

SANTA CRUZ VALLEY UNION HIGH SCHOOL
2019-2020 Coaches Handbook



2019-2020 COACHES HANDBOOK



Home of the Dust Devils!

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK



900 N. Main Street
Eloy, Arizona 85131
520.466.2200

TABLE OF CONTENTS

[INTRODUCTION](#)

[SANTA CRUZ VALLEY UNION HIGH SCHOOL COACHING PHILOSOPHY](#)

[QUALIFICATIONS OF COACHES](#)

[CODE OF ETHICS FOR COACHES](#)

[COACHES CONDUCT](#)

[HEAD COACHING DUTIES AND RESPONSIBILITIES](#)

[SANTA CRUZ VALLEY UNION HIGH SCHOOL TO DO LIST](#)

[HEAD COACHES](#)

[ASSISTANT COACHES](#)

[Tryout Policy Philosophy](#)

[Tryout Policy Procedures](#)

[Cut Policy](#)

[A COACH'S GUIDE TO DEVELOPING TEAMWORK](#)

[ADDENDUM](#)

[SAFETY AT PRACTICE/GAMES](#)

[HEAT STRESS AND ATHLETIC PARTICIPATION .](#)

[HEAT EXHAUSTION \(SALT DEPLETION\) _](#)

[HEAT STROKE.](#)

[HEAT ACCLIMATIZATION & EXERTIONAL HEAT ILLNESS MANAGEMENT POLICY](#)

[MRSA \(methicillin-resistant Staphylococcus aureus\)*](#)

[PREVENTING INFECTION](#)

[ABSTRACT](#)

[ELIGIBILITY RULES OF THE ARIZONA INTERSCHOLASTIC ASSOCIATION](#)

[PART III. DOMICILE/TRANSFER](#)

[PART VI. RECRUITING/UNDUE INFLUENCE](#)

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

PART VII. MAXIMUM PARTICIPATION

PART VIII. PRE-PARTICIPATION EXAMINATION

IX. ACADEMIC RULE

X. SPORTSMANSHIP RULE

ARTICLE 17 COACHES AND COACHING

17.2 COACHING DURING PRACTICE / COMPETITION

DETERMINATION:

17.3 COMPLETION OF CONTEST - EJECTION OF COACH

17.4 COACH'S / SPONSOR'S CODE OF ETHICS

17.4.3 A COACH / SPONSOR SHALL

17.4.4 A COACH / SPONSOR SHOULD:

17. 5 OPEN FACILITIES

DETERMINATION

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

INTRODUCTION

The Santa Cruz Valley Union High School (SCVUHS) District Athletic Department Coaches' Handbook is designed as a guide for personnel to ensure that the athletic program functions under standards consistent with the accepted goals for interscholastic competition. Each member of the Santa Cruz Valley Union High School Athletic Department has the professional responsibility to adhere to the policies and procedures contained herein.

SANTA CRUZ VALLEY UNION HIGH SCHOOL COACHING PHILOSOPHY

At SCVUHSD, coaching is defined as a teaching situation. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom, especially if we are to justify our interscholastic program on a sound educational philosophy. Therefore, we must assume that the individual coach will apply him/herself to athletic assignments in the same professional manner displayed in a formal classroom situation.

Coaches have a tremendous opportunity to influence young people. Athletics are an extension of the school day and the coach is the "teacher." The "classroom" becomes the soccer field, the baseball/softball field, basketball court or the yellow school bus carrying student-athletes home after they've just suffered a heart wrenching loss or emotionally thrilling last second victory. These are teaching opportunities a coach can use to help young people become better citizens and better human beings.

QUALIFICATIONS OF COACHES

Arizona Interscholastic Association (AIA) is the governing body of interscholastic activities in Arizona. As such, the AIA website (www.aiaonline.org), summarizes their coaching certification requirements as shown below:

Per the AIA Bylaws, all head and assistant coaches, whether paid or volunteer shall complete the following NFHS online education courses at www.nfhslearn.com:

- Fundamentals of Coaching (one time)
- Concussion Course (one time)

All head varsity coaches shall have a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at www.nfhslearn.com

- Fundamentals of Coaching
- Concussion Course
- First Aid Course/CRP
- Sport specific course or Teaching Sport Skills if sport is not offered

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

The Santa Cruz Athletic Department also requires completion of the following online courses available at www.nfhslearn.com for ALL coaches (paid or volunteer):

- Arizona 101 (State Component)
- Sportsmanship
- Engaging Effectively with Parents



CODE OF ETHICS FOR COACHES

Each high school coach is first a TEACHER. The student-athlete is participating within the school's activity program because he or she desires to do so. Consequently, that student is often more attentive to a coach's lessons than those offered by teachers in required courses. At SCVUHS each student-athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he/she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.

As Dust Devil coaches you are expected to model a "Person of Character."

A Person of Character Exemplifies the following...

Trustworthiness

- Be honest--don't deceive, cheat or steal.
- Be reliable--do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal--stand by your family, friends, school and country.

Respect

- Treat others with respect; follow the golden rule.
- Be tolerant of differences
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility

- Do what you are supposed to do.
- Persevere--keep on trying!
Always do your best.
- Use self-control--be self-disciplined.
- Think before you act--consider the consequences
- Be accountable for your choice.

Fairness

- Play by the rules.
- Take turns and share.
- Be open-minded listen to others.
- Don't take advantage of others--don't blame others.

Caring

- Be kind, be compassionate and show you care.
- Express gratitude; forgive others; help people in need.

Citizenship

- Do your share to make your school and community better.
- Cooperate--stay informed; vote.
- Be a good neighbor--obey laws and rules.
- Respect authority; protect the environment.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

Lastly, the function of an interscholastic coach is to educate students in "**LIFE LESSONS**," through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Every young person should be treated as though they were the coach's own and their safety/welfare has to be paramount at all times.



"The quality of a person's life is in direct proportion to their commitment to excellence. "
Vince Lombardi

COACH CONDUCT

Coaches who fail to uphold the integrity of the SCVUHS athletic program and do not follow the coaches conduct/expectations will be reprimanded including but not limited to an administrative conference, letter of reprimand or dismissal from the athletic department.

Language

- Carefully consider the language used when speaking to or in the vicinity of any or our student, parents and members of the community.
- Sport officials are becoming more sensitive to profane outburst and those individuals who either use or tolerate the use of profanity are sure to be penalized.

