

Peoria Unified School District #11



Cactus High



Centennial High



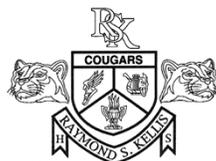
Ironwood High



Liberty High



Peoria High



Raymond S. Kellis High



Sunrise Mountain High

Athletic Handbook

**For Coaches, Athletic Trainers and
Athletic Administrators**

**“Continuing a Tradition of Excellence in the Pursuit of
Victory with Honor in Athletics!”**

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Purpose of Athletic Manual

The purpose of this manual is to provide procedures, guidelines, and information pertaining to the administration and operation of the Peoria Unified School District Interscholastic Athletic Program. It is intended to educate and provide guidance to all athletic personnel.

It is imperative for all high school athletic personnel to carefully review, become familiar with, and ensure compliance with the information included in this manual.

This manual is designed to ensure uniformity and consistency in the operation of the athletic programs at each high school in the Peoria Unified School District. Of particular importance in this regard is to provide a healthy, safe, and positive educational experience for all Peoria Unified School District athletes.

Athletic Program Mission Statement

The mission of athletics in the Peoria Unified School District is to provide a learning environment that enables every student to build positive attitudes, cooperative skills, strong character, and good work habits that are needed for success.

Athletic Philosophy

PUSD believes athletics to be a beneficial and valuable experience for the young people of our high schools. Athletics is an area in which young men and women can develop the skills they will need to meet the demands and challenges of adult life. PUSD athletics should do everything possible to ensure safe and healthy opportunities for students to experience the American free enterprise system in its basic form. Such valuable personal traits as sacrifice, determination, dedication, and the will to succeed will always be part of athletics. Athletics is only one of many activities provided. All students should remember that classroom performance must come first. The athletic department will strive to be a source of pride for our athletes, students, schools and community. The athletic programs will continually seek to make significant contributions to the total education of students.

Athletic Goals and Objectives

With the following goals and objectives in mind, the high school athletic department seeks to contribute to the growth, development, and education of the young men and women who attend our high schools.

- Each student will become aware of the importance and value of a physically fit body, how to reach an acceptable physical fitness level, and how to maintain that level.
- Each student will realize that a healthy body increases the probability of effective learning.
- Each student will develop and practice good personal hygiene.
- Each student will understand the important role of healthy mental attitudes and emotional stability in effective athletic performance.
- Through the principles of justice, fair play, and good sportsmanship, each student will develop good citizenship, respect for fellow competitors, and respect for rules and authority.
- Each student will be provided the opportunity to develop his/her athletic skills to their fullest potential.
- Each student will gain an understanding and appreciation of the risks inherent in athletic participation, and become aware of measures he/she can employ to effectively reduce those risks.
- The athletic programs will seek to promote community interest and involvement in school activities by providing enjoyable experiences for participants and spectators.
- Each student will realize the benefits of self-esteem, self-confidence, a desire to achieve, and a commitment to excellence.
- Through athletic participation, each student will become aware of the principles of responsibility.

- The athletic programs will develop the leadership qualities that exist in each of our students.
- Each student will realize the value and advantages of developing self-discipline.
- Each student will become aware of the importance of setting goals and implementing plans to achieve their goals.

The Safety Guidelines Section

PUSD has a long-standing procedure of providing certified athletic trainers to aid in athletic health care at each of its high schools. These nationally certified/state licensed individuals are recognized by the American Medical Association as “allied health care professionals.” Most importantly, they possess specialized education and training in dealing with injuries and illnesses which are indigenous to athletic activity. They work with coaches to promote safety in all sports.

Assuring the optimum level of health and safety to PUSD athletes requires the commitment and cooperation of everyone involved in the athletic program, including administrators, coaches and maintenance staff as well as all health care personnel. The principal arbitrator in regard to all athletic safety issues will be the Athletic Director/as designated by the principal.

Emergency Planning and Communication Guidelines

Careful and comprehensive planning for medical emergencies is of prime importance in the PUSD athletic program. As in other areas of “safety” focus, coaches should confer with the athletic trainer. PUSD athletic trainers play a critical role in this process. The Athletic Director, athletic trainers and coaches have developed a complete set of guidelines and procedures which are being uniformly applied throughout the district. Effective implementation of emergency plans; however, requires commitment and cooperation on the part of administrators, coaches and occasionally teachers and other PUSD staff. The Athletic Director is responsible at each school to ensure coaches have emergency plans and work with athletic trainers to ensure safe participation.

Comprehensive Emergency Plans

The following guidelines are generally applicable to the emergency planning process:

- Although uniform in nature, each school must have a plan that is tailored to its particular facility layout and geographic location.
- Each plan must take into consideration all sports venues, as well as locker room areas, and address both practice sessions and competitive events. Special consideration must be given to teams which routinely conduct practice and competition at venues away from the school campus.
- Each plan must include contingencies for emergencies which arise at all times, including regular school hours, weekday evenings, weekends, holiday recess periods, and during the summer recess.
- Each plan must also include general directives for emergencies which occur while traveling to or participating in events at other schools. NEVER ASSUME THAT THE OTHER SCHOOL DISTRICT WILL HAVE AN EFFECTIVE EMERGENCY PLAN AND WILL ACCOMMODATE PUSD ATHLETES.
- The school athletic director, athletic trainer and head coach must collaborate on obtaining necessary information to construct a site-specific plan for “away” events, particularly outside of Maricopa County. Local area EMS providers and telephone numbers are particularly critical.
- Each plan must include a specific list of all assignments to be carried out in an emergency situation, including follow-up contacts to administrators and parents, and a provision for identifying the specific individuals who will carry out those assignments at a given activity. The assigned individuals will vary depending upon their availability and the location of the activity.

- The school athletic director and athletic trainer are responsible for planning and conducting in-service training sessions which assure that all coaches and appropriate staff are thoroughly familiar with the emergency plan, and which include opportunities for practicing the implementation of the plan. Bear in mind that, during a serious medical crisis, “practice” may make the difference in whether an athlete survives and in what condition.

Heat Illness Prevention Guidelines

Risk of heat illness poses a very serious problem for PUSD athletes and must be accorded the appropriate level of concern and consideration. Heat illness is the one form of athletic injury/illness that is preventable. Severe heat illness is a medical emergency and can produce permanent disability or death. PUSD athletic trainers and athletic directors are well-versed in nationally accepted guidelines for prevention of heat illness, and serve as a valuable resource to aid and educate coaches, athletes and parents regarding this issue.

Prevention Education

PUSD recognizes that prevention is the best way to deal with heat illness. Prevention includes educating coaches, athletes and parents regarding several key areas, including:

- Recognition and treatment of heat illnesses.
- Risks associated with exercising in hot, humid environmental conditions.
- The need for gradual acclimatization over a 3 to 14 day period.
- The need for athletes to progressively increase the intensity and duration of work in the heat with a combination of strenuous interval training and continuous exercise.
- The fact that well-acclimatized athletes should train for 1-2 hours per practice session under the climate conditions that will be present at their event.
- Guidelines for proper hydration.
- Modifying circumstances of practices and competition based on the current temperature and humidity readings.

Determining Presence of Risk

In determining safe circumstances for practice or competition, the air temperature (AT) and relative humidity (RH) must be identified and used to determine whether or not practice or competition should be modified, postponed, cancelled or rescheduled. Many times it is the RH and not the temperature that is the determining factor, although the extremely high temperatures occasionally experienced in Maricopa County can be sufficient to create dangerous conditions. There are three different “zones” recognized to provide guidance in addressing the risk of heat illness, with those zones determined by a numerical factor as explained below:

- Below Danger Zone (Under 135)
- Danger Zone (136-145)
- Critical Zone (146 and above)

The numerical factor is simply determined by adding together the current AT and the current RH. For example, an AT of 110 degrees (F) and an RH of 30% computes to a numerical factor of 140 which creates circumstances well into the danger zone.

The person designated by the Athletic Director at each school (usually the athletic trainer) is responsible for determining the applicable zone prior to the commencement of each practice or competition. They are supplied with the necessary and reliable measurement devices to make this determination. In some instances it may be necessary for the athletic trainer to “predict” the zone which will exist at the start of practice or competition. In that event, the athletic trainer will apply the best available information regarding the anticipated AT and RH at the scheduled “start time.”

If the source of information for determining the “zone” is questionable in any way, the most conservative approach is to be used, including implementation of the recommended modifications for the next higher zone. If the athletic trainer and measurement devices are not available, coaches and administrators can go on-line to www.weather.com, enter the zip code of the location of the planned practice or competition, and ascertain the current readings.

