

Espiritu Athletic Department

Athletic Department Mission:

The Athletic Department exists to provide quality educational and extracurricular programs that will inspire parents and students in the areas of physical fitness, spiritual, leadership, and intellectual development.



**AS IRON SHARPENS IRON,
SO ONE SHARPENS ANOTHER**



OUR PHILOSOPHY & OBJECTIVES

Our goal with this program is to prepare you Spiritually, Physically and Mentally (BODY, MIND, SPIRIT).

First, you prepare personally, then together in each workout, each practice, and finally for each game.

Spiritual Preparation is learning and living the 7 Virtues. The first four are:

1. TEMPERANCE - The discipline of daily doing a challenging task. For example, working out every day.
2. PRUDENCE - Making good decisions. For example, what you eat.
3. FORTITUDE - Not giving up.
4. JUSTICE - Treating your teammates, coaches, and officials with respect and dignity.

Physical Preparation is practice, off season work outs, lifting weights, doing agility drills and position skill drills.

Mental Preparation is learning the techniques and technical skills of each sport.

Our competitive athletic programs begin as early as possible and is a lifelong opportunity. We are committed to the inclusion of equitable interscholastic opportunities for both girls and boys. Early Childhood and middle school athletic programs aim to assure that the athletic activities are an integral part of the total educational program.

The objectives of these programs are:

1. To cultivate ideals of cooperation, friendship, leadership, responsibility, and good sportsmanship.
2. To improve and develop competitive programs to the highest possible standards of excellence.

Through the **interscholastic program**, a boy or girl can provide an outlet for group and individual energy, developing leaders, establishing social contacts, and developing a feeling of security through knowledge of personal worth and pride in the group to which they belong.

The following are significant aspects of our program:

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



STUDENT ATHLETIC CODE

Playing Time in Games: Athletics is an emotional activity for players, spectators and coaches. Playing time is always a sensitive issue for everyone involved. All playing time is subject to satisfactory academic and disciplinary standing. Please familiarize yourself with the following playing time guidelines.

- **Varsity:** Determined by a student-athlete's inherent ability, commitment to team and quality of work ethic. Playing time is determined by the coaching staff and there is no guaranteed playing for any student on the varsity level.
- **JV & Freshman:** An objective of our junior varsity teams is to prepare these student athletes, through an appropriate level of competition, for future participation in the varsity program. At the JV level, playing time is determined by the coaching staff and there is no guaranteed playing time in each game. A student-athlete's inherent ability, commitment to team and quality of work ethic will be factors used in determining an appropriate amount of playing time throughout the season with different amounts of time dependent on the skill of each player and the competitive level of each game.
- **Jr. High School:** An objective of our Jr. High teams is to prepare these student athletes, through an appropriate level of competition, for future participation in the Jr. Varsity program. At the Jr. High level, the coaching staff, inherent ability, commitment to the team, and work ethic determines the amount of playing time. At the Jr. High level **everyone is expected to get some playing time during each pre-season and regular season games**, however the amount of time will be determined by the coaching staff and by the level of competition of the other team.

Sportsmanship: This term is difficult to define but easy to understand if it is seen as an extension of the mission at Espiritu. Athletics is an arena where we represent our school in a very public light.

Both Participants and Spectators are reminded to behave correctly. This includes, but is not limited to.

- Treating opponents, officials and spectators with respect,
- **Never using improper or foul language**
- Cheering for our team and not against our opponents
- Abiding by all rules and regulations
- All teams are asked to treat the post-game handshake with opponents in a respectful manner.

The Student Athlete:

- Plays hard within the rules of the game
- Wins with humility and lose without excuses
- Respects officials and accept their decisions
- Never plays with the intent to injure an opponent
- Never forgets that he/she represent their school, their coaches, and their families as well as themselves
- Respects the property and facilities of their opponents.

Practice

A student with an unexcused absence from school, any part of the day, will not be allowed to participate in an athletic contest that day. Determination of an excused absence will be made by the school administration.

Students who will miss more than one-half (1/2) day of school because of illness will not be allowed to participate in an athletic contest that day unless they have clearance from the school administration.



