

Santa Cruz Valley Unified SD #35

ATHLETICS HANDBOOK



CMS
(520)
375-
8603



RRH
S
(520)

375-
8762



CTM
S
(520)
375-
8803

Middle Schools Sports

1st QUARTER SPORTS

Cheer
Cross Country
Football
Volleyball

2nd QUARTER SPORTS

Basketball (boys)
Cheer
Soccer (girls)

3rd QUARTER SPORTS

Basketball (girls)
Soccer (boys)
Wrestling

4th QUARTER SPORTS

Baseball
Softball
Track

High School Sports

FALL

Cheer
Cross Country
Football
Golf (Boys)
Volleyball

WINTER

Basketball (Boys/Girls)
Cheer
Soccer (Boys/Girls)
Wrestling (Boys/Girls)

SPRING

Baseball
Softball
Track/Field (Boys/Girls)

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Dear Coaches,

Welcome to Santa Cruz Valley Unified School District #35! We are proud to have you share your expertise with our young people in order to create positive experiences for our student-athletes. It is of great importance that we communicate, work together, and follow all school procedures and policies while maintaining a growing and successful athletic program.

Through athletics, our District's identity and image are shared with other schools and communities. Our coaches directly create the image we present to the world. Such a responsibility is not to be taken lightly and we ask that you remember our students' safety, goals, dreams, and interests at all times when representing our schools. You, the coaches, are potentially the most influential person in your students' lives. Make your job as a role model count on multiple levels to create fond memories for your students.

The word "coach" is synonymous with *teacher*, *mentor*, and *role model*. The word "coach" is not synonymous with "buddy," "drill sergeant," or "enemy." Your players may very well think of the word "coach" as *brother*, *sister*, or even *parent*. While you are not expected to be your players' parent, you are expected to be their "coach." Your players, will dwell upon, scrutinize, and study your every action. Make sure your actions count, your words are meaningful, and your purpose extends beyond the game.

Best Wishes,

David Verdugo
Superintendent

Stephen Schadler
Assistant Superintendent

**Educate Everyone Every
Day**

OUR MISSION

The mission of SCVUSD #35 athletics is to provide every student-athlete with a safe, structured, fair, and highly competitive athletic experience that develops each student's athletic ability to their fullest potential. The District coaches, teachers, administrators, and staff work with parents and the community to assist student-athletes in their pursuit of personal and team excellence. Our athletic programs focus on developing participants' physical, social, and personal skills essential to becoming community leaders and competitive athletes rooted in sportsmanship.

SECTION I – TEAM ORGANIZATION

GUIDELINES FOR TEAM SELECTION

High School

Participation in interscholastic activities is not a right. The following guidelines apply:

- Any athlete who completes all required paperwork will have an equal opportunity to try out for any sport with ample opportunity to demonstrate their abilities.
- Tryout periods last a minimum of three days, subject to change by the coach after consultation with the athletic director.
- If an athlete fails to tryout within the allotted time, the head coach will decide whether or not an athlete may still try out.
- If an athlete transfers to the school and wishes to participate in a team sport, he/she will be given the same opportunity for a fair and equal tryout.
- The head coach is responsible for establishing criteria for team selection.
- The head coach will review the selection process with the athletic director prior to tryouts.
- The head coach will notify players of the tryout results in a timely and sensitive manner.
- Coaches will proactively to prevent any incidence, or appearance of, nepotism in relation to team selection or playing time.
- The head coach may discuss tryout results with an individual athlete or parent, but may not discuss the results of tryouts with other athletes or parents.
- Coaches will provide suggestions for improvement to help athletes who are cut prepare for future tryouts.
- The coach may not use any off-season program participation as a basis for team selection.
- There will be no public commentary regarding the selection process.
- NOTE: In all instances, the final decisions for team selection will reside with the head coach. The process will be subject to review by the Athletic Director only.

Intramurals and “Select” Teams at Middle Schools

SCVUSD #35 middle schools offer athletic development and competition for all skill levels. For our contests against other schools, CMS and CTMS have a “select” ‘A’ Team based on tryouts conducted at the start of the sports season. The ‘A’ Teams (and can include players from any grade level), serves as our highest and most competitive level of play.