Modifications to Reduce Risk

The following modifications are to be made based upon the “zone” applicable to the start time of practice or competition:

- Below Danger Zone—Practice/competition as normal
 - Full pads/regular uniforms
 - Regular running schedule (football, cross-country)
 - Water breaks every 15 minutes or as needed by the individual
- Danger Zone—Practice/competition with modifications
 - Reduce amount of equipment/lighter uniforms
 - Adjust start time until readings return to Below Danger Zone
 - Reduce running schedule
 - Water breaks every 10 minutes or as needed by the individual
 - Use misting devices to cool down athletes during practice or competition
- Critical Zone—Practices modified; competition postponed or cancelled/rescheduled
 - No equipment worn/extremely light, cool uniforms
 - No running
 - Water breaks every 10 minutes or as needed by the individual
 - Use of misting devices or external showers to cool down athletes during practice
 - Practice moved indoors
 - Practice or competition postponed until readings return to Danger Zone
 - Practice or competition moved to a later date or time

Hydration Requirements

Parents and coaches need to be aware that all athletes must be hydrated prior to the beginning of any activity session, and then must maintain those hydration levels throughout the session, to prevent heat-illness. There are accepted methods for assuring compliance with these requirements, but these are dependent upon complete cooperation between athletic trainers, coaches, athletes and parents. Some factors to be considered are:

- Daily measurement of weight before and after practice or competition aids in monitoring hydration levels.
- To ensure proper pre-activity hydration, athletes should consume at least 17-20 oz. of water or a sports drink 2-3 hours before the start of the activity session, and another 7-10 oz. within 10-20 minutes before the start of the session.
- During activity, athletes should consume at least 7-10 oz. of fluid every 10-20 minutes.
- Post-activity hydration should attempt to replace all fluid lost during the session within 2 hours.
- Carbonated and caffeinated beverages interfere with hydration and must be avoided.

Note that hydration requirements vary between athletes based upon a number of factors. Additionally, certain athletes may be particularly susceptible to heat illness due to pre-existing conditions or medical history. The athletic trainer will be aware of the needs of particular athletes and will advise coaches to closely monitor those individuals for fluid intake and early symptoms of heat illness. The athletic director and athletic trainer serve as valuable resources to provide coaches, the athletes and their parents with specific recommendations for preventing heat illness in those individuals, and for responding to any early symptoms that may arise.

It is also important to note that heat illness is not unique to outdoor sports and can occur indoors under certain circumstances, particularly during the hotter months of the year and if air conditioning units are not functioning. Even during cooler months, abnormally hot conditions can be artificially created indoors, such as by turning up the heat in a wrestling practice room, or cutting off all circulation in a gym. **THESE PRACTICES ARE STRICTLY PROHIBITED!!**

Finally, prevention of heat illness requires that athletes be properly hydrated throughout the day, not just during practice and competition. Athletic directors, athletic trainers and coaches will serve as valuable resources to educate all PUSD athletes and their parents concerning the risks of heat illness, and the importance of round-the-clock hydration, particularly during the hotter months of the year. Parents of athletes with conditions, which may predispose them to heat illness, will be provided with the information necessary to effectively reduce that risk.

REMEMBER:
Pre-hydration + Hydration + Post Hydration = A healthy top-performing athlete!!

In the event of a necessary postponement or rescheduling of competition, PUSD schools will cooperate fully with the opposing school in the rescheduling of the contest. In every such circumstance, the health and safety of PUSD athletes is to be given the highest priority, and no member of the PUSD athletic staff is to allow pressure from game officials or opposing school employees to supercede the determination that postponement of an event is essential to assuring the health and safety of participants. PUSD administration supports any decision of PUSD athletic staff members to postpone a competitive event due to safety reasons.

Lightning Safety Guidelines

While lightning strikes affecting athletes are rare, they pose an extreme risk and are a concern in Arizona, particularly during certain times of the year. School athletic directors and athletic trainers are conversant in nationally accepted recommendations for protecting against lightning strikes during athletic activities, and have developed a detailed written policy for addressing this issue. Given the circumstances under which that policy must be implemented; however, it is necessary to reduce the policy to a simple set of procedures which anyone involved in the PUSD athletic program can easily follow. It is imperative that all athletic personnel be aware of, and strictly adheres to, the following guidelines for dealing with lightning risk:

- Each PUSD high school has been provided an approved lightning detection device which will assist athletic trainers and others in recognizing the impending risk of lightning danger.
- During lightning storm seasons, school athletic directors and athletic trainers will also monitor local weather information, e.g. on www.weather.com, to determine the possibility of approaching lightning storms during planned practices or competition.
- During activity sessions, the athletic trainers or a “weather watcher” designated by the athletic director/athletic trainers will monitor weather conditions to ascertain impending lightning danger. The designated “weather watcher” will have absolute authority to determine whether a practice or event must be suspended due to lightning danger. Administrators and coaches will not challenge or second-guess these decisions.
- When the possibility of impending lightning danger is recognized prior to a competitive event, the school Athletic Director/designee will approach the opposing team’s Athletic Director and head coach, and the event officials, and advise them of the PUSD procedures regarding lightning safety, and how and by whom the decision will be made whether the PUSD team will proceed with the event. PUSD athletic personnel will not be pressured into continuing an event when the

athletic trainer or designated weather watcher deems it unsafe. PUSD administration will stand behind the decision of PUSD athletic personnel to suspend participation in an event due to safety concerns.

- Activity sessions are to be postponed or suspended if a lightning storm appears imminent before or during the activity session, and not proceed until at least 30 minutes has passed following the last lightning flash or thunder clap.
- The primary choice for a “safe location” during a lightning storm is a substantial, frequently inhabited building.
- The secondary “safe location” is a fully enclosed vehicle with a metal roof and the windows closed. It is important not to touch the metal framework of the vehicle during a lightning storm.
- Seek a safe location immediately upon detecting lightning or thunder activity. Lightning storms can move very rapidly. Once the time delay between seeing lightning and hearing thunder (“flash to bang”) is as low as 30 seconds, all individuals should be in a protected area.
- The athletic director or the designed “weather watcher” will advise coaches of the optimum “safe location” depending upon the venue in which their activity is scheduled.

Risk Warning and Informed Consent Guidelines

Responsibilities of PUSD

PUSD recognizes its legal and moral responsibility to assure that, prior to participating in athletic activities, all PUSD students and their parents/guardians are entitled to be made aware of the risks which are inherent in their chosen sport, and give their “informed consent” to participation. Complete commitment and cooperation of administrators, athletic trainers, coaches, parents and athletes is essential to assuring that this responsibility is fulfilled.

PUSD also recognizes that educating parents and athletes concerning sport-specific risks is an essential component of reducing those risks and preventing injuries. This requires a comprehensive approach which is uniformly applied with parents and athletes of all athletic teams throughout the district.

Risk Warning Methodology

PUSD will provide each athlete with a Parent/Student Handbook and risk videos for facilitating the education of parents and athletes concerning sport-specific risks, and documenting their informed consent to participation. School athletic directors, coaches and athletic trainers will form the primary team at each school which is responsible for assuring the PUSD policies related to risk warning and informed consent are uniformly implemented with every sports team at that school. The following general guidelines will be followed:

- A parent/athlete meeting will be conducted for each sports team prior to the commencement of pre-season practice for that team.
- Different levels of a team for a given sport may meet together, but risks specific to each level must be addressed.
- General meetings scheduled by “sport season” may be conducted to address general and “season-specific” risks; coaches must also meet with parents/athletes of that sport to address “sport-specific” risks.
- Use of audio-visual aids and handouts is important to this educational process, but must be uniform throughout the district. Materials will be approved by the school athletic director with input from the appropriate advisory committee(s), and then reproduced and disseminated to all schools. PSBNonline.com, the district webpage, and school websites will all serve as sources for informed consent information.
- Athletes participating in multiple sports must attend the meeting for each sport.

- Efforts will be made to assure that each year, new and meaningful information is provided in addition to the basic risk education.

Bear in mind, and remind parents and athletes, that repetition of critical information is essential to assuring comprehension and retention of that information. The information provided at these meetings could save an athlete's life!!

- A standardized "informed consent" statement is included in the clearance form. Parents and students are required to sign the form after viewing the informed consent video.
- The consent given to participate in a sport during the regular sport season does not apply to out-of-season and summer activities for participants in that sport, or to unusual circumstances such as out-of-state travel to tournaments or camps. Parent meetings must be conducted and forms executed which are particular to those activities.
- No unusual requirements will be imposed pertaining to athletes with disabilities. The standard process applicable to all students will include a provision for addressing any condition which exposes an athlete to "unusual" risk, e.g. prior surgery for an athletic injury, frequent concussions, history of heat illness, medical conditions which predispose athletes to injury or illness, etc., as well as any legally defined "disability."
- NO ATHLETE WILL BE ISSUED EQUIPMENT OR CLEARED TO COMMENCE PRACTICE UNTIL THESE REQUIREMENTS HAVE BEEN MET.

Supervision Guidelines

Compliance with State Law

Arizona law mandates (A.R.S. 15-341(A) (16) all school districts are required to "provide for adequate supervision" over all students, including athletes. The statute indicates that this supervision may be undertaken by "certified or non-certified personnel."

PUSD considers the supervision of students involved in the athletic program to be one of the primary responsibilities of all coaches and athletic trainers. It is the responsibility of each school Athletic Director to assure that these responsibilities are carried out, and to make necessary arrangements for the availability of additional supervisory personnel when required.

