

**2015 – 2016**

**Morenci**

**Jr. / Sr. High School**



**Athletic Coaches**

**Handbook**

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## COACHING PHILOSOPHY

The rationale that all coaches at Morenci High School and Fairbanks Mid School must agree to work by is in all situations and at all times **COACHES MUST COACH WITH CHARACTER**. This means that with every opportunity coaches must model and teach good character, values, and work ethics. The most important aspect of what coaches do is directly related to what student athletes can take away from the experience of competing and apply in a positive way to their life. Winning is important and we should teach student athletes that we strive to win. However, winning is not everything, and we should not sacrifice character or values in any way to win. Teach student athletes to be successful people and you will have successful seasons.

### The Morenci Athletic Vision Statement

Morenci High School and Fairbanks Middle School athletics will be purpose driven, athlete centered, professionally orchestrated by the entire staff, and connected together through the development of covenantal relationships between athletes, coaches and our community.

Morenci Coaches believe:

- That we can make a difference in an athlete's day to day life.
- We must hold high expectations for our athlete's.
- That athletes can meet those expectations.
- In the athletes ability to succeed.
- In the development of dignity and integrity.
- That simple concepts should be taught in profound ways.
- In commitment and expect to see it.
- In selling not pressuring.
- That knowing what to do (knowledge), why to do it (perspective), and how to do it (skill), is all worthless if you do not have the conviction to motivate yourself to do it.

## **OBJECTIVES OF THE MORENCI HIGH SCHOOL AND FAIRBANKS MIDDLE SCHOOL ATHLETIC PROGRAM**

- 1. Maximum participation within budgetary realities**
- 2. Emphasize proper ideas of sportsmanship, ethical conduct and fair play**
- 3. Encourage leadership, use of initiative, and good judgment by players and coaches**
- 4. Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body**
- 5. Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the right and properties of others, harmonious and cooperative group action and respect for individual differences**
- 6. Contribute to the satisfaction of certain psychological needs as self-understanding, self-expression, understanding of others, challenge, acceptance, recognition and approval**
- 7. Contribute to the development of the desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort and resourcefulness**
- 8. Athletic “feeder programs” (junior high and junior varsity teams) are designed to encourage participation and build skills among our athletes. To facilitate this feeder program philosophy, athletes participating on our junior high and junior varsity teams should be actively involved**
- 9. Provide Off – Season Programs during the school year – Start Time-Lines – Winter Sports – Sept. 8<sup>th</sup>, Spring Sports – Dec. 7<sup>th</sup>, Fall Sports – March 28<sup>th</sup>. Club Sport Participation- Must have Administrative Approval – Neutral Administration, Money, Transportation, and Scheduling NOT to interfere with in-season sports.**

**Remember – An athletic contest is only a game, not a matter of life or death of players, coaches, school, fans, community, state, or nation.**

## COACHES CODE OF ETHICS

A Code of Ethics is a set of principles to guide individuals in taking acceptable and approved action.

All Morenci High School and Fairbanks Mid School Coaches shall:

1. Understand the purpose of interscholastic athletics is to promote the physical, mental, moral and social well-being of students.
2. Set a good example for their team members, students, and general public.
3. Act in a sportsman-like manner at all times.
4. Not use tobacco, alcohol, or profane language while supervising an athletic team.
5. Maintain complete control and supervision of team members at all practices, games and related activities. NO athletes should be unsupervised in the weight room at any time. Any form of initiation is not to be tolerated.
6. Not promise, state, or otherwise imply any suspension or punishment they are not authorized to assign as outlined in the Student-Parent Handbook. ( Eligibility)
7. Respect the decision of officials and remain undemonstrative in accepting these decisions. In the event a head coach feels it necessary to challenge an official's rule interpretation, he will do so in a courteous manner as outlined in the National Federation Handbook for that sport.
8. Be courteous to visiting teams and officials.
9. Strive for a good working relationship with opposing coaches and schools.
10. Achieve a thorough knowledge and understanding of the rules of the games.
11. Never criticize an official, fan, coach, player, or school official in public.
12. Be responsible to the administration for the implementation and adherence to the "Objectives and Code of Ethics: of Morenci High School and Fairbanks Middle School Athletics.
13. Not assist any other school WITHOUT specific permission from the Athletic Director or Principal.

14. Communicate in a professional manner.
15. Submit in writing all complaints and charges against another staff member to the Athletic Director.
16. Not detract, interfere, or discourage students from participation in another sport or activity.
17. Not use detrimental racial or ethnic references.

### ATHLETES CODE OF ETHICS

1. **DRESS ON ROAD TRIPS**- Athletes will wear appropriate clothing when formally representing Morenci Schools as described in the Student – Parent Handbook.
2. **CONDUCT** - Any athlete whose conduct reflects negatively on the school, community, or Wildcat Athletics will be reprimanded according to the severity of the infraction. Unacceptable behavior includes abusive or profane language, stealing or vandalism, and other infractions as deemed inappropriate by coaching staff.
3. **ALCOHOL/DRUGS** – Drinking/possession of alcoholic beverages, and the misuse of any drugs is prohibited. Minimum suspension from interscholastic competition for violation of this regulation will be 14 days. Smoking (or the use/possession of any tobacco product) is prohibited. Students suspended from athletic competition will not be allowed in the area of interscholastic competition. Athletes will practice and complete assigned activities during the suspension. Athletes suspended a second time for violation of the alcohol/drug regulations may lose eligibility for the remainder of the immediate or subsequent season of competition.
4. **REGULATIONS** :
  - A. Athletes violating school regulations are subject to disciplinary measures outlined in the Student – Parent Handbook and Athletic Handbook. Student due process will be followed in all cases.
  - B. Students violating school regulations may also be removed from the team for the remainder of the season with loss of awards.
  - C. Student suspended off campus from school, are prohibited from practicing, playing games, or attending any school event during the suspension period.
  - D. Athletes are subject to curfews as ESTABLISHED BY THE COACH in each sport.

- E. Attendance of each student must be satisfactory; TRUANCY is a violation of school rules and regulations. Athletes shall not be allowed to participate in any game if absent the day of the game, unless excused in advance by the administration.
  - F. Players must maintain academic eligibility according to school and state mandates.
  - G. An athlete may not participate in a new sport unless all equipment from the previous sport has been turned in or paid for.
  - H. By mutual agreement of both coaches, an athlete may transfer from one sport to another before the first regularly scheduled contest. After the first regularly scheduled contest, an athlete may not transfer from one sport to another.
5. **SUSPENSION FROM A TEAM** – An athlete suspended from a sport may not participate in another sport until the completion of the season.
6. **HEALTH AND SAFETY** -
- A. Athletes will not wear headbands or jewelry while participating except on the recommendations of a coach.
  - B. Athletes must be groomed in such a manner as to insure their health and safety.

#### **STUDENT DUE PROCESS**

Student due process will be followed in all situations. Students should receive a warning for the 1<sup>st</sup> infraction, 2<sup>nd</sup> infraction should involve the notification of parents and possible suspension, and on the 3rd infraction possible dismissal. The Coach will communicate with administrators before a final decision is made to remove the player from the team. Extreme infractions may result in immediate action. Coaches should have documentation of all action taken. This procedure is outlined in the Morenci High School and Fairbanks Mid School Student-Parent Handbook.

#### **COACHES DUE PROCESS**

Members of Morenci High School and Fairbanks Middle School coaching staff will be held to strict compliance of the Coaches Code of Ethics and procedures as outlined in the Morenci High School and Fairbanks Middle School Athletic Handbook. Failure to comply may result in the dismissal from coaching assignments.

