

High School Extra-Curricular Activity Handbook 2011-2012



Successful Students; Premier Schools; Educational Excellence

Coolidge High School

San Tan Foothills High School

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

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Dr. Cecilia E. Johnson

Assistant Superintendent

Patricia Jimenez

Coolidge Unified School District (CUSD) Athletic Director*

A position shared by:

Mr. Vance Danzy, Assistant Principal, Coolidge High School, in Coolidge, AZ, and
Mr. Robert Edwards, Assistant Principal, San Tan Foothills High School, in San Tan Valley,
AZ



PLEASE NOTE: This handbook reflects the present School Board policies. These policies are subject to review and change from time to time, and students and parents should be aware of the changes. The Coolidge Unified School District administration will make every effort to notify students and parents of any changes that may occur.

*Due to Budget constraints for the 2011-2012 school year, the duties of the District Athletic Director will be shared by the assistant principal of San Tan Foothills High School for the San Tan Valley schools, and the assistant principal of Coolidge High School for the Coolidge schools.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

District Administration

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Coolidge, AZ 85128

Office Hours 7:30 AM – 5:00 PM

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**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

**Table of Contents
Section I**

Purpose	6
AIA Coach's Code of Ethics	6
Philosophy and Objectives	7-8
Student Athletic Code	9-11
Appropriate Concerns to Discuss with Coaches	12
Issues Not Appropriate to Discuss with Coaches	12
Complaint Procedures	12-13
Expectations of Participants	13-14
Expectations of Coaches/Sponsors	14-16
Pre-Season Coaches Expectations	16
Post-Season Coaches Expectations	17
Expectations of the Athletic Director	17-18
Expectations of the Principal	18-19
Expectations of the School Board	19
Objectives for the School and Student Body	19
Objectives to the Community	19
Cutting Guidelines	19-20
Opposite Gender Coaching Policy	20
Athletic Awards	21
Authority to Receive Awards	21
Letters and Certificates	21
Criteria for Earning a Varsity Letter	22
Volleyball	
Football	
Cross-Country	
Girls Basketball	
Boys Basketball	
Boys & Girls Soccer	
Wrestling	
Swimming	
Baseball	
Golf	
Tennis	
Track	
Softball	
Senior Athlete (Female & Male)	25
Practice & Training Procedures	25-26
Eligibility	26
Equipment and Supplies	27
Financial Procedures	29
Game Entertainment	30

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Table of Contents Continued:

Injuries	30
Procedures	30-31
Reports	31-32
Insurance	32
Lockers and Locker Room	32
Meals and Lodging	32-33
Officials	33
Schedules	33-34
Transportation	34
Eligibility Rules for Interscholastic Sports	34-35
Athletic Participation Fee Schedule, Athletic Event Admission Prices	36
High School Athletic Handbook Receipt	37
Athletic Fees	38

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Purpose

This handbook is printed to serve as a guideline to familiarize athletes, parents, and coaches with the philosophy and objectives of the Inter-Scholastic Education Program. Extracurricular activities in school are an integral part of the total educational program. They provide the individual participant with experiences, which may broaden perspectives that regular classroom instruction may not adequately address. Please understand it is a privilege to take part in extra-curricular activities.

It is the responsibility of school personnel to provide experiences in a wholesome and caring way to as many young people as resources and interests can reach.

AIA Coach's Code of Ethics

Approved by the AIA Legislative Council, April 25, 1991

Schools have entrusted coaches to provide the educational development of their youth through athletic and/or non-athletic activities. In recognition of these expectations, it shall be the responsibility of a coach to follow the directions provided in the following Coach's Code of Ethics. Violations of the first two items of the Code may result in a sanction to the offending school.

A COACH/SPONSOR SHALL:

1. Abide by the National Federation and AIA rules in both spirit and letter.
2. Not make statements to the news media critical of any game official, the AIA or another school's team, players, coaches or administrators. (Legislative Council, 3/97)

A COACH/SPONSOR SHALL:

1. Cooperate with others in the field of education.
2. Exemplify behavior that is a credit to the teaching profession.
3. Exercise patience, tolerance, and diplomacy in relations with all players and co-workers, contest officials, and spectators.
4. Adhere to high ideals of sportsmanship: quality of cooperation, courage, unselfishness and self control; desires for clean, healthy living; and respect for wise discipline and authority.
5. Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.
6. Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players on and off the field of play.

It must be understood by all concerned – players, coaches, parents, and administrators – that not enough rules can be written to cover all possible situations that may occur. It should be understood that these rules represent the minimum standards. More severe penalties may be imposed at the discretion of the Coach, Athletic Director, School or District Administrator, or Governing Board.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

Philosophy and Objectives

The competitive athletic program for students in the Coolidge Unified School District begins in the seventh grade and continues through the twelfth grade. The 9-12 grade students are governed by the rules and regulations of the Arizona Interscholastic Association (AIA). The Coolidge Unified School District is committed to the inclusion of equitable interscholastic opportunities for both girls and boys.

The high school athletic program aims to assure the athletic activities are an integral part of the total educational program. The objectives of these programs are:

1. To cultivate ideals of cooperation, friendship, leadership, responsibility, and good sportsmanship among our team members and members of opposing teams and officials.
2. To assure that these programs and activities remain an integral part of the knowledge, skills, attitudes, and proper emotional patterns of high school students and that such activities be supervised to promote the health and social well-being of our athletes.
3. To improve and develop competitive programs to the highest possible standards of excellence.

Through the interscholastic program, a boy or girl has the opportunity to attain cultural, emotional, moral, vocational, intellectual, physical and social values and fulfillment.

Athletics provide many opportunities to meet the needs of high school youth by providing an outlet for group and individual energy, developing leaders, establishing social contacts, and developing a feeling of security through knowledge of personal worth and pride in the group to which they belong. Much must be done to assist high school youth to participate in worthwhile endeavors during this crucial stage in their development. It is the coaching staff who exerts a substantial influence on our youth by providing this assistance.

In view of these values and opportunities, it is concluded that interscholastic athletics make a significant contribution to the American culture.

The following are significant aspects of our program:

1. Interscholastic athletics is a completely voluntary program. Participation is not required for graduation or athletic credits essential for college entrance.
2. Selection of participants will not be based upon athletic performance alone, but also upon attitude, conduct, cooperation, academic success and an earnest and sincere desire to represent the student body in a manner which complements and builds respect and pride for the school and community.
3. Our students are afforded the opportunity of participating in a well organized program for which the school provides instruction, equipment, and facilities.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

4. As many students as possible will have an opportunity to participate in the interscholastic program. We strive to engage in numerous activities at the varsity, junior varsity, and freshman level.
5. Interscholastic athletics shall be conducted primarily for the students and not for the benefit of the sponsoring institutions.
6. A primary administrative and educational goal in interscholastic athletics must be the academic success, health, safety, and welfare of the student athlete.
7. Athletics provide opportunities to teach new skills and develop existing ones to further enhance the skill level of the student athlete.
8. Athletics provide opportunities for the formation of lasting friendships both with the teammates and members of opposing teams.
9. Interscholastic athletics stress the values of integrity, fairness, and discipline.
10. Good sportsmanship is good citizenship, and athletics must provide opportunities for their exemplification and observation.

