High School Coach's Handbook

ATHLETICS

2021-2022
SECTION I: OBJECTIVES OF THE ATHLETIC PROGRAM
The Dysart Unified School District considers interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to a process which recognizes an equal opportunity for all students, regardless of sex, color, national origin, religion or economic status. Win or lose, our students should learn lessons of a lasting and positive nature. The Dysart Unified School District adheres to the rules and regulations of the Arizona Interscholastic Association.

National Code of Ethics for Interscholastic Athletic Coaches
“Sportsmanship is that quality of honor that desires always to be courteous, fair and respectful, and it is interpreted in the conduct of players, spectators, coaches and school authorities.”
Fielding H. Yost

As a professional educator, I will:
● Exemplify the highest moral character, behavior and leadership
● Respect the integrity and personality of the student athlete
● Abide by the rules of the game in letter and spirit
● Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement
● Encourage a respect for all athletics and their values
● Display modesty in victory and a graciousness in defeat
● Promote ethical relationships among coaches
● Fulfill responsibilities to provide student health services and an environment free of safety hazards
● Encourage the highest standards of conduct and scholastic achievement among all athletes
● Seek to instill good health habits including the establishment of sound training rules
● Strive to develop in each athlete the qualities of leadership, initiative and good judgment

Responsibilities of a Coach
● Complete the National Federation of High School’s Coach Certification Class.
● Complete the National Federation of High School’s “Concussion in Sports” Class.
● Have current and valid CPR/First Aid certification.
● Have all rules on file in the school office prior to the start of the season. Coaches may establish additional training rules for each sport but all rules must be in alignment with the Athletic Discipline Matrix.
● Hold a parent student meeting before the start of the season. Coaches must explain all Dysart Unified School District rules.
● Select and coach individual participants in the skills necessary for excellent achievement in the sport.
● Plan and schedule a regular program of practice in-season with other coaches. Practices may not be scheduled on holidays (Thanksgiving Day, Christmas Day, and New Year’s Day) or Sundays.
● Maintain and recommend the purchase of equipment, supplies and uniforms.
● Maintain and clean all uniforms after each activity and before turning in the inventory.
● Maintain the necessary forms and records as required by the Dysart Unified School District.
● Oversee the safety conditions of the facility or the area in which the assigned sport is conducted at all times whenever students are present.
● Establish performance criteria for participation in athletic competition in the sport.
● Enforce discipline and sportsmanlike behavior at all times. Establish penalties for breach of such standards by individual students.
● Maintain personal/professional conduct and dress standards commensurate with the ideals of the Dysart Unified School’s athletic program.
● Be familiar with all-pertinent rules, regulations, policies, and procedures of the Dysart Unified School District.
- Perform other duties pertinent to the sport as assigned by the Principal or Athletic Director.
- Possess and be familiar with the National Federation Handbook for his/her sport.
- Be responsible for filling out an accident report for any significant injury, and filing it with the student’s health records.
- In most cases, it is not appropriate for coaches to have their own children accompany the team and be present in the bench area.
- Have all training rules and regulations on file with the Athletic Director.
- Distribute written guidelines for earning awards and keep all records.

**Performance Evaluation, Head and Assistant Coach**

<table>
<thead>
<tr>
<th>Rating Scale Performance Evaluation</th>
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<tbody>
<tr>
<td>The athletic coach performance evaluation applies a four-tier rating scale to determine the level of performance and behavior of a coach as it relates to the identified performance factors (see below chart). The following is the four-tier rating scale and definitions.</td>
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<tr>
<th>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>Distinguished</td>
<td>Coach successfully demonstrates characteristics that exceed the performance factors’ defined components.</td>
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<tr>
<td>Proficient</td>
<td>Coach successfully demonstrates a consistent level of performance that meets the performance factors’ defined components or is consistently developing in performance, but demonstrating characteristics that meet the performance factors’ defined components.</td>
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<tr>
<td>Basic</td>
<td>Coach demonstrates an inconsistent level of performance or needs improvement to meet the performance factors’ defined components.</td>
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<tr>
<td>Unsatisfactory</td>
<td>Coach does not meet the performance factors’ defined components.</td>
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**Performance Factors**

Performance factors have been identified and a variety of components defined to provide coaches performance and behavior expectations to be efficient and effective in their coaching duties. It is important that the factors used to evaluate a coach are clear, easily understood and consistent. The performance factors and their expected behaviors listed are not inclusive, but provide a basis of common expectations. The Dysart Unified School District policies, procedures, and Coach’s Athletic Handbook shall also provide expected behaviors and outcomes that will be assessed throughout the athletic coach performance evaluation.

The following are the identified performance factors with not limited to defined components:

1. **Administrative** - Coach appropriately and/or successfully:
   - Abides by National Federal High School (NFHS), and Arizona Interscholastic Association By-laws
   - Abides by Dysart Unified School District regulations and policies, and site based goals and vision
   - Abides by Dysart Unified School District Coach’s Athletic handbook and responsibilities
   - Demonstrates compliance of athletic academic eligibility according to Dysart Unified School District regulations and policies and coach’s athletic handbook
   - Completes all appropriate evaluations and recommendations within the assigned time (if applicable)
   - Manages the care of equipment not limited to issuing, collection, inventory, cleaning, etc.
   - Demonstrates supervision of student athletes before, during and/or after not limited to practice, locker-room, games, transportation, etc.
   - Manages building(s) and field(s) security not limited to securing doors, use of lights, monitors athletes’ behavior(s), campus cleanliness, etc.
   - Attends all appropriate meetings not limited to coaches’ meetings, district meetings, etc.

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- Maintains team and student athlete record(s) and statistics
- Coordinates banquet(s) and athlete recognition

2. **Skills** - Coach appropriately and/or successfully:
   - Demonstrates a teachable environment that models appropriate behaviors to develop assistant coaches’ skills
   - Demonstrates competence when teaching appropriate skills and techniques to coaches and/or to student athletes
   - Demonstrates thorough and consistent game preparation
   - Demonstrates knowledge of game strategies that enhances competitive competition
   - Demonstrates the ability to ensure the prevention and care of injuries and adheres to all athletic trainer guidance and/or recommendations to ensure such prevention and care of injuries

3. **Leadership/Human Relations** - Coach appropriately and/or successfully:
   - Demonstrates the ability to communicate, collaborate, and cooperate with others for the use of facilities prior to, during, and/or after any assigned event(s)
   - Coordinates and manages all members of team to ensure positive public perception before, during, and after events
   - Demonstrates honest and ethical behavior
   - Models enthusiasm for working with coaches and student athletes, builds team spirit, unity
   - Accepts responsibility for actions
   - Motivates others and is inspiring with a shared vision for the overall success of the sports program, coaches, student athletes, school, and community
   - Manages difficult situations and inappropriate behaviors of others
   - Demonstrates supportive, positive, and professional attitudes
   - Manages team and/or student athlete discipline

4. **Communication** - Coach appropriately and/or successfully:
   - Demonstrates effective verbal and nonverbal communication skills
   -Coordinates and manages relationships with DUSD feeder schools’ staff and future student athletes
   - Communicates effectively with student athlete, community members, media, parents, and coaches
   - Conducts and/or contributes to effective meetings
   - Organizes and expresses ideas and information clearly
   - Demonstrates the ability to manage efficient methods of conveying the information
   - Demonstrates the ability to show respect and sensitivity to others and their viewpoints
   - Seeks and accepts constructive feedback
   - Maintains visibility and accessibility
   - Maintains confidentiality
   - Establish and maintain good rapport with other coaches, students, employees, community members and vendors.