STUDENT ATHLETIC CODE

Participation

A student that quits a sport or is removed from the team roster before the season is finished may not participate in another sport for the rest of the year. The end of the season is defined as the last day of competition for that sport in which the District participates.

Students who are withdrawn by their parents for scholastic or other suitable reasons will be considered as having quit. Students who withdraw from any team/student activity with the mutual agreement of the student and the coach will not be considered as having quit. It is the obligation of the parent to write a letter to the Coach, Athletic Director and school administration stating the reason(s) for withdrawing the participant. If a letter is not received, the participant will be considered as having quit, and will be governed by the rule above.

A first-time participant in a sport will be allowed ten (10) practice days to decide of whether to continue in the sport. After ten (10) practice days, he/she will be governed by governed by the rule above. Participants who quit two (2) sports in one (1) school year will not be allowed to participate in an additional sport for a period of one calendar year from the time that he/she quit the second sport.

Scholastic Eligibility (Pass to Play)

If a student does not pass a class, the student is not allowed to play, this is more commonly known as “No Pass, No Play”. We believe a student athlete must have a Grade Point Average of 2.0 or higher and we check grades on a bi-weekly basis. Please note the following significant highlights are the responsibility of the Educational Administrator, Athletic Director, and each Coach. The Educational Administrator will certify all eligibility lists after the Athletic Director has complied and verified all information with the assistance of each Coach. The Coach of each sport shall be kept informed of all eligibility status of each student under his/her supervision. This includes any additions to the team after the original list of participants has been verified. **No student shall be permitted by the Head Coach to be in uniform or participate in any athletic contest until his/her name appears on the official eligibility list.**

Clean Up

All practice and game sites, locker rooms, and buses should be cleaned before any student athlete leaves. It is the responsibility of the players, not the coach, to throw away trash, return items to the coach's room and gather all equipment after an event.

Behavioral Eligibility

1. A student athlete should not:
 - Use a beverage containing alcohol.
 - Use tobacco in any form.
 - Use or consume, have in possession, buy, sell, or give away any other controlled substance.
 - Be in possession of any firearm.
2. Consequences for violation of rules:
 - First Offense
 - Meeting with the Athletic Director, coach and athlete.
 - Possible suspension for two consecutive contests (or one week in football).
 - Referral to Dean of Students or Assistant Academic Servant Leader for evaluation and meeting with parents.



STUDENT ATHLETIC CODE

- Second and Subsequent Offenses in The Same School Year
 - Meeting with parents, coach, Athletic Director, Dean of Students and Educational Administrator.
 - Possible dismissal from team for remainder of season and loss of post season awards.
 - Referral for counseling if deemed appropriate.

This statement reinforces, and in no way substitutes or overrides the school's policy on the use and possession of drugs or the State or Federal Laws on the use or possession of drugs. The actions listed above will be reinforced in conjunction with Espiritu school policies.

Sportsmanship Rule (A.I.A.)

Ejection from a contest: If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period or intermission, the coach or player may be ordered to leave the contest. Students or coaches that have been ejected will not be able to attend/participate in the next schedule contest.

Leaving Bench Area: When two or more persons (including coaches, non-playing contestants and nonparticipating school personnel) leave their team's bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

1. The contest officials shall eject any person they determine to be in violation of "Leaving Bench Area" as indicated above.
2. The contest officials may terminate the contest. If the contest is terminated:
 - a. the team(s) that left the bench area must forfeit the contest and record a loss.
 - b. and the contest is during tournament or post season play, the offending team(s) will be removed from further tournament or post season competition.
3. Further penalties may be imposed against the offending team(s) by the AIA Executive Board as set forth in Article 16.3.2.

Penalties for ejection: A coach or player ejected from a contest for any reason shall be subject to the following without appeal:

1. First Violation: Ineligible for the next contest at that level of competition and all other contests during that interim at any level. [Any person ejected from a contest shall not participate the remainder of that day.]
2. Second Violation: Ineligible for the next two contests at that level of competition and all other contests during that interim at any level. [Any person ejected from a contest shall not participate the remainder of that day.]
3. Third Violation: A similar infraction by the same player during the same season will result in cessation of the season for the player concerned.
4. End of Season Violation: If a penalty is imposed at the end of the sport season and no contest remains, the penalty shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.



