



Palo Verde Magnet High School

Coaches Manual and Expectations

2011-2012

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Philosophy

In addition to fully participating in the academic program, all students are encouraged to participate in athletics. The athletic experience is an essential part of many students overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. To this end, the goal at every level of athletics is to strive for excellence. Student growth and development is positively impacted when students engage in a strong academic program and participate in a strong athletic program.

While learning fair play, teamwork and self-discipline, student-athletes must be challenged at the level or skill they bring to the sport. Student/athletes, male and female, shall be afforded the opportunity to participate at the most appropriate level to achieve optimal personal growth.

Student/athletes must have the opportunity to develop their skills and reach their maximum potential in a well-coached environment.

The athletic program must be flexible and reflect Palo Verde High Magnet School and Tucson Unified School District's vision, mission, values and culture in order to address the needs of its entire student population. Athletics is to teach an appreciation of other's skills and contributions, commitment towards a common goal, and enjoyment in physical activity. Athletics promotes physical and mental health and contributes to the ability to interact socially. Athletics nurtures friendships where one might not expect it and fosters a sense of pride in self and the community that lasts far beyond life at school.

Coaching Code of Conduct

It is the duty of all coaches involved in middle school and high school athletics to adhere to the following:

1. Uphold the honor and dignity of the profession. In all personal contact with student athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
3. Eliminate all negative behaviors which detract from the values of the competition.
4. Conduct yourself in a professional manner, i.e.
 - a. no foul nor profane language;
 - b. do not allow oneself to reach a state of anger.
5. Be cordial and courteous to visiting teams, officials and fans.
6. Respect the integrity and the judgement of the sports' officials.
7. Understand and accept the rules of the sport and standards of eligibility.
8. Develop leadership in students and motivate through positive incentives, recognition and good judgment.

9. Include all team members in activities and maintain an appropriate, professional coach/athlete relationship at all times.
10. Believe that athletics are to promote the physical, mental, moral, social, and emotional well-being of the individual players in a safe and supportive environment. Never belittle or demean a player.
11. Respect and honor the beliefs and sensitivities of all players, coaches, parents, administrators, and referees. Any dissatisfaction I want to express will be stated in a private forum and in a restrained and civil manner. I recognize that all players on my team have value, both as players and as a people.
12. Remember that an athletic contest is only an event and not a matter of great importance for the player, coach, school, official, fan, community, state or nation.
13. Adhere to all AIA rules (Code of Ethics) and School District policies.
14. Answer directly to the athletic director who will evaluate your performance during the season and no more than two weeks following the season.
15. Scheduling of games will be coordinated with administration and athletic director. Always be concerned about late travel nights on weeks days and distances traveled.
16. Maintain a standard of zero tolerance for harassment, discrimination, bullying, intimidation, hazing, initiation and report any incidents of such to the administration.
17. Teach student athletes safe and healthy fitness techniques.
18. Maintain a standard of zero tolerance for drug enhanced body building.
19. Lead by example and respect all persons regardless of ethnicity, culture, race, religion, national origin, gender or disability.
20. Provide the Assistant Principal for Activities a copy of your team rules and expectations at the same time they are presented to the students and parents. Make sure that ANY rule you have is included in CLEAR language.
20. Adhere to FERPA and HIPPA.

Dress and Grooming

Indoor Sports

- Coaches are encouraged to look and act in a professional manner. Wearing team gear is acceptable as a gameday dress as long as it isn't a t-shirt.
- Polo's and dockers/slacks and/or dress clothes are all acceptable attire for a game day. Open toed shoes/sandals are never acceptable for game day. (if you can't safely demonstrate an athletic movement in it, it isn't appropriate)

Outdoor Sports

- Coaches are encouraged to look and act in a professional manner. Wearing team gear is acceptable as a gameday dress.
- Polo's and dockers/slacks and/or dress clothes are all acceptable attire for a game day. Open toed shoes/sandals are never acceptable for game day. (if you can't safely demonstrate an athletic movement in it, it isn't appropriate)

Pre-season Checklist for Head Coaches

1. Attend preseason coaches meeting.
2. Attend preseason officials meeting (or have sufficient representation).
3. Be knowledgeable of TUSD Interscholastics Handbook and Palo Verde Coaching Manual.
4. Arrange schedule of tentative practice times for season.
5. Meet with potential student/athletes to gather and give pertinent information including written training rules. Submit all written training rules to administration.
6. Clear all fund raising activities through building principal and handle all money in accordance with District procedures.
7. Know the budget and work within it.
8. Establish the requirements to earn a varsity letter.
9. Adhere to the standard that all paid and volunteer coaches are authorized through Human Resources, pass a background check, and provide documentation of CPR certification prior to participation.
10. Evaluate practice areas for usage, availability and safety (schedule space with administration).
11. Submit work orders in a timely manner to administration for any maintenance necessary to in-door/out-door facilities.
12. Ensure that all equipment is safe and ready for start of the season.
13. Ensure that all assistant coaches have a clear understanding of their duties.
14. Submit bus requests for all away games or contests requiring transportation.
15. Restock the medical kit as needed.
16. Prepare trip itineraries for students, administration and parents.
17. Develop criteria for selecting student athletes (if a cut sport) and a selection rating form.
18. Ensure that all athletes participating have valid physicals prior to the first practice.
19. Ensure that all athletes and parents have signed interim questionnaires, attached athletic contract, participation waivers and other required paperwork.
20. Review list for participation fee and make sure students have paid before the first game.