5. **Planning and Organizing** - Coach appropriately and/or successfully:
   - Provides opportunities for individual (student athlete) and/or team growth during the off-season
   - Determines the processes necessary to maximize effectiveness and efficiency not limited to practice schedule, game schedule, separating and/or combining practice(s) transitions, etc.
   - Anticipates problems and adjusting when problems occur
   - Achieves goals within timelines
   - Demonstrates the ability to multi-task with assigned work responsibilities

6. **Quality of Work / Performance** - Coach appropriately and/or successfully:
   - Provides visions, plans, and actions to ensure efficient, effective, and productive outcomes for the student athletes and team
   - Committing to an attention to detail philosophy
   - Delivering timely and accurate results
   - Managing and performing under pressure

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Contributing to the accomplishment of DUSD and site based vision, mission and values
Ability to make adjustments based on feedback

Overall Analysis - The overall analysis box requires a supervisor to write an analysis about the coach’s performance. Comments should be specific and include detailed examples if possible. This analysis may include, not limited to, the following:

- Strengths
- Areas of growth and development
- Examples of work performance and behaviors
- Summary regarding the performance factors
- Performance contributions
- Direction for future performance and expectations
- Accomplishments
- Challenges and opportunities
- Future Expectations
- Provide directive(s) for coaches to enhance or develop a skill, knowledge, ability or other characteristic as it relates to his or her job performance.

Performance Evaluations

- All head coaches will provide a written evaluation of each assistant coach within their program. These evaluations will be in the Athletic Director’s hands within ten (10) days of the completion of the season of sport.
- The athletic director shall prepare a written evaluation of all head coaches and shall notify them as to his/her recommendation for the following school year’s coaching assignment within (30) days of the completion of the season of sport. The date of completion will follow the AIA Bylaws as stated in the Season of Sport. The AIA standardized calendar shall be used to identify the completion and the conclusion of post-season competition. If a head coach is not in agreement with the evaluation, they may provide a written statement within (10) days of receipt of the ratings; which will be attached to the evaluation and stored in their file. Copies will be given to the coach, athletic director and district personnel file.
- If the head coach is to be replaced, no assistant will be assigned until after a new head coach is hired. The head coach will state the necessary qualifications for assistant(s). If a head coach resigns after assistants have been assigned, the assignments will be nullified. The new coach will give prior assistants first consideration. If a head coach is not replaced by the end of the school year, the principal may appoint the assistants.

Additional Compensation for State Playoffs
The additional pay for coaches shall be for the season of practice as defined by the Arizona Interscholastic Association and for post season completion for which the team or individuals are eligible, such as divisional and state championships.

Risk Management
Risk management is the responsibility of all athletic administrators and coaches. As such, this responsibility requires a commitment to ongoing, proactive planning and management activities designed to reduce, minimize or transfer hazards and risks among user groups, equipment and facilities. This reference will consider federal, state or local law violations and the traditional causes of negligence allegations by plaintiffs who have suffered injury or loss. Please see “Fourteen Duties of Risk Management at Fourteen Duties.
Dysart District Athletic Academic Eligibility

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following procedure will be adhered to:

- The district shall require all students who participate in extracurricular activities to maintain passing marks in all subjects on a cumulative basis in all classes in which that student is enrolled.
- Student’s grades will be checked on a cumulative basis every two weeks.
- Ineligibility shall be determined at the conclusion of each two-week period to be reported on or before Fridays and any change in eligibility states shall begin on the next Monday following the last day of the previous eligibility period.
- If a student has a failing grade in any class they are placed on a pending list and written notification goes to the parents and coaches. It is the responsibility of the school staff, under the direction of the administration, to provide a bimonthly academic report for determining that the standards set forth in this procedure are being met.
- If the student is still failing at the next two week notice that student will be placed on an ineligibility list and allowed to practice, but not participate in athletic contests until that athlete receives a passing grade. Written notification is sent to the parents and coaches.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.
- Failure to raise a failing grade twice in the same class during the same season may result in the removal from that season’s athletic team.

Athletic Eligibility

Before being allowed to participate in practice or athletic contests every athlete must be cleared. When the following information is on file through Register My Athlete, he/she will be eligible to participate in athletics.

- **Parent Permission Form** - Parents must sign the permission form initializing all sports in which the student may participate.
- **Proof of Insurance** - All athletes are required to purchase school insurance or provide proof of insurance by providing the school district with the policy number and the name of the insurance company.
- **Emergency Card** - Athletes must have their emergency card filled out in its entirety so that any physician can render emergency first aid. Fill out this card in ink and please print everything except your signature.
- **Health History** - Any prior injuries or illnesses must be reported accurately on this form.
- **Pre-Participation Physical Examination** - Athletes must be examined and cleared for participation by a physician, a nurse practitioner, or physician’s assistant.
- **Prior Sports Release** - The coach of the previous sport in which the student athlete participated must release every athlete. This involves returning all equipment and uniforms checked out to them and meeting all requirements of that sport.
- **Legal Domicile** - Every athlete must show proof of his or her domicile—which is where you live.
- **Academic Eligibility** - Every athlete has his or her grades checked by the school.
- **Pay to Participate** - This fee must be paid to the front office.
- **Mandatory Parent Meeting** - At least one parent or legal guardian must attend this meeting with their child.
- **Student Enrollment** - A student must be enrolled in the high school prior to participation in any athletic or activity extracurricular program.
Certified / Non-Certified Coaches
The Dysart District has mandated the following:

- Coaches shall be approved in accordance with the personnel policies of the Dysart Unified School District and in accordance with the Arizona Revised Statutes.
- All Varsity Head Coaches shall meet the requirements of AIA bylaw 17.1.2 and have documentation on file and recorded at the District Office.
- All coaches shall have valid CPR and First Aid Training Certification in order to coach in the Dysart District.
- All head and assistant coaches, whether paid or volunteer, must complete the NFHS Coach Education Program, or approved equivalent.
- All head and assistant coaches, whether paid or volunteer, must complete the NFHS on-line course, “Concussions in Sports – What You Need to Know”.
- Candidates for teacher certification doing practice teaching at a member school may be used as student teacher coaches during their practice teaching assignment.
SECTION II: POLICIES RELATED TO ATHLETICS

DUSD #89 Governing Board Policy 1.4 Sexual Harassment

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free of sexual harassment. Please review details of this policy here Policy 1.4 Sexual Harassment

