HIGLEY UNIFIED DISTRICT 60

ATHLETIC HANDBOOK

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HIGLEY ATHLETICS

Sport Offerings

Higley High School and Williams Field High School		
Season	**Boys**	**Girls**
Fall	Cross Country Football Golf Swimming	Cross Country Flag Football Volleyball Golf Swimming
Winter	Basketball Soccer Wrestling	Basketball Soccer Wrestling
Spring	Baseball Tennis Track and Field Volleyball Lacrosse	Softball Tennis Track and Field Sand Volleyball Lacrosse
Year Round	Spirit Line Unified Sports eSports	Spirit Line Unified Sports eSports

Cooley Middle School and Sossaman Middle School		
Season	**Boys**	**Girls**
1st Quarter (Aug – Sept)	Baseball Wrestling Cheer	Volleyball Wrestling Cheer
2nd Quarter (Oct – Dec)	Basketball Cross Country Cheer Tennis (Club)	Softball Cross Country Cheer Tennis
3rd Season (Jan – Mar)	Soccer Flag Football Cheer	Basketball Flag Football Cheer
4th Season (Mar – May)	Volleyball Track and Field Golf (Club)	Soccer Track and Field Golf (Club)

Higley Unified School District
Personnel

Superintendent David Loutzenheiser		(480) 279 – 7000
District Athletic Director Alan Fields		(480) 279 – 7157
High School Athletic Director		
Aaron Dille	Higley High School	(480) 279 – 7318
Darrell Stangle	Williams Field High School	(480) 279 – 8085
Middle School Athletic Director		
Shana Lacerenza	Cooley Middle School	(480) 279 – 8311
Brandon Keeling	Sossaman Middle School	(480) 279 – 8511

Anti-Discrimination Statement

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 education program or activity receiving Federal financial assistance.



HUSD Athletic Mission Statement

The mission of interscholastic activities in Higley Unified School District (HUSD) is to extend educational opportunities through athletic competition and competitive performance while maximizing participation in programs that promote citizenship, sportsmanship, a healthy lifestyle, and positive life skills.

ATHLETIC ADMINISTRATION EXPECTATIONS

The Interscholastic Athletic Administrator

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

Prepared by the NIAAA Professional Development Committee

District Athletic Director

It is the responsibility of the District Athletic Director to oversee the district's interscholastic program. As such, the Director will collaborate, advise, and serve as a resource to campus administration in the administering of interscholastic programs. The Director will serve as the Governing Board and Superintendent's liaison to the Arizona Interscholastic Association and is responsible for maintaining the AIA integrity in issues relative to interscholastic programs. Attends various AIA / EVC related athletic meetings (Executive Board, Conference, Region, and EVC). The Director may also serve as a committee member various AIA Advisory, AIAAA and NIAAA Committees.

High School Athletic Director

The High School Athletic Director shall be directly responsible to the principal for the management of the school's athletic program and will serve as director and consultant to the coaches. The Athletic Director is responsible for the administration and supervision of the school's athletic program as prescribed by the Higley Unified School District and the Arizona Interscholastic Association.

Middle School Athletic Director

The Middle School Athletic Director shall be directly responsible to the principal for the management of the school's athletic program and will serve as consultant to the coaches. The Athletic Director is responsible for the administration and supervision of the middle school's athletic program as prescribed by the HUSD District Athletic Director and the East Valley Conference.

Athletic Director General Duties

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

COACH EXPECTATIONS

HUSD Athletic Department Expectations

The coaching staff at HUSD has dedicated itself to the development of the total student athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing our athletic program.

Our professional staff is aware of the individual needs of youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity to improve their athletic skills and to develop as well-rounded individuals. Coaches are expected to establish and maintain a program that will produce successful participants in each interscholastic sport.

Athletic Department

- Promote the student's physical growth through athletic development and competition.
- Promote sportsmanship and good citizenship.
- Help our student athletes be successful academically.
- Establish an expectation of excellence for our student athletes and teams through work ethic and discipline.
- Encourage community support for our schools and school programs.

Team

- Develop organizational criteria that will aid the coach in the optimum management of his/her program.
- Establish effective squad sizes based on facilities, equipment, and availability.
- Develop competitive goals that are consistent with the accomplishments desired.

Participant

- Provide an opportunity for students to develop physical excellence and to better satisfy their interest and desire for competition.
- Develop physical vigor and desirable health habits.
- Develop qualities of good citizenship by subscribing to the written and unwritten rules of sportsmanship.
- Develop social competence through interdependence with teammates, coaches, officials, and athletes from other schools.
- Develop valuable personal qualities of responsibility and leadership.

Student Body and School

- Capitalize on the potential of athletics as an educational force.
- Enhance unity and school morale through the athletic program.
- Maintain a program that develops a reputation of disciplined conduct.
- Develop student interest by enlisting their aid in support of the program.
- Maintain a program broad in scope, which offers activities that are interesting and beneficial to the greatest number of students.

Parents and Community

- Understand the important implications of an athletic contest.
- Recognize that control of/and responsibility for the athletic programs rest with school personnel.
- Value the athletic program in creating community unity and pride.
- Encourage commitment in support of athletics from the parents and the community.

Coaching Code of Ethics

The competitive interscholastic activities and sports programs of secondary schools provide an opportunity to evaluate competing high schools as to what has been taught to both the active contestants and the spectators.

The individual student's welfare is the most important aspect and has precedence over any other consideration. A well-developed sense of personal honor, integrity and courage are the most important traits of those in charge of a program of sports. Coaches should have developed a strong sense of ethical relationships toward the school they represent and toward their opponent, and should be willing to accept the personal responsibility for their actions and for the reputation of the group and school they represent.

THE RULES OF THE SPORT SHOULD BE FOLLOWED TO THE LETTER. THE CIRCUMVENTION OF THE RULES OR THE SPIRIT OF THE RULES IS A GROSS VIOLATION OF THE CONFIDENCE PLACED UPON THOSE IN CHARGE OF THE ACTIVITY. THE REGULATIONS AND POLICIES OF THE ARIZONA INTERSCHOLASTIC ASSOCIATION, THE CONFERENCE CLASSIFICATION, AND THE SCHOOL ARE BINDING UPON THOSE IN CHARGE OF ACTIVITIES.

Coaches should instruct and develop among student athletes competing with contesting schools. The following practices:

- The competitive urge to excel.
- The love of and respect for the activity and sport.
- The acceptance of official's decisions without grumbling, defiance or disobedience.
- A high sense of honor, duty and ethical character.
- A cooperative spirit and a spirit of good will toward opponents and people in general.
- The realization that participation in an activity or sport is its own reward. Special privileges for participants are not to be given or condoned.

Coaches Dress and Behavior

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

Conduct/Discipline/Due Process

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

Class Coverage

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

Recruiting Violations

In compliance with AIA Bylaws, there shall be no recruiting of athletes. Recruiting is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach, or employee of a high school district shall engage in recruiting by direct contact with the student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs, or other persons who are in a position to influence the student's choice of a school. If the recruiting rule is violated, the appropriate AIA actions will be taken. The school may take additional actions in reference to the violation, as well.

All coaches shall obtain copies of the AIA/EVC rules and regulations for their specific sport from the school Athletic Director or from www.aiaonline.org and be familiar with these rules.

Coaches Expectations of Athletes

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

Expectations of Coaches

Regular season expectations include not only daily practices and league competition, but also a variety of other responsibilities. Coaches may be asked to assist in the budgeting and inventory of uniforms and equipment, attend league and building coaches' meetings, present team awards, prepare and distribute behavior expectations and rules to their students, assist with fund raising activities, and fulfill other duties as assigned by the administration.

Announcements

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

Tryouts

Tryouts for all athletic programs should be well publicized and all students should be encouraged to participate. Students will not be allowed to tryout without a completed District Athletic packet. Announcements for all tryout schedules should be made before the first tryout session is held.

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

Rosters

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

Multiple Sport Participation

- The sport that is presently "in-season" when an overlap occurs will have their choice of practice times.
- Players must complete one season of sport before they may be released to play the next sport season. The season is considered as the first date of competition to the last date of competition for the athlete's level of competition. (Freshman, JV, or Varsity)
- Coaches who have addenda for sports involved in an overlapping situation will make every effort to attend practices for both.
- All equipment must be turned in before a coach or player moves on completely with another sport. Athletes will not be cleared by the athletic office until equipment from the previous sport has been turned in.
- Players should not be attending camps for one school sport while playing in another without consent from both coaches.

Summer/Off-Season Activities

Coaches are responsible to know and assure compliance with all AIA Rules and Regulations as well as District Policies and Procedures. A coach must contact the Athletic Director prior to any summer or off-season activity to ensure compliance and prevent any violation of AIA or District Rules and Regulations. Emergency contact information must be in the possession of all coaches for off-season programs. If a coach is supervising open facilities, there must be a sign-in process with names and emergency numbers required.

Summer Programs – District Guidelines

- The AIA defers to districts to establish guidelines for summer athletic participation for coaches and athletes. Each district is charged with governing transportation, use of facilities, and coaching in the summer.
- Wrestling clubs, AAU basketball, Volleyball clubs, etc… continue to function independent from the district and may use HUSD facilities as non-profit organizations. Insurance, liability and rules of participation are clearly stated by each of their associations in the facilities use process.
- Any summer activity involving HUSD coaches and student athletes as representatives of their school and not sponsored by an outside association will be subject to the following guidelines:
    - Prior approval for summer activities involving HUSD coaches and athletes requires just the approval of the site Athletic Director as long as the activity does not involve out of county travel.
    - Practice or games involving HUSD student athletes must have a coach or certified designee, approved by the Athletic Director, and this person must be present at all times.
    - A coach that directs or enrolls a school team in camps, clinics, tournaments or summer leagues, not sponsored by an outside association with liability insurance and rules of participation, shall meet with the school Athletic Director for approval and to establish guidelines for participation. (i.e., transportation, emergency medical plan, insurance, current physicals and parental consent)
    - Transportation of any team or group of athletes by a district coach requires school and district approval.
    - The school Athletic Director may approve the transportation of student athletes to in county activities.
    - The students will comply with AIA rules and regulations regarding equipment and uniforms. The AIA states that there are no rules for summer programs except regarding equipment and uniforms. All other rules and regulations for summer activities are local district options.