In-Season Checklist for Head Coaches

1. Develop and maintain a current team roster inclusive of all pertinent information regarding the team.
2. Conduct a parent meeting to review academic expectations, training rules, travel plans/procedures and the code of conduct.
3. Ensure that all athletes are academically eligible to participate in extracurricular activities.
4. Review athletic academic expectations, rules, code of conduct, the criteria and process for team selection, and all other expectations with student/athletes.

5. Maintain a record of wins and losses of all competitions.
6. Provide stats and contest results to media as needed (varsity only).
7. Prepare organized daily practice schedules (be organized).
8. Know the facility and report to administration any problems and maintenance issues that may arise.
9. Confirm preparations regarding the facility, equipment, special requests, training and personnel needs at weekly athletic meeting.
10. Keep administration informed of any student-athlete disciplinary problems or parent issues.

Post-Season Checklist for Head Coaches

1. Complete an end of the season report which includes a record of varsity letter recipients as well as the supporting documentation.
2. Complete the records upgrade for the sport (overall record, individual records, etc.).
3. Present awards to athletes at the end of the season (formal or informal).
4. Prepare a uniform and equipment inventory and store all equipment and uniforms; submit inventories to administration, and submit any items for repair to administration before scheduled evaluation.
5. Submit to administration a requisition for all items needed for the next season.
6. Recommend to administration any program improvements such as, scheduling, field work and staff needs.
7. Complete written evaluations of coaches and submit to administration no more than two weeks following the end of the season.
8. Meet with administration to review program goals, expectations, and evaluations.
9. Collect keys from assistant coaches and submit to administration.
10. Make sure all donations of time and money are appropriately acknowledged.

Expectations and Behaviors of Coaches

We expect our coaches to be engaged in the skill acquisition of their student –athletes during practice sessions and in the performance of those skills during competitive events.

- All coaches will adhere to the responsibilities as outlined by the TUSD Interscholastic Handbook.
- All coaches will adhere to the **AIA Coach's Code of Ethics.**

Palo Verde High Magnet coaches are expected to teach and model to all student-athletes the following ethical guidelines:

- To accept and to understand the seriousness of the **responsibility** and the **privilege** of representing the school and the community as a student-athlete.
- To live up to the standards of sportsmanship established by the school administration and the coaching staff.

- To learn the rules of the game thoroughly so as to assist the student-athlete to achieve a better understanding and appreciation of the sport.
- To treat fellow teammates and opponents the way you would like to be treated, as a guest or friend.
- To be honorable when you win and to be gracious when you lose a contest.
- To respect the integrity and judgment of officials even if one disagrees with their judgment.

Parent / Coach Relationship

Parents Can Expect Coaches to Communicate:

- Their coaching philosophy.
- Expectations that the coach has for your child participant and the team.
- Locations and times of all practices and contests.
- Team requirements: i.e., fund raising, extra expenses, out of season conditioning, extra equipment, etc.
- Team rules and procedures.
- Consequences and discipline that may result.
- Discipline and/or consequences that may result in the denial of your child's participation.

Coaches Can Expect Parents to Communicate:

- Directly to the coach regarding any concerns that need to be expressed.
- To give notice of scheduling conflicts well in advance.
- Their questions or concerns in regards to the coach's philosophy and/or expectations.

Appropriate Concerns to Discuss With Coaches:

- How you can help your child to improve.
- Issues with the treatment of your child, both mentally or physically.
- Concerns about your child's behavior.

Issues not appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Team position
- Play calling
- Other Players

The 24 Hour Rule

The 24 hour rule applies to parent conflict resolution with a coach. It is designed to protect practice time and competitive events. It safeguards the outcome of issues under stress that can be damaging to the program and embarrassing for the athletes. If a parent needs to express a concern about a decision that has been made by a coach which concerns your player, you must give yourself 24 hours before you contact the coach.

- **If you have a concern, you will talk to the coach at the appropriate time and place. Never before, during, or immediately after a practice or contest.**

The time away from the situation will give you a chance to search for perspective that may give you a new way to look at the circumstances. Discussion with the coach will be much more productive with two calm adults who share an interest in the same student.

Due Process for Resolving a Concern

Step 1: Student-Athlete: The student participant talks directly with the coach. If this is too difficult for a student to handle alone, he or she may seek assistance from the Athletic Director and or Principal for Athletics.

Step 2: Parent/Guardian: After the student has spoken with the coach and you feel that further clarification is needed, please then contact the coach to discuss the issue.

Step 3: Athletic Director: If after meeting with the coach and the issue at hand is still unresolved, you will need to meet with the Athletic Director.

Step 4: Athletic Director and Assistant Principal: If the issue still has not been resolved, contact the Assistant Principal in charge of athletics.

Retribution

There is a perception by some that when one voices an opinion or concern about a coach or the Athletic Program, the student athlete will be subject to retribution by either a coach or other staff members. The Athletic Director and coaches are committed to ensuring there shall be no retribution, in any form, against any student athlete for raising an issue or concern. If at any time, a student athlete/parent suspects that some form of retribution surfaces as a result of voicing a concern, or opinion, he/she should contact the schools Athletic Director immediately.

Selecting a Team/Cut Policy

A program's coaching staff has the sole responsibility to select the members of any particular squad. Team members will be selected in accordance with the philosophy of Tucson Unified School District, the respective school, skills and abilities. Those athletes not selected will be privately informed by the coaches as to why they were not selected and coaches will be prepared to communicate with parents if required.

Student/Team Club Accounts

- Booster Clubs and Team Club accounts shall operate in full support of the school principal, athletic director and coaches.
- All fundraisers will be approved by the building administration.
- Prior to the fundraiser:
 - Request a cash box from the office
 - At least one day in advance of your event
 - Give the office manager a list of desired amounts and currency
 - Make arrangements with the office manager to pick up the cash box
- At the conclusion of the fundraiser
 - Count the money and fill out the "Cash Box Money Sheet"
 - Return the cash box to the office manager or an administrator
- If you have an event that covers more than one day, the money should be secured in the safe each night.
 - All bills need to be turned into the office immediately following the event for payment by the office manager. Bills are not to be paid out of the cash box.
 - The office manager will provide upon request an accounting of the fundraiser.