Title IX Regulations, 34 C.F.R. Section 106.41 Athletics

- General. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient and no recipient shall provide any such athletics separately on such basis.
- Separate teams. Notwithstanding the requirements of paragraph (a) of this section, a recipient may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved in a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. For the purpose of this part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports the purpose or major activity of which involves bodily contact.
- Equal opportunity. A recipient which operates or sponsors interscholastic, club intercollegiate, or intramural athletics shall provide equal athletic opportunity for members of both sexes. In determining whether equal opportunities are available, the Direct of the Office for Civil Rights will consider, among other factors:
  - Whether the selection of sports and levels of competition effectively accommodate the interest and abilities of members of both sexes;
  - The provision of equipment and supplies;
  - Scheduling of games and practice time;
  - Travel and per diem allowance;
  - Opportunity to receive coaching and academic tutoring;
  - Assignment and compensation of coaches tutors;
  - Provision of locker rooms, practice and competitive facilities;
  - Provision of medical and training facilities and services;
  - Provision of housing and dining facilities and services;
  - Publicity
- Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams if a recipient operates or sponsors separate teams will not constitute noncompliance with this section, but the Assistant Secretary (HEW) may consider the failure to provide necessary funds for teams for one sex in assessing equality of opportunity for members of each sex.
- Adjustment period. A recipient who operates or sponsors interscholastic, intercollegiate, club or intramural athletics at the elementary school level shall comply fully with this section as expeditiously as possible but in no event later than one year from the effective date of this regulation. A recipient which operates or sponsors interscholastic, intercollegiate, club or intramural athletics at the secondary or post-secondary school level shall comply fully with this section as expeditiously as possible but in no event later than three years from the effective date of this regulation.

Hazing State Law HB2476 Chapter 230, 2001 Laws

DUSD Governing Board Policy 10.28

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to
District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school. Please review details of this policy here Policy 10.28 Hazing.

**Americans With Disabilities Act of 1990**
Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA’s nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.

Intended initially to remove physical barriers to spectators and patrons, the law has been the basis of several challenges concerning athletic participation and eligibility. Generally, students cannot be guaranteed a position in a team because of multi-disciplinary team recommendation. If the multidisciplinary teams recommend the involvement of the student on a team, the candidate with special needs must qualify for membership during regular try outs as a regular candidate. Three questions are asked: Does the athlete have a disability as defined by Section 504 of The Rehabilitation Act of 1973? Is the disabled student fully qualified so that she/he could have made the team absent the disability? Are unreasonable accommodations needed that require fundamental alteration of a program or that place undue financial hardship on the program?
SECTION III: PROCEDURES

Mandatory Pre-Season Player and Parent Meeting
There will be a mandatory pre-season player and parent meeting. Parents shall be informed in writing at the mandatory meeting of the minimal health requirements for full participation, which include:

- Medical insurance coverage
- Acclimatization period (5 to 7 days with gradually increasing activity)
- Proper nutrition and hydration before and during season
- Strict adherence to safety rules and regulations
- It is strongly recommended that students participate in a year round conditioning program
- The athletic programs will be conducted in keeping with the highest ideals of sportsmanship and positive citizenship. We believe that promoting sportsmanship, ethics and integrity in extracurricular activities should be a part of that challenge to excel.
- Students, coaches, staff and parents will follow the principles of Pursuing Victory with Honor.
- Warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- Players, coaches, administrators, parents and spectators will: be polite to officials; control anger; be respectful to opponents and officials; control spectator behavior; structure cheers to support the teams.

Participation in Team Prayer
Coaches are not able to lead teams or students in prayer nor participate in a student-led prayer.

Athletic Banquets
The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season. The coach may choose to work with a support club or a group of selected parents in planning the type of awards ceremony.

- The dates of all awards presentations shall be established by the coach and school administration and placed on the school calendar.
- One month prior to the end of the season, the coach shall inform the school administration as to the type of banquet, location and starting time. The athletic banquet will be held within one month after the end of the season.
- It will be the responsibility of the head coach to inform the coaches and team personnel in their sports program of all details concerning the awards presentation.
- Athletic funds will not be expended for any awards banquet, except for the authorized school awards presented.

Booster Clubs – Parent Organizations
Booster Clubs are challenged with supporting, encouraging and advancing the athletic program and related activities of the Dysart Unified School District, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship and developing high ideals of character. All improvements to facilities and equipment should be focused on the experience and field of play of the athletes. Parent Organizations shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district. Parent Organizations shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district. Parent Organizations shall do nothing which violates the rules of the Dysart Unified School District or in any way jeopardizes the membership of the school district with the Arizona Interscholastic Association.

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Specific Sport Booster Clubs
Individual sports may create an organization of parents and interested persons to promote a sport specifically. This organization will be under the sponsorship of the parents and should exist primarily to:
  ● Promote positive public relations with the coaching staff.
  ● Raise monies for the athletic needs of the district
  ● Provide support, recognition events such as awards banquets
The specific sport booster clubs shall serve as a satellite of the overarching athletic booster club and have representation on their board of administrators. At no time will the activities of the specific sport booster interfere with the operations of the overarching athletic boosters.

Fundraising Procedures
All fundraisers must follow district fundraising procedures. The completed Student Club Fundraising/Activity Form must be approved prior to the start of any fundraising activity. Each Site Administrator has the ability to place restrictions on club activities. Facility Requests must be submitted to Community Education when planning to utilize any DUSD facility. Student Activities monies are derived from a variety of sources: dues, concessions, ticket sales, publication and other fundraising events approved by the Student Council and Site Administrator. All monies raised by the students must be deposited into the DUSD student club account.

Use of Athletes in Fundraising
A student club may participate in a joint fundraising project with a Parent Support Group such as a Booster Club if the Student Council and Site Administrator have approved the project. The fundraising form should identify upfront how proceeds will be allocated proportionally between the two organizations based on the level of effort devoted by each group to the project. Students are prohibited from selling items house to house.

Financial Accounting
Money raised by students to benefit those students is a simple way to describe Student Activities. So money should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds. Student activities monies must not be used to defray any DUSD expense. Cash must be available in the club account before a purchase is made. Disbursements from Student Activities monies may only be made by the District Student Activities Treasurer against an existing Purchase Order upon receipt of proper invoice and receiving report authorizing the disbursement. Cash transactions are not permitted.

Coaches Responsibility
Coaches must follow all Board approved fundraising procedures. Coaches acting as a student club sponsor and involved with the fund raiser are responsible for the overall success of the project. Coaches must ensure accurate records are kept and coaches will be held accountable for all money and items.

Recruitment: AIA Bylaw 15.12 Recruitment Rule
There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach or employee of a high school district shall engage in recruitment either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs or other persons who are in a position to influence the student’s choice of a school. Please refer to AIA Bylaw 15.12 for all information related to recruiting.
**End of Year Check-Out**
In an effort to expedite programs for the following year the points listed must be accomplished before check out for the summer vacation period.

**Head Coaches**
- End of year reports verified with recommendations for coaching assignments and improvements for next year including completed evaluations of all assistant coaches
- Inventories of equipment
- A written game plan for the next season (what are you going to do to be successful with your particular program...a list of goals)
- Your requisitions for the next school year
- A list of repairs for your specific facility

**Procedures for Inventory of Equipment**
Head coaches will be responsible for the care, issuing and secure storage of athletic equipment and uniforms for their program.