Off-Season Programs – District Guidelines
Off-season programs run by district coaches using HUSD facilities must comply with all AIA by-laws regarding use of equipment as well as all off-season coaching rules and regulations following the 47th week of the AIA Standardized Calendar and the first day of permissive football practice as identified under Article 23 of the AIA by-laws. Off-season programs are for students not involved in a school sport. During the off-season, clinics, camps, and all off-season programs must receive approval from the Athletic Director and comply with all AIA by-laws and District rules and regulations. Off-season camps, clinics, and tournaments may be sponsored by non-school associations, organizations, or by the Community Education Department. All on campus activity must receive prior approval from the Athletic Director and the Higley Unified School District.

Schedules
Schedules for athletic events will be provided to the athletic office as soon as they are determined. The athletic office should be notified in writing of any change in the event scheduled as soon as that change occurs. The athletic office must approve any athletic events added to the schedule.

Locker Rooms
Coaches need to supervise the locker room area when it is in use by students. During practices and games, the locker rooms will be locked. Keys to the locker rooms should never be given to students. The condition of the locker room is the responsibility of the coach on duty. No students will be allowed in the locker room office without supervision.

Students should be advised that running, shouting, horseplay, etc… are not appropriate locker room behaviors. Students should be reminded to secure all valuables in the locker room, as any items damaged or stolen are not the responsibility of the school.

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

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

Coaches Certification
The Higley Unified School District requires all high school coaches to complete the NFHS Fundamentals of Coaching, Concussion, First Aid and CPR course. This is certified through the *National Federation of State High School Associations and the Arizona Interscholastic Association*. The NFHS program uses a blended approach with online teaching models and some face-to-face instruction. Upon completion of the program, coaches will be certified in each of these areas.

The conditions of the program are as follows:

- All head and assistant coaches, whether paid or volunteer, hired on or after April 1, 2009 must complete the NFHS Coach Education Program, or approved equivalent, within forty-five (45) days from the date of hire.
- HUSD approved procedures that require district employees who hold coaching positions to be certified through the NFHS.
- Employees will receive two (2) district credits for successfully completing the 30-hour course. The 30 hours will count toward the number of hours needed for teacher re-certification.
- All participants, including volunteers, will be responsible for the course registration fee of the two-credit course, which is currently $35.00. The employee will keep course materials and certification upon leaving the district.

All HUSD teachers who successfully complete this course will receive two hours of professional development credit. (Go to www.nfhslearn.com for information online)

The HUSD model has four required classes and one optional class.

Required: NFHS Fundamentals of Coaching class is a blended approach of instruction and online learning. **(4 hours, High School coaches only)**

Required: NFHS Concussion In Sports course and what you need to know. **(4 hours)**

Required: NFHS First Aid for Coaches course, can be completed online. **(1 hour)**

Required: CPR Training by a certified CPR Trainer at a location of your choice. **(4 hours)**

Optional: NFHS Sport Specific Courses including: Basketball, Football, Soccer, Softball, Spirit, Wrestling, and Volleyball. **(2 hours)**

Compensation

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

Post Season Pay – High School Only

1. Varsity Coaches/Sponsors who hold district-approved supplemental positions and have teams or individuals qualifying for and participating in state play-offs competition or festivals will be eligible for Post Season Pay.
2. If a team or activity has five (5) students or less participating in a state competition or festival, only the head coach/sponsor receives the Post Season Pay.
3. Campus Principals will approve Post Season Pay based upon approved District Guidelines. Request for Post Season Pay will be forwarded to the District Office where the request will be facilitated and tracked.
4. The stipend for participating in state playoff competition will be $150.00 for each eligible Head Coach and $50.00 for Assistant Coaches who are eligible.

Coaching Staff

Conditions for Employment

- Higley District Coaches must be in compliance with all policies required by the Arizona Interscholastic Association and Higley Unified School District.
- All Higley District coaches must successfully complete the following programs: NFHS Fundamentals of Coaching, NFHS Concussions in Sports, First Aid and CPR training.

Assistant Coaches

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

Volunteer Coaches

As approved for the Volunteer Handbook and to ensure the safety of HUSD student-athletes, volunteer coaches are subject to the following criteria:

- Must have an interview with AD/AC and an administrator prior to any coaching or contact with kids.

- Will always be under direct supervision of a certified coach/teacher.
- Successfully meet the conditions for coaching listed above.
- Will complete a request to coach form that will be filed annually with the school's Athletic Director.
- Follow fingerprinting guidelines.
- Undergo a background check.

All volunteer coaches should contact HUSD Human Resources for the processing of fingerprints and background checks in order to begin coaching. Please allow four to six weeks for processing. No coach is allowed on the field/court/mat without approval from Human Resources.

Safety Guidelines

Legal Duties of Coaches
Coaches set the tone, and are the leaders, in all athletic endeavors. HUSD recognizes and endorses the nationally accepted "legal duties of coaches" listed below. All HUSD coaches are expected to be aware of, and to adhere to, these duties. They establish the underlying philosophy of coaching responsibility in the district.

The Fourteen Legal Duties of Coaches/Athletic Department
- Provide appropriate planning
- Provide appropriate supervision
- Monitor condition and readiness
- Promote a safe playing environment
- Promote proper use of protective equipment
- Provide appropriate technique instruction
- Promote equity in matching participants
- Promote appropriate procedures for evaluating injuries
- Provide warnings of inherent risks
- Monitor liability insurance
- Provide an emergency response plan
- Promote safe transportation
- Promote appropriate selection and training of coaches
- Final Duty: Adherence to all AIA, National Federation, EVC, and Higley Unified School District procedures, policies, rules and by-laws.

Student Supervision
- Students must be supervised at all times during practice and games. Supervision must continue until students board the buses or until they leave the school grounds for home.
- Persons assigned to after practice supervision are responsible for the behavior of those students under their supervision and assure that all students are organized within an area designated by the administration.
- Coaches may share the responsibility of supervision of students after practice.
- The coaches are responsible for athletes/students while in locker rooms. No students are allowed in the locker room office without adult supervision.
- After the practice or athletic event, it is the coaches' responsibility to lock up all equipment in the proper area.
- Coaches are responsible for supervision of athletes on buses and at away contests.

It is the responsibility for the host school to provide the necessary supervision to promote a positive environment for spectators, athletes, officials, and the event itself. Supervision may include school

administrators, police, campus security personnel, and assigned faculty. During games and practices all areas other than the locker room, designated practice areas, and bus pick up areas are off limits to athletes.

Compliance with State Law

Arizona law mandates (A.R.S. 15-341) (A) (17) all school districts are required to "provide for adequate supervision" over all students, including athletes. The statute indicates that this supervision may be undertaken by "certified or non-certified personnel".

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

Supervision Areas of Focus

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

- Athletes on teams which routinely use off-campus facilities and do not commonly remain together in a group, e.g. golf and cross country.
- Student aides to coaches or to the athletic training program when functioning out of the immediate presence of the athletic trainers.
- Athletes in locker and shower areas, particularly in those situations when they are coached by someone of the opposite gender. Arrangements must be made for an adult of the same gender as the athletes to supervise them while in locker/shower areas.
- Athletes in transit between locker and activity areas, particularly if the distance is significant.

Specific supervision requirements for a given group of students are going to be very dependent upon a number of factors which may be unique to a particular school. Accordingly, specific policies and procedures addressing all supervision concerns must be developed and implemented by each unit. The Athletic Director is responsible for assuring that this requirement is fulfilled but will rely upon input from head coaches of all sports/teams and the athletic trainers to develop these guidelines. The guidelines will be reproduced and distributed to all personnel. They will also be shared with parents during the mandatory parent meeting and this protocol will follow the intent and spirit of the state statute.

Hazing

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

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Emergency Planning and Communication Guidelines

Careful and comprehensive planning for medical emergencies is of prime importance in the HUSD athletic program. As in other areas of "safety" focus, coaches should confer with the athletic trainer. The HUSD athletic

trainers play a critical role in this process. Effective implementation of emergency plans, however, requires commitment and cooperation on the part of administrators, coaches and occasionally teachers and other HUSD staff. The Athletic Director is responsible to obtain and keep a copy of each coach's emergency plans and work with athletic trainers to ensure safe participation.

Comprehensive Emergency Plans

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

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

Lightning Safety Guidelines

While lightning strikes affecting athletes are rare, they pose an extreme risk and are a persistent concern in Arizona, particularly during certain times of the year. School Athletic Directors and athletic trainers are conversant in nationally accepted recommendations for protecting against lightning strikes during athletic activities and have developed a detailed written policy for addressing this issue. Given the circumstances under which that policy must be implemented, however, it is necessary to reduce the policy to a simple set of procedures which anyone involved in the HUSD athletic program can easily follow. It is imperative that all athletic personnel be aware of, and strictly adheres to, the following guidelines for dealing with lightning risk:

- During lightning storm seasons, school Athletic Directors and athletic trainers will also monitor local weather information, e.g. on www.weather.com or the "Weather Bug" app, to determine the possibility of approaching lightning storms during planned practices or competition.
- During activity sessions, the athletic trainers or a "weather watcher" designated by the Athletic Director/athletic trainers will monitor weather conditions to ascertain impending lightning danger. The designated "weather watcher" will have absolute authority to determine whether a practice or event must be suspended due to lightning danger. Administrators and coaches will not challenge or second-guess these decisions.
- When the possibility of impending lightning danger is recognized prior to a competitive event, the school Athletic Director/designee will approach the opposing team's Athletic Director and head coach, and the event officials, and advise them of the HUSD procedures regarding lightning safety, and how and by whom the decision will be made whether the HUSD team will proceed with the event. HUSD athletic personnel will not be pressured into continuing an event when the athletic trainer or designated weather watcher deems it unsafe. HUSD administration will stand behind the decision of HUSD athletic personnel to suspend participation in an event due to safety concerns.
- Activity sessions are to be postponed or suspended if a lightning storm appears imminent before or during the activity session, and not proceed until at least 30 minutes has passed following the last flash or thunder clap.

- The primary choice for a “safe location” during a lightning storm is a substantial, frequently inhabited building.
- Seek a safe location immediately upon detecting lightning or thunder activity. Lightning storms can move very rapidly. Once the time delay between seeing lightning and hearing thunder (“flash to bang”) is as low as 30 seconds, all individuals should be in a protected area.
- Athletic Director or the designated “weather watcher” will advise coaches of the optimum “safe location” depending upon the venue in which their activity is scheduled.