### ATHLETIC ADMINISTRATION

1. All activities of Morenci High School and Fairbanks Middle School are the responsibility of the Principal.
2. The Principal may delegate responsibility for athletic or other activities to the Athletic Director or other personnel.
3. The administration shall make ALL coaching assignments.
4. Coaches' salaries will be established each year by the School Board.
5. Only the administration has the authority to establish any athletic contest.

### SCHEDULING

1. Junior varsity and freshman games are limited to a travel distance of 180 miles one way when traveling without a varsity team. NO overnight junior varsity athletic trips will be scheduled. Junior varsity games scheduled beyond 150 miles will be played on Saturday or in conjunction with the varsity contest.

### TRANSPORTATION

1. Transportation requests are to be completed by the head coach. Requests are to be submitted on or before the 20<sup>th</sup> of the preceding month. The requests should include all teams involved, (Varsity, JV, Freshmen, and Middle School).
2. Assignment of buses is the responsibility of the administration. Transportation requests should be completed in detail.
3. Travel squads will be cleared through the administration prior to any contest.
4. Priority for travel space by a student will be given to regularly uniformed participants.
5. Coaches must be aware that transportation assigned to an event will be limited to one vehicle in most cases.



6. **Persons not covered by student or district insurance are prohibited from riding in school vehicle's without administrative clearance.**
7. **No expenses will be incurred by the district for persons not on an approved travel list.**
8. **A completed travel list, with emergency contact numbers for each student is due 5 DAYS PRIOR to the scheduled activity. Time of departure should be the same as the monthly transportation request that are completed by the head coach. If for any reason, a coach should need to change a leave time after the request has been made, it will need to be approved by the Athletic Director or Principal.**
9. **Students are expected to travel to and from all away games with their teams. At the conclusion of out of town activities, parents may transport their student (s) home after signing the appropriate release (see appendix), which will be in the possession of the coaches. Students may only be released to their parents.**
  - **A school administrator must approve any alternative transportation in writing 24 hours prior to the day of the activity.**
  - **Extenuating circumstances may be considered.**
10. **Completed travel list are also required for "at home" activities, when students are to be released from class early, to advise faculty of anticipated student absences due to extra-curricular activities.**

## PROTOCOL FOR STUDENT INJURIES

### RATIONALE:

Student safety is our most important priority. All employees who witness a student injury or are informed of a student injury are required to follow these procedures and provide a level of care that creates the best outcome possible.

### LEVEL OF CARE:

The first determination to make in any situation where a student has been injured is the severity of the injury and the level of care that must be provided. For our convenience, we have categorized injuries into three distinct levels. Each level requires different actions on behalf of employees, and these are described below.

- **LEVEL ONE:** - Level one injuries are injuries that are not considered serious and that do not require emergency care. These injuries typically include minor cuts, abrasions, bruises, or sprains. In the event a student incurs this type of injury, the employee is responsible for providing the appropriate care. This care may include the use of antiseptic wipes, Band-Aids, ace bandages, or ice. It is the employee's responsibility to ensure that the student receives appropriate care and that he/she is capable of functioning at school and traveling home without undue pain. If any employee is not very confident that a student has a level one injury, it should be assumed that more care is needed.
- **LEVEL TWO:** - Level two injuries are injuries that are more serious and need further assessment or care than level one injury. Some indications that a student may require level two care may include excessive pain, cuts, or lacerations that may require stitches, shortness of breath, allergies with a reaction that is not life threatening, or severe sprains. They may also include any injuries that have the possibility of being substantial and that the employee is not qualified to diagnose. In this instance, it must be clear that the student does not need emergency services; if emergency services are needed, they should be summoned. If the student is in the school setting and it is determined that level two care is needed, the employee is required to contact the office or nurse and seek assistance. If the student is outside the school setting, parents must be contacted immediately and asked for their assistance. Hopefully there is a parent that can respond to the site and do his/her own evaluation of the injury. Parents would then be responsible for taking the student, their child, and providing care. If parents cannot be contacted, the employee is required to provide the necessary care. This would include

contacting a school administrator and/or transporting the student to an emergency room facility for assistance.

- **LEVEL THREE:** - Level three injuries are serious injuries that require immediate emergency medical attention. Some examples of level three injuries are broken bones, severe lacerations, excessive bleeding, loss of consciousness, trauma to the head or neck, severe pain, serious allergic reactions, difficulty breathing, and any injury that is deemed serious. In the event it is determined that level three care is necessary, the employee must call 911 to summon emergency medical help. The employee is also responsible for contacting the office for assistance and providing the student any help possible. As soon as it is prudent and the injured student is provided all the assistance possible, the employee must contact parents and inform them concerning the injury. If an administrator arrives before parents are contacted, the administrator must be asked to do so.

Please do not dismiss any injury as trivial. Show our students genuine care and take the time to check their injuries carefully. If you get into a situation and you are not sure about the level of care needed, always err on the side of caution and pursue the higher level.

#### **COACHES:**

If a student is injured at an after-school practice or game, coaches are responsible for adhering to this protocol. In addition, coaches must ensure that their first aid kit is stocked and available at every practice and competition. It is crucial that coaches have all the medical information and emergency contact information with them for all student athletes. Please remember that this information is confidential. The head coach in each sport may designate an assistant coach to be primarily responsible for student injuries. This coach will be responsible for following our protocol and providing continuous support to injured students. Coaches must ensure that all injured students are able to get home after practice or a game without undue pain or stress.

\*\*\* It is paramount that all employees assess any student injuries following this protocol and make the best decisions possible to ensure that our injured students receive the care that they deserve.

### **COACHING TEAMS OF THE OPPOSITE SEX**

#### **Care of Injuries**

Normal first aid advice should be observed. The victim of a serious accident should be protected until qualified medical assistance is obtained. A first aid kit should be available. A simple reliable means of calling for assistance should be established and known. There is no need to

remove clothing to examine injuries unless the clothing endangers the victim's life somehow. Stoppage of breathing or severe bleeding should be dealt with in accordance with standard first aid procedures.

### Locker and Shower Room Supervision

1. An "opposite sex" coach is not to enter the team's locker room unless:
  - A. It seems that team member's life or welfare would otherwise be endangered.
  - B. The coach wishes and is authorized by his school administration to check the area to be sure all members have left.
2. Opposite sex coaches should ensure there is no one in the locker room they are trying to enter if it is not an emergency. If the room is occupied, they should have a "same sex" coach enter before them or make sure to ask if all are fully clothed.
3. Under extreme emergencies which involve life and welfare of a team member, the coach is authorized to enter an opposite sex locker or shower room. In doing so, it would be wise to be accompanied by another person.

### General Practice Guidelines

1. Following a game or practice, the coach should be the last person to leave the area. The last squad members to leave the locker area:
  - A. Should leave in a group of at least two and preferably more people.
  - B. Should then inform the coach that the locker room is vacated.The Coach may then check the locker room area to confirm that it is vacant before leaving. Again, the squad should understand that the last person to leave the locker room IS NOT TO DO SO ALONE.

### EQUIPMENT

1. No athletic equipment issued to students or used by coaches may be worn in P.E. classes, or worn outside a practice or game situations without prior administration approval. Coaches must instruct their teams of this regulation.

2. No equipment shall be used by any coach that belongs to another sport or coach without specific written permission.
3. It is the coach's responsibility to see that all equipment is returned in GOOD CONDITION, within two weeks following the final event of each sport.
4. If the equipment issued is lost or damaged, the athlete will be charged accordingly. An equipment fine form should be picked up from the Athletic Director.
5. No athletic equipment or supplies may be sold, or given to any individual or group without the written consent of the Board of Education.
6. Uniforms will be purchased on a rotating basis determined by the Athletic Director. Coaches will secure uniforms, equipment, etc., through the help of the Athletic Director so that items will not disappear during the off-season.