Students may still participate regardless of skill level on the ‘B’ or ‘C’ teams. Both ‘B’ and ‘C’ programs have “select” teams that can compete against other schools as well. For all “select” teams, play is competitive and playing time cannot always be equal or guaranteed. Players chosen for “select” teams may change from game to game. Coaches will clarify to players before each game who will be on the “select” team.

In addition to the ‘A,’ ‘B,’ and ‘C’ Team structure, CMS and CTMS facilitate an intramural program where participants will learn skills in practices and play games against other participants on an intramural basis. It is through our intramural program that we expect our most inexperienced players to develop their skills.

Tryouts

All coaches will provide prospective student-athletes who complete pre-tryout paperwork with an equal opportunity to try-out for any sports team during the school year. Players will be evaluated by the coaching staff and “select” teams of A/B/C will be determined within one week of trying out. If a student fails to try-out during the first week of practice, then it is the decision of the head coach whether or not a student may try-out for the team. If a student does not try-out before the first game, then that student may not try-out at all until the following season.

PARTICIPATION POLICY

Participants in inter scholastic athletics are students and quality citizens first and foremost. Extracurricular activities, sports, and special events are privileges. Good academic and social standing will be strictly enforced across all teams.

Student-athlete participants must receive and complete an athletic participation packet in order to participate in athletic programs.

That packet includes:

- 1) Parent permission/emergency consent/proof of insurance
- 2) Uniform agreement and care of use contract.
- 3) Student/parent conduct & handbook agreement form.
- 4) Physical Examination: All participants are required to have a current cleared physical examination form on file. Forms are available on our District’s website or the Athletic Department staff.
- 5) Insurance Coverage: All participants are required to provide proof of personal health insurance in the event that an injury or medical emergency should occur. Families without medical coverage may inquire about coverage with their school.

Upon completion, students are to bring the packet to the Athletic Director of their school. The Athletic Director will notify coaches who are cleared to participate.

SEASON COMPLETION

The RRHS Athletic Department believes strongly in promoting teamwork and positive character qualities in all of our athletes and across all sports. All practices prior to the first competition are considered the "Trial Phase" of the season. This is to encourage students to try out for any team in which they are interested.

Athletes are expected to complete the entire season with their team barring a medical or personal reason for leaving early. Any athlete who notifies the head coach directly that he or she will be leaving the team prior to the first competition will be permitted to leave in good standing. Any athlete who fails to attend practice consistently, or otherwise quits *after* the first competition of that respective sport, without a legitimate personal or medical reason that was discussed with the head coach, will not be permitted to try out for any other sport within that same season as well as the next two athletic seasons. Athletes who quit a team early due to academic eligibility will not be considered "in good standing" since academic eligibility requirements are a part of all sports.

PRACTICE

Daily practices may take place in the morning before school starts or after school. At least one coach must remain with students until they are picked up/buses depart.

Parents may observe practices only if done so silently and at a distance. If parents attend practice, head coaches will create a designated "observing" area. Parents may never participate in practice or coach from the sideline or on the field/court.

It is important that parents' children learn from their coaches and teammates in order to form a healthy team relationship. If parents request to meet with a head coach, a meeting time needs to be scheduled as soon as possible before or after practice.

GUIDELINES FOR FRESHMEN ATHLETES PARTICIPATING IN VARSITY SPORTS

Participation of freshmen athletes in varsity sports is rarely appropriate and not to be encouraged. In those instances where such participation is being considered, the following guidelines apply:

- Before any freshmen athlete is placed on a varsity team/sport, the coach must communicate his/her intentions with the athletic director.
- The head coach must communicate with the student athlete and parents/guardians. Discussion should focus on time commitments, academic concerns, and level of competition, health and safety issues.

SECTION II – CODES OF CONDUCT

PART A –

STUDENT-ATHLETE CONDUCT

Coaches and student athletes have the privilege of representing their school. With that privilege comes responsibility. Athletes are held to a higher standard of behavior than non-athletes. People will scrutinize student-athletes' actions more carefully. In general, student-athletes' actions are noticed more often.

We will be the team with the best-behaved participants at all contests. We will perform at a high level on the playing field, in the classroom, and in our personal relationships everywhere we travel.

