

Deer Valley Unified School District

Athletic Handbook 2023-2024



TABLE OF CONTENTS

| | Page |
|--|-------------|
| Athletic Vision and Mission | |
| Athletic Vision | 6 |
| Introduction | 6 |
| DVUSD Athletic Community | 7 |
| Governing Board | 7 |
| Superintendent's Office | 7 |
| | |
| Athletic Administration | |
| District Standards | 9 |
| District Athletic Director | 9 |
| High School Athletic Director | 10 |
| Athletic Director General Duties | 10 |
| | |
| Coaches | |
| Code of Ethics | 12 |
| Conduct | 12 |
| Dress and Behavior | 13 |
| Class Coverage | 13 |
| Recruiting Violations | 13 |
| Legal Duties of Coaches | 13 |
| Student Supervision | 14 |
| Safety Guidelines | 15 |
| Lightning Safety Guidelines | 16 |
| Heat Related Practices | 17 |
| Risk Warning and Inform Consent Guidelines | 20 |
| Coaches Expectations of Athletes | 21 |
| Expectations of Coaches | 21 |
| Coaching Lessons for Pay | 21 |
| Announcements | 21 |
| Tryouts | 22 |
| Team Size | 22 |
| Rosters | 22 |
| Summer Off-Season Activities | 22 |
| Schedules | 23 |
| Locker Rooms | 24 |
| Accident/Injury/Reporting Release | 24 |
| Coaches Certification | 24 |
| Hiring Procedures | 25 |
| Compensation | 29 |
| Addenda Positions | 29 |
| Coaches | 30 |
| All Schools | 30 |
| Master Addenda Schedule | 30 |

| | |
|--|----|
| Postseason Pay | 31 |
| Student-Athletes | |
| Athletic Participation | 33 |
| Participation and Clearance | 33 |
| Multi-Sport Participation | 33 |
| Hazing | 34 |
| Substance Abuse | 35 |
| Release | 36 |
| General Information | |
| Governing Board Awards | 38 |
| Booster Organizations | 39 |
| Donations | 39 |
| Goods and Services Contributed | 39 |
| Advertising | 40 |
| Support Banners | 41 |
| Solicitations in Schools | 42 |
| PVWH Yearly Awards | 42 |
| Media | |
| Mission | 44 |
| Policy for Media Relations | 44 |
| Incident Plan | |
| Communication Plan | 47 |
| Pre-Incident | 47 |
| Day of Incident | 47 |
| District Spokesman | 47 |
| Media on Campus | 48 |
| Incident Fact Statement | 48 |
| Parent/Student Communication | 48 |
| Day After Incident | 48 |
| Nights, Weekends and Holidays | 49 |
| District Policy | 49 |
| Transportation | |
| General Information | 52 |
| Rules for Vehicle Operation | 52 |
| Eligibility to Operate District Vehicles | 53 |
| Expectations for Travel | 54 |
| Accident Procedures | 55 |
| Accident Kit | 55 |
| High School | |
| State Associations | 57 |
| Academic Standards | 57 |
| Tournament | 58 |

| | |
|----------------------------------|----|
| Sidelines for Football Games | 58 |
| Keys | 58 |
| Football Helmets | 58 |
| Equipment Manager | 59 |
| Equipment Check Out and Check In | 60 |
| Campus Awards | 61 |
| Participation Certificates | 61 |
| Supervision of Contests | 61 |
| Athletic Event Prices | 62 |
| Passes | 62 |

Athletic Trainer

| | |
|----------------------------|----|
| Job Description | 64 |
| Procedure Manual | 65 |
| Coaching Staff Information | 68 |
| Student Athletic Trainer | 71 |
| Athlete's Responsibility | 72 |



Deer Valley Unified School District

ATHLETIC VISION

Deer Valley Unified School District athletic community will strive to continually improve school culture focusing on character, personnel, facilities and climate.

INTRODUCTION

Interscholastic competition in Deer Valley Unified School District exists for many reasons. Athletics and academics complement opportunities to enhance the total educational experience of the student. They assist the student in developing skills and leadership while promoting social interactions in a safe and positive environment. An effective athletic program enhances the culture of the school and is a source of community pride.

The Arizona Interscholastic Association (AIA) and Deer Valley Unified School District (DVUSD) are supporting a philosophy of "Pursuing Victory with Honor." Good sportsmanship is viewed as a commitment to fair play, ethical behavior and integrity. All stakeholders will demonstrate the following virtues:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

DVUSD ATHLETIC COMMUNITY

HIGH SCHOOL ATHLETIC

DIRECTORS

| | |
|--------------------------|----------------|
| Barry Goldwater High | (623) 445-3036 |
| Boulder Creek High | (623) 445-8637 |
| Deer Valley High | (602) 467-6737 |
| Mountain Ridge High | (623) 376-3036 |
| Sandra Day O'Connor High | (623) 445-7136 |

DISTRICT ATHLETIC DIRECTORS

Kim Crooks- Manager of Athletics and Activities

(623) 445-4981

MIDDLE SCHOOL ATHLETIC

DIRECTOR

Trevor Thirsk

(623) 445-8641

GOVERNING BOARD

Paul Carver Jr.
Kimberly K. Fisher
Ann Ordway
Jennie Paperman
Stephanie Simacek

District Leadership

Dr. Curtis Finch
Superintendent

Dr. Gayle Galligan
Deputy Superintendent

Jim Migliorino
Deputy Superintendent

Dr. Gary Zehrbach
Deputy Superintendent

Jenna Moffit
Deputy Superintendent

ATHLETIC ADMINISTRATION

DISTRICT STANDARDS

The Interscholastic Athletic Administrator

- Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete. ● Considers the well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Organizes, directs and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Acts impartially in the execution of basic policies, and the enforcement of the conference or league, and the state high school association rules and regulations.
- Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- Avoids using the position for personal gain or influence.
- Seeks to improve the professional status and effectiveness of the interscholastic

administrator through participation in local, state and national in-service programs. ● Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

Prepared by the NIAAA Professional Development Committee

DISTRICT ATHLETIC DIRECTOR

It is the responsibility of the District Athletic Director to oversee the district's interscholastic program. As such, the Director will collaborate, advise and serve as a resource to campus administration in the administering of interscholastic programs. The district Athletic Director will serve as the Governing Board and Superintendent's liaison to the Arizona Interscholastic Association and is responsible in conjunction with school Athletic Directors for maintaining the AIA integrity in issues relative to interscholastic programs.

HIGH SCHOOL ATHLETIC DIRECTOR

The Athletic Director shall be directly responsible to the Principal for the management of the school's athletic programs. The Athletic Director is responsible for the administration and supervision of the school's athletic program as prescribed by the Deer Valley Unified School District and the Arizona Interscholastic Association.

ATHLETIC DIRECTOR GENERAL DUTIES:

- Follow all AIA bylaws and procedures
 - Check eligibility of student athletes (i.e. physicals, scholastic standing, birth certificates and parent waiver forms).
 - Communicate with opposing schools all information pertaining to athletic events.
 - Arrange for a medical doctor or be in attendance at all home varsity football games.
 - Check and support the preparation of physical facilities as required for each sports event.
 - Confirm transportation plans for all away athletic contests.
 - Arrange for payment of officials at all home athletic events.
 - Arrange for dressing facilities for all visiting teams and officials where applicable.
 - Make arrangements for press and broadcasting personnel.
 - Obtain personnel support services where applicable.
 - Have awards available for presentations.
 - Prepare a list of anticipated budget needs, on an annual basis, with input from coaches.
 - Attend and actively participate in District and appropriate Region meetings.
 - Provide information, reports, etc. as requested by District Administration.
-
- Assess each varsity head coach following each coach's season. Assistant coaches will have their performance, placement in the program, and recommendation for renewal discussed in the varsity coach's evaluation conference. The conference will be held within 30 days of the completion of the sport season. (See Appendix for evaluation form)

COACHES

CODE OF ETHICS

The competitive interscholastic sports and activities programs of secondary schools provide an opportunity to learn valuable lessons about collaboration and teamwork, commitment to a common goal, and learning to take both success and defeat while adhering to tenets of **Pursuing Victory with Honor**. It is the coach's responsibility to help their student-athletes learn these valuable life lessons.

Coaches should instruct and develop among student athletes competing with contesting schools, the following practices:

- Place the welfare of the student athlete above all else.
- The competitive urge to excel.
- The love of and respect for the activity and sport.
- Respect and honor official's decisions.
- Be mindful that all coaches are role models.
- A high sense of honor, duty and ethical character.
- A cooperative spirit and a spirit of good will toward opponents and people in general.
- The realization that participation in an activity or sport is its own reward. Special privileges for participants are not to be expected or condoned.

COACHES DRESS AND BEHAVIOR

Coaches are representing the school and the district in their roles in the athletic program and are expected to dress and behave in a professional manner at all times and to serve as a model for their athletes in both areas.

CLASS COVERAGE

In instances when a coach requires class coverage to attend an approved athletic event or program, it is the responsibility of the coach to obtain such coverage in advance and to notify the office of arrangements that have already been made.

AIA BYLAWS AND RULES OF SPORT

All coaches will know and understand the rules of their sport and all pertinent AIA bylaws.

www.aiaonline.org

DUTIES OF COACHES

Coaches set the tone, and are the leaders, in all athletic endeavors. Successful coaches will adhere to the following 13 Duties.

