IMPORTANT TO KNOW

- Make sure that you have completed all paperwork and have been approved by the site and Interscholastics Department prior to participating with the team/group, (non-stipend assistant coach application, CPR with AED certification, NFHS Fundamentals of Coaching certificate, NFHS Concussion certificate, reviewed/passed “ATC Student-Athlete Health & Wellness” PowerPoint presentation on Interscholastics website, fingerprinted at Human Resources).

- As a representative of your school and the Tucson Unified School District, you must be aware of, and avoid any actions that might be misconstrued as recruitment of student athletes from other schools.

- Interscholastic activities are an extension of the classroom, and as such, your actions, behavior and interactions with our student-athletes should be reflective of this.

- All non-stipend assistant coaches must be under the direct supervision of the varsity head coach at all times.

- To volunteer your time for an assigned sport(s), you are agreeing to do so for the duration of those seasons and without the possibility of monetary compensation.

- Be loyal to your head coach, administrators and school.

- Promote “Pursuing Victory with Honor” and good sportsmanship.

- Use caution and appropriateness when having physical contact with student athletes.

- Abide by TUSD coaching responsibilities at all times.

- Governing Board Policy EEB states “that Only Governing Board members or District employees may drive District vehicles.” Therefore, non-stipend assistant coaches will not be allowed to drive any District vehicle, ie. van, car, etc. Same standard will apply to all rental vehicles as well.

- Never use tobacco, alcohol, or drugs when working in the capacity of a non-stipend assistant coach for the Tucson Unified School District.

- Be familiar with all of the information contained in this handbook.

- Know school rules.
WELCOME TO TUSD INTERSCHOLASTICS!

Extracurricular activities in school are an integral part of the total educational program. They provide the individual participant with experiences which may broaden the perspective that regular classroom instruction may not adequately address. It is your responsibility as coaches and sponsors to provide these experiences in a wholesome and caring way to as many young people as resources and interest can reach. Thank you for your interest in being a coach or sponsor in TUSD.

The following material is a guide for you to read and follow during your tenure in TUSD. The information will help you and the young people you work with have a successful and rewarding experience. After reading the packet, please sign off in the appropriate place on the TUSD NON-STIPEND ASSISTANT COACH / SPONSOR APPLICATION to indicate that you have read, understand and will follow all of the policies and procedures set out by the AIA, 4A/5A Region, TUSD and your school site.

GETTING STARTED

In order to be a non-stipend assistant coach or sponsor in TUSD you must first be cleared through the TUSD Interscholastics Office and the individual school site. The clearance process BEGINS by having the candidate complete and turn into the Activities Office at the school where they desire to work, the following:

- Completed and signed TUSD Non-Stipend Assistant Coach / Sponsor Application.
  a. An original, valid Adult CPR with AED Certification Card (A copy will be made and it will be returned to you.). Your CPR certification must be valid through the entire season of the sport or activity you will be involved with. Beginning with the 2011-12 school year, all coaches will be required to show proof that the Adult CPR certification included AED instruction.
  b. For the 2018-19 sy, all CPR/First Aid certifications must be renewed prior to the card expiring so that valid certification remains in tact. However, the following year (see item “c”) will be followed which might mean that a coach has to renew prior to an expiration date covering a two year period.
  c. For the 2019-20 school year, all CPR/First Aid certifications must be valid the entire length of the year, June 1, 2019 to May 31 2020. A coach will not be approved if the card lapses during the school year.
  
  Beginning with the 13-14 school year, the only online computer First Aid course which will be accepted is: American Red Cross: First Aid, Health and Safety for Coaches
  www.redcross.org/take-a-class/course-dwbt000000000010053
  No other internet training for CPR and First Aid will be accepted. (Approved AP/AD Job-Alike March 4, 2013)

- Beginning with the 2009-10 school year, all NSAC’s coaches are required to complete the National Federation of State High Schools – Fundamentals of Coaching course and provide certification when submitting application for approval.
- Beginning with the 2010-11 school year, all NSAC’s coaches are required to review the “ATC Student-Athlete Health & Wellness” PowerPoint presentation on the Interscholastics website prior to being approved. Must be renewed every 2 years.
- Beginning with the 2010-11 school year, all NSAC’s coaches are required to show proof of completion of the NFHS Concussion training.
- An interview with the Assistant Principal for Activities must also be conducted.
- Upon approval by the administrator, non-stipend assistant coach takes signed application to Human Resources to be fingerprinted.
  (Exception: parent of currently enrolled student at school site)
- The non-stipend assistant coach then returns the application with fingerprint receipt to school Activities Office for processing to Interscholastics.

