

PARKER HIGH SCHOOL



HOME OF THE BRONCS

ATHLETIC HANDBOOK

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Parker High School will provide an environment conducive to the intellectual, emotional, and physical growth of its students and student athletes.

TABLE OF CONTENTS

Title Page.....	1
Table of Contents.....	2
Purpose.....	3
Statement of Philosophy.....	3

Affiliations.....	3
PHS Athletic Code.....	3
Objectives of Athletic Participation.....	4
Eligibility Requirements for Interscholastic Competition.....	4
Eligibility Procedures.....	6
Grade Check.....	6
Admission to Home Contests.....	6
Important Things for Student-Athletes to Remember.....	7
Conduct of Student-Athletes: Training Rules.....	7
Student-Athlete Responsibility.....	7
Practice and Game Rules.....	8
Athletic Injuries.....	9
Heat Illness Prevention.....	9
Letter Awards.....	10
Banquets and Awards Programs.....	11
Special Awards.....	11
Athletic Releases to Other Sports.....	12
AIA Sportsmanship Rule.....	12
Ejection From a Contest.....	12
Penalties for Ejection.....	12
Leaving the Bench Area.....	12
PHS Sportsmanship Rule.....	13
Tournaments.....	13
Gate Receipts.....	13
Travel.....	13
Travel Procedure.....	13
Late Returning Trips.....	14
Unauthorized Stops on Trips.....	15
Team Meals.....	15
Dress Code.....	15
After School Detention (ASD) and School Day Detention (SDD).....	15
Athletic Facilities and Equipment.....	15
Booster Clubs.....	16
Staff Responsibilities.....	17
Athletic Director.....	17
Head Coach.....	18
Assistant Coach.....	21
Publicity.....	21
Scouting.....	21
AIA Coaches Code of Ethics.....	21

PURPOSE

This handbook is intended as a guide for all coaches, student-athletes (both male and female), and parents of student-athletes involved in any extracurricular, interscholastic activity.

Extracurricular activities in school are an integral part of the total educational program. They provide the participant with experiences which may broaden their perspective that regular classroom instruction may not adequately address.

It then becomes the responsibility of school personnel to provide experiences in a wholesome and caring way to as many young people as resources and interest can reach.

STATEMENT OF PHILOSOPHY

1. Our prime function is to assist the individual to realize his/her highest potential as an athlete, team manager, or support person.
2. The potential is best realized by providing wholesome opportunities and experiences through which students may develop favorable habits and attitudes.
3. The leadership provided should be of the **highest quality** to exemplify to the participants the kind of individual we hope to develop through the athletic program. The success of a leader should not be measured in terms of the win/loss record, but in the development of desirable characteristics in team members.
4. The athletic programs provided are considered an extension of the total educational program of Parker High School. The purpose of high school athletics should be to strive for the development of a well-rounded individual, capable of taking his/her place in our modern society.

AFFILIATIONS

Parker High School is a member of the Arizona Interscholastic Association (AIA). The Broncos compete in the West Region of the 3A Conference. Parker High School subscribes to all policies, rules, and regulations of the AIA, the 3A Conference, and West Region. Parker High School is also a member of the Arizona Coaches Association, which makes Parker High School student-athletes eligible to participate in all-star competitions if selected.

PHS ATHLETIC CODE

1. Interscholastic activity participants are reminded that they represent their high school and community. It is their responsibility to maintain appropriate conduct at all times and to demonstrate behavior that will bring credit to themselves, to their school, and to their community.
2. Sportsmanship and moral ethics are to be exemplified at all times in relation to other schools and with officials.
3. Coaches will be ethical in competing for services of a student-athlete. Coaches must lead **“by example”** and sincerely support the total athletic program.
4. Insubordination of any coach/sponsor, participant or student-athlete will not be tolerated at any time. Each coach/sponsor, participant or student-athlete shall be responsible for their actions on the field, court, in games, at practice sessions, in school, and in the community.
5. Every student-athlete has the opportunity to participate in interscholastic activity programs. It is an honor and a privilege to represent Parker High School.
6. Substance abuse in any form while participating in high school activities will result in forfeiting a student’s eligibility.

OBJECTIVES OF ATHLETIC PARTICIPATION

The major objective of interscholastic athletics is to provide a program that will serve as a laboratory where student-athletes may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:

1. Physical, mental, and emotional growth and development.

2. Acquisition and development of such special skills in activities of each student-athlete's choice.
3. Team play with development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship.
5. A focus of interests on activity programs for the student body, faculty, and community that will generate a feeling of unity.
6. Achievement of initial goals as set by the school in general and by the student-athlete as an individual.
7. Provisions for worthy use of leisure time, either as a participant or as a spectator.
8. Participation by the most skilled that will enable these individuals to ascertain possibilities for future pursuits.

ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC COMPETITION

1. A student-athlete must have passed five or more classes (3 or more classes under a block schedule) and have a grade point average (GPA) of 1.5 cumulative for all classes attempted at Parker High School to be eligible. The eligibility requirements include all students participating in sports, team managers, and spirit line members.
2. Senior student-athletes must be enrolled in a minimum of four classes (two classes under a block schedule).
3. A student-athlete must be making a passing grade in all subjects attempted in order to be eligible.
4. Student-athletes shall initially enroll no later than the 14th official school day of the block credit grading period to be eligible. Student-athletes enrolling after the first day must attend for as many days as were missed after the opening day to be eligible.
5. A student-athlete is privileged with eligibility for only four (4) consecutive seasons in each sport and for only eight (8) consecutive semesters after he/she first enrolls in the 9th grade.
6. A student-athlete SHALL BECOME INELIGIBLE if he/she becomes 19 years of age on or before September 1.
7. A student-athlete, whether an adult or not, is privileged with eligibility only at the school in the district in which his/her parents/guardians are domiciled.
8. A student-athlete who **transfers** from one high school to another high school without an accompanying change of attendance zone and domicile of his/her parent/guardian is INELIGIBLE to participate in interscholastic competition in the school to which he/she transfers for one calendar year from the date of transfer EXCEPT AS PROVIDED FOR IN Article IV OF THE AIA CONSTITUTION AND BYLAWS.
9. A student-athlete transferring to or from a private or parochial school should contact his/her Athletic Director for eligibility information.
10. A student-athlete who is a member of a school team shall not practice or compete for or with any other group, club, organization, association in that same sport during the interscholastic season of competition of that sport.
11. A student-athlete shall not compete for money or other monetary compensation.
12. An amateur student-athlete shall participate and always have participated under his/her own name.

13. The following documents must be properly completed, signed, and on file at Parker High School prior to any student-athlete receiving equipment or engaging in practice:
1. PHYSICAL EXAMINATION FORM – HEALTH HISTORY FORM OR OTHER AIA RECOGNIZED FORM.
 2. PARENT PERMISSION FORM
 3. TWO (2) EMERGENCY INFORMATION CARDS (FRONT AND BACK)
 4. DRUG, ALCOHOL, AND TOBACCO FORM (PARENT AND ATHLETE’S SIGNATURE)
 5. PROOF OF INSURANCE COVERAGE. If the student-athlete is covered by their own insurance company, we need the insurance company name and the policy number of the covered party recorded on the form. If we do not have this information, the student-athlete will be considered to not have insurance. If a student-athlete is not covered by a family plan or by Indian Health Service, the student-athlete may purchase a student accident insurance plan administered by a private insurance company offered through Parker Unified School District #27. If school insurance is purchased, we need a copy of the check and information form that is filled out. If we do not have this information the student-athlete will be considered to not have insurance until this information is confirmed.
 6. PRIOR TO PARTICIPATION, a student-athlete must have an acceptable verification of date of birth on file at Parker High School. Failure to comply with this regulation can be cause for forfeiture of any contest in which a student-athlete not meeting this regulation competes.
 7. RELEASE TO PARTICIPATE. Before a student-athlete is to be issued any equipment or permitted to participate, he/she must have a Release to Participate form completely filled-out and signed by the Athletic Director or secretary. This form is to be given to the head coach. The head coach may then issue equipment and permit the student-athlete to participate.

ELIGIBILITY PROCEDURES

The following procedures will be in effect at the beginning of each season in order to ensure that all student-athletes are eligible:

Student-athletes must obtain a Release to Participate form from the Athletic Director. This form must be completed with all of the necessary signatures and turned back in to the Athletic Director. Once the form has been signed-off by the Athletic Director, the student-athlete will be given a copy to give to his/her coach. The coach is not to allow the student-athlete to participate in practice or be issued equipment without first receiving this form.

GRADE CHECK

In addition to eligibility requirements established by the AIA, a periodic academic check can and should be made by the coach. A list of students with unsatisfactory marks from each grading period will be given to all coaches. It is the responsibility of the coach to encourage the student-athlete to improve his/her academic standing.

ADMISSION TO HOME CONTESTS

Admission will be charged for the following sports: all levels of football, volleyball, boys and girls basketball, and wrestling. Student-athletes involved in the above named sports will be granted free admission to all contests of their season regardless of the level of competition. The student-athlete must state their name and sport at the ticket booth/counter.

IMPORTANT THINGS FOR STUDENT-ATHLETES TO REMEMBER

1. Student-athletes must attend and be on time to ALL classes the day of a game and the day after a game/meet whether it is home or away. Unless prior arrangements have been made (example: doctor or dentist appointments), school starts at 8:00 AM and student-athletes are expected to be on time.
2. All athletes must ride the team bus to a game/meet in order to participate.
3. A note must be hand written by their parent/guardian and approved by the principal in order for any student-athlete to leave an away game with anyone other than their parent/guardian or designee.
4. No student is to attend practice if he/she was absent any part of the school day unless arrangements were made for the absence (example: doctor, dental, etc.).
5. Student-athletes must turn in their uniform (everything issued to them) in order to attend their banquet, receive awards, and to participate in another sport. This will be carried over to the next school year.