Purchasing Procedures

- In order to purchase items that will be paid for by the school, you **MUST** request a Purchase Order. If you do not obtain a purchase order, the school WILL NOT be obligated to pay the invoice and you will be held personally responsible for the invoice.
- We cannot reimburse you for your expenses. "After the Fact" purchases cannot be processed. Plan ahead far enough (3 months minimum) that you do not get left holding the bill. As a matter of rule, if you buy it with your money, YOU just donated it to the school!
- Fill out a requisition with the following information:
 - Name and address of company
 - Phone Number
 - Fax Number
 - Quantity
 - Item description and number
 - Total price
 - Obtain approval from the Principal for the order by obtaining his/her signature on the requisition
- Give the requisition to the office manager.
- **Equipment and uniforms purchased by athletic clubs is considered school property and should be secured in school facilities. Uniforms and equipment may not be distributed or given to students.**
- Uniforms must be purchased through the Athletic Director. School colors (Royal Blue and Old Gold) must be used in all colors. Black is not a school color, white is acceptable as a color.

Student Payments

- Advisors and coaches will not collect money unless previously approved by the administration or office manager. All payments by students are to be made to the office by the student or parent.
- The student will be given a receipt to show the advisor as proof of payment.
- Equipment and uniforms should not be distributed to students until they have provided proof of payment.



Concessions

Palo Verde High School

Gate/Admissions/Concessions

Palo Verde High School Athletics will now charge admission for all teams sports, all levels. Due to the recent change in funding and in spite of the generous support of the taxpayers in passing Proposition 100 Palo Verde needs the income from gate receipts and concessions to be able to continue to support teams and

students in their endeavors.

In addition, teams are now strongly encouraged to operate a concession during their event. Should a team choose not to operate such concession; the opportunity will be made available to other teams, groups, and clubs on campus.

We recognized that coaches are not hired to be fundraisers. Because of this, the activities department is providing the following opportunities for increasing team revenue to pay for activities and equipment/supplies. These sources are in addition to sponsorship/banner advertisements that have been provided as well.

Overall Rationale:

- TUSD now requires the team to pay for travel to and from, as well as entry fees for tournaments and out of town games. Without adequate funds, teams will not be able to go to tournaments and out of area games.
- TUSD cannot fund general maintenance and operations for athletics as they have in the past. In addition, capitol purchases will be made with tighter scrutiny in the future at both the building and district level.

Gate Rationale:

- TUSD takes gate receipts from Football and Basketball. The gates are then combined and returned to all 9 schools evenly. In 2010 we have potential to have a higher than usual gate due to our football opponents at home, and continued excellence on the basketball court.
- All other sports gate receipts belong to the school. This is a funding source that is almost untapped at Palo Verde. Volleyball is the only sport we currently keep. And those monies are kept by the athletic department.
- We are one of the last schools not to charge for lower levels at football and soccer games.
- Because hiring staff to sell tickets is an expense higher than projected income for some teams, we are asking coaches to arrange with parent boosters to take admissions. This money would be deposited into the team's 'club' account for use in an approved manner
- Admission prices would remain the same as established TUSD guidelines.

Concessions Rationale:

- Concessions are an excellent source of revenue for teams.
- Palo Verde has acquired Pepsi branded refrigerators for storage and cooling of beverages (we can only have Pepsi Products in them) for the football/soccer/track/ softball concession stand.
- All revenue from concessions should be deposited into the teams' club account for use in approved manner.
- ** Each team using the football concession stand will have to prepare their own purchase order for ordering Pepsi if they choose to order from Pepsi. There is no master PO to order from.

Due to decrease in funding, when a coach or team approaches the athletic director or administration for funding, the first account looked at for said funding will be the team's club account. Based on fund availability, and the team's efforts in acquiring needed funding a decision will be made to assist or not said request.

If a team has not complied with gate and concessions requirements to provide for needs, additional funding from the activities office may be difficult to acquire.



Concession Stand Use and Cleaning

Wash Your Hands!!!

Use of the concession stand is a privilege for your group/team. Violation of the usage policy will eliminate your ability to use the facility. Please make every effort to protect your right, and our concession stand.

Doors and Windows

Ensure that all windows are down and locked before leaving. Doors should never be left open when the concession stand is unattended.

Sinks

- Sinks should be cleaned nightly
- No food (nacho cheese) should washed down the drains, please use the trash cans
- Please turn off the water heater if you turned it on.

Floors

Floors should be swept and mopped nightly. The custodians do not have (and you don't want them to) keys to the concession stand. If you don't do clean it, it won't happen.

Refrigerators –

- Nightly
 - Clean doors
 - Restock so items are cold for the next use
 - Refrigerated items (meat, condiments, etc) must be placed in a refrigerator nightly to prevent spoilage and disease.
- Weekly
 - Check temperature to ensure safe storage of refrigerated items.
- The Refrigerators are property of Palo Verde High School. You may only place Pepsi Products in these refrigerators. **DO NOT PLACE COKE OR OTHER BEVERAGES IN THE REFRIGERATORS**

Counters

- Spills should be cleaned immediately to maximize cleanliness and prevent illness.
- Wipe/clean all counters and surfaces nightly.

