaching staff, managers, student trainers, etc.
    3. Phones should be easily accessible.
    4. The coaching staff and the athletic director should have keys to get to a phone.
  
  - B. Posted near phone.
    1. Emergency numbers
      - a. nearest emergency medical service
      - b. all emergency medical transport facilities in your area (ambulance companies, fire department, helivac company, department of public safety, air national guard, police station, company medical services)
      - c. hospitals, clinics
      - d. doctors
      - e. administration
      - f. athletic trainer
      - g. school nurse
      - h. maintenance
  
    2. Step-by-step of what to say to emergency facility.
 

This is (name) (position)  
 I am calling from (school)  
 We are in need of an ambulance  
 The injury is (type)  
 We are located at (address)  
 The nearest cross streets are (two streets)  
 The injured athlete is presently located (location).  
 Easiest access to athlete is (how to get to field).
  
- IV. Stabilize athlete.
  - A. Begin appropriate emergency care.
    1. C.P.R.
    2. Control bleeding.
    3. Treat for shock.

- B. Once the athletic trainer arrives, assist him/her in any way possible. Inform trainer of what steps have been implemented thus far for the emergency.
  - C. Note vital signs (blood pressure, pulse, respirations).
- V. Obtain Emergency Card for consent for medical treatment. Medical history should also be available for review.
- VI. Send school employee to meet emergency vehicle. Be sure all gates are unlocked and open.
- VII. Notify parents or guardians (emergency contact person) as soon as possible.
- A. Carried out by school personnel (athletic trainer, coach, and administrator).
  - B. Inform.
    - 1. Nature of emergency.
    - 2. Where athlete is being transported.
    - 3. School employee will be there to meet parent.
- VIII. Call hospital or medical facility to inform of incoming athlete.
- IX. Secure equipment worn or used by athlete prior to injury (helmet).
- X. Send school employee with athlete to hospital.
- XI. Gather names of witnesses of accident.
- XII. Notify appropriate administration.
- XIII. Write in detail what was occurring before injury, during injury, and emergency procedures followed.
- XIV. Fill out necessary school accident forms.

**NOTE:** If an athletic trainer is not available, all of the above steps should be followed. The only difference would be that the coach would be responsible for all steps of the emergency plan and help would not be available from the train

### **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 further injure the athlete.
  - D. Injury where you feel uncomfortable with time needed to transport athlete yourself or to call parent.
- II. Stabilize athlete.
- III. Send responsible person to get the head coach. (Assist the coach in any way possible.)  
Note first-aid equipment needed.
- IV. Call for Emergency Medical Transport.
- A. Follow steps for phone call already given.
  - B. Send someone to open necessary gates.
- V. Administer appropriate first-aid until ambulance arrives.
- A. Control bleeding.
  - B. Splint.
  - C. Treat for shock.
  - D. Keep athlete calm.
  - E. Note vital signs.
  - F. Keep crowd away from injured athlete.
- VI. Obtain emergency consent card.



- VII. Notify parents.
- VIII. Gather equipment used by athlete.
- IX. Send school employee to hospital with injured athlete.
  
- X. Notify appropriate administration
- XI. Fill out necessary accident forms.

**INJURY - EMERGENCY TRANSPORT SERVICE NOT NEEDED  
PHYSICIAN REFERRAL NEEDED**

- I. Assess situation.
- II. Send for athletic trainer, if on staff. (Assist if you are needed.)
- III. If athlete may be moved without further injury, do so. If you are not sure, do not move until the coach assesses the injury.
- IV. Stabilize the athlete. Splint if required.
- V. Move the injured athlete to the athletic training room with assistance. If there is no training room, move the athlete to a quiet area away from other athletes.
- VI. Perform necessary first-aid procedures.
  - A. I.C.E.
  - B. First-Aid Kit.
- VII. Criteria for an injured athlete to be seen by a physician:
  - 1. Suspicion of internal injury or misalignment of affected body part
  - 2. Signs and symptoms of injury warrant a medical professional opinion greater than your own
  - 3. Symptoms worsen with time

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

  - A. Call parents, guardians, or emergency contact to make arrangements to get athlete to medical facility.
  - B. If you cannot get a hold of family or emergency contact, secure emergency consent form and send injured athlete to appropriate medical facility with designated school employee.
  - C. If parent is contacted:
    - 1. 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).
    - 2. Parent may choose to pick up athlete at school (preferable).
    - 3. School employee may take athlete with parent consent to appropriate medical facility and meet parent.
  - D. Be sure injury is stabilized before letting athlete go to physician. Use sling, crutches, sterile dressing, splint, etc.
- VIII. Fill out necessary accident report forms.
- IX. Follow up next day for injury status and medical release

## Appendix B

**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. Outstanding	2. Satisfactory	3. Unsatisfactory
	N/A Not applicable	N/I needs improvement	

Ratings of outstanding or unsatisfactory require a comment.