Heat Related Practices

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

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

Athletic Directors

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

Athletic Trainers

- Collaborate, communicate and decide when heat related conditions are safe to conduct physical practices.
- Acceptable temperature and humidity readings are to be monitored by the Athletic Trainer. Coaches will make adjustments up to and including the cancellation of a practice or a game, meet, or match depending upon the conditions. The final decision that is made by the Trainer or the Athletic Director and is not to be questioned.

Coaches

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

Risk Warning & Informed Consent Guidelines

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

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

Risk Warning Methodology

HUSD will provide access to Parent/Student handbook and risk videos for facilitating the education of parents and athletes concerning sport-specific risks and documenting their informed consent to participation. School Athletic Directors, coaches, and athletic trainers will form the primary team at each school which is responsible for assuring the HUSD policies related to risk warning and informed consent are uniformly implemented with every sports team at that school. The following general guidelines will be followed at the High School level:

- A parent/athlete meeting will be conducted for each sports team prior to the commencement of pre-season practice for that team.
- Different levels of team for a given sport may meet together but risks specific to each level must be addressed.
- General meetings scheduled by "sport season" may be conducted to address general and "season-specific" risks, but each sport must also meet with parents/athletes of that sport to address "sport-specific" risks.
- Use of audio-visual aids and handouts is important to this educational process, but must be uniform throughout the district. When athletes participate in multiple sports, they and their parents must attend the meeting for each sport.
- Repetition of critical information is essential to assuring comprehension and retention of that information. The information provided at these meetings could save an athlete's life!
- Provision must be made for parents/athletes to have an alternative opportunity to receive the risk information conveyed at the regularly scheduled meeting, and any questions should be directed to the athletic director.
- A standardized "informed consent" statement is included in the clearance form.
- The consent given to participate in a sport during the regular sport season does not apply to out-of-season and summer activities for participants in that sport, or to unusual circumstances such as out-of-state travel to tournaments or camps. Parent meetings must be conducted and forms executed which are particular to those activities.
- NO ATHLETE WILL BE ALLOWED TO PARTICIPATE UNTIL THESE REQUIREMENTS HAVE BEEN MET.

Student-Athlete Expectations

Message to Student-Athletes and Parents

The school's AIA sanctioned / EVC programs will provide students with an opportunity to be selected as members of a sports team and performing group based upon personal skill level, motivation, and desire. AIA/EVC event participation and competition can provide some of life's most rewarding experiences and also some of the biggest challenges for growth and development of character. We have included the following guidelines for supporting the student, the family, the coaches, and the school as we partner in these endeavors.

You Can Expect from Your Coach/Director/Sponsor:

1. Philosophy of the coach/director/sponsor.
2. Expectations the coach has for all of the players on the squad.
3. Location and times of practices and contests, communicated in a timely manner.
4. Team/group requirements, i.e., fees, special equipment, off-season programs, etc.
5. Procedures to follow should a student be injured during participation.
6. Discipline that may result in the denial of athletic participation.

Coaches/Directors/Sponsors Can Expect from Student Participants:

1. Academic responsibility.
2. Adherence to the HUSD Student Code of Conduct.
3. Commitment to the team/group, and to the best interest of the whole.
4. Communicate concerns to the coach/director/sponsor first.

Coaches/Directors/Sponsors Can Expect from Parents/Guardians:

1. Advance notification of any schedule conflicts.
2. Encourage your son/daughter to speak directly with the coach/director/sponsor when he/she has questions or concerns.
3. Understand and respect that there are appropriate topics and appropriate times for discussion between coach/director/sponsor and parents. Guidelines are:
    a. ask to speak to the coach/director/sponsor at a time that is conducive to a productive conversation.
    b. speak specifically about your child and yours only.
    c. understand that coaches/directors/sponsors are not at liberty to discuss playing time, strategy, and other students.
    d. follow this necessary sequence when addressing concerns:
        1. coach/director/sponsor
        2. site athletic director
        3. site principal
        4. district athletic director

Please follow this order so your concerns might be addressed as quickly as possible.

High School Eligibility Rules and Procedures

AIA Eligibility
Student eligibility is regulated by Article 15 of the AIA. AIA regulations can be found at ***www.aiaonline.org.***

Academic Eligibility
Eligibility requirements are outlined in HUSD Board Policy JJJ.

Student-athletes must maintain above a 2.3 GPA and not have any failing grades at the 4.5 week progress report, 9 week progress report, 13.5 week progress report, and Semester grade posting. Student-athletes will be ineligible for at least one week. If the athlete improves their grades by the end of the week, they become eligible the following week. Should their grades continue to not meet eligibility requirements, they will remain ineligible for another week.

Age Limits
If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. This may not be petitioned under the hardship rule.

Attendance
After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters one through eight must be consecutive.

A student whose school attendance is interrupted by disabling illness or injury to himself/herself or a member of their immediate family may appeal to AIA for an extension of their eligibility if the interruption of school absence was for at least one quarter. For more information, a student should check with the Athletic Office to verify whether they qualify for an appeal.

A student is ineligible when absent for a period of ten (10) or more consecutive school days (for reasons other than the disabling illness or injury of himself or herself or a member of his or her immediate family). The student shall remain ineligible for the rest of the semester or until he or she has been in attendance for the same number of days that he or she was absent. For more information, a student should check with the Athletic Office to verify whether they qualify for an appeal.

Initial Eligibility
1. A.I.A. and H.U.S.D.
    - Must have passed all subjects including the required course minimum each grading period.
    - Must be taking the minimum of subjects during the semester in which he/she competes.
    - Must meet all transfer and other applicable A.I.A. Rules and Regulations.
    - Must maintain academic eligibility.
2. Participation fees
    - A non-refundable activity/athletic fee will be charged to participants in all activities for which there is a paid sponsor for that activity.
    - Fees will be collected prior to being issued uniforms. Payment for high school participation will be made in the bookstore, and the athlete will submit the receipt to the Athletic Office. Payments for middle school participation will be given to the Administrative Secretary in the school's office.

3. Forms completed through RegisterMyAthlete.com
    - Athletic Participation/Physical Form and Code of Conduct Handbook. These documents must be signed by a parent/guardian and the student in all areas where signatures are required.
    - Athletic Participation/Physical Form includes the current physical examination completed by a doctor.
    - Proof of students' health insurance coverage or school insurance purchased in the athletic office.
    - Equipment clearance from the previous sport and/or previous year.
    - Consent for emergency care card.
    - Signed Code of Conduct Acknowledgement Form and Travel Permission form.

Middle School Eligibility Rules and Procedures

East Valley Conference Constitution
Student eligibility is regulated by Article 9 of the EVC.

Academic Eligibility
Eligibility requirements are outlined in HUSD Board Policy JJJ.

Middle School students must pass all classes to be eligible each quarter. Student-athletes must not have any failing grades at the first progress report of the athletic season in which they are participating (typically about 4 ½ weeks into the season). Grade checks will be run every week after that point until the conclusion of the athletic season. Students will become immediately eligible once both of the following items occur:

- Student must raise their grade in all classes with a failing grade.
- Student must miss at least 1 athletic competition.

A student-athletes inability to demonstrate appropriate classroom behavior may have consequences from their coach, including decline in playing time and up to removal from the team as laid out in the team's expectations which are handed out at the beginning of the season. Any failing grade or poor class behavior will deem the student-athlete ineligible for the following week's competitions. Students can regain eligibility by turning in a weekly monitoring sheet with passing grades and good behavior ratings.

Age Limits
Any 8th grade student who becomes fifteen (15) years of age on or before May 1st of the previous school year will be ineligible to compete. Likewise, any seventh (7th) grade student who become fourteen (14) years of age on or before May 1st of the previous school year cannot compete on the seventh (7th) grade level. This fourteen (14) year old seventh (7th) grade student is eligible to compete on the eight (8th) grade level.

Attendance
To be eligible to attend practices and/or games on a particular day, the student –athlete must be present for a minimum of three (3) periods.

Eligibility
1. HUSD
    - Throughout the first 4 weeks, grade checks will be utilized for informational purposed only. Athletic eligibility will not be affected.
    - Progress reports will be utilized as the eligibility grade check. Any student-athlete with an F will be ineligible for competition.
    - Any student deemed ineligible must sit out a minimum of 1 competition. When failing grade(s) are improved to passing, the student will be immediately eligible for competition.
    - After each Progress Report, grades will be checked every Thursday for eligibility purposes.
    - Some coaches may choose to do weekly grade checks with their athletes.

2. Participation fees
    - A non-refundable activity/athletic fee will be charged to participants in all activities for which there is a paid sponsor for that activity.
    - Fees will be collected prior to being issued uniforms. Payment for middle school participation will be made in the media center, and the athlete will submit the receipt to the Athletic Office. Payments for middle school participation will be given to the Administrative Secretary in the school's office.
3. Forms completed through RegisterMyAthlete.com
    - Athletic Participation/Physical Form and Code of Conduct Handbook. These documents must be signed by a parent/guardian and the student in all areas where signatures are required.
    - Athletic Participation/Physical Form includes the current physical examination completed by a doctor.
    - Proof of students' health insurance coverage or school insurance purchased in the athletic office.
    - Equipment clearance from the previous sport and/or previous year.
    - Consent for emergency care card.
    - Signed Code of Conduct Acknowledgement Form and Travel Permission Form.

High School Team Selection
AIA programs exist for skilled and advanced student participants. In most activities, minimum student participation levels must be established. The coach/director/sponsor will explain to the students the criteria for gaining membership to the team or group before practice begins. Those students not making the team or group will be entitled to have a personal interview with the coach/director/sponsor.

Middle School Team Selection
EVC programs exist to help develop and maintain the physical skill necessary in the specific sport as well as an awareness of the progressive skill requirement needed to continue to grow in a specific sport or activity. In most activities, minimum student participation levels are established. For the sports of Wrestling, Track & Cross Country the number of participants per team is unlimited.

Middle School Try-Outs
Try-outs will be closed to spectators and/or parents. During try-outs students will not be allowed to wear clothing that would affiliate them with a club team, YMCA, or other organization. Coaches will provide an opportunity to provide feedback for students who did not make the team.

Equipment
Each student participant accepts full responsibility for all equipment issued to him/her and must return all items at the conclusion of the season. Any student participant losing equipment will not be allowed to participate in another AIA /EVC program until the equipment is returned or paid for. Payment for these items will be made at full replacement value and paid to HUSD #60. All equipment, including practice gear, game jerseys, and warm up uniforms are to be worn only during official team functions.

Practice Policies
All sport teams MUST conform to the AIA regulation regarding in-season and out-of-season limits and dates. Length of practice will vary due to coaching circumstances. A time limit is determined by the coaching staff. Student participants must have time for normal home activities, study, and other school activities. Sunday practices are in violation of AIA policy.