Hot Dog/Pop Corn/Nacho Machines

- Please follow the manufacturers recommendations machines should be cleaned after each use.
-

Money

- There must be two people in the concession stand at all times.
- All money collected should be deposited in the club/activity account as collected to ensure prevention of loss or theft.
- Do not store money in the concession stand.
- Do not place your money box on the counter of an open window during open hours.

Trash

Place all trash items outside the door in bags for the grounds/custodial staff to take to the trash. Trash left in the concession stand attracts mice, cockroaches and other disease carrying pests making our concession stands unclean.

Banners

Palo Verde High Magnet High School Varsity Club Advertising Agreement 2011 – 2012

Dear Friend of Palo Verde High Magnet School:

Thank you for your interest in advertising at Palo Verde High Magnet School. Sponsors may purchase banners up to 3' x 5' and the Booster Club will hang it at a Titan facility during all home games. In addition, depending on the level purchased, the banner could be hung at an additional site of the choice the sponsor. Finally, purchase at any level includes your advertisement in all written programs at athletic events.

Reasons to advertise at PVHS:

- Each varsity home game attracts many of community leaders and members.
- Associate with a great high school and sports program.
- Other sports attract fans and spectators too, you get 2 for 1!
- Contribute to the success of all PVHS sports programs.

For inclusion in this year's Booster Banner Program please:

- Complete the form below.
- Make check payable to PVHS Varsity Club
- Mail to: PVHS Varsity Club Banner Program
1302 S. Avenida Vega
Tucson, Arizona 85710

Should you have any questions please email bart.peterson@tusd1.org

-
- _____ **Blue Level** - Banner to be hung at a Titan facility of your choice - \$300.00 annually **
- _____ **Gold Level** - Banner to be moved to another facility of your choice for the entire season – additional \$150.00 annually (Blue Level required) Please choose your 1st and 2nd choice for placement below. **
- _____ Football Stadium
- _____ Baseball Diamond
- _____ Softball Diamond
- _____ Soccer Stadium
- _____ Gymnasium
- _____ Other Please list _____

_____ Total contribution

** Additional Banners may be placed for 1/2 the cost of the original ad. (Gold Level = \$225 additional, Blue Level = \$150 additional) Must be the same artwork for the 2nd banner. (additional banners will be placed facing the other side of the facility)

Name: _____

Company Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

**Palo Verde High Magnet High School
Varsity Club
Advertising Agreement
2010 – 2011**

Things to remember for a successful Booster Banner Program experience:

- Banner lettering should be large enough to be visible from across Titan Stadium and across a baseball diamond. Minimum 8" lettering is recommended but larger is better.
- The banner may be reused in subsequent years however this sponsorship is for one calendar year – beginning with your first team selection.

If you have any questions please email bart.peterson@tusd1.org or call Bart Peterson 520-584-7435.

Coaches,

Looking for a fundraising opportunity? Palo Verde Athletics has found the way. Do you know some businesses that would like to advertise at our athletic events?

We are offering the attached opportunity to you as coaches to raise money for your teams.

Here's how it works:

You as the coach or as a team approach a business to advertise at Palo Verde Athletic events. The cost to them is **\$300 for the Blue Level**, and **\$450 for the Gold Level**. Each advertisement will receive 1 - 3' x 5' banner for placement on the fence around the football field. (additional banners will be placed facing the other side) **

Gold Level participants will have their banner placed at a 2nd site as well during the winter and/or spring seasons.

Advertisers that would like an additional banner placed on the fence would pay for an additional ad, but at 1/2 the cost.

How does this benefit my team(s)? If a single sponsor purchases a single Blue Level Banner your team receives \$163.63 (Gold = \$276.13) If they purchase an additional banner your team will receive \$214.76 (Gold = \$383.51)

Arranging for Transportation

You will be asked for departure times per your schedule at the Coaches meeting at the start of the season.

Should you desire a change to the appointed departure time, request it by email to the Athletic Director and Athletics' Administrative Assistant. Changes will be granted based upon the following criteria:

1. Change in start time.
2. Affect on academic class time.
3. Ability of Transportation to meet the new time. (if they can't do it, it won't happen anyway)

Students will not be released more than 10 minutes prior to bus departure times. Do not tell students to try to get out of class early.

Please make every effort to comply with driver wishes. Be courteous, kind, and considerate of the driver. If you have any issues, please bring them back to school and address them with the Asst. Principal for Activities.

Tutoring

Palo Verde Magnet High School is a school after all. If your team members are not academically eligible, they cannot participate. Tutoring and academic help will be provided for our students. EVERY effort should be made to accommodate the academic needs of a student, even at the expense of practice time. Remember, they are here to graduate, not necessarily participate.

Academic Grade Checks

Weekly grade check should be made with the grade check form found at the end of this document and online at the school website. It is the coach's responsibility to shepherd his/her team and know their academic standing.

Palo Verde High Magnet School Weekly Academic Progress Check



- This report is to monitor academic progress in your course. This information is used to support your academic progress.
- Students will circulate this form before or after school Monday, then submit it to the coach at the end of the day on Monday of each week. Teachers will not complete this form during instructional time.
- No Progress Checks will be requested the week of a grading period (Progress, Quarter, Semester)
- (Substitutes: Please fill out as much as possible and SIGN noting that you are a sub)

Student Name: _____ Requesting Adult: _____

Period	Class	Attitude	Attendance <i>(Includes Tardies)</i>	Missing Assignments	Can work be made up?	Grade	Grade Trend <i>(Up/Down/No Change)</i>	Initials
1					Yes or No	%		
2					Yes or No	%		
3					Yes or No	%		
4					Yes or No	%		
5					Yes or No	%		
6					Yes or No	%		

Please list additional comments on the back of this sheet. Contact with the coach and parent to ensure appropriate academic progress.

