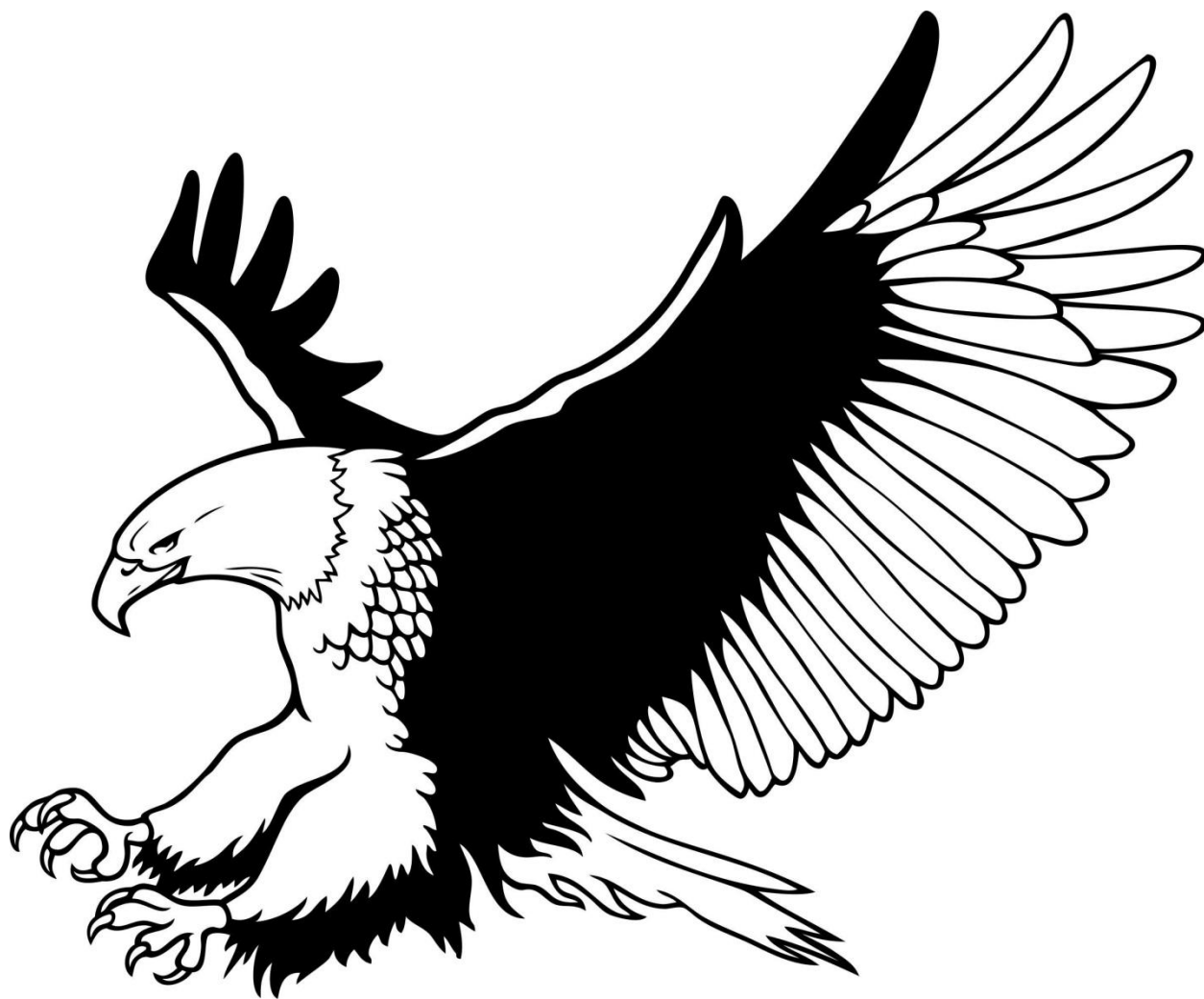


*Thatcher Unified School District
Athletic Handbook*



*TRADITION AND HEART SET
US APART*

Thatcher Unified School District
Extra Curricular Handbook

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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 extra-curricular 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.
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 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 7th-8th grade students are governed by EAJHA and also follow high school rules and regulations which are governed by the AIA.

The Thatcher School District athletic program aims to assure the athletic activities are an integral part of the total educational program. The objectives of these programs are:

1. To cultivate ideals of cooperation, friendship, leadership, responsibility, and good sportsmanship 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 high 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 high 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 the 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 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 be enrolled in a minimum of five courses per semester, and maintain a sixty percent (60%) or higher in all classes.
 - B. **No Pass No Play:** Weekly eligibility will be checked from Monday to Monday. This will determine the athlete's next week's eligibility. Between semesters, eligibility from the last weeks previous semester carries over to the 1st week of the current semester.
 - C. Ineligible students will be allowed to practice, but not participate in events for that week. Athlete will not be allowed to travel to and from games, or sit/stand with team on sidelines/bench.

- D. 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 administrator when incomplete is lifted.
- E. Student staffed into 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

Student athletes are expected to demonstrate personal character and compliance with the TUSD 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.