Ejection from a Game

- If a coach is ejected from a game, they are suspended for the next game
- An ejected coach is required to submit to the AD a written statement explaining their actions.
 - A follow up discussion with the Athletic Director will follow
 - Coaching position for the following season may be in jeopardy if a coach has multiple game ejections.

You are their coach, not their peer

- Whenever you are with your athletes, you are an extension of SCVUHS and all school rules follow.
- At no time should there be alcohol provided to, or consumed by, underage students
- Failure to comply with any school rule may result in a hearing and could get you dismissed from your coaching duty.

Communication with student athletes

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

- Texting an athlete is only acceptable for the following reasons:
 - Practice time/game times
 - Missing practice
 - Being late for practice
 - Change in schedule
 - Items directly related to athletics, team or sport.
- Coaches should not have personal conversations with athletes on personal cell phones
- Networking Web Sites and/or Blogs

Social networking sites such as *Facebook, Instagram, Twitter and Snap Chat* are structured to be closed environments, and as such the Santa Cruz Valley Union High School District discourages students and teachers from using them to communicate with one another.

Social Networking Sites and Blogs for Personal Use:

The personal use of social networking sites or blogs creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District.

The following guidelines have been developed:

- If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you do, you must state that you are expressing your own opinion, not that of the District. If you identify yourself as a District employee, remember, your actions will reflect not only on you but on the District as well. If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are your own.
- Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the District's Official Seal or individual school logos, athletic logos, mascots or any other such graphic representations or images – including photographs – during your personal online activities (Web site, blogs, etc.) or on any personal sites.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.

- If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
 - Posting of photographs, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

- Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies. Exercise caution with regards to exaggeration, colorful language, guesswork, legal conclusions, and derogatory remarks or characterizations.
- You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- It is inappropriate for District employees to communicate with current students enrolled in the District on any public social networking site (Face book, MySpace, etc.). This includes becoming “friends” or allowing students to access your personal page to communicate.
 - Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
 - Do not initiate friendships with students.
 - Remember that people classified as “friends” have the ability to download and share your information with others. Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may be available, even after it is removed from the site.
 - Do not discuss students or coworkers or publicly criticize school policies or personnel.
 - Visit your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends”. “Friends of friends” and “Networks and Friends” open your content to a large group of unknown people. Your privacy and that of your family may be a risk.
- Employees should refrain from creating “personal” Web pages, etc. that permit social interaction with current students enrolled in the District. This does not include “professional” Web pages that may be used for work related reasons (homework blogs, school sports teams, etc.) All postings on work related Web pages that are related to District businesses are public record and must be maintained as required by law. Employees are encouraged to consult with Aaron Bates to create a Web page related to their activity that can be made a part of their location’s own Web page.
- Employees should notify parents of their intention to use this media to communicate with the student and the intended purpose of such communications. All ethical and legal expectations for appropriate employee/student relationships should be followed.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

- Employees should refrain from providing their personal E-mail address to students currently enrolled in the District.
- Employees should only provide their official District E-mail address (this address can be accessed via computers at work, at home and on personal digital assistants and Smartphone's) as a way to communicate with students or parents regarding District and/or school related business.
- During the work day, employees should refrain from participating in any social networking Web site for personal reasons, even from personal equipment (i.e. their own Blackberry, iPhone, laptop, netbook, etc.)
- Employees should avoid posting personal comments – on their page or someone else's page – no matter whose equipment it is during lunch time and/or breaks since such activities will leave time-stamps that could be misinterpreted by others.
- If a staff member learns of information, on the social networking site, which falls under the mandatory reporting guidelines, they must report it as required by law.

The very nature of the Internet and social networking sites are that they are ever changing. The above guidelines are intended to provide direction if you choose to use social networking sites and/or blogs for either personal or professional reasons.

Do Not Allow Hazing

- As a coach you are liable if your athletes are involved in “hazing”
- As coach of the team you are responsible for the safety of all your athletes.
- If one of your athletes commits hazing to another athlete regardless of the circumstances, it is wrong and will be dealt with appropriately.
- Examples of hazing would be:
 - Tying an athlete to a pole
 - Any type of embarrassing dress
 - Any type of physical attack

HEAD COACHING DUTIES AND RESPONSIBILITIES

Professional Expertise

1. Instruct athletes in the fundamental skills, training, and strategies necessary to achieve success.
2. Has knowledge of game rules and A.I.A./conference regulations and implements these rules on a consistent basis.
3. Follows all SCVUHSD Athletic Handbook Policies (**Coaches and Student**) and instructs staff and athletes in accordance with these policies.

Personal Behavior

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline.
2. Coach will exhibit responsible conduct both in and out of the competitive area.

School Relationships

1. Maintains records for sport such as physicals, insurance forms, and parent consent forms, etc.
2. Promotes professional growth by encouraging staff attendance at clinics and conferences.
3. Assigns staff specific duties, supervises the assignments, and completes proper evaluation at the end of season.
4. Supports all school programs.

Community/Parent Relationships

1. Is responsible for good public relations with media, booster clubs, parents and officials.
2. Consistently releases positive information to media on a regular basis.
3. Promotes sport among parents, players and fans at all times.

Fiscal Responsibilities

1. Responsible for submission of yearly budget to athletic director.
2. Responsible for all equipment collection and the cost of any misplaced equipment.

Other Responsibilities

1. Monitors and supervises athletic locker rooms before and after practice and games.
2. Secures all doors, windows, and gates before leaving the facility.
3. Develops, in each athlete, a respect for school property and its care.
4. As outlined by the statistical data recorded in MaxPreps.com, coaches are to record and maintain statistical data, throughout the entire season, for each participant in their program. Submit to Principal at the end of season.

A coach who fails to adhere to the guidelines set forth in this handbook is subject to disciplinary action, up to and including termination of the coaching appointment.

SANTA CRUZ VALLEY UNION HIGH SCHOOL TO DO LIST

HEAD COACHES

You are responsible for all coaches and levels within your sport, as well as the duties listed below. Delegation of responsibility to your assistants is encouraged, however you are the person in charge at all times. Be certain that all responsibilities/duties are carried out.