#### **END OF SEASON REPORT & INVENTORY**

Head Coaches will be required to submit an end of season report along with being responsible for maintaining a complete inventory at all times. Coaching Stipends release at the end of the season will be determined by the Athletic Director once all reports are complete and facilities of use are clean.

#### **MEAL REQUESTS**

Meal requests are determined by looking at the travel list submitted by the coach 5 DAYS PRIOR to leaving for an away contest. Athletes are responsible for the first meal of the trip on each day when out of town. The Morenci School District will pay for the remaining meals on each day of the out of town trip.

**NO MEAL CHECK REQUEST CAN BE PROCESSED WITHOUT AN ACCURATE TRAVEL LIST SUBMITTED.**

## PHYSICALS

No student is to practice or play until he/she has a completed Physical Examination, Parent Permission, Insurance Verification, and Concussion On-Line Document on file with the School Health Aide. The Health Aide and Athletic Director will work in unison to create a list of students who are not cleared to practice and note the reason for deficiency. Coaches are responsible for ensuring ineligible students are not practicing until cleared. Coaches should have physicals in their possession at all practices and games and return them to the Health Aide at the end of the season.

### MORENCI JR/SR HIGH SCHOOL

#### NO PASS/NO PLAY POLICY\*

- Grades will be checked every Monday at 3:15 p.m., by administration.
- If a student has an "F" (59.9% or lower) they will be ineligible until the following grade check which will be the following Monday.
- If a team is scheduled to go out of town before Monday @ 3:15 p.m., the student will not travel with the team.
- If a student is failing a class the Monday before a break, (i.e., Christmas Break or Spring Break etc.) they remain ineligible during the break until 3:15 p.m., on the Monday that school resumes.
- In the case that a teacher does not enter any grades for the week, ineligible students will be declared eligible until the following grade check.
- Grades will only be checked on Monday's @ 3:15 p.m. The only exception will be in the event that a holiday falls on Monday, in that case, grades may be checked at 8:00 a.m., on Tuesday morning.
- If a teacher makes a mistake on a student grade, the teacher will notify the Athletic Director by email or in person that the student is eligible.

\*Adopted: 2011/2012

### ELIGIBILITY LIST

Coaches must provide the Athletic Director with a typed alphabetical list of all students that will participate on their respective teams a minimum of 14 days prior to the first athletic contest of that sport. This list will be maintained with the Athletic Secretary and it will be the coach's responsibility to make sure it is accurate at all times.

### ROSTERS

Each head coach must submit a complete typed roster of all teams including:

- Player Name
- Player Number
- Player Grade

This list should include managers and well as all squad members. Coaches must update rosters if changes are made and submit to the Athletic Director.

### EQUIPMENT REQUISITIONS

It is the Head Coach's responsibility to turn in an equipment requisition list to the Athletic Director before leaving on summer vacation. Capital supply items from outside the district supply department will require the proper quote information and procedure before any purchases can be completed. Items improperly ordered will become the responsibility of the person making the unauthorized purchase.

### CHECKS

All checks issued from the Athletic Auxiliary account or the district revolving fund will require an invoice or documented receipt for all expenditures. Signed receipts and any remaining cash must be returned the following school day. Receipts and any remaining cash must equal the amount of the check.

### LETTERS AND AWARDS

The presentation of letters and awards will be determined by using the coach's criteria. Participants can receive one freshmen letter, JV letter and one Varsity letter in their career at Morenci High School. Certificates and pins will be awarded on a yearly basis for each sport played.

### **REPAIR ORDERS**

Items requiring repair should be noted and forwarded to the office. Please make your request before items become an emergency situation. Coaches are expected to help keep facilities clean, safe and in good repair. Any undesirable condition should be reported immediately.

### **KEYS**

Coaches are cautioned against students using keys. Recent court decisions have held coaches responsible for misuse of keys by students. Coaches are responsible for securing the facility and turning off lights, heaters, etc., if necessary.

### **PROFESSIONAL LEAVE**

Professional leave for coaches is subject to the same district policies as other types of professional leave. Professional leave for head coaches to attend coaching clinics during the school year is provided as follows:

- The head coach of each sport will be allowed one day of professional leave to attend coaching clinics ONLY if they have a better than average attendance.

### **MEDIA**

All correspondence for release to the media should be cleared through the Athletic Director.

### **END OF SEASON REPORT**

Each head coach shall submit an end of season written report to the Athletic Director regarding his or her particular sport. Items to be included in the report are suggestions for next year, supplies and equipment needed, and a win/loss record for all teams in the program.



## **EVALUATIONS**

The Athletic Director will evaluate the head coach of each sport at least once per season. (Appendix H) The head coach will be responsible for evaluating their assistant coaches. The evaluation will be maintained by the Athletic Director. All evaluations become part of the personnel record. These evaluations will serve as a factor in future assignments to coaching duties.

## **MONEY**

Moneys solicited and collected in the name of any school organization or activity shall be done with the approval of the Student Council and Principal. All moneys solicited, collected or spent shall be handled through the Student Activity Account and processed according to local board and state regulations.

## **SHOES**

Athletes must provide their own shoes for all activities.

## **ATHLETIC RECORDS**

It shall be the responsibility of the Athletic Director and head coaches to maintain a complete Morenci High School activity record list. NO performance shall be considered a record until it has been verified by the administration.

### PARENT ACCESS TO GYM

It is a concern of the administration that, in case of emergency, a parent could not enter the gym to contact their child during practice. It is also understood that the gym must be secured during practice to ensure the safety of the athletes and the schools' valuables from theft and vandalism. Therefore during practices in the gym, secure all doors in the gym except the front door entrance. Unbar the front door with an allen wrench bar key. Make certain to secure and unbar the front door at the end of each practice. This will make emergency access possible for parents.

### VOLUNTEER COACHES

Head coaches may request community members act as volunteer coaches for various teams. All volunteers must fill out application and be approved in advance of any participation by the administration and the Governing Board. All requests for approval will only be made at regular monthly board meetings. Please plan well in advance if you plan to use any volunteers.

### CREDIT CARDS

A credit card may be used to facilitate the payment of travel expenses such as hotels, meals, and registrations for training and education while conducting district business, including fuel for district-owned vehicles. When a credit card is used, the card holder must promptly submit all the receipts and other related documentation to the Athletic Secretary or to the district office.

### STUDENT ACTIVITY ACCOUNT GUIDELINES

#### PURCHASING

1. Obtain a quote from the company you will be purchasing from.
2. Check with Mrs. Harguess and make sure you have enough money in your account to cover the cost of purchase.
3. Meet with club/team members and approve or disapprove purchase.
4. Bring meeting minutes to Mrs. Harguess, signed by all members present authorizing purchase.
5. Request a purchase order number once the minutes are delivered to Mrs. Harguess.
6. You can only spend the amount approved on minutes and reported to Mrs. Harguess.
7. Once your items are delivered, see Mrs. Harguess for payment to distributor.

**\*ANY OTHER METHOD OF PURCHASING SUPPLIES MAY RESULT IN REFUSAL TO PAY BILL.**

## DEPOSITS

1. All deposits must be cash or money orders only, with supporting documentation. (Cash register receipts, receipts, tickets, spreadsheets, etc.)
2. All money should be turned into the office on a daily basis. Money should NEVER be left in a classroom.

## FUNDRAISING

1. All fundraisers need to be approved by the Student Council prior to the fundraising event.
2. Submit a fundraiser form to Ms. Killgore or Mrs. Harguess for approval.
3. Student Council will notify the club sponsor or Mrs. Harguess if approved or disapproved.

## OUT OF TOWN TRIPS (RETURNING AND ROOM CHECKS ON OVERNIGHT TRIPS)

Coaches are required to notify students of the anticipated time to “return home”. This provides parents with information to pick up students upon their return. Coaches are to make available the school bus cellular phones for students upon returning from any athletic trip.