CONDUCT OF STUDENT-ATHLETES: TRAINING RULES

1. All student-athletes are representatives of Parker High School and their conduct is a direct reflection upon our school and community. Any behavior considered to be an embarrassment to the school or community will be handled at the coach's discretion.
2. Student-athletes in violation of the athletic code related to alcohol, tobacco, and drugs will be suspended from further athletic participation for the remainder of the season of competition as well as receiving a minimum suspension of six (6) weeks from athletics from the date of the infraction. A second violation of the code will be cause for suspension of the student-athlete from athletic activities for the remainder of the school year.
3. Student-athletes are expected to be on time and attend all practices unless prior arrangements have been made and excused by the coach. Students not adhering to these expectations will be dealt with at the coach's discretion.
4. No student-athlete is to attend practice or games if he/she was absent any part of the school day (when there is a game, student-athletes must attend school the day of the competition and the day after the competition) unless prior arrangements were made for doctor, dental, or school appointments. Failure to follow this policy will result in a one-game suspension.

STUDENT-ATHLETE RESPONSIBILITIES

1. Respect and follow the rules of Parker High School, its teachers, coaches, and administrators.
2. Follow all training rules, eligibility requirements, and AIA rules for eligibility.

3. Perform to your best ability in the classroom academically and behaviorally.
4. Support ALL school activities.
5. Be a part of the team and perform for the betterment of the team.
6. Exemplify good behavior, appearance, and conduct at all times.
7. Respect and abide by official's decisions.
8. Attend ALL classes the day of and the day following any contest or activity.
9. Condition yourself properly so that you can safely and adequately meet the physical demands of the sport.
10. Turn in all paperwork to your coach or the Athletic Director and receive a clearance prior to participating in tryouts, practice, or competitions/activities.
11. Students are responsible for turning in all equipment issued immediately after the completion of each sport or after dropping out of a sport. Items not turned in, regardless of condition, will be charged to the student. Student-athletes will not be allowed to participate in further activities/sports until the items are paid for or returned.
12. Transportation to and from out of town contests will be provided by the school district. A hand written letter to the Principal in advance must approve exceptions to this rule. Under no circumstance will a player be allowed to ride home with someone other than a parent/guardian or the responsible adult designee of the parent/guardian without the appropriate paperwork. Appropriate paperwork consists of a handwritten note by the parent/guardian and approved by the Principal and given to the coach prior to leaving to the game/activity. The note is then to be given to the bus driver by the coach. Parents/guardians may sign student-athletes off of the bus after the contest/activity with the bus driver. The bus driver must be able to verify that the individual(s) are indeed the parent(s)/guardian(s) of the student-athlete.
13. Follow all of the rules established by the transportation office and coaches.

PRACTICE AND GAME RULES

1. All practice sessions will follow the rules and regulations as established by the AIA pertaining to each sport. It is the responsibility of the Head Coach to know these rules and to communicate them to the staff.
2. Sufficient time must be allowed between the time practice ends and the after practice buses depart to allow student-athletes to shower, dress, and make the bus.
3. Student-athletes are to be supervised at all times by a coach. This means from the beginning of practice until the last student leaves and until all students are accounted for when returning from road trips.
4. No student-athlete is to attend practice if he/she was absent any part of the school day unless prior arrangements were made for doctor, dental, or school appointments.
5. All student-athletes must attend and be on time to school all day on the day of an athletic contest/activity in which they take part, unless prior arrangements have been made in the attendance office and with the coach. Failure to comply with this regulation will result in suspension of the student-athlete from that contest/activity.
6. All student-athletes must be in attendance and on time to school the day following a mid-week contest, whether it is home or away, unless prior arrangements have been made in the attendance office and with the coach (doctor, dentist, etc.). Failure to follow this policy will result in suspension of the athlete from the next contest/activity.

7. Transportation will not be furnished by the school district during preseason practice (before school begins).

ATHLETIC INJURIES

Student-athletes should report all injuries to the coach immediately. Once a student-athlete has been under a doctor's care for any injury, that student-athlete will not be allowed to participate in athletic activities until a release from the doctor is presented to the Athletic Director and/or coach stating that the student-athlete is physically fit for each activity. The coach must fill out an athletic injury report.

HEAT ILLNESS PREVENTION

There are a few things that can be done to prevent heat injuries in Arizona. The first is acclimatization. Acclimatization is achieved most effectively by exercising moderately during repeated heat exposures. The result is an increased level of aerobic fitness, which increases heat tolerance, and the ability of the body to tolerate heat as an environmental factor in the training process. Acclimatization must occur over time, usually ten (10) to fourteen (14) days of working in the heat. Student-athletes who miss training opportunities will require a longer period of acclimatization.

Acclimatization requires that student-athletes increase their rate of re-hydration. Besides acclimatization, coaches should incorporate the following into their training schedule.

