

COOLIDGE

UNIFIED SCHOOL DISTRICT # 21

SERVING COOLIDGE & SAN TAN VALLEY

Middle School Athletic Handbook

2011-2012



Successful Students; Premier Schools; Educational Excellence

Mountain Vista Middle School

Hohokam Middle School

**Coolidge Unified School District No. 21
Middle School Athletic Handbook 2011-2012**

GOVERNING BOARD

Kristi Freader, President

Thomas Shope, Jr., Vice President

Lisa Garrett, Member

Tom Bagnall, Member

Jack Malpass, Member

ADMINISTRATION

Superintendent
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 two (2) San Tan Valley schools, and the assistant principal of Coolidge High School for the two (2) Coolidge schools that have athletic programs.

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DISTRICT OFFICE

450 N. Arizona Blvd
Coolidge, AZ 85128

www.coolidgeschools.org

District Office (520) 723-2040

District Office Fax (520) 723-2442

Office Hours 7:30 AM - 5:00 PM

ALL SCHOOL OFFICES ARE OPEN FROM 7:30 AM TO 4:00 PM ON SCHOOL DAYS

School Sites	Email Contact	Telephone Contact
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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.

Coach's Code of Ethics

Approved by the AIA Legislative Council, April 25, 1991

Although middle schools are not subject to the Arizona Interscholastic Association (AIA) guidelines, CUSD believes that these guidelines provide an excellent structure for programs that prepare students for the high school athletic experience. 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.

A Coach/Sponsor Shall:

1. Abide by the rules in both spirit and letter addressed in this handbook.
2. Not make statements to the news media critical of any game official, another school's team, players, coaches or administrators.

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.

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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, District Athletic Director, School or District Administrator, or Governing Board.

Philosophy and Objectives

The competitive athletic program for students in the Coolidge Unified School District begins in the sixth grade and continues through the twelfth grade. Coolidge Unified School District is committed to the inclusion of equitable interscholastic opportunities for both girls and boys. The middle school athletic programs aim to assure that 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 middle 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 middle 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 middle 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.

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3. Our students are afforded the opportunity of participating in a well organized program for which the school provides instruction, equipment, and facilities.
4. As many students as possible will have an opportunity to participate in the interscholastic program.
5. The middle school athletic programs shall be conducted primarily for the students and not for the benefit of the sponsoring institutions.
6. A primary administrative and educational goal in middle school athletic programs must be the academic success, health, safety, and welfare of the student athlete.
7. The middle school athletic program provides opportunities to teach new skills and develop existing ones to further enhance the skill level of the student athlete.
8. The middle school athletic program provides opportunities for the formation of lasting friendships both with the teammates and members of opposing teams.
9. The middle school athletic program stresses the values of integrity, fairness, and discipline.
10. Good sportsmanship is good citizenship, and the middle school athletic program must provide opportunities for their exemplification and observation.

In an attempt to coordinate, maintain, and enhance the middle 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 development of a 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 six through eight shall be responsible to the District 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 District Athletic Director and School Administration shall be responsible for the scheduling and conducting of all Middle School athletic contests.
4. The District Athletic Director shall be responsible for all athletic sites under jurisdiction of the Middle Schools.
5. The hiring of any Coach must be recommended by the Middle School Principal. The District 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 District Athletic Director can serve as the coach. Non-authorized persons are not to be in the coaching area during scheduled contests.

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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

- 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.

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- 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 school district vehicle. The only exception is if a parent or legal guardian obtains prior approval from the District 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 school on a full-time basis 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 F 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 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 semester.
- B.** On **THURSDAY OF EACH WEEK** the site administrator will utilize PowerSchool to determine student eligibility. 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 is 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 District Athletic Director in the athletic office on a weekly basis. The Athletic Director will communicate with the school principal should there be a concern regarding input of grades in PowerSchool.
- D.** If a student becomes ineligible for three consecutive weeks he/she will 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, a 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.
- 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

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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 District Athletic Director, and the Coach or Sponsor. Sportsmanship requirements include:
1. Sportsmanship Rule - If an 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. Attendance Eligibility

- A. A student-athlete may not accumulate more than one unexcused absence (including three tardies in one class) during the season of play for that sport. After one unexcused absence the student will be ineligible to play in the next contest. Furthermore, every unexcused absence (or three tardies in one class) thereafter will result in the student being ineligible for the following contest and so on. This consequence will carry forward for the remainder of the season of play for unexcused absences and tardies.

7. Appearance

Hair is to be worn in a modern style and out of the eyes. All athletes shall abide by this code during the season in which they are participating in a sport. Students are expected to adhere to the school dress code at practice and games.

