

Thatcher Unified School District No. 4



Athletic Handbook

## **Purpose**

This handbook is printed to serve as a guideline to familiarize athletes, parents, and coaches with the philosophy and objectives of the Inter-Scholastic Education Program. Extracurricular activities in school are an integral part of the total educational program. They provide the individual participant with experiences, which may broaden perspectives that regular classroom instruction may not adequately address. Please understand it is a privilege to take part in extracurricular activities.

## **AIA Coach's Code of Ethics**

**Approved by the AIA Legislative Council, April 25, 1991**

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

### **A COACH/SPONSOR SHALL:**

1. Abide by the National Federation and AIA rules in both spirit and letter.
2. Not make statements to the news media critical of any game official, the AIA or another school's team, players, coaches or administrators. (Legislative Council, 3/97)

### **A COACH/SPONSOR SHALL:**

1. Cooperate with others in the field of education focusing on academics as a priority.
2. Exemplify behavior that is a credit to the teaching profession.
3. Exercise patience, tolerance, and diplomacy in relations with all the players and co-workers, contest officials, and spectators.
4. Adhere to high ideals of sportsmanship: quality of cooperation, courage, unselfishness and self-control; desires for clean, healthy living; and respect for wise discipline and authority.
5. Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.
6. Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players on and off the field of play.

It must be understood by all concerned – players, coaches, parents, and administrators- that not enough rules can be written to cover all possible situations that may occur. It should be understood that these rules represent the minimum standards. More severe penalties may be imposed at the discretion of the Coach, Athletic Director, School or District Administrator, or Governing Board.

## Philosophy and Objectives

The competitive athletic program for students in the Thatcher Unified School District No. 4 begins in the seventh grade and continues through the twelfth grade. The 9-12 grade students are governed by the rules and regulations of the Arizona Interscholastic Association (AIA). The 7<sup>th</sup>-8<sup>th</sup> grade students are governed by the Eastern Arizona Jr. High Athletic Association (EAJHAA) which follows high school rules and regulations including AIA guidelines.

The Thatcher Unified School District No. 4 athletic program aims to assure that athletic activities are an integral part of the total educational program. The objectives of these programs are:

1. To cultivate ideals of cooperation, friendship, leadership, responsibility, and good sportsmanship among our team members and members of opposing teams and officials.
2. To assure that these programs and activities remain an integral part of the knowledge, skills, attitudes, and proper emotional patterns of high school students and that such activities be supervised to promote the health and social well-being of our athletes.
3. To improve and develop competitive programs to the highest possible standards of excellence.

Through the interscholastic program, a boy or girl has the opportunity to attain cultural, emotional, moral, vocational, intellectual, physical and social values and fulfillment. Athletics provide many opportunities to meet the needs of secondary school youth by providing an outlet for group and individual energy, developing leaders, establishing social contacts, and developing a feeling of security through knowledge of personal worth and pride in the group to which they belong. Much must be done to assist secondary school youth to participate in worthwhile endeavors during this crucial stage in their development. It is the coaching staff who exerts a substantial influence on our youth by providing this assistance. In view of these values and opportunities, it is concluded that interscholastic athletics make a significant contribution to American culture.

## Student Athletic Code

1. **Practice:** Students should not miss practice without good reason. Any student that misses practice on a regular basis will be subject to dismissal from the squad.
2. **Participation**
  - A. A student that quits a sport or is suspended from a team before the season is finished may not go out for another sport until the season of the sport he/she quit or was suspended from has concluded. The end of the season is defined as the last day of competition for that sport in which the district participates. Exception: Coach or sponsor may release the quitting student if the reason(s) are appropriate. (This will be at the coach's/A.D.'s discretion.)
  - B. Participants who quit two (2) sports in one (1) school year will not be allowed to participate in an additional sport for a period of one calendar year from the time that he/she quit the second sport. Exception: A.D.'s discretion.
3. **Transportation**
  - A. On trips out of town, an athlete is expected to travel with the team to and from the event.
  - B. Students participating in activity trips shall complete the trip under school jurisdiction unless excused by the administration, only upon advanced proper notification by a parent or guardian.
  - C. The Administration shall excuse a student from completing an activity trip only for the purpose of releasing the student to the custody of the parent or legal guardian.