STUDENT ATHLETIC CODE

Required forms BEFORE tryouts:

1. **AIA Annual Pre-Participation Physical Evaluation Form** must be completed and submitted to the front office. It is the intent at ESPIRITU that fitness and consent be validated annually by parents/guardians. This form is filed once each year and is sufficient for multiple sports. In the event there is a change in the health, fitness or information on the card it is the responsibility of the parents/guardians to submit a correct form. The form contains the following information: Health history, to be completed by the parent for each year a student participates.
2. **AIA Physical Forms** (used for high school and middle school) must be submitted to the Athletic Assistant prior to participation in any tryouts or athletic activity. (This form must be completed once every year.) Students must be examined by a licensed physician annually and be determined to be physically fit. The physical examination for the following school year shall be given on or after March 1st. A student shall not be allowed to practice or compete in interscholastic athletics until there is a record on file of a physical examination performed by a Doctor of Medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. Health care providers should be trained and experienced in the ability to assess prospective athletes on a systemic basis. Examiners shall be qualified to perform a complete physical examination, including comprehensive evaluation of the following organ systems: circulatory; respiratory; genitourinary; neurological and muscular-skeletal. All health care providers must be licensed in the United States to prescribe all classes of medications to fully understand the impact various pharmaceuticals may have on a prospective athlete. (AIA Rule: Article 15 Student Eligibility Rules, Section 15.7 Physical examination rule, Paragraph 15.7.1)
3. **Parent Permission to Travel and Emergency Medical Treatment** – An athlete must have a completed and signed parent permit on file in the school office. Emergency information, giving vital information and consent for emergency medical treatment is required. It is also very important to keep the coach and the office updated on work, home and other emergency phone numbers. This form may be obtained from the school's secretary or Athletic Director. An emergency card for the current school year must be turned into the School Office or Athletic Director's office. Each Coach will be supplied with a copy of his/her team members in case of emergency.
4. **Concussion Training Completion or Acknowledgement Form** - This form affirms that parents and the student are aware of potential concussion injuries involved in sports participation. Fulfills league requirements for participating schools and student athletes.
5. **Insurance Fee** – This must be paid prior to practicing or playing (unless the athlete has insurance through her/his parents/guardians or has completed an insurance waiver).
6. **Proof of Age** - An athlete must submit proof of his/her age before he/she can participate. An athlete must have presented record of birth. Any of the following may be accepted:
 - A certified state birth certificate.
 - A hospital certificate of birth with seal or appropriate signature.
 - A department of commerce certificate.
 - A bureau of immigration certificate.
 - A department of justice certificate.
 - Arizona state health department certificate.



PARENT ROLE

The parent role within our athletic program is critical for success. Thus, the parent role requires a commitment to coordinating transportation needs, planning family outings around scheduled games and practices, attending games, and volunteering for our athletic booster organization. It is mandatory for parents to attend the pre-season meeting with coaches to receive essential information regarding student athlete expectations. Detailed information regarding practices, games, transportation, and other requirements will be addressed. Parents are expected to maintain a manner of conduct that displays sportsmanship always at every interscholastic athletic event. Demonstration of such positive support will set the standard of behavior within our school community.

Parents are asked not to use our athletic program as a discipline tool, in other words, prohibiting a student athlete from going to practice. Practice is detrimental to the individual student/athlete, the coach, and the team. Parents must understand that all athletes are essential to the building of a positive, competitive team effort. Parents may find that working in partnership with the coach may bring about creative alternative discipline solutions.

Appropriate Concerns for Parents/Guardians to Discuss with Coaches: Parents should regularly discuss concerns regarding their athlete with coaches. Some areas for discussion include.