**Locker, Equipment, Training and Weight Room**
- Athletes must be supervised at all times.
- Rough-housing and throwing towels or other objects are prohibited in the locker room. Hazing of other players is prohibited.
- All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- No one, except coaches and assigned players, is allowed in the locker room.
- No GLASS containers are permitted in locker rooms.
- All spiked or cleated shoes must be put on and taken off outside the locker room in extreme or muddy weather conditions. No metal or hard spikes or cleats are ever allowed in any other part of the school building.
- Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
- Each coach is responsible for ensuring that the equipment room is locked at all times except when equipment is being issued.
- Athletes are not to be in the training room unless they are being examined or receiving treatment by the team physician, athletic trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be authorized by qualified school district personnel.
- The weight room will be controlled by the coach. Both out-of-seasons and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he/she is unavailable. No student is allowed to use the weight room without authorized supervision.

**Athletic Training Room**
The athletic training room is used for the preparation of athletes for competition, treatment of injuries and rehabilitation of injuries. When an injury occurs, the athletic trainer, in cooperation with the coaching staff of the in-season sport, will implement indoor, outdoor and traveling procedures. In the event the athletic trainer is not present, the head coach will implement the emergency procedures.

**Non-School Participation**
A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. This rule applies to team sports only, which are football, baseball, basketball, volleyball, soccer, softball, track relay and swimming relay teams. For purposes of this rule, the interscholastic season of competition shall begin with the first regularly scheduled game and conclude with that particular team’s final game. Any student violating the above rules shall be ineligible for the remainder of that season.

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rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

**Off Season Athletic Program**
- All programs must follow all AIA by-laws and rules established by the Conference, Region and the Dysart Unified School District.
- The off season programs will be organized in such a way that they will enhance the individual sport and the total athletic program.
- All programs must have prior approval of the high school administration.

**Ethical Behavior Toward Officials**
- Schools shall have the moral responsibility to protect officials and their property. Schools shall be obligated to provide dressing facilities with privacy and provide safety of the officials’ property. School personnel shall not invade the privacy of an official’s dressing room.
- In the event that spectators, parents, or other non-school personnel initiate or use profanity or engage in physical conflict or other threatening or aggressive behavior with officials, the school involved shall utilized all available law enforcement resources to prosecute such offenders, and shall take all reasonable actions to help ensure that future similar incidents do not occur.

**Participation Cut-Off Dates**
In an effort to improve coordination and cooperation within athletic programs, the following are cut-off dates for participation in athletics:
- Varsity - One week after starting practice date
- Junior Varsity - Two weeks after starting practice date
- Freshman - Two weeks after starting practice date
Transfer and new students into the District will be given one week to fulfill all eligibility requirements.

**Scheduling Events**
The athletic administrator is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.
- The athletic administrator shall consult with the head coach to discuss teams to be scheduled at all levels of the respective program.
- Interscholastic scrimmages will be scheduled by the head coach of each sport with the approval of the athletic administrator.
- Scrimmages are to be scheduled with little to no loss of school time.
- All scrimmages must be approved by the athletic administrator and be included within the approved athletic budget for the year.
- A scrimmage may involve any number of teams as stated in each sport’s AIA guidelines.
- The AIA will be contacted to arrange for AIA officials.

**Squad Selection / Try-Outs**
In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while in the Dysart Unified School District, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.
Per district procedures, prior to being eligible to practice or compete in any interscholastic athletic/activity a student must be officially enrolled in that high school.
Cutting Policies
Each coach must provide written criteria that score each of the athletes at the various skills and other criteria. Each coach will need to keep a copy of their rubric or written criteria on file, in case any parent/guardian/athlete asks why they did not make the team. This will help you justify any cuts you may have to make. All rubrics and written criteria must be approved by the school administration prior to their implementation with athletes. Staff will only share information that pertains to each parent’s or guardian’s student. Information regarding any student will never be shared with another student’s parent or guardian. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters. Prior to squad selection, the coach shall provide the following information to all candidates for the team:
- Extent of try-out period
- Criteria used to select the team -- Number to be selected
- Practice commitment if they make the team
- Game commitments

Student – Coach Communication
Teachers/coaches should never use personal cell phones, personal emails, etc. to communicate with students as this can only place an employee in a security risk. Coaches must use Remind101, district email and Edmodo to communicate with athletes.

Team Supervision
During the course of each season, practice and competition, it is the coach’s responsibility to maintain supervision of their athletes. This supervision begins when the athlete arrives promptly to dress for practice and continues until they leave the facility after practice or a game. AT NO TIME SHALL THE ATHLETES BE ALLOWED TO BE ON CAMPUS UNSUPERVISED.

Transportation
Dysart Unified School District is responsible for transporting student athletes involved in school related athletic activities. This responsibility involves transporting them from the school site to the site of the contest and then returning them to the school site. The following guidelines will be followed:

Bus Duty/Supervision
- The head coach of each sport is responsible for the bus supervision. The head coach may delegate the supervision to another high school coach.

Student/Athlete Transportation
- Under no circumstances will District student athletes be transported by private vehicle to any school related activity, except by immediate family members under pre-approved circumstances.
- All coaches will provide the transportation director proof of a legal driver’s license and pass the District drug-screening test before transporting student athletes to any activity.
- All district vehicles have a rider capacity that will never be exceeded. These limits can be obtained from the transportation director or transportation dispatcher.
- Student athletes will not be released after contests for transportation home to anyone other than immediate family members (parent/guardian) that is a legal driver. Written permission from the parent can release an athlete to a brother, sister, grandparent, aunt or uncle.

Travel Procedures
Requests for local student travel must be received and approved by the principal. Requests for overnight or out-of-state student travel must be approved by the principal and submitted to the Assistant Superintendent utilizing the Overnight/Out-of-State travel request form.
**Parent/Guardian Permission**

Coaches shall carry the following with them in addition to the parent permission slips:

- Copies of the emergency cards for each student.
- List of emergency numbers to contact including: school numbers, evening contact if necessary, and transportation contact.
- Access to a working cell phone.
- Certificated employees shall supervise all student trips. All staff is expected to provide close supervision of students and to conduct themselves according to Governing Board policy and in a manner beyond reproach throughout the trip. No smoking, alcohol consumption, drugs, or other inappropriate behavior is allowed.

**Volunteer Coaches**

In as much as volunteer coaches are being utilized extensively within the interscholastic athletic programs, the following guidelines are in place for their use:

- Volunteer coaches must complete all documents required by Dysart District and includes fingerprint clearance and background check.
- The school administration prior to any commitment being made must interview volunteer coaches.
- Volunteer coaches need not receive any payment from the Dysart District if the following criteria are met:
  - They provide additional services for civic, charitable or humanitarian reasons, without any promise, expectation or receipt of compensation for the additional services. Volunteers can nonetheless be paid expenses, reasonable benefits or nominal fees for their additional services.
  - They offer their services freely and without coercion, direct or implied.
  - They perform services as a volunteer that are different from the services they are paid to perform as employees.
- All Support Staff must complete and submit to the Principal’s Office at the site at which they are volunteering, their Dysart issued volunteer badge.
- Volunteers will always have a head or assistant coach in the direct vicinity.
- Volunteers will be expected to follow all Dysart District and school policies and guidelines.
- Volunteer coaches will not be allowed to drive District vehicles even if they are properly certified with a chauffeur’s license.
- Volunteer coaches shall not administer discipline to any athlete. Discipline shall be handled by the district-employed head coaches.
- The District will be protected by its liability policy when using volunteer coaches.
SECTION IV: RISK MANAGEMENT

Duties Related to Negligence Litigation
Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. Please visit Duties Related to Negligence Litigation for information related to each duty.