In an attempt to coordinate, maintain, and enhance high school athletics programs, the following guidelines shall be applicable:

1. The Head Coach shall provide input to all coaches within his/her program in regard to:
 - a. the teaching of skills and fundamentals;
 - b. the organization of practice sessions;
 - c. the variety of offenses and defenses; and,
 - d. any other help solicited by a coach or administrator at the level of coaching.
2. All Coaches for grades nine through twelve shall be responsible to the high school Athletic Director and School Principal in regard to the implementation of or any conflicts that arise in regard to item number one above.
3. The Athletic Director and School Administration shall be responsible for the scheduling and conducting of all high school athletic contests.
4. The Athletic Director shall be responsible for all athletic sites under jurisdiction of the high schools.
5. The hiring of any Coach must be recommended by the high school Principal. The Athletic Director may take part in the hiring process. Final approval shall be made by the Governing Board, upon a positive recommendation of the Superintendent.
6. A school or district administrator is expected to be available at all home athletic contests.
7. Coaches are expected to be at all practice sessions and games unless excused by the School Principal.
8. Only Board approved Coaches are expected to do the coaching at practice and at games. In the event of an emergency the Athletic Director can serve as the coach. Non-authorized district persons are not to be in the coaching area during scheduled contests.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook



Student Athletic Code

1. Practice

- A. A student with an unexcused absence from school, any part of the day, will not be allowed to participate in an athletic contest that day. Determination of an excused absence will be made by the school administration.
- B. Students who will miss more than one-half (1/2) day of school because of illness will not be allowed to participate in an athletic contest that day.
- C. Students who miss less than one-half (1/2) day of school because of illness may be allowed to participate in an athletic contest that day, if they have clearance from the school administration.

2. Participation

- A. A student that quits a sport or is suspended from a team before the season is finished may not go out for another sport until the season of the sport he/she quit or was suspended from has concluded. The end of the season is defined as the last day of competition for that sport in which the District participates.
- B. Students who are withdrawn by their parents for scholastic or other suitable reasons will be considered as having quit. Students who withdraw from any team/student activity with the mutual agreement of the student and the coach or sponsor will not be considered as having quit. It is the obligation of the parent to write a letter to the Coach, Sponsor or school administration stating the reason(s) for withdrawing the participant. If a letter is not received, the participant will be considered as having quit, and will be governed as in Rule 2-A above.
- C. A first time participant in a sport will be allowed ten (10) practice days to make a decision of whether or not to continue in the sport. After ten (10) practice days, he/she will be governed by Rules 2-A and 2-B above.
- D. Participants who quit two (2) sports in one (1) school year will not be allowed to participate in an additional sport for a period of one calendar year from the time that he/she quit the second sport.

3. Transportation

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

- A. On trips out of town, an athlete is expected to travel with the team to and from the event. Unusual circumstances will be governed in accordance with the School Board Policy regarding bus rules.
- B. Any student traveling to an away athletic contest as a member of a team must go in the vehicle provided by the school district and return in the district vehicle. The only exception is if a parent or legal guardian obtains prior approval from the Athletic Director's office or School Principal, completes the proper form, and does not violate a program rule duly implemented by the Head Coach. The student may then return home ONLY with the student's parent, legal guardian or adult designated on the form.

4. Scholastic Eligibility

- A. All athletes must be enrolled in a minimum of five courses the first six semesters of high school at a minimum as determined by the District during the 7th and 8th semesters, and maintain a grade point average of at least 2.0 (for purposes of eligibility, grades will be cumulative in nature and reflective of a final grade at that point in time) with no failing grade. Any student failing to meet this standard will be ineligible to participate in games for one week after which he/she may be reinstated if his/her grades have met the above requirements. With regard to quarter/semester grades, the student must be passing in all subjects with an overall GPA of at least 2.0. Any student failing to meet this standard will be ineligible for participation in a sport through the first three weeks of the following quarter/semester.
- B. Weekly eligibility will be checked from Monday to Monday. The report from PowerSchool will determine the athlete's next week's eligibility.
- C. Based on grades received for individual athletes, the site administrator will determine eligibility for the coming week. The report from PowerSchool will be forwarded to the coaches for each sport that are in season. Ineligible students will be allowed to practice, but not participate in events for that week. Copies of all documents will be maintained by the site administrator on a weekly basis. If a student becomes ineligible three consecutive weeks he/she may be dismissed from the team for the remainder of the season.

5. Behavioral Eligibility

Student athletes are expected to demonstrate personal character and compliance with the CUSD Student Code of Conduct. Violations of school district rules will result in consequences and possible restriction and/or revocation of athletic privileges.

- A. Any student participating in athletics who is determined by the school administration and/or coaching staff to have used and/or been in possession of illegal drugs and/or alcohol may lose his/her privilege to participate in athletics for a period of not less than sixty school days on the first offense and not less than one calendar year on the second offense.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

- B. Any student participating in athletics who is determined by the school administration and/or coaching staff to have used and/or been in possession of tobacco products will be regulated by the following:
 - 1. For the first offense, the Head Coach will decide on the punishment; and
 - 2. For the second offense, the athlete will be dismissed from the squad/team for the remainder of the season.
- C. If during the season an athlete is determined by the school administration and/or coaching staff to have stolen or vandalized school, private, or community property, he/she may be suspended from athletic participation. The determination of the severity will be made by a committee consisting of the Principal (or his designee), the Athletic Director, and the Coach or Sponsor. Sportsmanship requirements include:
 - 1. AIA SPORTSMANSHIP RULE - If an AIA Contest Official determines that a player has acted in an unsportsmanlike manner during either a period of game play or intermission, the player may be ordered to leave the contest.
 - 2. PENALTIES FOR EJECTION – A player ejected from a contest for any reason will be subjected to the following without appeal:
 - a. FIRST VIOLATION – Ineligible for the next regularly scheduled contest.
 - b. SECOND VIOLATION – Ineligible for the next two (2) regularly scheduled contests.
 - c. THIRD VIOLATION - Similar infractions during the same season will result in the athlete’s dismissal from the squad/team for the remainder of the season.
- D. Student athletes are to adhere to high ideals of sportsmanship and personal character. This includes the quality of cooperation, positive attitude, courage, unselfishness, self-control, desire for clean/healthy living, and respect for discipline and authority.
- E. Prior to imposing penalties, the athlete may be suspended from athletic activities, pending the investigation by school administration. District discipline procedures will also apply to investigations and consequences for infractions.

6. Appearance

Hair is to be worn in a modern style and out of the eyes. A neat mustache and sideburns will be allowed, dependent upon the coach’s discretion. All district high school athletes shall abide by this code during the season in which they are participating in a sport.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Appropriate Concerns for Parents/Guardians to Discuss with Coaches

Parents should regularly discuss concerns regarding their athletes with coaches, especially:

1. The coach's expectations for your son/daughter during practice and games.
2. Ways to help your child improve in skills, character and sportsmanship.
3. Concerns about your child's health or safety.
4. Academic support and college opportunities for your athlete, preparation for college and adulthood.

It can be very difficult to accept your student is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach (at an appropriate times and place). Other things must be left to the discretion of the coach. Please feel free to contact your athlete's coach to schedule discussion times.

Issues Not Appropriate to Discuss with Coaches

It is inappropriate to discuss the following topics with coaches:

1. Team Strategy
2. Play calling
3. Other student athletes

Complaint Procedures

A **complaint** is considered as dissatisfaction with a coach's decisions and/or actions during the season.

Grievances are considered as a formal complaint made for actions taken against an athlete.