#### 4. Scholastic Eligibility

- A. All athletes must maintain a seventy percent (70%) or higher in all classes.
- B. AIA Academic Rule: 15.4.1 A student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and eighth semesters. The configuration and method of course delivery shall be as determined by the member school.
- C. **No Pass No Play:** Weekly eligibility will be checked from Monday to Monday. This will determine the athlete's eligibility for the week. **Between semesters, the first week of the break is the week of ineligibility. At the beginning of the next semester all students are eligible. The first eligibility list will be run after the first full week of classes. If the first day back is a Wednesday, it will be 1.5 weeks before the first list will be printed.**
- D. Ineligible students will be allowed to practice, but not participate in events for that week. Athletes will **not be allowed to travel** to and from games, or sit/stand with the team on sidelines/bench.
- E. An "incomplete" shall not be considered a passing grade. Ineligibility brought about by "incompletes" shall be eliminated at the time the "incomplete" becomes a passing grade. Teacher notifies A.D. or the athletic secretary when an incomplete is lifted.
- F. On weeks where Remediation Friday (RF) is not offered, students that are below 70% will be marked as incomplete (INC) and will have the opportunity to raise grades above that threshold prior to participating in a scheduled contest or event.
- G. Ineligibility at the end of semester 1 will continue through the winter break.**
- H. Students staffed in Special Education programs shall be required to earn credit in all classes in which they are enrolled, just as any other student to be eligible for extracurricular participation. Special Education students will be graded and credit shall be determined according to the content of their Individual Education Plan.

#### 5. Behavior Eligibility

Athletes are expected to demonstrate personal character and compliance with the Thatcher Unified School District No. 4 Student Code of Conduct. Violations of school district rules will result in consequences and possible restriction and/or revocation of athletic privileges. An Athletic disciplinary council will include each Varsity head-coach and the athletic director. Any items of a serious nature will be brought before the high school Athletic council.

### **Pay to Play Policy:**

- Each athlete shall pay \$125.00 per sport played at Thatcher High School or \$60.00 per sport played at Thatcher Middle School. This fee shall be paid through the High School Bookstore or Middle School Office.
- This fee MUST be paid before the first scheduled contest of each sport. If not paid, the athlete will not be allowed to participate until the fee is paid.
- The bookstore personnel and booster club officials will work together to allocate fee money for student athletes whose parents/organizations have bought booster club passes for the current year.
- These fees can be used for tax credit purposes on a dollar for dollar return on your state taxes.
- These fees are normally spent ahead of the season in order to have the necessary equipment/supplies on hand when the season officially begins. The money collected from these fees are used to cover the cost of necessary items. These fees go toward the sports team's budgets. Each coach works with the Athletic Director to form a one, three, and five-year plan on what supplies/equipment will be priorities for the team.
- Items the Pay to Play fees cover:
  - Continuous supplies: Examples-baseball, softballs, basketballs
  - Continuous equipment: Examples-football helmets, volleyball nets, uniforms
  - Per Diem for meals for athletes when traveling to tournaments
  - Tournament Fees: Entry fees for tournaments attended by the teams

### **General Conduct**

1. Athletes will obey all instructions given by the coaches. Insubordination will not be tolerated and be followed by prompt disciplinary action. Insubordination is grounds for loss of immediate playing privilege.
2. Good sportsmanship is the essence of any athletic program. Unsportsmanlike conduct will not be tolerated. Fighting, disrespect for officials, or public displays of temper constitute unsportsmanlike conduct and appropriate disciplinary action will follow any such conduct. Unsportsmanlike conduct is grounds for immediate loss of playing privilege.