Areas of Focus

Coaches are expected to plan for supervision in all areas, including the following:

- Athletes on teams which routinely use off-campus facilities and do not commonly remain together in a group, e.g. golf and cross country.
- Student aides to coaches or to the athletic training program when functioning out of the immediate presence of the athletic trainers.
- Athletes in locker and shower areas, particularly in those situations when they are coached by someone of the opposite gender. Arrangements must be made for an adult of the same gender as the athletes to supervise them while in locker/shower areas. This may be a "volunteer coach" with appropriate clearance from the district.
- Athletes in transit between locker and activity areas, particularly if the distance is significant.

Specific supervision requirements for a given group of students are going to be very dependent upon a number of factors which may be unique to a particular school. Accordingly, specific policies and procedures addressing all supervision concerns must be developed and implemented by each unit. The Athletic Director is responsible for assuring that this requirement is fulfilled, but will rely upon input from head coaches of all sports/teams and the athletic trainers to develop these guidelines. The guidelines will be reproduced and distributed to all personnel. They will also be shared with parents during the mandatory parent meeting.

Hazing Prevention Procedures

It is the responsibility of all PUSD personnel, including Principals, Athletic Directors, coaches, teachers and staff to be aware of and strictly enforce the following policy.

Hazing is strictly prohibited and will not be tolerated. This prohibition includes:

- Any solicitation to engage in hazing.
- Aiding and abetting another person who is engaged in hazing

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which any of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with PUSD.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
- The fact that a person consents to being “hazed” does not constitute a defense to violation of this policy.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

The following procedures are to be employed by students, teachers and staff in reporting violations of this policy, or for filing complaints for violations of this policy:

- Standard administrative procedures will apply for all teachers and staff, as directed by the administration. The principal/athletic director will be responsible for remediation.

The following procedures shall be employed in the investigation of reports of violations of this policy and complaints for violations of this policy.

- Specific procedures will be outlined by the school administration.
- Under the following circumstances, violations of this policy will be reported to the appropriate law enforcement agency.
- Penalties and sanctions for violation of this policy shall be imposed in accordance with standard PUSD due process procedures, including but not limited to:
- If an organization operating under the auspices of PUSD knowingly permitted, authorized or condoned the hazing activity, PUSD will suspend or revoke that organization’s permission to conduct operations.
- Any administrator, teacher or staff person who knowingly permitted, authorized or condoned the hazing activity is subject to disciplinary action by PUSD.
- Any student who participates in hazing, or knows of and fails to report an incident of hazing, is subject to disciplinary action by PUSD.
- The appeals process for those who are subjected to disciplinary action under this policy shall follow current district disciplinary guidelines.

Preparticipation Screening guidelines

PUSD recognizes that effective pre-participation screening of all athletes is an essential component of providing for their safety. Consequently, an annual pre-participation screening examination is required for athletic participation. This requirement applies not only to “in-season” participation, but to any out-of-season, including summer, program which is organized and conducted by PUSD athletic staff.

Screening Methods

Responsibility for facilitating and assuring compliance with pre-participation screening lies with the Athletic Director, athletic trainers and coaches at each school. Various factors may influence the particular details of a given school's approach to pre-participation screening, but certain guidelines must be followed:

- At least once each year, a group screening may be conducted at each school. This may be scheduled in the late spring, following completion of all in-season sports activities for the then-ending school year, or in the late summer, prior to commencement of any in-season sports activities for the coming school year. The cost of these screenings to the athletes will be nominal, and arrangements will be made for waiver of cost to those athletes who are unable to afford the cost.
- Screenings at each school will be open to athletes from that school and feeder schools, as long as prior notification and arrangements are made between the athletic director of the athlete's school and the athletic director of the school conducting the screening.
- Standardized screening forms, approved by the District Athletic Administrator, will be required for all screenings.
- The school athletic director, athletic trainers and school team physician will collaborate on planning and implementation of group physicals. At least one qualified physician must be present and sign all forms, and the screening staff shall be of sufficient size and qualification to assure effective screening. School nurses, athletic trainers from other schools, and other qualified health care personnel may be used to support the physician(s) in the screening process.
- If an athlete is unable to participate in a group screening, his/her parent/guardian will be responsible for arranging for a private screening with a qualified physician of their choice. In this instance, the athlete/parent will obtain the screening form from the athletic director together with a standard cover letter to physicians indicating the expectations of PUSD for conducting screenings in a manner which assures uniformity for all athletes.
- Pursuant to AIA rules, screenings must be conducted by licensed physicians of medicine or osteopathy.
- A screening is valid for one calendar year unless the athlete has suffered a significant injury or illness since the screening was performed. In that instance, the athlete must be thoroughly evaluated by the athletic trainer before resuming participation. The athletic trainer may, at his/her discretion, recommend to the athletic director a re-screening.
- Screening forms shall be in duplicate, with the original being placed in the athlete's file maintained by the athletic director and copies going to the athletic trainers, school nurse, and parents/guardians of the athlete

Insurance Guidelines

Availability of insurance coverage is critical to obtaining appropriate medical care for athletes, particularly in an emergency situation. PUSD therefore requires proof of insurance as a condition of participation in all sports programs. This applies not only to in-season activities but to all out-of-season, including summer, activities planned and facilitated by PUSD personnel. A parent/guardian "waiver" of the insurance requirement will not suffice.

Supplemental School Insurance

PUSD offers supplemental "school insurance" with a number of different coverages. PUSD athletic personnel are urged to strongly recommend to parents that they obtain this coverage, regardless of their own coverage situation. Parents must be advised, however, of the specific limitations of each type of

coverage, and the fact that they need more than one plan if their child participates in football and other sports, or if they want 24-hour coverage. This insurance is also “secondary” coverage, with any policy already covering the athlete being the “primary” coverage for any injury. As secondary coverage, it may apply to deductible and co-pay requirements of the primary policy, and may also provide better “emergency” coverage. These issues must be covered with parents during the mandatory pre-season meeting.

Verification of Compliance

It is the responsibility of the school athletic director and athletic trainer, and the head coach of each athlete, to assure that the insurance requirement has been met prior to commencement of any form of participation by the athlete. Insurance information for all athletes will be maintained in the offices of the unit Athletic Director, school nurse, and athletic trainer, and will be immediately accessible at every activity session, whether conducted on or off campus.

AIA & PUSD Rule Violations

Violations

Any violation of the AIA, Conference, or Peoria Unified School District Interscholastic athletic rules, regulations, procedures or Governing Board Policies must be immediately reported to the school athletic administrator for appropriate action. The athletic administrator taking appropriate action shall communicate said violation, along with written verification thereof, to the District Athletic Administrator.

It shall be the responsibility of member schools or their authorized personnel to report any violation of AIA policy and/or procedure as contained in the handbook, Executive Board minutes, or other special directive. It shall also be the responsibility of member schools to report corrective action they have taken toward those responsible for the violation. The AIA Executive Board shall then determine whether or not the corrective action taken was adequate.

The rules, general provisions, and tournament procedures for each AIA sanctioned sport are in the By-Laws. The AIA Executive Board shall determine whether the punishment be one or more of the following: advisement, warning, forfeiture, probation, disqualification, or suspension of the team.

Recruiting violations

In compliance with AIA Bylaws, there shall be no recruiting of athletes. Recruiting 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 recruiting by direct contact with the 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.

If the recruiting rule is violated, the appropriate AIA actions will be taken. The school may take additional actions in reference to the violation, as well.

Knowledge Of AIA Bylaws, Rules, and Regulations

All coaches shall obtain copies of the AIA rules and regulations for their specific sport from the school Athletic Director or from www.aiaonline.org, and be familiar with these rules. Also, be aware of rule 15.12.4.5 as it applies to transfer students.

Summer/Off Season Activities

Coaches are responsible to know and assure compliance with all AIA Rules and Regulations as well as District Policies and Procedures. A coach must contact the athletic director prior to any summer or off-season activity to ensure compliance and prevent any violation of AIA or District Rules and Regulations. In any approved off-season program, participation must require that an athlete have proof of insurance, parental consent and a current physical on file. Emergency cards must be in the possession of all coaches for off-season programs. If a coach is supervising open gym, there must be a sign-in process with names and emergency numbers required.

Summer Programs – District Guidelines

The AIA defers to districts to establish guidelines for summer athletic participation for coaches and athletes. Each district is charged with governing of transportation, use of facilities, and coaching in the summer. All camps and clinics must be in compliance with all current PUSD policies. Outside clubs and groups must go through district rental operations. The City Parks and Recreation departments may act as sponsors for summer athletic activities. Any summer activity involving PUSD coaches and student athletes as representatives of their school and not sponsored by an outside association will be subject to the following guidelines:

- Prior approval for summer activities involving PUSD coaches and athletes requires the approval of the site Athletic Director as long as the activity does not involve out of county travel.
- Practice or games involving PUSD student athletes must have a coach or certified designee, approved by the Athletic Director, and this person must be present at all times.
- A coach that directs or enrolls a school team in camps, clinics, tournaments or summer leagues, not sponsored by an outside association with liability insurance and rules of participation, shall meet with the school Athletic Director for approval and to establish guidelines for participation (i.e., transportation, emergency medical plan, insurance, current physicals and parental consent).
- Out of county transportation of any team or group of athletes by a district coach requires school and district approval.
- The school athletic director may approve the transportation of student athletes to county activities.
- Athletes competing in summer school sponsored activities must have proof of insurance, a current physical, and a parental consent form specific to the activity on file with the site athletic director. Forms granting parental consent to emergency medical treatment and emergency contact numbers must be with the coaches at the activity. Parents shall be made aware of the nature of the activity and transportation guidelines.