If a student or parent wishes to file a **complaint** the following progression should occur:

1. Athlete talks with Coach
2. Athlete talks with Head Coach
3. Parent talks with Head Coach
4. Parent talks with Athletic Director
5. Parent talks with Principal
6. Parent talks with Superintendent

If a student or parent wishes to file a grievance for punishment given for an athletic code violation the following steps will be followed:

Step 1. The student may file a written grievance to the Athletic Director within three school days after the decision is made. Within three school days after the receipt of the written complaint, the Athletic Director shall meet with the student,

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

his/her parent/guardian and Coach and make an effort to resolve the grievance. In the event the Athletic Director is not available the grievance should be given to the school administrator.

Step 2. If the student is not satisfied with the disposition at Step 1, he/she may file a written grievance to the School Principal within three school days after the decision is rendered at Step 1. The Principal will meet with the Athletic Director, Coach, student and parent/ guardian. The Principal shall state his/her decision in writing within five days of said meeting.

Step 3. If the student is not satisfied with the disposition at Step 2, he/she may file a written grievance to the Superintendent within three school days after the decision is rendered at Step 2. The Superintendent will meet with the Athletic Director, Principal, student and parent/ guardian. The Superintendent shall state his/her decision in writing within ten days of said meeting.

Expectations of Participants

It is the responsibility of the participants to:

1. Respect the rules of the school, its teachers, coaches, fellow students and administrators.
2. Respect and follow all school rules.
3. Follow all training rules, CUSD eligibility regulations, and AIA rules for eligibility. The student athlete is responsible for maintaining his/her own eligibility.
4. Strive to perform to your best ability in the classroom and understand the importance of an education.
5. Support all school activities to the best of his/her ability.
6. Be part of the “team” and perform for the betterment of the team.
7. Exemplify good behavior, appearance, and conduct at all times. Respect others and their property. Theft and destruction of any school's or individual's equipment or property will not be tolerated.
8. Dress neatly on all trips and remain together with the group. Athletes must ride the team bus to and from the site of the game unless prior arrangements have been made, and all appropriate forms have been signed.
9. Abide by and respect game officials' decisions.
10. Follow all CUSD transportation guidelines. Seat belts are to be worn when traveling in a CUSD van/car.
11. Condition properly so you can safely and adequately meet the physical demands of the sport.
12. Prior to participating in any practices or games, or before receiving any equipment or awards, each participant must turn in an “eligibility clearance slip” to his/her coach/sponsor.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

13. Avoid substance abuse in any form while participating in high school activities as it may result in forfeiting a student's eligibility.
14. Turn in all athletic equipment issued to the Coach/Sponsor immediately after completion of any sport or after dropping out of that sport. Participants shall pay for all items not turned in and for items severely damaged by the student.
- 15. ABIDE BY THE AIA CODE OF CONDUCT (PURSUING VICTORY WITH HONOR).**

Expectations of Coaches/ Sponsors

It is the Coaches/Sponsors responsibility to:

1. Provide for the safety and welfare of all participants.
2. Be an integral part of the school system and its educational program.
3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
4. Encourage and stress to each student the importance of academic achievement.
5. Confer with teachers and school administrators regarding the behavior, attendance and performance of all participants in athletic activities.
6. Be knowledgeable of, and enforce School, District, Region, Division eligibility rules, regulations, procedures, policies and ensure that participants have an understanding of these policies and regulations.
7. Make every effort to support and communicate with all school administrators and the Athletic Director.
8. Provide written training rules, expectations, and lettering policies to all participants. Enforce these fairly among all participants.
9. Ensure that all participants have an "eligibility clearance slip" prior to participating in any practices or games, or before receiving any equipment or awards.
10. Make participants aware of the inherent danger of participating in activities.
11. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
12. Develop athletes to their highest degree of skill possible.
13. Supervise participants in practice areas, locker rooms, buses, and at all times on away and home activities. Students must be supervised at all times. The coach should remain with all student athletes until they are picked up by the school bus or parents.
14. Exemplify good behavior, appearance and conduct when dealing with officials and other schools, and demand it of all participants.
15. Ensure that all participants are appropriately dressed on all trips, remain together as a group and enforce District transportation guidelines.
16. Work cooperatively with parents, officials and media to promote a positive image of CUSD activities.
17. Know and follow the rules and regulations governing sports equipment (i.e. certification, reconditioning, keeping and maintaining an inventory of uniforms, equipment, etc.)

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

18. Provide for the care and maintenance of all equipment and provide an accurate, detailed inventory and season summary at the end of the season to the Athletic Director.
19. Submit accurate and timely budget information to the Athletic Director, when requested.
20. Work with the transportation department by ensuring that a school car, van or bus is cleaned of any debris before it is returned.
21. Ensure that all travel money is accounted for by returning a combination of itemized receipts and/or monies, to equal the amount given by the Athletic Director. Follow all student activity fund procedures.
22. Provide assistance in seeking qualified assistant coaches.
24. Attend District Athletic meetings, clinics and equipment shows.
25. Head Coaches must complete a "Coaching Assessment Pre-Conference" form prior to their first scheduled event and schedule a post-season form within 30 days after their last event with the School Principal.
26. Head Coaches must evaluate all Assistant Coaches.
27. Actively support the total school activities program.
28. Be responsible to the school administration in the overall operation of their program. Head Coaches are responsible for their entire program.
29. Notify the Principal's office when release time is needed for students and/or staff scheduled two weeks prior to the activity.
30. Return and inventory all uniforms and equipment within one week after the last event of the season.
31. Coordinate all out of town trips with the Athletic Director two weeks prior to the contest date. It is best to turn in all requests for funds and transportation before the season starts.
32. Assist activities students in their pursuit of athletic or fine arts scholarships for their future education.
33. Help maintain the program through on-site recruiting of participants and fundraising events.
34. The Head Coach will immediately notify the Athletic Director and site administrator regarding any ejections of students or coaches from contests.
35. Be responsible for additional duties as defined by School Administrators or Athletic Director.
36. Violation of the rules could lead to disciplinary action and possible dismissal from coaching assignment.
37. Have emergency information, insurance coverage or insurance waiver with them at all games and practices.
39. Maintain an Activity Log of scheduled practices and events. The log will contain any actions taken for injuries or significant events that occurred during scheduled practices and events. This log must be emailed to the Athletic Director by the end of each month of the season.
40. Submit, at the end of the season, accurate statistics and logs of all scheduled activities and events to the District Athletic Director. Records will be stored in the Athletic Director's Office.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

41. At the end of each event the Coach will call in scores and relevant statistical information to the local newspaper. In the event that pictures are published in the newspaper, a release form for each athlete will first be obtained. The scores of all home games need to be turned in to the Athletic Director **WITHIN 24 HOURS OF THE EVENT.**
42. Ensure that weekly information is received from the Athletic Director and reviewed each week.

Pre-Season Coaches' Expectations
(Preparation prior to first practice)

A meeting should be held each season for all students trying out for a sport. At this time, the Head Coach should explain what is expected of the individual who plans to participate.

The Coach must:

1. Distribute a copy of the Athletic Handbook to everyone. The receipt must be signed by the player AND parent/guardian and returned to the Athletic Director's office.
2. Inform each player of insurance fee requirement to be paid at the Athletic Director's office. Note: An athlete covered under a family insurance policy can obtain and sign a form from the athletic director's office, naming the insurance company and policy number to waive this insurance fee. Parents must provide this signed form prior to first practice.
3. Notify all athletes that a copy of their birth certificate must be on file prior to their participation in the sports program.
4. Distribute a parent's consent form which must be signed and returned to the Athletic Director's office.
5. Distribute a physical examination form to each athlete, and notify them that a successful exam must be completed and the form returned prior to their first practice.