ASSISTANT COACHES

You share with the Head Coach many of these duties, and some of these duties may be delegated solely to you. Make sure that you carry out all duties assigned, remembering that loyalty, cooperation and support are essential to any successful program. Assist your head coach at all times. Your concerns or complaints should be discussed privately with the head coach first. If there is no resolution then take the concern to the AD.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

BEFORE THE SEASON STARTS, YOU MUST:

1. **Schedule pre-season meeting with AD.**
2. **Attend mandatory AIA pre-season head Coaches meeting.**
3. **Make sure First Aid/CPR card is up to date.**
4. Collect a practice permit. Without a practice permit student cannot participate.
5. Check your practice area and equipment to be certain it is ready for use.
 - a. The Athletic Director must sign work orders before they are submitted.
 - b. Individuals must not make purchases. All purchase requests must go through the Athletic Director's office.
6. Registration of athletes:
 - a. Athletes must turn in the completed athletic department paperwork including an updated (**on or before March 1st**) physical/medical history form before they are allowed to practice. No equipment should be issued before these forms are turned in to Ms. Gates and she issues the athlete a practice permit that is turned over to the Head Coach for participation/equipment issue.
 - b. An accurate list of all participants must be on file in the athletic office at all times. This list must be turned in to the AD by the end of the first week of practice so that an accurate eligibility report can be prepared. You must also inform the AD about additions/deletions daily.
4. Assist in arranging for the systematic issuance of equipment. This system varies by sport. Ask questions if you are not sure what to do.
5. Discuss the Athletic Handbook with your athletes and your assistants. Make certain that they are aware of the contents along with any rules or policies, which pertain to your sport. If you have any special rules of your team, be sure that the athletic director is aware of them before distribution and has a written copy on file. Also, include your requirements for earning a letter in your sport that are in addition to those listed in the Athletic Handbook.
6. Submit a copy of your schedule with bus times listed. Be realistic about these times. Buses should not have to wait more than 5 minutes for your team.
7. Meet with your staff to standardize techniques, drills, system of play, etc., to ensure consistent teaching within your sport.
8. Meet with parents/guardians to discuss athletic handbook making sure they are aware of the contents along with any rules or policies, which pertain to your sport no later than 3 weeks into a season.

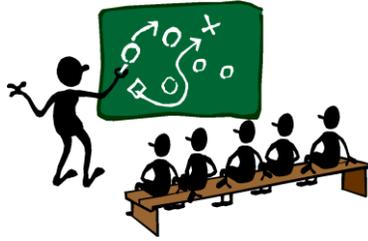
DURING THE SEASON, YOU MUST:

1. Make certain that the athletes in your program are supervised at all times. This includes but not limited to Locker room supervision before and after practice/games. Also the supervision of bus/vans on away trips is your responsibility. After away games make sure you are supervising your athletes until they have all been picked up. Assign assistants as needed.
2. Use sound judgment and coaching practices at all times. If there is lightning near the practice/game area, or any other severe weather conditions, practice and games should immediately be suspended or terminated. Seek safe shelter for everyone.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

3. Practices during hot weather require safety measures. Advise your athletes to drink at least 1 gallon of water throughout the day. Frequent water breaks during practice will be provided. Refer to addendum at end of the handbook.
4. Resistant bacteria known as MRSA are a growing concern. Refer to addendum at the end of the handbook.
5. Familiarize yourself with “Heads Up”, the Concussion fact sheet for youth and high school coaches’ addendum at the end of the handbook. And more importantly follow the guidelines outlined in this document, “When in Doubt, Sit them Out”.
6. Assist in the care and security of your equipment, practice area, and locker room. Lock all doors to locker rooms and equipment areas during practice and after practice. **Make sure you lock gates to the school if you are the last one to leave.**
7. Schedule and organize daily practices. Gym space and fields are assigned by sport; you are to assign it by level.
8. Electronic notification on games results and any incident reports for AD provide any publicity information, which might be helpful. This report must be in by noon on the first day of school following the contest.
9. Attend all meetings as requested.
10. Keep accurate team and individual records.
11. Turn in a summary at the conclusion of your season.
12. Keep Ms. Gates posted as to your eligibility list, and make sure it is accurate and up to date. If an athlete drops from your roster, make certain that the equipment is collected and the name is removed from the list. Be sure to monitor athletes’ eligibility weekly with forms provided.
13. An accident report must be filled out for each injury. This report should be turned into the AD/athletic trainer within 24 hours of the accident unless contest is on a weekend, then accident reports must be turned in on Monday.
14. Make sure you have classroom coverage or substitute teacher for away games. Absence notice must be complete for all athletic contests and travel.
15. Travel lists must be emailed to the Athletic Secretary 24 hours prior to an away game. Please list all athletes’ names and release time from class.
16. Athletes are to travel to all athletic events in school transportation, athletes who show up to athletic events on their own cannot participate in that event without proper approval from the administration.
17. Athletes may be allowed to go home after athletic events with their parents/guardians providing they have completed travel release form and a signature from parent/guardian on coaches’ sign out form.
18. Insure that the coaching staff and team is “Dressed for Success” at both home and away games. This includes the school day on game day; travel to and from athletic events, and on the sidelines.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK



19. On piggyback trips, the boys will sit at the back of the bus with an open seat between boys and girls, if possible. The boys coach(s) will sit between the girls and boys. The girl's team will sit at the front of the bus with coach(s) sitting between the boys and girls.
20. Athletes who are suspended for nine days pending a Long Term Suspension (LTS) Hearing may be suspended from athletics for the remainder of the year.
21. Over-night stay for all athletic events requires school board approval two months prior to the event. Head coaches must let the athletic director know in advance to be placed on the board agenda for approval/disapproval. Remember that all financial responsibilities pertaining to overnight travel must be paid for by the particular program requesting overnight stay.
22. The SCVUHSD does not provide money for meals for athletic travel. Make sure that you make arrangements with student council for fund-raisers for meal/equipment monies.
23. Stay on top of your student athlete's eligibility. The SCVUHSD Athletic Eligibility is as follows:

ACADEMIC ELIGIBILITY

Eligibility to start a semester

- Students with adequate credits earned based on their grade level are eligible at the start of each season of sport as determined by the A.I.A.
- Students who have made satisfactory progress toward promotion or graduation, but failed a class(s) at the end of the semester, begin the new semester/season of sport under "Advisement". This "Advisement" period is 4.5 weeks (grading period) and student athletes must be passing all classes weekly during this period to participate in a contest. Regular athletic eligibility procedures will resume for these students at the end of this 4.5 week "Advisement" period.