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

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

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

Issues Not Appropriate to Discuss with Coaches: It is inappropriate to discuss the following topics with coaches:

- Team Strategy
- Play calling
- Other student athletes



PARENT ROLE

Complaint Procedures: A complaint is considered dissatisfaction with a coach's decisions and/or actions during the season. Grievances are considered formal complaints made for actions taken against an athlete. If a student or parent wishes to file a complaint, they should follow the following progression.

1. Athlete talks with the Coach
2. Athlete talks with the Head Coach
3. Parent talks with the Head Coach
4. Parent talks with the Athletic Director
5. Parent talks with the Educational Administrator

Severe issues potentially involving safety or ethical issues should be immediately brought to the attention of the Athletic Director.

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

Step 1: The student may file a written grievance to the Athletic Director within three school days after the decision is made. Generally, within three school days after the receipt of the written complaint, the Athletic Director shall meet with the student, coach and his/her parent/guardian and try to resolve the grievance. In the event the Athletic Director is not available the grievance should be given to a school administrator.

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

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



KEY PERSONNEL

1. The Athletic Director or designee is responsible for:
 - a. The scheduling of all athletic contests.
 - b. Preparation of all athletic sites for games and use.
 - c. The hiring of all coaches and athletic personnel.
 - d. Being available at all home athletic contests.
 - e. Developing, approving and coordinating all athletic programs.
2. The Head Coach shall provide input to all coaches within his/her program regarding:
 - a. Having an emergency care plan for their athletic program,
 - b. the teaching and implementation of the Sports Philosophy, and the development of a variety of offenses and defenses;
 - c. teaching of skills and fundamentals; the development of a variety of offenses and defenses;
 - d. the organization of practice sessions, all practice sessions are submitted in advance of the season;
 - e. any other help solicited by a coach or administrator at the level of coaching.
 - f. Coaches are expected to be at all practice sessions and games unless excused by the Athletic Director.
3. Only Board Approved Coaches are expected to do the coaching at practice and at games. In the event of an emergency the Athletic Director can serve as the coach. Non-authorized persons are not to be in the coaching area during scheduled contests.

Expectations of the Athletic Director: The Athletic Director reports to District or Administration on all matters involving the interscholastic athletic program. The following areas and duties are involved.

- Attend pertinent meetings.
- Prepare an athletic budget for the total program each year.
- Submit requisitions for equipment and supplies in consultation with the coaching staff.
- Maintain a complete file of receipts and expenditures including ticket information for revenue sports.
- Aid Coaches in compiling an inventory of all equipment and supplies at the conclusion of each session.
- Schedule and preside at athletic staff meetings.
- Arrange schedules for all athletic contests.
- Contract for officials and have their checks and facilities ready.
- Maintain seasonal records, lists of participants and accomplishments, coaching assignments, and division/conference rules and regulations.
- Compile eligibility lists for all sports and notify the district athletic office in accordance with their complete regulations.
- Counsel the Coaches in the care and maintenance of equipment and the need for proper issue and receipt of equipment.
- Notify local media of scheduled events to properly publicize and promote the program.
- Attend athletic events as the representative of the district whenever possible.
- Arrange for medical examinations, proper insurance coverage and parents' consent for each athlete to participate as required by the school board.
- Fill Coaching vacancies.
- Provide for "game management" necessities: ticket sellers and takers, security, ambulance availability, facilities for players and spectators, equipment and supplies for staging the event.
- Stimulate cooperation among the coaching staff, faculty, school administration and community to enable everyone to understand the athletic objectives and their relationship to the total educational program.
- Work with the grounds, maintenance, transportation and custodial departments to assure all areas and physical needs are functioning and prepared for events.
- Notify each opponent of location of facilities, athletic policies and general information.



KEY PERSONNEL

- Investigate any protests or violations and report to the Administration.
- Revise the athletic handbook through necessary channels as needed and keep all Coaches informed through written and verbal communications.
- Properly maintain records regarding student participation in athletic activities including; transportation release forms, physicals, athletic code of conduct, insurance forms/waivers, and statistical books. All records will be maintained in accordance with FERPA (Family Educational Rights Privacy Act).

Expectations of Coaches/ Sponsors: It is the Coaches/Sponsors responsibility to.