Extra copies of the above forms are available from the District Athletic Director's office as well as the school's front office but it is the responsibility of each Coach to see that these requirements are met by each candidate for a Varsity, J.V., or Freshman team each year. Distribute to each student and parent and receive a signed receipt for a copy of the Annual Athletic Handbook.

6. As soon as possible after the complete roster of the team is established, submit an alphabetized list of all your participants (include student managers) to the Athletic Director. Changes to this roster must be provided to the Athletic Director immediately.

In conclusion, these steps are absolutely vital to the pre-season organization of each athletic team and each coach is required to comply fully with these regulations.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Post-Season Coaches' Expectations

At the conclusion of the season each Coach must:

1. Submit an alphabetized list of all participants (including student managers) who completed the season to the Athletic Director's office. It is preferable that this list be in the director's office as early as possible in order to prepare the athletes' awards.
2. Take an inventory of his or her equipment and supplies in order to account for all items and provide the Athletic Director and site administrators with the names of all athletes who have lost equipment.
3. Submit brief summary report of the season by the Head Coach to the Athletic Director.
4. The Head Coach should begin work on the equipment-supply budget request, with the aid of his or her assistants, as early as possible, so that the Principal and Athletic Director can prepare and submit budget requests,
5. Be involved with preparing students for post secondary education for athlete/nonathlete in a collaborative effort with the school counselors. Coaches/Sponsors are expected to advocate for their athletes/nonathletes for scholarships and athletic awards using their citizenship, transcripts and abilities. Information on college academic requirements and the national clearinghouse is available from the Athletic Director's office. Collegiate recruiters generally contact Head Coaches. Students who desire to play collegiate sports should be assisted fully in their goals through counseling and working with other staff to help students achieve academically and socially.

Expectations of the Athletic Director

The Athletic Director reports directly to the Assistant Superintendent on all matters involving the interscholastic athletic program. He/She shall administer and supervise this program and inform the Principals of all matters pertaining to the program. The Athletic Director must:

1. Attend pertinent meetings.
2. Prepare an athletic budget for the total program each year, making interim adjustments as needed.
3. Submit requisitions for equipment and supplies in consultation with the coaching staff.
4. Maintain a complete file of receipts and expenditures including ticket information for revenue sports.
5. Aid Coaches in compiling an inventory of all equipment and supplies at the conclusion of each session.
6. Schedule and preside at athletic staff meetings prior to the end of each season. Additional individual and group meetings will be scheduled by the Athletic Director.
7. Arrange schedules for all athletic contests.
8. Contract for officials and have their checks and facilities ready prior to events.
9. Maintain seasonal records, lists of participants and accomplishments, coaching assignments, and division/conference rules and regulations.
10. Compile eligibility lists for all sports and notify the AIA office in accordance with their complete regulations.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

11. Counsel the Coaches in the care and maintenance of equipment and the need for proper issue and receipt of equipment.
12. Notify local media of scheduled events in order to properly publicize and promote the program.
13. Attend athletic events as the representative of the district whenever possible.
14. Arrange for medical examinations, proper insurance coverage and parents consent for each athlete to participate as required by the district policy.
15. Assist the Principal in recommending qualified Coaches to fill vacancies.
16. Provide for “game management” necessities: ticket sellers and takers, security, ambulance availability, facilities for players and spectators, equipment and supplies for staging the event.
17. Stimulate cooperation among the coaching staff, faculty, school administration and the community to enable everyone to understand the athletic objectives and their relationship to the total educational program.
18. Know the AIA regulations and work with the Coaches toward their understanding and compliance of these rules.
19. Work with the grounds, maintenance, transportation and custodial departments to assure all areas and physical needs are functioning and prepared for events.
20. Notify each opponent of the location of facilities, athletic policies and general information.
21. Investigate any protests or violations and report same to the Principal.
22. Revise the athletic handbook through necessary channels as needed and keep all Coaches informed through written and verbal communications.
23. Properly maintain records regarding student participation in athletic activities including; transportation release forms, physicals, athletic code of conduct, insurance forms/waivers, and statistical books. All records will be maintained in accordance with The Family Educational Rights Privacy Act (FERPA).

Expectations of the Principal

The School Principal:

1. Shall have complete responsibility for the athletic program of his/her school.
2. Shall review all schedules and requisitions for athletic supplies and equipment prior to being referred to the approved authorities.
3. May delegate to the Athletic Director or other representatives, the arranging and assembling of information necessary to develop the athletic program.
4. Shall ensure that all athletic programs are fully compliant of regulations of the AIA or any other conference with which the school may be affiliated are followed to the letter. It shall be his/her responsibility to notify the AIA when there are any infractions in regulations. Ensure that grades are entered and properly maintained in PowerSchool in order for eligibility reports to be generated each week.
5. Shall ensure that the Athletic Director properly maintains and stores records of all athletic activities.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Expectations of the School Board

The Board shall set policy regarding the conduct of the athletic program within the Coolidge Unified School District and will make all such decisions as are required by state law.

Objectives for the School and Student Body

1. Proper student interest should be created through good sportsmanship.
2. Visiting schools should be treated as guests in a prevailing atmosphere of friendly competition.
3. A broad program will include numerous activities which are of interests to most of the students.
4. The athletic program occupies a position in the curriculum comparable to other activities.

Objectives to the Community

1. In viewing the success of the program, the values learned, skills acquired, sportsmanship and citizenship are stressed above the seasonal statistics.
2. Members of the community should realize that the sports program exists for the benefit of student competition as a part of the total school program.
3. The control of the interscholastic program is the responsibility of the school authorities.

Cutting Guidelines

CUSD will make all efforts to eliminate cutting a student-athlete from an athletic team. However, should cutting be necessary the following guidelines will be followed. Cutting may occur:

1. If the safety or welfare of a student-athlete is in jeopardy.
2. If the number of players on a team becomes too great to assure quality playing time.
3. If the student is not demonstrating academic success in the classrooms.
4. If the student is not demonstrating appropriate social and citizenship behavior in and around the campus.

Properly implemented cutting decisions will be made by the Head Coach under the supervision of the site administrator. Once teams are selected, Coaches/Sponsors will ensure all players have an opportunity for quality playing time during the season. The Coach/Sponsor should exhibit fairness in his/her decision making process, avoiding all acts of discrimination. This cutting process shall be monitored by the District Athletic Director and School Principal.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

Opposite Gender Coaching Policy

From time to time coaches are asked to coach teams whose athletes are of the opposite gender. In such instances, the following policies will prevail:

1. **Care of Injuries** – Normal first aid advice should be observed. The victim of a serious accident should be protected until qualified medical assistance is obtained. There is no need to remove clothing to examine injuries unless the victim’s life is in some way endangered by the clothing.
2. **Locker and Shower Room Supervision**
 - a. An “opposite gender coach” is not to enter the team’s locker room unless it seems that a team member’s life or welfare would otherwise be endangered, or Coaches will send the same gender student/volunteer to check if the facility is clear of all athletes. Coaches will then record findings and actions in their log.
 - b. Under extreme emergencies which involve life and welfare of a team member, the Coach is authorized to enter an opposite gender locker area or shower area. In doing so, they should be accompanied, preferably by another adult.
 - c. Throughout the duration of a practice or a practice game, team members should know where the Coach is. Normally, the Coach will be either at the site of the game or practice; or following the game or practice, he/she will be at a designated location near the locker area.
 - d. Following a game or practice, the coach should be the last person to leave the area. The last team members to leave the locker area should, (1) leave in a group of at least two and preferably three people, and (2) inform the Coach that the locker room is vacated. If authorized by the school administration, the Coach may then check the locker room to assure that it is vacant before leaving. Again, the team should understand that the last person to leave the locker room is not to do so alone.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Athletic Awards



Requirements for earning a letter have been established. Athletes should be informed of these requirements prior to the season. This will add more meaning and significance to earning a letter. Special athletic awards may be given to those members who compete on teams that win their division and/or state championship. The type of awards given shall be determined by the Coach, Athletic Director, Principal, Superintendent, and Governing Board. Coaches are to monitor and immediately notify athletes of eligibility to participate in AIA tournaments and special teams. Coaches will be responsible for working with parents for transportation and registration for student participation.