Student-athletes are required to represent themselves, their teammates, their school, and their families appropriately at all times. Sportsmanship and class are paramount.

Players are to play the game and do all they can within the rules to win as a team. Coaches and administration will handle rules, regulations, and officiating.

Student-athlete participants are expected to work hard at practice in order to compete at a high level in games. However, the main goal of every participant should be self and team improvement over time with an emphasis on knowledge of their game, teamwork, and fun. Winning should be a product of excellent teamwork and a fun experience.

If players and coaches work together with an emphasis on togetherness, fun, hard work and improvement- winning will occur naturally. At no time will poor teamwork, lack of togetherness, or selfishness be tolerated on any team.

PARENTS / FAMILY CONDUCT

Parents are their child's greatest support system when engaged in athletic competition. It is important to players, coaches, and administration that our students' parents are deeply committed and involved in their students' academic and athletic endeavors. We hope to have many supporters at all sporting events and that parents help set the example for student-athlete conduct by conducting themselves with dignity and restraint.

As a parent, guardian, friend, or family member of a student-athlete, all supporters must remember that youth participate in sports to have fun. Therefore, parents and supporters of participants are expected to maintain the fun of sport by:

- Always keeping their own emotions under control.
- Never arguing with officials/ coaches from either team, talking to the crowd negatively, or taunting / intimidating the opposing team.
- Remaining in the spectator areas during all games and practices.
- Remaining silent when attending practices in order to allow coaches and players to grow together as a team.

- Not advising the coach on how to coach, who to put in the game, and/or who to take out of the game.
- Respecting the integrity of the officials and not advising them how to call the game.
- Modeling sportsmanship for their children by treating all coaches, administration, officials, tournament directors, recreation center coordinators, and players of all teams with courtesy and respect.
- Encouraging hard work and honest effort that will lead to improved performance and participation.
- Emphasizing the cooperative nature of the sport.
- Not coaching their child during the game.
- Encouraging their child to compete drug & alcohol free.
- Addressing any concerns respectfully and patiently with the coach during a scheduled appointment.
- Attending all sporting events sober and drug & alcohol free.
- Cheering for their child's team and being positive towards all players, coaches, and adverse situations.
- Exhibiting good sportsmanship among the supporters of opposing teams.
- Encouraging their child to compete for enjoyment more so than competition.
- Applauding good and fair play on both sides during athletic contests.
- Familiarizing themselves with the rules of the game being observed in order to better understand what is happening on the court.
- Understanding that physical or verbal intimidation of any individual is unacceptable behavior.
- Supporting all attempts to remove verbal or physical abuse from organized athletics events, including language.
- Understanding that conduct that is inappropriate as determined by comparison to normally accepted behavior is unacceptable.
- Protecting the ability to continue using athletic facilities by following all the rules of the facility.
- **Arranging transportation (when transportation is not provided) at the scheduled time that practices, games, and team events end and not expecting coaches to wait with players longer than 10 minutes after the conclusion of practice, games, and team events.**

PART B –

ACADEMIC ELIGIBILITY

High School:

To be eligible for participation in extra-curricular activities as sanctioned by the AIA, students must be in good standing with all aspects of school (i.e. no outstanding fines, lost or damaged materials/equipment, etc.) and be passing all subjects. Students who are suspended out-of-school or have been expelled from school are not eligible to participate in any activities, including practices, until the suspension or expulsion has been served. **Students who drop a class while failing will become ineligible for the remainder of the current semester.**

- Official grade checks will occur every 3 weeks, if a student is eligible at the 3 week check, they will remain eligible until the next official grade check. Re-checks will occur every week and are designed to allow those student-athletes who are ineligible at the 3 week official grade check the opportunity to re-establish eligibility within that week. The weekly re-checks will also serve as a tool in order to monitor our student-athletes academic status throughout the year.
- All athletes must maintain a 2.0 grade point average (GPA) and pass all of their classes.
- Grades will be downloaded from Synergy every Monday by noon and will take effect the following day. If grades cannot be downloaded on Monday due to school closure for any reason, they will be downloaded the next school day by noon. Eligibility will be in effect immediately the day after grades have been downloaded.
- If there are problems with Synergy, grades will be pulled as soon as possible and those grades will be in effect immediately that day.
- Teachers assign grades. They are the only ones that can override Synergy by written documentation.
- If there are technical issues with a teacher entering grades (ex: computer issues, Synergy offline) a teacher can approve/override a grade check in their class. However, this must be done 24 hours prior to the event in question in order to make the student/athlete eligible.
- It is our responsibility to maintain an updated and accurate grade book to prevent accidental cases of student-athletes being ineligible. If grades are not updated into Synergy on a weekly basis, our student-athletes will be deemed ineligible.

