

**GLOBE
UNIFIED SCHOOL DISTRICT
ATHLETICS DEPARTMENT**



**STUDENT ATHLETE
HANDBOOK**

Table of Contents

Preface/Introduction	4
Statement of Philosophy	4
Goals	4
Governing Authorities and Eligibility Rules	5
General Athletic Department Standards	6
Legal Duties	7
Coaching Expectations and Responsibilities	7
Coaching Competencies	8
Employment of Coaches	9
Coaching Qualifications	9
Head Coaches	9
Coaching Assignment Procedures	10
Terms of Coaching Agreements and Evaluation Process	11
Coaching Supplements	11
Policy on Sex Discrimination	11
Procedures for Filing Title IX Complaints	12
Informal Procedure	12
Formal Procedure	12
Appeal Procedure	12
Defined Sports Season	12
In-Season: First Practice Dates	12
Out-of-Season	12
Sports Offered	13
High School (22):	13
Middle School (12):	13
Athletic Participation Fees	13
Required Forms	13
Arizona, AIA, and GUSD Eligibility	14
GHS Enrolled Students	14
Home School Students	15
Without Empowerment Scholarship Accounts (ESA)	15
With Empowerment Scholarship Accounts (ESA)	15
Online Charter School Students	15
Attendance	16
Physical Examinations	16
Insurance Coverage	16
Travel	17
Bus Regulations	17
Roster	17
Dress	18

Locker Rooms and Equipment	18
Safety Parameters	18
Thunderstorm Safety Precautions	18
Safeguarding the Health of the Athlete	18
Injury Reports	19
Concussion Policy (AIA policy 41.4)	20
GHS/HDMS Academic Eligibility (GOVERNING BOARD POLICY J-4550)	20
End of Semester Grades	21
Spring Semester	21
Fall Semester	21
Periodic Grade Checks	21
Grade Restoration	22
Special Provisions	22
Athlete's Conduct/Discipline Policies	22
Resolution of Athletic Complaints	23
Line of Authority:	23
Program Guidelines	24
Tryouts	24
Playing Time	24
Player "crossover"	25
Quitting a Team	25
Individual Sport Rules:	25
Student-athlete Good Conduct Code	25
Policy on Sexual Harassment	28
Hazing/Bullying	29
Definitions	29
Complaint Procedure	30
Sportsmanship/Game Conduct	30
Awards	31
Equipment	31
Distribution Policy	31
Return Policy	32
Finance	32
Fundraising	32
Student Activity Funds	32
Budgeting Process	33
Outreach	33
Public Relations	33
Media Relations	33

Preface/Introduction

This handbook contains rules, regulations, directives, and other information to be used by principals, athletic director, coaches, and others to assist in the implementation of an effective athletic program. It does not attempt to cover every rule, regulation, or requirement governing student-athletes.

Athletic programs should be conducted within the guidelines of state and local regulations. This handbook serves as a reference to assist the schools' athletic department in the administration of the program and to reinforce personnel in their duties and responsibilities.

While many of the rules and regulations contained in this handbook do not apply to middle school athletics, the standards and requirements apply and are relevant to prepare middle school athletes for continuing participation in sports at higher levels.

Statement of Philosophy

An educational system provides evidence of a sound operating base when its graduates consistently demonstrate skill competencies, a rationale for sound decision-making, and flexible personalities, all of which can be used to operate efficiently and productively in a society.

Athletics is an important phase of middle school and high school education. Athletics must be based upon the same sound philosophical principles that guide the academic disciplines.

It is with this philosophy in mind that GUSD confirms that coaches are teachers first and foremost, and that coaching is an assignment which extends sound teaching and human relations principles from the classroom into the athletic setting. While this policy and philosophy originates with the Board of Education, it is hereby stipulated that implementation is the responsibility of the superintendent, director of education, building principal, school administrators, athletic director, and ultimately the coach.

The concept which stipulates that "sound educational principles should be applied in the coaching/athletic setting" specifies the use of sound physiological, psychological, and sports strategies, techniques and fundamentals through use of the safest, most durable equipment of reasonable cost. Accordingly, personnel who are most qualified by experience and/or training shall be selected to implement the program as coaches.

Goals

The GUSD athletic program will provide the opportunity of participation to every student who has the ability and desire to do so. The ultimate goals of the athletic department are:

To do our part in supporting the district's Mission Statement:

GUSD will use its resources to emphasize academic achievement...

- by requiring student-athletes to maintain a GPA of 2.0 or higher, with no failing grades, to remain eligible
- by providing a daily after school tutoring program which will be available for all student-athletes, but mandatory for those who have a grade below C in any subject

promote lifelong learning...

- by encouraging student-athletes to apply principles utilized in athletics such as teamwork, accountability, work ethic, etc., to other aspects of their lives
- by teaching student-athletes skills that will enable them to maintain healthy lifestyles throughout their high school years and beyond

and encourage community and global service.

- by requiring each head coach to plan and coordinate at least one youth clinic per season to promote their respective sport and teach future athletes the fundamentals necessary for success
- by challenging each team to take on a service project to give back to their community

To do our part in supporting the district's Vision Statement:

Capturing Hearts and Empowering Minds

- by employing coaches who value the journey over the destination, and who appreciate the privilege of being a part of their players' lives
- by creating an atmosphere where athletics are truly an extension of the classroom, utilizing teachable moments to promote learning beyond textbooks

GUSD believes that the highest potential for success in competitive events is achieved when participants are committed to AIA's Pursuing Victory with Honor model, using the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. This belief applies to all student-athletes, parents, and spectators involved in interscholastic athletics.

Governing Authorities and Eligibility Rules

Any student-athlete whose behavior presents a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his/her behavior warrants reinstatement. Students must realize that their participation is a privilege and not a right. Whereas participation will be encouraged and maximized to the extent resources and safety will allow, the interscholastic athletic program is designed to provide opportunities for high levels of skill development and competitive success.

High Desert Middle School (HDMS): The Central Junior High League (CJHL) is the governing authority for all athletic programs. The CJHL rules must be followed, and it is the school's responsibility to report infractions to the CJHL, as well as implement whatever discipline may be imposed by that organization. Copies of the most relevant sections of the CJHL Constitution and Bylaws can be obtained from the athletic director. All coaches are required to review all CJHL rules for their sport prior to the commencement of each season. Any infraction of CJHL rules must be reported immediately to the athletic director, who is obligated to notify the CJHL immediately.

In order to establish eligibility, the student-athlete is required to complete all athletic eligibility forms required by GUSD and the Central Junior High League. All forms will be kept on file in the athletic director's office.

Globe High School (GHS): The Arizona Interscholastic Association (AIA) is the governing authority for all member athletic programs. AIA rules must be followed, and it is the school's responsibility to report infractions

to the AIA, as well as implement whatever discipline may be imposed by that organization. Copies of the most relevant sections of the AIA Constitution and Bylaws can be obtained from the athletic director but can be found at www.aiaonline.org. All coaches are required to review all AIA rules for their sport prior to the commencement of each season. Any infraction of AIA rules must be reported immediately to the athletic director, who is obligated to notify the AIA immediately.

In order to establish eligibility, the student-athlete is required to complete all athletic eligibility forms required by GUSD and the Arizona Interscholastic Association (AIA). All forms will be kept on file in the athletic director's office.

General Athletic Department Standards

Because of its educational potential, interscholastic athletic competition is recognized as an important part of the total school program. Interscholastic activities afford opportunities for the emotional, social and physical growth of student-athletes and the development of wholesome school-community relations.

The program will be conducted in such a manner as to further the educational goals of the district, to provide opportunities for the positive learning experiences for student-athletes, and to be responsive to the interests and abilities of the participants.

The following guidelines and principles will govern school interscholastic athletic programs.