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Appropriate Concerns for Parents/Guardians to Discuss with Coaches

Parents should regularly discuss concerns regarding their athlete with coaches. Some areas for discussion include:

1. The coach's expectations for your son/daughter during practice and games.
2. Ways to help your student improve in skills, character and sportsmanship.
3. Concerns about your student's health or safety.
4. Academic support and other athletic opportunities.
5. Playing Time.

Coaches are professionals. They make judgment decisions based on what they believe to be the best for all of the students involved. Certain things can be and should be discussed with your student's coach (**at the appropriate time and place**). Please feel free to contact your student's coach to schedule discussion times.

It can be very difficult to accept your student's 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 appropriate times and place). Other things must be left to the discretion of the coach. Please feel free to contact your student'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 dissatisfaction with a coach's decisions and/or actions during the season. **Grievances** are considered formal complaints made for actions taken against an athlete. If a student or parent wishes to file a **complaint**, they should follow the following progression:

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

Severe issues potentially involving safety or ethical issues should be immediately brought to the attention of the school principal or District Superintendent.

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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 District Athletic Director within three school days after the decision is made. Within three school days after the receipt of the written complaint, the District Athletic Director shall meet with the student, coach and his/her parent/guardian and make an effort to resolve the grievance. In the event the District 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 District 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 District 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. Follow all training rules and CUSD eligibility regulations, and rules for eligibility. The student athlete is responsible for maintaining his/her own eligibility.
3. Strive to perform to your best ability in the classroom and understand the importance of an education.
4. Support all school activities to the best of his/her ability.
5. Be part of the "team" and perform for the betterment of the team.
6. 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.
7. 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.
8. Abide by and respect game officials' decisions.
9. Follow all CUSD transportation guidelines. Seat belts are to be worn when traveling in a CUSD van/car.

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10. Condition properly so you can safely and adequately meet the physical demands of the sport.
11. 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.
12. Avoid substance abuse in any form while participating in middle school activities as it may result in forfeiting a student’s eligibility.
13. 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.

Expectations of Coaches/ Sponsors

It is the Coaches/Sponsors responsibility to:

1. Ensure that weekly eligibility information is received from the **SITE ADMINISTRATOR** and reviewed each week
2. Provide for the safety and welfare of all participants.
3. Be an integral part of the school system and its educational program.
4. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
5. Encourage and stress to each student the importance of academic achievement.
6. Confer with teachers and school administrators regarding the behavior, attendance and performance of all participants in athletic activities.
7. Be knowledgeable of, and enforce School and District eligibility rules, regulations, procedures, policies and ensure that participants have an understanding of these policies and regulations.
8. Make every effort to support and communicate with all school administrators and the District Athletic Director.
9. Provide written training rules, expectations, and lettering policies to all participants. Enforce these fairly among all participants.
10. Ensure that all participants have an “eligibility clearance slip” prior to participating in any practices or games, or before receiving any equipment or awards.
11. Make participants aware of the inherent danger of participating in activities.
12. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
13. Develop athletes to their highest degree of skill possible and develop love of the game.
14. 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.
15. Exemplify good behavior, appearance and conduct when dealing with officials and other schools, and demand it of all participants.
16. Ensure that all participants are appropriately dressed on all trips, remain together as a group and enforce District transportation guidelines.
17. Work cooperatively with parents, officials and media to promote a positive image of CUSD activities.

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18. Know and follow the rules and regulations governing sports equipment (i.e. certification, reconditioning, keeping and maintaining an inventory of uniforms, equipment, etc.)
19. 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 District Athletic Director.
20. Submit accurate and timely budget information to the District Athletic Director, when requested.
21. Work with the transportation department by ensuring that a school car, van or bus is cleaned of any debris before it is returned.
22. 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 District Athletic Director. Follow all student activity fund procedures.
23. Provide assistance in seeking qualified assistant coaches.
24. Attend district athletic meetings, clinics and equipment shows.
25. Head Coaches must complete a post-season assessment with the School Principal within 30 days after their last event.
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 at least two weeks prior to the scheduled activity.
30. Return and inventory all uniforms and equipment within two days after the last event of the season.
31. Coordinate all out of town trips with the District Athletic Director at least two weeks prior to the contest date. It is best to turn in all requests for funds and transportation before the season starts.
32. Help maintain the program through on-site recruiting of participants and fundraising events.
33. The Head Coach will immediately notify the District Athletic Director and school principal regarding any ejections of students from contests.
34. Be responsible for additional duties as defined by school administrators or District Athletic Director.
35. Have emergency information, insurance coverage or insurance wavier with them at all games and practices.
36. Maintain an Activity Log of scheduled practices and events. The log will contain any actions taken, injuries or significant events that occurred during scheduled practices and events. This log must be emailed to the District Athletic Director by the end of the season.
37. 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 District Athletic Director's Office.
38. The scores of all home games should be turned in to the District Athletic Director.