Middle Schools:

- Teachers must update grades weekly. Eligibility grade checks will be conducted every Wednesday.
- If a student has a “D” or “F”, that student will be ineligible to compete in any and all events the following week.
- The athletic director or designee will receive reports and distribute “ineligible status” or “in danger of failing” notifications to coaches by Friday.
- Coaches are to sign, discuss, and distribute the notifications with their student-athletes. Student-athlete participants are to take the notifications home, have it signed by their parent/guardian, and return it to their coach.
- If a student is ineligible three times during the same season, he/she will be removed from the team for the remainder of the season.

ADMINISTRATIVE ACTION

Administration reserves the right to remove a student from their team for disciplinary or other reasons. In the unlikely event that such an action occurs the head coach will be given advance notice and informed of the situation.

ATTENDANCE

Student-athletes and coaches are expected to make a commitment to their team for the entire season. Students (or their parents) who are not willing to make a commitment to arrive on time and be present for all practices and games, should not try-out for the team.

Our coaching staff understands that family emergencies and pre-planned events of personal importance are unavoidable. For this reason, ALL planned tardiness and absences should be communicated ahead of time. Student-athletes and their parents are expected to communicate to the head coach as soon as possible when any expected or unexpected absences or tardiness will occur.

DRESS CODE

Student-athletes participating in athletics at our schools must follow all school dress code policies. In addition to the regular dress code, students must not wear or represent the team or school apparel (t shirts, equipment, and fan gear) in any negative format or setting. Additional expectations for dress may be applied by each respective Head Coach.

DRUGS / ALCOHOL

Student-athletes who partake in drug use of any kind (including tobacco and alcohol) will be immediately suspended from the team pending a full investigation. Disciplinary action may be considered, including permanent dismissal from the team, in accordance with the schools discipline policy on drugs.

FEES

High School:

A \$75.00 participation fee will be assessed to students that participate in any of the following AIA activities:

- Athletics (all sports)
- Spirit Line
- Chess
- JROTC

The fee is payable at registration or may be paid prior to participation in one of the above activities. The \$75.00 fee will apply to every activity a student chooses to participate in. Requests for fee waiver consideration due to hardship must be directed to the athletic director. Funds generated will be used for official fees, freshmen coaches stipends, and general supplies.

Students will be held responsible for all athletic equipment issued to them.

- Abuse of equipment - “Normal” wear and tear is expected. The athlete will be held responsible for unusual abuse or loss of equipment.
- Students shall turn in all athletic equipment issued to them immediately after their completion of any sport.
- Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or award for that sport or be permitted to take part in any other sport until satisfactory clearance is made.

Middle Schools:

There are no middle school athletic fees.

GAMES / COMPETITIONS

Games are the reward for hard work in practice. Players are not guaranteed to play in every game. **Every effort will be made to help individual players reach their individual goals while maintaining team goals first.** Each individual player must realize that they are the one most responsible for their playing time- not the coach.

During games, players must wear team-issued uniforms and abide by team and league rules for dress. NO JEWELRY of any kind may be worn during games. If tattoos are visible, they must be school-appropriate. No unnecessary equipment or apparel may be worn during games. School officials, league officials, and the head coach will determine what is “necessary.”

ILLEGAL ACTIVITY

Students who engage in any illegal activity on or off campus may be immediately suspended from the team pending a full investigation. Disciplinary action may be considered, including permanent dismissal from the team, in accordance with the schools discipline policy on drugs.