**A. PROFESSIONALISM** **1 2 3 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.

**B. TEAM MANAGEMENT** **1 2 3 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.

**C. ATHLETIC EQUIPMENT AND MAINTENANCE** **1 2 3 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.

<b>D.</b>	<b>ADMINISTRATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>	<b>N/I</b>
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- 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.
- 

<b>E.</b>	<b>SKILLS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>	<b>N/I</b>
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- 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.
- 

<b>F.</b>	<b>RELATIONSHIPS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>	<b>N/I</b>
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- 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.
- 

<b>G.</b>	<b>DISCIPLINE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>	<b>N/I</b>
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- 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.
-

**H. PERFORMANCE**

**1 2 3 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.

**I. SELF-IMPROVEMENT**

**1 2 3 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.

**RECOMMENDATION OF ATHLETIC DIRECTOR**

- Rehire
- Rehire with mandatory growth plan
- Not rehire
- Open position (based on evaluation findings)
- Open position (based on year-end contract status)

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

ARIZONA INTERSCHOLASTIC ASSOCIATION, INC.  
 7007 North 18th Street, Phoenix, Arizona 85020-5552  
 Phone: (602) 385-3810 Fax: (602) 385-3779

## AIA POSITION STATEMENT

SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES

**PURPOSE OF FORM:** All AIA Member schools are required to **ANNUALLY** communicate this AIA Position Statement on the use of supplements, drugs and performance enhancing substances to every participant in interscholastic activities. (See Article 14, Section 14.13.2)

The Arizona Interscholastic Association (AIA) views sport, and the participation of student-athletes in sport, as an activity that enhances the student-athlete's well-being by providing an environment and stimulus that promotes growth and development along a healthy and ethically based path.

- It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student-athlete.
- It is the position of the AIA that nutritional supplements are rarely, if ever, needed to replace a healthy diet.
- Nutritional supplement use for specific medical conditions may be given individual consideration.
- The AIA is strongly opposed to "doping", defined as those substances and procedures listed on the World Anti Doping Agency's Prohibited List ([www.wada-ama.org](http://www.wada-ama.org)).
- It is the position of the AIA that there is no place for the use of recreational drugs, alcohol or tobacco in the lifestyle of the student-athlete. The legal consequences for the use of these products by a student-athlete are supported by the AIA.

In pursuit of Victory with Honor, the AIA promotes the use of exercise and sport as a mechanism to establish current fitness and long-term healthy lifestyle behaviors. It is the position of the AIA that the student-athlete, who consumes a balanced diet, practices sport frequently and consistently, and perseveres in the face of challenges, can meet these goals.

I have read the above AIA Position Statement and I understand and agree to abide by the conditions stated above.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

**FORM 14.13 6/04**

## Appendix D

**Arizona Interscholastic Association, Inc. Mild Traumatic Brain Injury (MTBI) / Concussion  
Annual Statement and Acknowledgement Form**

I, \_\_\_\_\_ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (<http://www.cdc.gov/concussion/HeadsUp/youth.html>) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve. Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spirit line and wrestling. I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or legal guardian must print and sign name below and indicate date signed

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 15.7-C 06/11**

## Appendix E

**PARENT REQUEST TO TRANSPORT A  
STUDENT ATHLETE**

I/We \_\_\_\_\_, parents or legal guardians of \_\_\_\_\_, wish to provide transportation for our son/daughter from the \_\_\_\_\_ to be held at  
(activity)

\_\_\_\_\_ (site/sites) \_\_\_\_\_ (date/dates)

\_\_\_ Please check here if you will only be providing transportation home from this contest for your child.

\_\_\_ Please check here if you will be providing transportation home from every contest for your child.

\_\_\_ Please check here if you are authorizing another adult to transport your child. \_\_\_\_\_  
(Name of Adult)

I/We understand that we are waiving any claims I/we may have against Whiteriver Unified School District, and are relieving the District of any liability with regard to the safe transport of my/our son/daughter.

I/We understand that I/we may transport ONLY my/our own son/daughter from the contest(s) unless we have authorized another adult (signature below) and that this approval must be on file in the athletic director's office prior to 10am the day of the contest.

**Note- Parent or other authorized adult transportation of a student TO a contest is strongly discouraged. See the athletic director for prior permission under rare circumstances.**

\_\_\_\_\_  
Authorized Other Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

Appendix F

**WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20  
ATHLETIC/FIELD TRIP PERMISSION FORM**

Student Name(s): \_\_\_\_\_

Departure Date &amp; Time: \_\_\_\_\_ Return Date &amp; Time: \_\_\_\_\_

Description of Trip: \_\_\_\_\_

**STUDENT RESPONSIBILITY:**

Return this completed form to the coach or sponsor. It is also understood that it is the student's responsibility to obtain and make up any assignments/exams in any classes missed during the trip.

Student Signature/Date: \_\_\_\_\_

**PARENT PERMISSION:**

My child, \_\_\_\_\_, has my permission to attend this trip and I have read all of the above and the following paragraph:

*There is a risk of liability that parents assume when their students participate in off-campus activities. While it is never possible to guarantee direct supervision of students at all times, it is particularly difficult to provide direct supervision at off-campus activities. Participation in extra-curricular activities is a privilege and students are expected to assume some responsibility in monitoring themselves. Parents should judge their own child's maturity and decision-making skills when assessing whether their student's participation in an off-campus function is appropriate.*

Parent Signature/Date: \_\_\_\_\_

**MEDICAL CONSENT:**

I, as indicated by my signature above, hereby authorize in advance any necessary medical treatment required while on the trip.

Home Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

***NOTE: This form must be taken on the trip in case of emergency.***

All students are under the auspices of the Whiteriver Unified Comprehensive Discipline Policy. The school 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/her self or others or causes a substantial disruption, WUSD reserves the right to send the student home at the parent's expense.



## Whiteriver Unified School District Athletic Handbook Signature Page

We have read the Student-Athlete Handbook provided to us by Whiteriver Unified School District, we also know that each specific Coach may have an additional handbook that we will need to sign.

\_\_\_\_\_  
Student-Athlete name (printed)

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Student-Athlete signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name (printed)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone (home/cell)

\_\_\_\_\_  
Phone (work)