1. Exercise during cooler parts of the day.
2. Plan and take water breaks frequently.
3. Mandate water before, during, and after exercising in the heat for prolonged conditioning periods.
4. Cycle the conditioning parts of practices rather than single, prolonged conditioning periods.
5. Have the student-athletes monitor their body weight. If losses are greater than 3% of their body weight, fluid loss needs to be replaced by drinking adequate fluids before the next practice.
6. Salt replacement is essential. Liberal salting of food and a balanced diet is recommended. Do not use salt tablets.

Treatment- Heat injury is thought to be 100% reversible if immediate and proper treatment is administered. Heat illness symptoms are one or more of the following: heat cramps, dry lips, dizziness, lethargy, headache, shortness of breath, gooseflesh, nausea, vomiting, and an uncoordinated gait. Student-athletes who exhibit signs and symptoms of heat injury should be immediately moved to a shaded area, made to lie down and have their feet elevated. Excess clothing should be opened or removed. Have someone call for medical assistance.

Immediate cooling of the student-athlete should begin. Sprinkle the student-athlete with water and begin fanning to increase evaporation. Rub ice packs over the major blood vessels in the armpits, groin, and neck. Give the student-athlete cool fluids to sip if they are conscious but only if they are not nauseated or vomiting. Cooling measures should continue until the student-athlete's body temperature falls dramatically.

LETTER AWARDS

Student-athletes meeting criteria will be awarded a letter award for each sport. For the first varsity letter award, the Athletic Department and coach will present the student-athlete with a chenille letter "P", sports emblem, and a certificate. All other awards will be recognized by receipt of a gold bar and certificate. Each student-athlete will receive a gold emblem once for each sport in which he/she receives a varsity letter award. Freshmen and Junior Varsity will be awarded a sport patch and certificate.

Coaches need to let the Athletic Department know what they need two (2) weeks before the end of the season. Certificates will be made for each student-athlete. The Athletic Department will keep a running list of the athlete's standing. Always report the standing to the Athletic Department.

Letters shall be awarded to each student-athlete who meets the following criteria if they were present the first day of official practice through the end of the season.

Team sports: Football, Volleyball, Basketball, Soccer, Baseball, Softball, Golf, and Spiritline.

1. Student-athletes who start the season as a varsity performer and continue on varsity for the entire season will receive a varsity letter, emblem (if first time lettering), gold bar (if already lettered) regardless of playing time.
2. Junior Varsity performers who are pulled up to varsity will receive a varsity letter if they play in 1/2 or more of the games.

Individual sports: Cross Country, Wrestling, and Track.

1. A student-athlete who represents the varsity team in 1/2 or more of the matches/meets will receive a varsity letter regardless of win/loss record as long as the student-athletes complete the season.
2. An athlete who qualifies for the State Tournament or meet will receive a varsity letter.

General

1. A varsity student-athlete who is injured during the season, including preseason practices (who has still continued to be an active part of the team in whatever capacity deemed appropriate by the coach), will receive a varsity letter if he/she is unable to complete the season and presents a medical excuse to the coach following the injury.
2. Student-athletes may also earn a varsity letter by meeting specific criteria determined by the head coach, such as playing time, points earned, etc., if they fail to receive a varsity letter as described previously.

BANQUETS AND AWARDS PROGRAMS

There will be a banquet or awards program scheduled for all teams participating at the conclusion of each season. Coaches may choose to have their own individual sport banquet. It is the responsibility of each head coach to ensure that all student-athletes are notified of the banquet or awards program. At least two weeks prior to the banquet or awards program, coaches need to provide the Athletic Director with a list of all athletes receiving a certificate and either a letter award, sports emblem, bar, or patch. The Athletic Director has a list of all student-athletes who would have already received a varsity letter award. The coach shall consult with the Athletic Director to get all the necessary information and supplies for the banquet or awards

program. All coaches will assist in the clean up that is conducted after each banquet or awards program.

SPECIAL AWARDS

1. The Athletic Department will present boy and girl senior Student-Athlete of the Year trophies at the end of the school year at the annual Spring Awards Picnic. Senior awards shall be determined by the coaching staff and the Athletic Director.
2. Any awards presented to a Parker High School student-athlete by an individual or group(s) (such as booster clubs) outside the Athletic Department must have prior approval of the Principal. If the award is a selection of one student-athlete from among several student-athletes, criteria for such selection must be presented to the Athletic Director prior to the selection of an award winner.
3. A plaque shall be awarded to all student-athletes who participated in a sport for all four years at Parker High School.
4. Check with the Athletic Department for other awards available (AIA Scholar-Athlete, etc.).

ATHLETIC RELEASES TO OTHER SPORTS

The initial choice of a sport belongs to the student-athlete. A student may only participate in one sport at a time (with the possibility of participating in both Track and Baseball/Softball concurrently with the authorization of the coaches involved). When sports run concurrently, he/she may change from one sport to another if the change is made before the first scheduled contest. In those instances where, by necessity, a final cut has to be made by the coach, an athlete who quits after the final cut is made will not be allowed to participate in another sport in the same season. A student cannot drop a current sport to go into another when seasons overlap, INCLUDING THE END OF A SEASON and preseason practices. If another type of conflict between sports should arise, a decision will be made by the coaches involved, the Athletic Director, and the Principal.