Dual Participation
Occasionally, a student participant is talented enough to participate in two sports or activities during the same season. The determining factor should be fairness to the teams involved. Both coaches/directors/sponsors must agree to this arrangement before a student is allowed "dual participation."

Multi-Sport Participation

- The sport that is presently "in session" when an overlap occurs will have their choice of practice times.
- Players must complete one season of sport before they may be released to play the next sport season. The season is considered as the first date of competition to the last date of competition for athlete's level of competition. (Freshman, JV, or Varsity)
- Coaches who have addenda for sports involved in an overlapping situation will make every effort to attend practices for both sports.
- All equipment must be turned in before a coach or player moves on completely with another sport. Athletes will not be cleared by the athletic office until equipment from the previous sport has been turned in.
- Players should not be attending camps for one school sport while playing in another without consent from both coaches.

Home School Students

According to the State Board of Education, home school students registered through the Maricopa County Superintendent's Office shall be afforded the opportunity to participate at the school they are boundaried to attend. Home school students must abide by the AIA /EVC rules and regulations as imposed on any other student athlete.

Private & Charter School Students

Private school students and Charter school students are not permitted to participate in Higley Unified School District's interscholastic program.

Participation/Clearance

Initial athletic participation permission is given by parents in written form as part of the athletic clearance procedure. All student-athletes must complete all the following prior to tryouts.

- Physical Examination Documentation complete with medical doctor signature
- AIA Statement and Acknowledgement form
- HUSD Emergency Insurance Card
- A copy of original birth certificate
- HUSD Code of Conduct must be signed by the athlete and parents at the beginning of their athletic career.
- Informed Consent Video watched by the athlete and parent. This must be done at least once every year of participation in HUSD High School Athletics.

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

Supervision

Student participants are not to be in the locker room, the gymnasium, the weight room, the training room, the pool, or other indoor facilities unless properly supervised by their coach.

Suspension from School

Any student participant suspended (in school or out of school) or expelled from school is automatically suspended from all athletic teams during that period of time.

Insurance
Athletics is a voluntary, extra-curricular program in which the student may participate if he/she so desires but does so at his or her own risk of injury. The Higley Unified School District does not assume financial responsibility relative to doctor, ambulance, or medical expenses. Parents are required to obtain adequate insurance coverage for their children, either through a family insurance policy or through the commercial insurance plan made available by the school district. It must be remembered, however, that because the coaching staff encourages students to enroll in an insurance program, this in no way exposes the coach, school, or Governing Board to liability in case of injury.

Athletic Trainers
Both high schools have certified athletic trainers (A.T.C.) on staff. Student participants are encouraged to inform the trainer on site of any injury they incur. Should the student's condition require medical attention, the parent/guardian will be notified. If a doctor holds the student out of competition, then a doctor's note allowing the student to resume participation MUST be presented to his or her coach, the trainer, and the athletic director prior to being allowed to join the team in practice or in competition. Student participants are expected to follow the rules and regulations regarding the training room and its use.

Quitting a Team
Any student who quits a team or group, or is removed for disciplinary reasons after the first scheduled contest, will not be permitted to participate in any other sport or activity, including unofficial workouts, until the final game or activity of that season is completed**.**

Athletic Code of Conduct
While a student has a legal right to attend school, the courts have held that the same right does not extend to participating in AIA sanctioned programs. As a result, when a student elects to participate in a co-curricular activity, he/she agrees to abide by the standards of conduct established by the district and the athletic/music department. Therefore, it is vitally important for both the student and the student's parents/guardians to carefully review the expected standards of conduct established in an AIA activity participation code or any special rules established by the athletic department/coach/director for that given activity.

Individual Coach's Rules & Regulations
Coaches/directors/sponsors may establish additional rules, regulations, and consequences with the prior approval of the building administration/athletic administrator. These additional rules for a particular sport must be stipulated in writing to all student members and parents, and explained fully at the start of the season. Copies of all additional team rules by coaches/directors/sponsors are on file in the building administration office.

Conduct/Discipline/Due Process
It is a tremendous privilege and great honor to be a member of an athletic team. Athletes should have impressed upon them the fact that they are representatives of the entire school, the community, and their parents. Whether at home or away contests, all athletes should be on their best behavior. School policies regarding conduct, dress, attendance, etc…, noted in the students' handbook remain applicable to athletes at all times.

Discipline policies outlined by the Higley Unified School District, and the individual school administration can be found in the student handbook and the District's Students' Rights and Responsibilities Handbook.

Student athletes shall comply with the policies stated in the handbooks.

Performance Enhancing Drugs/Compounds

The Governing Board recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students. The National Federation of State High School Associations (NFHS) has re-emphasized its original 1998 position against improper use of supplements that are unregulated by the Food and Drug Administration and which contain harmful ingredients such as creatine, ephedrine or excessive amounts of caffeine. The 1998 position statement on this matter was and continues to be:

> *"All student-athletes and their parents/guardians should consult with their physicians before taking any supplements product. In addition, coaches and school staff should not recommend or supply any supplement product to student-athletes".*

In addition, Arizona Law prohibits any school employee/volunteer from promoting or supplying dietary supplements that carry claims of enhanced athletic performance. The law covers adrostenedione, creatine, and any compound labeled as performance-enhancing. Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with who he/she has contact as part of his/her duties.

First Violation Penalty

After confirmation of the first violation, the student will be suspended immediately from a minimum of 50% of the regular season contests in the sport in which the student is a participant. If the penalty is not fully administered using regular and post season contests, the remainder of the penalty will be applied to the next interscholastic sport season in which the athlete participates.

Second Violation Penalty

After confirmation of the second violation within a twelve-month period, the student will be suspended from athletics immediately for twelve (12) months from the date of the infraction.

Third Violation Penalty

The student-athlete found in a third violation within a twelve-month period shall be denied athletic participation for the remainder of their high school athletic career. After one calendar year from determination, an appeal can be made to the Athletic Discipline Review Committee for reinstatement contingent upon substantiated rehabilitation.

Substance Abuse Self-Referral by Student Participants

Students may take advantage of a self-referral procedure to seek information, guidance counseling, and assessment in regard to student-athlete use of tobacco, alcohol, and other drugs. Voluntary referrals do not carry punitive consequences.

a. Referral is allowed one time in a student's four-year high school career (two-year 7-8 school)
b. Referral must be only by the athlete or a member of the immediate family.
c. Referral must be before the first violation.
d. Referral cannot be used by athletes as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules.
e. Referral must be made to a coach, athletic administrator, teacher, building administrator, guidance counselor or the district drug and alcohol education coordinator.

GENERAL INFORMATION

Governing Board Awards and Recognitions

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

Statewide or national awards will be considered the most appropriate for recognition; regional or awards presented on a smaller scale shall be recognized in district-wide publications and at the individual school level. As for sports and other AIA-sanctioned student activities, the Board will honor first place and state runner's-up at the state level.

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

Guidelines for Governing Board Recognition for AIA – Achievements

Who would be recognized?

- Teams, individuals and coaches who win 1st place at State Tournament Competition.
- The Head Coach and team will represent State Tournament Teams at the Governing Board Meeting.
- The athlete and his or her head coach will represent Individual State Champions.

When should this occur?

- Recognition should be made at the first available Board Meeting following the achievement. This could possibly be a standing item on either the first or second Board Meeting Agenda of the month.

What is the procedure for presenting the award?

- The receiving school will forward specific information on State Champion Achievements to the Community Relations department.
- The Community Relations Department will prepare a script to be used by the Governing Board President in making the presentations.
- Appropriate certificates and/or awards will be forwarded from the Governing Board to the receiving school. This would be in order when an entire team wins an award but would be represented by only the coach and one athlete.

Region Champions

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

Booster Organizations

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

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

The Superintendent shall develop procedures as necessary for the guidance of school personnel who are involved with booster organizations.

The director or coach of an extra-curricular activity may not be on the Board of the applicable booster club. Communication should be maintained with the school so fundraising activities do not conflict with those of the school. All checkbooks, accounting records, cash on hand, etc. must be maintained off the school premises to help ensure a clear separation from the applicable school accounts.

Donations

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

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

Goods and Services Contributed

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

Support Banners

1. Applications can be filled out for Support Banners in each school athletic office.
2. Each sign needs to declare support for that seasonal sport/activity.
3. Support Banner can be present on the inside of the stadium along the track, inside gym walls, on the inside of the baseball/softball fields, tennis fences, or other athletic venues.
4. Funds are to be deposited in a student activity account and need to be collected through the school bookstore.
5. Authorization of signs rest with the principal and athletic director.
6. Authorized advertising the activity of season and will not cause damage upon removal. (Soft material is highly recommended for these Support Banners)

Solicitations in Schools

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

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

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

Media Relations

Guidelines for Working with the Media

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

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

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

District News Stories

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

Good News Stories

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

The Public Relations Office will frequently solicit participation in good news stories. The Public Relations Office will never send a reporter to schools without first calling and asking permission to refer a reporter to the school administrator.

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

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

In all instances, notify the Public Relations Office about the presence of media on campus.

Crisis News Stories
The Director of Public Relations is on call 24 hours a day to assist in managing the media in a crisis. In a critical situation, the Director of Public Relations, or other designee of the Superintendent will act as the media representative in coordination with other on-scene agencies (police, fire, city, state, county). If the Director of Public Relations is unable to arrive on scene, the media relations duties will fall to the school principal. In dealing with the media during a crisis situation, it is vital that accurate information is provided, no speculations are made, and district officials refer the media to the supervising authority, i.e., city police or fire.

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

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

Planning is an important aspect of media relations. Reporters are interested in activities that are scheduled to happen in the future. They don't cover old news that happened yesterday or last week.

Media Relations
The media is an important player in helping the district communicate directly to our parents and public. Good news stories are an important vehicle used to promote the district's policies, academic programs, and student, staff and administration leadership. Good news stories help us build trust with the community and will carry us in crisis situations.

The Public Relations Office is a resource to promote and increase media coverage of each school campus. Schools, clubs, and departments are encouraged to work together with the Director of Public Relations to develop a marketing plan. Employees and Administrators are encouraged to attend media training sessions provided by the district.

Admission to High School Athletic Events

1. Admission prices for athletic events are determined by the Higley Unified School District Governing Board. Please refer to the approved Fee Schedule for pricing.