- Ensure that weekly eligibility information is received from the **SITE ADMINISTRATOR** and reviewed each week
- Provide for the safety and welfare of all participants.
- Be an integral part of the school system and its educational program.
- Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
- Encourage and stress to each student the importance of academic achievement.
- Confer with teachers and school administrators regarding the behavior, attendance and performance of all participants in athletic activities.
- Be knowledgeable of, and enforce School and District eligibility rules, regulations, procedures, policies and ensure that participants have an understanding of these policies and regulations.
- Make every effort to support and communicate with all school administrators and the District Athletic Director.
- Provide written training rules, expectations, and lettering policies to all participants. Enforce these fairly among all participants.
- Ensure that all participants have an eligibility clearance prior to participating in any practices or games, or before receiving any equipment or awards.
- Make participants aware of the inherent danger of participating in activities.
- Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
- Develop athletes to their highest degree of skill possible and develop love of the game.
- Supervise participants in practice areas, locker rooms, buses, and at all times on away and home activities. Students must be supervised at all times. The coach should remain with all student athletes until they are picked up by the school bus or parents.
- Exemplify good behavior, appearance and conduct when dealing with officials and other schools, and demand it of all participants.
- Ensure that all participants are appropriately dressed on all trips, remain together as a group and enforce District transportation guidelines.
- Work cooperatively with parents, officials and media to promote a positive image.
- Know and follow the rules and regulations governing sports equipment (i.e. certification, reconditioning, keeping and maintaining an inventory of uniforms, equipment, etc.)
- Provide for the care and maintenance of all equipment and provide an accurate, detailed inventory and season summary at the end of the season to the District Athletic Director.
- Submit accurate and timely budget information to the District Athletic Director, when requested.



KEY PERSONNEL

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

A Coach/Sponsor Shall:

- Abide by the rules in both spirit and letter addressed in this handbook and all AIA and AZCAA Rules.
- Not make statements to the news media critical of any game official, another school's team, players, coaches or administrators.
- Cooperate with others in the field of education.
- Exemplify behavior that is a credit to the teaching profession.
- Exercise patience, tolerance, and diplomacy in relations with all players and co-workers, contest officials, and spectators.
- Adhere to high ideals of sportsmanship: quality of cooperation, courage, unselfishness and self-control; desires for clean, healthy living; and respect for wise discipline and authority.
- Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.
- Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players on and off the field of play.

EQUIPMENT & SUPPLIES

Basic Principles for Athletic Equipment Maintenance (Issuing, care, inventory, and storage):

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

The following principles should serve as a guide for good athletic equipment maintenance:

- The Head Coach shall be directly responsible for requisition and caring for the athletic equipment used in his/her sport.
- All athletic equipment must be marked for identification purposes (when possible). Mark the school, sport and issue number.
- Players must be instructed in the care of athletic equipment and must be sure to follow the directions.
- Athletic equipment should be correctly cleaned and/or laundered frequently to prevent excessive deterioration due to dirt or perspiration.
- Equipment should be repaired/maintained in accordance with the manufacturers' recommendations.
- Proper methods of out-of-season storage should be utilized by each Coach.
- An inventory of all athletic equipment and supplies for each sport shall be taken at the close of each season, and necessary reconditioning handled as soon as possible.

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



EQUIPMENT & SUPPLIES

Care and Return of Equipment:

- Wet and perspiration soaked equipment should be thoroughly dried between practice sessions or games, and should be laundered frequently.
- The Coaches should inspect all equipment to discover tears, rips, broken parts, etc. Repairs should be made as soon as possible.
- The Coaches should exchange damaged or ill-fitting equipment when necessary. Other equipment should be exchanged only at regular and predetermined intervals.
- No student will be allowed to use school equipment unless he/she is participating as a team member in a regular practice or contest. Each Coach has the responsibility of either apprehending any student in violation and collecting the equipment, or reporting the student to the School Principal.
- Coaches will maintain a current roster of all his/her team members, and will immediately notify the District Athletic Director of any changes in personnel.
- Teams should check in equipment immediately following the last contest. Coaches are responsible for organizing and expediting this procedure. The uniforms need to be laundered and folded neatly and placed in the storage tub.
- The Coach will provide the District Athletic Director and the site administrator with a list of all participants failing to turn in equipment and missing items after he/she has made a contact with the parent to get the equipment returned.