NEGATIVE ATTITUDE / LACK OF SPORTSMANSHIP

If at any time during the season a participant loses control of their emotions, demonstrates negativity, or displays a lack of sportsmanship that participant may be **immediately dismissed from the team for a designated period of time, up to and including the remainder of the season.** Examples of inappropriate behavior include, but are not limited to: *temper tantrums, arguing with the coaching staff, questioning or arguing with the referee or game/meet official, rude behavior towards teammates and coaching staff, use of profanity in an angry fashion, physical altercations with teammates, opponents, or fans, negative chatter during practices and games, and refusal to follow the directions of the coaching staff.*

RULES OF PLAY

NFHS rules of play will apply to all sports with exceptions made for middle school game times and the following adjustments:

BASKETBALL

--A & B Team Games: (4) 6 min quarters with stopped clock/ No full-court pressing if a team is up by 20 points or more.

--C Team Games: (4) 6 min quarters with running clock/ No full-court pressing at any time/ Clock stops only during last two minutes of 2nd and 4th quarters.

--Games will be played in the following order: C, B, and then A (last game).

SOCCKER

--A Team Games: (2) 30 minute halves/ running clock

--B Team Games: (2) 15 minute halves/ running clock

--A Team games will always be played first, followed by B Team games to conserve light.

SCHOOL RELATED CONSEQUENCES

Student-athletes who are serving suspensions, detentions, or other school consequences for poor behavior will see their corrective-action applied to extra-curricular activity also. This includes behavior contracts, plans of achievement or success, suspensions, detentions, and other actions deemed necessary by the administration.

STUDENT MANAGERS

Students who wish to participate as managers in athletics must meet the same eligibility requirements as any participating student-athlete.

Participating student managers will be required to wear appropriate athletic clothing to all practices. Clothing on game days will follow the school's dress code and be subject to the school's coaching staff and administration expectations.

TRANSPORTATION / TRAVEL

High School

SCVUSD #35 provides transportation for athletes to all practices and high school contests which take place away from the home campus. All student-athletes are expected to ride the team bus to away competitions. Exceptions may be granted after conferring with the Head Coach and Athletic Director. Exceptions may only be granted for emergencies or exceptional situations, not personal preference. When traveling, student-athletes will:

- Report ahead of the scheduled departure time.
- Assist, as needed, with the loading of equipment and gear at the direction of the coaching staff.
- Maintain cleanliness and order on the bus at all times. Student-athletes will be asked to uniformly clean the bus upon returning to campus.

When parents have a need to transport their child home from an away event, they must:

- Communicate directly with the head coach concerning their intentions. This communication should occur at a reasonable time (no less than 30 minutes) prior to, or at the conclusion of the event.
- Sign the Athlete Sign-out Form provided by the coaching staff.
- Provide written approval to the Head Coach if a person other than the parent or guardian will be signing the child out.

A list of approved students making the trip will be posted prior to departure. Fans, family members and friends are encouraged to attend away games. However, they must provide their own transportation.

Middle Schools

When transportation is provided for away games, student-athletes are expected to ride the team bus. Exceptions may be granted after conferring with the Head Coach and Athletic Director.

When traveling, student-athletes will:

- Report ahead of the scheduled departure time.
- Assist, as needed, with the loading of equipment and gear at the direction of the coaching staff.
- Maintain cleanliness and order on the bus at all times. Student-athletes will be asked to uniformly clean the bus upon returning to campus.

Even when transportation is provided for competitions in Nogales, parent's must ALWAYS make arrangements for their child to be picked up from the competition site since transportation will not be provided home. Fans, family members and friends are encouraged to attend away games. However, they must provide their own transportation.

UNIFORM

Uniforms are to be worn during games only or during specific school designated events. No one except the athlete assigned their uniform may wear an official school team uniform at any time.

UNIFORM AND EQUIPMENT REPLACEMENT

High School

Students will be held responsible for all athletic equipment issued to them.

- Abuse of equipment – “Normal” wear and tear is expected. The athlete will be held responsible for unusual abuse or loss of equipment.
- School uniforms are to be used or worn only under three strict conditions:
 - Practice
 - Competition
 - Approved by the head coach
- Students shall turn in all athletic equipment issued to them immediately after completion of any sport or after dropping out of that sport as the case may be.
- Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or awards for that sport, or be permitted to take part in any other sport until satisfactory clearance is made.