1. Duty to Plan
2. Duty to Supervise
3. Duty to Assess Athletes Readiness for Practice and Competition
4. Duty to Maintain Safe Playing Conditions
5. Duty to Provide Proper Equipment
6. Duty to Instruct Properly
7. Duty to Match Athletes
8. Duty to Condition Properly
9. Duty to Warn
10. Duty to Ensure Athletes are Covered by Injury Insurance
11. Duty to Provide Emergency Care
12. Duty to Develop an Emergency Response
13. Duty to Provide Proper
14. Duty to Select, Train and Supervise

Negligence Please visit Negligence Detail for information.

Facilities and Equipment
Properly installed, maintained, and regularly inspected activity areas provide the necessary environment for the prevention of catastrophic injury.

- All playing surfaces and related equipment must be approved and installed under the direction of qualified district personnel or designated manufacturer.
- Daily inspection by athletes, periodic inspection by the coach and seasonal inspection by an expert is required of all protective equipment.
- Immediately remove or correct all hazardous situations, which interfere with the safety of athletes (irregular playing surfaces, bleachers, upright standards, furniture, scorer’s tables, sprinkler heads, defective training equipment).
- All available safety devices must be employed (helmets and protective screens in batting cages).
- Be aware of the intended use and limits of protective equipment capabilities established by the manufacturer and use only according to those intentions and within those limitations.
- Keep equipment in top repair. Maintain an adequate inventory of spare parts and extra units for immediate repair of damaged items.
- Use of equipment and, if necessary, the activity shall be suspended until damaged items are repaired or replaced.
- Dispose of un-repairable or equipment from all sports pursuant to District policy.
- No trampoline of any type shall be used for any purpose.

Supervision of Activities
Supervision of all activities by the assigned District employee is necessary to reduce the risk of injury and assure proper handling of emergency situations.

- Proper supervision requires the immediate physical presence of an authorized adult during all periods of activity.
• Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to the injured athlete.
• Unique situations must be covered by a “supervision plan” as developed and authorized by the unit principal (locker room supervision of coach of the opposite sex).
• Primary supervision responsibilities must be completed prior to becoming involved in other assigned personal or school activities.
• Transportation conveniences provided by the District must be used in accordance with Board of Education policy and District administrative regulations.

Rules of Conduct – Athletic Discipline Matrix: Any athlete who is in violation of the following rules shall be subject to disciplinary action in accordance with Dysart Unified School District’s Athletic Code and may be subject to athlete consequences which may involve loss of ability to participate on school teams. Any violation of the Dysart Unified School District (DUSD) Student & Parent Handbook that reflects a consequence of 10-day suspension, long term suspension or expulsion, will result in the student-athlete being ineligible to participate in athletics.

RULE 1 – Use or possession of illegal drugs or drug paraphernalia as per the DUSD Student & Parent Handbook (AIA By-Laws).

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SECOND VIOLATION</th>
<th>THIRD VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>May result in immediate ineligibility for interscholastic competition in the current sport for the remainder of the season</td>
<td>Ineligible and prohibited from participating in any AIA sport program for a period of one calendar year from date of second violation</td>
<td>Permanently prohibited from participation in any AIA athletic program</td>
</tr>
</tbody>
</table>

RULE 2 – Use and/or being in possession of, or remaining on premises where illegal drugs, drug paraphernalia or alcohol are knowingly being used. Students may participate in a district approved diversion program to reduce suspension.

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SECOND VIOLATION</th>
<th>THIRD VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension for 10 school days effective immediately</td>
<td>Athletic suspension for the duration of the season in progress</td>
<td>Expulsion from all athletics for the remainder of the current school year</td>
</tr>
</tbody>
</table>

RULE 3 – Use and/or being in possession of tobacco or tobacco products

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SECOND VIOLATION</th>
<th>THIRD VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic suspension for 3 school days effective immediately</td>
<td>Athletic suspension for 5 school days</td>
<td>Athletic suspension for 10 school days</td>
</tr>
</tbody>
</table>

RULE 4 – Not obeying school rules and regulations (including regular school attendance). An athlete may not have ANY truancy/unauthorized absences including single period, portion of school day, all day, etc.)

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SECOND VIOLATION</th>
<th>THIRD VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference with administrator, unable to participate in the next contest for any violation of truancy or unauthorized absences</td>
<td>Unable to participate in two contests for a second violation of truancy or unauthorized absence</td>
<td>Athletic suspension for current season</td>
</tr>
</tbody>
</table>

Revised 6/2021
**RULE 5** – Suspension from school

<table>
<thead>
<tr>
<th>FIRST VIOLATION</th>
<th>SECOND VIOLATION</th>
<th>THIRD VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic suspension for the period of the school suspension and unable to participate in the next contest</td>
<td>Suspension for up to 10 school days effective immediately and automatic probation (five day minimum). Unable to participate in the next two contests.</td>
<td>Athletic suspension for a minimum of ten days and up to the remainder of the current season</td>
</tr>
</tbody>
</table>

**RULE 6** – Any student convicted of a felony crime may not be allowed to participate in athletic competition for one full year or until the sentence is completed.

**RULE 7** – On-line social network: Any student of any age who exhibit unacceptable conduct in or out of school or competition or through any on-line social network (including but not limited to: buying, selling, possessing or using alcohol, tobacco, drugs, or steroids; fighting; threatening; stealing; lying; possessing false identification; forgery; cheating; vandalizing; violating school rules; trouble with law enforcement; sending inappropriate messages or pictures; or any other illegal activity or unacceptable conduct) will be suspended from interscholastic competition in accordance with the Dysart Unified School District formal suspension policy. A police report and/or Arizona Department of Child Safety (DCS) report may be filed.

**RULE 8** – Out of season sports violations: The following violations are considered to be extremely serious and are considered to be a reflection of the athlete and the school athletic program:

- Organizing, hosting or having gatherings where use of alcohol and/or controlled substances takes place;
- Selling, providing or distributing controlled substances;
- Using steroids;
- Carrying a dangerous or concealed weapon;
- Being convicted of a felony.

Any student who commits any of these violations may be suspended immediately from the current or next season of sport in which the student chooses to participate and may be suspended up to three seasons pending an administrative review. If any person in possession of alcohol or controlled substances arrives at a gathering (invited or uninvited) being hosted by a student athlete, that student athlete is responsible, under this policy, for the immediate removal of those persons and all alcohol or controlled substances from the premises. A responsible adult or the police should be contacted without delay if those persons refuse to leave. Code restrictions are in effect and enforced on a year-round basis and violations are cumulative over the course of a student’s high school career.