AIA SPORTSMANSHIP RULE

EJECTION FROM A CONTEST

If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period of competition or an intermission, the coach or player may be ordered to leave the contest.

PENALTIES FOR EJECTION

A coach or player ejected from a contest for any reason shall be subject to the following, without appeal:

First violation – ineligible for the remainder of the day and next regularly scheduled contest at all levels of competition and all other contests during the interim. (Example: if a coached is ejected as a JV Coach, you cannot coach at the freshmen level and avoid the penalty).

Second violation – ineligible for the remainder of the day and the next two regularly scheduled contests at that level of competition and all other contests during the interim at any level.

Third violation – will result in cessation of the season for the player concerned. (The student-athlete concerned will be removed from the team).

PHS coaches and/or administration will remove a student-athlete from competition prior to the third violation if it is determined that the student-athlete was guilty of flagrant misconduct such as threatening an official, intentionally causing injury to an opponent, etc.

End of season violation – the penalty shall be enforced at the beginning of the subsequent season of competition (sport) in which the coach or player participates, regardless of the sport.

LEAVING THE BENCH AREA

When two or more persons (including players, coaches, managers, and non-participant school personnel) leave their team's bench area to initiate a confrontation or during an altercation in progress, the following shall occur without appeal.

1. The contest officials shall eject any person determined to be involved.
2. The contest officials may terminate the contest and the team(s) that left the bench area will forfeit the contest and record a loss. If during tournament or post season play, the offending teams will be removed from the tournament.
3. Further penalties to be determined by the AIA Executive Board. (Programs placed on warning, forfeiture of all games, not allowed to participate in post season for one year, etc.).

PHS SPORTSMANSHIP RULE

1. Head Coaches are the only persons authorized to address officials or question an official's call or decision.
2. Assistant Coaches will only question an official when specifically directed to do so by the Head Coach.
3. Student-athletes will NEVER question a call or decision of an official. Student-athletes will only address an official, such as asking for a time out or when directed by a coach.

TOURNAMENTS

Divisional and State Tournament play will be held in accordance with the rules established for such tournaments by the AAA Conference and the AIA.

GATE RECEIPTS

All gate receipts from interscholastic activities become the property of Parker Unified School District #27 and are placed in the Parker High School interscholastic fund, unless it is a playoff game.

TRAVEL

TRAVEL PROCEDURE

A travel roster listing everyone (athletes, managers, statisticians, etc.) must be submitted by the Head Coach of the team leaving to the Bus Barn before the bus leaves. The bus driver will stop by the Bus Barn before leaving town. If the contest is on a weekend, a list should be left in the ice room desk at the Field House. The Athletic Department will provide a check out sheet for the coaches.

The Head Coach of the team involved in travel will be responsible for the following prior to leaving the school:

1. Pick-up meal and/or lodging funds from the Business Office. The coach is the custodian of all travel funds.
2. The coach needs to make sure that he/she has all the emergency cards for the student-athletes in his/her possession prior to departure.
3. If the coach is driving a school vehicle, pick-up the gasoline credit cards from the bus barn.
4. Immediately prior to departure, the coach needs to leave the travel roster in the Bus Barn or in the ice room desk at the Field House if school is not in session at the time of departure.
5. Student-athletes may not drive themselves or others to a contest. If a student-athlete wants to leave an away contest with their parents/guardians, they must sign the student-athlete off of the bus with the bus driver and inform the Head Coach.

The Head Coach is in charge of the trip and has the responsibility to maintain proper discipline on the bus. The bus driver is responsible for the proper operation of the bus along the approved route and for the safety of the passengers.

Upon return to the school following an out-of-town trip, the following items must be completed by the coaches:

1. On the day following the return to the school, all unused meal money and receipts must be turned in to the District Business Office. Any receipts for meals and/or lodging must have the signature of the person issuing the receipt, name of establishment, date, and the amount.
2. If driving a school vehicle, the vehicle must be returned to the Bus Barn upon return from the trip. Each vehicle is equipped with a key to the Bus Barn gate and it should not be necessary to wait until the next day. Vehicles may not be used for personal use.

LATE RETURNING TRIPS

If the expected return time appreciably changes, it is the responsibility of the coach to call the Vice Principal or Principal as soon as possible, giving the reason for the delay and a new arrival time. If the coach is unable to contact the Vice Principal or Principal, the La Paz County Central Dispatch is to be called and provided with the information. A phone call to the homes of the coaches would be advisable, as parents will often call there. Student-athletes should also be given an opportunity to call their parents/guardians at the same time school officials are being notified. Having a phone tree is a good idea. It will help save time on waiting for parents to pick up their kids from the field house.