Adequate yearly progress toward promotion/graduation

To be eligible,

Sophomores must have earned 70% of 6.5 credits or **4.50 credits**

Juniors must have earned 78% of 13 credits or **10.25 credits**

Seniors must have earned 86% of 19.5 credits or **16.75 credits**

Freshmen are automatically eligible to start their first sport here at SC. Once they are out for a sport the eligibility policy kicks in.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

Eligibility through a semester

Students with adequate credits earned based on their grade level are eligible at the start of each season of sport as determined by the A.I.A.

- Grades will be checked every 4.5 weeks (progress reports). Students with a 59% or below in any class(s) will be ineligible the following Monday.
- These students will remain ineligible (may practice only) until they have raised their grade(s) to 60% or better.
- Students who become ineligible must attend tutoring school. Once they are passing that class(s) student will turn into the Athletic Director official documentation signed by teacher(s) showing a passing grade(s).
- Teachers have 24 hours to grade make-up work.
- AD will notify coaching staff and at this point that the student has regained their eligibility for the remainder of the grade check period.

Non-Satisfactory Progress Eligibility

- Students who have not met the minimum number of credits toward promotion or graduation are ineligible for the start of the first semester unless they have attended summer school and have earned enough credits to get back on track for promotion or graduation. In this case, they become eligible to start the semester.
- Students who have earned enough credits for promotion or graduation during the semester (credit recovery) and at the end of the first semester become eligible at that point.

Transfer Students Eligibility

- Students who have transferred to Santa Cruz Valley Union High after their freshman year will have their satisfactory progress toward promotion or graduation determined by an administrative committee made up of the principal, athletic director, counselor, or their designees. All other AIA transfer requirements must be met.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

Parent Notification of ineligibility

- Every 3rd week of a 4.5 week grading period, oral notice from their coach will be given to students of pending ineligibility.(R7-2-808, State Board of Education)
- Every progress report (4.5 weeks), students and their parents will receive written notification that ineligibility has been determined.(R7-2-808, State Board of Education)

Teacher Tutoring

- Teachers are available from 7:30 am—7:55 am, 3:06 pm—3:36 pm, and by appointment for tutoring all students. (R7-2-808, State Board of Education)
- Unofficial grade checks will be ran weekly. Students with a 59% or below in any class(s) must attend tutoring in order to participate in practice. Student must provide coach with a tutoring pass from teacher. Missed practice for not attending tutoring are considered unexcused.

Additional eligibility Information

- Grades 9, 10, and 11 students must take a minimum of 5 classes per semester (AIA).
- Students who have been put on a nine day suspension pending an LTS Hearing may lose athletic eligibility for the remainder of the school year.

24. Athletic Transportation Requests:

1. Transportation request form must be completed.
 - These forms may be picked up from the front office.
 - Complete forms and have it signed by Principal or Athletic Director.
 - Submit form to the Transportation assistant in the District Office.
2. The Transportation assistant will assign the vehicle(s), as requested, based on availability.
 - Requests for buses will require additional time to process.
 - Use of Cars and Vans:
 - Keys, fuel cards and paperwork will be given to the driver by the Transportation assistant.
 - Vehicles **MUST** be fueled before being returned to the school. Receipts **MUST** be turned in with fuel cards. If you do not receive a receipt at the pump, you **MUST** go inside and obtain one.
 - Receipts **MUST** be signed by the driver.
 - If a fuel card does not work at the pump, see the cashier and ask them to please call Fleet One customer service at 1-800-359-7587 for authorization.
 - Use of Seatbelts:
 - **ALL passengers MUST USE SEAT BELTS.** Drivers **MUST** ensure all passengers are wearing seat belts.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

- o Failure of a passenger to wear a seatbelt will result in that passenger NOT being transported.
 - o Failure of a Driver to ensure seat belts are being worn may result in loss of vehicle privileges and/or disciplinary action being taken.
 - Vehicles returned after hours:
 - o Vehicles MUST be parked INSIDE the EMD bus barn.
 - o Keys must be placed in the Yellow key box.
 - Cleaning of vehicles:
 - o It is the responsibility of the Driver to have all trash, clothing, personal belongings, etc., removed from the vehicle upon return.
 - o Club Sponsors, Coaches, etc.; PLEASE make sure NO FOOD ITEMS are left in the vehicles. Club and team members should make sure they remove their own trash. Failure to do this can result in the club or team being denied future use of vehicles.
 - o Vehicles will be inspected, no later than the following work day, to ensure they are fueled and cleaned.
 - Reporting of Damage or Repairs needed:
 - o Please write any information, regarding damage or the need of repairs, on the paperwork given out at the time of use.
 - o Major damage, i.e.: broken windows, broken doors, body damage, etc. MUST be reported to an Administrator or the Transportation assistant IMMEDIATELY.
3. Any additional requirements may fall under School Policy- Special Use of Buses-EAAF-R

SCHOOL ATTENDANCE/ATHLETIC PARTICIPATION ELIGIBILITY

Coaches;

On school days you must be in attendance at school in order to coach a SCVUHS athletic program, whether it be practice or game.

However, a coach who is absent from school with special circumstances (i.e. funeral, doctor's appointment, court), may coach (practice/game) with proper documentation of the absence presented to the administration or with prior approval from the administration.

SCHOOL ATTENDANCE/ATHLETIC PARTICIPATION ELIGIBILITY

Athletes;

As student-athletes you are **role models**, which means you become leaders by example, and staff and students will be looking at everything you do both on the field/court, but more importantly in school. The SCVUHS athletic program expects all student-athletes to be in class, on time, and be prepared and ready to learn.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

A student-athlete is ineligible to participate in practice or compete in their sport any day during which he/she is on suspension. Student-athletes must understand that missing practice/games due to suspensions are unexcused. Multiple school suspensions may result in removal from the athletic team.

PENALTIES FOR MISSING SCHOOL:

A student-athlete is ineligible to participate in practice or compete in any team or individual athletic competition if they are absent from school the day of competition. Student-athletes must be in school no later than 9:50am in order to participate in athletic competition.

However, a student who is absent from school with special circumstances (i.e. funeral, doctor's appointment, court), may practice/play with proper documentation of the absence presented to the administration for approval.