- Coaches who have the prerequisite qualifications necessary to carry out the programs' mission and objectives will supervise athletic programs.
- The safety and welfare of participants will be of paramount importance.
- The general objective of interscholastic athletics is to win within the spirit of the rules. Although great pride is taken in winning, "winning at any or all costs" will not be condoned. Coaches must assume a major role in developing desirable social and emotional skills and attitudes in their players. Coaches must insist upon teamwork, ethical behavior, good sportsmanship and citizenship. Additionally, coaches should instill in the participants the need to display moderation, dignity, respect and self-control in winning and losing.
- At the varsity level there are no guarantees of playing time. All other levels are considered to be developmental and playing time will be given if the athletes meet the program objectives, player expectations, and show up for practices. The coach at the developmental level will make every effort to get all players adequate playing time in games, based on the above qualifications being met.
- The programs will be conducted in accordance with the letter and intent of the rules and regulations of GUSD#1, the Arizona Interscholastic Association (AIA), the National Federation of State High School Associations (NFSHS), and the Central Junior High League (CJHL).
- Under the direction of the principal, the athletic director is responsible for the overall development, implementation and coordination of the athletic program and related services.

In order to participate in interscholastic activities, a student-athlete must meet both Arizona Interscholastic and Globe Unified School District requirements. AIA requirements include:

- Age limitations
- Birth certification
- Academic requirements
- Residency Rule

- Guardianship
- Amateur Status

Each of these requirements is listed in the AIA Handbook (www.aiaonline.org/about/constitution-bylaws). The AIA establishes the rules and regulations governing athletic contests for member schools. The AIA is governed by the rules and regulations published in its handbook. This handbook contains the States Constitution and all other rules and regulations of governance. All coaches must be thoroughly familiar with these rules and regulations. The coach is responsible for properly administering all rules governing his or her particular sport. The athletic director is responsible for making sure all coaches under his/her supervision properly adhere to all State rules. The regulations include age of contestant, eligibility, official dates for start of practices, game standards, officials, etc.

In addition to the above eligibility requirements, a student-athlete in their seventh (7th) and eighth (8th) semester may participate in a school-sponsored co-curricular activity only if they are enrolled in at least four academic courses. Student-athletes are required to comply with the Central Junior High League Constitution and By-Laws.

Legal Duties

The need for an understanding of the legal implication in athletics is more evident each day. Current legal issues which the athletic director and coaches should be familiar with include, but are not limited to:

- Responsibility for spectators
- Responsibility to warn athletes/parents of the inherent risk in participation
- Assumption of risks for negligent supervision.
- Requirements to inspect all facilities for safety concerns.
- Title IX concerns; and
- Responsibilities concerning the Americans with Disabilities Act (ADA).

A summary of the legal duties of athletic director and coaches are as follows:

- Duty to properly plan
- Duty to provide qualified supervision
- Duty to provide a safe environment
- Duty to provide safe equipment
- Duty to provide proper teaching
- Duty to provide proper conditioning
- Duty to give sport specific warnings
- Duty to provide proper emergency care
- Duty to provide an emergency response plan

All interscholastic experiences, interactions and decisions (meetings, practices, contests, staff development, purchasing, facility management, etc.) should target the legal duties list above, and coaches may be liable if not.

Coaching Expectations and Responsibilities

All coaches are expected to:

- Conduct themselves in a manner that displays professionalism.
- Serve as role models to the young men and women in their care, both on and off the field.

- Refrain from the use of crude or abusive language with players, opponents, officials or spectators.
- Avoid behavior that will incite players, opponents or spectators.
- Avoid the use and/or misuse of drugs, including alcohol and tobacco, in the presence of players and spectators.
- Instruct their players in the elements of good sportsmanship and remove players from practice or competition who demonstrate unsportsmanlike behavior.
- Follow the appropriate purchasing procedures to procure goods and services for their program.
- Conduct themselves in an ethical manner.
- Respect the integrity and judgment of sports officials.
- Approach competition as healthy and constructive activity, understanding that while winning is a goal, it is not the first priority and we are not trying to accomplish that goal at all costs.
- Attend all coaching meetings and coaching development workshops.
- Comply with policy of absolutely not holding practice and/or any team activities on Sundays.
- Develop good rapport and lines of communication with individuals and groups to include, but is not limited to, players, parents, school personnel, officials, media representatives, etc.
- Constantly take advantage of opportunities for self-improvement by attending district and state meetings, rules clinics and workshops and by joining professional organizations, coaches' associations, etc. Coaches should also keep abreast of current literature in professional journals, newspapers, magazines and other resources.

Coaching Competencies

Appropriate competencies for making specific coaching assignments should include:

Physical Aspects: The program should be conducted to insure the health, physical well-being and safety of the student-athlete participant. Coaches should have the competency to:

- Instill upon student-athletes the importance of physical fitness and its relationship to their overall health
- Prepare student-athletes for activities by developing optimal fitness levels
- Follow physician's recommendations concerning physical activity for student-athletes
- Maintain practices to maximize safety and injury prevention
- Identify and interpret the effects of nutrition upon health and performance
- Identify and relate basic safety information pertaining to their sport
- Administer appropriate first aid to their level of training

Sociological-Psychological Aspects: The program should be conducted with appropriate consideration for the impact of sport upon the behavior of the student-athlete athlete and his/her relationship with society. Coaches should have the competency to:

- Manage the psychological, sociological, and physical characteristics of adolescence
- Support the GUSD mission and vision within their own athletic program
- Identify principles and techniques of officiating their sport
- Motivate athletes toward immediate and long-range goals, as we are fostering their growth toward positive self-esteem
- Identify and interpret values developed from participating in athletics
- Demonstrate knowledge of legal responsibilities and liabilities pertinent to field of coaching
- Promote responsibility and accountability
- Recognize and initiate procedures to resolve behavioral and emotional problems

- Ensure that student-athletes understand liabilities and inherent risks of participation in athletics

Professionalism: The program should be conducted by individuals with positive attitudes towards student-athletes, faculty, and management, and for the total competitive athletic program. Coaches should have the competency to:

- Accept the basic general philosophy of the AIA and GUSD policies
- Assume professional responsibility within the school
- Maintain normal ranges of self-control and emotional stability under stress
- Value the place of interscholastic competition in the educational program
- Understand and apply ethical procedures in the sport
- Develop a positive rapport with school staff
- Display sincere enthusiasm for the sport being coached and be a positive ambassador for GUSD and the community
- Conform with league, state and national rules and regulations pertaining to athletics
- Care for, use, and properly store equipment
- Assist in maintaining records and inventories of their equipment
- Establish and demonstrate efficient procedures of team management (facility scheduling, travel arrangements, home events, etc.)
- Evaluate both paid and volunteer assistants on their coaching staff
- Utilize feedback from evaluations for professional growth

Employment of Coaches

Ideally, all head coaches employed by GUSD will be certified and qualified faculty members. However, in a case where no faculty members are interested in a position, a search for the most highly qualified and certified non-faculty member will commence.

All coaches, both paid and volunteer, will need the following:

- A completed application on file in the district office to include a W-4 form
- Completion of background check, reference checks and all other checks required by the GUSD. This is obtained by having an approved Athletic Volunteer application with the District. These last for 2 years and expire on June 30th of the second year regardless of when an Athletic Volunteer application was approved during the season.

Coaching Qualifications

Head Coaches

Preference will be given to certified faculty members of GUSD who will maintain an AZ Teaching certificate as mandated by the AIA. To qualify for and/or to maintain employment as a head coach at all levels in GUSD, the applicant/coach is expected to:

- Possess an updated and approved Athletic Volunteer application with the District.
- Possess a valid Fingerprint Clearance Card as issued by the Department of Public Safety
- Complete the NFHS Level 1 Certification (Varsity Head Coaches Only*) which includes
 - NFHS Fundamentals of Coaching
 - NFHS Concussion in Sports

- **Protecting Students from Abuse**
- **Sudden Cardiac Arrest**

***Level 1 not required if individual possesses a AZ Teaching or Coaching Certificate.**

- Complete “Pre-Season Assessment” and Inventory and turn in 2 weeks before any the official first practice date as set by AIA

Assistant Coaches

To qualify for and/or maintain employment as an assistant coach at any level in GUSD, the applicant/coach is expected to:

- Possess an updated and approved Athletic Volunteer application with the District.
- Complete the **NFHS Fundamentals of Coaching** and **NFHS Concussion in Sports** course.