2. Athletic passes are valid for the entire school year (or specific season) and are available from the school site. Passes are valid for use at all home athletic contests. Passes are only valid at the site in which the passes were purchased. The following passes are available for purchase from the school:
    a. **Annual Family Pass (Funds go to Athletics)** - Immediate family only (2 Parents/Guardians and 2 school age siblings). Extended family not included (Aunts/Uncles/Cousins/Grandparents, In-Laws, etc.)
        - Good for all home sporting events
        - Immediate Family Only
        - Site Specific
            - Passes don't interchange between high schools
        - Names of respective students' parents/guardians will be printed on the back of the pass
    b. **Family Season Pass (Funds go to Athletics)** - Immediate family entry at all home games for a respective season (school site where pass was purchased).
        - Good for all games for a specific sport for that season only.
        - Immediate Family Only (2 parents/guardians and 2 school age siblings)
        - Site Specific
            - Passes don't interchange between high schools

- Names of respective students' parents/guardians will be printed on the back of the pass.

c. **Student Activity Card (site determines fund allocation Activity/Athletics) -** Only valid at school site where the pass was purchased.
   - Good for all home games
   - Site Specific
   - Various discounts for school events

3. The Athletic Department and the District reserve the right to cancel these passes at any time due to a public health emergency such as COVID-19.

Booster Groups
The administration recognizes the valuable services rendered by Booster organizations affiliated with Higley Unified School District. Further, the administration welcomes this participation and commends the organizations for their contributions and services to our youth and schools. Any AIA sanctioned team or group desiring to establish a support/booster group for the purpose of supporting a program shall submit an application to the building principal and to the Office of the Superintendent by August 1st for the upcoming school year. This application can be picked up at the school main office. For additional information please refer to the Parent Support Group Manual.

Governance

The Governing Board, responsible to the people, is the ruling body for Higley Unified School District.

The Arizona Interscholastic Association (AIA)
The Higley Unified School District high schools are voluntary members of the AIA and compete only with member schools. As a member school district, the secondary schools of Higley Unified School District agree to abide by and enforce all rules and regulations set forth by the AIA.

The East Valley Conference (EVC)
The Higley Unified School District middle schools are voluntary members of the East Valley Conference (EVC) and compete only with member schools. As member schools, the middle schools of the Higley Unified School District agree to abide by and enforce all rules and regulations set forth by the EVC.

NCAA Clearinghouse
A student who is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics must be certified by the NCAA Initial-eligibility Clearinghouse. The Clearinghouse ensures consistent interpretations of NCAA academic requirements for all prospective student-athletes at all member institutions. Please see your high school counseling office for information about the NCAA Clearinghouse. Parents and students can visit the HUSD web site (www.HUSD.org) for information regarding the NCAA and college recruiting process by clicking "The Student-Athlete & College Recruiting" tab.

High School Specific Information

State Associations
Higley Unified School District Schools are members of the Arizona Interscholastic Association. The AIA produces a detailed manual of its by-laws available to all member schools. All HUSD coaches are required to become familiar with the information in this manual. This information can be found online at www.aiaonline.org.

Academic Standards
The athletic program will make every effort to complement the district mission in achieving academic excellence. Athletics are an integral part of the educational process and will help support the school's overall

curriculum. Participants will be considered student-athletes rather than just students or just athletes. The coaching staff is to keep constant watch on the development of the student-athletes in the classroom as well as in the athletic arena.

The State Board of Education as mandated by the Arizona State legislature requires that each school district must have in place a "NO PASS NO PLAY" policy. Athletics, speech, theater, music, and spirit-line are all defined as extra-curricular activities that fall under the "NO PASS NO PLAY" policy. The same general standards shall apply for Special Education students who participate in the defined extra-curricular activities.

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

- A student must maintain enrollment in six classes. Exception: seniors, who have sufficient credits to graduate, may enroll in as few courses or classes as needed for graduation credit.
- Eligibility will be checked on Fridays. Ineligibility is declared on Friday and the student-athlete is ineligible Monday through Saturday the following week.
- All AIA sponsored activities are covered by this policy.
- Student-athletes may be allowed to practice during periods of ineligibility, and travel to games as long as they do not miss class to do so.

Sidelines for Football Games

Signs will be posted making spectators aware that only "authorized personnel" will be allowed on the sidelines during the games. The discretion will be up to the Athletic Director to determine who qualifies as authorized personnel. An ARS code will also be listed on the sign.

Keys

Keys will be checked out to all Head Coaches and Assistant Coaches as needed. The AD will work with each individual program as needed based on campus administration policy. Keys are never to be given to students.

Equipment Manager

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

Equipment Manager – Functions (Athletic Department):

- Receive, mark, prepare, inflate, repair, mend, inventory, and issue all athletic supplies and equipment to coaches.
- Have all equipment available and ready for service at the beginning of the athletic season.
- Be in charge of the storeroom for athletic equipment.
- Keep an inventory of all athletic equipment.
- Shall not:
    a. Serve as a coach if the coaching duties interfere with the daily equipment manager's duties.
    b. Administer discipline, under any circumstances. He shall report students to the Head Coach or to the responsible coach of improper behavior.
    c. Provide equipment for any non-school related function or event.
- **Pre-Game**
    a. Physical set-up for contests excluding lining of fields.
    b. Other duties as described in game management or as assigned by the Athletic Director.
- **Post-Game**
    c. Arrange for all equipment to be gathered, stored and secured.
- **Away Contests**
    d. Establish a checklist of all equipment necessary for each sport to take on all road trips.
    e. Insure that all equipment is in proper condition and issue to the coach.
- **Post-Season**

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

Athletic Equipment Check Out and Check in Procedure

1. To check out athletic equipment, a student must have on file in the Athletic Director's office (Clearance Card Process):
    a. A current physical exam card completed by a physician.
    b. Parent permission and insurance form.
    c. Emergency consent form.
    d. Birth certificate
    e. Cleared for academic eligibility
    f. A list of cleared individuals will be given to the Equipment Manager so that students may then check out equipment.
2. Each individual coach will make an appointment with the Equipment Manager to have pre-season meeting regarding equipment, uniforms, and check out.
3. Each coach will fill out an equipment card from his or her roster for the Equipment Manager's use. The return of the uniforms and equipment are ultimately the coach's responsibility.
4. A coach will be present during the issue and the checking-in of any equipment or uniforms.
5. When an athlete quits or is removed from a team, the coach will notify the Equipment Manager and Athletic Director. The athletes' equipment must be checked in two days. After two days, the Athletic Director's office will be notified again if the equipment is not returned, and the coach will notify the parents. The athlete will then be billed through the bookstore. Regarding spring sports, the last day of school is the cutoff date for return of equipment and at this point, the athlete is billed and held responsible for all equipment that was issued to him/her.
6. An athlete may not be cleared for another sport if all equipment is not checked in by the appropriate date.
7. The coach will make an appointment with the Equipment Manager for a check-in date for all equipment and uniforms. Check-in will occur immediately after the last contest whenever possible and special arrangements should be made to facilitate this procedure.
8. The Equipment Manager will provide the coach and Athletic Director with a list of athletes and equipment not turned in as soon as possible after the check-in date.
9. Use of equipment or uniforms during the off-season or summer will not be permitted without the approval of the Athletic Director and must be following the guidelines of the AIA.

Campus Awards/Recognition

Post Season Recognition

Some type of awards presentation involving Coaches, Athletes, and Parents will be held for each team upon conclusion of the season. The type of presentation is left up to the discretion of the Head Coach for each sport with the approval of the Athletic Director. A facility request form must be submitted if school facilities are used. Coaches are encouraged to keep costs down and reasonable when planning programs.

Participation Certificates

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

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

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

School Issued Awards

Freshman:	Participation Certificate
Junior Varsity:	Participation Certificate
Varsity:	Participation Certificate, Varsity Letter, Varsity Pin, Plaque

Supervision of Contests

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

The Athletic Director is responsible to find people to work in the areas of supervision, ticket selling, ticket taking, security, timer, scorekeeper, and announcer.

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

Passes

District Employee

All district employees can use their Higley Unified School District I.D. cards for their admission to all regular scheduled HUSD home athletic contests. (THIS DOES NOT INCLUDE INVITATIONALS, REGIONAL, OR STATE PLAYOFF GAMES AND/OR TOURNAMENTS HELD AT ANY HUSD GYMNASIUM OR ATHLETIC FIELD).

Other

AIA, Media, student, and family passes will also be honored at all regular season HUSD home athletic contests.

TRANSPORTATION

General Information

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

HUSD has vans and mini buses available for check out through the transportation department. These vans are mostly used by teams with small numbers; i.e., golf and tennis. The vans have a seven-passenger limit and the mini buses have a fourteen passenger limit. Coaches and/or sponsors requesting van usage must successfully complete the vehicle-training program. Keys are to be picked up and returned to the Transportation department in a timely manner.

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

1. School buses, charter buses, or vans may be used to out-of-the-county travel. School buses, charter buses, or Mini Bus may be used for out-of-state travel. Vans that accompany out of county trips may be used for student transportation at the destination.
2. Students shall not be transported in private vehicles. (See Appendix)
3. For out of state AIA sanctioned trips, the school or team will pay for the transportation costs.
4. CDL drivers shall be requested through the Transportation Department.

The following questions and answers will help clarify most situations.

Q. What if my team goes to a multiple day in-state tournament?

A. *The cost of transportation, including any overnight and meal expenses, if necessary for drivers, will be paid by the school.*

Q. What if I need flexibility in transportation at the event?

A. *A van may accompany the bus on the trip for transportation of equipment. All drivers of the van must have completed the van training.*

Q. What about the funding for club sports and/or activities?

A. *The cost of those trips will still reside within the club or activity.*

Q. Will this change affect AIA sanctioned events?

A. *The only change will be in the method of travel.*

This new procedure does involve change. The change is being made to improve the safe transportation of our students.

Rules for Vehicle Operation

- The driver shall perform operation checks of a vehicle as required by HUSD, see on Vehicle Safety Inspection, and A.C.C. R17-9-108.
- A driver shall not stop on a street or highway in a position from which passengers are loaded or unloaded on the traffic side of the vehicle.
- The driver and all passengers shall wear a seat belt whenever the vehicle is in motion.
- A driver shall not transport more passengers than the rated capacity stated by the vehicle manufacturer.
- A vehicle shall not be fueled in a closed building, while the engine is running.
- The driver or passengers shall not use tobacco in any form in the vehicle.