Please be aware that violation of the rules and expectations could lead to disciplinary action and possible dismissal from a coaching assignment.

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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 Code to everyone. It 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 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 the 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 District Athletic Director's office.
5. Distribute a physical examination form to each athlete, and notify them that a successful exam must be completed prior to their first practice.
6. Distribute to each student and parent as well as receive a signed receipt for the annual athletic handbook.
7. 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 District Athletic Director. Changes to this roster must also be provided to the Athletic Director immediately.

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

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 District 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' certificates.
2. Take an inventory of his or her equipment and supplies in order to account for all items and provide the District Athletic Director with the names of all athletes who have lost equipment.
3. Submit a brief summary report of the season by the Head Coach to the District Athletic Director.

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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 District Athletic Director can prepare and submit budget requests for the following year.
5. Schedule an event to celebrate the season with players.

Expectations of the District Athletic Director

The District Athletic Director reports directly to the Executive Director of Business & Planning on all matters involving the interscholastic athletic program. He/She shall administer and supervise this program and inform the Principal of all matters pertaining to the program. The following areas and duties are involved:

1. Attend pertinent meetings.
2. Prepare an athletic budget for the total program each year.
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.
7. Arrange schedules for all athletic contests.
8. Contract for officials and have their checks and facilities ready.
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 district athletic office in accordance with their complete regulations.
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 school board.
15. Assist the Principal in recommending the 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 community to enable everyone to understand the athletic objectives and their relationship to the total educational program.
18. Work with the grounds, maintenance, transportation and custodial departments to assure all areas and physical needs are functioning and prepared for events.
19. Notify each opponent of location of facilities, athletic policies and general information.
20. Investigate any protests or violations and report to the Principal.
21. Revise the athletic handbook through necessary channels as needed and keep all Coaches informed through written and verbal communications.

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22. 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 FERPA (Family Educational Rights Privacy Act).

Expectations of the Principal

1. The Principal shall have complete responsibility for the athletic program of his/her school.
2. The Principal shall review all schedules and requisitions for athletic supplies and equipment prior to being referred to the approved authorities.
3. The Principal may delegate to the District Athletic Director or other representatives, the arranging and assembling of information necessary to develop the athletic program.
4. The Principal shall ensure that the District Athletic Director properly maintains and stores records of all athletic activities.

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 middle school athletic 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 at the middle school. 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.

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3. If the student is not demonstrating Academic success in the classrooms.
4. If the student is not demonstrating appropriate social and citizenship behavior around 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 terms of any discrimination in his/her decision making process, avoiding all acts of discrimination. This cutting process shall be monitored by the Site Athletic Director and School Principal.

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 endangered somehow 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, it would be wise to be accompanied by another person.
 - c. Throughout the duration of a practice or 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.

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Athletic Award



Each student athlete who completes the season will earn a certificate of participation. This certificate will be provided by the District Athletic Director. The certificate will be given to the head coach prior to the completion of the season. The coach will be responsible for completing the certificate for each player.

Practice & Training Procedures

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

1. The eligibility standards will prevail for all athletes.
2. The following hours will be suggested for all middle school sports in the district.
 - a) Weeknights: Home at 8:00 p.m.
 - b) Night before a game: Home at 8:00 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 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. The above procedures are intended for the season the individual athlete is involved in; but, most certainly, the procedures also take into account the whole school year in reference to training rules and behavior.

Dismissal

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. Parent/Guardians must be involved with the discussions for the dismissal to take place. If any questions arise regarding the implementation of the above procedures, the Coach and the District Athletic Director will conduct an investigation and present their findings to the Principal.

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Determining Eligibility

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”. Not only do we believe a student athlete must have a Grade Point Average of 2.0 or higher with no F’s, we check grades on a weekly basis. Please note the following significant highlights are the responsibility of the Principal, District Athletic Director, and each Coach. The Principal will certify all eligibility lists after the District Athletic Director has complied and verified all information with the assistance of each Coach. 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 athletic contest until his/her name appears on the official eligibility list.

Proof of Age - An athlete must submit proof of his/her age before he/she can participate. An athlete must have presented record of birth. Any of the following may be accepted:

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 – You must have on file, in the athletic office, a yearly, satisfactory physical exam before you may practice or receive equipment.