### **Prohibited Activities and Violations of the Code of Conduct**

Prohibited activities include, but are not limited to, the following:

- Using, attempting to use, possessing, purchasing, selling, distributing or assisting another person in the use, attempted use, possession, purchase, sale or distribution of tobacco, tobacco products, electronic cigarettes, and/or look-alike drugs or alcohol. (more info below)
- Using, attempting to use, possessing, purchasing, selling, distributing, being under the influence of or assisting another person in the use, attempted use, possession, sale or distribution of alcohol, drugs, controlled substances, other illegal mood-altering and/or performance enhancing drugs or chemicals, or any other substance used to obtain an altered mental state or "high". (more info below)
- Attending a gathering or riding in a vehicle where there is a report verified by school administration of minors drinking alcohol, minors having open alcohol, or minor's tobacco or drug use.
- Gross misconduct that is considered detrimental to his/her team or school. Some examples of gross misconduct may include, but are not limited to, illegal or criminal behavior, theft, fighting, vandalism, lying to school officials, academic dishonesty, falsifying information/signatures, \*hazing or bullying, cyber-bullying (social media information below), poor sportsmanship, or intimidating acts.

\*Hazing and bullying activities are strictly forbidden at any time and in any location. These types of activities will be subject to athletic discipline as determined by the athletic director, the principal and the coach. Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

## **Hazing Policy**

JICFA-EB ©

EXHIBIT

### **HAZING**

#### **(To be displayed in school buildings and placed in student handbooks)**

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

#### **Definitions**

"Hazing" means an act in violation of section §[13-1215](#) or [13-1216](#).

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

#### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of Policy JICFA and this exhibit.

#### **Reporting/Complaint Procedure**

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

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint

shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

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

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

All violations of Policy JICFA and this exhibit shall be treated in accord with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

### **Social Media/Electronic Transmissions**

Athletes are responsible for any information contained in their written or electronic transmissions (i.e. texts, tweets, etc.) and any information they have posted to social media. Athletes are representatives of their team and school and inappropriate information or pictures should not be posted online. Harassment of teammates, fans or opponents through such postings will not be tolerated and could result in athletic discipline. Any athlete who is identified on a social networking site which depicts illegal behavior or a Code of Conduct violation will be subject to athletic discipline as determined by the athletic director, the principal and the coach.

### **Prescriptions**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the district will cooperate with the family physician and the parents if the following requirements are met:

- A. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

## **TOBACCO, ALCOHOL AND DRUGS**

Because of the adverse effects of tobacco, alcohol and drugs coupled with Thatcher Unified School District No. 4's commitment toward prevention/intervention, specific guidelines have been established to deal with these. Student athletes are not to use, possess, sell, make offers to sell, deliver, conceal, consume or be under the influence of tobacco, alcohol or drugs.

- Tobacco and Related Products defined: All tobacco products including cigarettes, cigars, chewing tobacco, snuff, vape/electronic cigarettes, etc.
- Alcohol and Related Products defined: Any product such as beer, wine, liquor or product with alcohol (unless prescribed by physician).
- Drugs and Intoxicants defined: Any product including illegal drugs, illegally obtained prescription drugs, synthetic drugs, counterfeit drugs, imitation drugs, drug paraphernalia, intoxicants, steroids or other performance-enhancing drugs, or any mood-altering substance, etc.

## **Code of Conduct Violations and Consequences**

1. **First Offense of Athletic Code** – the student will be denied participation for 50 percent of the current sports season's scheduled contests. If there are not 50 percent of the contests left in that season, the denial of participation will continue into the next athletic season in which the student participates. If the student agrees to go through and complete a professional assessment from an approved, professional assessment agency and take the alcohol class online at [lifeskills.com](http://lifeskills.com) the penalty can be reduced to 20 percent of scheduled contests. The professional assessment reduction or class is only available to first time offenders. In all cases, what constitutes 50 or 20 percent will be determined by the administration of the school.
2. **Second Offense of Athletic Code** – the student will be denied participation for the entire season.
3. **Third Offense of Athletic Code** – the student will be denied participation for a calendar year.
4. **Fourth Offense of Athletic Code** – the student will be denied participation for the remainder of his/her high school career.

## **Due Process and Right to Appeal**

If it becomes necessary to deny a student participation in an extracurricular activity, the following procedure is recommended:

- A. A personal conference between the coach/advisor and the athlete/participant should be held. The coach/advisor should notify the athlete/participant of the intent to deny participation and the reason for the action.
- B. The coach/advisor will then notify the athletic director of the intent to deny participation along with written documentation of the violation or offense. (Steps 1 and 2 may occur in reverse order or simultaneously.)
- C. Administration will send written documentation to the parents notifying them of the intent to deny participation. Parents have the right to appeal this denial of participation.
- D. The final decision on penalty assessment rests on the principal who will take into consideration the recommendations of the athletic director and coach/advisor.