1. Provide appropriate planning
2. Provide appropriate supervision
3. Monitor condition and readiness
4. Promote a safe playing environment

5. Promote proper use of protective equipment
6. Provide appropriate technique instruction
7. Promote equity in matching participants
8. Promote appropriate procedure for evaluating injuries
9. Provide warnings of inherent risks
10. Provide an emergency response plan
11. Promote safe transportation
12. Promote appropriate selection and training of coaches
13. Final Duty: Adherence to all AIA, National Federation, and Deer Valley Unified School District procedures, policies, rules and by-law

STUDENT SUPERVISION

- Students must be supervised at all times during practice, games and until they leave the school grounds.
- Persons assigned to after practice supervision are responsible for the behavior of those students.
- Coaches may share the responsibility of supervision of students after practice.
- The coaches are responsible for athletes/students while in the locker rooms. No students are allowed in the locker room office without adult supervision.
- After the practice or athletic event, it is the coaches' responsibility to lock up all equipment in the proper area.
- Students should be advised that they are responsible for making arrangements for transportation home before the day of an athletic event or practice. Students who do not make such arrangements regularly will be referred to the office and may face suspension from the athletic program.
- Coaches are responsible for supervision of athletes on buses and at away contests.

It is the responsibility of the host school to provide the necessary supervision and to promote a positive environment for spectators, athletes, officials, and the event itself. Supervision may include school administrators, police, campus security personnel, and assigned faculty. During games and practices all areas other than the locker room, designated practice areas, and bus pick up areas are off limits to athletes.

Compliance with State Law

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

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

Areas of Focus

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

- Athletes on teams which routinely use off-campus facilities and do not commonly remain together in a group, e.g. golf and cross country.
- Student aides to coaches or to the athletic training program when functioning out of the immediate presence of the athletic trainers.

- Athletes in locker and shower areas, particularly in those situations when they are coached by someone of the opposite gender. Arrangements must be made for an adult of the same gender as the athletes to supervise them while in locker/shower areas.

- Athletes in transit between locker and activity areas require more scrutiny.

SAFETY GUIDELINES

Emergency Planning and Communication Guidelines

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

Comprehensive Emergency Plans

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

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

LIGHTNING SAFETY GUIDELINES

While lightning strikes affecting athletes are rare, they pose an extreme risk and are a persistent concern in Arizona, particularly during certain times of the year. School Athletic Directors and certified athletic trainers are conversant in nationally accepted recommendations for protecting

against lightning strikes during athletic activities, and have developed a detailed written policy for addressing this issue. Given the circumstances under which that policy must be implemented, however, it is necessary to reduce the policy to a simple set of procedures which anyone involved in the DVUSD athletic program can easily follow. It is imperative that all athletic personnel be aware of, and strictly adhere to the following guidelines for dealing with lightning risk:

- During lightning storm seasons, school Athletic Directors and athletic trainers will also monitor local weather information, e.g. on www.weather.com to determine the possibility of approaching lightning storms during planned practices or competition.
- During activity sessions, the certified athletic trainers or a “weather watcher” designated by the Athletic Director/athletic trainers will monitor weather conditions to ascertain impending lightning danger. The designated “weather watcher” will have absolute authority to determine whether a practice or event must be suspended due to lightning danger. Administrators and coaches will not challenge or second-guess these decisions.
- When the possibility of impending lightning danger is recognized prior to a competitive event, the school Athletic Director/designee will approach the opposing team’s Athletic Director and head coach, and the event officials, and advise them of the DVUSD procedures regarding lightning safety, and how and by whom the decision will be made whether the DVUSD team will proceed with the event. DVUSD athletic personnel will not be pressured into continuing an event when the athletic trainer or designated weather watcher deems it unsafe. DVUSD administration will stand behind the decision of DVUSD athletic personnel to suspend participation in an event due to safety concerns.
- Activity sessions are to be postponed or suspended if a lightning storm appears imminent before or during the activity session, and not proceed until at least 30 minutes has passed following the last lightning flash or thunder clap.
 - The primary choice for a “safe location” during a lightning storm is a substantial, frequently inhabited building.
 - The secondary “safe location” is a fully enclosed vehicle with a metal roof and the windows closed. It is important not to touch the metal framework of the vehicle during a lightning storm.
- If lightning activity is detected athletic officials should make plans to move all participants to safe locations. Lightning storms can move very rapidly. Once lightning is at or within the 10 mile range, all individuals should be in a protected area.
- The Athletic Director or the designed “weather watcher” will advise coaches of the optimum “safe location” depending upon the venue in which their activity is scheduled.

HEAT RELATED PRACTICES

It is the position of the AIA (Section 14.14) that prevention is the best way to deal with heat illness. Prevention includes educating athletes and coaches regarding: recognition and treatment of heat illness; risks associated with exercising in hot, humid environmental conditions; the need for gradual acclimatization over a 10 to 14 day period; guidelines for proper hydration; and following practice/competition modifications based on the local temperature and relative humidity readings.

In determining safe competition the air temperature and relative humidity (RH) must be identified and used to determine whether or not practice/competition should be modified, postponed or cancelled. There are three different zones (below danger zone, danger zone and critical zone). If the source of the temperature readings is in question, it is advised to be conservative and follow the modifications of the higher zone. Temperature measurements can be obtained by using a sling psychomotor or from various Internet weather-related sites such as: www.weather.com or www.noaa.gov.

Example: 105 deg. F + 35% RH = 140 (danger zone)

Below Danger Zone is (Under 135), or if air temperature is under 105

- Practice/Competition as normal
 - Full pads
 - Regular running schedule

Danger Zone is (136-145), or if air temperature is 106-110.

- Practice/Competition with modifications
 - Reduced amount of equipment
 - Adjust start times
 - Reduced running schedule
 - Water breaks every 10-15 minutes or as needed

Critical Zone is (146 and above), or if air temperature is 111 or above.

- Practices modified; Competition postponed or canceled /rescheduled
 - No equipment worn
 - No running
 - Water breaks every 10-15 minutes or as needed
 - Practice moved indoors

Athletic Directors

- Support, collaborate and implement decisions made by the school's Athletic Trainer relative to the safety of students for athletic participation.

Athletic Trainers

- Collaborate, communicate and decide when heat related conditions are safe to conduct physical practices.
- Acceptable temperature and humidity readings are to be monitored by the Athletic Trainer. Coaches will make adjustments up to and including the cancellation of a practice or a game, meet, or match depending upon the conditions. The final decision is made by the Athletic Trainer or the Athletic Director.

Coaches

- Collaborate, support and implement decisions relative to heat related conditions for athletic participation made by the Certified Athletic Trainer or the Athletic Director. ● In the absence of the Certified Athletic Trainer or the Athletic Director, the Coach will have the ultimate responsibility for handling weather situations.

It is the position of the Arizona Interscholastic Association (AIA) that prevention is the best way to avoid exertional heat stroke. Prevention includes educating athletes and coaches about:

1. Recognition and management of exertional heat illnesses;
2. The risks associated with exercising in hot, humid environmental conditions;
3. The need for gradual acclimatization over a fourteen (14) day period;
4. Guidelines for proper hydration;
5. Implementing practice/competition modifications according to local temperature and relative humidity readings.

14.17.2

Definitions of exertional heat illness include the following conditions, ordered from the least dangerous to the most dangerous:

1. Exercise associated muscle cramps: an acute, painful, involuntary muscle contraction usually occurring during or after intense exercise, often in the heat, lasting approximately 1-3 minutes.
2. Heat syncope: also known as orthostatic dizziness, it refers to a fainting episode that can occur in high environmental temperatures, usually during the initial days of heat exposure.
3. Exercise (heat) exhaustion: the inability to continue exercise due to cardiovascular insufficiency and energy depletion that may or may not be associated with physical collapse.
4. Exertional heat stroke: a severe condition characterized by core body temperature $> 40^{\circ}\text{C}$ (104°F), central nervous system (CNS) dysfunction, and multiple organ system failure induced by strenuous exercise, often occurring in the hot environments.

Heat Acclimatization Protocol

- **Days 1 – 5:** Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day. In addition to practice, a 1-hour maximum walk-through is permitted during days 1-5 of the heat acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa). (Note: A walk through is defined as no contact with other individuals, dummies, sleds or shields).
 - During days 1-3 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted. The use of shields and dummies during this time is permissible as a non-contact teaching tool.
 - During days 4-6, only helmets and shoulder pads may be worn. Football only: on days 4-6, contact with blocking sleds and tackling dummies may be initiated.
- **Days 6 – 14:** Beginnings no earlier than day 6 and continuing through day 14, double practice days must be followed by a single-practice day. On single-practice days, 1 walk through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after

the rest day. On a double-practice day, neither practice should exceed 3 hours in duration, nor should student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning and weight-room activities are included as part of practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment. Beginning on day 7, all protective equipment may be worn and full contact may begin. Full-contact sports may begin 100% live contact drills no earlier than day 7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during and after all practices.

14.17.3

Hydration Strategies: sufficient, sanitary and appropriate fluid should be readily accessible and consumed at regular intervals before, during and after all sports participation and other physical activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking. Generally, 100 to 250 mL (approximately 3– 8 oz) every 20 minutes for 9- to 12-year-olds and up to 1.0 to 1.5 L (approximately 34 –50 oz) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.