Summer Travel

Teams traveling during the summer for tournament, games, or camps must complete the following process in order to be approved for such travel. PO's for entry fees cannot and will not be processed until all have been completed, submitted and approved.

1. Released Time Form signed by Principal and Coach (even though you aren't missing any time).
2. Page 2 of Release Time for any assistant coaches.
3. Justification for travel.
4. Travel Form 953 (even if you aren't using TUSD transportation)
5. Requisitions
6. Tournament/Camp Flyer
7. List of all Students who will be participating
8. Activity Specific Parent Permission Form for each student.
9. Itinerary (be specific)
10. Detailed supervision (chaperones) of the event, who will be supervising students, how they will be supervised.
11. Chaperone expectations – Detail what will be expected of chaperones.

Palo Verde High School Athletics Website

Palo Verde Athletics has our own website. Each head coach will be provided log on information allowing access to his/her own individual sport. Each head coach is expected to maintain his/her sport website including schedule, roster, news, photo's, etc.

This is the face of Palo Verde Athletics and is where our parents go for information. You will be expected to maintain the website as a face of your program. If you have another website, you can simply put a link on the team website to take us to your site. However, any website that uses Palo Verde High School name, logo, etc becomes property of Tucson Unified School District and such site will be held to the same usage standards as TUSD websites.

Swimming Policy

It is the policy of TUSD that unless involved in an approved swimming program, no student will be allowed to swim on a school activity. This includes while staying at a hotel and/or other venue. If you allow a student to swim (and you are not the swim coach) you will be subject to school board policy discipline and/or termination.

In addition, participation at events taking place at or on a beach is also forbidden as per district policy.

Quitting a Sport / Activity

- Any student who wishes to quit a team must talk to the coach, report the situation to the Athletic Director and return all equipment. Parents are encouraged to be active and supportive during this process.
- Any student who quits a sport may not participate in another sport / activity, including practices, and post season playoffs during the same season until acknowledgment is given to the head coaches / sponsors of the two sports involved and approval granted by the Athletic Director.
- Any student who quits a team cannot return to that team during that season without meeting the requirements of the Athletic Director and coach of that team, i.e. team rules, team penalties, etc...

Awards / Lettering

- Each head coach will establish requirements for team awards and lettering.
- Student-athletes will receive in writing at the start of the season the requirements for lettering and the earning of other awards.
- Successful completion of a sport season is required to be eligible for a letter or other team award.

TRAVELING

All participants are to use District provided transportation to and from the site of all away contests. Exceptions:

1. Parents may obtain and complete a TUSD Interscholastic Athletic Transportation Guidelines (TUSD 0828A) form to transport their own son/daughter to and or from a contest. The Athletic Transportation form must be completed in advance of the contest so that written approval can be obtained by the school administrator.
- **Parents may not provide transportation for any other participant to or from an away contest site.**
2. Students may drive themselves ONLY, after completing a TUSD Interscholastic Athletic Transportation Guidelines (TUSD 0828B) form and after receiving the written approval from the school administrator. This must be completed in advance of the contest.
- **Students are not allowed to transport any other students, spectators, players, etc.**

We recommend: When completing a TUSD Interscholastic Athletic Transportation Guidelines form, check the box for the **SEASON**. This does not mean that you have to always transport your son or daughter, but it will save you from completing a form each time that you need to transport your child.

Tryouts

A coach/sponsor will establish guidelines and procedures for trying out for their team / activity. In the guidelines they will stipulate the criteria for making the team and the procedures in place to make sure that the tryouts are fair for everyone involved. Students will be afforded the time to speak to a coach if they are not selected to evaluate areas for improvement.

Uniforms

- The student-athlete is totally responsible for any uniform, practice gear, jacket, etc... issued to him/her by the Palo Verde High Magnet School Athletic Department. The student-athlete will be responsible to reimburse Palo Verde High Magnet School Athletic Department for any lost, damaged or stolen equipment.
- All uniforms will be worn as designed. Alterations will not be allowed to the uniform.
- The student-athlete will be responsible for returning all issued equipment/apparel to the appropriate coach or equipment manager. Upon completion of the season or termination (for any reason) from the team, the student –athlete is responsible to turn in the uniform/equipment within one week.
- A student-athlete may not receive any awards or be able to registrar for or withdrawal from school until his or her responsibility toward issued equipment/uniform has been met.

Palo Verde Magnet

High School

ATHLETIC TRAINING FACILITY

Coaches Handbook



GENERAL INFORMATION

CERTIFIED ATHLETIC TRAINER:	Bart Peterson, MS, ATC Athletic Training Facility Phone: 584-7618 Home: 574-2059 Cellular: 334-5892
VOLUNTEER TEAM PHYSICIAN:	Dr. Mike Hamant 298-2313
AMBULANCE:	Main Campus: 9-911

SCHOOL PHONE LOCATIONS:

1. Athletic Training Facility
2. PE Offices
3. Athletic Offices
Football Office/Locker room

EMERGENCY ACTION PLAN

It is the coaches' responsibility to secure communication devices for practices and games that are held off campus. If a practice or event is held off campus, the coach must obtain radio(s) to ensure adequate coverage.

PVHS Office	584-7400
Emergency on a School Phone:	9-911
TUSD Security:	584-7676

DIRECTIONS FOR CALLING PARAMEDICS/AMBULANCE

1. Call for the Certified Athletic Trainer and stabilize the student with basic first aid/CPR. Follow ATC's instructions.
 2. Assist with essential phone calls. (911, parents, etc.)
 - a. State your name and position
 - b. Describe nature of injury
 - c. Describe location of injured athlete
 - d. Give present phone number
 3. Send responsible person(s) to meet and direct paramedics to injured athlete
 4. Assist paramedics with injury information if needed
 5. Send Emergency Card with EMS to hospital, or with athlete to hospital.
- When paramedics are summoned to the football stadium or **PVMHS Main Campus** practice fields, they should be instructed to use the access from eastbound 22nd St.