Non-Paid/Volunteer Coaches

To qualify for and/or maintain status as a volunteer assistant coach at any level in GUSD, the applicant/coach is expected to:

- Possess an updated and approved Athletic Volunteer application with the District.
- Complete the **NFHS Fundamentals of Coaching** and **NFHS Concussion in Sports** course.

Coaching Assignment Procedures

The following requirements will be in force regarding coaching vacancies:

The athletic director shall survey the coaching staff in April of each year to determine the intentions of athletic department staff for the following year.

Each year by May 1, recommendations for coaching assignments will be made by the building principal, and agreements signed by coaches of fall and winter sports. Agreements for spring sports will be signed before the last day of the school year, after completion and evaluation of the spring season. Head coaches employed on an emergency certificate must have their certification updated by May 1 to be considered for reassignment. If certificate is not on file in the district office by May 1 for fall and winter sports (last day of school for spring sports), the coaching position will be non-renewed and posted by the district office. Once the coach has obtained certification renewal, they may re-apply for the coaching position.

When vacancies arise and/or new positions are added to the coaching staff, the following actions shall be taken:

- Position will be posted at the district level
- Candidates are identified and screened by the athletic director to determine whether the interested persons possess the minimum qualifications necessary for the position
- The athletic director will notify candidates to be considered for an interview to fill the position
- The interview team for head coaches of varsity sports will consist of the principal, the athletic director, a staff representative, and parent and/or community member
- The interview team for assistant coaches will consist of the athletic director and head coach

Upon completion of interviews, athletic director will recommend to the building principal the best-qualified candidate(s) after considering:

- Certified faculty assigned to the building in which the coaching vacancy exists

- Certified faculty assigned to a building other than where the vacancy exists
- Non-certified school staff (at least half-time)
- Substitute teachers
- Individuals who are not employed by the school district in any capacity, such as a resident of the community, parent, etc.

Building principals will make the final recommendation for hire to the district office.

Terms of Coaching Agreements and Evaluation Process

All coaching assignments will be for one school year. A supplemental agreement will be executed according to the adopted salary schedule and established pay dates.

The head coach will evaluate assistant coaches using GUSD athletic department coaching evaluation instrument and submit the evaluation to the athletic director.

Athletic director will schedule a conference with each head coach no later than one month after the final contest of the season to evaluate the head coach and his/her program.

If the performance of any coach is evaluated less than satisfactory, the athletic director has the option of recommending non-renewal of the coaching agreement to the building principal.

The building principal has the authority and discretion to recommend non-renewal of coaching agreement due to either the evaluation process and/or other factors, such as recruiting new staff, within the established timeline (one month after the season ends).

Coaching Supplements

Coaches will be paid one-half (50%) of the total supplement upon completion of half the season. The balance of the supplement will be paid after all the equipment assigned to a coach is returned in satisfactory condition. If equipment is lost or in unsatisfactory condition the head coach is required to turn in a detailed fine list indicating the responsible individual(s), or he/she will be charged to replace the equipment. Once all equipment has been returned, the athletic director will submit the coach's name to the business manager for the remaining payment of one-half (50%) of the supplement. If a detailed fine list has not been submitted, costs to replace/repair any damaged/missing equipment will be deducted from the coach's final payment.

Unforeseen circumstances may delay the payment of athletic supplements. Coaches will be retroactively paid as soon as possible, after the circumstances have been corrected.

Policy on Sex Discrimination

Globe Unified School District does not discriminate on the basis of sex in its educational programs and activities. Any complaint of an alleged violation of Title IX of the Education Amendments of 1972 will be investigated. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial Assistance.

Student-athletes, parents, or school employees who believe they have been discriminated against on the basis of sex may file a complaint in accordance with all applicable federal and state laws.

Procedures for Filing Title IX Complaints

Informal Procedure

Discuss your problem/complaint informally with the person against whom the problem/complaint is directed. You may seek advice or the services of other parties within the school in attempting to resolve the problem/complaint informally.

Formal Procedure

Submit your complaint in writing to the principal. He/she should make every effort to resolve the matter as quickly as possible, utilizing all available resources within the school system. Should the complaint involve the principal, you may decide to file your complaint with the superintendent.

Appeal Procedure

If the complaint is not resolved according to the formal procedure, you may file an appeal to the superintendent. Such appeal must be submitted in writing within 5 days of the principal's decision.

Defined Sports Season

The following terms will be used and will apply to all sports:

In-Season: First Practice Dates

July 28	Spiritline, Football
August 4	Cross Country
August 11	Volleyball, Swimming
November 3	Basketball, Soccer, Wrestling
February 9	Baseball, Golf, Softball, Track, Tennis

Each season begins the first day of legal practice and ends with elimination from state play-off competition

Out-of-Season

Strength and conditioning programs will not be affected by the limitation on practice seasons. Conditioning programs are not to include agility drills that enhance specific skills for a given sport. Agility drills appropriate for all sports will be acceptable.

Practice and weight training must be open to all student-athletes. These sessions cannot be mandatory for any student-athlete.

Any student-athlete participating in illegal practice will be declared ineligible for that sport season. Any coach allowing an illegal practice will be subject to school and AIA discipline to include but not limited to placing the coach and sport on probation.

Sports Offered

High School (22):

Fall (7)

Football – Varsity, JV
Volleyball – Varsity, JV, Fr/So
Cross Country, Boys – Varsity
Cross Country, Girls – Varsity
Swimming, Boys – Varsity, JV
Swimming, Girls – Varsity, JV
Spirit Line/Cheer – Varsity, JV

Winter (7)

Spirit Line/Cheer – Varsity, JV
Basketball, Boys – Varsity, JV, Fr/So
Basketball, Girls – Varsity, JV
Soccer, Boys – Varsity, JV
Soccer, Girls – Varsity, JV
Wrestling, Boys – Varsity, JV
Wrestling, Girls – Varsity

Spring (8)

Baseball – Varsity, JV
Softball – Varsity, JV
Golf (Coed) – Varsity
Track and Field, Boys – Varsity, JV
Track and Field, Girls – Varsity, JV
Tennis, Boys – Varsity, JV
Tennis, Girls – Varsity, JV
E-Sports (Coed) – Varsity, JV

Middle School (12):

Fall (4)

Football
Volleyball
Cross Country
Spirit Line/Cheer

Winter (4)

Basketball, Boys
Basketball, Girls
Wrestling (Coed)
Soccer (Coed)

Spring (4)

Baseball
Softball
Track & Field, Boys
Track & Field, Girls

Athletic Participation Fees

HDMS: \$40.00 per Sport

Activity fee must be paid in full at the HDMS office prior to the first scheduled competition of each season.

Globe High School: \$60.00 per Sport

Activity fee must be paid in full at the GHS bookstore prior to the first scheduled competition of each season.

Scholarships, fee reductions and waivers may be available for qualified student-athletes. Information regarding eligibility for such benefits can be obtained from the athletic office.

Empowerment Scholarship Accounts (ESA) and Online Charter School: \$1,500.00 per Sport.

Required Forms

In order to participate in interscholastic activities, a student-athlete must meet the following requirements of the AIA and GUSD:

Every Year (GHS and HDMS)

- [Complete Athletic Registration Online](#)

- Complete the [AIA Annual Physical Evaluation](#). Hard copies are available at the school.
- Once (GHS only)

- [“Brainbook” Concussion Education](#)
- [Opioid Education](#)

All GHS Transfer Student-athletes will be required to complete the Arizona Interscholastic Association transfer forms (550). A 550 Transfer form must be completed on-line at aiaonline.org by parents and student-athlete. A 550 Transfer Participation form will be available in the athletic director’s office for completion and forwarding to previous school of attendance. Both forms must be completed prior to participation.

Each of these requirements is listed in the AIA Handbook. The AIA establishes the rules and regulations governing athletic contests for member schools. The AIA is governed by the rules and regulations published in its handbook. This handbook contains the States Constitution and all other rules and regulations of governance. All coaches must be thoroughly familiar with these rules and regulations. The coach is responsible for properly administering all rules governing his or her particular sport. The athletic director is responsible for making sure all coaches under his/her supervision properly adhere to all State rules. The regulations include age of contestant, eligibility, official dates for start of practices, game standards, officials, etc.