Pre-activity to post-activity body-weight changes can provide more specific insight to a person's hydration status and re-hydration needs. Athletes should be well-hydrated before commencing all activities (see guideline box format) The following guidelines are suggested: Condition % Body Weight Change Well Hydrated +1 to -1 Minimal dehydration -1 to -3 Significant dehydration -3 to -5 Serious dehydration > -5 % Body weight change = [(pre-exercise body weight – post-exercise body weight) / pre-exercise body weight] x 100

14.17.4 Return to Play Following Exertional Heat Stroke

The following is the protocol for return to play following heat stroke:

1. Refrain from exercise for at least 7 days following the acute event.
2. Follow up in about 1 week for physical exam by a licensed physician (MD, DO)
3. When cleared for activity by a licensed physician, begin exercise in a cool environment and gradually increase the duration, intensity, and heat exposure for 2 weeks to acclimatize and demonstrate heat tolerance under the direction of a licensed healthcare professional.
4. If return to activity is difficult, consider a laboratory exercise-heat tolerance test about one month post-incident.
5. Athletes may be cleared for full competition if heat tolerance exists after 2 – 4 weeks of training. The AIA also recommends that any athlete suspected of having suffered exertional heat exhaustion be referred to a licensed physician for follow-up medical examination and clearance.

RISK WARNING & INFORMED CONSENT GUIDELINES

- All DVUSD students and their parents/guardians are entitled to be made aware of the risks which are inherent in their chosen sport, and to give their “informed consent” to

participation.

- DVUSD also recognizes that educating parents and athletes concerning sport-specific risks is an essential component of reducing those risks and preventing injuries.
- Athletes and their parents/guardians must view the Informed Consent Sports Injury Video online prior to participating in their sport. (<https://www.youtube.com/watch?v=rtTJR9KNVWQ&feature=youtu.be>) ● Athletes and their parents/guardians must also acknowledge the informed consent notification before participation can occur.

COACHES EXPECTATIONS OF ATHLETES

Coaches will define expectations of their athletes at the beginning of the season and may provide a copy of the assessment used to determine selection of the team, parent letter, and schedules. Coaches' expectations should include academic standards, attendance requirements for practice and games, a list of any equipment, etc., which the athlete is expected to provide, conditions specific to the particular sport or activity, directions for caring for uniforms, locker assignments, etc. Coaches' expectations should include specific consequences for non-compliance. A copy of each coach's expectations should be on file with the athletic office.

EXPECTATIONS OF COACHES

Regular season expectations include not only daily practices and league competition, but also a variety of other responsibilities. Coaches may be asked to assist in the budgeting and inventory of uniforms and equipment, attend league and building coaches' meetings, present team awards, prepare and distribute behavior expectations and rules to their students, assist with fundraising activities, and fulfill other duties as assigned by the administration. Coaches will host a parent meeting after team selections are made and before the first competition. In an effort to increase communication with all stakeholders, coaches are also required to submit results of a competition within two hours after the end of a contest. It is strongly recommended that coaches submit results using the school's athletic website (VNN).

Coaches will be responsible for writing announcements for tryouts to be read prior to tryouts and periodically until the date of tryouts. Announcements for tryouts should include pertinent requirements for participation and an explanation of the sport or activity. During the season, coaches will be responsible for writing announcements to inform the school about game schedules, game results and team activities.

COACHING LESSONS FOR PAY

- School buildings are not to be used for private lessons for which students pay a fee to staff members unless a rental contract has been entered into with the District.
- Staff members are not permitted to provide lessons for pay to any students who attend or are registered in any of the schools where they teach.

In Reference To Board Policy: **GCRD**

TRYOUTS

Tryouts for all athletic programs should be well publicized and all students should be encouraged to participate. Students will not be allowed to tryout without a completed athletic packet, which includes a clearance process at <https://www.registermyathlete.com/login/> and completion of a

physical examination by a medical professional. Announcements for all tryout schedules will be made before the first tryout session is held.

Coaches are required to prepare a criteria or assessment for selection of participants and to submit a description of the criteria to the athletic office. Selection criteria should be defined for those planning to participate in a particular activity prior to tryouts.

TEAM SIZE

To allow for maximum participation coaches are asked to work with as many students as safely possible in each program. Where possible, teams should be large enough to allow for absenteeism, suspension of athletes, injuries and ineligibility.

ROSTERS

Coaches will be responsible for preparing a team roster and providing the athletic office with copies of that roster. The roster must be on file in the office before practices may be scheduled. Rosters must be kept up to date at all times. Only students listed on official rosters filed in the office are eligible to participate in any athletic event or program. Coaches must enter their roster to MaxPreps/AIA within one week after tryouts are completed.

SUMMER/OFF-SEASON ACTIVITIES

Coaches are responsible to know and assure compliance with all AIA Rules and Regulations as well as District Policies and Procedures. A coach must contact the Athletic Director prior to any summer or off-season activity to ensure compliance and prevent any violation of AIA or District Rules and Regulations. In order to participate in any approved off-season program, an athlete must be cleared through the athletic office and Register My Athlete, which includes a physical examination, proof of insurance, parental consent, and a liability waiver. Emergency contact information must be in the possession of all coaches for off-season programs.

Off-Season Programs – District Guidelines

- The AIA defers to districts to establish guidelines for off-season athletic participation for coaches and athletes. Each district is charged with the governing of transportation, use of facilities, and coaching in the off-season.
- The DVUSD has established the “Community School” for school and district sponsored camps, clinics, and summer activities.
- Any off-season activity involving DVUSD coaches and student athletes as representatives of their school and not sponsored by an outside association will be subject to the following guidelines:
 - Coaches will need prior approval from the site Athletic Director for all off season activities, including in and out of county transportation.
 - Practice or games involving DVUSD student athletes must have a coach or certified designee, approved by the Athletic Director, and this person must be present at all times.

In summary, guidelines for off-season athletic participation are established to protect DVUSD athletes, coaches, and the Deer Valley Unified School District.

LOCKER ROOMS

Coaches need to supervise the locker room area when it is in use by students. During practices and

games the locker rooms will be locked. Keys to locker rooms should never be given to students. The condition of the locker room is the responsibility of the coach on duty. No students will be allowed in the locker room office without supervision.

Students should be advised that running, shouting, horseplay, etc. are not appropriate locker room behaviors. Students should be reminded to secure all valuables in the locker room.

ACCIDENT/ INJURY REPORTING/RELEASE

Injuries must be reported promptly, fully, and accurately to the coach and certified athletic trainer in charge. Failure to notify the person in charge, of any injury, may result in a loss of school accident insurance benefits.

It is the responsibility of the coach, certified athletic trainer or person in charge to document (written form) all information describing the nature and probable cause of the injury. If an injury results in additional care (doctor, hospital) written release from the doctor will be required before the athlete will be allowed to resume participation.

COACH ELECTRONIC COMMUNICATION

Employees shall not fraternize or engage in peer-like activity or communications with students at anytime, including through social media, internet sites or electronic communications of any type.

This includes without limitation electronic mail, blogging, texting, cell phone or telephone.

Fraternization includes but is not limited to, becoming a “friend” or anything similar to a “friend” with students on any social media, internet or blog site. This does not include “professional” web pages that may be used for work-related reasons (ie. homework blogs, classroom websites, school sports team websites, band websites, etc.). Social media presence is secondary to a website presence on the official District website. Presence must be clearly identified as “official” and include a link to the District and school website. All accounts should “like” or “follow” the District pages on the same platform. All postings must be accurate, respectful and transparent. Postings must contain correct grammar and professional voice. District employees are responsible for the content of their posting and refraining from use of obscene language. All postings must adhere to District Policies IJNDB, IJNDB-R and IJNDB-EA, this includes the prohibition of political statements on any official social media site.

HIGH SCHOOL HIRING COACHES PROCEDURES

The following procedures need to be followed for all coach hiring. This includes employees that were coaching last year and will retain their coaching position for the school year. **Only the Athletic Director or Athletic Director’s Secretary should be responsible for the hiring process of coaches.**

Preliminary Steps to have in place before hiring can begin:

1. Determine number of coaching positions on each campus as identified in the Certified Manual
2. Submit a spreadsheet listing all current coaches by season and sport and position. (Ex: Fall, Winter, and Spring, Football, Basketball, Head Varsity, Boy’s Head JV, Girl’s Freshman, etc.) If volunteers are known at this time, please submit and indicate using **(V)** to identify they are volunteers.

- Make sure that all volunteers complete appropriate paperwork, attended the volunteer training, and have been fingerprinted prior to them starting these positions.
- A notification email must be sent to DO Receptionist prior to volunteers coming to DO for fingerprinting. **A funding code must be submitted in the email.**

COACHES CERTIFICATION

The Deer Valley Unified School District requires all coaches to complete Fundamentals of Coaching, First Aid for Coaches, Concussion Course, Bullying, Hazing, and Inappropriate Behaviors, and current CPR training, which is renewed every two years. These requirements are certified through the *National Federation of State High School Associations and the Arizona Interscholastic Association* (NFHS). The NFHS program uses a user-friendly approach with online teaching models. Upon completion of the program, coaches will be certified in each of these areas. All head varsity coaches need to hold a valid Arizona Teaching Certificate, **OR**, Arizona National Federation of State High School Associations online at www.nfhslearn.org (Level 1 Certification).