- A. **Substance Abuse:** Any student participating in athletics that is determined by the school administration and/or coaching staff to have used and/or been in possession of illegal drugs, alcohol and/or any form of tobacco during the season of competition shall be subject to dismissal from the squad.
- B. **Attendance:** Students must be in school by 9:30 am the day of the activity. Any exceptions to this rule must be cleared through the principal’s office or with the Activities Director by the coach, sponsor or student prior to participation.
- C. **Dress Code:** All students must comply with the THS dress code. It is the coaches/sponsors responsibility, since it is a privilege to participate in athletic activities and represent Thatcher School District.

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, TUSD 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 TUSD transportation guidelines. Seat belts are to be worn when traveling in a TUSD van/car.
- 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.
- **ABIDE BY THE AIA CODE OF CONDUCT (PURSUING VICTORY WITH HONOR).** aiaonline.org

Expectation of Coaches /Sponsors:

A. It is the Coaches/Sponsors responsibility to:

- Prior to each season the head coach of each sport will be required to fill out an eligibility roster.
- This roster is to be turned into the A.D. at least 10 days before the first scheduled contest or before the first practice is to take place. This roster should include player's number, height, weight, grade and position.
- Coaches are required to 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.

- All additions to this roster follow the same procedure as above.
- An eligibility print out will be provided by each coach, this form will cover parental permission, physical examination, birth certificate, insurance waiver, and academic eligibility. 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.
- It is the duty of the head coach to assist all levels below varsity with regard to coordination of teaching methods for his particular activity.
- To supervise practices with particular emphasis on safety.
- To supervise showers, dressing rooms, buildings, and fields.
- Personal vehicles are not to be used to transport students to or from any activity/practice. (Ref E-2700)
- To be the last one to leave school after practice sessions and games.
- To attend Activity staff meeting.
- To carry out the duties in harmony with all policies of the school.
- To handle all injuries with care and to report serious injuries to the A.D., principal and doctor; and to fill out an accident form and document what happened.
- To 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 activities secretary.
- To turn in to the A.D. a summary sheet of the activity coached. It should include schedule, scores of games played, name of coach, assistants, any recognition to team or individuals, and available summaries of statistics.
- To report score and summaries of contests to newspaper. (H.S)
- To recommend non-league opponents.
- To be familiar with and follow the policies of the A.I.A Handbook (H.S) and EAJHA and A.I.A Handbooks (TMS).
- To 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 Activity Program.
- One coach should not emphasize his sport at the expense of other activities.
- Coaches should demonstrate complete loyalty to each other in public and in front of students.
- All coaches should encourage students to go out for the activity of their choice.
- All coaches should support students when there is a conflict between athletic and academic events.
- All coaches and activity sponsors should support the principal and A.D. and assist all faculty in special student problems.

- All coaches should encourage their squads to support other Thatcher teams.
- All coaches 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.
- All injuries should be handled with care and good judgment. Accident report should be filled out and filed.
- Any fundraising must be preapproved by administrator and student council.
- Coaches and activity sponsors should set the example necessary to insure good sportsmanship.
- Coaches 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 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 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 session, and to turn in to the A.D. as requested, copies in duplicate.
- To prepare requisitions for replacement of equipment needed for the next year.
- Training room supplies are costly, take care not to use excessively.
- Keep the supply room locked when not in use.
- Students are not to be left unattended in the supply room.
- Keep things in their proper order, scissors, tape, cutters, tools, first aid kits, etc...

D. Facilities

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

E. Trip Preparation

- Meals and lodging for all overnight trips should be coordinated through activities director.
- Estimated team meals expenditures will be figured out in advance for the whole year (season of that sport). Those figures will be available in the A.D. office.
 - a. TUSD we 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 the trips at the beginning of the season. This list must be kept current and turned into the A.D. and the High School Office.
- The time of departure will be given to the Coach in advance of the trip. If there is a problem with this estimated release and leave time, suggested adjustments need to be made at the beginning of the season.
- Check with A.D. to assure that meal money has been requested at least 2 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, except per diem (meal receipts for personal travel). 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 coaches 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 coach's set of regulation.
- 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 in by the Physician and signed by Physician and one of the athlete's parents.
- 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)

1. Students must receive treatment within 30 days of injury.
2. Students must file claim within 90 days of injury.
3. 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 send the student to the proper authority.
- 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. Complaint Procedure

It can be very difficult to accept 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:
 1. Team strategy
 2. Play calling
 3. 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 occur:
 1. Athlete talks with Coach
 2. Athlete talks with Head Coach
 3. Parent makes appointment with A.D. to talk with Coach.
 4. Parents talk to Principal
 5. Parents talk with Superintendent

Athletic Club

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 participant 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:

A. Athlete of the Year- (H.S. only)

This award is given at the end of every school year by the Thatcher Athletic Department to the most outstanding junior or senior boy or 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 been a major contributor in all sports
 3. Have a good attitude and show respect for all school personnel, people in general, rules and policies.
 4. Have a good work ethic on and off the field
 5. 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 seniors 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. The current Athletic Club Sponsor will give the Athlete of the Year award.

*All forms are available at www.thatcherud.k12.az.us , click on Downloads and scroll down to Thatcher High School Student Enrollment Forms and click on New Student & Freshmen Physical & Insurance Forms or Returning Student – Physical & Insurance Forms.