Appropriate individuals/officers can be reached at the following numbers:

PHS during the school day between 7:00 AM and 4:00 PM: (520) 669-2202 x 1014

District Office: (928) 669-9244

Transportation/Bus Barn: (928) 669-2446

Dan Maya, Athletic Director: (928) 669-2676 (Home)

Dr. Le Roy Shontz, Principal: (928) 669-2506 (Home)

La Paz County Central Dispatch: (928) 669-2281

The school official receiving the call is responsible for notifying the La Paz County Central Dispatch.

Remind your driver about calling, if he/she forgets that the bus is running late. Please be advised that this arrangement does not change the procedures regarding central dispatch, parents/guardians, and notification of PHS Administration previously disseminated.

UNAUTHORIZED STOPS ON TRIPS

NO unscheduled or unnecessary stops are to be made to or from athletic contests.

TEAM MEALS

Meals will be provided in accordance with District procedure. When a meal is to be provided, a request for purchase indicating the number of meals and total dollar amount will be submitted to the District Business Office by the Athletic Director's Secretary one week prior to the date of the trip. A current roster of student-athletes and coaches traveling is requested with each meal request, as this number may vary during the season. Coaches will need to pick-up the check from the Business Office and will need to cash the check before leaving for the trip. Coaches are reminded that receipts for money issued from the Business Office must be returned along with unused/excess meal/lodging money.

DRESS CODE

Student-athletes directly represent Parker High School, the community, and their parents on both home and away contests. Student-athletes shall be well groomed and well dressed. Dress shall be appropriate to the activity. Student-athletes are to adhere to the Parker High School Dress Code while on athletic trips. On extended trips, student-athletes may dress comfortably for the bus ride but must adhere to the dress code when in public. In the event that the bus is co-ed, at no time are student-athletes of the opposite sex to be dressing on the bus at the same time.

AFTER SCHOOL DETENTION (ASD) AND SCHOOL DAY DETENTION (SDD)

Student-athletes placed in lunch detention are not excused for athletic contests and will not be dismissed for travel to athletic events.

ATHLETIC FACILITIES AND EQUIPMENT

1. The use of district owned athletic facilities and/or equipment by individuals or groups outside the school system shall be determined according to School Board Policy and AIA regulations. In no instance will such use of district owned athletic facilities and/or equipment interfere with school functions, games, practice, etc.
2. The use of school equipment by a student-athlete, for purposes other than athletic activities sponsored by Parker High School and that are permissible by AIA regulation, is prohibited. Violation of this regulation may be cause for loss of eligibility of the student-athlete and/or reprimand of the coach. (Student-athletes selected for all-star teams may use school equipment).
3. Equipment issued to a student-athlete becomes his/her responsibility. The student-athlete shall assume the cost for replacement of lost items.
4. The school provides laundry service for uniforms.

5. The coach must keep a record of all equipment issued to each student-athlete, including number, size, etc., and cost of each item issued. A contract is signed by each student-athlete as to the equipment issued to him/her.
6. Each student-athlete shall be issued a combination lock and locker for use during the season of each sport.
7. At the end of each sport, each student-athlete must make an accounting for his/her equipment to the coach. Any item lost must be paid for prior to the student-athlete being released to another sport. Student-athletes who do not turn in their uniform or pay for lost uniforms may not participate in another sport until it is taken care of and may result in not being allowed to go through graduation ceremonies and release of transcripts. At the end of the season, a list of the student-athletes who still have not turned in their uniforms will be given to the Athletic Director's secretary. That list will then be given to the next season's coaches.
8. No later than one week after the season ends, the coach will see that all equipment is properly stored in the storage area for that sport, a written inventory sheet (which is available with the Athletic Director) must be turned in, and requests for purchase for the next year must be submitted to the Athletic Director.
9. Requests for repairs and maintenance of athletic facilities must be made by the coach to the Athletic Director.
10. The Athletic Director will verify and sign the written inventory.

BOOSTER CLUBS

Parker High School welcomes the participation of booster clubs. However, Governing Board policy and rules of the AIA limit their role. The following guidelines are intended to clarify the school's role and the school's expectation of booster clubs.

1. Booster clubs are responsible to their membership for the accounting of funds. Parker Schools will not "bank" their funds.
2. Booster club activities that involve student-athletes cannot take place during the school day.
3. District policy does not permit employees to enter into agreements with non-school enterprises (including booster clubs) that result in the solicitation of funds from local businesses.
4. The AIA specifically prohibits gifts of merchandise awards, medals, plaques, or trophies that have a retail value of more than \$200.00 per student-athlete per year. **Therefore, booster clubs should avoid providing items of clothing or other awards that total more than \$40.00 per season. (Scholarships to camps and clinics are NOT considered merchandise awards). **Considering there are "medal" sports such as wrestling, track, and cross country; and the fact that Parker Schools also purchases plaques for such things as Most Improved and Most Outstanding, we need to be very careful of gift items such as sweaters, jackets, etc.
5. Uniforms are the responsibility of the District. Coaches determine their needs and request appropriate uniform purchases and or replacements at specified times during the year. All requests will be reviewed by the administration. The Governing Board must approve gifts of uniforms and equipment.