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

Insurance Fee – This must be paid prior to practicing or playing (unless the athlete has insurance through her/his parents/guardians or has completed an insurance waiver).

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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 life 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). Mark the school, sport and issue number.
3. Players must be instructed 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 handled as soon as possible.

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 all equipment 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.

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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 District 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 the storage tub.
7. The Coach will provide the District Athletic Director and the site administrator 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.

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. Send 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. **Baseball Bats, Balls, and Bases** – Wipe off bats and store in a dry place. Save used baseballs for practice. Clean bases and store.
6. **Travel Bags** – Clean with a mild soap and water. Inspect for damage or faulty zippers and store on shelves in a dry place.

All equipment will be turned in to the District Athletic Director for proper storage.

Financial Procedures

1. **Requisitions** – A 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. 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 District Athletic Director.

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2. **Admission to Events** – All Grade 7-8 events are free.

3. **Checks for Athletic Trips and Officials** – Checks for meals, lodging and officials are provided to the office of the District Athletic Director by the business office. The District 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. **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.

3. **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.

4. **Athletic Budget** – Each Coach will receive two copies of the budget form from the District Athletic Director and may use one as a working copy. The District Athletic Director will review the form with each Head Coach and a finalized copy will be provided for the Superintendent's office. Please use current catalogs available from the District Athletic Director or Head Coach and complete the form as accurately as possible.

Injuries

(Including: Procedures, Reports, and Insurance)

I. PROCEDURES:

All injuries must be documented on the appropriate forms. Parents are to be contacted.

Athletic Trainer Present

(Life-Threatening Injury)

1. Call for Athletic Trainer and stabilize student with basic first aid. Follow Trainer's instructions.
2. Assist with essential telephone calls (911 emergencies for paramedics/ ambulance).
3. Give proper directions to school.

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4. Meet units arriving at school at predetermined spot.
5. Send insurance card with student.
6. Contact Site Athletic Director or Administrator.

(Non-Life Threatening Injury)

1. Call for Athletic Trainer. Stabilize and calm the student.
2. Assist Athletic Trainer in any possible way.
3. Contact Site Athletic Director or Administrator.

Athletic Trainer Not Present

(Life Threatening Injury)

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

(Non-Life Threatening Injury)

1. Provide first aide.
2. Contact parent and/or guardian.
3. Contact Site Athletic Director or Administrator.

II. REPORTS

Student Responsibility for Reporting Injury: Unless the Coach or some other responsible person 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 District Athletic Director.

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

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.

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III. INSURANCE

It is required that all students involved in interscholastic sports and auxiliary groups be protected by insurance.

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. Contents of the lockers are the responsibility of the athlete. The school/district is not liable for missing, stolen or broken items in the lockers. **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.**

Officials

Officials will be assigned by the District Athletic Director.

Each Coach is responsible for evaluating his/her officials and reporting any problems to the District Athletic Director. 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 middle school athletic program contests will be the function of the District Athletic Director, with input from Head Coaches. Our district master schedule will coordinate 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 District Athletic Director and attendance clerk by the Coach one (1) day before he/she wishes his/her players to be dismissed. The Coach must 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 District Athletic Director, Principal, and Coaches involved will confer as to any rescheduling of contests due to inclement of weather or other unforeseen factors. This group will consider the safety of everyone involved, playing condition, damage to equipment, and/or uniforms and any factors involving gate receipts. Following this discussion, the decision to play

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or postpone will be made with the Region, Conference, or A.I.A. regulations. Notice to the superintendent Office will be made by the Athletic Director.

Schedules

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-based administrator for approval. All transportation requests should be submitted before the season begins.

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, District 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 student home and sign a hold harmless agreement.

The Coach/Sponsor should do head counts on the bus /van at the start and before returning. 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 parents/guardians 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 for any reason.

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**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 '10 –'11 SCHOOL YEAR**

SCHOOL	ADMISSION PRICES
Coolidge High School Event	\$4.00/Adults; \$2.00/Students; Children under 6, free
San Tan Foothills High School Event	
Hohokam Middle Schools Event	Free
Mountain Vista Middle School Event	

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RECEIPT OF MIDDLE SCHOOL ATHLETIC HANDBOOK

I/We have received a copy of the 2011-2012 Middle School Athletic Handbook. The handbook has been 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 Signature

Date

Date

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**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:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Football | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Softball | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Golf | <input type="checkbox"/> Track |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Swimming | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Pompoms | |

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

Siblings in grades 6-12 participating in sport(s)/school he/she attends:

	/	
	/	
	/	
	/	
	/	
	/	

Parent/Guardian Signature

Date

Administrator's Signature

Date