Authority to Receive Awards

The Coach shall recommend the members of his/her team who meet the requirements for a letter. These recommendations are to be approved by the Athletic Director. If any problems arise due to extenuating circumstances, a committee composed of the Principal, Athletic Director, and Coach involved shall make the final decision.

Letters and Certificates

- Freshman----- Certificate
- Junior Varsity----- School Mascot, unless lettered in Varsity
Sport first
- Varsity----- School Letters

Once an athlete receives a Varsity letter; he/she cannot receive another Letter in any sport that year or any other – 1 Letter only. If he/she letters again, either that year in another sport or the following school years, he/she receives a Certificate or pin.

If an athlete letters in a Varsity sport first, he/she does not regress and get a School Mascot. He/she will get a certificate. A J.V. athlete gets a School Mascot and can get a letter, if and when, they letter in a Varsity sport.

The manager of a Varsity sport will get a Varsity letter with “Mgr” on it. The manager of a J.V. sport will get a School Mascot. The Manger of a Freshman sport will get a certificate.

- Junior Varsity Cheer----- School Mascot
- Varsity Cheer----- School Letter(s)/Megaphone
- Mat Maids----- School Letter(s)
- Bear Mascot----- School Letter(s)/Megaphone

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

Criteria for Earning a Varsity Letter in the Following Sports

Letter winners are expected to be positive contributors to the program, demonstrate a “coachable attitude,” and adhere to the athletic code. Athletes who miss practice (unexcused), stay academically ineligible (3-4 weeks), or who are not contributing in a positive way may be dismissed from a team and be ineligible for a varsity letter. Upon recommendation of the Coach and District Athletic Director, awards may be made to individuals not reaching the specified qualifications, if they feel the situation warrants special considerations.



Volleyball

1. Follows rules directly by the Athletic Code.
2. Must be academically eligible for 90% of the season.
3. Must be at all practices unless excused ahead of time, illness and emergencies excused upon return to school.
4. Plays in at least one third of the games at the varsity level, and is in attendance supporting the team at all games.



Football

1. The athlete begins and finishes the football season.
2. The athlete attends all practices – unless excused.
3. The athlete demonstrates being a “team player.”
4. Although the individual may not participate in all football games, they participate in practices and contribute to the team.



Cross-Country

1. The athlete begins and finishes the cross country season.
2. If qualified for state, must run in the state meet unless injured.
3. Participate in all meets unless excused.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

4. Bonus points may be awarded for athletes showing exceptional efforts (Academically, socially and athletically).



Basketball

1. An athlete must make the original Varsity squad or be brought up during the season and must play in at least eight games.
2. Any senior who finishes a full basketball season will letter.
3. Must attend all practices unless excused.



Soccer

1. An athlete must make the original Varsity squad or be brought up during the season and must play in at least one half the games.
2. Any senior who finishes the full season will letter.
3. Must attend all practices unless excused.



Wrestling

1. Must have wrestled twelve varsity matches.
2. Must attend all practices unless excused.
3. Any senior who finishes the full season will letter



Swimming

1. Must swim in at least half of the meets.
2. Must attend all practices unless excused.
3. Any senior who finishes the full season will letter.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**



Baseball

1. Must have played in 42 varsity innings.
2. Must attend all practices unless excused.
3. Any senior who finishes the full season will letter.



Golf

1. Must half played in at least half the matches.
2. Must attend all practices unless excused.
3. Any senior who finishes the full season will letter.



Tennis

1. Must play in at least half of varsity matches.
2. Must attend all practices unless excused.
3. Any senior who completes the full season will letter.



Track

1. Earn letter by attending all meets.
2. Earn letter by finishing entire year.
3. Earn letter by being at all practices, and all regional and state meets.
4. Able to meet goals set by Head Coach
5. "Bonus points" for good attitudes (academically, socially, athletically)



Softball

1. Must have played in 42 varsity innings.
2. Must attend all practices unless excused.
3. Any senior who finishes the full season will letter.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**



Senior Athlete (Female & Male)

A point system shall apply for all senior athletes who are selected for honors of:

1. All American	15 points
2. All Star Team	11 points
3. All Star Team Alternate	10 points
4. All State and/or First Place Individual	12 points
5. Second Team All State and/or Second Place Individual	9 points
6. Honorable Mention All State and/or other All State Finishes	8 points
7. All Region First Team	7 points
8. All Region Second Team	6 points
9. All Region Honorable Mention	5 points
10. Varsity Letter (Each Sport)	3 points

The follow criteria will also be in the decision making process for Senior Female and Male Athletes.

1. Must carry at least a 2.5 grade average in his/her academic subjects.
2. Must have displayed leadership qualities, sportsmanship qualities and have the highest moral values.

Any athlete receiving more than one of the above mentioned honors in a sport shall receive the point tabulation for the highest honor. In the case of a tie, the student athlete who participated in the greatest number of sports in the Coolidge Unified School District will be awarded the Senior Athlete award. All recommendations for Athlete of the Year are the responsibility of the Varsity Head Coach of each sport and shall be submitted to the District Athletic Director's office prior to the last coaches' meeting. If a coach does not submit his player's name, he/she forfeits that player's opportunity for the award.

Practice & Training Procedures

The athletes at Coolidge Unified School District High Schools occupy a position of leadership and influence in the high school and in the community. It is, therefore, agreed that the following athletic policies shall be uniformly applied.

1. The AIA scholastic eligibility standards will prevail for all athletes at Coolidge and San Tan Foothills High Schools.
2. The following hours will be suggested for all sports in the district.
 - a. Weeknights: Home at 10:00 p.m.
 - b. Weekends: Home at 1:00 a.m.
 - c. Night before a game: Home at 10:00 p.m.
3. Each Coach will inform his/her athletes of the rules, regulations and policies pertaining to conduct, training, appearance, and diet that the Coach expects the

Coolidge Unified School District No. 21 High School Extra Curricular Handbook

athlete to follow. Violations of the Coach's policies or conduct unbecoming to an athlete may lead to suspension from the team.

There are many minor problems that arise and these will be handled by the individual Coaches. That is why these minor items are not listed in the above policies.

The above policies are intended for the season in which the individual athlete is involved; but, most certainly, it also takes into account the whole school year in reference to training rules and behavior.

The Coach in charge is responsible for initiating dismissal proceedings. In order for the dismissal to be effected, it must be clearly determined that the violation did occur. If any questions arise regarding the implementation of the above policies, the Coach and the District Athletic Director will conduct an investigation and present their findings to the Principal.