Hiring Procedures For All Coaching Positions

In-House Hiring Procedures: *This is for current coaches holding the position with no break in service.*

- If an in-house employee remains in the position from the previous year, a “Personnel Action Request” (PAR) in the Win Ocular system is sent to HR (Non negotiable) You will mark **“Additional Position”** for an existing coach with no break in service.
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the employee should be given the addendum form to sign.
- The completed addendum form should be sent to the Payroll Department.

In-House Hiring Procedures: *This is for an existing teacher on the campus applying for an open position.*

- Post the position on campus for no less than 24 hours.
- Interviews occur if more than one person indicates interest
- In the WinOcular Work Queue, the “Recommend an Applicant” form must be completed with all required information. You will mark **“Additional Position.”** for an existing teacher on the campus.
- In the Win Ocular Work Queue, the “Interview Summary Form: must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the employee should be given the addendum form to sign.
- The completed addendum form should be sent to the Payroll Department.

Post for other district employees and outside applicants:

Hiring Procedures:

- “Initiate a Recruitment Request” in the Win Ocular system to send the job posting to HR.
 - *Note: Once the job has been posted, you will see an area in the WinOcular Work Queue that indicates “Recommend for Hire” for this position.*
- Interested applicants will express interest to the campus to be interviewed for the position. **(Note: All applicants from outside the District must have completed a District employment application before they can be interviewed.)**
- Interviews occur when more than one applicant is interested in a position
- Select a candidate to recommend:
 - a) *If a Deer Valley employee from another campus is selected, it is strongly suggested that a reference check from the administrator where the candidate is coming be conducted.*
 - b) **The appropriate references must be completed according to the District’s Hiring Guidelines (3 are required).** You need references from the current employer and the two most recent employers, OR if the applicant has worked for the same employer for the last 5 years, two references from that employer. (Check the WinOcular Applicant Query to see which references have already been returned).
 - c) References must be from someone who “supervised” the applicant. d) In the WinOcular Work Queue, the “Recommend an Applicant” form must be completed with all required information. If the candidate selected is a District Employee, mark “**Additional Position.**” If the candidate is from outside the district, mark “**New Hire.**” **(Be sure to complete the section “Justification for Hire Prior to the Fingerprint Clearance” if applicant is not certified with the AZ Department of Education.)**
 - e) In the WinOcular Work Queue, the “Interview Summary Form: must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
 - f) A copy of the interview questions must be kept at the school location; they do not need to send to HR.
- The Human Resources Specialist for your school will contact the recommended applicant to complete paperwork for hire, including fingerprinting.
- HR will send an email confirmation to the Athletic Director, Principal, School Secretary, and Athletic Secretary (at the high schools) when the hiring process has been completed.
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the new employee should be given the addendum form to sign.
- The completed addendum form should be sent to the Payroll Department.
- The new coach must be notified of timelines for completion of required

coaching classes.

- a) AIA Fundamental of Coaching class must complete within the 1st forty-five (45) days of hire.
- b) NFHS class: Concussion in Sports. What you need to know.
- c) The remaining Coaches Certification classes must be completed within one year of coaching.

Coaching positions through Community Schools:

Current employees who are selected for off-season coaching are submitted to Community Schools on a spreadsheet. If outside applicants are needed follow the procedures listed below: ● “Initiate a Recruitment Request” in the Win Ocular system to send the job posting to HR.

- Interested applicants will express interest to the campus to be interviewed for the position. **(Note: All applicants from outside the District must have completed a District employment application before they can be interviewed.)**
- Select a candidate to recommend:
- **The appropriate references must be completed according to the District’s Hiring Guidelines (3 are required).** You need references from the current employer and the two most recent employers, OR if the applicant has worked for the same employer for the last 5 years, two references from that employer. (Check the WinOcular Applicant Query to see which references have already been returned).
 - a) References must be from someone who “supervised” the applicant.
 - b) In the Win Ocular Work Queue, the “Recommend an Applicant” form must be completed with all required information. Mark “New Hire or Additional Position” on the Par. **(Be sure to complete the section “Justification for Hire Prior to the Fingerprint Clearance” if applicant is not certified with the AZ Department of Education.)**
- In the WinOcular Work Queue, the “Interview Summary Form: must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
- A copy of the interview questions must be kept at the school location; they do not need to send to HR.
- The HR Specialist will contact the recommended applicant to complete paperwork for hire, including fingerprinting.
- HR will send an email confirmation to the Athletic Director, Principal, School Secretary, Athletic Secretary and Community Schools when the hiring process has been completed.
 - Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the new employee will be oriented to DVUSD.
- The new coach must be notified of timelines for completion of required coaching classes.
 - d) AIA Fundamental of Coaching class must complete within the 1st forty-five (45) days of hire.

- e) NFHS class: Concussion in Sports. What you need to know.
- f) The remaining Coaches Certification classes must be completed within one year of coaching.

IMPORTANT POINTS TO REMEMBER:

1. Coaches **CANNOT** be working with students until **AFTER** the hiring process is completed.
2. PO's cannot be issued to pay coaches.
3. Only the HR Department can offer employment.
4. References must be from the most recent employer.
5. If references are not returning electronic reference or phone calls made, this could indicate a RED FLAG. Do not put applicant to work unless the references and the hiring process are completed.
6. You can always contact your HR Specialist for help with this procedure.
7. **People who volunteer to coach are "VOLUNTEERS" and cannot get paid. There is no retro pay for the individuals. The hiring process must begin before the beginning of the season.**
8. Only head coaches will receive email and internet access.

COMPENSATION

Addendum Positions

All extra curricular addenda positions are to be considered one-year positions.

Persons employed in these positions have no right of continued employment in them from year to year. Periodic meetings should occur if the goals and objectives of the program are not being met. An employee's performance will be assessed within 30 school days of the completion of the addendum assignment. All assessments must be completed prior to the end of the school year. These performance assessments are for informational purposes only and the content is not grievable. The form will include a recommendation for renewal or non-renewal. Only positions, which are non-renewed, need to be posted. This does not preclude the possibility that a recommendation for renewal could be reconsidered if a district policy is violated.

Head Coaches

The head coach will be included in the interview and selection process for assistant coaches in that sport/program when a vacancy occurs.

All Schools

Each high school receives district funding per the negotiated agreement, for the addenda positions and amounts identified below. Allocation of funds available from any position not filled will be recommended by the building administration for district approval.

1. AIA athletic and non-athletic activities qualify for postseason pay.
2. Varsity Coaches/Sponsors who hold district-approved addenda positions and have teams or individuals qualifying for and participating in state play-offs competition or festivals will be

eligible for postseason Pay.

- Regional competition in athletics is considered part of the team's regular schedule and does not qualify for postseason Pay.
 - Athletic Trainers qualify for three postseason requests. Spirit-line sponsors qualify for two postseason requests.
3. If a team or activity has five (5) students or less participating in a state competition or festival, only the head coach/sponsor receives the postseason Pay.
 4. Campus Principals will approve postseason Pay based upon approved District Guidelines. Requests for postseason Pay will be forwarded to the District Office where the request will be facilitated and tracked.
 5. The stipend for participating in state play off competition will be \$400.00 for each eligible individual.

| | # OF VARSITY COACHES ELIGIBLE FOR POST SEASON- | DETERMINATION BY # OF ATHLETES WHO QUALIFY FOR |
|---------------------|--|---|
| FOOTBALL | Up to 4 | |
| GIRLS VOLLEYBALL | Up to 2 | |
| BOYS CROSS COUNTRY | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| GIRLS CROSS COUNTRY | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| BOYS GOLF | 1 | |
| GIRLS GOLF | 1 | |
| BOYS SWIM & DIVE | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| GIRLS SWIM & DIVE | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| BADMINTON | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| SPIRITLINE | 1 | |
| ATHLETIC TRAINER | 1 | |
| WINTER | | |
| WRESTLING | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| BOYS BASKETBALL | Up to 2 | |
| GIRLS BASKETBALL | Up to 2 | |
| BOYS SOCCER | Up to 2 | |
| GIRLS SOCCER | Up to 2 | |
| SPIRITLINE | 1 | |
| ATHLETIC TRAINER | 1 | |
| SPRING | | |
| BASEBALL | Up to 2 | |
| SOFTBALL | Up to 2 | |
| BOYS TENNIS | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| GIRLS TENNIS | Up to 2 | 0-5 Athletes = 1, 6 or more = up to 2 |
| BOYS TRACK & FIELD | Up to 4 | 0-5 Athletes = 1, 6-10 = 2, 11-15 = 3, 16 or more = up to 4 |
| GIRLS TRACK & FIELD | Up to 4 | 0-5 Athletes = 1, 6-10 = 2, 11-15 = 3, 16 or more = up to 4 |
| BOYS VOLLEYBALL | Up to 2 | |
| BEACH VOLLEYBALL | Up to 2 | |
| ATHLETIC TRAINER | 1 | |

STUDENT-ATHLETES

ATHLETIC PARTICIPATION

Home School Students

According to the State Board of Education, home school students shall be afforded the opportunity to participate. Home school students must abide by the AIA rules and regulations as imposed on any other student athlete. The home-schooled student has to be domiciled in the attendance zone of the school in question.

Private and Charter School Students

Private school students and charter school (including online charter school) students are not permitted to participate in Deer Valley Unified School District's interscholastic program.

PARTICIPATION/CLEARANCE

Initial athletic participation permission is given by parents in written form as part of the athletic clearance procedure which can be completed at <https://www.registermyathlete.com/login/>. All student-athletes must complete all of the following prior to tryouts.