**Attendance:** Athletes shall not miss any school on the day of a game or they cannot participate in the game that day. If a game day is not on a regularly scheduled school day, the student must be in attendance on the last regularly scheduled day. Any exceptions to this rule must be cleared through the principal's office or with the athletic director by the coach, sponsor or student prior to participation.

Students must be in attendance at school to participate in practice.

**Dress Code:** All athletes must comply with the Thatcher Unified School District No. 4 dress code. It is the coaches/sponsors responsibility, since it is a privilege to participate in athletic activities and represent Thatcher Unified School District No. 4.

## **PARENTAL CODE OF CONDUCT**

The Thatcher Unified School District No. 4 Athletic Department, along with the Thatcher Board of Education believes that interscholastic competition involving member schools of the Arizona Athletic Association should be governed by the basic principles of good sportsmanship. We believe that participation is more important than winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

### **Guidelines for Good Sportsmanship**

As parents and fans, you can help us establish an outstanding reputation for good sportsmanship. We must all work hard in conducting ourselves in a commendable manner. A display of unsportsmanlike conduct can result in sanctions against the offending athlete, parent, and/or school. Parents and fans must always observe the following guidelines for good sportsmanship:

1. The good name of our school is more important than any contest won by unfair play.
2. Be supportive of all athletes, coaches, and officials before, during, and after all contests.
3. Accept decisions of officials without dispute. They are seldom responsible for your success; so, do not blame them for your circumstances.
4. Recognize and show appreciation for the fine play of your opponent.
5. Be proud of our school's reputation and work hard to protect it.
6. Cheer for your team, not against the opponent.
7. Read, understand and follow the school's rules for coach/parent communications.
8. Don't allow others' negative sportsmanship to become an excuse to do the same.

### **Fan Ejection Policy**

**FIRST OFFENSE:** Fans who violate the Guidelines for Good Sportsmanship or are ejected from a contest by an athletic official or a school official are subject to removal from the contest and all school contests on the same day in all venues.

**SECOND OFFENSE:** Any fan who violates the Guidelines for Good Sportsmanship and is ejected from a Thatcher Unified School District No. 4 contest a 2nd time in a school year shall lose their privileges to attend any Thatcher Unified School District No. 4 Athletics contest – home or away – for a period of ONE CALENDAR YEAR.

**SUBSEQUENT OFFENSES:** Any fan that refuses to comply with the stipulations previously mentioned may be barred from attending any/or all activities sponsored by the Thatcher Unified School District No. 4 by the superintendent of schools.

### **Expectation of Participants:**

It is the responsibility of the participants to:

- Respect the rules of the school, its teachers, coaches, fellow students and administrators.
- Respect and follow all school rules.
- Follow all training rules, Thatcher Unified School District No. 4 eligibility regulations, and AIA rules for eligibility. The student athlete is responsible for maintaining his/her own eligibility.
- Strive to perform to your best ability in the classroom and understand the importance of an education.
- Support all school activities to the best of his/her ability.
- Be part of the “team” and perform for the betterment of the team.
- Exemplify good behavior, appearance, and conduct at all times. Respect others and their property. Theft and destruction of any school's or individual's equipment or property will not be tolerated.
- Dress neatly on all trips and remain together with the group. Athletes must ride the team bus to and from the site of the game unless prior arrangements have been made with administration, and all appropriate forms have been signed.
- Abide by and respect game officials' decisions.
- Follow all Thatcher Unified School District No. 4 transportation guidelines. Seat belts are to be worn when traveling in a Thatcher Unified School District No. 4 white fleet.
- Condition properly so you can safely and adequately meet the physical demands of the sport.
- Avoid substance abuse in any form while participating in high school activities as it may result in forfeiting a student's eligibility.
- Turn in all athletic equipment issued to the Coach/Sponsor immediately after completion of any sport or after dropping out of that sport. Participants shall pay for all items not turned in and for items severely damaged by the student. **Students participating in the next season sport will be ineligible until all equipment is turned in. SEE UNIFORM TURN IN PROCEDURE.**
- ABIDE BY THE AIA CODE OF CONDUCT (PURSUING VICTORY WITH HONOR. [aiaonline.org](http://aiaonline.org))