- A driver shall not consume any beverage containing alcohol while driving or within 8 hours before getting behind the wheel of a vehicle.
- A driver shall not at any time carry on the vehicle or use a controlled substance.
- A passenger shall not carry on and or consume any controlled substance or alcohol while in a district vehicle.
- At the conclusion of each trip, the driver shall inspect the interior of the vehicle for passengers remaining and objects left behind.
- Any driver who receives a citation shall immediately inform the Transportation Department and their school Athletic Director and then submit a copy of the citation to the department within 5 calendar days.
- All collisions shall be immediately reported to your supervisor and the Transportation Department.
- Any student injury not involving a collision shall be immediately reported to your supervisor.
- A driver shall not exceed the posted speed limit.
- Passengers shall comply with all instruction given by the driver.

Eligibility to Operate District Vehicles

- Only designated employees of the Higley Unified School District may operate district vehicles.
- Employees and approved volunteers that wish to drive a district vehicle must submit a Request to Drive a District Vehicle Form. The requests should be filed with the Transportation Department no later than the first week of the current school year. Additions and/or corrections can be filed as needed. The Transportation Department will consolidate requests for Department of Motor Vehicle checks and risk management response. Only those employees and approved volunteers may operate a district vehicle.
- Employees and approved volunteers must attend vehicle safety training before they can operate a district vehicle.
- Authorized Passengers: Only people directly involved with the trip's mission (e.g., students, teachers, coaches, chaperones, and etc.) are authorized passengers. Only authorized passengers will be transported in a district vehicle.

The expectations for usage of the Mini Bus will be:

Mini Buses will be driven by coaches who have successfully completed Mini Bus Training. In order to drive a district vehicle, employees must, on a yearly basis:

1. Maintain an Arizona Driver's License
2. Authorize the school district to request driving record
3. Complete the Department of Transportation District Form Report Release Authorization and Reporting Agreement form and submit it to their supervisor prior to driving a district vehicle.
4. Employees, who drive a district van, must complete van training.

All out of county trips will be authorized by the individual school and buses will receive an out-of-town inspection prior to the trip by the District Transportation Department. Schools need to notify the Transportation Department of all out-of-town trips within one week of the event to allow time for the inspection. All out of town trips will be contingent upon present weather conditions in the respective area of travel. Schools will collaborate with the Transportation Department to determine the feasibility and the safety factor of sending a bus out in adverse weather conditions and authorization is needed from the school along with an out of town bus inspection by the Transportation Department. Coaches will be required to have a cell phone with them on all trips with appropriate call numbers. Coaches (drivers) will be subjected to a drug test immediately following any type of accident that has students on board.

Expectations for Travel

Per Board Policy E-2600 (EEAF) Field Trips for student events will use transportation provided **only** by District-approved conveyances, operated by authorized personnel.

- All out of state trips need prior board approval.
- All overnight trips need prior board approval.
- Any travel for activities in the valley or state, coaches/sponsors need to follow district rules for transporting students.
- No personal vehicles to be used.
- No rentals may be driven by coaches/sponsors to transport students.
- Cost of transportation is site based.
- Only Travel Buses, Vans, or Mini Buses may leave the state.
- All Mini-Buses need prior service before they can leave the valley or state.
- Groups may fly out of state but need prior travel arrangements on arrival. (Taxis, charter buses, etc…)
- All out of state travel will be funded by the school and not the district.

ACCIDENT PROCEDURES

Duty to give information and render aid: ARS 28-661 to 28-663

The driver of any vehicle involved in an accident, resulting in injury or death of any person or damage to any vehicle shall give his/her name, address, and the registration number of the vehicle he/she is driving and shall upon request, exhibit his/her operators or commercial driver's license to the person struck or the driver or occupants or person attending any person injured in the accident. Reasonable assistance, including carrying the injured to a physician, surgeon, or hospital for medical or surgical treatment is appropriate if it is apparent that treatment is necessary or if requested by the injured person.

Immediate reports of accidents: ARS 28-666

1. Stop the vehicle in a safe place. DO NOT MOVE THE VEHICLE unless instructed by the police or a district supervisor.
2. If you have passengers, check for injuries. Give First Aid if qualified.
3. Notify Transportation as soon as possible, (480) 279-7062. If after hours or on the weekend notify Security at Pager (480) 279-7130 option 7, or your supervisor. Tell them it is an emergency and provide the following information.
    a. Vehicle number and driver's name.
    b. Location of the accident.
    c. How many vehicles involved if more that the district vehicle.
    d. Any needed EMS or medical assistance.
4. Check other vehicle (s) involved, give First Aid if needed.
5. Place warning devices, if equipped.
6. Make a list of all passengers, if any. Use the forms included in the kit (or a sheet of plain paper, if necessary). You will need the following information.
    a. Name
    b. Address
    c. Age
    d. Location in vehicle
    e. Student or Adult
    f. Injuries, if any
7. Exchange information with the other vehicle (s) involved. Use the cards provided in the kit. You will need the following information for each vehicle involved.
    a. Name
    b. Address
    c. Driver License Number

    d. Make, Model and License number of vehicle (s)
    e. Insurance company, policy number, agent and phone number.
8. Use the Courtesy Cards in the kit or plain paper to obtain statements from any witnesses. Be sure you have enough information for contact to be made later.
9. DO NOT DISCUSS THE ACCIDENT WITH ANYONE OTHER THAN HIGLEY SCHOOL DISTRICT STAFF AND/OR THE POLICE.

ATHLETIC TRAINING EXPECTATIONS

Athletic Trainer General Statement of Responsibilities

The individual occupying this position is responsible for the following:

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

Performance Responsibilities

1) Prevent athletic injuries by:
   a) Identify predisposing physical conditions which increase risk of injury/illness in athletic activity.
   b) Supervising conditioning programs and test athletes when appropriate to ensure readiness for safe participation in activities.
   c) Providing information on environmental conditions and ensure compliance with guidelines set for safe participation.
   d) Inspecting athletic facilities and advising Athletic Director of unsafe conditions.
   e) Constructing custom protective devices when appropriate.
   f) Taping and wrapping athletes for participation when appropriate.
   g) Inspecting and aiding in fitting protective devices and athletic equipment.
   h) Gathering information through observation, questions, and specific tests to determine the appropriate action to take in the event of an injury or illness.
   i) Using available equipment and supplies to rehabilitate and recondition athletes prior to athletic injury/illness.
2) Refer athletes and parents to appropriate medical professionals following an injury or illness.
3) Develop and establish an emergency preparedness plan to ensure proper care of athletes.
4) Keep adequate records regarding care given to athletes and the documentation for athletes to return to participation after contacting a physician.
5) Educate athletes, coaches, administration, and parents regarding the risks associated with athletic participation.
6) Observe all AIA scheduled home events and away football games.
7) Supervise student athletic trainers and athletes in the athletic training facility and keep area clean.
8) Follow guidelines established by OSHA for infection control regarding blood-borne pathogens.

Qualifications

1) National Athletic Trainer Association Board of Certification (NATABOC) State Required Licensure.
   a) Maintain current cardiopulmonary resuscitation certification.
   b) Maintain necessary continuing education units to retain certification.
   c) Follow Code of Professional Practice standards set by the NATABOC.

2) Willingness to work on a flexible and demanding schedule.

Athletic Training Procedure Manual

Purpose/Philosophy

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

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

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

Purpose of Training Room

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

General Medical Services Provided

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

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

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

Physicals are provided at a District school at least once in a school year at a minimal cost. A Team Physician is available to the school on a consultation basis. This doctor or a representative is present at all home varsity football games, and for evaluations and other events as needed.

Chain of Command for Responsibility

The chain of command in emergency situations is as follows:

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

Reporting an Injury

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

Emergency Treatment

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

Reporting for Treatment

All athletes who have sustained an injury are to report to the athletic training room for treatment prior to practice and/or post practice, if advised to do so by a certified athletic trainer. To ensure a safe return to activity, all athletes are expected to continue treatment until instructed otherwise by a certified athletic trainer and/or doctor. Any athlete who sees a physician will be required to have a doctor's release prior to returning to practice/competition.

Training Room Hours
The training room is opened for treatment and practice or game preparation as soon as possible at the end of the school day. The athletic training staff will cover the majority of practices. A certified athletic trainer and/or staff will cover home events.

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

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

General Training Room Procedures
All athletes are treated on a first come manner except in emergency situations.

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

A certified athletic trainer conducts all evaluations of injuries.

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

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

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

All reusable medical supplies checked out to an athlete must be checked back into the athletic training room by the end of the athlete's season. If the items are not returned, the athlete will be charged for this equipment unless it is returned by a specified date agreed upon by the athlete and trainer.

Physical Examination
A preseason physical examination is required for all athletes and must be completed on the AIA forms.

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

Insurance
All students must provide insurance information, prior to participating in a sport. School insurance is offered to all athletes. All claims must be filed within 24 hours of injury. Forms can be picked up in the school nurse's office. Insurance policy number of the primary carrier is required on the physical form to ensure treatment in an emergency situation. Emergency phone numbers will be provided by each High School.

Responsibility for Reasonable Care

The High School coaching staff is expected to ensure the safety of the athletes at all times. If in doubt of the athlete's capability to perform at 100%, the athlete should not participate until checked by a medical professional (certified athletic trainer or doctor). Maintain the athlete's ABC's in an emergency situation. If unsure of what should be done, do nothing but keep the athlete stable until help arrives.

First Aid Training

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

First Aid training is highly recommended to ensure proper care of athletes when the Certified Athletic Trainer is not available. This training, however, is not required at this time.

Injuries during Practice

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

Athletes will be returned to practice with a copy of the evaluation form for the coach or the certified athletic trainer or a student athletic trainer regarding the athlete's condition will contact the coach.

Special Procedures

Tournaments or special events to take place will be covered given advance notice is provided. This type of coverage is an extra duty for the certified athletic trainers. The athletic directors have a cost breakdown for each event regarding the fee to be paid to the certified athletic trainer working.

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

Away Events

Student trainers, when available may be sent to ensure that water, ice, towels, and a first aid kit are available.

Student trainers are instructed to identify themselves to the visiting certified athletic trainer when available. The student trainer will also locate a phone/radio to be used if an emergency situation were to arise.

Coaches are fully responsible for the care and safety of the athletes, student athletic trainers and managers traveling.

Coaches should have emergency cards for all athletes and managers in attendance. The student athletic trainers will have their own emergency card in the first aid kit.

Communication Network

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

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

The coach will be made aware of the athlete's ability to participate. DO NOT MAKE THAT DECISION ON YOUR OWN, IF IN DOUBT, DON'T PLAY THE ATHLETE.