- Athletic Emergency Information Form
- Pre-participation Physical Evaluation Form
- Pre-participation Physical Evaluation complete with medical doctor signature (Must be AIA Form)
 - Physicals completed after March 1 will be accepted for the following school year.
- DVUSD Family Coach Agreement Form
- Athletic Informed Consent Form
- AIA MTBI & Concussion Statement and Acknowledgement Form
- A copy of original birth certificate presented to athletic office
- Informed Consent Video watched by the athlete and parent, which can be found at <https://www.youtube.com/watch?v=rtTJR9KNVWQ&feature=youtu.be>. This must be done at least once every year of participation in DVUSD High School Athletics.
- DVUSD Code of Conduct must be signed by the athlete and parents as part of the clearance process.

No student may participate in a practice or game without being cleared by the athletic office. High School coaches will receive a computer printout, before the first practice, listing all student athletes eligible to participate. A student who obtains clearance after the printout has been issued will receive a slip signed by the athletic office advising the coach that they are cleared to participate.

CONDUCT/DISCIPLINE/DUE PROCESS

It is a tremendous privilege and great honor to be a member of an athletic team. Athletes should

have impressed upon them the fact that they are representatives of the entire school, the community, and their parents. Whether at home or away contest, all athletes should be on their best behavior. School policies regarding conduct, dress, attendance etc., noted in the students' handbook remain applicable to athletes at all times. Discipline policies outlined by the Deer Valley Unified School District, and the individual school administration can be found in the student handbook and the District's Students' Rights and Responsibilities Handbook. Student athletes shall comply with the policies stated in the handbooks.

Deer Valley Unified School District Communication Expectations

Social media and other forms of communication are powerful tools for building the reputation and appeal of our athletes, staff, and school. It can also be extremely damaging when used rashly or with ill-intent. We encourage the positive use of social media and expect our athletes to be positive influences in those spaces.

The Deer Valley Unified School District recognizes and supports its student-athletes' rights to freedom of speech, expression and association, including the use of social networks. However, representing DVUSD is a privilege, not a right. It is expected that athletes will represent and portray themselves, their teams, their schools and DVUSD in a positive manner at all times.

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.
- "Liking" or reposting any of the above.

Each violation of these expectations will be dealt with on an individual basis and the athlete involved will receive due process considerations. Because of the nature of social media, the scope and severity of the offense will be considered before a decision is made. As a general guide, DVUSD utilizes graduated discipline procedures that include opportunities for redress, reparation, and a path back to participation. Consequences may include loss of playing time, suspension, or removal from the team if warranted.

ATHLETIC CONSEQUENCES FOR INFRACTIONS

If student-athletes are suspended on or off campus, the following consequences are applied to their current season or the next season they will participate in, if they are not currently playing a sport:

Less than three days of suspension: In addition to missing practice during the suspension, the athlete will miss 10% of their scheduled competitions.

Less than five days of suspension: In addition to missing practice during the suspension, the athlete will miss 20% of their scheduled competitions.

Less than ten days of suspension: In addition to missing practice during the suspension, the athlete will miss 30% of their scheduled competitions. *Athletes who receive a ten day suspension for drug use or possession who show satisfactory evidence of having registered for the DVUSD drug diversion program will be treated as if they had received a five day suspension.

Ten or more suspension days: In addition to missing practice during the suspension, the athlete will miss 40% of their scheduled competitions and may be removed from the team, based on the Athletic Director's discretion.

A scheduled competition is a competitive contest (not a scrimmage) scheduled during the season of the sport—including playoffs or other state events. A regular season tournament is considered one game for the purposes of this code of conduct regardless of how many days the tournament lasts or how many games or matches it includes. Also, for the purposes of this code, application of percentages in relation to the game penalty will be rounded to the nearest whole number. For instance, if the 20% application results in 2.4 games, the athlete will be expected to miss 2 games. If the application results in 2.5 games, the athlete will be expected to miss 3 games. If an athlete misses the established number of competition days during his/her suspension, that will satisfy the established number of missed competitions. Percentages are applied to the entire season of the sport. For instance, if a basketball player is suspended for 8 days after their team has already played 12 games they are subject to a 30% suspension based on the typical 20 game season of the sport. 30% of 20 is 6, so this basketball player would not be eligible to play again until the 19th game of the season. If a student-athlete is suspended out of season, the athlete will be required to miss the established number of competition days based on the length of the suspension. However, the same athlete will not be required to miss practices in addition to missed competition day(s).

OFF CAMPUS INFRACTIONS

Off campus student-athlete behavior that is not consistent with the six pillars of Pursuing Victory with Honor, which includes trustworthiness, respect, responsibility, fairness, caring, and good citizenship, will be met with athletic and/or school consequences. Consequential off campus infractions include but are not limited to inappropriate posts on social media, drug/alcohol use, fighting, and infractions listed in the Student Rights and Responsibilities Handbook. Consequences will be determined by the athletic department and can range from a conference to suspension from scheduled competitions to removal from the team.

MULTIPLE SPORT PARTICIPATION:

- The sport that is presently “in season” when an overlap occurs will have their choice of practice times.
- Players must complete one season of sport before they may be released to play the next sport season. The season is considered as the first date of competition to the last date of regular season competition for the athlete’s level of competition. (Frosh, JV or Varsity) Coaches who have addenda for sports involved in an overlapping situation will make every effort to attend practices for both.

- All equipment must be turned in before a coach or player moves on completely with another sport. Athletes will not be cleared by the athletic office until equipment from the previous sport has been turned in.
- Players should not be attending camps for one school sport while playing in another without consent from both coaches.

HAZING

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.

Definitions

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

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and

be reported to a law enforcement agency.

A person alleging hazing may report directly to a school administrator or a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out.

When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

SUBSTANCE ABUSE

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 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.

RELEASE/PRACTICE/GAMES

It is the expectation of DVUSD administration that student-athletes attend. It is understood that missing class to participate in some contests is necessary, but must be kept to a minimum.

Student Release from Practice/Games

It is expected that all students under the supervision of a coach use district provided transportation to and from games and practices unless otherwise administratively approved. Students who may have a scheduling conflict may have parents complete and file with the school’s athletic office the "Request for Student Release From Game Form." (See Appendix)

GENERAL INFORMATION

GOVERNING BOARD AWARDS AND RECOGNITIONS

The awards and recognition items on the Governing Board agenda will be coordinated through the Community Relations Department. Being recognized by the Governing Board should be a special and memorable experience for the students, teachers and members of the community who are honored publicly at board meetings. In an effort to give greater prestige to Board recognitions, the Community Services Department has revised the criteria for the Awards and Recognition portion of board meetings.

Statewide or national awards will be considered the most appropriate for recognition; regional or awards presented on a smaller scale shall be recognized in district-wide publications (*Deer Valley Today* and/or *Insight*) and at the individual school level. As for sports and other AIA-sanctioned student activities, the Board will honor first and second place at the state level.

The Community Relations Department budget will cover the purchase of the awards described in these procedures. Any additional awards at the campus level will be the responsibility of the individual school.

GUIDELINES FOR GOVERNING BOARD RECOGNITION FOR AIA - ACHIEVEMENTS

What is the procedure for presenting the award?

- The receiving school will forward specific information on State Champion or Runner Up Achievements to the Community Relations Department.
- The Community Relations Department will prepare a script to be used by the Governing Board President in making the presentations.

Region Champions:

Awards and recognitions for these accomplishments will be handled at the campus.

RELATIONS WITH BOOSTER ORGANIZATIONS

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster/parent organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with booster/parent organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The relationships between booster clubs and school personnel are governed by the booster club handbook.

In Reference To Board Policy: KJA

DONATIONS

Any gift or donation made to a school or to the District must have prior approval of the Governing Board. This includes any gifts of capital nature, which are to be presented to the school from local groups.

- When a capital outlay item is offered as a gift to the District, transportation, installation and other costs related to getting the item into use should be borne by the donor. Once accepted and installed, the District will absorb operation and maintenance.
- A receipt of donation form should be prepared and submitted to the Business Office for submission to the Governing Board for approval. This form can be obtained from the Principal's Office.

GOODS AND SERVICES CONTRIBUTED

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

ADVERTISING IN SCHOOLS

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

Student publications may contain authorized advertising when the materials are produced by student organizations.

Approved student sponsored activities may be allowed to utilize authorized business partners that declare support for the school or school activity through the usage of temporary signage or promotional materials.

Unless otherwise prohibited by law nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. [15-342](#), subject to:

General Advertising:

- Such advertisements shall be age appropriate and not contain promotion of any substance that is illegal for minors, such as alcohol, tobacco and drugs, or gambling. Advertisements shall comply with the state sex education policy of abstinence.
- Authorized advertising in school buildings or on school properties must be temporary, seasonal, and not cause damage upon removal. The Superintendent determines what is authorized and the conditions under which it can be displayed or withdrawn. ● Permanent advertisement will be displayed on school buildings or school properties in accordance to applicable AM

The Superintendent has the discretion to decline specific advertisements.

In Reference To Board Policy: KHB

STUDENT FUNDRAISING ACTIVITIES

The proceeds of all fund-raising activities involving students shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

SOLICITATIONS IN SCHOOLS

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

PURSUING VICTORY WITH HONOR ANNUAL AWARDS

The DVUSD PVWH Awards are an annual recognition of excellence in athletics at the high school and middle school level. Nominations can be submitted by a middle school Athletic Coordinator, a high school Athletic Director, or a Principal at any level.