A non-stipend assistant coach/sponsor may not have any contact with students/athletes prior to being cleared. Doing so would constitute an AIA violation. The head coach/sponsor will be notified when the non-stipend assistant coach is cleared. Turning in the proper paperwork to the Activities Office at the school site is only the first step in being cleared. Final clearance occurs through the TUSD Interscholastics Office. The head coach/sponsor will be notified subsequent to that and the non-stipend assistant coach or sponsor will be ready to begin their assignment at that point.
CODE OF CONDUCT FOR PARENTS OF INTERSCHOLASTIC STUDENT-ATHLETES/ACTIVITIES

If a parent has a concern with his/her student athlete, a set protocol should be followed in hopes of resolving the concern/issue. It should be noted that the selection of students to be a member of a school team is the prerogative of the coaching staff. The protocol which parents should follow in regards to resolving a concern/issue is as follows:

All appeals should follow the process below:

- Contact the coach
- If not satisfied, contact the school athletic director
- If not satisfied, contact the assistant principal for activities
- If not satisfied, contact the principal
- If not satisfied, contact the TUSD Interscholastic

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participates are committed to pursuing victory with honor according to the six core principals: trustworthiness, respect, responsibility, fairness, caring and good citizenship, (the “Six Pillars of Character”). This Code applies to all parents of student-athletes involved in interscholastic sports.

TRUSTWORTHINESS
Trustworthiness – be worthy of trust in all you do.
Integrity – live up to high ideals of ethics and sportsmanship; do what is right even when it’s unpopular.
Honesty – live and act honorably, do not allow your children to lie, cheat, steal or engage in any other dishonest or un-sportsmanlike conduct.
Reliability-fulfill commitments do what you say you will do; be on time; when you tell your children you will attend an event, be sure to do so, pick them up from events at the appropriate times

RESPECT
Respect – treat people with respect all the time and require the same of your children.
Class – be gracious in victory and accept defeat with dignity; compliment extraordinary performances and show respect for all competitors.
Personal Conduct – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of the student-athletes or other situations where your conduct could undermine your positive impact as a role model.
Respect Officials – treat contest officials with respect; do not complain about or argue with official calls or decisions during or after an athletic event.
Respect Coaches – treat coaches with respect at all times; recognize that they have team goals beyond those of your child. Do not shout instructions to players from the stands; let coach’s coach.

RESPONSIBILITY
Importance of Education – stress that student-athletes are students first. Be honest with your children about the likelihood of getting an athletic scholarship or playing on a professional level.
Role-Modeling – Consistently exhibit good character and conduct yourself as a role model for your child.
Self-Control - Exercise self-control; do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to demean others.
Privilege to compete - Assure that you and your child understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their team, school and family with honor, on and off the field.
Healthy Lifestyle-Safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs, practice good hygiene by helping wash your child’s practice & game clothing if necessary.

FAIRNESS
Be Fair – treat all competitors fairly, be open-minded; always be willing to listen and learn

CARING
Encouragement - encourage our children regardless of their play; offer positive reinforcement.
Empathy – consider the needs and desires of our child’s team mates in addition to your own; help promote the team concept by encouraging all team members, understanding that the coach is responsible for determining playing time.