In addition to the above eligibility requirements, a student-athlete in their seventh (7th) and eighth (8th) semester may participate in a school-sponsored co-curricular activity only if they are enrolled in at least four academic courses.

Arizona, AIA, and GUSD Eligibility

GHS Enrolled Students

Student-athletes must meet the following guidelines:

- Participation may not exceed eight (8) semesters of participation
- Student-athlete may not be 19 years of age on or before September 1 of the year of eligibility
- Student-athlete must be living with a parent or legally documented guardian within the boundaries of the school attendance area. Transfer student-athletes must consult with athletic director on eligibility
- Maintain attendance requirements. A student-athlete with 5 or more absences in a class during the athletic season will be sent a warning via email. A student-athlete with 10 or more absences in a class during the athletic season will be ineligible to participate for the remainder of the current athletic season and removed from the team.
- Student-athletes must complete ten (10) days of sport specific practice before competing unless they have been involved in state playoffs which interferes with practice sessions of another sport.
- Student-athletes may not participate in a non-school competition in the same sport in which they are actively participating at the high school level. If a student-athlete is to participate in a non-school competition in a different sport in which they are participating in at the high school level, the student-athlete must first get permission from the head coach and athletic director. For example, a student-athlete may not be a current member of the basketball team and play AAU or play in basketball tournaments while they are in-season
- Student-athletes are subject to any additional regulations, within the guidelines of Governing Board policy, as prescribed by the coach
- A student-athlete may not be allowed to tryout, participate in practices, or compete without the signatures of the athletic director and the previous coach on the Equipment Issue Card. Once this card is

presented to the current coach with all the signatures, the student-athlete is eligible to participate in tryouts, practices, and competitions

Home School Students

Without Empowerment Scholarship Accounts (ESA)

Home school students *without* Empowerment Scholarship Accounts (ESA) are parent-driven programs and do not receive any ESA funding, nor do they attend an online school from home.

State Requirements: <https://www.azleg.gov/ars/15/00802-01.htm>

- Parent must provide a copy of their [Affidavit of Intent](#) (to home school) filed with Gila County.
- Student-Athlete must follow the same expectations as GHS enrolled students (e.g. Registration, age eligibility requirements, fees, insurance, transportation, physical condition, qualifications, responsibilities, event schedules, standards of behavior and performance).
- Parent must verify each week that the student is receiving a passing grade in each course or subject being taught.
- Parent must verify the student is maintaining satisfactory progress towards advancement or promotion.
- Student-Athlete must be domiciled within the boundaries of the school attendance area.
- Student-Athlete will pay the standard athletic fees.

With Empowerment Scholarship Accounts (ESA)

Home school students *with* Empowerment Scholarship Accounts (ESA) are parent-driven programs that receive ESA funding but *do not* attend an online school from home.

State Requirements: <https://www.azleg.gov/ars/15/00802.htm>

- Parents must **NOT** file an Affidavit of Intent (to home school) with the County. If an Affidavit was filed prior to being accepted into the ESA program, the parent must notify the county school superintendent within 30 days.
- Student-Athlete must follow the same expectations as GHS enrolled students and home school students (see above).
- Parent must verify each week that the student is receiving a passing grade in each course or subject being taught.
- Parent must verify the student is maintaining satisfactory progress towards advancement or promotion.
- Student-Athlete must be domiciled within the boundaries of the school attendance area.
- Student-Athlete will pay an increased sports fee

Online Charter School Students

Online charter school students are enrolled as public school students, but participate in it from home. They *may or may not* have ESAs.

AIA Bylaw 15.3.1.2 outlines requirements for Online Charter Student Participation, specifically that: “On an annual basis, prior to the beginning of the school year, the member school governing board shall determine by formal board action whether it will permit online charter school students to try out for interscholastic athletics and activities and said board determination will remain in effect for that school year.”

- Policy must be board approved annually.
- Parent must provide verification of enrollment at the online charter school.
- Student-Athlete must follow the same expectations as GHS enrolled students and home school students (see above).

- Parent must verify each week that the student is receiving a passing grade in each course or subject being taught.
- Parent must verify the student is maintaining satisfactory progress towards advancement or promotion.
- Student-Athlete must be domiciled within the boundaries of the school attendance area.
- Student-Athlete will pay an increased sports fee.

Attendance

Student-Athletes must be in school the day of a competition/practice or they may not be able to participate in competition/practice that day. Any exceptions (e.g. funerals, appointments, etc.) to this policy need to be notified to the Athletic Director.

If attendance becomes an issue (i.e. 5 or more absences), a meeting with the parent, student and AD (and other administrators if needed) will be held. During this meeting an athletic attendance contract will be established that prescribes specific consequences if attendance does not improve.

Physical Examinations

In accordance with the regulations of the AIA, prior to participation in interscholastic practice/competition, a student-athlete will undergo a physical examination and be approved for interscholastic practice/competition by a medical authority licensed to perform a physical examination. Prior to each subsequent year of participation, a student-athlete will furnish a physical form signed by a medical authority licensed to perform a physical examination which provides clearance for continued participation.

The athletic department must have on file a physical form signed by a medical authority licensed to give a physical examination, certifying that the student-athlete's physical condition is adequate for the activity in which he/she participates.

To resume participation following an illness and/or injury serious enough to require medical care by a doctor, a participating student-athlete must present to the athletic director a physician's written release. The athletic director must then give clearance to the head coach before the student-athlete athlete can participate in practice or competition.

Insurance Coverage

Student-athletes may not participate without proof of insurance. Student-athletes must complete the section of the athletic packet where the student-athlete and parent specify insurance company, name and policy number, or elect to insure via an insurance policy provided through the school. In the event that school insurance is elected, it is very important that the following procedures are followed to make sure that all athletes are covered by medical insurance:

- Brochures for student-athlete insurance can be picked up by the student-athlete at the bookstore.
- The student-athlete must present a completed insurance application form and payment by check or credit card to the bookstore.
- The bookstore will record payment and issue a receipt to the student-athlete. The receipt will include the date and time paid.
- The insurance does not become effective until 11:59 p.m. on the date of the receipt of application. Therefore, student-athletes will not be allowed to participate until the following day
- The student-athlete will present the receipt to his/her head coach. It is imperative the head coach check the receipt to determine the date that student-athlete is actually covered by the insurance

- Coaches shall not allow a student-athlete to participate until the insurance takes effect
- The bookstore will forward a copy of the receipt to the athletic director
- The bookstore will record receipt of application and mail applications and payments to the insurance company

It is critical that these procedures be followed in order to avoid district liability for uninsured student-athletes. It is also a violation of policy to allow a student-athlete to participate who is not, in fact, insured.

Travel

If a van and/or minibus is being utilized, the head coach is responsible for ensuring that vehicle keys are not given to student-athletes for any reason.

The head coach of each sport is responsible for the conduct of athletes at both home and away games. The athletic director must be notified of all concerns involving student-athlete conduct.

If parents or guardians wish to transport their child to or from competitions in their own personal vehicle, the following procedure must be followed:

- Complete an [Activity Transportation Form](#) (see QR Code→) *before* transporting their student.
- Only the listed person can transport their child. The student-athlete will not be released to any other person except in the case of an emergency.



If a student-athlete is not on the bus at the scheduled departure time, he/she will be ineligible to participate in that contest, unless an Activity Transportation Form has previously been completed. Exceptions can be made on a case-by-case basis by an administrator/athletic director.

If school transportation for a coach is needed for conference or selection meetings, he/she must provide a 2 week notice to the Athletic Director in order to acquire a vehicle. Exceptions will be made on a case-by-case basis, but guarantee of a vehicle cannot be made.

Bus Regulations

All individuals will comply with the rules and regulations set forth in the Student Transportation Handbook.

Roster

It is the responsibility of the head coach of each sport to submit an updated travel/dismissal roster to the athletic office no later than 8 am on the day of competition for every contest that will take students out of the classroom for any part of the day, which will in turn forward the roster to the transportation department. Rosters should be reviewed for accuracy prior to each submission. The school uses this information to put in an attendance code for students participating.