GYM/WEIGHT ROOM ACCESS PROCEEDURE;

- **SC athletic program Head Coaches/PE teachers/Administration are the only personnel who will be checked out keys to the athletic complex including the Gym and Weight room**
- 3:10 PE teachers will lock the outside doors to the complex
- 3:30-4:00 Coaches can meet their team outside of the complex and escort to the locker rooms and to the practice area (only that program). Lock doors behind you entering and exiting.
- Outside sports are not to send athletes into the complex until they are done with practice. Field house rest rooms are available, check for cleanliness and lock down after practice
- Inside sports are not to send athletes outside until practice is over and if athletes need to leave the inside practice area they must be supervised
- Lock down all doors to the practice area when done with practice and supervise locker rooms. When all students have left the locker room lock it down
- When you leave the facility lock doors and check to make sure they are closed/locked, even if another program is still practicing
- Students are not to be in the training room without a coach supervising, when done with water/ice lock down behind you
- Coaches who share the same facility must coordinate it's use and let the AD know days/times
- Activity buses will run at 6:30 pm

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

- SC Athletic program Summer Weight room use must be coordinated with the summer weight room supervisor and must be supervised by that programs Head Coach/Weight Room Supervisor. Outside school organizations who want to use the weight room must first fill out the facility use forms with the district and then be approved by SCVUHS District for usage of weight room and then must schedule it's use with the summer weight room supervisor who will provide access/supervise it's use.

AT THE CONCLUSION OF THE SEASON, YOU MUST:

1. Assist in the collection of all equipment. This is your responsibility. Do not leave it for others to do. Have your athletes turn in all equipment/uniforms immediately following each contest. If an athlete quits your team, be sure to collect his/her uniform and equipment immediately, and communicate with the AD. Upon completion of the last game/contest of the season collect all gear/equipment and if student has returned all issued gear/equipment sign off on the All Clear section of the students practice permit and return to the student.

In delinquent cases, in which students have failed to return issued gear/equipment, please follow these procedures:

Step 1 – Coach contacts athletic secretary with list of missing gear/equipment.

Step 2 - Coach immediately contacts athlete's parents, with list of missing gear/equipment and cost.

Step 3 – Athletic office mails letter home (if necessary).

Step 4 – Coach withholds awards at recognition assembly (if necessary).

Step 5 – Athlete will not be cleared for further activities, graduation, next year's registration (if necessary).

2. Prepare for and conduct t your program awards recognition assembly/banquet. Submit a list of award winners to the AD for preparation at least one week before the awards recognition assembly.
 - a. Turn in a summary of the season.
 - b. Submit to the AD an **electronic copy** of the program's statistical data for the entire season. (See pg. 5, #4, Other Responsibilities)
 - c. Assist in the evaluation of each coach on your staff.
 - d. Schedule end-of-year evaluation with the AD. Bring completed evaluations of assistant coaches to this meeting.
 - e. Check major equipment and facilities. Make recommendations for repairs and improvements.
 - f. Prepare tentative budget for the next year. This must include exact specifications, sizes, and prices.
 - g. Assist in the preparation of the schedule for next season.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

A coach who fails to adhere to the guidelines in this handbook is subject to disciplinary action, up to and including termination of the coaching appointment.

Tryout Policy / Philosophy

The high school athletic department is sensitive to the needs of the athletes during the tryout period. It is the school's desire to see that as many student athletes as possible are involved in the program during the athletic season.

Unfortunately, due to facility space, time constraints, equipment issues, A.I.A. traveling restrictions, and additional factors, limitations are placed on sizes of teams for each individual sport.

The athletic department recognizes these concerns and is striving to maximize the options available for student athletes in the athletic arena as participants or supporters of the program.

Tryout Policy Procedures

1. Choosing the members of the various athletic teams is the responsibility of the head coach.
2. Before tryouts begin, coaches will provide team information to all candidates and parents of the team at a pre-season meeting. Such information shall include:
 - a. Length of tryout period – a minimum of three days.
 - b. Objectives used to select the member of the team.
 - c. Number of team members that will be selected and criteria involved in selection – positions needed, etc.
 - d. Distribution of practice and competition schedule. The coach will explain the commitment and expectations necessary to join the team.
 - e. Clear notification that tryouts are based on the performance during the selection period. Tryouts are not based on summer participation or coaching camps the athletes participated in previous to selections.
3. Lower level coaches will follow the criteria for selection that have been established for the particular sport. Head coaches will be involved in lower level selections to aid the lower level coaches.

Cut Policy

1. If you do cut a player, be sure to document as much as possible by recording times, distances, heights, reps, etc. to back up any misunderstandings as to why he/she was cut. Post criteria for cutting in a visible place.
2. If a player is cut during the season for disciplinary reasons, the coach **MUST** notify parents and administration immediately.
3. Students trying out for a team should be given 3-5 day trial before they can be cut from the sport. This gives the athlete who has just completed another sport an opportunity to make the team.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

4. When lowering the numbers on teams becomes a necessity, a coach will provide the following opportunities for each player:
 - a. Lists or rosters of team membership will not be posted. Each coach will meet with each candidate individually to discuss strengths, weaknesses, and squad membership or reason for non-membership.
 - b. Coach will discuss options or alternatives for those individuals who do not make the team. Such alternatives could include participation in the student activities program or a manager position on the team.

A COACH'S GUIDE TO DEVELOPING TEAMWORK

It's not the best team that wins, but the team that plays or works best together. Having a group of tremendously talented athletes won't give you a winning team if these individuals don't get along and refuse to support each other to work toward a common goal. Similarly, a team of average athletes will perform far above average for you if they work as one and mutually support each other. Peak performance and teamwork always go hand in hand. Follow these general guidelines to develop a winning team.

1. BUILD SOLID RELATIONSHIPS WITH YOUR ATHLETES

Teamwork starts and ends with you. How you treat your athletes as individuals significantly affects how they'll treat each other and get along. Consistently show them respect, and they'll come to value that and show respect for themselves, their teammates and others. Further, how you relate to them determines how much of your coaching/teaching really gets through and sticks. And as a role model, you set the tone for teamwork by who you are, how you interact, and what social norms you require.