CITIZENSHIP
Know the Rules – maintain a thorough knowledge of all applicable game and competition rules.
Consideration - clean up after yourself; do not Litter

3
STUDENT CONDUCT & RESPONSIBILITIES

Students participating in school sports and extracurricular programs are expected to be positive role models for their student body. The various sports and extracurricular programs in the district are intended to promote growth, development, citizenship and social skills beyond the activity itself. Therefore the following is expected of students in extracurricular activities before, during and after school hours:

1. Respect the rules of the school, its teachers, coaches and administrators.
2. Strive to perform to your best ability in the classroom.
3. Support all school activities to the best of your ability.
4. Promote sportsmanship and foster the “Six Pillars of Character”.
5. Respect others and their property.
6. The participant is expected to dress neatly on all trips and remain together with the group at all times.
7. Attend all classes each day and be on time for the classes.
8. Be responsible for turning in all athletic equipment and uniforms immediately after the completion of any sport or dropping out of any sport.
9. Know that the student is not allowed to transport any other students in their vehicle to a contest.
10. Follow all TUSD transportation guidelines and conduct themselves with pride when traveling with the team. Reframe from derogatory comments about your school, team, or coach on the internet.

A student’s eligibility for participation in various extracurricular school activities may be affected by the student’s conduct. Student/athletes who violate school behavior expectations are subject to various disciplinary measures by their coach, the site athletic director, the assistant principal and the principal. The site assistant principal or the principal in collaboration with the coach, sponsor, or athletic director make the final determination whether a student is dismissed from the team for inappropriate conduct.

Athletes and all extracurricular participants have the following conduct requirements to remain eligible:

- Conduct by the student during competitions is regulated by the rules and regulations of the Arizona Interscholastic Association and the Bylaws of the Section/Division and TUSD policies & regulations.

- A referral by itself may not be sufficient cause to suspend a student’s participation in extracurricular activities/sports. However, depending on the nature of the infraction (severity, repetition, etc.), the coach/activity sponsor is expected to take appropriate action once they are advised of the incident(s).

- If a student has established a pattern of misconduct, regardless of whether or not suspensions were involved, the student is subject to being suspended by the assistant principal and/or principal, from all teams of which the student is a member.

- Any out-of-school suspension results in an automatic suspension from all teams/clubs/groups the student is a member of for the duration of the suspension. Not only is the student suspended from playing/participating, the student is also suspended from practices and organized activities (team workouts, meetings, matches, etc.)

- A student athlete who is suspended out of school and play during the season may be suspended from the team for that season.

- A student is expected to conduct themselves in any online social media as he/she is expected to behave in person. Misconduct may result in suspension or removal from the team or other disciplinary action.
AIA COACHES CODE OF ETHICS
Approved by the AIA Legislative Council April 25, 1991

Schools have entrusted coaches to provide the educational development of their youth through 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. Violations of the first two items of the Code may result in a sanction to the offending school.

A COACH / SPONSOR SHALL:

1. Abide by the National Federation and AIA rules in both spirit and letter.
2. Do not make statements to the news media critical of any game official, the AIA or another school’s team, players, coaches or administrators. (Legislative Council, March 1997)

A COACH / SPONSOR SHOULD:

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; desires for clean, healthful living; and respect for wise discipline and authority.
5. Support all reasonable moves to improve athletic conditions, to provide adequate equipment, and to promote the welfare of an increased number of participants.
6. Demonstrate high ideals, good habits and desirable attitudes in professional behavior, and demand the same standards of the players.

SUPERVISION

All participants must be supervised in practice areas, locker rooms, busses and at all times during the season. Supervision includes away and out-of-town games and activities as well as during all means of travel including walking-trips.

In particular, non-stipend assistant coaches may not coach or supervise participants unless they are in the presence of the certified person who is the acting supervising coach or sponsor. They must be within line of sight of this supervising coach or sponsor at all times when instructing participants.

SUNDAY PRACTICE

Per AIA rules, no practice, films, meetings or any contact with student athletes is permitted on Sundays.

SCHOOL ACTIVITIES / PRACTICE ON HOLIDAYS

All athletic team practices and student activities occurring on a holiday must be optional. Participants who are not able to attend the practice or activity are not to be punished. All practices or school activities being held on a holiday are to be cleared through the site administrator handling activities. Vacations days, conference/grading days, recesses, etc., as stated on the District calendar, are not considered a holiday.
At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

**Principle:**
Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the “Six Pillars of Character”: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

**Principle:**
Conduct sports programs in a manner that enhances the mental, social and moral development of athletes and teaches positive life skills that will help them become personally successful and socially responsible.