It is critical for coaches/ sponsors to supervise students at all times when traveling. It is also imperative for coaches/sponsors to use good judgment when taking groups to malls, restaurants, arcades, etc., and not place students in bad environments or situations. Our goal is to be first class and teach our students good manners and characteristics. With this in mind coaches should ensure that our student’s clean up after themselves wherever they go.

When traveling overnight, sponsors are required to set a curfew and perform room checks. If a coach/sponsor discovers a student missing; the following procedures should be followed.

1. Contact other coaches/sponsors and enlist their help. Make sure you have at least one coach/sponsor with the other students at all times.
2. Do a quick search of the premises. Many times the students will be located in the pool area or the parking lot. If students are located, escort them back to their room and inform them of the consequences. Also let them know that if they break curfew or cause any other serious problems, their parents may be contacted and required to pick them up.
3. If the students are not located after a quick search of the premises, then an administrator should be contacted immediately. The administrator and the coach/sponsor will determine if police will be contacted and who will be responsible for doing so. The parents will also be contacted and informed of the situation. The administrator and coach/sponsor will then determine the next appropriate actions to take. If an administrator cannot be contacted, the coach/sponsor will take the necessary and appropriate actions including contacting the police and parents. If the students are located, then the appropriate consequences should be imposed and a determination shall be made by the coach/sponsor

and or administrator as to whether the student can return with the group or the parents should come and pick them up. The coach/sponsor will consult with the Athletic Director upon return to the school to determine the appropriate consequences.

### SCHOOL PURCHASE OF MEALS\*

When students are traveling to school sponsored events, the first meal each day will be the responsibility of the student. The following guidelines will apply in determining school purchase of meals:

1. When students leave prior to 6:00 a.m., breakfast will be considered the first meal of the day and the District will provide lunch if return to the District is after 1:00 p.m. If return time is after 7:00 p.m., the District will provide lunch and dinner.
2. When students leave after 6:00 a.m., but before 11:30 a.m., lunch will be considered the first meal of the day and the District will provide dinner if the return time to the District is after 7:00 p.m.
3. When students leave after 11:30 a.m., dinner will be considered the first meal of the day and no District meal will be provided unless travel times extends beyond 12 hours, at which a District meal will be provided.
4. This policy applies to high school students, NO MEALS are provided for junior high travel.
5. Teams qualifying for a state competition shall receive a meal courtesy of the Governing Board through the District Office. This check will be made at the rate of \$15 per head and no other check cut for this meal.

\*October 21, 2004

### SUMMER ACTIVITIES

All coaches at Morenci High School should have a strong desire to improve our athletic programs through hard work and dedication to our student athletes. With this in mind coaches are encouraged to plan structured summer activities, encourage student participation in summer activities, and attend coaching clinics. Head coaches are STRONGLY ENCOURAGED to have a summer fundamentals camp (one to two weeks) for students in grades 3<sup>rd</sup> through 6<sup>th</sup>. Head coaches who work hard in the off season are modeling good work ethics that we should all be striving to teach our student athletes.

### SUMMER TRAVEL GUIDELINES

- All school sponsored summer travel will be to destinations in Arizona (Board Approval for Out of State).
- Coaches are allowed to take student athletes to a total of five competitions and one camp during the summer.

- The district will provide vehicles for travel to competitions, coaches will be required to drive. The District will provide the transportation as well as the driver to the summer camp.
- All travel requests must be turned in by the end of the first work week in June. If travel requests are not completed by this date there are no guarantees that travel will be granted?
- Travel requests are made at the discretion of the district. Travel frequency and adherence to the guidelines will be considered when assigning drivers and vehicle.

### **SUMMER WEIGHT ROOM**

- The weight room will be open for ten weeks starting at the beginning of June and ending in July just before the start of school.
- The weight room will be open for 5 hours per day, Monday through Friday. Weight room hours will be posted.
- The weight room supervisor will be paid \$16.00 per hour a maximum of 25 hours per week.
- The weight room supervisor must be present in the weight room during lifting hours.
- The weight room supervisor will log the hours they work daily on a time sheet to be turned in each Wednesday morning.
- The weight room supervisor will be responsible for keeping the weight room clean.

**\*\* In the event the weight room supervisor is absent, a substitute weight room supervisor may be employed.**

### **SUMMER CAMPS**

- Coaches may take their student athletes to one summer camp in Arizona or by Board Approval - New Mexico or California.
- The duration of the camps may be no longer than three days and two nights.
- The district WILL provide transportation and a driver for the camp.
- Any other expenses will be paid for by the program.

### **SUMMER COACHING CLINICS**

- All coaches are encouraged to attend coaching clinics to increase their skills.
- Coaches will be limited to two school sponsored coaching clinics during the year in Arizona or New Mexico.
- The district will provide \$250.00 per Head Coach per year to help cover the cost of the clinic.
- The district will provide the coaches with transportation. Coaches will have to drive.
- Any other costs will be the coach's responsibility.

### PARENT /COACH CONFERENCES

Coaches should make every effort to meet and talk with parents on a professional level. Parent conferences should be scheduled during your regular school preparation period and not conducted before, during or after practice/game situations. Parents who persist in negative verbal attacks on coaches should be told in a polite and professional manner to contact the school for a conference with that coach and Athletic Director will attend upon that coach's or parent's request. Do not neglect your duties prior to, during or after practices/games that might subject yourself to abuse by parents. Remove yourself immediately from abusive situations, If parents insist on verbally abusive behavior, the administration may inform those parents they are no longer welcome to attend activities at Morenci High School.

### Middle School TRANSPORTATION

1. On trips where all four teams are traveling, boys' basketball will be allowed 30 boys and 2 coaches. Girls' basketball will be allowed 30 girls and 2 coaches. We must not exceed these numbers.
2. On all trips both going and coming home, at least one coach should sit in the middle of the bus with all boys sitting on one end of the bus and all girls on the other. Students are to remain seated while the bus is moving. ( State Law)
3. When stopping at a fast food restaurant, instruct the students to each make their own order and to order only one time. They are to eat and be ready to load the buss at a reasonable time. Coaches should supervise the ordering process to make sure it goes quickly and efficiently. Let the restaurant know ahead of time you are coming. Leave the restaurant picked up and clean.
4. If you are going to be over 60 minutes later than the scheduled time of arrival home, notify an Administrator.
5. Good sportsmanship and good team behavior are major points for us to strive for at Morenci Middle School.
6. If you keep an athlete on a team be sure they make at least one trip. (Orderly rotations)

## ATHLETIC RULES AND REGULATIONS

Participation in athletics is a privilege extended to students at Morenci JR/SR High School. The following rules and regulations govern participation in Morenci Schools' athletics. They are designed to provide a safe environment and develop student responsibility and sportsmanship. The athlete, parent and coach should display good sportsmanship.

1. The use or possession of tobacco, alcohol, illicit drugs or the misuse of legal drugs is prohibited and may result in suspension from the team.
2. Attending functions where the use or possession of tobacco, alcohol, illicit drugs or misuse of legal drugs is evident is prohibited and will result in suspension from the team.
3. School and state policies require student athletes to maintain a passing grade in all scheduled classes to remain eligible.
4. Physicals are taken by coaches on all out-of-town trips in order to grant permission for medical treatment in emergencies.
5. Students are financially responsible for all equipment issued to them.
6. Athletic gear will not be worn except as designated by the coach.
7. Students are expected to travel to and from all away games with their team. Students may be picked up at games by their parents after the appropriate form is signed.
8. All practices, games, and locker rooms before and after the event will be supervised by a designated coach.
9. Failure of student athletes to represent Morenci Schools in a positive manner will not be tolerated. Behaviors which discredit the school and athlete include the following:
  - A. Use of abusive or profane language
  - B. Stealing
  - C. Vandalism
  - D. Failure to comply with hair and dress codes.
  - E. Violations of other team or school rules.
10. Initiations (Hazing) are strictly forbidden.