Annual Awards:

1. One high school male athlete
2. One high school female athlete
3. One 7th-8th grade male athlete
4. One 7th-8th grade female athlete
5. One high school coach
6. One 7th-8th grade coach
7. One 7th-8th team
8. One High School team
9. One School
10. One Unsung Hero
11. One Courage
12. One Athletic Coordinator

MEDIA

MEDIA RELATIONS

Mission

To support the educational goals of the Deer Valley Unified School District through interactions with the media in an effort to inform the community about the positive programs, activities, students and staff; and to provide accurate information to the community while acting in a responsive and responsible manner.

Guidelines for Working with the Media

In an effort to create a unified voice for all district communications, it is important that all media efforts be coordinated through the Communications and Community Engagement department. When practical, the Director or other designee of the Superintendent shall act as the official spokesperson for all district operations, schools and issues. This does not preclude district administrators from speaking with the media at their discretion to provide good news stories, background information, details or quotes for a story. The media should be viewed as a resource to meet our overall marketing, communication, and educational goals.

When speaking to the media on any issue, it is important to frame responses to the community with the following in mind:

1. Children are our number one priority.
2. DVUSD provides a quality education.
3. DVUSD acts fiscally and morally responsible at all times.

District News Stories

Aside from the Superintendent, Director of Communications and Community Engagement department, and members of the District Cabinet, employees should not respond to requests for information from the media on general issues relating to district business. Examples of district business include salary negotiations, board policy, students' rights and responsibilities, discipline issues, controversial topics, safe school issues, budget and compliance issues. It is important that information about district business come from a unified source to ensure appropriate release of information that meets district goals as it relates to the story. If the media contacts a school administrator or employee to comment on district issues, he or she should notify their supervisor and the Director of Communications and Community Engagement department.

Good News Stories

If the media contacts a school administrator or employee to develop or report on a good news story, the school principal must approve participation and grant permission for the employee to be interviewed. The school should then notify the Director of Communications and Community Engagement department.

When a reporter is on campus, it is the responsibility of the school administrator to provide an escort. At no time should a reporter be allowed to roam the campus without an official guide.

When a reporter or photographer is on campus to take photos, the school administrators must be mindful of release of information and photo releases on file in the office when identifying students to take part in a story.

In all instances, notify the Communications and Community Engagement department about the presence of media on campus.

Crisis News Stories

The Director of Communications and Community Engagement department is on call 24 hours a day to assist in managing the media in a crisis. In a critical situation, the Director of Communications and Community Engagement department, or other designee of the Superintendent will act as the media representative in coordination with other on-scene agencies (police, fire, city, state, county).

If the Director of Communications and Community Engagement department is unable to arrive on scene, the media relations duties will fall to the school principal. In dealing with the media during a crisis situation, it is vital that accurate information is provided, no speculations are made, and that district officials refer the media to the supervising authority, i.e., city police or fire.

Contacting the Media

School employees, club sponsors and campus groups may contact the media for the purpose of promoting events and good news stories with the permission of their principal and notification to the Public Relations Office.

The Communications and Community Engagement department is in daily contact with the media and is a good source in helping promote campus activities through a variety of regularly issued press releases, district website, and one on one solicitation.

INCIDENT PLAN

CAMPUS INCIDENT COMMUNICATION PLAN

The following is a guide for campus administrators in the event of an incident on campus. Depending on the severity of the situation, the event may dictate the implementation of the campus crisis plan. Likewise, it may not be necessary to follow through with all the suggested steps. In event of an incident on campus, administrators should contact the following people at a deputy superintendent.

Administration should send an "A Team" email as soon as possible.

*Remember: The media monitors police activity.

PRE-INCIDENT

Each campus should identify a communications center (principal's office) to be used by key personnel to ensure ready access to pertinent information and to isolate and monitor information flow. If the incident attracts substantial media interest, another site should be identified as a media briefing center (a conference room or lounge area).

DAY OF INCIDENT

The Community Relations director will provide primary media relations assistance and counsel and will coordinate efforts with the principal, district and school staff. If the incident warrants it, the Community Relations director will depart for the campus immediately upon notification by campus staff.

DISTRICT SPOKESPERSON

All inquiries about the incident should be directed to the principal's office; it is strongly recommended that campus personnel not talk to the media. The Communication Director is the official spokesperson for the district. If the incident involves law enforcement personnel, please refer all inquiries to the Communication Director.

MEDIA ON CAMPUS

If the media is seen on campus, they are to be escorted directly to the principal's office (see district policy reference). If a media briefing center has been established, they will be escorted to the briefing center and given the necessary information. In order to ensure that accurate information is being released, all statements will be coordinated with the campus administrator, the Community Relations director and the superintendent. The Community Relations director or the superintendent will make official statements unless it is determined that the principal should comment.

PARENT/STUDENT COMMUNICATION

If it becomes necessary to brief students and parents, the principal will write a letter to be approved by the Superintendent and Communications Director. The letter should contain only factual information (not speculation) and is intended to control rumors and to assure parents of the school's concern for the safety of their children. If the incident is a crisis situation with extensive media attention, parents should be reminded to talk with their children to inform them that they are not required to answer reporters' questions, and suggest that they should refer reporters to the principal's office.

The principal will return parent phone calls, if possible, on the day of the incident. If there is a large volume of calls, district administrative personnel may work with the principal to expedite the progress.

DAY AFTER INCIDENT

The principal will meet with all staff members before first period to provide an update. If appropriate, district personnel will attend this meeting to respond to any relative questions. A statement to be read to students may also be drafted. Teachers will read the statement to students at the beginning of school.

The Communications Director office will issue another media statement if needed. Update information will be provided to other principals, district office personnel and parents as needed. If parent phone calls continue, the principal will return them. The campus administrator will determine the need for counseling or other follow-up services for students.

NIGHTS, WEEKENDS AND HOLIDAYS

Law enforcement agencies and fire departments in Phoenix, Glendale, Peoria and Maricopa County have a map of Deer Valley School District schools and their location. Those agencies have names and phone numbers for each school and/or district contacts. If an incident occurs on campus outside of school hours that brings the media, the individual notified by these agencies should contact the Community Relations director who will be in contact with the superintendent and the appropriate campus/administrator(s).

DISTRICT POLICY REFERENCE

POLICY KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on or using school property for any purpose shall engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board. ● Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
 - Damage or threat of damage to property of the District, regardless of location, or property of a member of the community or a visitor to the school, when such property is located on premises controlled by the District.
 - Forceful or unauthorized entry to District facilities, including both buildings and grounds. ● Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school sponsored events.
 - Conduct or speech that violates commonly accepted standards of the District and, under the circumstances, has no redeeming social value.
 - Failure to comply with lawful directions of district officials or of District security officers or other law enforcement offices acting in performance of their duties, failure to identify oneself to such officials or officers when lawfully requested to do so.
 - Knowing violations of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
 - Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
 - Carrying or possessing a weapon on school grounds unless they are peace officers or obtained specific authorization from the appropriate school administrator.
 - No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without the approval of the principal or his/her authorized representative. No persons shall conduct or attempt to conduct any activity on school premises without prior approval of the principal or his/her authorized representative.
-
- Any member of the general public considered by the superintendent or his designee to be in violation of these rules shall be instructed to leave the property of the district. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 (Arizona Revised Statutes), and any other applicable civil or criminal proceedings, or to tribal ordinance.
 - Drinking of alcoholic beverages or gambling anywhere in or on District premises prohibited.
 - Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
 - The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: June 27, 1999

TRANSPORTATION

GENERAL INFORMATION

Each coach is responsible for turning into the athletic office a list of transportation needs for the upcoming season. The athletic office will then schedule those requests with district transportation.

Each DVUSD High School has vans that may be reserved through the athletic office. These vans are mostly used by teams with small numbers; i.e., golf and tennis. The vans have a seven-passenger limit. Coaches and/or sponsors requesting van usage must successfully complete the vehicle training program. Keys are to be picked up and returned to the athletic office in a timely manner.

Players and coaches are responsible for keeping the buses and vans clean and failure to do so may result in limited usage.

Use of the district vehicles is governed by the District Transportation Manual. Some general considerations can be found below.

- The driver and all passengers shall wear a seat belt whenever the vehicle is in motion. ● A driver shall not transport more passengers than the rated capacity stated by the vehicle manufacturer.
- A vehicle shall not be fueled in a closed building, while the engine is running. ● The driver or passengers shall not use tobacco in any form in the vehicle. ● A driver shall not consume any beverage containing any alcohol while driving or, within 8 hours before getting behind the wheel of a vehicle.
- A passenger shall not carry on and or consume any controlled substance or alcohol while in a district vehicle.
- At the conclusion of each trip, a driver shall inspect the interior of the vehicle for passengers remaining and objects left behind.
- Any driver who receives a citation shall immediately inform the Transportation Department and their school Athletic Director and then submit a copy of the citation to the department within 5 calendar days.
- All collisions shall be immediately reported to your supervisor and the Transportation Department.
- Any student injury not involving a collision shall be immediately reported to your supervisor.
- A driver shall not exceed the posted speed limit.
- Passengers shall comply with all instruction given by the driver.