**Principle:**
Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

**Principle:**
The leadership of sports programs at all levels must ensure that coaches, whether paid or voluntary, are competent to coach in three areas: 1) character-building and sportsmanship, 2) first-aid and the physical capacities and limitations of the age group coached, and 3) coaching principles and rules and strategies of the sport.
RESPONSIBILITIES OF COACHES/SPONSORS

1. Provide for the safety and welfare of all participants.

2. Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the Pursuing Victory with Honor “Six Pillars of Character” – trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.

4. Be an integral part of the school system and its educational program. Encourage and stress to each student the importance of academic achievement.

5. Monitor the classroom behavior, attendance, and performance of all participants. Ensure that all participants are continuing course work in the required number of classes.

6. Be knowledgeable of, and enforce school, District, Region, 2A/3A/4A/5A/6A Conference and AIA rules, regulations, procedures and policies.

7. Make every effort to support and communicate with all school administrators.

8. Provide written training rules, expectations, and lettering policies to all participants. Enforce these fairly among all participants.

9. Ensure that participants have an understanding of all school, District, Region, 2A/3A/4A/5A/6A Conference eligibility rules, regulations, procedures and policies.

10. Ensure that all participants have an "eligibility clearance slip" prior to participating in any tryouts, practices or games, or before receiving any equipment or awards.

11. Make participants aware of the inherent danger of participating in activities.

12. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.

13. Develop athletes to the highest degree of skill possible.

14. Supervise participants in practice areas, locker rooms, busses, at all times during the season. (See "Student Travel", page 19).

15. Provide Type II Trainer Coverage.

16. Responsible to model respectful behavior and the duty to demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting and inappropriate celebrations.

17. Abstain from the use of tobacco, drugs, and alcohol while on campus, or any time when representing your school or team.

18. Safeguard the health of athletes and the integrity of the sport/activity; prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those relating to gambling and the use of drugs.

19. Actively support and enforce your schools’ Activities Department substance abuse program.

20. Ensure that all participants are dressed neatly on all trips, and remain together as a group. All coaches are to dress in appropriate professional attire during competitions and trips. Enforce District transportation guidelines.

21. Work cooperatively with parents, officials and media to promote a positive image of TUSD activities.

22. Know and follow rules and regulations governing sports equipment (i.e. certification, reconditioning, etc.).

23. Provide for the care and maintenance of all equipment and provide an accurate, detailed inventory and season summary at the end of the season to the administrator in charge of activities.

24. Submit accurate and timely budget information to the Activities Office when requested, using forms from District Intranet.

25. Work with the Transportation Department and site administration by ensuring that the school car, van or bus is cleaned of any debris before it is returned.

26. Ensure that all travel money is accounted for by returning a combination of itemized receipts and/or monies to equal the amount given by the School Business Specialist within 5 working days. Only out of town purchases will be honored.
27. Provide assistance in seeking qualified assistant coaches.

28. Ensure all TUSD transportation guidelines and policies are enforced. All TUSD van passengers must wear seat belts.

29. Providing false documentation of any kind will be grounds for dismissal of coaching duties. i.e. CPR, First Aid, Teaching Certificate, etc.

30. Attend District meetings, clinics and equipment shows. Read current literature to stay updated on current issues and techniques.

31. Head coaches must complete a "Coaching Assessment Pre-Conference" form prior to their first scheduled event and schedule a post-season evaluation within 30 days after their last event.

32. Head coaches must evaluate all assistant coaches. Head coaches cannot evaluate relatives.

33. Actively support the total school activities program.

34. Be responsible to the administration in the overall operation of your program. Head Coaches are responsible for entire program.

35. Notify the Principal's office when release time is needed, two weeks prior to the activity.

36. Return and inventory all uniforms and equipment within four (4) weeks after your last event.

37. Coordinate all out of town trips with the Activities office four (4) weeks prior to contest date.

38. AIA 2.6.7 On an annual basis, each varsity head coach shall attend the AIA Head Coaches Information Meeting to be held at the beginning of each season of sport. Failure to comply will subject the member school to possible penalty. (16.1)

39. All coaches, assistant coaches, sponsors, band directors, assistant band directors, dance advisors, drama advisors, orchestra advisors and choir advisors must maintain current Adult CPR and First Aid certification. Beginning with the 2011-12 school year, all coaches must have AED certification as part of their Adult CPR certification. Spirit line, pole vault coaches, and dive coaches must also obtain Safety Certification by a District accepted program.