### **Expectation of Coaches /Sponsors:**

#### **A. It is the Coaches/Sponsors responsibility to:**

- Turn a roster into the A.D. before the first scheduled contest. This roster should include player's number, height, weight, grade and position.
- Check and verify that each athlete/manager has met the eligibility requirements. This includes seeing that the athlete has paid the participation fee. This can be done by consultation with the A.D., athletic secretary, and the bookstore.
- An emergency phone call list will be printed out and provided to each coach. This form will be in a folder for the coach to take to every contest during the season. If there is any question as to an athlete's eligibility, which may be an oversight on either coach or activity directors' part it will be brought forward by either party.
- All coaches will be provided with a “Red Bag” stocked with first aid supplies. It should be readily available at all practices and competitions. Coaches should also have an AED available at all practices and competitions.
- It is the duty of the head coach to assist all levels below varsity with regard to coordination of teaching methods for the particular activity.

- Supervise practices with particular emphasis on safety.
- Supervise showers, dressing rooms, buildings, and fields.
- Personal vehicles are not to be used to transport students to or from any activity/practice. (Ref Policy EEAG)
- Be the last one to leave school after practice sessions and games.
- Attend an Athletic/Activity staff meeting.
- Carry out the duties in harmony with all policies of the school.
- Handle all injuries with care and to report injuries to the parents and A.D.; and to fill out an accident form and document what happened. File with Administration.
- Recommend letter awards. This recommendation is to be in writing and should contain adequate information for the school records. It is to be submitted to the athletics' secretary.
- Recommend non-league opponents.
- Be familiar with and follow the policies of the A.I.A Handbook (H.S) and EAJHA and A.I.A Handbooks (TMS).
- Emphasize victory with honor and teach players that when a loss occurs it must be accepted gracefully. Any act of unsportsmanlike conduct reflects on the entire Thatcher Athletic Program.
- Should not emphasize his/her sport at the expense of other activities.
- Demonstrate complete loyalty to each other in public and in front of students.
- Encourage students to go out for the activity of their choice.
- Should support students when there is a conflict between athletic and academic events.
- Should support the principal and A.D. and assist all faculty in special student problems.
- Should encourage their squads to support other Thatcher teams.
- Should support the Athletic Club and assist the official sponsors when possible.
- The coaches and activity sponsors' main concern should be the health and welfare of the students.
- **Any fundraising must be pre-approved by the school administration and school board.**
- Should set the example necessary to insure good sportsmanship.
- Should be aware of the advantages of good relations with: school personnel, students, parents, community and opponents.
- Attend all coaches' meetings. (School, region, tournament, state and all-star)
- Encourage students to use the locker door entrance as a means to getting into the locker room, instead of the lobby of the school or facility.
- On game days, be sure all equipment in the locker rooms is locked up!

#### **B. Coaching Own Children:**

It is the understanding of the school that all of the activities are funded with public funds; therefore, when a coach assumes the responsibility of coaching a team, the inherent responsibility of using good judgment and reason should be adhered to. This involves consultation with the staff when evaluating players and talent for the selection of the squad, and in determining who plays.

The community of Thatcher has always had a parent support base, which is exceptional. The decision of coaches in the past has been well received by the community, and has taken place with little interference. Currently, some of the coaches have sons or daughters entering or already in the program. With this situation in mind, a conscientious effort must be made to ensure that objective decisions are made with consultation of assistant coaches. **First priority must be given to coaching, and parenting must be second.**

Careful, periodic review of student performances must take place while the season progresses to alleviate any concern. *(The concerns above will be addressed during the overall evaluation process.)*

### C. Equipment

- To assume responsibility for all equipment furnished by the school in the activity assignment.
- To issue equipment, take care to store equipment by setting location, day, and time that the **athletes return uniforms/equipment after your activity is over, and to maintain records of equipment.**
- To verify that equipment is not being misused or misplaced.
- **To inventory equipment at the conclusion of each season, and to turn in to the A.D. as requested.**
- To prepare requisitions for replacement of equipment needed for the next year.