ELIGIBILITY TO OPERATE DISTRICT VEHICLES:

- Only designated employees and approved volunteers of the Deer Valley Unified School District may operate district vehicles.
- Employees and approved volunteers that wish to drive a district vehicle must submit a Request to Drive a District Vehicle Form. The requests should be filed with the Transportation Department no later than the first week of the current school year. Additions and/or corrections can be filed as needed. The Transportation Department will consolidate requests for Department of Motor Vehicle checks and risk management

response. Only those employees and approved volunteers may operate a district vehicle.

- Employees and approved volunteers must attend vehicle safety training before they can operate a district vehicle
- Authorized Passengers: Only people directly involved with the trip's mission (e.g., students, teachers, coaches, chaperones, and etc.) are authorized passengers. Only authorized passengers will be transported in a district vehicle.
- Approved volunteers may be asked to drive only if district employees are not available.

HIGH SCHOOL

STATE ASSOCIATIONS

Deer Valley Unified School District Schools are members of the Arizona Interscholastic Association. The AIA produces a detailed manual of its bylaws, available online to the public. All DVUSD coaches are required to become familiar with the information in this manual.

ACADEMIC STANDARDS

The athletic program will make every effort to complement the school mission in achieving academic excellence. Athletics are an integral part of the educational process and will help support the school's overall curriculum. Participants will be considered student-athletes rather than just students or just athletes. The coaching staff is to keep constant watch on the development of the student-athletes in the classroom as well as in the athletic arena.

The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have in place a "NO PASS NO PLAY" policy. Athletics, speech, theater, music, and spirit-line are all defined as extra-curricular activities that fall under the "NO PASS NO PLAY" policy.

In order to represent the Deer Valley Unified School District in an extracurricular activity, the student and the parent/guardian shall be notified when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary.

Support services shall be made available to students who become ineligible for extra-curricular programs, as well as students notified of pending ineligibility.

The same general standards shall apply for Special Education students, except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student's Individual Education Program.

In implementing this policy, the following clarifications apply to all students:

- During an appeal process for loss of credit, the student will be ineligible for extra-curricular activities.

- A student must maintain enrollment in five classes. Exception: Seniors, who have sufficient credits to graduate, may enroll in as few courses or classes as needed for graduation credit.
- Eligibility will be checked on Thursday at noon. Ineligibility is declared on Friday and the student-athlete is ineligible Monday through Saturday the following week.
- All A.I.A. sponsored activities are covered by this policy.
- Student-athletes may be allowed to practice during periods of ineligibility.

Arizona Interscholastic Association

The A.I.A. by-laws can be found at <http://aiaonline.org/about/constitution-bylaws>. Athletic Directors and Coaches are expected to become familiar with current eligibility rules. Accountability for eligibility lies at the campus level, initially with the head coach of the program and athletic director and ultimately with the principal.

TOURNAMENTS

Who pays for tournament competition?

- **Post Season Play**, i.e. playoffs, state championship: the individual schools athletic department will pick up post season play cost. This includes lodging and meals for the coaches and athletes, and any registration fees.
- **Regular season** – Paying for tournaments is a site-based decision and generally speaking, individual teams are responsible for paying for their tournaments.
- **Travel and Lodging** – Athletic teams from different schools that attend the same tournament and are considered “individual sports” programs by the Deer Valley Unified School District will travel to and from tournaments together whenever possible.

KEYS

Keys will be checked out to all Head Coaches and Assistant Coaches as needed. It will be a site based decision on when keys will be checked out and collected back in. The AD will work with each individual program as needed based on campus administration policy

EQUIPMENT MANAGER

The Equipment Manager is hired by the school to be a steward over ALL athletic equipment for both boys’ and girls’ programs. The following is a list of the functions expected of the school Equipment Manager.

Equipment Manager – Functions (Athletic Department)

1. Receive, mark, prepare, inflate, repair, mend, inventory and issue all athletic supplies and equipment to coaches.
2. Have all equipment available and ready for service at the beginning of the athletic season.
3. Be in charge of the storeroom for athletic equipment.
4. Keep an inventory of all athletic equipment.
5. Shall not:
 - a) Serve as a coach if the coaching duties interfere with the daily equipment manager’s duties.

- b) Administer discipline, under any circumstances. He shall report students to the Head Coach or to the responsible coach of improper behavior.
 - c) Treat or render first aid to any student who is injured.
6. It is the responsibility of the equipment manager to maintain school vans and Microbirds, including but not limited to, cleaning, refueling, and working with the transportation department regarding service.

A. Pre Game

1. Physical set-up for contests excluding lining of fields.
2. Other duties as described in game management or as assigned by the Athletic Director.

B. Post Game

1. Arrange for all equipment to be gathered, stored and secured.

C. Away Contests

1. Establish a checklist of all equipment necessary for each sport to take on all road trips.
2. Insure that all equipment is in proper condition and issue to the coach.
3. It is the expectation that the equipment manager travel to all away football games.

D. Post Season

1. Receive and inventory all equipment
2. Provide a list of all equipment. Indicate which equipment has been lost and/or needs repair.
3. Prepare work orders for complex repairs on all damaged equipment and uniforms.

ATHLETIC EQUIPMENT CHECK OUT AND CHECK IN PROCEDURE

1. To check out athletic equipment, a student must be cleared through the athletic department.
2. Each individual coach will communicate with the Equipment Manager prior to the start of the season about all equipment needs.
3. A coach should be present during the issue of and the checking in of any equipment or uniforms.
4. When an athlete quits or is dropped from a team, the coach will notify the Equipment Manager and the athlete that all equipment must be checked in immediately. After two (2) days, the Athletic Director's office will be notified if said equipment is not returned. The athlete will then be billed through the Bookstore. With regard to spring sports, the last day of school is the cutoff date for return of equipment and at this point, the athlete is billed and held responsible for all equipment that was issued to the student-athlete.
5. An athlete may not be cleared for another sport if all equipment is not checked in by the appropriate date.
6. The coach will make an appointment with the Equipment Manager for a check in date for

all equipment and uniforms. Check in will occur immediately after the last contest whenever possible and special arrangements should be made to facilitate this procedure.

7. The Equipment Manager will provide the coach and Athletic Director with a list of athletes and equipment not turned in as soon as possible after the check in date.
8. Use of equipment or uniforms during the off-season or summer will not be permitted without the approval of the Athletic Director.

PARTICIPATION CERTIFICATES

Each coach must have on file in the Athletic Director's office a copy of his or her lettering policy. One week prior to the awards presentation, the names of all athletes to be honored will be given to the Athletic Office. This includes the names of all freshman, junior varsity, and varsity athletes receiving participation and letter awards, as well as any special awards that are presented. This information will remain on file in the Athletic Director's office.

All Coaches at all levels will make it known to the team prior to the first contest exactly what criteria will be used in issuing an award at the season's end.

An athlete will only receive one varsity letter regardless of how many times they qualify in a sport during their high school career. Participation certificates will be given for each season that is completed.

School Issued Awards:

Freshman: Participation Certificate
Junior Varsity: Participation Certificate
Varsity: Varsity Letter

SUPERVISION OF CONTESTS

It is the responsibility of the host school to provide the necessary supervision to promote a positive environment for spectators, athletes, officials, and the contest itself. Supervision may include school administrators, police, campus security personnel, and assigned faculty. **Game Management**

The athletic department will present the faculty and staff the opportunity to apply to work at athletic events. Opportunities will be available in the areas of supervision, ticket selling, ticket taking, security, timer, scorekeeper, and announcer. The athletic department will select personnel.

ATHLETIC EVENT PRICES

- Under 10 years of age admitted free
- Family Passes: \$65.00 for 20 punches
- Student Passes: \$30.00

| | <u>Students/Seniors (55 and older)</u> | |
|-------------------------|--|--------|
| Varsity Football | \$6.00 | \$5.00 |
| Basketball (all levels) | \$5.00 | \$4.00 |
| Wrestling (all levels) | \$5.00 | \$4.00 |
| JV and FR Football | \$5.00 | \$4.00 |
| Soccer (all levels) | \$5.00 | \$4.00 |

| | | |
|-------------------------|--------|--------|
| Volleyball (all levels) | \$5.00 | \$4.00 |
| Baseball (all levels) | \$5.00 | \$4.00 |
| Softball (all levels) | \$5.00 | \$4.00 |
| Track | \$5.00 | \$4.00 |

Region and State competition: School issued passes cannot be used for admittance. Event costs are set at the State and Region level and are not negotiable.

PASSES

District Employee

All district employees may use their Deer Valley Unified School District I.D. Cards for admission for them and a guest to all regular scheduled DVUSD home athletic contests. (THIS DOES NOT INCLUDE INVATIONALS, REGIONAL, OR STATE PLAYOFF GAMES AND/OR TOURNAMENTS HELD AT ANY DVUSD GYMNASIUM OR ATHLETIC FIELD.)

- Children ten (10) and under will be admitted to DVUSD athletic events for free when accompanied by an adult.

Other

Media, AIA, student and community activity passes will also be honored at all regular scheduled DVUSD home athletic contests.

MIDDLE SCHOOL

ATHLETIC PROGRAM INFORMATION

The DVUSD K-8 Schools and DVUSD Middle Schools 8th grade teams are members of the Deer Valley 7-8 Conference, and the DVUSD Middle Schools 7th grade teams are members of the North Valley Middle Level Conference. Any student wishing to participate in a sport needs to watch for the date of tryouts. Dates should be posted in the locker rooms and announced during the morning announcements. No student athletes will be eligible to participate at any other DVUSD Schools for any reason.