Eligibility

AIA deals with athlete's eligibility in only one manner. If a student does not pass a class the student is not allowed to play. This is more commonly known as "No Pass, No Play". Our district has higher standards than the AIA. Not only do we believe a student athlete must have a Grade Point Average of 2.0 or higher with no failing grade, we check grades on a weekly basis. Please note the following actions are the responsibility of the Principal, District Athletic Director, and each Coach:

- Each week of the season, the site administrator will run an eligibility report from PowerSchool. The site administrator is to monitor reports for current grade input by teachers. Should it happen that grades are not current, the site administrator should inform the teachers to IMMEDIATELY update.
- After receiving the information from each teacher the Principal will certify all eligibility lists.
- The Coach of each sport shall keep informed of all eligibility status of each student under his/her supervision. This includes any additions to the team after the original list of participants has been verified.
- **No student shall be permitted by the Head Coach to be in uniform or participate in any interscholastic contest until his/her name appears on the official eligibility list.**

Only by strict adherence to the eligibility rules and careful verification can we be assured that a team will not forfeit a contest because of participation of an ineligible player. The Athletic Code and other eligibility rules are found at the beginning of this manual. This information is distributed to each student-athlete before participation in athletics.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook



Equipment and Supplies
(Issuing, Care, Inventory, and Storage)



Basic Principles for Athletic Equipment Maintenance:

The longevity of athletic equipment depends, to a great extent, on the care it receives. Proper care of equipment, both during its period of use and following its use, will guarantee a normal use expectancy. Athletic equipment deteriorates more rapidly because of ill treatment than it does from excessive use or wear. Only through efficient organization, careful and planned delegation of duties, and good supervision can the maximum use of equipment be obtained. The following principles should serve as a guide for good athletic equipment maintenance:

1. The Head Coach shall be directly responsible for requisition and caring for the athletic equipment used in his/her sport.
2. All athletic equipment must be marked for identification purposes (when possible), with the school, sport and issue number.
3. Players must be instructed by coaches in the care of athletic equipment and must be sure to follow the directions.
4. Athletic equipment should be correctly cleaned and/or laundered frequently to prevent excessive deterioration due to dirt or perspiration.
5. Equipment should be repaired/maintained in accordance with the manufacturers' recommendations.
6. Proper methods of out-of-season storage should be utilized by each coach.
7. An inventory of all athletic equipment and supplies for each sport shall be taken at the close of each season, and necessary reconditioning scheduled as soon as possible.
8. Students may only use **APPROVED** personal equipment during practices or competitive activities.

Issuing the Equipment:

The Coach should call a conference with the Assistant Coaches and Equipment Manager (if one is available) prior to the day the team is to report. They should plan the organization of equipment in the storage area and have everything ready to facilitate a fast and efficient issuance of equipment. The use of an equipment card is required for each sport. When the student is determined eligible, the Coach can issue equipment and a locker.

Care and Return of Equipment:

1. Wet and perspiration soaked equipment should be thoroughly dried between practice sessions or games, and should be laundered frequently.
2. The Coaches should inspect locker room facilities frequently to discover tears, rips, broken parts, etc. Repairs should be made as soon as possible.
3. The Coaches should exchange damaged or ill-fitting equipment when necessary. Other equipment should be exchanged only at regular and predetermined intervals.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

4. No student will be allowed to use school equipment unless he/she is participating as a team member in a regular practice or contest. Each Coach has the responsibility of either apprehending any student in violation and collecting the equipment, or reporting the student to the School Principal.
5. Coaches will maintain a current roster of all his/her team members, and will immediately notify the Athletic Director of any changes in personnel.
6. Teams should check in equipment immediately following the last contest. Coaches are responsible for organizing and expediting this procedure. The uniforms need to be laundered and folded neatly and placed in a storage tub.
7. The Coach will provide the Athletic Director with a list of all participants failing to turn in equipment and missing items after he/she has made a contact with the parent to get the equipment returned.
8. The site designee will process fee statements to the principal for unreturned or severely abused equipment.
9. **EACH TEAM WILL BE ISSUED A MEDICAL KIT. AS SUPPLIES ARE USED, THEY CAN BE REPLENISHED BY CONTACTING THE ATHLETIC TRAINER. MEDICAL KITS ARE TO BE RETURNED AT SEASON'S END.**

Storage of Equipment

The following suggestions for specialized care and storage of equipment will serve as a guide for the Coaches.

1. **Uniforms** – Game uniforms should be thoroughly dried and inspected for damage before they are stored. Be sure to place them in the storage tubs
2. **Shoulder, Hip, Thigh, and Knee Pads** – Inspect for tears, broken stitches, cracked flaps, caps and arches, torn or worn-out elastic straps, broken snaps and laces, and other items that will necessitate replacement or repair. Purchase requisitions must be requested and purchase orders received prior to sending pads needing repair to the reconditioner for repair and cleaning.
3. **Inflated Balls** – Store balls by deflating to three to five pounds of pressure and store on shelves in a dry area. When inflating or deflating balls, *lubricate* the needle *before* inserting in the valve. Most damage to balls is caused by forcing the needle into the valve without the proper lubricant or from over-inflation.
4. **Cotton Garments** – Launder all practice uniforms. Inspect for repairs and store in tubs provided by the District Athletic Director.
5. **Football Dummies and Sled Pads** – Inspect for tears and rips. Purchase requisitions must be requested and purchase orders received prior to sending to reconditioner for repairs when necessary. Clean and store in a dry place.
6. **Vaulting Poles** – Lay in straight position to prevent warping. Store fiberglass poles in their original shipping tubes at all times when not in use.
7. **Baseball Bats, Balls, and Bases** – Wipe off bats and store in a dry place. Save used baseballs for practice. Clean bases and store.
8. **Travel Bags** – Clean with a mild soap and water. Inspect for damage or faulty zippers and store on shelves in a dry place.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

Financial Procedures

1. **Requisitions** – A purchase requisition must be completed for all purchases of goods and services required. All requisitions must be approved and signed by the designated persons prior to any action by the purchaser. Adherence to the following procedures or services cannot be received prior to issuance of a purchase order. When this procedure is not followed, the District will not be responsible for the purchase. The individual staff member will be responsible for payment. The Coaches shall not make commitments directly with a vendor for school related equipment, supplies or services, but shall ascertain catalog prices and other information prior to initiating a request for goods and submit them to the Athletic Director.
2. **Admission to Events** – Admission for Varsity sports is \$5.00 for adults (**19 AND OLDER**) and \$3.00 for students with an I.D. and children under twelve. Pre-sale tickets will be available for \$4.00 for adults and \$2.00 for students. There will also be Family passes available for purchase at \$75.00/per season for a family of two adults and four children. **CHILDREN AGES 6 AND UNDER ARE ADMITTED FREE.** Admission at all AIA State Tournament games is \$5.00, as determined by the AIA.
3. **High School Athletic Contests** – All monies derived from contests must be delivered to the school district business office within 24 hours of the activity. The high schools will pay for all expenses such as referees, meals and transportation utilizing funds whenever possible, using District approved procedures.
4. **Check for Athletic Trips and Officials** – Checks for meals, lodging and officials are provided to the office of the Athletic Director by the business office. The Athletic Director will provide the check(s) to the Coaches before each trip. Please do not depart for a trip without the necessary check(s).