Revised 6/2021
**SECTION V: EMERGENCY PROCEDURES**

**Emergency Information**: Phone Numbers

Each sport must develop a list pertinent to its individual area and schedule needs including the following specific emergency numbers. Numbers should be periodically checked and updated.

- Certified Athletic Trainer
- Principal
- Athletic Director
- Transportation Director
- Maintenance Director

**Medical Referral Card (Emergency Cards)**

One for each participant must be carried to all practices and games.

**Emergency equipment and “daily” check**

- Ice – available in large volume
- Telephone and emergency number card - Always carry a phone to call the Athletic Trainer or 911 in emergencies.

**Instruction and drills of staff and athletes**

Establish periodic instruction sessions and follow-up drills for all staff members and athletes including procedures for an incapacitated coach.

**Cardiopulmonary Resuscitation (CPR) and first aid certification**

All coaches will carry a current CPR and First Aid card and will be responsible for renewing certification when it expires.

**Professional medical coverage**

No competitive event shall commence without a plan for appropriate professional medical coverage.

**Four Basic-Decisions**

**First Question** – Is the injury life threatening?

<table>
<thead>
<tr>
<th>Life Threatening</th>
<th>Non-Life Threatening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airway obstruction; Respiratory failure; Cardiac arrest; Head injury;</td>
<td>Fractures</td>
</tr>
<tr>
<td>Heat Illness; Cervical spine injury; Spleen injury/internal bleeding;</td>
<td>Soft tissue injuries (sprains, contusions, dislocations, open wounds, strains)</td>
</tr>
<tr>
<td>Severe bleeding; Drug overdose</td>
<td></td>
</tr>
<tr>
<td>Anaphylaxis (severe allergic reaction, ex: bee stings)</td>
<td></td>
</tr>
</tbody>
</table>

**Second Question** – Is emergency professional medical coverage indicated?

**Third Question** – Is the injury in need of immediate emergency care on the field?

<table>
<thead>
<tr>
<th>Observations</th>
<th>Immediate Emergency Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scene and position of injured</td>
<td>Airway obstructed; Severe bleeding;</td>
</tr>
<tr>
<td>Conscious or unconscious</td>
<td>Respiratory failure; Drug overdose;</td>
</tr>
<tr>
<td>Breathing and circulation</td>
<td>Cardiac arrest</td>
</tr>
</tbody>
</table>

**Forth Question** – Moving the injured athlete. When is it necessary to move the athlete?

- Face down – non-breathing (to his/her back)
During heat illness (to cool place)
- Remove from immediate danger (fire, traffic, etc).

Certain injuries require continued monitoring by staff or parents as they may become catastrophic in nature.
- Head injuries may result in severe concussion or intracranial hemorrhage
- Abdominal injuries may result in spleen ruptures
- Lower back injuries may result in kidney ruptures and internal bleeding.

**Catastrophic Injury Emergency Procedures**
Implementation of standardized procedures is vital in dealing with catastrophic injury. The site principal shall design an emergency plan, which defines all responsibilities.

**Home Games**
- Appropriate professional medical personnel must be in attendance and must assume responsibility for initiating the catastrophic emergency plan.
- The athletic trainer will assist in carrying out the standardized procedures as outlined in the practice plans.

**Away Games**
- Secure additional emergency phone numbers.
- Predetermine the types of medical assistance available.
- Adapt District emergency plan to fit host school facilities
- Initiate basic emergency procedures.

**Follow Up**
- A written report of material facts, eyewitnesses, the impounding of involved equipment and photographic evidence must immediately follow a catastrophic injury.
- The school nurse will need a completed District accident report form for the files.
- Prepare independently a narrative supplement, which reports factual observations of all events leading to, during and following the injury within 24 hours (do not include opinions).
- List all witnesses including name, address and phone numbers. Attach team roster including coaches, etc.
- Impound involved equipment and any photographic record with identifying tag indicating date, event, occurrence, and names of persons in chain of command.

**Activity During Extreme Heat / Humidity**
Be aware of temperature and humidity levels. Change practice length, intensity and equipment use as the levels rise. It should be easy for athletes to access water during practice, and you should remind them to drink regularly. Fluid breaks should be scheduled for all practices and become more frequent as the heat and levels rise. Always have contact information for parents available.
Work/Play Demand Legend

Light Work: Sitting with moderate arm and leg movements, standing, some walking only
Moderate Work: Walking with lifting, pushing, walking quickly jogging short distance, 5-15 yards while carrying a light load
Heavy: Lifting, any pushing or sprinting over distance
Very Heavy: Sprinting over 15 yards; continuous activity with contact prolonged running and jogging.

Dehydration and Heat Illness for Athletes

Athletic trainers and coaches must ensure that student athletes take it slow to be sure they get used to the heat and humidity gradually. There are other reasons why a young person may become ill from a heat illness. Those who have a low level of fitness, who are sick, or who have suffered from dehydration or heat illness in the past should be closely watched. A medical professional such as a certified athletic trainer (ATC) should be on site to monitor the health and safety of all participants during games and practice, especially when it is very hot and humid.

<table>
<thead>
<tr>
<th>TEMPERATURE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 80 degrees</td>
<td>No Limitations</td>
</tr>
<tr>
<td>80 to 89 degrees</td>
<td>Caution</td>
</tr>
<tr>
<td>90 to 104 degrees</td>
<td>Extreme Caution</td>
</tr>
<tr>
<td>105 to 129 degrees</td>
<td>Danger</td>
</tr>
<tr>
<td>130 + degrees</td>
<td>Extreme Danger</td>
</tr>
</tbody>
</table>

Cancellation of AIA games decided by the school AD

DEHYDRATION Athletes get dehydrated if they do not replace body fluids lost by sweating. Being even a little dehydrated can make an athlete feel bad and play less effectively. Dehydration also puts athletes at risk for more dangerous heat illnesses.

Signs and Symptoms:

- Dry mouth
- Thirst
- Headache
- Dizziness
- Athlete not able to perform as well as usual

Revised 6/2021
Being irritable or cranky  Seeming board or disinterested
Cranms  Excessive fatigue

**Treatment:**
- Move the athlete to a shaded or air-conditioned area.
- Give him or her fluids to drink.

**When can I play again?** An athlete may be active again as soon as he or she is symptom-free. However, it’s important to continue to watch the athlete.

**HEAT CRAMPS** Heat cramps are a mild heat illness that can be easily treated. These intense muscle spasms usually develop after an individual has been exercising for a while and has lost large amounts of fluid and salt from sweating. While heat cramps are more common in athletes who perform in the heat, they can also occur when it’s not hot (for example, during ice hockey or swimming). Athletes who sweat a lot or have a high concentration of salt in their sweat may be more likely to get heat cramps. Heat cramps can largely be avoided by being adequately conditioned to the heat and humidity slowly, and being certain an athlete eats and drinks properly.

**Signs and Symptoms:**
- Intense pain (not associated with pulling or straining a muscle)
- Persistent muscle contractions that continue during and after exercise

**Treatment:**
- The athlete should be given a sports drink to help replace fluid and sodium losses.
- Light stretching, relaxation and massage of the cramped muscles may help.

**When can I play again?** An athlete may be active again when the cramp has gone away and he or she feels and acts ready to participate. You can help decrease the risk of recurring heat cramps by checking whether the athlete needs to change eating and drinking habits, become more fit, or get better adjusted to the heat.