### D. Facilities

- Initiate work orders necessary for proper game and practice conditions.
- Make recommendations to the athletic director concerning new facilities and improvements to existing plans.
- Help in maintaining clean and orderly facilities.

### E. Trip Preparation

- Meals and lodging for all overnight trips should be coordinated through the Athletic Director.
- Thatcher Unified School District No. 4 will provide meals and lodging only if the team or group makes state level playoffs.
- Activity sponsors must turn in a list of all players, managers, coaches and anyone else making an away trip during the season and postseason. This list must be kept current and turned into the A.D. and the Athletic Secretary.
- The time of departure will be given to the Coach in advance of the trip.
- All travel paperwork will be turned in to the Bus Barn in advance of away trips.
- Check with A.D. to assure that meal money has been requested at least 3 days in advance of any trip that warrants meals or lodging.
- Pick up meal money or credit card from the business office on the day of the trip or before.
- Activity sponsors must bring back receipts for all expenditures, including per diem. All student travel requires receipts, along with all lodging. **These receipts are to be turned in to the District Office with any leftover change, within three days after returning.**
- Activities sponsors or coaches are to travel with their team and maintain order on the bus.

## **F. Individual coaching rules:**

- These are left up to the coach's discretion. It is important that these rules and regulations be spelled out and made known to the athletes and parents. A meeting with parents and athletes should take place before the start of the season. A copy of these policies should be given to the athletic director at the start of each sport. Keep in mind that any rules, which the coach elects to have, are in addition to those mentioned in this handbook, and the rules and regulation are to be part of the coach's set of regulations.
- Factors to be considered before discipline measures are taken, should there be an infraction of training regulations as set forth in this document or of those set by individual Coaches. Decisions will be made by the athletic discipline council.
  1. Seriousness of the offense
  2. Circumstances
  3. Length of time since student's last infraction
  4. School's past action in similar cases.

## **Parent/Guardian Information**

### **A. Parent/Athlete Responsibility**

Prospective athletes must meet the following eligibility requirements before they can start practice:

- Have a written permission of parents or guardians to participate.
- Have a yearly physical examination by a physician. Physical Exam must be filled out by the Physician and signed by the Physician and one of the athlete's parents or legal guardian.
- Have school insurance, or a proof of insurance in the Athletic Director's office (THS) or Office (TMS).
- Have academic requirements completed which must be in adherence with the A.I.A. rules and regulation.
- Have a birth certificate or equivalent on file in the office.
- Have paid the participation fee.
- Have read and signed concussion, heat exhaustion and drug testing forms.

### **B. Insurance**

- All students participating in interscholastic athletic activities are required to have insurance protection.
- Students are encouraged to purchase the insurance provided by the school or proof of insurance. The proof must include the insurance company name and policy number.

### **C. Student Accident Claim Form Procedures:**

#### **(For School sponsored insurance)**

- Students must receive treatment within 30 days of injury.
- Students must file a claim within 90 days of injury.
- Claim forms are available in the Business office. The Hospital has a form for emergency injuries.

#### **Injuries:**

- When the student is injured, he/she should tell the coach immediately, and the coach will immediately notify the athlete's parents.
- The student should not go to a doctor on his own for an injury received in practice or games without the coach's knowledge of it. The School insurance will not cover this situation.

#### D. Public Concerns/Complaints About Personnel (Coaches)

- Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.
- In spite of this, criticisms and complaints may be forthcoming from the community. These complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels.
- If a community member desires to file a formal complaint, they can access a copy of the complaint form at the District Office. (Policy KEB, KEB-R, KEB-E)

#### E. Complaint Procedure

It can be very difficult to accept that your student is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. If you feel the need to have a discussion with your student's coach, an appropriate time and place can be schedule with the athletic director or administrator