STAFF RESPONSIBILITIES

ATHLETIC DIRECTOR

As a member of the administrative staff, the Athletic Director is directly responsible to the Principal. Under the direction of the Principal, he/she will fulfill all duties related to his/her position. The duties include:

1. Administer, supervise, and coordinate the total athletic program.
2. Program development, athletic personnel, management, coordination of the athletic budget, and the development, care, and utilization of athletic facilities.
3. Supervise all athletic public relations programs of the school.
4. Work with school administrative staff to provide the best athletic program possible.
5. Make recommendations of coaching personnel.
6. Hold meetings with coaches when necessary.
7. Schedule all athletic events for the school.
8. Work with the Principal in representation of the school at all conference and division meetings related to athletic business.
9. Verify eligibility of each student-athlete involved in interscholastic activities.
10. Arrange for physical examinations for all student-athletes. Date, time, and place of such examinations will be made public through radio, newspaper, and school bulletins. Arrangements and payments for physicals taken at times other than those scheduled by the Athletic Director become the responsibility of the student-athlete.
11. Secure game officials, their accommodations, and payment.
12. Select, instruct, and supervise all working personnel at home athletic contests.
13. Work with the supervisor of maintenance to provide for the proper preparation of facilities prior to athletic contests.
14. The Athletic Director is responsible for the Athletic Department's publicity, which includes game programs.
15. Assist with the evaluation of Head Coaches.

HEAD COACH

The Head Coach is a member of the Athletic Department and is subordinate to the Athletic Director and the Principal. The Head Coach shall fulfill all duties assigned to him/her which shall include:

1. Implement programs necessary to meet the objectives of the Athletic Department for his/her sport.
2. Enforce all school and AIA rules related to athletics.
3. Secure approval of the Athletic Director and Principal prior to implementation of any special projects, programs, or practices.
4. Recommend to the Athletic Director student-athletes for honor and letter awards.
5. Verify eligibility of each student-athlete involved in his/her sport. This is done through the Release to Participate form that the student-athlete must provide to the coach before the student-athlete is permitted to practice or receive any equipment.
6. Provide for the safety and welfare of all participants.
7. Be an integral part of the school system and its educational program.
8. Work with participants, teachers, counselors, etc., to ensure academic progress of student-athletes.

9. Encourage and stress to each student the importance of academic achievement.
10. Monitor classroom behavior, attendance (student-athletes must attend and be on time to all classes the day of a game and the day after a game whether the contest was at home or away), and performance of all participants.
11. Be knowledgeable of and enforce Parker High School rules of behavior.
12. Make every effort to support and communicate with the administration of the school.
13. Provide written training rules, expectations, and lettering policies to all participants, their parents, the Athletic Director, and the administration prior to the start of the season.
14. Ensure that the participants understand the rules of eligibility, training rules, procedures, and policies of the school.
15. Make participants aware of the inherent dangers of participation in the activity or sport.
16. Secure all doors and gates, including locker rooms, weight rooms, practice rooms, gyms, and fields when not in use.
17. Supervise student-athletes when dressing. Head Coaches are responsible to either be present or assign a member of the staff to be the first in and the last out of the locker room (this is true when traveling also).
18. Coaching assignments do not excuse coaches from meetings. If the coach is scheduled for a meeting, conference, or staffing, arrangements must be made with the parties involved in the meeting to ensure that the information is disseminated to all parties involved.
19. Establish procedures and practices that allow all student-athletes to be easily observed during the entire practice session.
20. Be present during the entire practice. Practice activities must receive the full attention of the coaches. Dangerous situations must be corrected.
21. Accompany injured student-athletes to the locker room. The coach will contact the parent/guardian, if necessary, and wait with the student-athlete. DO NOT let an injured student-athlete drive himself/herself home or to a medical facility. If professional medical attention is required, the coach is expected to accompany the injured student-athlete to the medical facility and stay with the student-athlete until his/her parents/guardians are contacted and present. An accident form must be filled out in the case of an injury and turned into the school secretary as soon after the injury as possible.
22. Discipline student-athletes who arrive late or leave early to/from practice without permission. Continued disregard for this rule will result in the student-athlete being removed from the team. No student-athlete is to attend practice if he/she was absent any part of the school day unless arrangements were made for doctor, dental, or school appointments.
23. Enforce rules of behavior when traveling. The bus driver is in charge of the safe operation of the bus and the coach is in charge of the student-athletes.
24. Be prepared to present the permission/emergency card (you will receive one of these for each participant from the Athletic Department) to the attending physician for injuries requiring professional medical attention. Coaches will call the parent/guardian to inform them of the situation. It is important that the coach communicate to the parent/guardian where he/she is and that he/she will stay with the student-athlete until he/she is released or the coach is informed that he/she will be hospitalized.