## PRACTICE POLICY

It is important for participants to attend all scheduled practices. Athletes will be excused from practice if they are ill or have a medical or other appointment that requires them to miss with proper documentation. Athletes who miss for reasons other than those mentioned will be considered an unexcused absence and subject to disciplinary measures as defined below:

- 1<sup>st</sup> unexcused missed practice – Coaches will determine appropriate discipline.
- 2<sup>nd</sup> unexcused missed practice – Coaches will determine appropriate discipline and parents will be contacted by the Coach and advised that another unexcused miss may result in termination from the team.
- 3<sup>rd</sup> unexcused missed practice- Coaches will confer with Athletic Director and athlete will be dismissed from the team and parents will be contacted by the Coach.
- Extreme infractions are subject to immediate discipline by the Coach and may also result in dismissal from the team.

1. All Morenci Schools practices will conclude at the following times – Fall – 6:30p.m., Winter – 6:30p.m. & 8:30p.m., Spring – 6:30p.m.
2. Please emphasize the importance of attending class. Participants must attend three periods during a regular school day in order to practice or participate in a contest. Students who miss more than 3 hours of school on a Friday, will not be eligible for extra-curricular activity on that Saturday. Students who miss school due to an appointment may have this waived by the Athletic Director with proper documentation.
3. Participants, who miss practice during the week of a contest, are subject to a Coach's discretion whether they are allowed to participate or the amount of time they are allowed to participate in that week's contest.



## ATTENDANCE AND SUSPENSIONS

1. Students must attend school for a minimum of three (3) periods during the day to be eligible for that day's practice or athletic even.
2. Students must notify a coach if they are going to miss practice. Failure to do so may result in suspension from the team. Students missing practice, and/or school day before an athletic contest will be ineligible for competition in that contest.\*
3. Students involved in an out of school suspension will not be allowed to participate or be present at athletic practices or competitions during the duration of that suspension.
4. Students missing the last practice before an athletic contest because of an out of school suspension will be ineligible for participation in that contest.\*
5. Students placed in OCS for one day are allowed to practice and/or participate in a game on the same day if the game is at home or the bus does not leave before the student is released from OCS. If a student serves two or more days, the student must attend practice, but may not participate in any athletic event but may not participate in any athletic event until after 3:00 of his/her last assigned day in OCS.

\*Extenuating circumstances may be cause for exception.

My signature acknowledges I have received and read a copy of the ATHLETIC RULES AND REGULATIONS.

\*\* It is understood that not all guidelines and rules can be covered in this document. The Administration will use discretion and professional judgment when making sound educational decisions.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MORENCI SCHOOL DISTRICT #18  
Transportation Request Form

Today's Date: \_\_\_\_\_

Person requesting transportation: \_\_\_\_\_

Destination: \_\_\_\_\_ Vehicle Pick-up Date: \_\_\_\_\_

Address \_\_\_\_\_

(Date) & (Time) of Departure: \_\_\_\_\_ AM/PM

(Date) & (Time) of Return: \_\_\_\_\_ AM/PM

Purpose of Trip: \_\_\_\_\_

Maximum Passengers: \_\_\_\_\_ # of Adults: \_\_\_\_\_ # of Students \_\_\_\_\_

Substitute Teacher Needed? \_\_\_\_\_ Driver Needed? \_\_\_\_\_

Approval of Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of District Office: \_\_\_\_\_ Date: \_\_\_\_\_

**MANDATORY Driver Report**

Driver (Print) \_\_\_\_\_

Was the vehicle prepared for travel? (clean, full tank, clean windows, etc.)

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Vehicle Driven \_\_\_\_\_ Ending Mileage \_\_\_\_\_

Driver – Start Time \_\_\_\_\_ Beginning Mileage (-) \_\_\_\_\_

End Time \_\_\_\_\_ Miles Traveled (=) \_\_\_\_\_

Were there any mechanical issues with the vehicle? \_\_\_\_\_

Driver's Signature \_\_\_\_\_

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**COMPLETE AND RETURN TO ADMINISTRATION OFFICE**

**MORENCI SCHOOL DISTRICT #18**

**ACTIVITY TRAVEL REPORT**

<b>SPONSORS:</b>	
<b>ACTIVITY:</b>	<b>DESTINATION:</b>
<b>SCHOOL DISMISSAL TIME:</b>	
<b>DATE TO LEAVE:</b>	<b>TIME TO LEAVE:</b>
<b>DATE TO ARRIVE:</b>	<b>TIME TO ARRIVE:</b>
<b>OVERNIGHT TRIP:</b>	<b>MOTEL/HOTEL REQUIRED:</b>
<b>DATE OF RETURN TO MORENCI:</b>	<b>TIME OF RETURN TO MORENCI:</b>
<b>BUS REQUIRED:</b>	<b>VAN REQUIRED:</b>

**LIST ALL STUDENTS AND OTHERS TO BE INCLUDED ON THE TRIP:**

**STUDENT NAME                                                  PHONE                                                  STUDENT NAME                                                  PHONE**


<b>FACULTY SPONSOR</b>	<b>DATE</b>
<b>ADMINISTRATOR</b>	<b>DATE</b>

<b>NUMBER OF STUDENTS</b>	
<b>SPONSORS</b>	
<b>OTHERS</b>	
<b>BUS DRIVERS</b>	
<b>TOTAL</b>	

**PARENT SIGN-OUT FORM**

**Sport:** \_\_\_\_\_ **vs.** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Coach:** \_\_\_\_\_

**Student:**

**Parent:**

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**MORENCI**

**ATHLETIC EQUIPMENT FINES**

\_\_\_\_\_ owes the Morenci Athletic Department  
\$ \_\_\_\_\_ for the following equipment that has not been turned in.

**The equipment MUST be returned or the fine MUST be paid.**

**SPORT** \_\_\_\_\_ **COACH** \_\_\_\_\_

**MISSING EQUIPMENT:**

**FINE:**

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

**The fine must be paid at the High School Office not to the coach!**

**Returned equipment must be presented to YOUR COACH NOT TO THE OFFICE!**

**COACHES SIGNATURE UPON RETURN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE PERSONNEL SIGNATURE UPON PAYMENT:** \_\_\_\_\_

**DATE OF PAYMENT:** \_\_\_\_\_

MORENCI JR/SR HIGH SCHOOL  
COACH'S EVALUATION

COACH: \_\_\_\_\_ SPORT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EVALUATOR'S SIGNATURE: \_\_\_\_\_  
 COACH'S SIGNATURE: \_\_\_\_\_  
 RATING: S=SATISFACTORY N=NEEDS IMPROVEMENT U=UNSATISFACTORY

**ADMINISTRATION**

- |    |                                                                                                                |          |   |   |
|----|----------------------------------------------------------------------------------------------------------------|----------|---|---|
| 1. | Equipment care (issue, reclaim, storage, etc.)                                                                 | <u>S</u> | N | U |
| 2. | Organization of staff and practices                                                                            | <u>S</u> | N | U |
| 3. | Communication with other coaches                                                                               | <u>S</u> | N | U |
| 4. | Adherence to school policies and procedures (travel lists, Early release lists, eligibility, award list, etc.) | <u>S</u> | N | U |
| 5. | Supervision of assigned personnel and athletes                                                                 | <u>S</u> | N | U |
| 6. | Proper procedure in filing written complaints                                                                  | <u>S</u> | N | U |

COMMENTS:

**SKILLS**

- |    |                                                                                      |          |   |   |
|----|--------------------------------------------------------------------------------------|----------|---|---|
| 1. | Knowledge and presentation of fundamentals                                           | <u>S</u> | N | U |
| 2. | Conditioning of athletes                                                             | <u>S</u> | N | U |
| 3. | Game preparation                                                                     | <u>S</u> | N | U |
| 4. | Prevention and proper procedure in injury treatment                                  | <u>S</u> | N | U |
| 5. | Coach Requires Student/Athletes to participate in Year Round Weight Training Program | <u>S</u> | N | U |

COMMENTS:

**RELATIONSHIPS**

**Enthusiasm-Attitude**

- |    |                                                |          |   |   |
|----|------------------------------------------------|----------|---|---|
| 1. | Working with students                          | <u>S</u> | N | U |
| 2. | Working with staff (support of other programs) | <u>S</u> | N | U |
| 3. | Working with academic staff and administration | <u>S</u> | N | U |
| 4. | Striving to build positive public relations    | <u>S</u> | N | U |
| 5. | Implements summer and youth programs           | <u>S</u> | N | U |

COMMENTS:

**Professional Performance**

- |    |                                              |          |   |   |
|----|----------------------------------------------|----------|---|---|
| 1. | Conduct                                      | <u>S</u> | N | U |
| 2. | Firm, fair, consistent treatment of athletes | <u>S</u> | N | U |
| 3. | Language of coach                            | <u>S</u> | N | U |
| 4. | Team attitude and language                   | <u>S</u> | N | U |
| 5. | Team appearance                              | <u>S</u> | N | U |
| 6. | Team execution on field/floor/court          | <u>S</u> | N | U |
| 7. | Team sportsmanship                           | <u>S</u> | N | U |

COMMENTS:

**RECOMMENDATION**

I/We recommend this coach be assigned to present duties on coaching staff  
 I/We recommend this coach not be reassigned to present duties on coaching staff  
 I/We recommend that a decision to be reassigned to the present duties will be decided after conferencing with the varsity coach.

(Coaches please feel free to make comments regarding this evaluation on the back of this form. How can I serve you better next year?)

Thank you for doing a very good job with our \_\_\_\_\_ Program. Let me know if I can do anything for you for next year. Coach Ogas.

# MORENCI SCHOOL DISTRICT #18

## Volunteer Application and Approval Form

*\*Must be at least 21 years of age to apply\**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Do you have children attending Morenci Schools \_\_\_ Yes \_\_\_ No Grades \_\_\_\_\_

**PLEASE LIST DAYS AND TIMES YOU ARE AVAILABLE TO VOLUNTEER**

\_\_\_\_\_  
\_\_\_\_\_

**NUMBER AREAS IN ORDER OF PREFERENCE**

- |                                                                    |                                                         |
|--------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Volunteer in my child's classroom         | <input type="checkbox"/> Volunteer in another classroom |
| <input type="checkbox"/> Volunteer in SPED classroom               | <input type="checkbox"/> Volunteer in school library    |
| <input type="checkbox"/> Volunteer clerical                        | <input type="checkbox"/> Volunteer with school nurse    |
| <input type="checkbox"/> Volunteer tutor – Subject _____           | <input type="checkbox"/> Volunteer on school bus        |
| <input type="checkbox"/> Volunteer in extracurricular – Area _____ |                                                         |
| <input type="checkbox"/> Volunteer on playground                   |                                                         |

**TEACHER STATEMENT**

I request the above named volunteer be assigned to my classroom or area

\_\_\_\_\_  
Teacher or Coach

\_\_\_\_\_  
Date

**PRINCIPAL STATEMENT**

I recommend approval of the above named volunteer

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

**SUPERINTENDENT STATEMENT**

Volunteer applicant is approved  Volunteer applicant is not approved

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**Conviction Report**

**REQUIRED FOR ALL CATEGORIES OF EMPLOYEES:** The following information is needed regarding criminal convictions. A record of conviction does not prohibit employment; however, failure to complete this report accurately and completely shall result in disqualification from consideration for employment, or may be cause for dismissal or result in prosecution for filing false information with a public agency. Applicants and employees must also report any convictions that occur subsequent to completing this report. Questions regarding this report may be directed to the District Office 928-865-2081. Please read carefully, answer each question and sign and date the bottom.

Social Security Number: - -

Last Name:	First Name:	M.I.
------------	-------------	------

Other Name Used:	Date of Usage:
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- |                                                                                |     |                          |    |                          |
|--------------------------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| Have you ever been convicted of a minor offense other than traffic violations? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been convicted of a felony?                                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been convicted of a drug-related offense?                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been convicted of a sex-related offense?                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been convicted of any of the following?                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
- a. Sexual abuse of minor
  - b. Incest
  - c. First or second degree murder
  - d. Kidnapping
  - e. Arson
  - f. Sexual assault
  - g. Sexual exploitation of a minor
  - h. Felony offenses involving contributing to the delinquency of a minor
  - i. Commercial sexual exploitation of a minor
  - j. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or illicit drugs
  - k. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
  - l. Misdemeanor offenses involving the possession or use of marijuana and/or dangerous drugs
  - m. Burglary in the first degree
  - n. Burglary in the second or third degree
  - o. Aggravated or armed robbery
  - p. Robbery
  - q. A dangerous crime against children as defined in ARS 13-604.01
  - r. Child abuse
  - s. Sexual conduct with a minor
  - t. Molestation of a child
  - u. Manslaughter
  - v. Aggravated assault
  - w. Assault
  - x. Exploitation of minors involving drug offenses
  - y. Driving under the influence of intoxicating liquor or drugs as prescribed in ARS 28-1381 or aggravated driving under the influence of intoxicating liquor or drugs as prescribed in ARS 28-1383
  - z. Offenses involving domestic violence

If any of the above answers are marked "YES", fill in the information below.

Conviction Charge(s):

Date(s) of Conviction(s):

City/State:	Amount of fine:
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Length of jail term:	Length and Terms of Probation:
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Comments:

**CONVICTION** means a final judgment on a verdict or a finding of guilt, or a plea of nolo contendere (No Contest), in any state or Federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

**Signature Required**

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained here in and understand that the agents of Morenci Unified School District review any document relevant to this information. I authorize the Morenci Unified School District to make reference checks and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature	Date
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END OF SEASON REPORT FORM  
FOR  
MORENCI JR-SR HIGH SCHOOL

COACH:	ASSISTANT:
SPORT:	LEVEL:
YEAR:	
SEASON RECORD:	REGION RECORD:
REGION STANDING:	

AWARD WINNERS: FOOTBALL (10) TRACK (8) VOLLEYBALL, BASKETBALL, BASEBALL, WRESTLING (6), TENNIS (4)

NAME OF THE AWARD	NAME OF THE ATHLETE

ALL STATE/REGION/COUNTY AWARDS:

TYPE OF AWARD:	NAME OF MORENCI ATHLETE

FUND RAISING ACTIVITIES/KID CAMPS HELD THIS YEAR:

TYPE OF ACTIVITY	NUMBER OF KID CAMPER PARTICIPANTS

ANTICIPATED EQUIPMENT NEEDS FOR NEXT YEAR:

ITEM TYPE	# OF ITEMS	SUPPLIER	ADDRESS OF SUPPLIER	ESTIMATED COST

## E. FOOTBALL CAUTIONARY STATEMENT

Football is a contact sport and injuries will occur. The coaches working in our program are well qualified, professional people. Fundamentals related to playing football will continually and repeatedly be emphasized on and off the field. The information contained within this list of rules and procedures is to inform the young men in our football program of the proper techniques to practice for maximum safety in the contact phase of the game.