**HEAT EXHAUSTION – CALL 911** Heat exhaustion is a moderate heat illness that occurs when an athlete continues to be physically active even after he or she starts suffering from ill effects of the heat, like dehydration. The athlete’s body struggles to keep up with the demands, leading to heat exhaustion.

**Signs and Symptoms:**
- Athlete finds it hard or impossible to keep playing
- Loss of coordination, dizziness or fainting
- Dehydration
- Profuse sweating or pale skin
- Headache, nausea, vomiting or diarrhea
- Stomach/intestinal cramps or persistent muscle cramps

**Treatment:**
- Move the athlete to a shaded or air-conditioned area.
- Remove any extra clothing and equipment.
- Cool the athlete with cold water, fans or cold towels (replace towels frequently).
- Have the athlete lie comfortably with legs raised above heart level.
- If the athlete is not nauseated or vomiting, have him or her drink chilled water or sports drink.
- The athlete’s condition should improve rapidly, but if there is little or no improvement, take the athlete for emergency medical treatment.

**When can I play again?** An athlete should not be allowed to return to play until all symptoms of heat exhaustion and dehydration are gone. Avoid intense practice in heat until at least the next day, and if heat exhaustion was severe, wait longer. If the athlete received emergency medical treatment, he or she should not be allowed to return until his or her doctor approves and gives specific return-to-play instructions. Parents and athletic trainers should rule out any other conditions or illnesses that may predispose the athlete for continued problems with heat exhaustion. Correct these problems before the athlete returns to full participation in the heat, especially for sports with equipment.
EXERTIONAL HEAT STROKE – CALL 911 Heat stroke is a severe heat illness that occurs when an athlete’s body creates more heat than it can release, due to the strain of exercising in the heat. This results in a rapid increase in core body temperature, which can lead to permanent disability or even death if left untreated.

Signs and Symptoms:
- Increase in core body temperature, usually above 104°F/40°C
- Central nervous system dysfunction, such as altered consciousness, seizures, confusion, emotional instability, irrational behavior or decreased mental acuity
- Nausea, vomiting or diarrhea
- Headache, dizziness or weakness
- Hot and wet or dry skin
- Increased heart rate, decreased blood pressure or fast breathing
- Dehydration
- Combativeness

Treatment:
If there are no on-site medical personnel
- Call emergency medical services for immediate transport to the nearest emergency medical facility.
- Begin cooling the athlete while waiting for and during transport to the emergency facility.
If there are on-site medical personnel:
- Locate medical personnel immediately. Remove extra clothing or equipment from the athlete. Begin aggressive whole-body cooling by immersing the athlete in a tub of cold water. If a tub is not available, use alternative cooling methods such as cold water, fans, ice or cold towels (replaced frequently), placed over as much of the body as possible.
- Call emergency medical services for transport to the nearest emergency medical facility.

When can I play again? No athlete who has suffered heat stroke should be allowed to return until his or her doctor approves and gives specific return-to-play instructions. Athletic trainers should work with the athlete’s doctor to rule out or treat any other conditions or illnesses that may cause continued problems with heat stroke. The athlete should return to physical activity slowly, under the supervision of an ATC or other qualified healthcare professional, especially for sports with equipment.

WHAT IS A CONCUSSION? The American Academy of Neurology defines concussion as “a trauma-induced alteration in mental status that may or may not involve loss of consciousness.” This signifies that a person does not have to be knocked unconscious to receive a concussion. When an athlete sustains a concussion, they are more susceptible to suffer another concussion in subsequent contests.

Some Signs and Symptoms of Concussion
- Vacant stare
- Delayed verbal and motor responses (slow to answer questions or follow directions)
- Confusion and inability to focus attention (easily distracted)
- Slurred or incoherent speech (making disjointed or in comprehensible statements)
- Gross observable incoordination (stumbling, inability to walk tandem/straight lines)
- Emotions out of proportion to circumstances (distraught, crying for no apparent reason)
- Disorientation (walking in the wrong direction; unaware of time, date, and place)
- Memory deficits
- Any period of loss of consciousness (paralytic coma, unresponsiveness to arousal)
- Persistent headache
- Double vision
- Nausea/ may be accompanied by vomiting
- Tinnitus (ringing in the ears)
Protocol for Suspected Head Injury

- Determine the level of consciousness.
  - if unconscious, **call 911 and check airway, breathing, and circulation** **DO NOT MOVE THEM!**
  - if conscious, continue to #2
- Remove the athlete from the activity
- Observe the athlete for movement, disorientation or confusion.
- Talk to athlete to determine if they
  - are disoriented, have a headache or blurred vision
  - have any memory loss, they are sick to their stomach
- If any of these symptoms are present, continue to observe the athlete for 15 minutes.
- If any of these symptoms persist for longer than 15 minutes, that athlete should not be allowed to return under any circumstances. The athlete should be observed by an adult, and seen by a physician within 24 hours.

Determining When Advanced Care is Necessary

When a head injured athlete is allowed to go home, there are certain circumstances which warrant emergency medical care. If any of the following conditions exist, do not delay—call 911 or transport them to the nearest emergency room if:

- At any time, there is a loss of consciousness.
- The athlete is incoherent, vomiting, or has blood or discharge around the ears or eyes.
- There is a loss of vision, hearing or other senses.
- A headache persists or worsens.
- One pupil becomes larger than the other.
- The athlete’s condition worsens or any time the athlete “just isn’t right.”

Rules for the Prevention of Infection

With the increased knowledge of the spreading of different infections through contact with that infection, the following steps are mandatory when treating an injury, cleaning vomit, or any contact with bodily fluids:

- Wear gloves whenever in contact with bodily fluids.
- Wash hands thoroughly and immediately with soap if any contact with bodily fluid occurs.
- Change gloves between patients and throw used gloves away in biohazard plastic bags.
- Protect your eyes when in contact with bodily fluids. Use sunglasses, or any other type of eyeglasses.
- Have contaminated areas cleaned with paper towels and disinfectant as soon as possible with household bleach and water solution (mix 1:10).
- Special plastic containers or gloves cannot be reused.
- Call the custodian to assist with clean up and send the athlete to the athletic trainer, nurse or medical personnel.
- Students are not to empty biohazard containers or handle any soiled materials.
- All open lesions or sores must be cleaned and covered for both students and staff.
- Only the athletic trainer or nurse will treat or clean bleeding wounds unless the wound is life threatening.

Inclement Weather Policy / Lightning Policy

Lightening may be the most frequently encountered weather hazard affecting active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 a.m. and 7:00 p.m., which coincides with the hours for most athletic activities. Additionally, lightning casualties from sports and recreational activities have risen alarmingly in recent decades. For this reason, all coaches and athletic trainers must utilize extreme caution when a storm arises.
A flash-to-bang count of 30 seconds or less should be used as a minimal determinant of when to suspend activities. Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before athletic activities are resumed. Lightning safety strategies include avoiding shelter under trees, avoiding open fields and spaces, and suspending the use of land-line telephones during thunderstorms.