Storage of Equipment

- The following suggestions for specialized care and storage of equipment will serve as a guide for the Coaches.
- **Uniforms** – Game uniforms should be thoroughly dried and inspected for damage before they are stored. Be sure to place them in the storage tubs
- **Shoulder, Hip, Thigh, and Knee Pads** – Inspect for tears, broken stitches, cracked flaps, caps and arches, torn or worn-out elastic straps, broken snaps and laces, and other items that will necessitate replacement or repair. Send pads needing repair to the reconditioner for repair and cleaning.
- **Inflated Balls** – Store balls by deflating to three to five pounds of pressure and store on shelves in a dry area. When inflating or deflating balls, lubricate the needle before inserting in the valve. Most damage to balls is caused by forcing the needle into the valve without the proper lubricant or from over-inflation.
- **Cotton Garments** – Launder all practice uniforms. Inspect for repairs and store in tubs provided by the District Athletic Director.
- **Baseball Bats, Balls, and Bases** – Wipe off bats and store in a dry place. Save used baseballs for practice. Clean bases and store.
- **Travel Bags** – Clean with a mild soap and water. Inspect for damage or faulty zippers and store on shelves in a dry place.

All equipment will be turned in to the District Athletic Director



INJURIES (Including: Procedures, Reports, and Insurance)

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

Athletic Trainer Present

(Life-Threatening Injury)

- Call for Athletic Trainer and stabilize student with basic first aid. Follow Trainer's instructions.
- Assist with essential telephone calls (911 emergencies for paramedics/ ambulance).
- Give proper directions to school.
- Meet units arriving at school at predetermined spot.
- Send insurance card with student.
- Contact Site Athletic Director or Administrator.

(Non-Life Threatening Injury)

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

Athletic Trainer Not Present

(Life Threatening Injury)

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

(Non-Life Threatening Injury)

- Provide first aide.
- Contact parent and/or guardian.
- Contact Site Athletic Director or Administrator.

REPORTS:

- **Student Responsibility for Reporting Injury:** Unless the Coach or some other responsible person witnesses an injury and takes the necessary steps to report the incident, the responsibility for reporting the injury to the Coach rests upon the student or his/her parent/guardian. Injuries must be reported promptly, fully, and accurately to the Coach in charge who will in turn notify the District Athletic Director.
- **Coach's Responsibility:** An Accident Report form, where applicable, will be completed and delivered to District Athletic Director's office. Coaches must fill out the Accident Report form *completely*. The District Athletic Director will notify the principal about the incident.
- **Return to School:** The Coach shall require the injured student to present a written statement from his/her attending physician as to time and conditions of discharge.



ATHLETIC DIRECTORY

Albert Ramirez, Athletic Director : 602-330-5070 albert@espirtu.org

Ryan Palmer, Head Football Coach: rpalmer@espirtu.org

HIGH SCHOOL SPORTS OFFERED

Fall Sports

- Football (Varsity)
- Volleyball (JV & Varsity)

Winter Sports

- Boys' Basketball (JV & Varsity)
- Girls' Basketball (Varsity)
- Boys Soccer (Varsity)
- Girls Soccer (Varsity)

Spring Sports

- Baseball (Varsity)
- Softball (Varsity)
- Boys Track & Field (Varsity)
- Girls Track & Field (Varsity)
- Boys Volleyball (Varsity)



The Fire Within

Please sign this and return it to your coach.

I _____, have read this Athletic Handbook and understand everything that is expected out of student athletes, coaches, and parents at Espiritu.

I will follow all rules and regulations and know I will be held accountable for my actions.

I understand the importance of the four areas, **LEADERSHIP, SPIRITUAL, PHYSICAL, AND INTELLECTUAL.**

Season _____ Sport _____

Coach Signature _____ date _____

Athletic Director Signature _____ date _____

GO EAGLES!