The students will comply with AIA rules and regulations regarding equipment and uniforms. The AIA states that there are no rules for summer programs except regarding equipment and uniforms. All other rules and regulation for summer activities are local district options.

In summary, guidelines for summer athletic participation are established to protect PUSD athletes, coaches, and the Peoria Unified School District.

Guidelines for Use of PUSD High School Facilities

PUSD schools will go through their school and the district facilities rental department to schedule events. All current camp and rental policies are applicable for facility usage.

Philosophy of Off-Season Programs

Off-season programs run by District coaches using PUSD facilities must comply with all AIA By-laws regarding use of equipment as well as all off-season coaching rules and regulations. Off-season programs are for students not involved in a school sport. During the off-season, clinics, camps, and all

off-season programs must receive prior approval from the Athletic Director and comply with all AIA By-Laws and District rules and regulations. All on-campus activities must receive prior approval from the athletic director and the Peoria Unified School District.

Sports Participation Guidelines

Guidelines for Team Selection

Participation in Interscholastic Activities is not a right; however, the process may be challenged in the broad scope of OCR.

- An athlete will be offered ample opportunity to demonstrate their abilities. A tryout period of a minimum of three days is a district guideline.
- The coach is responsible to establish a criteria system for team selection.
- The coach will review the selection process with the athletic director prior to tryouts.
- The coach will notify players of tryout results in a timely and sensitive manner.
- Coaches will be proactive with regard to the sensitive process of non-selection of seniors.
- The coach may discuss tryouts results with the athlete or parent, but may not discuss with other athletes or the tryout date of other athletes.
- Coaches may provide suggestions for improvement to help athletes, who are cut, prepare for the future tryouts.
- The coach may not use any off-season program participation as a basis for team selection.
- Multiple sports players must be allowed to tryout. Processes and considerations will be afforded students whose seasons overlap.
- There will be no public commentary regarding the selection process.

Guidelines for Students Participating in Two Concurrent Sports

- If it is deemed to be in the best interest of the student and the athletic program, athletes may participate in two concurrent sports with the following conditions:
- Both coaches must personally meet with the athlete and his/her parents to review the demands of each sport.
- It must be mutually agreeable with both coaches with consideration given to practice schedules and games.
- The athlete must identify the primary sport. This sport has priority when necessary over the second sport.
- The athlete and his/her parent/guardian must attend the preseason risk warning meeting and execute an informed consent form related to each sport.

Guidelines for Freshmen Athletes Participating in Varsity Sports

- Before any freshmen athlete is placed on a varsity team/sport, the coach must communicate his/her intentions with their athletic director.
- The head coach must communicate with the student athlete and parents/guardians. Discussion should focus on time commitments, academic concerns, and level of competition, health and safety issues, peer separation, and possible future burnout.
- The coach, parents/guardians and athletic director must reach a consensus regarding participation and sign the proper form. (Form included)
- The above guidelines for freshmen athletes do not apply to: Swim/Dive, Golf, Cross Country, Track or Tennis.

- It should be noted that participation in athletics is a privilege and not a right. The final decisions for team selection will reside with the Head Coach.

Guidelines for Athletes with Disabilities

Federal law prohibits any discrimination against students with disabilities, and requires reasonable accommodation of such students to allow for them to be included as broadly as is reasonably possible in all school programs, including extracurricular activities. The following guidelines will be applicable to participation of students with disabilities in the PUSD athletic program:

- If they are cleared to participate through the pre-participation screening process, reasonable accommodation must be made for the participation of athletes with disabilities. For example, an athlete with hearing loss must be allowed to have a qualified “interpreter” available during practices, games and team meetings.
- Other than making reasonable accommodations for their participation, athletes with disabilities must not be treated differently than any other athlete out of concern for their well-being. For example, in wrestling, an athlete with a disability cannot be continuously matched against smaller, younger, less mature participants out of a concern that the athlete will be at greater risk working against participants of similar size, age and maturity. In baseball or softball, an athlete with hearing loss cannot be required to wear protective equipment that is not required of other athletes out of concern that he/she is at greater risk of being struck by a ball or bat.
- Athletes with disabilities and their parents/guardians will meet the same requirements pertaining to risk warning and informed consent as other student athletes.

No Pass/No Play Guidelines

No Pass/No Play Policy

The Peoria Unified School District’s policy requires the following to be eligible to participate in any athletic event:

- A student must be enrolled in a minimum of three classes, except for final semester of the senior year.
- A student must have a passing grade in all enrolled classes during weekly grading period preceding the contest or performance.
- The checking period is one week.
- Ineligibility is declared on Friday and the student is ineligible Monday through Saturday of the following week or until a passing notification is given by the teacher.

No Pass/No Play Procedure

- A list of participants is provided to each teacher.
- It is the teacher’s responsibility to turn in a yellow warning card one week prior to the failure card (one yellow card per 18 weeks).
- It is the teacher’s responsibility on a weekly basis to fill out a Notice of Failure card on any student who is not passing.
- The card(s) must be turned in to the athletic director’s office by 10 AM, every Friday.
- Grades are continuous through each 18-week grading block. If a student completes work that puts them in a passing position, they can be eligible at that time.
- The athletic director’s office will notify coaches whose students have become ineligible for the following week.
- During a private conference, the coach will notify the student of his/her ineligibility. Remediation options will be presented to the student.
- A letter, notifying parents of their student’s ineligibility, will be mailed on Friday.

- Teachers are responsible for remediation.

No Pass/No Play Guidelines

- No Pass/No Play will be consistent with the district's grading policy.
- The first time any athletes are placed on No Pass/No Play there must be a warning card (Yellow card).
- A student placed on No Pass/No Play will initiate a remediation form and meet with the teacher to discuss and complete the remediation process.
- Coaches and Athletic Directors are reminded to identify winter athletes not currently on No Pass/No Play to start prevention and intervention strategies in the fall.
- Coaches should begin a monitoring process for any returning athlete or athletes that notified the coach they were coming out for the team.
 - Creating early tutoring and remediation strategies with teachers is an option and should be coordinated.

Travel Guidelines

In Season Travel Guidelines

- Head coaches are to fill out and give to their athletic director all transportation requests for season's away games/competitions.
- Any team or individual representing a school in competition must be accompanied by staff/designee of that school.
- Game cancellations can only be approved by the school athletic director/principal.
- School arranged transportation must be used by teams.
- Requests by a parent or legal guardian to use private vehicle transportation to or from away activities shall be only approved by administration.
- Only a parent or legal guardian may transport his or her student athlete from an athletic event with the coach's permission.
- Any summer activities sponsored by or sanctioned by the District require transportation approval. Contact the athletic director prior to the activity for approval.

Out of State Travel Guidelines

- In addition to all district out-of-state travel policies and procedures, the following guidelines are to be used when teams travel out of state:
- All requests for out of state team travel are to be submitted for approval to the Deputy Superintendent after being approved by the building principal.
- The team travel request, if approved, will be placed on the next board agenda for final approval.
- Prior to approval, the PUSD coach is required to submit a plan to the athletic director detailing the specific type of activity and who is sponsoring the activity with an outlined itinerary.
- The district will not financially support out of state travel. A budget proposal including funding for the proposed trip must be submitted to the athletic director for approval.
- A list of students, coaches and chaperones must be submitted to the athletic director for approval.
- All student athletes will meet AIA requirements for participation i.e. proof of insurance, current physical, all district forms completed and written permission from the parent for participation on file. Under AIA rules, the provision of transportation for summer activities is a local option.
- Note: A parent meeting will be held with the coach and athletic director and provide signed written documentation of informed consent of all aspects of the trip documented by parents/guardians.

- The above guidelines apply to all team competition/team camps/team tournaments.

Awards Guidelines

Team Awards

Patches, certificates, trophies, and plaques can be given for any number of reasons. Some consideration should be given, but not limited to, the following team achievements:

- Team winning Region Championship
- Team winning their Tournament Region Championship
- Team winning the State Championship
- Team Scholar Athlete Awards
- Team Scholar Athlete State Champion

Individual Awards

The Head Coach of each sport is responsible for creating, purchasing, and distributing all individual awards for his/her team and should consult with or obtain consent of the athletic director prior to adopting an award process. Coaches are responsible for establishing criteria for lettering and any individual awards in their sport.

School Financial Support

Each sport may request up to \$40 per level of competition for awards at the end of each season.

- If a school/team chooses to raise significant funds (i.e., gold card type process), the athletic director and bookstore manager must be involved in the collection of monies to ensure safety and accountability.
- Parent organizations fundraisers, that will involve students, should be reviewed and approved by PUSD Administration.