In the DV7-8C, tryouts are held for all sports and are open to all eligible 7th and 8th grade students. Tryouts are also held for Spirit Line included with our winter sports. In the NVMLC, tryouts are held for all sports except Cross Country, Wrestling and Track, which are non-cut sports. Only 7th and 8th grades students are eligible for participation. Coaches will strive to play all team members in each game or athletic event however this may not always be possible. The conference teams are very competitive and a win/loss record is kept along with the conference standings. The two conferences are very similar to a high school conference and AIA rules are followed with exceptions according to BiLaws.

DEER VALLEY 7-8 CONFERENCE SPORTS

Boys Volleyball Boys Basketball Boys Baseball Girls Volleyball Girls Basketball Girls Softball Cross Country Spirit Line

NORTH VALLEY MIDDLE LEVEL CONFERENCE SPORTS

7th Boys Volleyball 7th Boys Basketball 7th Boys Baseball 7th Girls Volleyball 7th Girls Basketball 7th Girls Softball Cross Country Wrestling Track and Field Spirit Line

Middle School Entry Fees

All DVUSD Students with I.D. FREE
Adults \$4.00
Family Pass \$30.00 for 10 Punches

ATHLETIC TRAINER

CERTIFIED ATHLETIC TRAINER JOB DESCRIPTION

General Statement of Responsibilities

The individual occupying this position is responsible for the following:

- Prevention, treatment, evaluation and rehabilitation of injuries received in athletic practices and contests
- Referrals to appropriate medical professionals
- Development of emergency plans
- Record keeping of athletic injuries
- Education of athletes, coaches, administrators, and parents in the above stated areas

Performance Responsibilities:

1. Prevent athletic injuries by:
 - a. Identifying predisposing physical conditions which increase risk of injury/illness in athletic activity
 - b. Supervising conditioning programs and test athletes when appropriate to ensure readiness for safe participation in activities
 - c. Providing information on environmental conditions and ensure compliance with guidelines set for safe participation
 - d. Inspecting athletic facilities and advising Athletic Director of unsafe conditions
 - e. Constructing custom protective devices when appropriate
 - f. Taping and wrapping athletes for participation when appropriate
 - g. Inspecting and aiding in fitting protective devices and athletic equipment
 - h. Gathering information through observation, questions, and specific tests to determine the appropriate action to take in the event of an injury or illness
 - i. Using available equipment

and supplies to rehabilitate and recondition athletes prior to athletic injury/illness

2. Refer athletes and parents to appropriate medical professionals following an injury or illness
3. Develop and establish an emergency preparedness plan to ensure proper care of athletes
4. Keep adequate records regarding care given to athletes
5. Educate athletes, coaches, administration, and parents regarding the risks associated with athletic participation
6. Observe all AIA scheduled home events and away football games
7. Supervise student athletic trainers and athletes in the athletic training facility
8. Follow guidelines established by OSHA for infection control regarding blood-borne pathogens

Recommended Qualifications:

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

ATHLETIC TRAINING PROCEDURE MANUAL Purpose/Philosophy

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

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

The athletic training staff is committed to the athletic programs and the athletic training profession. Care and concern for the athletes well being is of major concern to the athletic training staff. Professionalism on and off the field and compliance to the procedures of the athletic training program is attempted to be maintained by the entire athletic training staff.

Purpose of Training Room

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

General Medical Services Provided

The athletic training staff is capable of providing emergency first aid. This treatment includes the care of the following:

Open and closed wounds, possible fractured extremities, sprains, strains and dislocations, head injuries and emergency life threatening situations.

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

Physicals are provided at a District school at least once in a school year at a minimal cost. The team physician back into the athletic training program donates the money received at these physicals. A Team Physician is available to the school on a consult basis. This doctor or a representative is present at all home varsity football games and for evaluations on an as needed basis.

Chain of Command for Responsibility

The chain of command in emergency situations is as follows:

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

Reporting an Injury

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

Emergency Treatment

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

Transportation to Medical Facilities

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

Reporting for Treatment

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

Training Room Hours

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

be arranged with a certified athletic trainer.

Standards of Care

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

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

General Training Room Procedures

All athletes are treated on a first come manner except in emergency situations.

Athletes are required to sign in on the Daily Treatment Log upon entering for treatment or evaluation of an injury. This is done to document treatment plans and compliance to training programs established for the athletes.

A certified athletic trainer conducts all evaluations of injuries.

Parents will be contacted if further medical attention is deemed necessary by the certified athletic trainer.

All athletes ordered by a physician to discontinue activity will NOT be allowed to return to participation until the attending physician presents a written release to the certified athletic trainer. The athlete will also be expected to perform the skills necessary for his/her sport in a safe manner prior to full return to activity.

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

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

Physical Examination

A preseason physical examination is required for all athletes.

Pre-participation screening physicals are offered at least once during the school year on site at a minimal cost to the athlete, as mentioned earlier.

The family physician or a specialist prior to participation should check any athlete identified in this screening physical with an identifiable problem.

Insurance

School insurance is offered to all athletes. All claims must be filed within 24 hours of injury. Forms can be picked up in the school nurse's office. Insurance policy number of the primary carrier is

required on the physical form to ensure treatment in an emergency situation.

Emergency Phone Numbers

To be provided by each High School. Certified

Athletic Trainer Qualifications

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

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

COACHING STAFF INFORMATION

Responsibility for Reasonable Care

The coaching staff is responsible for the safety of the athletes at all times. If the athlete's physical ability to compete is in doubt, the athlete should not participate until checked by a medical professional (certified athletic trainer or doctor). Maintain the athlete's ABC's in an emergency situation.

Training

Cardiopulmonary Resuscitation (CPR) certification is required of all coaches. Validation of certification must be on file with the Athletic Department prior to the start of the season..

First Aid certification is required to ensure proper care of athletes when the Certified Athletic Trainer is not available.

Injuries During Practice

All injuries sustained by athletes should be reported to the certified athletic trainer on duty for evaluation as soon as detected by the coach.

Athletes may return will be returned to practice only after they have been cleared by the Athletic Trainer. Athletes must report to the athletic trainer even if they possess a doctor's note. . **Special Procedures**

If you are planning on having a practice late or during a holiday, arrangements must be made with the athletic trainer staff in advance to ensure coverage.

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

Away Events

Athletic trainers are typically provided by the home school.

Coaches should have access to emergency cards for all athletes and managers in attendance.

Communication Network

Open communication between the certified athletic trainer and the coach must be clear and ongoing throughout the season.

The certified athletic trainer is responsible to contact physicians and parents regarding any injury sustained by athletes. All correspondence with those individuals will be communicated to the coach.

All athletes seen by a physician must present a written release from the attending physician to return to participation. These release forms will be placed on file in the athletic training room. **DO NOT KEEP ANY RELEASE FORMS!**

If in doubt as to the athlete's ability to participate, ask the certified athletic trainer – NOT the athlete.

Obtaining Advanced Medical Services

A list of procedures to follow when contacting the emergency medical service (EMS) is posted by each phone. If you do not have this information sheet by the phone you use, one will be provided for you to post by the athletic training staff. An assistant coach or reliable student trainer can make the call.

One person should be instructed to meet the ambulance at the gate to be used. Ensure all gates to be used are unlocked and open.

Parents should be contacted as soon as possible. If it is impossible to contact the parents, use the emergency numbers provided on the athlete's emergency card.

The certified athletic trainer, athletic director and/or a principal should also be notified if an ambulance is called.

Expectations of the Athletic Training Staff

The certified athletic trainers will:

- evaluate all injuries
- contact parents or doctors regarding injuries
- assist coach regarding conditioning
- aid with equipment fitting
- cover home events and majority of practices
- determine environmentally safe conditions (i.e., heat index readings, lightning) - supervise student athletic trainers
- prepare copies of emergency forms for coaches
- counsel athletes regarding supplements and nutrition

The student athletic trainers will:

- cover away event
- aid the certified athletic trainer in the athletic training room and game situations regarding treatment, evaluation and rehabilitation
- prepare and sterilize water containers

Expectations of the Coaches

The coaches will:

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

Remember, you have total responsibility for any injuries in the absence of the certified athletic trainer.

Practice Duties

- Water, towels, kit and ice at the practice site when necessary
- Tape and prepare athletes for practice
- Note any injuries and aid injured athletes to the athletic training room for evaluation - Clean water containers following practice

Game Duties

Home Games

- Set up kit, water, towels and ice
- Special set up is required for football
- Clean water containers and replace all equipment

Away Games

- Ensure water, ice, towels, kit and emergency card for yourself
- Coaches will have emergency cards for the team members and managers. You will take your emergency card in the kit.
- Introduce yourself to the visiting certified athletic trainer or coach
- Locate the phone to be used in an emergency situation
- Note any injuries that occurred in the game
- Enter the injuries on the log upon your return to school

- Clean the water containers and put away supplies upon return

Emergency Procedures

Student trainers' role in an emergency situation is to do the following when advised:

- Aid the certified athletic trainer and coaches in treating athletes
- Make emergency call
- Note time and treatment of athlete's injury

ATHLETE'S RESPONSIBILITY

All injuries are to be reported to the coach or certified athletic trainer immediately.

Report well in advance of practice or game to be taped or get treatment in order to ensure being on time for the event.

If seen by a doctor, a written release to return to participation must be presented to the certified athletic trainer.

Comply with directions received by the certified athletic trainer regarding your health.