### Pre-season Preparation:

Because football is a contact sport, athletes must condition to prepare themselves for the season. This includes both strength training as well as aerobic training. It is also important that athletes continue to strength train during their season to help prevent injuries.

### Tackling, Blocking, and Running the Ball:

By rule, the helmet is not to be used as a "ram." Initial contact is not to be made with the helmet. It is NOT possible to play the game safely or correctly without making contact with the helmet when properly blocking and tackling an opponent. Therefore, technique is most important to prevention of injuries.

Tackling and blocking techniques are basically the same. Contact is to be made above the waist, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up, assume a striking position or near to the opponent as possible with the main contact being made with the shoulder.

Blocking and tackling by not putting the helmet as close to the body as possible could result in shoulder injury such as a separation or a pinched nerve in the neck area. The dangers of not following the proper techniques can be from minor to disabling to even death. The reason for following the safety rules in making contact with the upper body and helmet is that improper body alignment can put the spinal column in a vulnerable position for injury.

If the head is bent downward, the cervical (neck) vertebrae are vulnerable and contact on the TOP OF THE HELMET could result in a dislocation, nerve damage, paralysis or death. If the back is not straight, the thoracic (mid-back) and lumbar vertebrae are also vulnerable to serious injury if contact is again made to the TOP OF THE HELMET. Memorial's daily workout includes isometric type exercises; the development of strength in the neck muscles is one of the best methods of preventing head injury and enabling an individual to hold his head up even after getting tired during a workout or contest.

### Basic Hitting (Contact) Position and Fundamental Technique:

If the knees are not bent, the chance of knee injury is greatly increased. Fundamentally a player should be in the proper hitting position at all times during live ball play and this point will be repeated continually during practice. The danger is anything from strained muscles, to ankle injuries, to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard by four-yard area next to the football) illegal. A runner with the ball, however, may be tackled around the legs.

The length of cleats has been restricted to no more than 1/2 inch to further help in preventing knee injuries.

In tackling, the rules prohibit initial contact with the helmet or grabbing the face mask or edge of the helmet. These restrictions were implemented because of serious injuries resulting from grasping the face mask. Initial helmet contact could result in a bruise, dislocation, broken bone, head injury, internal injury such as kidneys, spleen, bladder, etc. Grabbing the face mask or helmet edge could result in a neck injury which could range from a muscle strain to a dislocation, nerve injury, or spinal column damage causing paralysis or death.

Illegal and dangerous play by participating athletes will not be tolerated and all players are repeatedly reminded of the dangers of these acts.

### Fitting and Use of Equipment:

Shoulder pads, helmets, hip pads, pants including thigh pads and knee pads should be properly fitted and worn. Wear all protective pads, braces and supportive undergarments to all practices and competitions. Shoulder pads which are too small will leave the shoulder joint vulnerable to bruises or separations and could also be too tight in the neck area resulting in a possible pinched nerve. Shoulder pads which are too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations.

Helmets must fit snugly at the contact points: Front, back, and top of head. The helmet must be "NOCSAE" branded; the chin straps must be fastened, and the cheek pads must be of the proper thickness. On contact, a helmet that is too tight could result in a headache. Too loose a fit could result in headaches, a concussion, a face injury such as a broken nose or cheek bone, and a blow to the back of the neck could cause a neck injury, possibly quite serious such as paralysis or even death.

### Preparation for practice or contest:

1. Wear all protective and supportive equipment including mouth guards to every practice or contest unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgement or perception.
6. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
7. Remove all jewelry and metal hair fasteners.
8. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician's approval to the coach prior to participation in any practice session.

### In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. No horseplay, rough-housing, hazing or initiations.
7. Do not wear football shoes in the building or locker room at any time.

### Movement to the practice/contest site or travel to contest/practice site:

1. Be alert to:
  - a. Goal posts
  - b. Blocking sleds
  - c. Kicking/Kick return drills
  - d. Passer/Receiver drills
  - e. Agility, sprinting, or other fast action drills
  - f. No horseplay, rough-housing, hazing or initiations

### Cautions specific to football:

1. The Head and Helmet
  - a. Tackle or block or break tackles with the shoulder pad. NEVER USE THE HELMET TO STRIKE THE OPPONENT.
  - b. Keep the chin and eyes up when blocking, tackling, or running with the ball. Lowering the head/helmet jeopardizes the neck and spinal cord.
2. Blocking and Defensive Contact
  - a. The forearm striking surface should be accelerated as a unit with the shoulder and extension of the trunk. DO NOT "wind up" to accelerate the forearm separately.
  - b. Block from the front or the side and above the waist.
  - c. When pursuing an opposing ball carrier, do not "pile on" when the opponent is down.
  - d. Never grab an opponent's facemask.

3. General
  - a. **GET UP!** When on the ground you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.
  - b. When falling - **TUCK** - Leave no extremity extended either to absorb the fall, or while on the ground.
  - c. Participate fully in all neck strengthening exercises.
4. Water  
Frequent drink breaks will be scheduled during practices, and players should hydrate themselves frequently before and during practice and games.
5. Weight Room  
Maintenance strength training procedures will be utilized. Observe all weight room policies for progressions, spotting, and general safety.

Emergencies

Because of the nature of football, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drills. **DO NOT** move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
  - a. Helping with the injured person
  - b. Calling for additional assistance
  - c. Bringing first aid equipment or supplies to the site
  - d. Keeping onlookers away
  - e. Directing the rescue squad to the accident site
5. Fire or Fire Alarm
  - a. Evacuate or remain outside the building
  - b. Move and remain 150 feet away from the building
  - c. Be prepared to implement the emergency procedures outlined in #4

ACKNOWLEDGEMENT

We certify that we have read, understand, and agree to adhere to the cautions, considerations, and responsibilities required for participation on the Memorial High School Football Team.

\_\_\_\_\_/\_\_\_\_\_  
Athlete Signature                          Date                  Parent/Guardian Signature                  /                  Date

## M. VOLLEYBALL CAUTIONARY STATEMENT

The following recommendations have been designed specifically for the Memorial High School volleyball team. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

### Preparing for Activity:

1. Wear protective knee pads, braces and supportive equipment or garments to all practices and games.
2. Clothing and shoes should fit properly, be comfortable and allow for maximal physical efforts.
3. Clothing should not prevent heat dissipation or restrict movement.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Feet should be covered with a thick cotton sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or contact lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early to receive necessary treatment.
8. Remove all jewelry and metal hair fasteners.
9. No horseplay, rough-housing, hazing or initiations.
10. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician's approval to the coach prior to participation in any practice session.

### In the locker room:

1. Locker room floors are often slippery.
2. Open locker doors can have sharp edges. Close and lock your locker when away from it.
3. Secure all personal items in your assigned locker.
4. Use soap and shampoo only in the shower area.
5. Be alert to raised thresholds at shower rooms.
6. No horseplay, rough-housing, hazing or initiations.

### Entry to contest or practice site or travel to contest/practice site:

1. Be alert to ramps/steps leading to practice/contest area.
2. Be alert to variations in surfaces of locker rooms, ramps, stairways or playing floors.
3. Be alert to the following:
  - a. ball carts
  - b. volleyballs in flight, rolling, rebounding, or bouncing
  - c. spiking or serving drills
  - d. nets, support poles, cables, chairs, bleachers, and official's stand
4. No horseplay, rough-housing, hazing or initiations.

### Preparing to play:

Do all stretching exercises as directed by the coaches. Jog easy laps to warm up. When stretching or playing, keep body in proper alignment to prevent undue stress on joints, ligaments, and muscles.