2. WALK THE TALK

Direct modeling by you is one of the keys to successful team building. How you act always speaks much louder than what you say. If you are "selling" mutual respect and team effort verbally to your athletes, are you modeling these behaviors? If you want your athletes to be open and honest with you, they have to see you model this behavior in your interactions with them and with your staff. To create a winning team, you must consistently model the behaviors you want. You must walk the talk that says "TEAM" (together everyone achieves more) every day.

3. BE FAIR

One of the biggest reasons athletes drop out of organized sports is because of unfair treatment by coaches. Your athletes are really sensitive to and aware of preferential treatment given to more talented teammates. You will not build a winning team by being more interested in and

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

excited about a “superstar” at the expense of your other athletes. You will only develop undesirable characteristics within the team such as jealousy, and resentment in your athletes and their parents. Be fair. Be honest. Be genuinely interested in everyone. Make your team rules team rules that apply to everyone.

4. TREAT EACH MEMBER AS AN INDIVIDUAL

Every athlete on your team is put together in his/her own unique way. Each responds differently to your coaching style, comments, jokes, and casual remarks. Be flexible. Be aware of what works best for each athlete and try not to treat everyone the same. Raising your voice may get one athlete moving and bring a second athlete to a screeching halt. Be open to examining your behavior with each athlete and when you don't get what you want, change your behavior or words until you find a way that works. Recognize and respect individual differences.

5. BUILD SELF-ESTEEM EVERY OPPORTUNITY THAT YOU HAVE

Individual and team self-esteem is directly linked to quality of performance. Build it and you'll enhance performance. Cut it down and you'll create performance problems. Help an athlete feel good about him/herself, and he/she will become expansive, and share those good feelings with teammates. Demean, humiliate, or otherwise assault your athletes' self-esteem, and they will automatically change their behavior on the team to protect themselves at the possible expense of their teammates. This protective behavior to rebuild the self-esteem you knocked down includes scapegoating, jealousy, talking behind teammates backs, acting out, resentment, etc.

6. ESTABLISH A COMMON MISSION EARLY

Nothing fosters team cohesion quite like a common mission. Encourage your athletes to participate in the process of setting up meaningful team goals. Then challenge them to come together to accomplish these. Groups with a common mission/purpose bind tightly together under stress to produce an uncommon effort.

7. FOSTER COOPERATION AND HEALTHY COMPETITION

Healthy competition on a team entails a 'seeking together,' a win-win mentality. The better one athlete gets, the more opportunities his teammates have to improve. There is no room for petty jealousies and resentments of others' success on a winning team. Do not collude with or ignore this kind of team-disrupting behavior. Teach your athletes to compete with, not against their teammates; to celebrate a peer's success and use it to get motivated rather than as an excuse to feel bad.

8. CREATE ROLES/PARTNERS

Teams function best together when all members are assigned Roles and/or given special identities. For example, pairing veterans with rookies and having them work together gives both athletes a special role and function. The veteran may get to show the younger athlete the ropes while the rookie gets to help/support the senior athlete in various ways. This kind of partnering

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

not only helps make new team members feel accepted but also breaks up the formation of destructive cliques. Consistently using a co-op learning model where you train each athlete to coach teammates on specific skill execution during practice increases skill acquisition for everyone involved and greatly contributes to a sense of team.

9. FOSTER OPEN COMMUNICATION

Nothing disrupts team cohesion faster than unexpressed feelings and/or resentments. Encourage your athletes to appropriately express their feelings and deal with conflicts as soon as they arise. Teach them to take their problems directly to the individual involved rather than sharing them with everyone else. Provide a safe atmosphere for doing this that protects them from retaliation. Schedule weekly team meetings for just this purpose: to air problems for the good of the whole team. Remember, how you communicate with your players will determine how well they'll communicate with each other. Model effective communication; Listen to your athletes. Let them know you understand.

9. CREATE A SAFE ATMOSPHERE TO 'GO FOR IT'

A winning team is made up of athletes who feel comfortable taking risks. This means the athlete is not distracted by the consequences of possible failure. When athletes risk and fail, they need support and encouragement rather than anger and humiliation from their teammates. On a winning team, this kind of mutual support is present.

11. EMPHASIZE "TEAM" EVERYDAY

Remind your athletes every day that $2 + 2 = 5$, that the whole is always greater than the sum of its parts. If you make teamwork a priority, you will develop a winning team.

12. CHOOSE/ELECT YOUR CAPTAINS WISELY

Whether you handpick game captains or elect seasonal captains, be sure that their leadership qualities include a strong commitment to the team. If your captains are self-centered or oblivious to the importance of teamwork, they will engage in disruptive behaviors that will make your season a very long and unrewarding one.



"I won't accept anything less than the best a player's capable of doing, and he has a right to expect the best that I can do for him and the team."

---Lou Holtz

SAFETY AT PRACTICE/GAMES

HEAT STRESS AND ATHLETIC PARTICIPATION*

Fall football, cross country, and soccer practices are conducted in very hot and sometimes humid weather. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. From 1995 through the 2005 football season there were 19 high school heat stroke deaths in football. This is not acceptable. There are no excuses for heatstroke deaths, if the proper precautions are taken. During hot weather conditions the athlete is subject to the following:

HEAT CRAMPS - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

HEAT SYNCOPE - Weakness fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

HEAT EXHAUSTION (WATER DEPLETION) - Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

HEAT EXHAUSTION (SALT DEPLETION) - Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

HEAT STROKE - An acute medical emergency related to thermoregulatory failure associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics, July 2000). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

and type of training activities before organized practice begins should be included. Arizona Athletic Association (AIA) recommendations should be followed.

2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for GRADUAL ACCLIMATIZATION TO HOT WEATHER. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has NO SCIENTIFIC FOUNDATION. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum 10-minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.
5. Check and be sure athletes are drinking the water. Replacement by thirst alone is inadequate. A method for assessing heat and humidity is the weather guide or heat index.
 - o Below 65 - Unlimited activity
 - o 65-73 - Moderate risk
 - o 73-82 - High risk
 - o 82 plus - Very high risk
6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

7. Athletes should weigh each day before and after practice and WEIGHT CHARTS CHECKED. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
10. Warn your athletes about the use of any products that contain ephedra. Ephedra has been associated with two heat stroke deaths in athletes. Ephedra speeds metabolism and increases body heat, constricts the blood vessels in the skin preventing the body from cooling itself, and by making the user feel more energetic it keeps him/her exercising longer when they should stop. Do not use ephedra or ephedra products.