- It is **inappropriate** to discuss the following topics with coaches:
  - Playing Time
  - Team strategy
  - Play calling
  - Other student athletes
- A **complaint** is considered as dissatisfaction with a coach's decisions and/or actions during the season.
- **Grievances** are considered as a formal complaint made for actions taken against an athlete. If a student or parent wishes to file a complaint the following progression occurs:
  1. **Athlete talks with Coach**
  2. **Athlete talks with Head Coach**
  3. **Parent makes an appointment with A.D. to talk with Coach.**
  4. **Parents talk to Principal**
  5. **Parents talk with Superintendent**

#### F. Uniform Return Procedure:

- 1) Every coach will keep a detailed inventory of the uniforms distributed at the beginning of the season. Inventory of uniforms is kept in Final Forms.
- 2) Each coach will specify a date/time for all athletes to return uniforms. This date will be during the week immediately following the end of the season, whether it be the regular season or at the end of the playoffs.
- 3) All uniforms and equipment signed out by the athlete will be returned cleaned and ready to use for the next season.
- 4) Once returned, the coach will clear the students in Final Forms. This will be the official record for the end of season return procedure.
- 5) Once the coach has attempted to collect the uniforms (week following the end of season), he/she will report which athletes have not turned in their uniforms to the athletic department. At this time the athletic department will contact the athlete in an attempt to get the uniform turned in.
- 6) If the athlete is participating in a sport the following season (volleyball to basketball) and hasn't turned in the uniform, he/she will be placed on the NPNP list and will NOT be able to try out for the next sport.

- 7) At this point, the uniform cost will be placed in their file with the bookstore and the athlete will have to pay the replacement cost for the uniform if the uniform isn't returned.

## **Athletic Club**

The Athletic Director will sponsor the Athletic Club, with assistance from all of the coaches and the club officers. Club officers will be elected on a yearly basis. The main function of the Athletic Club is to raise funds to support our student athletes, and to provide such funds for scholarships and awards.

## **Awards and Policies**

- Varsity certificates issued to those participants who meet the requirements of the individual sports, which will be awarded at the coach's discretion on a yearly basis.
- Any student athlete that participates will receive a participation certificate.
- Special awards (for all team members) may be awarded to championship teams or runners up at the state level only if funds are available.
- Monies for plaques, trophies, and other awards will be the responsibility of the Athletic Club for the athletic activities. The Athletic Director will approve all awards, which are purchased out of the athletic club funds. It is the responsibility of all coaches to assist in the fundraising activities of the athletic club. Funds raised will be used as designated by the Club.

## **Special Awards: (H.S. only)**

### **A. Athlete of the Year**

This award is given at the end of every school year by the Thatcher Athletic Department to the most outstanding junior or senior boy and girl athlete for that year. This award will be an individual plaque for each winner and a lifetime Gold Pass to all athletic activities. The criteria for nominations are as follows:

The Athlete must:

1. Be in three varsity sports.
  2. Have a good attitude and show respect for all school personnel, people in general, rules and policies.
  3. Have a good work ethic on and off the field
  4. Have no disciplinary actions. Ex. ditching or suspension
- Only Thatcher High School coaches can nominate athletes for these awards. This award may be given to a junior or senior boy and girl.
  - A senior boy and girl may receive athletic scholarship money regardless of whether he/she is chosen "Athlete of the Year".

### **B. Outstanding Senior Athlete**

This award is given at the end of every school year by the Thatcher Athletic Department to the most outstanding senior boy and girl athlete that year. The award is a lifetime gold pass to all Thatcher High School activities. The criteria for nominations are as follows:

The Athlete must:

1. Have been in two or more sports in each of four years of high school
2. Have been a major contributor in all sports
3. Have had a good attitude and shown respect for all school personnel people in general, rules and policies.
4. Have had a good work ethic, on and off the field/court.

5. Have no disciplinary actions.
- Only Thatcher High School coaches can nominate athletes for this award. A Senior boy and girl may receive athletic scholarship money regardless of whether he/she is chosen Outstanding Senior Athlete.
  - Presentation of the above awards will take place during the senior honor assembly within the last few days of school. Recipient will be notified that they are to be present at the assembly.
  - The Athletic Director will give the Outstanding Senior Athlete Award and Athlete of the Year award.

\*All forms are available at [www.thatcherud.org](http://www.thatcherud.org), click on the THS page. Scroll down to “Find the Information You Need Fast” box. Click on the Sports Physical Packet link.