Coaches must secure valid itemized receipts for meals and lodging (original bill) which include the date. Upon returning from a trip, Coaches are responsible for returning a combination of receipts and/or monies to equal the amount given within 24 hours of the activity. **FAILURE TO RETURN RECEIPTS AND LEFTOVER MONEY EQUALING THE ORIGINAL AMOUNT OF THE CHECK WILL RESULT IN THE COACH/SPONSOR BEING FINANCIALLY RESPONSIBLE FOR THE DIFFERENCE. IF THIS DOES NOT OCCUR, FUTURE REQUESTS FOR MEALS AND LODGING COULD BE DENIED UNTIL THE SITUATION IS RECTIFIED.**

Officials will be paid with a check issued from the business office by the District Athletic Director or designated school official.
5. **Gasoline Cards** – Prior to leaving for an away contest or conference trip by car or van, it is the responsibility of the Coach to obtain a gasoline card from the transportation department.
6. **Athletic Budget** – Each Coach will receive two copies of the budget request form from the Athletic Director and may use one as a working copy. The Athletic Director will review the form with each Head Coach and a finalized copy will be

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

provided for the Superintendent's office. Please use current catalogs available from the Athletic Director or Head Coach and complete the form as accurately as possible.

Game Entertainment
(Band, Cheerleaders, Mat Maids, Dance Lines)

At home games, Coolidge and San Tan Foothills High School will furnish any entertainment that is to be provided at half-time. If a visiting school wishes to furnish the pre-game entertainment for football, they may do so with authorization from the Coolidge or San Tan Foothills High School Band Director and the Athletic Director. At home basketball games, Coolidge and San Tan Foothills High Schools welcome visiting schools who wish to have their dance line perform a short routine, again, with prior permission from the Coolidge and San Tan Foothills High School Dance Line Sponsor and the Athletic Director. The Coolidge and San Tan Foothills High School Dance Lines will perform at many of the home games, so we request that visiting schools limit their routine to a maximum of five minutes.

The faculty Band Director or other faculty member is required to supervise the band at every performance. Bands should play only before a game, during time-outs and half-time, after the game and should take turns in performing their numbers. The host Band Director should contact the visiting Band Director before the game to determine the order of performance.



Bands must terminate a number when the team breaks the huddle. This is extremely important. In football, the pageantry should not exceed twelve minutes from the end of the second quarter and must close two minutes before the scheduled start of the third quarter. In special cases, more time may be allotted with permission of the District Athletic Director. Any activity to be done by marching units which might interfere with the football or basketball team should be cleared with the Coach of that sport and should be performed at least ten yards from boundaries of the playing area.

Injuries
(Including: Procedures, Reports, and Insurance)

I. PROCEDURES:

All injuries must be documented on the appropriate forms. Parents are to be contacted in a timely manner based on the severity of the injury.

Athletic Trainer Present

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

(Life-Threatening Injury)

1. Call for Athletic Trainer and stabilize student with basic first aid. Follow Athletic Trainer's instructions.
2. Assist with essential telephone call (911 emergencies for paramedics/ambulance).
3. Give proper directions to school or event location.
4. Assign a responsible adult to meet units arriving at the location at predetermined spot to expedite emergency responders locating the injured individual.
5. Send insurance card with student for medical care.
6. Call the parent and/or guardian immediately.

(Non-Life Threatening Injury)

1. Call for Athletic Trainer. Stabilize and calm the student.
2. Assist Athletic Trainer in any possible way.
3. Contact parents as soon as possible.

Athletic Trainer Not Present

(Life Threatening Injury)

1. Provide initial first aid/CPR (only if certified)
2. Be calm and reassure the injured student. Do not move the student unless there is an increased risk of injury.
3. Call 911 and advise them of problem (including type of injury, location, your name, phone number and direction to school.)
4. Have someone meet the emergency personnel and direct them to the location of the injured person.
5. Call parent and/or guardian.
6. Supply paramedic/ambulance personnel with insurance card for medical care.

(Non-Life Threatening Injury)

1. Provide first aid.
2. Contact parent and/or guardian.

II. REPORTS

Student Responsibility (reporting injury): Unless the Coach or another responsible adult witnesses an injury and takes the necessary steps to report the incident, the responsibility for reporting the injury to the Coach rests upon the student or his/her parent/guardian. Injuries must be reported promptly, fully, and accurately to the Coach in charge who will in turn notify the Site Athletic Director.

Coach's Responsibility: An Accident Report form, where applicable will be completed and delivered to the Athletic Director's office. Coaches must fill out the Accident report form *completely*.

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

Return to School: The Coach shall require the injured student to present a written statement from his/her attending physician as to time and conditions of discharge. A copy of this report must be given to the school nurse prior to return to athletic activity.

The Athletic Director's Responsibility: The Athletic Director will notify the principal about the incident. Serious or life threatening injury must be reported immediately to the principal or Superintendent.

III. INSURANCE

It is recommended that all students involved in interscholastic sports and auxiliary groups be protected by insurance. The Coach and Athletic Trainer will report any accidents on the following day to the Athletic Director's office and keep accurate records for referral. In addition, the AIA office utilizes a catastrophic insurance plan for each participant.

Lockers and Locker Room

Each Coach may assign lockers for his/her sport and the Coach is responsible for having the equipment removed at the end of each sport. Supervision in the locker rooms and showers is also the responsibility of each Coach and is a very important aspect of our program. Lockers should be kept locked at all times and the equipment areas must be secure and supervised as well. Each Coach must see that all gates and doors are locked when they leave following a practice or a game – during the week and on weekends. The Coach may not leave the area until all the students are picked up for a safe delivery to their homes.

Meals and Lodging

On an away contest the Head Coach or individual responsible for the group will receive a check or checks from the Athletic Director and pay for team meals following the procedures listed elsewhere in this manual (see Financial Procedures). Meals for trips that are within 100 miles of Coolidge will not be provided by the school unless it is an extended amount of time away from home for an event (track meets, tournaments, etc.).

The maximum allowable expenses for meals are as follows:

Breakfast	\$5.00 (only after an overnight stay)
Lunch	\$5.00
Dinner	\$7.00

There are occasions when a team must stay overnight due to a lengthy trip or other circumstances that are in the best interests of the student athletes. The procedures for such a trip are as follows:

1. Approximately six weeks prior to the trip, the Coach and Athletic Director should discuss the arrangements to be made and selection of a motel/hotel.

Coolidge Unified School District No. 21 High School Extra Curricular Handbook

2. The Athletic Director, with input from the head coach will select a moderately priced location and make the reservations.
3. Overnight Student trips must receive approval of the Governing Board. Requests should be processed through the school principal approximately four weeks prior to the event.
4. The Coach will be given a check to cover the cost of the lodging and the same requirements used for meal check will be followed (see Financial Procedures).
5. Whenever possible, three or four athletes will occupy each room and the Coach may share a room with an assistant coach.
6. Finally, supervision of those in the group is of the utmost importance on such a trip, and it is the responsibility of the Head Coach or Sponsor to exercise this control.

Officials

Officials are assigned by the Commissioner of Officials in conjunction with the AIA.

Each Coach is responsible for evaluating his/her officials and reporting any problems to the Athletic Director, who will then notify the AIA office. General guidelines include: thorough preparation and knowledge of the rules, clear interpretations, and the ability to be impartial at all times.

Schedules

Scheduling of all interscholastic athletic contests will be the function of the Athletic Director, with input from Head Coaches and the School Principals. The AIA computer schedule is mandatory, and schools will also cooperate with other conference schools whenever possible. Strong consideration will be given to nearby schools in an attempt to keep the student athletes “off the bus and in the classrooms” as much as possible. Released time from classes must be kept at a minimum and any missed work due to athletic contests must be made up as arranged between the teacher and student athlete. The names of athletes to be released early should be submitted to the site administrator by the Coach at least one week before he/she wishes players to be dismissed. The Coach may use the same list to inform teachers of the athletic trip. The coach will put the master list in the teacher’s mailboxes at the respective campuses.