HEAT STROKE - THIS IS A MEDICAL EMERGENCY - DELAY COULD BE FATAL. Immediately cool body while waiting for transfer to a hospital. Remove clothing and immerse torso in ice/cold water. Immersion therapy has the best cooling rates. A plastic baby pool can be available at all practices and games, and can always be ready for immersion procedures. If not available apply ice packs in armpits, groin and neck areas. Continue cooling efforts until EMS arrives.

HEAT ACCLIMATIZATION & EXERTIONAL HEAT ILLNESS MANAGEMENT POLICY

It is the position of the AIA that prevention is the best way to avoid exertional heat stroke. Prevention includes educating athletes and coaches about:

1. Recognition and management of exertional heat illnesses;
2. The risks associated with exercising in hot, humid environmental conditions;
3. The need for gradual acclimatization over a 14 day period;
4. Guidelines for proper hydration;
5. Implementing practice/competition modifications according to local temperature and relative humidity readings.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

I. Definitions

Exertional heat illness includes the following conditions, ordered from the least to the most dangerous:

1. Exercise associated muscle cramps: an acute, painful, involuntary muscle contraction usually occurring during or after intense exercise, often in the heat, lasting approximately 1-3 minutes.
2. Heat syncope: also known as orthostatic dizziness, it refers to a fainting episode that can occur in high environmental temperatures, usually during the initial days of heat exposure.
3. Exercise (heat) exhaustion: the inability to continue exercise due to cardiovascular insufficiency and energy depletion that may or may not be associated with physical collapse.
4. Exertional heat stroke: a severe condition characterized by core body temperature > 40°C (104°F), central nervous system (CNS) dysfunction, and multiple organ system failure induced by strenuous exercise, often occurring in the hot environments.

II. Heat Acclimatization Protocol

Days 1 – 5:

Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.

If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.

In addition to practice, a 1-hour maximum *walk-through is permitted during days 1–5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa).

During days 1–3 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted.

During days 4–6, only helmets and shoulder pads may be worn.

Football only: On days 4–6, contact with blocking sleds and tackling dummies may be initiated.

Days 6 -14:

Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day.

On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.

On a double-practice day, neither practice should exceed 3 hours in duration, nor should student-athletes not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

Beginning on day 7, all protective equipment may be worn and full contact may begin.

Full-contact sports may begin 100% live contact drills no earlier than day 7.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

III. Hydration Strategies

Sufficient, sanitary, and appropriate fluid should be readily accessible and consumed at regular intervals before, during, and after all sports participation and other physical activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking.

Generally, 100 to 250 mL (approximately 3– 8 oz) every 20 minutes for 9- to 12-year-olds and up to 1.0 to 1.5 L (approximately 34 –50 oz) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.

Pre-activity to post-activity body-weight changes can provide more specific insight to a person’s hydration status and rehydration needs. Athletes should be well-hydrated before commencing all activities.

The following guidelines are suggested: Condition	% Body Weight Change
Well hydrated	+1 to -1
Minimal dehydration	- 1 to -3
Significant dehydration	-3 to -5
Serious dehydration	> -5

***Definition of “walk through” No contact with other individuals, dummies, sleds and shields.**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

HEAT EXHAUSTION - OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY - The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.

*Taken from web site <http://www.nfhs.org>

MRSA (methicillin-resistant Staphylococcus aureus)*

About 30% of people carry a potentially dangerous type of staph bacterium in their nose. MRSA bacteria are the most common cause of skin infections in the US. The infections have become much more serious than most people realize.

What is MRSA? It is a staph bacterium that is resistant to many antibiotics, mostly the penicillin-related antibiotics.

When do you need to worry about them?

They only become a problem if they actually cause an infection.

How are the infections spread?

They can spread through direct contact, most often by touching someone who has MRSA, or by sharing personal items. MRSA infections are not airborne like a virus.

Who is likely to get the infection?

A lot of people get them in the hospital, from wounds or from having IV's in their arm or other types of tubing. It has been suggested that the infections are one of the largest epidemics to strike hospitals and other health-care facilities.

They are also common among athletes, prisoners, military recruits, and other people sharing close quarters and personal-hygiene items, like razors, towels, mats and water bottles.

Why has there been so much alarm?

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

There have been reports that MRSA infections kill about 20,000 people every year. Centers for Disease Control and Prevention said in a report that there were more deaths from MRSA in 2005 than from AIDS! One of the frightening things about the infections is that they just keep coming back in some people.

What should you do if you suspect that you or your athlete has an infection?

See a doctor right away. The infection, most often, looks like a little pimple or boil. Sometimes people think they have been bitten by an insect. A MRSA infection usually is painful, swollen and tender. It is red and sometimes has pus or is draining.

How can the infection be prevented?

The best defense is good hygiene. Wash hands often and thoroughly. Avoid sharing towels, razors, water bottles. Clean mats and floors daily. For a cut or scrape keep it clean and covered up. Don't put fingers in nose.

PREVENTING INFECTION

The best defense against MRSA infections are preventive measures according to the Arizona Hospital and Healthcare Association.

- **Wash hands often**—use soap and warm water or an alcohol based waterless hand sanitizer.
- **Keep cuts and scrapes clean**—cover them with a bandage until healed.
- **Avoid sharing personal items**—use your own towel, bar soap, razor, water cup or bottle.
- **Wash clothing, linens, towels, mats and floors thoroughly**—use warm water and laundry detergent.
- **Dry laundry in a hot dryer**—air drying doesn't kill bacteria as effectively.
- **Clean and disinfect commonly touched objects**—including mats, floors, computer keyboards, light switches and doorknobs.
- **Take antibiotics as directed by your health care provider**—Stopping the medicine too soon or taking the wrong kind can lead to further infections.

*Taken from the *Arizona Republic*, June 10, 2008.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical check up.** A doctor or health care professional can tell you if you have a concussion and when you are able to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- > The right equipment for the game, position, or activity
- > Worn correctly and fit well
- > Used every time you play

It's better to miss one game than the whole season.