### Hazards specific to volleyball:

1. Be alert to dehydration symptoms; i.e., dry mouth, inability to cool down, dizzy/light-headed. Ingest 4-6 glasses of water during the school day and additional amounts at practice.
2. Frequent drink breaks will be built into the practice and players should make use of each one.
3. Foot problems--refer to coach(es) or athletic trainer:
  - a. Blisters
  - b. Calluses
  - c. Ingrown toe nails
  - d. Fungus infections or plantar warts
4. Other skin problems--refer to coach(es) or athletic trainer:
  - a. Boils
  - b. Rashes
  - c. Floor burns, cuts
5. Ankles and other orthopedic problems:
  - a. Sprains--new--ice, compression, elevate, rest
  - b. Sprains--old--taping, easy workouts, rehabilitative exercise.
6. Weight and strength training will have separate standards and progressions designed to enhance safety.

7. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health.
8. Check your weight and record it. Sudden or large losses over a month should be brought to the coaches' attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and sore throat/swollen neck glands.
9. Do not hang on rims or nets.
10. Gather loose volleyballs and place them in storage racks. Do not follow a loose ball into an adjacent court until play is stopped in that court.
11. Never roll a ball under the net during play; the ball can roll under the feet.
12. Never throw the ball over the net; ball can hit an unsuspecting player.
13. Try to land on both feet while descending from a jump. This helps prevent falling, twisting, or unbalance.
  
14. While executing a defensive roll, sprawl, or dive, player must begin as low as possible to the floor with the arms fully extended away from the body. Execution with bent elbows and little or no bending of the knees may cause fractures or other injuries.
15. As in many team sports, the possibility of running into teammates or opponents is apparent. Jump vertically when spiking or blocking.
16. Volleyball utilizes the hands in various techniques; i.e., setting, blocking, serving, attacking, and digging. Players should use proper technique in order to avoid breaks, fractures, and sprains.
17. Muscle soreness and possible strains occur more frequently at the beginning of the season due to increased use of muscles and increased time spent exercising. Stretch before/after practice.
18. Making contact with the nets, support poles, cables, referee's stand, floor, wall, bleachers, and other players during practice or competition could possibly result in serious bodily injury.

#### Emergencies

Because of the physical nature of volleyball, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Be alert, look around. Get the attention of other people as they may need to help. **DO NOT** move the victim!
2. The coach will manage the person in trouble. You may be asked to assist in one of several ways:
  - a. Helping with the injured person
  - b. Telephoning for additional assistance
  - c. Obtaining first aid supplies or equipment
  - d. Directing the rescue squad to the accident site
  - e. Keeping onlookers back.
3. In case of fire or a fire alarm:
  - a. Evacuate or remain outside the building
  - b. Move and remain 150 feet away from the building
  - c. Be prepared to use the procedures described in #2 above.

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#### ACKNOWLEDGEMENT

We certify that we have read, understand, and agree to adhere to the cautions, considerations and responsibilities required for membership on the Memorial High School Volleyball Team.

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Athlete Signature                      Date                      Parent/Guardian Signature                      Date

## B. BASKETBALL CAUTIONARY STATEMENT

Basketball is a highly competitive, fast-action game that places great physical demands on the individual player. For this reason, coaches will implement conditioning regimens that are based on scientific principles, and designed to enhance player endurance, quickness, and playing skills. While contact and rough play are prohibited by rule, a certain amount of inadvertent physical contact is predictable. To enhance stability and strength, certain weight room workouts may also be prescribed along with a regular practice activity. In addition, the following considerations and cautions will enhance player enjoyment and safety.

### Preparation for activity:

1. Wear all pads, braces and supportive undergarments to all practices and competitions.
2. Clothing and shoes should fit properly, be comfortable, and allow for maximal physical efforts. Clothing should be kept clean and sanitary.
3. Clothing should not prevent heat dissipation, or restrict movement.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Feet should be covered with a thin cotton sock followed by a heavier wool sock. If blisters are a chronic problem or begin to appear, coaches or trainers should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early enough to receive treatment and be able to participate in specialty work.
8. Remove all jewelry, metal hair clips and hats.
9. No horseplay, rough-housing, hazing or initiations.
10. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
11. High top basketball shoes are suggested and they should be properly laced up.
12. The use of braces is recommended.
13. Mouthguards are highly recommended.

### Locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and elevated thresholds between lockers and shower rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower area.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, rough-house or horseplay in locker/shower areas.
8. Identify incidents of foot or skin infection to coach(es) immediately.
9. No hazing or initiations.

### Travel to contest/practice site:

1. Be alert to ramps leading to practice/contest area.
2. Be alert to variations in surfaces of locker room, ramps, stairways, or playing floors.
3. Be alert to the following:
  - a. Ball carts
  - b. Basketballs in flight, rolling, rebounding or bouncing
  - c. Wind sprints or fast break drills
  - d. Proximity of bleachers and walls to playing surface
4. Stretch thoroughly and jog easy laps to warm up.
5. Do not accept rides home from strangers.
6. Be alert for possible hazards when conditioning in the halls.
7. Be aware of and avoid contact with bleachers, curtains, and any other miscellaneous peripheral equipment.
8. No horseplay, rough-housing, hazing or initiations.

### Hazards specific to basketball:

1. Be alert to dehydration symptoms. Dry mouth, inability to cool down, dizziness/light-headedness. Ingest 4-6 glasses of water during the school day and additional amounts at practice.
2. Frequent drink breaks will be built into the practice plan and players should make use of each one.
3. Foot Problems - Refer to coach(es) or athletic trainer
  - a. Blisters
  - b. Calluses
  - c. Ingrown toe nails
  - d. Fungus infections or plautar warts
4. Other Skin Problems - Refer to coach(es).
  - a. Boils
  - b. Rashes
  - c. Floor burns, cuts
5. Ankle and other orthopedic problems.
  - a. Sprains - new - ice, compression, elevation, rest
  - b. Sprains - old - taping, easy workouts, rehabilitative exercise. University of Wisconsin Sports Medicine running program.
6. Weight training regimens will have separate standards and progressions designed to enhance safety and physical conditioning.
7. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health. Notify coach about use and location of inhalants.
8. Check your weight. Sudden or large losses over a month should be brought to the coaches' attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and swollen throat/neck glands.
9. **DO NOT** hang on the rims or nets.
10. **DO NOT** engage in rough, thoughtless play.

11. DO NOT run under a player who is in the air to shoot or receive a pass.
12. DO NOT swing elbows excessively when clearing a rebound.
13. Taller players may need to be alert to their proximity to the lower surface of the backboard.
14. DO NOT take an intentional foul that might cause an injury to an opponent.
15. When taking a charge or screening an opponent, assume a weight-balanced, protected position.
16. If a backboard shatters, notify the coach and keep people away from the broken glass. BROKEN BACKBOARDS ARE THE FINANCIAL RESPONSIBILITY OF THOSE WHO BREAK THEM!
17. Notify the coach or trainer of any injury, no matter how slight it may seem.
18. DO NOT share water bottles, towels, or anything else that might transmit body fluids or pathogens.

Emergencies

Because of the nature of basketball, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. Be alert to any injury that the coach may not see. He/she will manage the person in trouble. DO NOT move the victim!
2. Stop all practices, scrimmages.
3. After calling the coach to manage the situation, help with the injured person; telephone for additional assistance (phone numbers and information are posted on the telephone); obtain first aid supplies or equipment.
4. Keep onlookers away.
5. Sit or kneel in close proximity.
6. Direct rescue squad members to the site.
7. Fire or fire alarm:
  - a. evacuate and remain 150 feet from the building
  - b. be prepared to implement emergency procedures
8. Bomb Threat: evacuate building and remain 200 yards from building
9. Tomado - go to basketball team room, sit on floor next to and facing lockers.

ACKNOWLEDGEMENT

We certify that we have read, understand, and agree to adhere to the cautions, considerations and responsibilities required for participation on the Memorial High School Basketball Team.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