Dress

It is expected that all athletes dress in a modest and respectful fashion while on trips. A coach shall establish an acceptable dress code for his/her sport, which shall follow the Globe High School Student Dress Code. If a student-athlete is dressed counter to the Globe High School Student Dress Code, he/she may not be allowed to attend the competition.

Locker Rooms and Equipment

Please observe the following:

- Locker rooms are for the players and coaches only
- Coaches must supervise student-athletes in the locker rooms. No student-athletes may be left unattended in these areas
- Student-athletes are responsible for cleaning up after themselves
- Each student-athlete is responsible for the care and return of all issued equipment
- Missing or damaged items must be paid for at the bookstore
- Any student-athlete not returning equipment in a timely manner is subject to discipline (see Equipment Return Policy).
- No athlete will be allowed to practice in another sport until all equipment obligations are cleared with the previous coach
- School equipment is to be worn only at scheduled practices and competitions, unless otherwise specified by the coach
- Student-athletes possessing stolen equipment may be declared ineligible, receive disciplinary action, and may be prosecuted

Safety Parameters

When conducting practices outdoors, coaches must be aware of weather conditions and act appropriately if these conditions change. Severe weather conditions such as lightning, very intense rainstorms and high winds pose a threat to the safety and well-being of athletes. Any time extreme weather conditions exist, athletes should be removed from the field and into a safe structure.

Thunderstorm Safety Precautions

- Take no chances, move inside a safe structure at the first sign of a storm. If you can hear thunder or see lightning, you are at risk! MOVE INSIDE
- Do not seek refuge under a tree or beside any tall object in an open area
- Avoid contact with metal
- If caught in an open area, be a small target, crouch down
- Avoid high terrain and bodies of water
- Avoid electrical appliance and telephones inside.
- Do not use shower facilities

Safeguarding the Health of the Athlete

Participation in high school athletics involves both responsibilities and rights. The athlete's responsibilities are to play fair, give his/her best, to keep in training, and to conduct himself/herself responsibly in his/her sport and in his/her school. In turn, he/she has the right to optimal protection against injury by implementing programs

that include conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision.

Periodic evaluations of each of these factors will help to assure a safe and healthful experience for players. The checklist below contains the kind of questions to be answered in such an appraisal.

Proper Conditioning helps to prevent injuries by hardening the body and increasing resistance to fatigue.

- Are prospective players given directions and activities for pre-season conditioning?
- Is there a minimum of two weeks of practice before the first game or contest?
- Is each player required to warm-up thoroughly prior to participation?
- Are substitutions made without hesitation when players evidence disability?

Careful coaching leads to skillful performance, which lowers the incidence of injuries.

- Is emphasis given to safety in teaching techniques and elements of play?
- Are injuries carefully analyzed to determine causes and to suggest preventative programs?
- Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
- Are practice periods carefully planned and of responsible duration?

Good officiating promotes enjoyment of the game as well as the protection of players.

- Are players, as well as coaches, thoroughly schooled in the rules of the game?
- Are rules and regulations strictly enforced in practice periods as well as in the games?

Proper equipment and facilities serve a unique purpose in protection of players.

- Is the best protective equipment provided for contact sports?
- Is careful attention given to proper fitting and adjustment of equipment?
- Is equipment properly maintained?
- Are worn out and/or outdated items discarded?
- Are proper areas for play provided and carefully maintained?

Adequate medical care is a necessity in the prevention and control of athletic injuries.

- Is there a thorough pre-season health history and medical exam?
- Is an EMT available during games for contact sports?
- Is authority from a physician required before an athlete can return to practice after being out of play due to injury?

Injury Reports

In dealing with sports related injuries, the following guidelines will be observed:

- Each coach will use responsible guidelines concerning practice, training and competitions involving student-athlete athletes
- Each coach will fill out [Student Accident Report](#) and turn in to the school nurse and athletic director within 24 hours of accident/injury
- Head injuries must be reported by 8:00 am the next day
- Parents must be notified of the injury as soon as possible, and the notification will be documented



The medical history of each athlete will be kept on file by the athletic department for at least 5 years. If medical attention is given by a medical authority, the player must present a written

release from the doctor before being allowed to return to participation, including practice. The athletic director, administrator or designee must give final clearance for return.

Concussion Policy (AIA policy 41.4)

All AIA participating schools must have a concussion policy on file. The policy must address the following:

- Concussion education
- Removal from play
- Return to play

Parents and athletes must sign a form acknowledging education regarding concussion

Mechanics and Criteria for Removal from Play

- An athlete, coach, licensed athletic trainer, team physician, official or parent can remove an athlete from play.
- Only an appropriate health care professional can refute the diagnosis of a concussion.

Return to Play Criteria

- No athlete should return to play (RTP) or practice on the same day of a concussion.
- Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
- Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
- After medical clearance, return to play shall follow a step-wise protocol with provisions for delayed return to play based as directed by an appropriate Health-care provider.
- Return to play should only occur after an athlete has returned to full school attendance without academic accommodations.

Appropriate Health-care Professionals for Return to Play

An appropriate health-care professional is defined as the following:

1. Licensed Athletic Trainer
2. Physician (MD/DO)
3. Licensed Nurse Practitioner
4. Physician's Assistant

Return to Academics

- Cognitive rest should be recommended for symptomatic athletes. This may include limiting activities such as reading, texting and computer usage.
- In some instances, this may also involve school absences and/or the use of academic adjustments or accommodations as prescribed by the appropriate healthcare professional and school academic team (school nurse, school counselor, administration, etc.).
- Returning an athlete to the classroom following a concussion should follow a return to learn progression.

GHS/HDMS Academic Eligibility (GOVERNING BOARD POLICY J-4550)

All interscholastic activities that are of a competitive nature and involve more than (1) school where a championship, winner, or rating is determined; or endeavors for which no credit is earned in meeting graduation

or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the district, consistent with the district policy, shall be conducted under the provisions of this policy.

Such activities will be established and designed to offer student-athletes worthwhile athletic and leisure time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of student-athletes and as varied as staff and facilities permit.

All such activities that are conducted under the auspices of the district shall be under the direct supervision of the certified individual responsible for the activity.

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

End of Semester Grades

End of semester grades include grades that go on a student's permanent transcript. These final grades are important for both the student and the school district to show growth and achievement. When a student athlete receives a failing grade (any grade below a C) for the end of a semester, the following consequences will occur:

Spring Semester

A student with one or more failing grades or receives a "No Credit" in one or more more classes in the spring semester, will be ineligible to participate for the first 2 weeks of competition for fall sports of the following school year..

Fall Semester

A student with one or more failing grades or receives a "No Credit" in one or more more classes in the fall semester, will be ineligible to participate for the first 2 weeks of competition of winter sports *after* returning from winter break. If they do not participate in a winter sport, they will be ineligible for the first 2 weeks of competition of spring sports.

Periodic Grade Checks

Grade check periods shall be monthly, on Thursday by 4pm during the season of sport(s) and will continue through the end of the sports season. Seasons of sports will be Fall, Winter, and Spring. Eligibility will not reset at the end of the grading period if the sport is still in season. Each student will be notified on Thursday and will be ineligible the following week, without restoration. They become eligible for the remainder of the month by restoring their grade to a 70% or higher and clearing it with the Athletic Director.

At the end of each grade check, student-athletes with less than a 2.0 GPA and/or have one (1) or more failing grades shall be eligible for the next week of competition. Unless the grade is raised above failing and the Athletic Director office notified, the student-athlete will be declared ineligible to participate in scheduled competitions for an additional week but allowed to practice with the respective team. Upon a subsequent grade check, if the student-athlete is meeting stated requirements, the student-athlete shall be reinstated to compete in the scheduled competition. GHS' ineligibility period runs from Sunday to Sunday.

In an effort to be proactive, the athletic department recommends that students and coaches use the after school tutoring program, from 3:45 – 4:30 pm for students to work on homework, get help from teachers or work to be

eligible. While the program is available to all students, it will be mandatory for any student-athlete who has a grade below C in any subject area.