Entrance off of 22nd (must be east bound), just after the tennis and basketball courts **is preferred**. Make sure the gate is unlocked and open, and someone meets the ambulance and other emergency vehicles at the gate and directs them to the emergency.

- If coming from the south, turn on Calle Betelgeux, to Avenida Vega, then into the service drive to the athletic fields.
- If coming from the East or North, from 22nd, turn to Avenida Vega, then into the service drive to the athletic fields.
- Locks on the gate are opened with a 6X key or ASSA outside door key.
- Emergency Cards are in the cardex on the Certified Athletic Trainers' desk, and in each medical kit or in the possession of the coach. It is imperative that the coaches have the emergency cards at all events – home and away. It is recommended that the cards be at every practice as well.
- Keys to the gates must be carried by coaches to enable access to emergency vehicles and personnel.

GENERAL EMERGENCY PROCEDURES

ACTIONS TO BE TAKEN

1. Administer necessary and possible first aid.
2. Call paramedics if necessary.
3. Contact parents as soon as possible.
4. Assist emergency personnel by providing any pertinent information about the athlete's injury and/or medical history.
5. Accompany athlete to hospital, if possible.

Type I Coverage: (Athletic Trainer Present)

Life Threatening Situation

- Call for the athletic trainer and stabilize the student with basic first aid/CPR. Follow ATC's instructions.
- Assist with essential phone calls (911, parents, etc.)
- Give proper directions to the school.
- Meet EMS arriving at school at pre-designated spot. Send emergency card to hospital with student.

Non-life Threatening Situation

- Call for Athletic Trainer, stabilize and calm the student.

Type II Coverage: (Athletic Trainer NOT Present)

Life Threatening Situation

- Provide initial first aid, CPR, etc.
- Be calm
- Call 911 and advise of problem, location, your name, phone number and directions to the school.
- Have someone meet EMS and lead them to the exact location.
- Call parent and/or guardian and calmly advise them of the situation and what you are doing.
- Supply EMS with the emergency card of the student for permission to treat.
- Do not move the student unless there is increased risk of injury.

Non Life-threatening Situation

- Provide first aid
- Contact parent and/or guardian with information and proper instructions for care.
- If student is referred to the doctor, have the parent supply the athletic trainer with a note from the Doctor indicating the extent of the problem. Call the athletic trainer and advise of situation.

Medical Kits

Every medical kit must contain a copy of these emergency procedures and a list of emergency telephone numbers. Include should be exact directions to the school in the event parents and/or emergency personnel should be called to the school. This list should also be placed by all telephones that may be used for emergency telephone calls. All medical kits must carry complete updated files and emergency cards for each team, and all levels including managers.

Medical kits should be kept neat and clean. Coaches are responsible for the condition and distribution of supplies contained in medical kits. Medical kits should not become a catch all for trash or other supplies from the team/managers and coaching staff.

Emergency Alarms

Coaches should ensure that teams evacuate PVHS buildings and facilities appropriately when fire and other sirens or horns sound. Emergency cards should be taken with coaches to allow the coach to notify parents in the event of a serious problem at the school.

Coaches and sponsors including the Certified Athletic Trainer will comply with the PVMHS Emergency procedures outlined in the Faculty Handbook. Because the practice or event occurs after school does not exclude the coach and students from the procedures outlined therein.

Weather

TUSD and it's Athletic Trainers have developed a comprehensive plan for dealing with weather and it's effects on our students. Full acknowledgement is given to the Athletic Trainer when dealing with weather. Coaches should familiarize themselves with the TUSD weather related guidelines and comply with them.

ATHLETIC INJURY PROCEDURES

General Guidelines:

Injuries must be seen and an injury report written up on the athlete so that the school can have accurate records to treat the injury. **REMEMBER - Most Important: The injured athlete takes priority over everything!**

1. Keep the athlete still, comfortable, and reassured.
 2. When in doubt, do not move an injured athlete.
 3. Send someone for the Certified Athletic Trainer if available.
 4. Call paramedics if necessary.
 5. Notify parents as soon as possible.
 6. File accident report with certified athletic trainer and athletic director.
-
1. **When Head Athletic Trainer is present:**
 - A. Notify Head Athletic Trainer
 - B. If there is a serious injury and it is obvious that an ambulance will be needed, send assistant coach to call paramedics.

 2. **When Injury occurs on school grounds and the Head Athletic Trainer is not present:**
 - A. Administer first aid.
 - B. Call ambulance if necessary.
 - C. Notify parents of injury.
 - D. See that the athlete has transportation home.
 - E. Notify Certified Athletic Trainer and Athletic Director as soon as possible.
 - F. File Accident Report with Certified Athletic Trainer within 24 hours of the injury.

 3. **When team is away and injury occurs:**
 - A. Consult the Certified Athletic Trainer if one is present. It is the coach's responsibility to specifically assign treatment responsibility. If you consult a Host ATC, you must still provide appropriate treatment, or assign responsibility to the Host ATC.
 - B. Request assistance of host team coach or athletic director if the Certified Athletic Trainer is not available
 - C. Call ambulance if necessary
 - D. Send the athlete's emergency information with him/her to the hospital.
 - E. If at all possible, send an assistant coach with the injured athlete.