Governing Board Recognition

Tips for Governing Board Meeting Recognition Recipients:

- Keep recognition introductions brief. Introductions need to be 1-2 minutes in length, especially if you are introducing a video. The video will present most of the story for you.
- Scripts will need to be written and submitted to public relations by noon on the
 - Monday prior to the Board meeting.
- If needed, Public Relations can write a script for you. Script must be requested at
 - least one week prior to the Board meeting.
- Expect questions from the Governing Board after your presentation. Please remain at the podium after the presentation for questions.
- Acknowledge the Governing Board correctly. When asked a question, always answer by acknowledging the whole Governing Board by saying, “Mr./Ms. President, members of the Governing Board. . .” then answer the question.
- Bring students. Often a student group and their advisors are recognized by the Governing board. If students are not able to come to the meeting, the recognition should be postponed until they can attend. It is very important that students are recognized for their achievement.
- Remember to speak into the microphone so all attendees at the meeting are able to hear you.
- Arrive 5-10 minutes early and check in with public relations. Recognitions are done at the beginning of the meeting. Arriving early allows public relations to ensure that your recognition runs smoothly.

- Feel free to leave after all recognitions are presented. On average, the recognition portion of the meeting is 30-45 minutes.
- Acknowledge parents in the audience. Be sure that the parents are recognized for their participation and for bringing their student to the meeting.
- Have fun. The recognition portion of the Board meeting is meant to showcase the great things happening in the District and appreciation to those who do extraordinary things. Student athletes and coaches appearing before the Board must be in appropriate dress.

Prohibited Activities

- An outside parent organization is a legal separate entity from the Peoria Unified School District. The organization cannot use the district's taxpayer identification number. In addition, the organization cannot make purchases on behalf of district students or schools and expect reimbursement. If a purchase is made by the outside organization, it is considered a donation to the district and would fall under the "Gifts and Donations" report requirements.
- An Athletic Booster Club cannot pay coaches for coaching.
- An Athletic Booster Club cannot independently sponsor AIA tournaments as per AIA By-Laws. Booster clubs may provide support to tournaments and receive recognition as a sponsor. (For example, concession stands, awards, hospitality rooms, and may be a vendor for certain services).
- An Athletic Booster Club may not provide any gifts and donations without completion of the districts "Gifts and Donations" form and process approval of the PUSD administration.
- An Athletic Booster Club may not engage students in door-to-door sales or any raffle or games of chance.

In summary, Booster Clubs are a valued partner in the support of Interscholastic Athletics. The coach and Athletic Director are directly responsible to facilitate the communication to inform Athletic Booster Clubs how to fund successfully.

Fundraising Guidelines

Fundraising Guidelines

Fundraising will be governed by the following guidelines:

- All sales involving student organization/teams are classified as student activity fundraisers.
- Sponsor/coach shall obtain prior approval for any student fundraising activity per current PUSD and school site policies.
- Fundraising activities are to be pre-approved by the Student Council prior to the start of the school year or approved on an as needed basis.
- Student Council is to prepare a master calendar of site activities.
- Students are not permitted to sell items going from house to house. This policy will be incorporated in the Parent/Student Handbook.
- Fundraising activities initiated by student council may be either on campus or off campus, but must be within the guidelines prescribed in this manual.
- Joint fundraising activities between student council and PTA/PTO are permissible provided:
- Proceeds are allocated proportionately between student activities and PTA/PTO (co-mingling of funds is not to take place).
- Monies raised through the efforts of students must be spent for the benefits of those students.
- Student groups or staff are not allow use raffles or lotteries for fundraising activities.
- When collecting money from student sales and other moneymaking activities, an accurate accounting sheet must be kept. At the conclusion of the activity, the amount represented by the

accounting sheet must be reconciled by the sponsor/club officers and filed with the bookstore. This report must be filed within ten school days after the last approved day of the sale.

- Student participation in student activity fundraising shall be voluntary and should not be a factor used to determine a student's credit, grade or team requirement.
- No monies raised from any type of a school affiliated fundraising event may be deposited in any other account except with the school bookstore or PTA/PTO. In addition, a coach may keep no monies.
- All PUSD Governing Board Policies regarding fundraising and accounting of monies will be strictly followed.

Gifts and Donations Policy and Procedures

- Gifts and donations to individuals, teams, and schools are subject to Governing Board approval.
- All gifts and donations to any athletic team or program must first be discussed with the Principal/Athletic Director.
- The district forms for approval of gifts and donations must be completed and returned to the principal/ athletic director. The form is available in the athletic office.
- All gifts and donations will be considered based on Title IX implications and requirements.
- Any questions regarding Title IX should be directed to the high school athletic director/principal.

Booster Club Guidelines

Athletic Booster Clubs contribute to the success of the Peoria Unified School District. Booster Clubs can also provide the opportunity for parents and other concerned community members to participate in fundraising activities for their local school and provide support to a wide range of activities.

The Peoria Unified School District cannot render tax or legal advice and it is recommended that Athletic Booster Clubs consider consulting a legal or tax professional. In general, however, there are a number of potential issues individuals who participate in Booster Clubs. It is imperative that Booster Clubs work closely with not only the coach of the sport, but the athletic director, as well.

Legal Issues

Parent organizations may consider incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organizations. Non-profit incorporation also serves as the foundation for the organizations and for the organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC), as well as draft articles of incorporation, by-laws, and possibly annual filing with the Arizona Secretary of State.

Tax Issues

A parent organization can complete an I.R.S. Application for recognition of exemption (Package 1023 to be recognized as a 501© (3) organization. "Parent-teacher" Associations are specifically cited in the I.R.S. guidelines as examples of organizations that are suitable for 501© (3) tax-exempt status.

Tax-exempt status offers many advantages including:

- The organizations revenues will be exempt from Federal and Arizona Income Tax.
- Contributions to the organization are permitted to take a charitable deduction for donated cash or goods.
- The organization is eligible for bulk-mailing permits from the U.S. Postal Service.

Small charitable organizations are not required to file a 501 (c) (3) application if their gross receipts are normally less than \$ 5,000 per year. It is recommended that parent organizations and Booster Clubs

visit the I.R.S. website at WWW.irs.gov to review Publication 557. Tax-exempt status for your organization to see what tax filing requirements may apply to a parent organization or Booster Club.

USFR Requirements

If an Athletic Booster Club plans a fundraiser that will involve student effort, or represent the school in anyway, parent organization, the coach and athletic director should participate in the planning of the activity and the future use of proceeds. Since Athletic Booster organizations work together with schools to support school activities, the Uniform System of Financial Records of Arizona District (USFR). Appendix H must be followed.

TECHNOLOGY INFORMATION

Web sites for information:

www.aiaonline.org (Arizona Interscholastic Association)

For rules, regulations and by-laws for all sports and athletic participation. Also, access to tournament guides and brackets, power ratings and all AIA programs and activities.

www.nfhs.org (National Federation of High Schools)

For all the National rules and regulations for sports and for national records and the most up-to-date information on national trends in interscholastic sports.

www.peoriaud.k12.az.us (Peoria Unified School District website)

For information relating to elementary and high school sports in the Peoria School District, as well as the Informed Consent Video, all psbnonline.com shows and links to district high school web sites.

High School Athletic Uniforms & Equipment **Purchasing**

All athletes are responsible for PUSD uniforms and equipment issued to them in conjunction with their participation in interscholastic athletics. The athlete must pay for any uniform or equipment, which is lost or damaged while in the athlete's possession.

The Coaching Section

“Coaches set the tone, and are the leaders, in all athletic endeavors “

PUSD recognizes and endorses the nationally accepted “legal duties of coaches” listed below. All PUSD coaches are expected to be aware or, and to adhere to, these duties. They establish the underlying philosophy of coaching responsibility in the district.

The Fourteen Legal Duties Of Coaches

- Provide appropriate planning
- Provide appropriate supervision
- Monitor condition and readiness
- Promote a safe playing environment
- Promote proper use of protective equipment
- Provide appropriate technique instruction
- Promote equity in matching participants
- Promote appropriate procedure for evaluating injuries
- Provide warnings of inherent risks
- Monitor liability insurance
- Provide an emergency response plan
- Promote safe transportation
- Promote appropriate selection and training of coaches
- Final Duty: Adherence to all AIA, National Federation, and Peoria Unified School District procedures, policies, rules and by-laws.

Coaches' Mission Statement

As coaches in the Peoria Unified School District, we believe that the athletic program is an extension of the educational process. Because of the scope of the athletic program, it remains one of the largest classrooms in the school. Since coaches are the most influential persons in this program, their behavior should be exemplary for all others involved. Therefore, the coaches should and must assume the leadership roles, and subscribe to the following expectations:

Coaching Staff Sportsmanship

The coach bears the greatest burden of responsibility for sportsmanship. His/her influence upon the attitudes and behaviors of the players, the student body, and the community is extremely important. In order for good sportsmanship to become a reality, it is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed. Specifically, it is necessary and expected that the coach will:

- Always set a good example for others to follow;
- Instruct the players about their sportsmanship responsibilities;
- Discipline those players who display “unsportsmanlike” behavior;
- Be a good host to opponents; treat them as guests;
- Provide opportunities for social interaction among coaches before and after the contest;
- Respect the officials’ judgment and interpretation of the rules;
- Publicly shake hands with the officials and opposing coach before and after the contest;
- Encourage players to always shake hands with the opponents after each athletic contest.
- Promote a Zero Tolerance regarding hazing in any form.
- Select assistants, volunteers and instruct them of their sportsmanship responsibilities.