Students with 3 consecutive weeks on the ineligibility list or 5 total weeks, may be removed from their respective sports team. Individual coaches can adopt stricter standards, if desired and communicated before the start of the season.

Grade Restoration

Students must work with teachers to restore their grades. Once a student's grade is above a C and this has been communicated to the Athletic Director and Coach, that student will be cleared to participate in competitions.

Special Provisions

For eligibility purposes, situations concerning the academic standings of students with Individualized Education Plans will be reviewed on a case-by-case basis.

The eligibility criterion for extracurricular participation shall be maintaining a 2.0 GPA and a passing grade in all classes in which the student-athlete is enrolled, and the student-athlete shall maintain progress toward promotion at the middle school level and graduation at the high school level.

Middle school student-athletes who are retained will be declared ineligible for practice and competition until such time they are promoted to the next grade level.

The student-athlete and the parents/guardians shall be notified of ineligibility in a manner such that confidentiality is maintained when:

- Warning or Ineligibility is pending
- Ineligibility is determined to be necessary

Student-athletes must meet with teachers to obtain homework and assignments prior to missing school due to an event. Student-athletes must also turn in assignments that are due on the day of an event prior to leaving school for the event.

Athlete's Conduct/Discipline Policies

- The behavior of athletes who are participating in interscholastic activities will be governed by the policies outlined by the AIA and GUSD
- School and/or team rules will also govern the behavior of athletes.
- Each school will have a student-athlete/parent handbook that will communicate to parents and athletes the expectations, responsibilities, rules, regulations and policies governing athletic participation. These handbooks will be reviewed annually by the coaching staff, athletic director and principal for revisions if necessary.
- A student-athlete suspended for conduct that constitutes a violation of Governing Board policy and/or school rules will not be allowed to participate in co-curricular activities during the length of the suspension.
- A student-athlete returning from suspension is subject to further discipline by the coach and/or athletic director.
- Any student-athlete subject to the eight-semester rule who (a) is convicted of a crime classified as a felony under Arizona or federal law, or (b) is adjudicated delinquent for an offense that would be a

felony if committed by an adult is not eligible to participate in the GUSD1 athletic program for one (1) calendar year from the date of the conviction or adjudication of delinquency.

- Any student-athletes who have been arrested for a misdemeanor/felony involving alcohol, drugs, weapons, or violence and are released on bail pending trial, are ineligible to participate pending the disposition of the case.
- The disposition of student-athletes charged with infractions off campus will be determined by the ruling of the proper authorities. The principal, athletic director and coach will review the infractions and disposition, and will then determine the student- athlete's eligibility.
- The disposition determined by the principal, athletic director and coach may be appealed within five (5) days of notification to the superintendent.

Note: "Convicted" and "conviction" for the purposes of this policy includes the entry of (a) a plea of guilty; or (b) plea of no contest or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate or duly constituted, established, and recognized adjudicating body, tribunal, or official, either civilian or military. A person is "convicted" or "adjudicated delinquent" for the purpose of this policy, in Arizona courts, the courts of the United States, another state, the armed services of the United States, or another country.

Resolution of Athletic Complaints

A complaint is defined as a disagreement involving an athletics issue in which an individual or group of individuals believe that an injustice has been done. The perceived injustice is the result of a lack of an athletics' policy, the perceived unfairness of a policy, the deviation from, or ignoring a policy, or the misapplication or misinterpretation of an athletics' policy.

The purpose of this procedure is to settle athletic complaints at the level as close as possible to the point of origin, with the intent of resolving the matter at the lowest administrative level as shown in the Line of Authority below:

Line of Authority:

Governing Board
Superintendent
Site Principal
Site Assistant Principal
Site Athletic Director
Head Coach
Assistant/Volunteer Coaches

LEVEL ONE:

Step 1

Any student-athlete and/or parent with an athletics' complaint will discuss the issue with the coach who is directly involved.

Step 2

If the discussion at Step 1 does not resolve the matter to the satisfaction of the complaining party, that party will discuss the issue with the site athletic director. This must be done in a timely manner (within 10 days of the alleged incident).

Step 3

If the intervention of the athletic director does not resolve the complaint, the issue will be presented to the school's principal. The principal will respond in writing within five (5) days to the complaining party with the decision. A copy of the decision will be sent to the involved coach and the athletic director.

LEVEL TWO:

Step 1

If the decision of the principal does not resolve the complaint, the complaining party may appeal to the superintendent. The superintendent may hold a hearing if requested. The superintendent will respond in writing within five (5) working days to the complaining party with the decision. A copy of the decision will be sent to the involved coach, athletic director and the principal.

Step 2

If the decision of the superintendent does not resolve the complaint, the complaining party may submit an appeal notice to the secretary of the Governing Board within three (3) working days. The Governing Board secretary shall schedule the appeal for a regular or special meeting to be held within ten (10) days after receipt of the appeal notice. The decision of the Governing Board shall be set forth in the written minutes of the appeal meeting.

Program Guidelines

Tryouts

Team placement is determined by the coaches, although players should feel comfortable discussing their standing with the coaches in an effort to understand what they might do to improve their placement in the program. It is not a parent's position to attempt to influence team placement in any manner.

The head coach will establish fair and impartial requirements for tryouts for his/her team. The head coach must:

- Hold a pre-season meeting in order to explain tryout procedures, the general GHS athletic rules, and rules that are specific to his/her sport
- Receive from each participant signature acknowledging receipt of student/parent athletic handbook as well as the rules specific to the sport
- Receive from each participant the original Equipment Issue Card (having this card will ensure each student-athlete has all required paperwork on file necessary for participation)

A student-athlete may drop one sport and go out for another before the first game with no penalty. Any decision in the above areas may be appealed to the athletic director, principal, superintendent, and Governing Board.

Playing Time

Players improve their skills during practice – not games, and equal playing time is not a requirement of our coaches. At the developmental levels (considered to be all levels below high school varsity), playing time will be given if the student-athletes meet the program objectives and expectations, and show up for practices. Although they are not expected to maintain equal distribution of minutes, coaches at the developmental levels will do their best to get all players playing time in games. At the Varsity level there are no guarantees of playing time.

Varsity head coaches are expected to build around athletes who exemplify their program objectives, and best represent GUSD and the community in a positive manner, while trying to achieve success on the court or field. Playing time will be determined by a combination of the following factors:

- Athletic ability and skill
- Adherence to rules and requirements of the sport
- Attendance and participation at practice
- Attitude of the athlete

Player “crossover”

Although AIA rules deem this action legal, the ethical implications supersede the legality of the rule. Student-athletes will not be permitted to “crossover” from one sport to another upon completion of their current sport within the same season. For example, a basketball player is finished with the season and soccer is continuing on for state playoffs. The basketball player would not be allowed to join soccer per GUSD athletic rules.

Student-athletes may be permitted to crossover provided they have participated in both sports from the beginning of the current sports within the same season. Example: dual sport athlete (basketball/soccer) - (track & field/baseball or softball). Athletic Director and head coaches of both programs must approve participation in dual sports during the same season.

Quitting a Team

Once a student-athlete begins the in-season period of a sport, he/she should not quit that sport. If a student-athlete quits a sport in-season after the first game is played, he/she will not be allowed to participate in another sport until the season of the sport they quit has ended. If serious extenuating circumstances exist, the coach of the in-season sport, with the approval of the athletic director, will have the prerogative to release a student-athlete to another sport. Athletes who quit a sport will not be allowed to work out with off-season teams or participate in open gym until the sport they quit has ended without a clearance meeting with the athletic director, administrator, or designee to include discussion of why the student has quit the team and expectations moving forward.

Individual Sport Rules:

It is the responsibility of the head coach to submit his/her individual team rules to the athletic director and principal for approval at least 2 weeks prior to the first team practice or meeting. The head coach must be fully cognizant of all athletic department and GUSD policies and must ensure that no team rules or procedures are in conflict with such established policies, guidelines and procedures.

Student-athlete Good Conduct Code

It is a privilege and an honor to be able to participate in co-curricular activity and represent GUSD. The student-athlete and school are judged by each of our athletes' character and conduct at all times.