REPLACEMENT COSTS FOR ATHLETIC EQUIPMENT

SPORT	ITEM	COST
Baseball	Game Uniform	\$200.00
Girls and Boys Basketball	Game Uniform	\$182.00
Girls and Boys Basketball	Warm - Ups	\$160.00
Girls and Boys Basketball	Practice Jersey	\$15.00
Football	Game Jersey	\$112.00
Football	Game Pants	\$112.00
Football	Practice Jersey	\$20.00
Football	Practice Pants	\$25.00
Football	Helmet	\$175.00
Football	Shoulder Pad	\$160.00
Girls and Boys Soccer	Warm-Ups	\$145.00
Girls and Boys Soccer	Game Short	\$44.00
Girls and Boys Soccer	Game Jersey	\$60.00
Softball	Game Uniform	\$200.00
Spirit Line	Competition Uniform	\$160.00
Track & Cross Country	Meet Uniform	\$140.00
Track & Cross Country	Warm-Ups	\$160.00
Volleyball	Game Jersey	\$80.00
Wrestling	Match Uniform	\$70.00
Wrestling	Warm-Ups	\$130.00
Wrestling	Knee Pads, Pair	\$8.00
Wrestling	Head Gear	\$31.00

❖ **An additional 25% will be added to the cost of replacing a single uniform.**

Middle Schools:

Coaches must provide students and their parent/guardians with a list of items that are required to participate. Coaches may not charge players for equipment, uniforms, gear, or anything else pertaining to athletics. All equipment necessary, outside of what the school loans to students to use, must be purchased independently by students and their parent/guardians.

In the event that a student needs equipment and cannot afford the items, the head coach and athletic director will determine a plan that will enable that player to receive a fair opportunity to earn a place on a team.

UNIFORM ROTATION

2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Basketball Wrestling Softball	Cross County Track Baseball	Lost & Replacement	Soccer Volleyball Spirit Line	Football Golf

SECTION III – COACHES INFORMATION

Head Coach Position Description Santa Cruz Valley Unified District No 35

TITLE: *Head Coach (all levels, including middle school)*

CONTRACT TERMS: *Season*

SALARY: *Exempt*

COMPENSATION: *Athletic Stipend Schedule*

GENERAL STATEMENT OF RESPONSIBILITIES:

Responsible for overall strength and positive direction of program; provide for the welfare and safety of all student athletes; work with student athletes, teachers, and counselors to ensure academic progress of the participants; and be an integral part of the school system and the educational program encouraging academic achievement.

PRINCIPAL DUTIES:

- Promote program within the District, community and media;
- Provide written rules/expectations to student athletes and their parents and enforce these fairly among all participants;
- Be knowledgeable of and enforce school, District , AIA and/or league rules, regulations, procedures and policies;
- Direct supervision of student athletes in practice areas, locker rooms, buses and at all times on away trips;
- Plan and monitor organized practices that will include proper conditioning, warm-ups and instructions of fundamentals;
- Develop athletes to the highest degree of skill and integrity possible;
- Model respectful behavior and promote the guidelines of *Pursuing Victory with Honor*;
- Follow the approved Athletic Handbook policies and procedures;
- Follow all Governing Board policies, in particular as it relates to staff conduct with students and fund raising activities;
- Work as a team player with other coaches and the All-Sports Booster Club;
- Inventory of equipment and uniforms;
- Coordinate with Athletic Director to ensure appropriate arrangements for transportation, lodging, meals, etc (if applicable) are made;
- Evaluate assistant coaches; and
- Other duties as assigned.

QUALIFICATIONS:

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Current AZ teacher certificate, preferred (high school only);
- Must hold current CPR/first aid certification (high school only);
- Must hold current AIA coaching certification (high school level only);
- Demonstrated organizational skills;
- Ability to work cooperatively with staff, student athletes, officials and media to promote a positive image of District activity;
- Demonstrated ability to relate effectively with staff, students and parents; and
- Such alternatives as the Governing Board may find appropriate, acceptable and reasonable.

PHYSICAL REQUIREMENTS

- Must be able to demonstrate/model appropriate techniques for sport.

COMMITMENT AND DEPENDABILITY

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest level of service;
- Adherence to Professional Responsibilities; and
- Adherence to District/Site policies and procedures.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two to twelve weeks in advance.