Coaches' Behavioral Expectations

Coaches will project an attitude of sportsmanship, which should be emulated by student athletes.

- They will:
- Demonstrate common courtesy;
- Abide by the rules of the contest;
- Accept victory or defeat graciously.

Coaches will know and enforce the spirit as well as the intent of all governing regulations.

These include:

- Eligibility requirements;
- National Federation of State High School Association and Arizona Interscholastic Association rules.

Coaches will respect the integrity and personality of the individual athlete. They will:

- Exercise patience, tolerance, diplomacy, and compassion with players;
- Encourage open communication with individual players.

Coaches will respect the integrity and judgment of sports officials. They will:

- Exercise self-control in matters of controversy/conflict;
- Make rules interpretations in a timely and professional manner

Coaches will establish the health and safety of their athletes as their highest priority. They will:

- Be aware of all sport-specific rules and appropriate procedures for assuring safe participation;
- Be aware of, and properly instruct their athletes regarding sport-specific risks.
- Coaches will demonstrate and continue to pursue knowledge of techniques and skills in their chosen athletic endeavors.

PUSD ENDORSES AND EXPECTS ALL OF ITS COACHES TO HONOR, THE FOLLOWING CODE OF ETHICS ESTABLISHED BY THE NATIONAL FEDERATION COACHES ASSOCIATION:

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coach's own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches:

The coach shall be aware that he or she has a tremendous influence, for either good or ill, in the education of the student-athlete and, thus, shall never place the value of winning above the value of installing the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators; both directly and by working closely with the cheerleaders, pep club sponsors, booster club and administrators.

The coach shall meet and exchange cordial greetings with the opposing coach to set the correct one for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaches Responsibilities

All coaches shall:

- Be aware of the goals and objectives of the PUSD Athletic Department and organize athletic activities so that these goals and objectives may be attained;
- Provide for the safety and welfare of all participants;
- Be an integral part of the school district and its educational program;
- Work with participants, teachers, counselors, etc. to ensure their academic;
- Encourage and stress to each student the importance of academic achievement;
- Monitor the classroom behavior, attendance, and performance of all participants, ensuring that all participants are continuing course work in the required number of classes;
- Be responsible for seeing that all regulations for each sport that appear in the AIA and PUSD handbook are met. The athletic director will provide these rules for each school year;
- Be knowledgeable of, and enforce School, District, Conference, Region, and AIA policies, rules, regulations, and procedures;
- Be responsible to the administration in the overall operation of your program;
- Make every effort to support and communicate with all school administrators;
- Provide and enforce training rules, expectations, and lettering policies to all participants;
- Ensure that all athletes have a clearance card prior to participating in any tryouts, practices/games, or before receiving any equipment or awards;
- Make participants and parents aware of the inherent danger of participating in activities, and of the risks which are specific to their chosen sport;
- Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction fundamentals;
- Choose to establish a traveling squad, if desired, and may refer to the National Federation travel team guidelines for reference;
- Be knowledgeable about the rules, strategies, and skills that pertain to his/her sport, and take the necessary steps to stay abreast of new developments and changes in that sport.
- Promote the total sports program, but do not influence athletes to specialize in any one sport;
- Keep accurate team records and statistics;
- Set up athletic awards criteria for your sport. Award criteria must be approved by the administration. Unless otherwise directed, the athletic director will assume finishing the season in good standing is the requirement of lettering. A list of letter students should be turned in at the end of the season;
- Assure that all participants are properly supervised in all activity areas, locker rooms, transit areas between locker rooms, and on buses;
- Exemplify good behavior, appearance, and conduct when dealing with officials and other schools, and demand it of all participants;
- Make a list of players and phone numbers for contacting their parents/guardians. Along with this list, coaches will carry insurance emergency cards to all off campus activities;
- Make sure out-of-season activities conducted by out-of-season coaches do not interfere with in-season programs -- this includes meetings;
- Use of facilities for in-season sports will have propriety over the out-of-season programs.
- Coaches will be proactive to prevent any incidence or appearance of nepotism in relation to team selection or playing time. Coaches and athletic directors will be available to discuss any concerns of students or parents related to these relationships.

Coaches Role In Preventing and Responding to Injuries

In the PUSD athletic program, primary responsibility for addressing injury concerns lies with the certified athletic trainers who are employed at all PUSD high schools. In all instances related to injury prevention and care, coaches will seek guidance from, and defer to the expertise of, these nationally certified and state licensed health care professionals. Nonetheless, coaches play a very important role in the prevention of injuries and in responding appropriately when injuries occur.

Responsibility for Reasonable Care

The high school coaching staff is expected to ensure the safety of the athletes at all times. If in doubt of the athlete's capability to perform at 100%, the athlete should not participate until checked by a medical professional (certified athletic trainer or doctor). Maintain the athlete's ABC's in an emergency situation. If unsure of what should be done – do nothing but keep the athlete stable until help arrives.

First Aid and CPR Certification

Current certification in First Aid and Cardiopulmonary Resuscitation (CPR) is required of all coaches. Validation of certification must be on file with the athletic department prior to start of your season.

Injuries During Practice

In the majority of instances, the athletic trainer will not be immediately present when injuries occur. Coaches are to administer first aid in accordance with their training and assure that the athlete does nothing to aggravate the injury pending examination by a health care professional. Depending on the nature of the injury, the coach should summon an athletic trainer to the injury site, or may send the athlete to the athletic training facility.

If no athletic trainer is accessible for follow-up evaluation of the injury, the coach must make the decision whether to send the athlete home with the parents, or activate EMS services. In a situation of doubt, a coach should never hesitate to activate the EMS. Always err on the side of extreme caution in this regard.

In those instances when an athletic trainer is not readily available to examine an injured athlete, injuries must be reported by the coach to the athletic trainer at the first available opportunity. Coaches must report every injury, regardless of severity, so that the athletic trainer can make an appropriate follow-up assessment of the athlete.

After conducting their follow-up assessment, the athletic trainer will complete an evaluation form indicating disposition of the injury. Athletes will be returned to practice with a copy of the evaluation form for the coach. In those instances when the athletic trainer speaks directly to the coach regarding an athlete's condition, the conversation will be confirmed by an evaluation form. Although the original of the evaluation form will be retained by the athletic trainer in the athlete's file, the coach must also retain the copy provided for his/her records.

Special Procedures

Coaches planning on having a late practice or during a holiday must make arrangements with provide the athletic director and athletic trainer to ensure coverage.

Tournaments or special events will have medical coverage. Coaches will meet with athletic directors to provide a plan.

Athletes needing treatment, wrapping or rehabilitation prior to practice will be planned with the head coach of each sport. Any change in the information will be relayed to the coach as the condition of the athlete changes.

Away Events

- Student aides, when available, will be sent to ensure that water, ice, towels, and a first aid kit are available.
- Student aides are instructed to identify themselves to the opposing school's athletic trainer when available.
- Coaches are fully responsible for the care and safety of the athletes, student aides and managers traveling with teams.
- Coaches should have emergency cards for all athletes and managers in attendance. The student aides will have their own emergency cards in the first aid kit.

Communication Network

Open communication between the Athletic Director and athletic trainer and the coach must be clear, consistent and continuous throughout the season.

As designated by the Athletic Director and to provide the Athletic Director with all information regarding injuries, the athletic trainer is responsible to contact physicians and parents regarding any injury sustained by athletes. Copies of all correspondence with those individuals will be provided to the coach by the athletic trainer.

Following an injury or illness, the coach will be informed by the athletic trainer of the athlete's ability to participate. Do not make that decision on your own, or based upon information from the athlete or a parent; if in doubt, don't play the athlete.

All athletes seen by a physician must present the athletic trainer with a written release from the attending physician to return to participation. These release forms will be placed in the athlete's file in the athletic training room. **DO NOT KEEP ANY RELEASE FORMS!** Transmit them immediately to the athletic trainer. In addition to a release from the attending physician, athletes must be cleared for participation by the athletic trainer before resuming activity after an injury or illness.

If in doubt as to the athlete's ability to participate, the final decision will reside with the athletic director in conference with the athletic trainer – NOT the athlete or a parent.

Athletic Training Room

All athletes are responsible to get into the athletic training room early enough to ensure being on time to practice. Any athlete reporting late to practice should be handled as late unless the athletic trainer notifies you otherwise.

Obtaining Advanced Medical Services

A comprehensive medical emergency plan has been developed for every sport by the coaches, with input from the athletic trainers and the Athletic Director, to address every situation in which you might be confronted with a medical emergency. The plan is discussed with the Athletic Director and on file with the athletic trainers. Be certain that you are familiar with and prepared to implement this plan prior to every practice and event. It is particularly important that you review the plan prior to away events and prior to practices on days or at locations which are not routine for you. If you do not have this information readily available to you, or do not feel that you are sufficiently knowledgeable in the implementation of the plan, address this information with the athletic training staff.