Student-athletes serve as a model to many people and their attitude has an important impact on others. Any student-athlete whose habit and conduct in and out of school, during the school year and summer, are not consistent with the ideals, principals, standards and rules of GUSD and the athletic program shall be declared ineligible.

All student-athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the individual, team or school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism,

disrespect or violations of the law, tarnish the reputation of everyone associated with the program and will not be tolerated.

Any student-athlete who is found to have violated the following provisions or admits having violated the following provisions shall be declared ineligible and suspended from all co-curricular activities.

Specific Rules for alcohol, drugs (includes controlled substances, look-a-likes, and drug paraphernalia), and tobacco products

A student-athlete shall not use or consume, have in his/her possession, buy, sell, or give away drugs, alcohol or tobacco. Attending an event where this rule is knowingly being violated will be treated the same as violating the above rule unless the student-athlete leaves immediately.

Exception: The policy does not apply to a student-athlete having a valid prescription or order for a controlled substance, so long as the prescription or order was written for the student-athlete. This policy does not cover the use of over-the-counter medications for colds, allergies, and minor pain; but would include their abuse.

Penalty for violating the alcohol, drug, tobacco policy:

First Offense:

Suspension will be a minimum of 25% of the sports season. The suspension will include all co-curricular competition until the student-athlete completes a certified substance abuse program and verification from such program is received by the athletic director. If the offense occurs at the end of the season, the penalty will be served in the next sport season. Athlete must complete the sports season in which penalty is being served.

Second Offense: Suspension for a minimum of one calendar year. Athletes may appeal to the principal for reinstatement and may be subject to random drug testing.

Third Offense: Suspension from all athletic participation for the remainder of high school career. The student-athlete may appeal to the principal for reinstatement after a minimum of one calendar year from the date of suspension. The student-athlete will need to meet requirements set forth by the principal and athletic director, with the requirements being set on an individual basis based upon the need of the student-athlete.

Personal Confrontation/Fighting

First Offense: Student-athlete will be allowed to practice with the team but will be suspended from all co-curricular competition until he/she completes mediation. In the instance that the other student-athlete refuses mediation, the principal may allow the student-athlete to substitute counseling for mediation.

Second Offense: Suspension for a minimum penalty of 25% of the regular season schedule for the current sport and may carry over into the next season depending on the timing of the offense, to be determined by the athletic director or administrator.

Third Offense: Suspension for the remainder of the athletic year.

The student-athlete may appeal to the principal for reinstatement after a minimum suspension equivalent to one sports season. Student-athletes will need to meet requirements set forth by the principal and athletic director. Requirements will be determined on an individual basis based upon the needs of the student-athlete.

Denial of Participation in Athletics

According to Governing Board Policy JGD/JGE/JFA (2), the principal of the school is the only one authorized to permanently remove a student-athlete from a team. He/She must make the decision to remove in consultation the athletic director and head coach in accord with the guidelines established by Governing Board Policy.

General Discipline:

The head coach of a sport is responsible for maintaining discipline among players and assistant coaches. The head coach must thoroughly acquaint his assistants and players with all general rules and requirements as well as those that are specific to the sport. These sport specific rules should support the general rules established by the GUSD athletic department.

Within the set of rules established for a sport there must be specific consequences that will occur for each type of possible category of misbehavior. Head coaches must ensure that rules, as well as consequences for noncompliance, are clear, consistent, and unilaterally applied.

Consequences must be reasonable and humane. Running laps, doing extra push ups, or being benched for a specific period of time, are all examples of appropriate consequences. All consequences should be sport specific and used with Capturing Kids' Hearts processes. Coaches also need to communicate with the student, athletic director and parents if an athlete will have a consequence of being benched for any period of time.

Temporary Denial of Participation due to disciplinary issue:

Temporary denial is defined as any suspension less than a permanent denial of participation.

When a coach denies participation, the student-athlete must be informed of the intended action using form 1-TDP. It is the responsibility of the coach to discuss the situation with the student-athlete and then determine whether to deny the student-athlete participation. If the student-athlete is denied participation, the coach must complete form 2-TDP.

The student-athlete may appeal the denial of participation within 72 hours of the action to the athletic director. The athletic director, an off-season coach, assistant principal and two (2) non-athletic staff members will meet within 24 hours of receipt of the appeal, unless an extension in the time is granted by mutual agreement.

Procedures for conducting the appeal hearing are as follows:

- The assistant principal shall serve as chairperson of the appeal committee
- The coach who is denying participation will present reason for the denial
- The student-athlete and/or parents may then present evidence or reasons why the student-athlete should not be denied participation
- The student-athlete has the option of being represented at the hearing; however, the hearing is not a legal process
- The appeal committee shall make its decision within 24 hours of the hearing to uphold, modify or repeal the denial of participation
- During the appeal process the student-athlete shall not participate with the team
- The decision of the appeal committee will be based upon generally accepted parliamentary procedures, with a majority vote of the members of the appeal committee necessary to uphold disciplinary action

- The appeal committee is responsible for notifying the student-athlete in writing of its decision and the reason for the decision by using form 3-TDP. A copy of the report shall go to the principal, coach and superintendent
- There is no provision for appeal beyond the appeal committee in case of temporary denial of participation in athletics

Permanent Denial of Participation:

If a student-athlete is to be permanently denied participation, the coach shall notify the student-athlete in writing on form 1-PDP. The coach shall also submit form 1-PDP to the athletic director for approval. If approved by the athletic director, form 1-PDP will be submitted to the principal for approval or denial. If approved by the principal, the student-athlete will be permanently denied participation in the sport for the remainder of the sport season.

If the student-athlete and/or parent request a hearing concerning the possible permanent denial, the principal, athletic director and coach will hold a hearing. If the student-athlete attends the hearing, the steps outlined above shall be observed in conducting the appeal. However, at the conclusion of the hearing, the committee shall prepare a written recommendation to the superintendent who will uphold, deny, modify or reinstate the student-athlete to the sport.

The superintendent is responsible for evaluating the report of the committee and rendering a decision within 24 hours after receipt of the report.

The superintendent shall then notify the student-athlete, coach, principal and athletic director of his/her decision in writing using form 2-PDP.

The student-athlete or parents have the right to appeal the decision of the superintendent to the Governing Board. Appeal must be submitted in writing within five (5) days of receipt of form 2-PDP. During the appeal process the student-athlete shall not participate with the team.

The decision of the GUSD Governing Board represents the conclusion of the appeal process.

Policy on Sexual Harassment

All employees and student-athletes are allowed to work and learn free from unwanted sexual advances. All individuals associated with this District, including, but not necessarily limited to, the GUSD Governing Board, the administration, the staff, and student-athletes are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in Governing Board policy ACA-R.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action.

A substantiated charge against a student-athlete in the district shall subject that student-athlete to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Hazing/Bullying

The GUSD and its athletic department believe that all student-athletes have the right to attend a school that promotes a secure and safe school climate; is conducive to teaching and learning; and is free from threat, harassment, and any type of bullying behavior. Therefore, a policy that addresses this type of behavior, applicable to all constituencies, is necessary.

The Governing Board does not condone any form of initiation or harassment, known as hazing, or bullying as part of any school sponsored activity. No student-athlete, coach, sponsor, volunteer or district employee shall plan, direct, encourage or engage in any harassment, hazing, or bullying activity.

The GUSD Governing Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing or bullying.

The district will investigate all complaints and will administer appropriate discipline to any individual who violates this policy.

The GUSD Governing Board encourages student-athletes who have been subjected to hazing to promptly report such incidents to the building principal, athletic director or coach.

Definitions

For the purpose of this policy, *hazing* is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student-athlete for the purpose of initiation or membership in or affiliation with any organization recognized by the Governing Board. Endangering the mental health of the student-athlete shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

It is the policy of the GUSD athletic program, that any hazing activity whether by an individual or a group, shall be presumed to be a forced activity, even if a student-athlete willingly participates.

Bullying: For the purpose of this policy, *bullying* is defined as any overt act or acts by a student-athlete or a group of student-athletes directed against another student-athlete, with the intent to ridicule, humiliate, or intimidate the other student-athlete while on school grounds (including transportation) or at a school-sponsored activity.