STRESS MANAGEMENT: Periodic stress with some deadlines.

PUBLIC CONTACT: Primarily interacts with teachers and student athletes.

RESPONSIBILITY: Responsible for the successful continuation of program.

EVALUATION PROCEDURE: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SUPERVISION RECEIVED: Athletic Director, or designee

SUPERVISION GIVEN: Staff and student athletes, as assigned.

Revised April 2012

Assistant Coach Position Description
Santa Cruz Valley Unified District No 35

TITLE: *Assistant Coach (all levels, including middle school B & C coaches)*

CONTRACT TERMS: *Season*

SALARY: *Exempt*

COMPENSATION: *Athletic Stipend Schedule*

GENERAL STATEMENT OF RESPONSIBILITIES:

Responsible for assisting in overall strength and positive direction of program; assists in providing for the welfare and safety of all student athletes; work with student athletes, teachers, and counselors to ensure academic progress of the participants; and be an integral part of the school system and the educational program encouraging academic achievement.

PRINCIPAL DUTIES:

- Implement program philosophy and strategies consistent with guidelines established by Head Coach;
- Assist head coach in promoting program within the District, community and media;
- Assist head coach in providing written rules/expectations to student athletes and their parents and enforce these fairly among all participants;
- Be knowledgeable of and enforce school, District , AIA and/or league rules, regulations, procedures and policies;
- Direct supervision of student athletes in practice areas, locker rooms, buses and at all times on away trips;
- Assist in planning and monitoring organized practices that will include proper conditioning, warm-ups and instructions of fundamentals;
- Develop athletes to the highest degree of skill and integrity possible;
- Model respectful behavior and promote the guidelines of *Pursuing Victory with Honor*;
- Follow the approved Athletic Handbook policies and procedures;
- Follow all Governing Board policies, in particular as it relates to staff conduct with students and fund raising activities;
- Work as a team player with other coaches and the All-Sports Booster Club;
- Assist head coach with inventory of equipment and uniforms; and
- Other duties as assigned.

QUALIFICATIONS:

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Current AZ teacher certificate, preferred (high school only);
- Must hold current CPR/first aid certification (high school only);
- Must hold current AIA coaching certification (high school level only);
- Demonstrated organizational skills;
- Ability to work cooperatively with staff, student athletes, officials and media to promote a positive image of District activity;
- Demonstrated ability to relate effectively with staff, students and parents; and
- Such alternatives as the Governing Board may find appropriate, acceptable and reasonable.

PHYSICAL REQUIREMENTS

- Must be able to demonstrate/model appropriate techniques for sport.

COMMITMENT AND DEPENDABILITY

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest level of service;
- Adherence to Professional Responsibilities; and
- Adherence to District/Site policies and procedures.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Relatively little advance planning needed.

STRESS MANAGEMENT: Low stress with some deadlines.

PUBLIC CONTACT: Primarily interacts with teachers and student athletes.

RESPONSIBILITY: Responsible for assisting in the successful continuation of program.

EVALUATION PROCEDURE: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SUPERVISION RECEIVED: Athletic Director, or designee

SUPERVISION GIVEN: Staff and student athletes, as assigned.

Implemented April 2012

COACHES CODE OF CONDUCT

SCVUSD #35 holds our coaching staff to the highest standards of professional, moral, and ethical behavior.

A coach's job is to provide an example for the behavior, character, and inspiration we want our students to uphold. Therefore, all coaches must be diligent and conscientious in their role as teacher, mentor, and friend (*not a buddy*) to their players.

The District's coaching staff is expected to uphold the following at all times:

- *Plan well in advance
- *Refrain from using profanity
- * Refrain from talk about inappropriate content
- * Remain drug free
- *Never talk about or reference using alcohol
- * Always keep your team together and supervised at ALL times (including travel to and from games)
- * Always be punctual and arrive to practices and games BEFORE your players
- * Be prepared for all practices and games with the appropriate game or proactive plan and equipment
- * Establish positive, healthy relationships with your players' parents (but do not allow them to coach)
- * Always remember that you are building young people's character and health through competition and play. The game is about your players- not you.