All athletes seen by a physician must present a written release from the attending physician to return to participation. These release forms will be placed on file in the athletic training room and with the athletic department.

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

Training Room Hours
Expect the training room to be open for practice preparation and treatment as soon as the school day ends unless informed otherwise. All athletes are responsible to get into the athletic training room early enough to ensure being on time to practice. Any athlete reporting late to practice should be handled as late unless the certified athletic trainer notifies the coach otherwise.

Obtaining Advanced Medical Services
Trainer or coach should contact 911 and (EMS) as needed, also contact athletic department. One person should be instructed to meet the ambulance at the gate to be used. Ensure all gates to be used are unlocked and open. Parents should be contacted as soon as possible. If it is impossible to contact the parents, use the emergency numbers provided on the athlete's emergency card. The certified athletic trainer, athletic director and/or a principal should also be notified if an ambulance is called. An adult from the staff should travel with the student if the parents are not present or meeting the ambulance.

The certified athletic trainers will:
- Evaluate all injuries
- Contact parents or doctors regarding injuries
- Assist coach regarding conditioning
- Aid with equipment fitting
- Cover home events and majority of practices
- Assist in determining environmentally safe conditions (i.e. heat index readings, lightning)
- Supervise student athletic trainers

The student athletic trainers will:
- May cover away events
- Aid the certified athletic trainer in the athletic training room and game situations regarding treatment, evaluation and rehabilitation
- Prepare and sterilize water containers

Expectations of Coaches
The coaches will:
- Maintain current CPR certification
- Ensure water is readily available at practices and games and that adequate water breaks are given to athletes
- Send athletes to or request a certified athletic trainer to evaluate when an injury is noted
- Forward all correspondence regarding an athlete's injury to the athletic trainer staff to document
- Keep open lines of communication with the athletic training staff regarding practice times, game changes and athletic injury status
- Follow protocol established by the District and certified athletic trainers regarding head index, lightning, and injury treatment and care
- Teach safe technique to athletes regarding participation
- Follow emergency care plan when advanced medical care is necessary

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

Student Athletic Trainer Expectations

Student athletic trainers in the athletic training program are selected through an interview and evaluation process. New student athletic trainers are selected on an as needed basis. This is a volunteer program. Selection and removal from the program is at the sole discretion of the certified athletic trainers. Periodic program evaluations are done with the certified athletic trainers and CTE department.

Student Athletic Trainer Care of Athletes

Your purpose in the athletic training room is to aid and assist the certified athletic trainer in caring for and treating the athletes. You are not to fraternize with the athletes while fulfilling the role of student trainer. You are expected to help ensure the health and safety of all athletes. All athletes get equal treatment. Athletes are treated on a first come, first serve basis except in emergency situations.

Perform only those duties that you have been cleared by a certified athletic trainer. All evaluations are to be done by a certified athletic trainer.

Student Athletic Trainer Training Room Duties

The entire athletic training staff should work together to perform daily chores. If you are assigned to the athletic training room, you will be responsible for the weekly chores and treatment of any athletes reporting to the athletic training room during practices/games.

Student Athletic Trainer Practice Duties

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

Student Athletic Trainer Home Game Duties

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

Student Athletic Trainer Away Game Duties

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

Student Athletic Trainer Emergency Procedures

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

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

Student-Athlete Responsibility
All injuries are to be reported to the coach or certified athletic trainer immediately.

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

If seen by a doctor, a written release to return to participation must be presented to the certified athletic trainer, athletic director, or coaches (Middle School only) prior to returning to practice or games.

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

INCIDENT PLAN

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

Alan Fields, District Athletic Director	(480) 279-7057
David Loutzenheiser, Superintendent	(480) 279-7000

The Superintendent will contact other district administrators who need to be notified.

Administration should complete and email the incident fact statement sheet to their site administrator and the district athletic director. Please provide detailed information to ensure appropriate follow up by district officials.

*Remember: the media monitors police activity.

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

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

District Spokesperson
All inquiries about the incident should be directed to the principal's office. It is strongly recommended that campus personnel not talk to the media. The Public Relations Officer is the official spokesperson for the district. If the incident involves law enforcement personnel, it is often best to defer media questions until it can be determined what police approve for release. The option is always available to refer inquiries to the police department spokesperson rather than risk interfering with the investigation.

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

Incident Fact Statement
If deemed necessary, a statement will be written by the administration and targeted to the suggested audiences by the appropriate personnel:

- Media to be sent by Public Relations Officer
- School Staff-Principal or designee
- Student-Principal or designee
- Parents-Principal or designee
- District Administrators- Public Relations Officer Office (via email)
- Principals at other campuses- Public Relations Office (via email)
- Governing Board-Superintendent

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

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

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

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

Nights, Weekends and Holidays
Law enforcement agencies and fire departments in Gilbert, Queen Creek and Maricopa County have a map of Higley School District schools and their locations. Those agencies have names and phone numbers for each school and/or district contacts.

If an incident occurs on campus outside of school hours that brings the media, the individual notified by these agencies should contact the Community Relations Director who will be in contact with the Superintendent and the appropriate campus/administrator.

District Policy Reference

Policy KFA – Public Conduct on School Property (K-1700)
No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes an act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

1. Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
    a. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
    b. Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
2. Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
3. Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

1. Any conduct intended to obstruct, disrupt, or interfered with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
    a. Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
    b. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
    c. Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
    d. Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
    e. Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
    f. Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
    g. Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
    h. Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

1. No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
2. Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District.

Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

3. Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
4. Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
5. The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: November 18, 2002

LEGAL REF.: A.R.S 13-2905, 13-2911, 13-3102, 15-341, 15-507

CROSS REF.: GBEB – Staff Conduct, GCQF – Discipline, Suspension, and Dismissal of Professional Staff Members, GDQD – Discipline, Suspension, and Dismissal of Support Staff Members, JIC – Student Conduct, JK – Student Discipline

HIGLEY ATHLETICS

FORMS

Student-Athlete Code of Conduct

Parent Code of Conduct

Spectator Code of Conduct

Coach Code of Conduct

Code of Conduct Acknowledgement

Parent Permission: Student Travel

Student Driving/Riding in Private Vehicle

Concussions Statement and Acknowledgement

AIA Position Statement on Performance Enhancing Substances

AIA Consent to Treat

Code of Conduct for Interscholastic Student-Athletes

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This code applies to all student-athletes involved in interscholastic sports.

TRUSTWORTHINESS

Trustworthiness – to be worthy of trust in all you do.

Integrity - live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly

Honesty – live and compete honorably; do not lie, cheat, steal or engage in any other dishonest or un-sportsmanlike conduct.

Reliability – fulfill commitments; do what you say you will; be on time to practices and games.

Loyalty – be loyal to your school and team; put the team above personal glory.

RESPONSIBILITY

Importance of Education – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role modeling – remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

Self Control – exercise self-control; do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to retaliate.

RESPECT

Respect - treat all people with respect all the time and require the same of student-athletes.

Class - live and play with class, be a good sport, be gracious in victory and accept defeat with dignity, help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

Disrespectful Conduct – do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals of the sport.

Respect Officials – treat contest officials with respect; do not complain about or argue with the official calls or decisions during or after an athletic event.

FAIRNESS

Be Fair – live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.

Teammates - help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

Healthy Lifestyle – safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco, and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game – protect the integrity of the game; do not gamble or associate with or deal with professional gamblers.

Sexual Conduct – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

CITIZENSHIP

Play by the Rules – maintain a thorough knowledge of and abide
by all applicable game and competition rules.

Spirit of Rules – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

Signature **Sport** **Date**

Arizona Interscholastic Association: Established 1925
7007 N. 18th St; Phoenix, AZ 850202-5552; www.aiaonline.org; 602-385-3810

Code of Conduct for Parents of Interscholastic Student-Athletes

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. This Code applies to all parents of student-athletes involved in interscholastic sports.

TRUSTWORTHINESS

Trustworthiness- be worthy of trust in all you do.

Integrity- live up to high ideals of ethics and sportsmanship; do what is right even when it's unpopular or personally costly.

Honesty- live and act honorably, do not allow your children to lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability- fulfill commitments; do what you say you will do; be on time; when you tell your children you will attend an event, be sure to do so.

Loyalty- be loyal to your school and team; put the team above your interests and those of your child.

RESPECT

Respect- treat people with respect all the time and require the same of your children.

Class- live and cheer with class; be gracious in victory and accept defeat with dignity; compliment extraordinary performance and show respect for all competitors.

Personal Conduct- refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model.

Respect Officials- treat contest officials with respect; do not complain about or argue with

Role Modeling- Consistently exhibit good character and conduct yourself as a role model for your children.

Self-Control- exercise self-control; do not fight or show excessive displays of anger or frustration. Have strength to overcome the temptation to demean others.

Integrity of the Game- protect the integrity of the game; do not gamble on your children's games.

Privilege to Compete- assure that you and your child understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their team, school, and family with honor, on and off the field.

Healthy Lifestyle- safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs.

FAIRNESS

Be Fair – treat all competitors fairly, be open-minded; always be willing to listen and learn.

CARING

Encouragement- encourage your children regardless of their play; offer positive reinforcement. Demonstrate sincere interest in your child's play.

Concern for Others- demonstrate concern for others; never encourage the injury of any player, official or fellow spectator.

Empathy- consider the needs and desires of our child's teammates in addition to your own; help promote the team concept by encouraging all

official calls or decisions during or after an athletic event.

Respect Coaches- treat coaches with respect at all times; recognize that they have team goals beyond those of your child. Do not shout instructions to players from the stands; let coaches coach.

RESPONSIBILITY

Importance of Education- stress that student–athletes are students first. Be honest with your children about the likelihood of getting an athletic scholarship or playing on a professional level. Place the academic, emotional, physical and moral well-being of your children above desire and pressures to win.

team members, understanding that the coach is responsible for determining playing time.

CITIZENSHIP

Knowing the Rules- maintain a thorough knowledge of all applicable game and competition rules.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Signature **Sport** **Date**

Arizona Interscholastic Association: Established 1925
7007 N. 18th St; Phoenix, AZ 850202-5552; www.aiaonline.org; 602-385-3810

Code of Conduct for Interscholastic Spectators

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. This Code applies to all spectators of interscholastic sports.

TRUSTWORTHINESS

Trustworthiness- be worthy of trust in all you do.

Integrity- live up to high ideals of ethics and sportsmanship; do what is right even when it's unpopular or personally costly.