25. Do not allow student managers to assume the duties of an assistant coach. Student managers cannot supervise student-athletes, operate district vehicles, or possess keys to buildings.
26. Develop the athletic potential and then mold the participants into as good of a team as possible.
27. Work cooperatively with the media, parents, and community to promote a positive image for Parker High School.
28. Know and follow the rules and regulations regarding sports equipment (certification, reconditioning, etc.).
29. Ensure that district transportation is returned without debris.
30. Provide assistance in seeking qualified assistant coaches.
31. Assist participants in their search of scholarship opportunities.
32. Actively recruit participants into the activity.
33. Assume responsibility, as determined by the Athletic Director, for the hosting of invitationals/tournaments.
34. Maintain an up to date roster of your student-athletes with the Athletic Department. The Head Coach must give this list to the Athletic Department two weeks before the first game/contest. When there is a change in the roster, the Head Coach must report it to the Athletic Department ASAP.
35. Turn in a travel roster indicating who is on the bus to the Bus Barn every time the team leaves for a game/contest.
36. Maintain contact with the Athletic Department's secretary in regard to meal money and hotel reservations. The Head Coach will receive a copy of each meal and hotel request made for your team.
37. Provide assistance with physical examinations that are offered to student-athletes at Parker High School.
38. Maintain an up-to-date roster of the student-athletes riding an after practice bus. This needs to be coordinated with the driver of the activity bus.
39. Keep track of the standing of all student-athletes in your sport (Frosh, JV, and Varsity). The Athletic Department is keeping a list of the student-athletes who have received a letter, bar, and/or sport bar symbol.
40. Inventory of uniforms and equipment must be kept by the head coach by keeping a list of everything you have at the start of the season and turn it in to the Athletic Department. The Head Coach needs to turn in a list of the student-athletes and what equipment, uniforms, and numbers the student-athletes have in their possession or are assigned. At the end of the season, the Head Coach needs to turn in a list of all equipment and uniforms with their numbers.
41. Head Coaches are in charge of their own sport banquet or award program. The Head Coach may coordinate with other coaches/sponsors to hold a sport banquet or award program simultaneously. If sport banquets or awards programs are held separately, then the timing must be so that they are not at the same time. Spiritline members should be invited to all banquets or awards programs that involve sports where they performed.
42. The Head Coach shall attend all meetings concerning selection of all-conference, all-state, or all-star teams. Parker High School is a member of the Arizona Coaches Association which makes all Parker High School student-athletes eligible, if selected, to participate in all-star competitions sponsored by the Arizona Coaches Association.

43. **Budget/End of Season Responsibilities:**

- a. The head coach of each sport shall submit a proposed budget for the next season to the Athletic Director as soon as possible after the season is over. Head Coaches must get three (3) quotes on each budget item. Items must be typed/nicely written on a Request for Purchase form and submitted to the Athletic Director.
- b. The head coach must complete an inventory list of all equipment and uniforms and turn in this list to the Athletic Director as soon as possible after the season is over.
- c. Coaches will have lockers, locker rooms, and practice facilities cleaned and all equipment properly stored.

44. All head and assistant coaches, whether paid or volunteer, hired before April 1, 2009, must complete the NFHS Coach Education Program, or approved equivalent, no later than the beginning of the 2009-2010 school year. All head and assistant coaches, whether paid or volunteer, hired on or after April 1, 2009, must complete the NFHS Coach Education Program, or approved equivalent, within forty five (45) days from the date of hire.

*****The above requirements must be met before receiving payment for the season.**

ASSISTANT COACH

The Assistant Coach is a member of the coaching staff and is subordinate to the Head Coach of his/her sport. The Assistant Coach shall fulfill all duties assigned to him/her by the Head Coach and assume the responsibilities of the head Coach in his/her absence.

PUBLICITY

The Head Coach is to assist the Athletic Director in the following areas:

1. Home and away game results are to be reported so that those results can be reported in the press (school, local, and state newspapers and radio stations, etc.). These results are to be reported to the Athletic Director's secretary by 8:00 AM the following school day.
2. Coaches should be available for interviews pertaining to their sport when requested by the media.

SCOUTING

If a film exchange for scouting purposes is not possible, the Principal may authorize a scouting trip.

AIA COACHES CODE OF ETHICS

Schools have entrusted coaches to provide the educational development of their student-athletes through athletics and/or non-athletic activities.

In recognition of these expectations, it shall be the responsibility of a coach to follow the directions provided in the following Coach's Code of Ethics. Violation of the first two items may result in a sanction of the offending school.

1. Abide by the National Federation and AIA rules in both spirit and letter.
2. Never use the media to criticize any school administrator, school team, coach, player, game official, or the AIA.

The coach/sponsor shall:

1. Cooperate with others in the field of education.
2. Exemplify behavior that is a credit to the teaching profession.

3. Exercise patience, tolerance, and diplomacy in relations with all players and co-workers, contest officials, and spectators.
4. Adhere to high ideals of sportsmanship, quality of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
5. Support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.
6. Demonstrate high ideals, good habits, and desirable attitudes in professional behavior and DEMAND the same standards of the student-athletes.