When an emergency arises, the athlete's parents are to be contacted as soon as possible. If it is impossible to contact the parents, use the alternative emergency numbers provided on the athlete's emergency card. If not readily accessible at the injury site, the athletic trainer, athletic director and/or principal are also to be notified as quickly as possible.

Expectations of the Athletic Training Staff

The certified athletic trainers will:

- evaluate all injuries;
- contact parents or doctors regarding injuries;
- assist coach regarding conditioning;
- aid with equipment fitting;
- cover home events and practices;
- determine environmentally safe conditions (i.e., heat index readings, lightning);
- supervise student athletic trainers;
- prepare copies of emergency forms for coaches;
- and counsel athletes regarding supplements and nutrition.
- The student aides will:
- cover away event;
- aid the certified athletic trainer in the athletic training room and game situations regarding treatment, evaluation and rehabilitation;
- and prepare and sterilize water containers.

Expectations of the Coaches

The coaches will:

- maintain current CPR certification;
- ensure water is readily available at practices and games and that adequate water breaks are given to athletes;
- send athletes to or request a certified athletic trainer evaluate when an injury is noted;
- forward all correspondence regarding an athlete's injury to the athletic trainer staff to document;
- keep open lines of communication with the athletic training staff regarding practice times, game changes and athletic injury status;
- follow protocol established by the District and athletic trainers regarding heat index, lightning, and injury treatment and care;
- teach safe technique to athletes regarding participation;
- and follow emergency care plan when advanced medical care is necessary.
- Remember that you have total responsibility of any injuries in the absence of the certified athletic trainer.

Coaches Qualifications

All head coaches shall possess the following basic qualifications:

- a valid Arizona certificate from the Department of Education (as per AIA rule.);
- meet all current PUSD and AIA requirements;
- Current certification in CPR and first aid;
- leadership skills necessary to serve as a role model for assistant coaches and student athletes;
- knowledge of essential skills, techniques, rules, and safety concerns for the sport to be coached;
- knowledge of specific injury risks in the sport to be coached;
- skill in inspecting facilities and equipment for hazards and implementing necessary measures to prevent injury due to hazards;
- skill in communicating with parents and other sports professionals;
- knowledge necessary to adhere to rules set out by AIA and Peoria Unified School District;
- pass a background investigation;
- and receive Governing Board approval.

All paid assistant, junior varsity, and freshmen coaches shall possess the basic qualifications set forth:

- a valid Arizona certificate from the Department of Education or special circumstances approved by the Athletic Director/Principal;
- a current CPR certificate;
- meet all current PUSD and AIA requirements;
- knowledge of essential skills, techniques, rules and safety concerns for the sport and age group to be coached;
- knowledge of specific injury risks in the sport to be coached;
- skill in inspecting facilities and equipment for hazards and implementing necessary measures to prevent injury due to hazards;
- knowledge necessary to adhere to the rules set out by the AIA and Peoria Unified School District;
- pass a background investigation;
- receive Governing Board approval.

All volunteer coaches shall possess the basic qualifications set forth:

- be recommended by the Head Coach;
- complete all District Clearance Procedures;
- a current CPR certificate;
- knowledge necessary to adhere to the rules set out by the AIA and PUSD;
- and receive Governing Board approval.
- Note: All coaches are encouraged to attend clinics as part of their personal professional development plan. The National Federation and AIA offer training, as well.

Selection of Coaches Guidelines

- Candidates for the Varsity Head Coach Position shall be screened and interviewed by the school Athletic Director or Principal/Designee.
- Timelines for Advertisements - Vacant coaching positions shall be advertised as soon as the position officially becomes open. Jobs will be posted by the Human Resources Department.
- All coaching positions are for up to one year only. Coaching is an extra duty assignment and there is no expectation of continuing employment as a coach or any expectation of tenure.
- All coaches once selected shall meet with the school's Athletic Director to obtain school, district, and AIA rules, procedures, and expectations for review.
- The intent of the selection process will be to select the best coaches available and to promote communication and fairness to all concerned.

Coaches' Evaluation Guidelines

- Athletic Director shall meet with Head Coaches after the completion of their coaching assignment, within 30 days, to review the head coaching evaluation.
- The Evaluation Instrument will be completed by the Athletic Director and presented to the Head Coach at the post-season evaluation meeting.
- The Athletic Director and Principal are responsible for all coaching assignments each year. Following the Head Coach/Athletic Director's conference, the Athletic Director will notify generally within 30 days the assistant coach that he/she will or will not be reassigned to that coaching position.

Volunteer Coaches Section

Volunteer coach applications and the Universal Background check forms are available from the human resources department or online at www.peoriaud.k12.az.us.

All recommended volunteers must be processed through human resources for the official district clearance prior to beginning their volunteer service. The principal/athletic director may terminate a volunteer's service at anytime.

Coaches Leave Guidelines

Any coach on approved leave (i.e., maternity) may continue coaching. A coach on maternity leave will need a doctor's release submitted to their administrator before being allowed to coach in the district.

TECHNOLOGY INFORMATION

Web sites for information:

www.aiaonline.org (Arizona Interscholastic Association)

For rules, regulations and by-laws for all sports and athletic participation. Also, access to tournament guides and brackets, power ratings and all AIA programs and activities.

www.nfhs.org (National Federation of High Schools)

For all the National rules and regulations for sports and for national records and the most up-to-date information on national trends in interscholastic sports.

www.peoriaud.k12.az.us (Peoria Unified School District website)

For information relating to elementary and high school sports in the Peoria School District, as well as the Informed Consent Video, all psbnonline.com shows and links to district high school web sites.

Coaches Evaluation Form

Coach _____ School/Sport _____ Date _____

The Coach will:	Meets or Exceeds	Needs Improvement	Unsatisfactory	Comments
1) Promote safe participation and a Safe environment.				
2) Maintain emergency response plans and an immediate medical help plan.				
3) Promote Sportsmanship in all aspects of the program.				
4) Promote Academic Success for all student athletes in the program.				
5) Effectively plan and organize all aspects of the program				
6) Provide effective instruction				
7) Effectively supervise equipment				
8) Follow District Policies and Procedures				
9) Follow all District and State policies and procedures in regards to fundraising				
10) Follow all AIA Bylaws				
11) Professionalism				
12) Meets the expectations in the Coaches Athletic Handbook				

Comments _____

Signature of Coach/Date

Signature of Evaluator/Date

Assistant Coaches' Observation Form

Coach: _____ Date: _____

Position: _____ Activity: _____

The prime object of this Observation Form is to serve as a constructive means of helping coaches to improve their competencies. Where necessary, appropriate assistance or the Director of Activities deemed will provide follow-up.

= this item needs strengthening

+ = this is a strength

I. Teaching Personality

- _____ Self control and poise.
- _____ Appropriate sense of humor.
- _____ Emotional stability.
- _____ Vitality and good health.
- _____ Enthusiasm in working with students.
- _____ Appearance
- _____ Punctuality in attendance.
- _____ Voice quality.
- _____ English usage (Grammar).

II. Professional Qualities

- _____ Has harmonious relationship with other staff members.
- _____ Participates in staff meetings and discussions.
- _____ Upholds departmental and school policies, rules, and regulations.
- _____ Follows planned prescribed programs.
- _____ Cooperates with co-teachers.
- _____ Willingness to assume extra duties.
- _____ Relationship with parents.
- _____ Written reports (on time and organized).
- _____ Keeps administrative leader informed about sport activities.
- _____ Cooperates and develops good relations with other school's coaching staff.

III. Team Management

- _____ Prompt in meeting team.
- _____ Supervises locker room/group areas before and after activity.
- _____ Makes maximum time available for instruction.
- _____ Utilizes every opportunity for instruction

- _____ Demonstrates care of equipment and facilities.
- _____ Group discipline and control (bas on respect not fear of reprisal).
- _____ Utilization of student leaders as assistants (not in place of the coach)
- _____ Commands respect by example in appearance, manners, behavior, and language.

IV. Coaching Performance

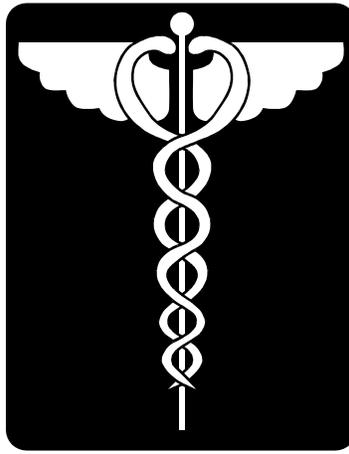
- _____ Well versed in content.
- _____ Provides for individual as well as group instruction.
- _____ Is sympathetic, fair, tolerant, and patient with students.
- _____ Is well versed in and practices safety procedures.
- _____ Shows interest in students in off-season activities and classroom efforts.

Constructive Suggestions: _____

Completed by: _____

Date: _____

Athletic Trainers' Section



This section contains the job description For Certified Athletic Trainers and guidelines for Coaches to follow in working with the Athletic Trainers.