Honesty- live and act honorably, do not encourage any dishonest or unsportsmanlike conduct.

Reliability- fulfill commitments; do what you say you will do; be on time; when you tell your children you will attend an event, be sure to do so.

Loyalty- be loyal to your school and team.

RESPECT

Respect- treat all participants with respect all the time and demand the same of student-athletes.

Class- live and cheer with class, be a good sport, be gracious in victory and accept defeat with dignity, compliment extraordinary performance and show sincere respect for all competitors.

Personal Conduct- refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model.

Respect Officials- treat contest officials with respect; do not complain about or argue with the official's calls or decisions during or after an athletic event.

FAIRNESS

Be Fair- treat all competitors fairly; be open-minded; always be willing to listen and learn; acknowledge exceptional performance by all participants.

CARING

Encouragement – encourage your team regardless; offer positive reinforcement, do not boo anyone.

Concern for Others- demonstrate concern for others; never berate or demean any player or promote behavior that might cause injury to others.

CITIZENSHIP

Know the Rules- maintain a thorough knowledge of all the applicable game and competition rules.

Obedience- listen to and obey the requests of the public address announcer and security personnel in attendance.

Compliance- remember that all regular laws also apply to spectators at sporting events; drunkenness, verbal assault and fighting are punishable by law.

Respect Coaches- treat coaches with respect at all times; recognize that they have team goals beyond those of any individual child. Do not shout instructions to the players from the stands; let coaches coach.

Respect Fellow Spectators- display respect for all other spectators; do not insult or fight with fans; wait for breaks in the action before leaving or returning to your seat.

I have read and understand the requirements of this Code of Conduct and acknowledge that I may be disciplined if I violate any of its provisions.

Signature	**Sport**	**Date**

Arizona Interscholastic Association: Established 1925
7007 N. 18th St; Phoenix, AZ 850202-5552; www.aiaonline.org; 602-385-3810

Code of Conduct for Coaches

Coaches Code of Ethics Pledge

As an athletic coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness and respect. I further acknowledge that integrity, fairness and respect are lifetime values taught through athletics and are the principles of good sportsmanship that I will strive to impart on the student-athletes. While teaching the skills of the game, I must also teach student-athletes how to win and how to lose graciously, and that Interscholastic Athletics are meant to be educational and fun. I understand the behavior expectations of me by my school, and I hereby, accept my responsibility to be a model of ethical behavior, integrity and good citizenship.

Honor the Game

- I will show respect for players, officials and other coaches.
- I will teach my players to show respect for the rules, opponents, officials, their teammates and one's self.
- I will model the type of behavior and attitude that I want to see from my players.
- I will use encouragement and positive reinforcement as my primary method of motivating my players.

Coach for Mastery of Sport, not just Scoreboard Wins

- I will teach my players to focus on mastery through providing maximum effort, continuously learning, and bouncing back quickly from mistakes.
- I shall remain aware that I yield a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- I will recognize effort, not just good outcomes. I will honor players even for 'unsuccessful' effort.

Teach Life Lessons

- I will consistently teach important life lessons through sports.

Safety & Communication

- I will establish player safety and welfare as the highest priority.
- I will strive to establish open, respectful and positive communication with staff members, coaches, parents and players.

My signature below acknowledges that I have read and understand the above expectations and responsibilities. I recognize that my failure to adhere to any of these expectations may result in disciplinary action and/or dismissal from my coaching position.

Printed Name of Coach *Signature of Coach* *Date*

ACKNOWLEDGMENT: Athletic Code of Conduct

"Excellence in Athletics"

Scholarship ♦ Sportsmanship ♦ Performance

Student' Name _____ Class of: _____
Last, First

Statement to be signed by student and parent/guardian:

I have received a copy of and have read the AIA Activity Code of Conduct distributed by the Higley Unified School District. I understand the guidelines and accept my personal responsibility for following all of them. I understand that this Code applies to my entire career as a student in the Higley Unified School District.

_____ _____
Student's Signature Date:

I acknowledge receiving the AIA Activity Code of Conduct distributed by the Higley Unified School District. I accept my responsibility for helping my son/daughter live up to the guidelines. I understand that this Code applies to my son'/daughter's career as a student in the Higley Unified School District.

_____ _____
Parent's Signature Date:

_____ _____
School Representative Date:

PARENT/GUARDIAN PERMISSION: Student Travel

SCHOOL: _____ SPORT/ACTIVITY: _____ DATE: _____

To Parents/Guardians on: _____ (Date/Season) the _____ (Class, Grade or Group)

is planning student travel/activity to _____ (Site) the purpose of the travel/activity is _____ (Primary Objective)

We will be leaving school at _____ (Date/Time) and returning by _____ (Date/Time)

Transportation provided by: ☐ **School Bus** ☐ **Van** ☐ **Walking** ☐ **Other** (if other complete the Student Driving/Riding in Private Vehicle portion of this form)

Please return this Permission Form to the school no later than: _____ (Date)

_____

(School Contact) (Phone Number)

PARENT/GUARDIAN ACKNOWLEDGEMENT AND SIGNATURE

My signature below indicates my permission for my child: _____

(Please print first and last name of child)

to participate in the student travel/activity above.

_____ Date: _____

Signature of Parent/Guardian

_____

Please Print Name of Parent/Guardian

Home Phone: _____ Hours _____

Work Phone: _____ Hours _____

Cell Phone: _____ Hours _____

STUDENTS DRIVING/RIDING IN PRIVATE VEHICLE

When District transportation is provided for student travel, the student's parent/guardian written permission is needed for students to drive or ride in private vehicles to and/or from school-related activities.

When District transportation is arranged for by a school employee, the parent/guardian may instead drive the student or allow the student to drive him or herself. When transportation is provided by a student or an adult in lieu of transportation provided for or arranged by the district, the district has no responsibility for the conduct of the driver/vehicle and no responsibility for ensuring the driver of the vehicle has proper license and insurance.

☐ I will drive my student _____ to and from the above activity.

Name of Student

☐ I give permission for my student to ☐ drive ☐ ride in a private vehicle to and from the above activity.

My student has permission to ride with the following adults to and from the above activity

_____ _____ _____

_____ _____ _____

FAILURE TO GIVE PERMISSION RESTRICTS THE STUDENT TO TRANSPORTATION PROVIDED FOR OR ARRANGED BY THE SCHOOL.

_____ Date: _____

Signature of Parent/Guardian

AIA ARIZONA INTERSCHOLASTIC ASSOCIATION™

OUR STUDENTS, OUR TEAMS . . . OUR FUTURE.

Arizona Interscholastic Association, Inc.
Mild Traumatic Brain Injury (MTBI) / Concussion
Annual Statement and Acknowledgement Form

I, _____ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (http://www.cdc.gov/concussion/HeadsUp/youth.html) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spiritline and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:
Print Name: _____ Signature: _____ Date: _____

Parent or legal guardian must print and sign name below and indicate date signed:
Print Name: _____ Signature: _____ Date: _____

2026-27 CONSENT TO TREAT FORM

Parental consent for minor athletes is generally required for sports medicine services, defined as services including, but not limited to, evaluation, diagnosis, first aid and emergency care, stabilization, treatment, rehabilitation and referral of injuries and illnesses, along with decisions on return to play after injury or illness. Occasionally, those minor athletes require sports medicine services before, during and after their participation in sport-related activities, and under circumstances in which a parent or legal guardian is not immediately available to provide consent pertaining to the specific condition affecting the athlete. In such instances it may be imperative to the health and safety of those athletes that sports medicine services necessary to prevent harm be provided immediately, and not be withheld or delayed because of problems obtaining consent of a parent/guardian.

Accordingly, as a member of the Arizona Interscholastic Association (AIA), _____ (name of school or district) requires as a pre-condition of participation in interscholastic activities, that a parent/guardian provide written consent to the rendering of necessary sports medicine services to their minor athlete by a qualified medical provider (QMP) employed or otherwise designated by the school/district/AIA, to the extent the QMP deems necessary to prevent harm to the student-athlete. It is understood that a QMP may be an athletic trainer, physician, physician assistant or nurse practitioner licensed by the state of Arizona (or the state in which the student-athlete is located at the time the injury/illness occurs), and who is acting in accordance with the scope of practice under their designated state license and any other requirement imposed by Arizona law. In emergency situations, the QMP may also be a certified paramedic or emergency medical technician, but only for the purpose of providing emergency care and transport as designate

PLEASE PRINT LEGIBLY OR TYPE

"I, _____, the undersigned, am the parent/legal guardian of, _____,

a minor and student-athlete at _____
(name of school or district) who intends to participate in interscholastic sports and/or activities.

I understand that the school/district/AIA employs or designates QMP's (as defined above) to provide sports medicine services (as also defined above) to the school's interscholastic athletes before, during or after sport-related activities, and that on certain occasions there are sport-related activities conducted away from the school/district facilities during which other QMP's are responsible for providing such sports medicine services. I hereby give consent to any such QMP to provide any such sports medicine services to the above-named minor. The QMP may make decisions on return to play in accordance with the defined scope of practice under the designated state license, except as otherwise limited by Arizona law. I also understand that documentation pertaining to any sports medicine services provided to the above-named minor, may be maintained by the QMP. I hereby authorize the QMP who provides such services to the above-named minor to disclose such information about the athlete's injury/illness, assessment, condition, treatment, rehabilitation and return to play status to those who, in the professional judgment of the QMP, are required to have such information in order to assure optimum treatment for and recovery from the injury/illness, and to protect the health and safety of the minor. I understand such disclosures may be made to above-named minor's coaches, athletic director, school nurse, any classroom teacher required to provide academic accommodation to assure the student-athlete's recovery and safe return to activity, and any treating QMP.

If the parent believes that the minor is in need of further treatment or rehabilitation services for the injury/illness, the minor may be treated by the physician or provider of his/her choice. I understand, however, that all decisions regarding same day return to activity following injury/illness shall be made by the QMP employed/designated by the school/district/AIA.

Date: _____ Signature: _____

ARIZONA INTERSCHOLASTIC ASSOCIATION, INC.
7007 N 18th Street, Phoenix, Arizona 85020-5552
Phone: (602) 385-3810

AIA POSITION STATEMENT

SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES

PURPOSE OF FORM: All AIA Member schools are required to ANNUALLY communicate this AIA Position Statement on the use of supplements, drugs and performance enhancing substances to every participant in interscholastic activities. (See Article 43, Section 1, Paragraph 1).

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

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

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