   Beginning with the 2013-14 school year, the only online computer First Aid course which will be accepted is:
   American Red Cross : First Aid, Health and Safety for Coaches
   www.redcross.org/take-a-class/course-dwbt0000000000010053
   No other internet training for CPR and First Aid will be accepted. (Approved AP/AD Job-Alike March 4, 2014)

   CERTIFICATION IS MANDATORY

40. Non-stipend assistant coaches are required to have:
   - Current adult CPR certification
   - Completed Non-Stipend Assistant Coach/Sponsor application form (approved by administrator).
     - Take completed application to TUSD Human Resources for fingerprinting.
     - Fingerprinting exception: if applicant is a parent of a currently enrolled student at the school.
   - Failure to have non-stipend assistant coaches approved will be an AIA violation.
   - Non-stipend assistant coaches must be under the direct supervision of the varsity head coach at all times (AIA 17.1)

   Do not permit non-stipend assistant coaches to have contact with students until they have been approved by the site Activities Office and the Interscholastics Office. This must be done for each season of competition, i.e. fall, winter, spring

   See Form, Interscholastics Website.

41. All head and assistant coaches, whether paid or non-stipend assistant coaches, hired before April 1st, 2009, must complete the NFHS Coach Education Program (Fundamentals of Coaching), or approved equivalent, no later than the beginning of the 2009-2010 school year. All head and assistant coaches, whether paid or non-stipend assistant coaches, hired on or after April 1, 2009, must complete the NFHS Coach Education Program (Fundamentals of Coaching) and NFHS Concussion training prior to hire. The AIA Executive Board recommends the NFHS Fundamentals of Coaching course. Certificate of completion must be submitted to your site administrator, Interscholastics and Human Resources. AIA By-Law 17.1

42. All head coaches who qualify for the varsity position using the alternative course, “Fundamentals of Coaching-sport specific” in lieu of an Arizona teaching certificate, must retake the course every six (6) years.

43. All coaches must view the PowerPoint “Student-Athlete Health and Wellness” located on the Interscholastics website under the Athletic Training tab. Upon completion of the PowerPoint each coach will be required to take the review test. A score of 100% is required and an email will be sent to your school administrator and Interscholastics Department verifying completion.

   This PowerPoint must be reviewed every 2 years.
44. All paid coaches are required to attend blood borne pathogen training provided by TUSD Risk Management at the first training session available. Training is provided once per month, at either 8:00am-9:30am-11:00am or 12:00pm-1:30pm-3:00pm in the Maroon Room at District Office (1010 E. 10th Street). Proof of attendance is required to be submitted to site and Interscholastics Department. In addition, once receiving initial training, individuals must complete the online refresher course annually. http://intranet/RiskMgt/bloodborne.asp


46. Due to travel circumstances for baseball and softball, there must be a certified person traveling with the JV teams at all times. In the event the junior varsity coaches hold an Arizona Teaching certificate or approved equivalent (see AIA By-Law 17.1.2) no additional District staff must be present, however, in the event the JV coaches are not certified, the Assistant Principal / Activities, Athletic Director or other Interscholastics Department approved staff must travel with the JV teams.

47. Assist activities students in their pursuit of athletic or fine arts scholarships.

48. Help maintain your program through on-site recruiting of participants and fundraising.

49. Coach will immediately notify Assistant Principal/Activities regarding any ejections from contests.

50. Be responsible for additional duties as defined by school administrators.

51. Violation of the rules could lead to disciplinary action and possible dismissal from coaching assignment.

**FINGERPRINTING REQUIREMENTS**

**Coaches (ARS 15-534 & 15-512):**

1. High school head coaches are certified positions. Staff who hold H.S. Head Coach positions are required to hold a valid IVP Fingerprint Card (15-534) before they are allowed to begin work in a Head Coach position. The employee is responsible for the cost of $67, payable to AZ DPS.