“Abstract”

ELIGIBILITY RULES OF THE ARIZONA INTERSCHOLASTIC ASSOCIATION

MISSION STATEMENT

“CREATE AND SUSTAIN AN ETHICAL CULTURE THROUGH ACTIVITIES THAT ENCOURAGE MAXIMUM STUDENT PARTICIPATION BY PROVIDING AIA MEMBER SCHOOLS WITH AN EVEN PLAYING FIELD TO ENSURE FAIR AND EQUITABLE COMPETITION IN INTERSCHOLASTIC ACTIVITIES.”

The reader is urged to consult the current AIA Constitution and Bylaws in specific cases. (Please visit AIA's website at www.aiaonline.org to read and/or download the AIA Constitution and Bylaws).

DUST DEVIL DO-RIGHT CODE

Participation in athletics here at Santa Cruz Valley Union High School is a **Privilege** and as a Dust Devil student-athlete, you have made the choice to be a role model who maintains a higher degree of citizenship and scholarship throughout the year.

Hence, we expect you to conduct yourself at all times and places in a manner that reflects credit upon yourself, your family, your team(s), your school, and your community.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

1. IT IS RIGHT TO STAY DRUG, ALCOHOL, AND TOBACCO-FREE

Being under the influence, the use of, possession of, or sale of illegal drugs, alcohol, or tobacco products at any time or place is unacceptable. The penalty for being under the influence, the use of, possession of, or sale of illegal drugs, alcohol, and tobacco or any related aforementioned paraphernalia at school or a school related function is as follows:

FIRST OFFENSE: Suspension from the Athletic program for one calendar year, unless;

- The student attends an intervention program and presents documentation of successful completion
- Tests clean

When documentation is presented of successful completion of the intervention program and of a clean test, the student will regain eligibility for the next Season of Sport.

SECOND OFFENSE: PERMANENT SUSPENSION FROM ALL ATHLETICS WHILE A HIGH SCHOOL STUDENT AT SCVUHS.

If this violation occurs out of school and you are charged with the use of possession of, or sale of illegal drugs, alcohol, or tobacco products, you will be suspended until charges are dropped or there is a conviction. If charges are dropped, you will be allowed to continue to participate in athletics. If convicted, the penalty will be permanent suspension from all athletics while a student at SCVUHS.

2. IT IS RIGHT TO BE A GOOD ROLE MODEL AND SCHOOL LEADER

As an athlete, you are expected to be a lady/gentleman at all times. Courteous behavior to teachers, staff, adults as well as other students is a priority. Swearing, cussing, or negative gestures will not be tolerated at any time or place. If referred:

FIRST OFFENSE: Athletic behavior modification. (Extra running, locker room/weight room clean up, etc.)

SECOND OFFENSE: Sit out one game.

THIRD OFFENSE: Removal from team.

- A. As a student first and an athlete second, you must understand that school comes first and foremost. Your attitude and behavior on campus and in the classroom must reflect this by

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

arriving at class on time, prepared to learn, and being pleasant and respectful at all times.
If referred:

FIRST OFFENSE: Athletic behavior modification. (Extra running, locker room/weight room cleanup, etc.)

SECOND OFFENSE: Sit out one game.

THIRD OFFENSE: Removal from team.

B. As an athlete you are expected to look and act the part of an athlete at all times. This means keeping yourself clean, well-groomed, and in dress code. If referred:

FIRST OFFENSE: Athletic behavior modification. (Extra running, locker room/weight room cleanup, etc.)

SECOND OFFENSE: Sit out one game.

THIRD OFFENSE: Removal from team.

C. As a student-athlete you will maintain your eligibility by keeping a “60%” average in each class per grading period (4.5 weeks). However we expect all student-athletes to work just as hard in the classroom to achieve more than the minimum, just as they do in athletic arenas. If you are ineligible, you will not be allowed to participate for the next 4.5 weeks.

3. IT IS RIGHT TO BE A GOOD CITIZEN

The SCVUHS athletic department has a zero tolerance policy toward the following infractions that occur on or around school property. In addition, school rules apply to off-campus, school-sponsored events and activities.

- Weapons, including the use or possession of dangerous instruments and explosive devices
- Vandalism
- Theft

FIRST OFFENSE: SUSPENSION FROM THE ATHLETIC PROGRAM FOR THE REMAINDER OF THE SCHOOL YEAR. MAY COME OUT FOR ATHLETICS THE FOLLOWING YEAR, PROVIDING THE STUDENT SUCCESSFULLY MEETS THE TERMS OF THE LTS HEARING.

SECOND OFFENSE: PERMANENT SUSPENSION FROM ALL ATHLETICS WHILE A HIGH SCHOOL STUDENT AT SCVUHS.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

NOTE: Athletes will avoid any act which violates the laws of the state. An athlete convicted of violating a law of the state during the season may be removed from the athletic program for one calendar year. A second violation will result in permanent suspension from all SCVUHS athletics.

4. IT IS RIGHT TO PRACTICE GOOD SPORTSMANSHIP

As an athlete, you are expected to follow all rules and regulations as they pertain to the sport you are out for. This also means accepting all calls, judgments, and decisions made by the officials during a contest. Unsportsmanlike penalties will be dealt with by the coach; however ejections from a contest will be handled by the AIA/SCVUHS Administration which may result in suspension from school and or removal from the team.

Coaches are required to report to the school administration severe infractions such as drug/alcohol use, theft, etc. that occurs on school property or during a school sponsored activity. Any infraction that occurs on school property or during a school sponsored activity is subject to school district consequences by an administrator in addition to athletic consequences by a coach.

Athletic Awards:

- Students may earn Varsity letters, bars for number of years lettered and J.V. certificates by completing the season without incident and meeting the minimum amount of participation in games/events as determined by each sport's head coach, which will be distributed at the end of the year awards assembly
- The SCVUHS Athletic Department will award an SCVUHS athlete who meets the criteria for the awards. Voting will be determined by the SCVUHS head coaches and Athletic Director.

Awards include

Male and Female Senior Athlete of the Year Award

Most Inspirational Senior Athlete of the Year Award

Jimmy Myers Memorial Scholarship

***These recognitions will be awarded pending the availability of eligible candidates.*

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO. 840
2019-2020 COACHES HANDBOOK

Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Santa Cruz Valley Union High School District Coaches Handbook.

Club Name: _____

Sponsor Signature: _____

Athletic Director Signature: _____

Date: _____

Return to: Rishard Davis
Athletic Office
Attention: Athletic Director