 4. **Notify the Certified Athletic Trainer as soon as possible after an athletic injury occurs.**

DO NOT MOVE ANY INJURED ATHLETE IF YOU ARE IN DOUBT AS TO HIS/HER CONDITION OR WHEN THERE IS A BACK, HEAD OR NECK INJURY. *CALL 911.*

COACHES DUTY TO OBTAIN MEDICAL ATTENTION

The coaching staff **must** be aware that they have a duty and responsibility to obtain medical attention for those athletes that are injured or who may have an injury. Failure to obtain medical attention for an injured athlete and/or permitting an injured athlete to compete without medical clearance may result in disciplinary action as well as exposing the coach to legal action.

GUIDELINES TO USE DURING A SERIOUS ON-FIELD PLAYER INJURY:

These guidelines have been recommended for National Football League officials and have been shared with NCAA championships staff. They are also being considered by NFSH Officials to be included as rules for all sports.

- 1.** Players and coaches should go to and remain in the bench area once medical assistance arrives. Adequate lines of vision between the medical staffs and all available emergency personnel should be established and maintained.
- 2.** Players, parents and non-authorized personnel should be kept a significant distance away from the seriously injured player or players. This includes any Dr.'s coming out of the bleachers!
- 3.** Players or non-medical personnel should not touch, move or roll an injured player.
- 4.** Players should not try to assist a teammate who is lying on the field (i.e. removing the helmet or chin strap, or attempting to assist breathing by elevating the waist).
- 5.** Players should not pull an injured teammate or opponent from a pile-up.
- 6.** Once the medical staff begins to work on an injured player, they should be allowed to perform services without interruption or interference.

Players and coaches should avoid dictating medical services to the athletic trainers or team physicians or taking up their time to perform such services.

ATHLETIC TRAINING FACILITY OPERATION

Practices

- A. Athletic Trainer coverage of practices will be determined by the Director of Activities/Assistant Principal and the Certified Athletic Trainer.
- B. Special practices or changes in original schedules should be submitted, in writing 24 hours in advance to the Certified Athletic Trainer.

Contests

- A. The Director of Activities/Assistant Principal and the Certified Athletic Trainer will determine Athletic Trainer coverage of practices.
- B. Priority coverage by the Certified Athletic Trainers will be given to Palo Verde High School home games/events.
- C. Any changes in contest schedules should be submitted preferably in writing to the Certified Athletic Trainer at least 24 hours in advance.

Training Room Facilities and Equipment

- A. Athletes are not allowed in training room without the Certified Athletic Trainer.
- B. ONLY THE CERTIFIED ATHLETIC TRAINER IS ALLOWED TO INITIATE TREATMENT.
- C. Physical Education/Wellness injuries are to be treated by the school nurse. Treatment in the Athletic Training Facility is limited to emergencies only for physical education and wellness injuries.
- C. Medical kits, water bottles, coolers, and ice containers are available from the athletic training room. Coaches are responsible for the condition and return of this equipment.
- D. Water bottles and coolers should be kept clean and tops should not be removed. This will help us prevent the spread of disease and illness.

Athletic Training Student Aides

- A. Athletic Training Student Aides (ATSA) are being taught basic injury care. **However**, the coach assumes all responsibility for care in case of injury. The ATSA is there to assist you in caring for the injury. The ATSA is not to take the lead in dealing with the injury. In the absence of the Certified Athletic Trainer the coach is in charge.
- B. Head Coaches must designate a coach who will have responsibility to render appropriate first aid. ATSA cannot be designated to fill this position. They can only assist the designated coach with this responsibility.
- B. ATSA's are trained to tape and treat minor injuries.
- C. When possible, an ATSA will be assigned to work with your team.
- F. ATSA's are not allowed to initiate treatment without direct (visual and auditory) supervision, direction, or instruction from the Certified Athletic

Trainer or a Physician for each injury situation. This includes but is not limited to:

- Whirlpools
- Ultrasound
- Electrical stimulation
- TENS
- Other modalities without permission of the Certified Athletic Trainer and his/her supervision.

- G. Neither coaches, nor ATSA's, are to diagnose injuries and request specific treatment from the training room. These are the responsibilities of the team or attending physician and the Certified Athletic Trainer.

Automatic External Defibrillator

Palo Verde High Magnet School is privileged to have two (2) AEDs (Automatic External Defibrillator) on campus and available to assist staff in duties to provide appropriate care to students, staff and visitors to our campus.

The AED should be available at all practices and games based upon established protocols by the Athletic Trainer. All coaches must receive training in First Aid, CPR and AED use prior to being approved to work with Palo Verde students and teams.

USE OF COMMUNICATION DEVICES

Cellular phones and portable radios are recommended for coaches and teams. Though the school does not have enough for each team, arrangements should be made for off campus events where a phone is not readily accessible.

Radios will be used to communicate between the training room and athletic fields and practices. No goofing off with the radios will be allowed.

During Home meets and games other Athletic Department staff will use the radios. The radios will be distributed on a must have basis as far as the number of radios will allow. If there is a need for an ambulance to be called, contact the Certified Athletic Trainer and tell them the following:

1. The level of Consciousness of the downed athlete. (Conscious, unconscious, in and out of consciousness, etc.)
2. Whether the athlete is breathing, with or without a pulse, whether or not CPR is being administered.
3. The chief complaint of the athlete.
4. Whether the athlete is wearing a medical alert bracelet or tag. If so, state what the bracelet or tag states about the athlete.
5. History of the injury, how it happened, what the athlete did following the injury, what has been done for the athlete and what are being done.
6. What you **suspect** is wrong with the athlete.

7. The name, age, sex, and consent forms for the athlete.

Be very specific in telling the Athletic Trainer or Administrator everything that you know about the athlete's condition and stay in contact with the ambulance until it gets to you!