HIGH SCHOOL COACHES PROFESSIONAL DEVELOPMENT

- \$2,000.00 per year / \$1,000 – RRHS Principal, \$1,000 – Athletic Director
- Proposed PD Schedule (Year)
 1. Football / Golf / Wrestling /T&F
 2. Volleyball / Basketball / Baseball
 3. XC / Soccer / Softball / Cheer
- CPR / First Aid

Emergency Information Cards must be maintained by each coach. Coaches WILL have this information at all practices and games.

AIA POSITION STATEMENT

SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES



ARIZONA INTERSCHOLASTIC ASSOCIATION, INC.
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AIA POSITION STATEMENT

SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES

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

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

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

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

FORM 14.13
6/15

SCHEDULING OF CONTESTS

The respective conferences schedule all contests for member schools. Individual schools request to schedule invitational tournaments.

OUT OF SEASON/SUMMER GUIDELINES

Out of season district activities relating to AIA sports will follow current AIA Bylaws and regulations. Summer participation in districts activities related to AIA sports shall be under the direction of the site Athletic Director. All students participating in summer/out of season AIA sports activities shall meet the SCVUSD and AIA requirements for athletic eligibility.

SECTION IV – SAFETY

SAFETY GUIDELINES

SCVUSD is committed to the health and safety of its athletes. To this end the district employs a certified athletic trainer at Rio Rico High School and imposes strict requirements upon athletic directors and coaches for knowledge of, and adherence to, safety policies and procedures.

We know, however, that the efforts of SCVUSD personal can only go so far in providing protection from injury. **Athletes and their parents must also be committed to safety.** Therefore, athletes and parents will be provided with a continuous flow of information which is critical to athlete health and safety.

Our certified athletic trainer is a state licensed health care professional who specializes in athletic health care. If you have any questions or concerns about the risk of injury or illness due to athletic participation, or how to best reduce that risk, be sure to contact the athletic director and certified athletic trainer.

RISK WARNING & INFORMED CONSENT GUIDELINES

RESPONSIBILITIES OF SCVUSD #35

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

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

HEAT ILLNESS PREVENTION – INJURY EVALUATION AND CARE –

RETURN TO ACTIVITY

Follow AIA procedures and certified athletic trainers procedures

EMERGENCY RESPONSE PROTOCOL

In the event that an athletic injury occurs, the following Emergency Response Protocol will take place:

1. **Head of Chain-of-Command:** Assess the Injury -

If athlete is *conscious*,

- 1) maintain airway, breathing and circulation
- 2) attempt to find out what occurred and severity of injury
- 3) contact the athletic trainer if an athletic trainer is present
- 4) If athletic trainer is not present and injury cannot be helped by basic first-aid, send Assistant #1 to call 9-1-1

If athlete is *unconscious*,

ASSUME HEAD, NECK, OR SPINE INJURY! Do not attempt to move athlete unless area is unsafe (fire, chemical leakage, etc.).

- 1) Send Assistant #1 to call 911
- 2) Stay with injured athlete and establish airway, breathing, circulation (rescue breathing, CPR, AED)

2. **Assistant #1:** Communicator to Emergency Medical Team

Use a cell phone or athletic training room telephone to call Emergency Services or 911:

- a) *Identification:* Caller's name, patient's name, the telephone number, and location of where call is being made. *Nature of Emergency:* Type of emergency (seizure, heart attack), the number of people injured, and the seriousness of the injury or illness (consciousness, breathing, etc.)
- b) *First-aid Implementation:* Description of the care given and what type of assistance and/or equipment is needed.
- c) *Directions to Site: Field/Track/Gym:* Have specific pre-written directions ready. Someone will meet the ambulance at the parking lot entrance to direct paramedics to the field.
- d) Ask which hospital the ambulance will take the athlete to.

STAY ON THE LINE UNTIL THE DISPATCHER TERMINATES THE CALL.

3. **Other assistants** (coaches/players) as designated by Head of Chain-of-Command:

- a) Retrieve emergency card
- b) Unlock gates and doors and meet paramedics
- c) Go with athlete in ambulance to hospital and bring emergency card
- d) Assist with CPR if needed
- e) Provide crowd control

4. **Head (if situation contained) or Assistant:**

- a) Contact parent(s) as soon as possible
- b) Contact the Athletic Director and Principal to inform them of initiation of emergency response plan