Bullying takes many forms and may include many different behaviors, such as, but not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs, including ethnically- or racially based verbal abuse and gender-based put-downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from the peer group

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by Governing Board policy, state or federal law.

The Globe Unified School District athletic department policy on bullying behavior seeks to accomplish the following goals:

- To promote a secure, safe environment free from threat, harassment, and all types of bullying behavior
- To take preventative action to prevent bullying from occurring
- To require any staff member who witnesses acts of bullying or receives student-athlete reports of bullying to notify school administrators
- To inform parents and student-athletes of the school's expectations through the student-athlete code of conduct
- To foster productive partnerships that promote a bully-free environment
- To enable student-athletes to report bullying incidents in a non-threatening or anonymous manner
- To enable parents or guardians to file written reports of suspected bullying
- To develop a recording and reporting system that documents verified incidents of bullying behaviors
- To establish procedures for school administrators to investigate and respond to written complaints or anonymous reports of bullying
- To notify parents/guardians of the student-athlete(s) who commit acts of bullying and the parents/guardians of the victim of the bullying behavior
- To make the staff aware of their role in fostering the knowledge and attitudes that will be required to achieve the above goals

Complaint Procedure

When a student-athlete believes that he/she has been subject to sexual harassment, hazing, and/or bullying, the student-athlete shall promptly report the incident, orally or in writing, to principal, athletic director, or coach. If an incident is reported to the athletic director or coach, he or she will document the incident and immediately report the incident to the appropriate building principal.

The principal will immediately inform the superintendent. The principal and/or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged sexual harassment, hazing, and bullying.

The principal or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

If the investigation results in a substantiated finding of sexual harassment, hazing, or bullying the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct up to and including removal from the activity. Additionally, the student-athlete may be subject to disciplinary action by the coach or sponsor.

Sportsmanship/Game Conduct

The GUSD expects all parties at a contest to display the highest possible level of sportsmanship before, during and after the competition. Players, coaches, and spectators are to treat opponents, game officials and visiting spectators with respect. Displays of poor sportsmanship will not be tolerated and will be addressed on an individual basis.

Team members shall remain with the team unless permission is granted by the coach to leave the area.

Under no circumstances are players to engage in physical altercations with the opposing team. Players on the bench are not to leave the bench area if a physical altercation begins. Any players leaving the bench to join an altercation will serve a minimum two (2) game suspension.

If a player receives a technical foul or unsportsmanship penalty, the player should be removed from the game immediately. It will be the coach's discretion how long the player should remain out of the game.

Coaches are expected to be exemplary role models for their players. If a coach is ejected from a contest, the coach will immediately leave the playing field/court. Pending an appeal process, the coach will serve a minimum one (1) game suspension per AIA rule, but may face an additional suspension upon athletic director review of the situation.

Awards

The HDMS and GHS Coaches-of-the-Year awards are presented to those coaches whose teams have excelled athletically and academically. Coaches earn points by their won-lost ratio; by improvement or maintenance of a winning record from the previous year; by the coach's initiation of programs to support the academic improvement of his or her players; and the team's involvement in outreach programs in the community.

Senior Athlete of the Year will be presented to both a male and female athlete who have excelled athletically and academically. Athletes must maintain a 3.0 grade point average and complete at least one (1) season of varsity competition for nomination, with final selections made by the coaching staff of GHS.

One female athlete and one male athlete will be selected on a monthly basis for Athlete of the Month. Athletes at all levels may be nominated by their head coaches for this award. Athletes should be nominated based upon improvement or maintenance of grades and improvement or contribution to the team. Final selection will be made by the athletic director, principal and assistant principal.

Varsity Letter "G": Awarded to student-athlete upon completion of meeting first varsity program's lettering criteria, a minimum of 50% of competitions on the game roster, whether or not the student played any minutes in the game. Students deemed ineligible for play due to grades/discipline will not be considered participants of any games for the disciplinary period.

Equipment

Distribution Policy

In order for each team to receive their uniforms, head coaches should follow the procedures listed below. Failure to do so may lead to a program losing funds for future equipment.

Establish a date/time with the athletic director to distribute team equipment. Arrangements must be made at least five (5) days prior to the distribution date. It is the head coach's responsibility to hand out uniforms and document check out of items.

Establish a date/time with the athletic director to return team equipment. All equipment shall be returned during the week following the end of a season. It is the head coach's responsibility to collect uniforms and document check in of items. This includes equipment that has been issued to the head coach.

Only the athletic director or designee is authorized to distribute or collect equipment. It is the student-athlete's responsibility to return uniforms/equipment as directed. If uniform/equipment is given to an unauthorized person and they fail to turn it in or lose it, the student-athlete will still be responsible for payment of the uniform.

Athletes will not be allowed to participate in the next sport until all equipment is returned or payment is made for lost or damaged items.

Return Policy

Upon being released or quitting a team, student-athlete athletes will be given a notification of uniform/equipment return stating the date and time to return the uniform. Failure to return the uniform on the assigned day will result in placement on fines list and student-athlete will not be released to participate in the next sport/activity. A second notification will be given to the student-athlete stating the date and time to return their uniform/equipment. Failure to return the uniform on the second assigned date will result notification of parent and student-athlete of obligation to pay for replacement of uniform or equipment not returned. Student-athlete will be suspended from participation in another sport/activity until uniform(s) or equipment is returned or replacement cost is paid in full.

If uniforms or equipment are damaged and needs to be paid for, the parent and student-athlete may make an agreement with the athletic director and sign a letter of credit to make payments if a financial burden exists. Under this arrangement, the student-athlete may be released to participate in the next sport/activity.

Finance

Fundraising

All fundraising activities begin with the budget submitted for the athletic club. A description of fundraising activities must appear, either generally or specifically, in the budget. Once the budget is approved, procedures for implementing fundraising can be obtained through the athletic office.

Student Activity Funds

Student activity funds are to be raised by student-athletes for the direct use by the student-athletes during a given academic year. Such funds must not supplant the use of district funds. Coaches should become thoroughly familiar with forms, procedures, etc. required by the student council, bookstore and district in order to access and use these funds. Some important guidelines to which you must adhere follow:

Prior to the beginning of each school year, each head coach must have a budgeting meeting with his/her athletic club. During this meeting a budget for the year must be completed. The budget must be balanced, and a reasonable explanation must be provided for any anticipated carry-over funds. Ideally, all funds raised within a given school year are expended during that same period of time. The budget must be approved by the club, the student body treasurer, athletic director and principal before funds may be accessed from the bookstore. Only funds that directly benefit the student-athletes may be used. Each head coach assumes overall responsibility for the organization's funds.

Budgeting Process

In the spring of each school year, the head coach of each sport will present to the athletic director a list of requested supplies and capital equipment for the following school year. Please be sure to:

List items that are essential to effectively running your sport, including the price of the item, tax and shipping. Also give a “wish list” for items that are not essential, but that are wanted for the program.

Once all the requests have been received and finalized by the athletic director, they will be submitted to the building principal. The principal will submit the request to the GHS budget committee for approval. The committee has the authority to make recommendations to the principal as the total school budget is finalized.

Outreach

Public Relations

Your coaching position is not only important in the school setting, but also has an impact in the community as well as in the other schools you visit with your team. You should emphasize to your athletes they represent the school wherever they go and must act accordingly in terms of dress and behavior.

Coaches have a responsibility to behave professionally at all times and to promote the total athletic program. Governing Board policy requires exemplary behavior on the part of the district staff (see Board Policy GBC). In the event a district employed, or volunteer coach has a concern, the chain of command must be followed in an attempt to resolve the situation.

Media Relations

Coaches may keep the media informed about their sports. Coaches may write articles for the Arizona Silver Belt or other local news outlet, with approval of the athletic director/principal/superintendent, concerning contests or special activities in which they are engaged. Coaches are also expected to utilize MaxPreps for rosters and stats, if available for their particular sport.

Newspapers:

Arizona Silver Belt

Globe Miami Times

Radio: KIKO