PUSD Certified Athletic Trainers Job Description

General Statement of Responsibilities

The individual occupying this position is responsible for the following:

- prevention, treatment, evaluation and rehabilitation of injuries received in athletic practices and contests;
- referrals to appropriate medical professionals;
- development of emergency plans;
- record keeping of athletic injuries;
- and education of athletes, coaches, administrators, and parents in the above stated areas.

Performance Responsibilities:

Prevent athletic injuries by:

- identifying predisposing physical conditions which increase risk of injury/illness in athletic activity;
- supervising conditioning programs and test athletes when appropriate to ensure readiness for safe participation in activities;
- providing information on environmental conditions and ensure compliance with guidelines set for safe participation;
- inspecting athletic facilities and advising athletic director of unsafe conditions;
- constructing custom protective devices when appropriate;
- taping and wrapping athletes for participation when appropriate;
- inspecting and aiding in fitting protective devices and athletic equipment;
- gathering information through observation, questions, and specific tests to determine the appropriate action to take in the event of an injury or illness;
- using available equipment and supplies to rehabilitate and recondition athletes prior to and athletic injury/illness;
- Refer athletes and parents to appropriate medical professionals following an injury or illness.
- Develop and establish an emergency preparedness plan to ensure proper care of athletes.
- Keep adequate records regarding care given to athletes.
- Educate athletes, coaches, administration, and parents regarding the risks associated with athletic participation.
- Observe all AIA scheduled home events and away football games.
- Supervise student athletic trainers and athletes in the athletic training facility.
- Follow guidelines established by OSHA for infection control regarding blood-borne pathogens.

Recommended Qualifications:

- National Athletic Trainer Association Board of Certification (NATABOC) – State/Required Licensure.
 - Maintain current cardiopulmonary resuscitation certification.
 - Maintain necessary continuing education units to retain certification.
 - Follow Code of Professional Practice standards set by the NATABOC.
- Willingness to work on a flexible and demanding schedule.

Athletic Training Procedure Manual

Purpose/Philosophy

The High School Athletic Training program attempts to provide all athletes with the following:

- Up-to-date emergency first aid and treatment in emergency situations.
- Ensure safe practice and game environments.
- Offer the athletes with an opportunity to return to safe participation following injury by offering use of basic rehabilitation programs and equipment.

The athletic training staff is committed to the athletic programs and the athletic training profession. Care and concern for the athletes well being is of major concern to the athletic training staff.

The entire athletic training staff must maintain professionalism on and off the field, and they must comply with the procedures of the athletic training program.

Purpose of Training Room

This facility is provided to athletes who require taping, wrapping, first aid treatment or rehabilitation of injuries. A clean environment for care of injuries and treatment is attempted to be maintained. This facility is not to be used as an area for social gathering but for use by athletes needing care and treatment only.

General Medical Services Provided

The athletic training staff is capable of providing emergency first aid. This treatment includes the care of open and closed wounds, possible fractured extremities, sprains, strains and dislocations, head injuries and emergency life threatening situations.

The certified athletic trainers either on campus or off campus can monitor rehabilitation ordered by a doctor.

Athletic Trainers assist with the annual physicals processes and procedures as conducted by their schools.

A Team Physician is available to the school on a consult basis. This doctor or a representative is present at all home varsity football games and for evaluations on an as needed basis.

Chain of Command for Responsibility

The chain of command in emergency situations is as follows:

- Physician
- Certified Athletic Trainer
- School Nurse
- EMS Attendant
- Coach
- Student Athletic Trainer

Reporting an Injury

All injuries, however minor they may appear, should be reported to the certified athletic trainer or the coach as soon as possible. The purpose of this is to ensure that further injury is not sustained. If the injury persists or inhibits the athlete's ability to perform, an evaluation by a certified athletic trainer is needed. The athlete should report to the certified athletic trainer or a student trainer so the injury can be documented and evaluated at that time. The coach will be informed of the evaluation results.

Emergency Treatment

The athletic training staff has an emergency medical plan in effect should a life threatening injury be sustained. All coaches and the athletic training staff are certified in cardiopulmonary resuscitation. Basic first aid treatment is available to all athletes by a certified athletic trainer and/or staff.

Transportation to Medical Facilities

The location of Arrowhead and Banner Thunderbird Medical Center, and the availability of the Glendale and Peoria Fire Departments and Southwest Ambulance Service enable transport of an injured athlete within minutes when advanced medical care is necessary.

Reporting for Treatment

All athletes who have sustained an injury are to report to the athletic training room for treatment prior to practice and/or post practice if advised to do so by a certified athletic trainer. To ensure safe return to activity, all athletes are expected to continue treatment until instructed otherwise by a certified athletic trainer and/or doctor.

Training Room Hours

The training room is opened for treatment and practice or game preparation as soon as possible at the end of the school day. The athletic training staff will cover the majority of practices. A certified athletic trainer and staff will cover all home events. Special arrangements for athletes can possibly be arranged with a certified athletic trainer.

Standards of Care

All athletes are given equal care by the athletic training staff. The athletes' healthy participation is of the utmost concern to the athletic training staff.

The Certified Athletic Trainers maintain certification through the National Athletic Trainers Association (NATA) and abide by all continuing education requirements and state licensure regulations. Maintain current Arizona State Licensure.

General Training Room Procedures

- All athletes are treated on a first come manner except in emergency situations.
- Athletes are required to sign in on the Daily Treatment Log upon entering for treatment or evaluation of an injury. This is done to document treatment plans and compliance to training programs established for the athletes.
- A certified athletic trainer conducts all evaluations of injuries.
- Parents will be contacted if further medical attention is deemed necessary by the certified athletic trainer.
- All athletes ordered by a physician to discontinue activity will NOT be allowed to return to participation until the attending physician presents a written release to the certified athletic trainer. The athlete will also be expected to perform the skills necessary for his/her sport in a safe manner prior to full return to activity.

Athletes who require medication at practice should have their prescription checked with the certified athletic trainer. Asthmatic athletes may want to have a spare inhaler stored in the athletic training room for precaution.

All reusable medical supplies checked out to an athlete must be checked back into the athletic training room by the end of the athlete's season. If these items are not returned, a hold will be placed on the athlete's grades until the item is returned or compensation is made.

Certified Athletic Trainer Qualifications

Certified by the National Athletic Trainers Association Board of Certification. Maintenance of appropriate continuing education credits is required to keep certification valid. Maintain current Arizona State Licensure.

Membership in the Arizona Athletic Trainer Association, Rocky Mountain Athletic Trainer Association, and the National Athletic Trainers Association is maintained by the high school certified athletic trainers.

Student Aide Information

Student Aide Expectations

Student aides in the athletic training program are selected through an interview and evaluation process. New student aides are selected on an as needed basis. This is a volunteer program. Selection and removal from the program is at the sole discretion of the certified athletic trainers. Periodic program evaluations are done with the certified athletic trainers.

Care of Athletes

Your purpose in the athletic training room is to aid and assist the certified athletic trainer in caring for and treating the athletes. You are not to fraternize with the athletes while fulfilling the role of student trainer. You are expected to help ensure the health and safety of all athletes. All athletes get equal treatment. Athletes are treated on a first-come, first-serve basis except in emergency situations.

Perform only those duties that you have been cleared by a certified athletic trainer to perform. All evaluations are to be done by a certified athletic trainer.

Training Room Duties

There is a duty sheet of the daily and weekly duties that are to be performed. The entire athletic training staff should work together to perform daily chores. If you are assigned to the athletic training room, you will be responsible for the weekly chores and treatment of any athletes reporting to the athletic training room during practices/games.

- Practice Duties include the following
- water, towels, kit and ice at the practice site when necessary
- tape and prepare athletes for practice
- note any injuries and aid injured athletes to the athletic training room for
- evaluation
- clean water containers following practice.

Game Duties include the following:

- Home Games
 - Set up kit, water, towels and ice;
 - Special set up is required for football;
 - Clean water containers and replace all equipment.
- Away Games
 - Ensure water, ice, towels, kit and emergency card for yourself;
 - Coaches will have emergency cards for the team members and managers. You will take your emergency card in the kit;
 - Introduce yourself to the visiting certified athletic trainer or coach;
 - Locate the phone to be used in an emergency situation;
 - Note any injuries that occurred in the game;
 - Enter the injuries on the log upon your return to school;

- clean the water containers and put away supplies upon return.
- Emergency Procedures - Student trainers' role in an emergency situation is to do the following when advised:
 - Aid the certified athletic trainer and coaches in treating athletes
 - Make emergency call
 - Gate assignment
 - Note time and treatment of athlete's injury

Athletes Responsibility

- All injuries are to be reported to the coach or certified athletic trainer immediately.
- Report well in advance of practice or game to be taped or get treatment in order to ensure being on time for event.
- If seen by doctor, a written release to return to participation must be presented to the certified athletic trainer.
- Comply with directions received by the certified athletic trainer regarding your health.

Coaches Pay Guidelines

Guidelines for Coaches Pay

- See the district coaches' salary scale for all specific information.
- All payments must go through payroll as an amount shared with coaches.
- No outstanding proceeds or sources may pay coaches or provide coaches with any personal funding.