Schedule Changes and Postponements

The Athletic Director, Principal, and Coaches involved will confer as to any rescheduling of contests due to inclement of weather or other unforeseen factors. These individuals will consider the safety of everyone involved, playing condition, damage to equipment, and/or uniforms (including band members, cheerleaders, dance line, or auxiliary group), and any factors involving gate receipts. Following this discussion, the decision to play or postpone will be made within the Region, Conference, or A.I.A. regulations. Notice to the Superintendent’s Office will be made by the Athletic Director.

Schedules

Coolidge Unified School District No. 21 High School Extra Curricular Handbook

Schedules can be viewed at the following sites:

Coolidge High School: www.hs.coolidgeschools.org/index.cfm?pID=2024
www.azcentral.com/sports/preps/schedules.php?schoolid=215

San Tan Foothills High School:

www.santanfoothills.coolidgeschools.org/index.cfm?pID=2978
www.azcentral.com/sports/preps/schedules.php?schoolid=999

Transportation

All transportation for teams and auxiliary groups is the responsibility of the Head Coach or Sponsor. The Head Coach or Sponsor shall submit transportation requests for every away contest for the entire season at least two weeks before the first game or match. These forms must be submitted to the site administrator for approval.

The Coach or Sponsor must have his or her players, managers and others in the group ready to board the vehicle at the proper time. Vehicle supervision and control are also the responsibility of the Coach or Sponsor. All student athletes are expected to depart and return by school vehicle unless prior arrangements have been made between the Coach, Athletic Director, or Principal and the parents or guardians of the student athletes. On return trips, parents may ask the Head Coach personally to take their child home and sign a hold harmless agreement.

The Coach/Sponsor should do head counts on the bus /van at the start and before returning from activities. When the bus reaches its destination, remind the students that they are representing their school at all times. Once at the site of the athletic contest, the athlete is not to leave the site without permission of the Head Coach/Sponsor.

Upon return to school grounds, a Coach/Sponsor will make a district cell phone available for athletes/nonathletes to call their parent/guardian to pick them up. A good rule of thumb would be to start having the student athletes call their parents when they are 20 to 30 minutes from school. A Coach/Sponsor will remain on the premises until all students have been picked up. If students are to be taken to their homes, the Coach/Sponsor will not leave until the student is in the dwelling. Again, no student shall be left unattended.

Eligibility Rules for Interscholastic Sports

The Arizona Interscholastic Association-3A Conference, and Coolidge Unified School District have definite rules of eligibility which each participant in interscholastic sports must observe at all times. Failure to comply can cause an athlete to miss a game, a season, or a year of participating, depending upon the rule violation. Games or contests in which an ineligible student participates must be forfeited and thus a whole season may be ruined for other team members.

Coolidge Unified School District No. 21
High School Extra Curricular Handbook

Scholastic Record – After the first semester of the 9th grade, a student must have passed 5 subjects with a 2.0 GPA the semester immediately preceding the one during which a student participates. A student may reinstate his/her eligibility by removing deficiencies through summer school.

Attendance – An athlete must not have been enrolled in grades 9 to 12 inclusive for more than eight semesters. The 7th and 8th semesters must be consecutive. Only students attending the physical campus of Coolidge or San Tan Foothills High Schools or home schooled students within the district will be able to participate in district interscholastic sports.

Grades – An athlete must maintain a 2.0 GPA (District Requirement) with no failing grade for all subjects at all times during the season sport.

Residence – An athlete must live with their parents or legal guardians (proof must be shown of legal guardianship) in the Coolidge attendance areas. If questions arise, please see the Head Coach or District Athletic Director.

Age - An athlete must not have been 19 years old before September 1st of the school year in which he/she participates. An athlete must have presented record of birth. Any of the following may be accepted by the Arizona Interscholastic Association:

1. A certified state birth certificate.
2. A hospital certificate of birth with seal or appropriate signature.
3. A Department of Commerce certificate.
4. A Bureau of Immigration certificate.
5. A Department of Justice certificate.
6. Arizona state health department certificate.

An athlete must present this proof to the office of the District Athletic Director.

Physical Exam – Students must have on file, in the athletic office, a yearly, satisfactory physical exam before they may practice or receive equipment.

Parent Permit and Emergency Card – An athlete must have a completed and signed parent permit on file in the Athletic Director's office. This form may be obtained from the school's secretary or Athletic Director. An emergency card for the current school year must be turned into the School Office or Athletic Director's office. Each Coach will be supplied with a copy of his/her team members in case of emergency.

Insurance – All athletes must have health insurance prior to practicing or playing.

Student Competing only on School Team – An athlete may represent his/her school only in a particular sport during the season of competition for that sport. He/she may not represent any other group or non-school connected organization, either as an individual or as a team

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

member. A student, who represents another group or organization while representing his/her school in the same sport, will forfeit their eligibility for rest of the season of the sport.

**ATHLETIC PARTICIPATION FEE SCHEDULE
FOR 2011-2012 SCHOOL YEAR**

SCHOOL	Fee per Sport	Max per Family
Coolidge High School	\$50.00	\$150.00
San Tan Foothills High School	\$50.00	\$150.00
Hohokam Middle School	\$50.00	\$150.00
Mountain Vista Middle School	\$50.00	\$150.00

**ATHLETIC EVENT ADMISSION PRICES
FOR 2011-2012 SCHOOL YEAR**

SCHOOL	ADMISSION PRICES
Coolidge High School San Tan Foothills High School	Pre-sale \$4.00/Adults; \$2.00/Students Gate Price: \$5.00/Adults; \$3.00/Students Children under 6, free \$75.00 Family pass per season/Two adults and four children
Hohokam Middle School, Mountain Vista Middle School	Free at home events

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

RECEIPT OF HIGH SCHOOL ATHLETIC HANDBOOK

I/We have received a copy of the 2011-2012 High School Athletic Handbook. The handbook has or will be read and explained to my student. I/We:

- Understand the guidelines detailed in this handbook.
- Understand our rights and responsibilities as parents/guardians and agree to comply with the policies and procedures of our school and Coolidge Unified School District.
- Understand additional copies of the handbook are available from the school office and on the Coolidge Unified School District website.

Student Name (Please Print) & Signature

Parent/Guardian Signature

Date

Date

**Coolidge Unified School District No. 21
High School Extra Curricular Handbook**

**COOLIDGE UNIFIED SCHOOL DISTRICT No. 21
2011-2012
Athletic Participation Fees**

School:

- _____ Hohokam Middle School (520) 723-2202
- _____ Mountain Vista Middle School (480) 477-4400
- _____ Coolidge High School (520) 723-2305
- _____ San Foothills High School (480) 474-6800

Student's Name _____

Date _____

Sport/Activity:

- | | | |
|---------------------|------------------|------------------|
| _____ Football | _____ Volleyball | _____ Basketball |
| _____ Baseball | _____ Softball | _____ Wrestling |
| _____ Tennis | _____ Golf | _____ Track |
| _____ Cross Country | _____ Swimming | _____ Soccer |
| _____ Cheerleading | _____ Pompoms | _____ Chess |
| _____ Speech/Debate | _____ Theatre | _____ Band |

\$50.00 per sport, \$150.00 maximum charge per family

Siblings in grades 7-12 participating in sport(s)/school he/she attends:

_____/_____
_____/_____
_____/_____
_____/_____
_____/_____
_____/_____

Parent/Guardian Signature

Date

Administrator's Signature

Date