**Criteria for suspension of activities:**
By the time the flash-to-bang count approaches 30 seconds, all individuals should already be inside a safe shelter.

**Criteria for resumption of activities:**
Wait at least 30 minutes after the last sound (thunder) or observation of lightning before leaving the safe shelter to resume activities.

**Who is Responsible for the Decision?**
If the athletic trainer is present during the practice or competition, the decision to suspend play and when it is safe to resume, will be made by the athletic trainer. If the athletic trainer is not present, the decision rests with the head coach. During suspension of activity all athletes must be directed to a secure structure, such as a building.

**Other Weather Conditions:**
Should any other forms of inclement weather arise (tornado, wind storm, etc) the athletic trainer will monitor weather reports and make decisions regarding play accordingly. The athletic trainer will make the final decision in any dispute regarding inclement weather. Should a decision be ignored, the matter will be directed to the Athletic Director.

**NOCSEA Safety Guidelines**
Perform regular inspections of player protective equipment using manufacturer and/or NOCSEA fitting and safety guidance. Specific examples of rules in the various sports, related to the prevention of catastrophic injury shall be taught, drilled and reviewed.

**Cheerleading**
Proper selection, care and use of personal equipment are as important to the safety and well-being as the conduct of the activity itself. The apparel selected for practice and performance situations should be snug-fitting, but should allow for a reasonable freedom of movement. Loose-fitting garments and pocketed shirts are not recommended because of their potential to “catch” and/or entangle another performer’s foot during the execution of partner stunts and pyramids. Excessive jewelry, including hard hair accessories such as large barrettes, should be prohibited in all practice and performance settings. Of all personal equipment used in cheerleading, perhaps none is more important than footwear. The term “shock absorption” and “dampening” are the more popular descriptions of shoe cushioning and can be used interchangeably to refer to the property of cushioning. Lateral support allows the shoe to respond appropriately to the lateral stresses resulting from side-to-side changes of direction realized in basing stunts, tumbling and dancing. Approximately one “thumb width” (or ½ inch) should be allowed between the longest toe and toe tip of the shoe. Any activity involving motion and height creates the possibility of accidental injury.

**Football**
Most manufacturers have their own guides for the fitting of helmets and these must be followed. In addition, the following general guide applies to all helmets:
- The helmet should cover the base of the skull.
- The ear and ear cut should match.
- The front edge of the helmet shell should set one inch above the player’s eyebrows.
- The jaw pads should fit snugly against the side of the face or head.
● Any crack or deformity of the shell or deterioration of the padding requires immediate replacement.
● The athlete is responsible for notifying the coach if there are any problems with the helmet after the initial fitting (loose or missing hardware, change in hairstyle resulting in a looser fit of the helmet, etc.)
● Shoulder pads, helmets, hip pads, pants, thigh pads and knee pads must have proper fitting and use.
● Shoulder pads which are too small will leave the shoulder joint vulnerable to bruises or separations and could also be too tight in the neck area resulting in a possible pinched nerve. Shoulder pads which are too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations.
● Helmets must fit snugly at the contact points: Front; back; and top of head. The helmet must be safety “NOCSAE” branded; the chin straps must be fastened, and check pads must be of proper thickness. On contact, too tight a helmet could result in headache. Too loose a fit could result in headaches, a concussion, a face injury such as a broken nose or cheek bone, and a blow to the back of the neck could cause a neck injury, possibly quite serious such as paralysis or even death.
● Wear all protective equipment including mouth guards to every practice or contest unless otherwise indicated by the daily practice plan.
● Be sure that all stabilizing straps and laces are properly worn and tightened and all fasteners secured so equipment is properly positioned.
● Wear outer and under garments that are appropriate for humidity and temperature.
● Players with visual impairment must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
● Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
● Remove all jewelry and metal hair fasteners.

**Baseball and Softball**

It is mandatory for each batter, runner, catcher and base coach to wear a head protector. The protector worn by each batter and each runner shall have extended earflaps, which cover both ears and temples. The catcher shall wear, in addition to the head protector, a protective mask, body protector and baseball/softball shin guards. A male catcher shall also wear a protective cup. Any player warming up a pitcher in the “bullpen” shall wear a protective mask, (protective cup) and body protector. Failure of a player to do so when ordered by an umpire shall cause dismissal from the game.

- Protective equipment labeled with current NOCASE certification
- Protective equipment is properly fitted and worn properly
- Helmets equipped with current NOCASE certification
- Adequate inventory of helmets that are not cracked or in need of repair
- All non-wood bats shall meet the Batted Ball Coefficient (BBCOR) standards
- Pitching machines are grounded at the plug and are checked for accuracy and dependability
- Pitching machine rules are posted

**Soccer**

- Shin/elbow pads and shoes properly fit and worn
- Proper cleat length for shoes
- Goal cages are securely anchored into the ground.
- Goal mouths are securely anchored together when not in use
- Goal nets are soft mesh
- No hooks or fastening devices are protruding toward the field of play

**SPORT SPECIFIC WARNINGS – Follow all guidelines from NFHS and AIA bylaws.**
FAMILY AND COACH AGREEMENT

Coach to Student/Parent

The coach will discuss expectations of student and parent; provide team and parents with access to rules of the sport and provide contact information including school e-mail and school phone number.

Coach will be available for students to discuss any issues; talk to the student and parent with any concerns; take unresolved concerns to school administration.

I have read and agree to all expectations above.

_______________________________________
Coach Name

_______________________________________
Coach Signature

_______________________________________
Date

Student/Parent to Coach

Student/Parent will: be supportive of the coach, team and school; work with the coach to resolve issues.

If concerns arise, Parent/Student will: talk to the coach with concerns first; meet with the coach and Athletic Director if needed.

I have read and agree to all expectations above.

_______________________________________
Parent Name

_______________________________________
Parent Signature

_______________________________________
Date

_______________________________________
Student Name

_______________________________________
Student Signature

_______________________________________
Date

Protocol of Meetings: 24 to 48 Hour Rule: After a game or event, a parent will wait 24 to 48 hours before contacting the coach to set up a meeting.
Coach’s Athletic Handbook Signature Form

A coach must be able to develop good rapport with numerous individuals and community groups including team personnel, the student body, the professional staff, the community, spectators, officials and fellow coaches in the conference, media representatives, and the parents of players. Good rapport and demonstrated competency are invaluable for the coach. As a coach, you have high level visibility throughout the community. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

As a coach you must have a thorough knowledge of all athletic policies approved by the Dysart Unified School District and be responsible for their implementation by the sports program. Each coach must have knowledge of the Arizona Interscholastic Association Constitution and By-Laws, league regulations and implement these regulations consistently and interpret them for your staff. Each coach must understand the proper administrative line of command and refer all student and parent requests or grievances through proper channels.

The Coach’s Handbook is a comprehensive list of suggested policies developed by the district and contains administrative and management tasks that accompany coaching assignments. This form must be signed by the athletic coach and returned to the Athletic Director prior to the start of the athletic season.

I have read, understand and will abide by the guidelines set forth in the Coach’s Athletic Handbook.

______________________________________________  ____________________
            Coach Signature                          Date

______________________________________________  ____________________
            Athletic Director Signature               Date