RETURN TO ACTIVITY PROTOCOL

The welfare of the athlete is of the utmost importance. Decisions of the Certified Athletic Trainer must be considered primary. The athletic trainer and coach should communicate regularly with regards to injured athletes.

Using the return to activity protocol, the athlete will be tested for physical readiness. Based upon this testing, student-athletes will be cleared or not for activity.

All parties involved:

1. The athlete
2. The parent
3. The team physician
4. The personal physician
5. The Certified Athletic Trainer must agree that a player can resume participation safely. If any one of these five above mentioned members of the sports medicine team feel that the player is not ready to return to athletic participation, the athlete will be withheld from play. Any one of these may not return an athlete to competition without the consent of the others. For instance, the athletic trainer cannot return the athlete to competition if the parent does not agree. In reverse, a parent cannot return an athlete to play if any one of the others on the list does not agree.

TRAINING ROOM POLICIES AND RULES

The following is a list of the policies and rules of the Athletic Training Program:

1. Athletes must report to the Athletic Training room at least 15 minutes prior to the start of their team's practice. Athletes who are late reduce the effectiveness of the Athletic Training Staff and miss valuable practice time, thus hurting the team! Athletes who are late will be sent to practice without an excuse. If an athlete is late for practice due to the fault of the Athletic Trainer or staff, a pass will be sent with the athlete to practice.
2. No cleats, spikes or other outdoor footwear is allowed in the training room unless it is impossible to tape the athlete with the shoe on. Athletes should leave the shoes in the locker and retrieve them after taping.
3. Athletes should not use the training room as a lounge. We don't have enough room for the injured and those being taped to have people lounging in the training room. NO LOITERING.
4. All injuries must be reported to the Head Athletic Trainer. Please evaluate the injury, and write up an injury report and then advise the Head Athletic Trainer if it is not a serious injury. Serious Injuries should be reported immediately to the Head Athletic Trainer
5. All injuries must be seen and all treatments prescribed by the physician and the Head Athletic Trainer.
6. The athlete must shower before being treated after practice or game. The only exception is a serious injury. Minor cuts and wounds will not exclude the shower rule.
7. Athletes should wait their turn before being taped and treated. First come first served.
8. Athletes are not to treat or tape themselves. The training staff will perform all taping and treatments.
9. Use of the PVMHS training room is strictly restricted to TUSD students and staff only. All treatments are performed under the direction of the team physician or family physician.
10. It is strictly forbidden to give drugs of any kind to any student. Aspirin is restricted also. Do not carry any medication other than that supplied by the school in your kits.
11. No cussing or swearing, a fifty-cent fine will be levied and collected against violators. Those who do not pay will be fined and the report card held.
12. **Treat and tape those athletes whose sports are in-season first.** They need to be at practice so tape and treat them and allow them to be there on time.

REHABILITATION

All treatments and rehabilitation will be carried out under the direction of the Athletic Trainer and either the athlete's person physician, or the team physician. No treatments other than ice, heat, massage, and stretching, and specific exercise as designed by the trainer and doctor will be done without a prescription from the attending physician.

It will be the responsibility of the athlete to ensure that he/she is receiving the treatments. The athletic trainer will not remind the athlete that he/she needs treatment. If an athlete does not make an effort to get to the training room with adequate time to receive the treatment he/she will not receive a pass to get to practice and will have to make up the time missed under the established team rules. If the injury is serious enough to remove the athlete from activity for a time the athlete will be expected to be in the training room to receive treatments and then attend the remainder of practice to maintain a team atmosphere and ensure that the athlete keeps up on new additions to the plays/activities of the team.

SIGNALS AND COMMANDS FOR ON-FIELD INJURIES

These signals are to help medical personnel communicate with each other across a football field or gym, or even above the roar of a crowd without speaking. Each signal is simplified so it can be given with one arm in most cases, so the other may be free to work on the patient.

All signals begin with eye contact to the person who is to receive the signal. Upon contact, signal giver will extend arm in front and point index finger at receiver. Whereupon receiver will extend arm and open the hand to acknowledge his readiness to receive signal. Then signals can be given as follows:

COMMAND	SIGNAL
1. Dr. to come to the field.	1. Hand placed palm down on top of the head, if more than one physician is required the signal is repeated.
2. Dr.'s bag brought to the field.	2. Same as above followed by elbow abducted from body, hand down and closed fist.
3. Assistance for removal of injured	3. Arm extended in front of body from field or playing surface. With 2 fingers raised (person in charge of sidelines should choose biggest people nearby. <u>Note: Be aware of is to be transported. A 6'6" 300Lb tackle should not be assisted by trainers (men or women) or people too small to be effective.</u>
4. Stretcher and assistance.	4. Arm to the side elbow forming a square with forearm in front of body palm up. Followed by arm extended in front of body with 4 fingers raised. <u>Note: Person in charge of sidelines should choose four of the bigger people around, be aware of who is to be transported.</u>
5. C-Collar to be brought to the field.	5. Hand cupped forming a "C" by grabbing the throat.
6. Airway to be brought to the field	6. Index finger hooked and placed in the mouth on the lower jaw with mouth open.
7. Trainers kit to be brought to field.	7. Hand placed on chest followed by elbow abducted from body lower arm forming a square, hand down, hand in

	fist.
8. Ice bag needed at sidelines.	8. Both hands should be held in a cup like fashion. Hands are then placed on top of one another, as if making a snowball.
9. Tape or wrap needed.	9. Hands held in front of body with one or two fingers extended. Hand then should circle each other in rolling action. Then the body part to be taped is pointed to.
10. Paramedics needed: A life and death situation.	10. Arm extended above head and several large circles are made.
11. Make emergency call:	11. Hand is closed in fist with thumb extended and little finger extended.