2. Assistant Coaches and Middle School Coaches are classified positions. Staff who holds H.S. Assistant Coach or Middle School Coach positions must meet one of the following requirements before starting in a Coach position:
   a. If current certified TUSD employee, current, valid IVP Clearance Card will be honored in place of additional classified background check.
   b. If current classified TUSD employee, fingerprint background check completed at hire meets requirement for this additional job.
   c. New hire or re-authorized as Assistant or Middle School Coach Only: Fingerprint background check required every year as a condition of employment. The employee is responsible for the cost of $22, payable to TUSD. Coaches re-authorized from year to year must have fingerprints checked every year as a condition of re-authorization. The background check must be complete prior to starting as an Asst. Coach.

3. Volunteer Stipend Coaches are classified positions. Non-stipend assistant coaches are required to meet same criteria as Assistant Coach or Middle School Coach. However, the site or department must pay for the cost of fingerprinting a non-stipend assistant coach.

The fingerprint process and background check must be complete prior to starting as a paid coach. This process can take up to 4 weeks for longer for completion.

**Non-Stipend Assistant Coach (NSAC) (ARS 15-512):**

1. By law, a school district may not charge unpaid workers or non-stipend assistant coaches for fingerprinting. The department or school must pay the cost for fingerprinting NSAC. Fingerprinting is required for all NSAC on school property. The cost to be paid by school or department is $20.

2. The non-stipend assistant coaches need to complete a Non-Stipend Assistant Coach Application and bring valid identification to Human Resources.

3. In addition to the fee, the site should generate an email or provide other appropriate documentation to demonstrate the role of the NSAC on school grounds and attach this documentation to the NSAC application.

4. Non-stipend assistant coaches are fingerprinted in HR after the school or department provides funding to process prints. Schools may send a check or use a purchase order/budget code to fund such transactions. HR requires site permission to process the NSAC against your budget. This permission could include a letter from an administrator, a TUSD Non-Stipend Assistant Coach application signed off by administration, current athletic coordinator or office manager, or other document authorizing NSAC to participate on your campus.

5. Parents or legal guardians of a student, who attends the school where the individual is requesting to be a non-stipend assistant coach, do not need to be fingerprinted.

6. Non-stipend assistant coaches must be re-printed if they have a discontinuation of service for 6 months or more.

7. Non-stipend assistant coaches changing schools must present their receipt to the new school. A Non-Stipend Assistant Coach application, copy of the fingerprint receipt and the email sent to administrator stating the background check is complete, must be kept on file for each volunteer.

For Non-Stipend Assistant Coach coaches: The fingerprint process must be started prior to beginning coaching or having any contact with students/team. Once background check has been completed by DPS, Human Resource will be notified, who will in turn notify site and Interscholastics.
INITIATIONS / HAZING/BULLYING

Initiations/hazing/bullying is defined as any verbal or physical act that intimidates, degrades, disgraces, or injures any student; or forces someone to do ridiculous acts or suffer physical or emotional pain as an initiation to a group or program. There shall be no initiations/hazing/bullying of any student during District sponsored events, activities, and interscholastic functions.

OPEN GYM / WEIGHT ROOM ACTIVITIES

Only your currently enrolled students should be allowed to participate in open gym/weight room activities. Please refer to AIA By-Laws 17.5 – Open Facilities.

DOCTORS RELEASE

When an athlete or Spirit Line member is treated by a physician, a written release from that doctor must be received by the school's Athletic Trainer prior to participation in any practices or games. The site certified athletic trainer makes the final decision for when a student may return to practice and competition.

ILLEGAL RECRUITMENT

The recruitment of students from other high schools or those middle schools outside of your feeder pattern is viewed as a major infraction by the AIA and this school district, and can lead to dismissal from coaching assignments.

DRUGS, ALCOHOL USE

41.1.1 AIA POSITION STATEMENT – SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES

The Arizona Interscholastic Association (AIA) views sports, and the participation of student-athletes in sport, as an activity that enhances the student-athlete’s well-being by providing an environment and stimulus that promotes growth and development along a healthy and ethically based path.

- It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student-athlete.
- It is the position of the AIA that nutritional supplements are rarely, if ever, needed to replace a healthy diet.
- Nutritional supplement use for specific medical conditions may be given individual consideration.
- The AIA is strongly opposed to “doping”, defined as those substances and procedures listed on the World Anti-Doping Agency’s Prohibited List (www.wada-ama.org).
- It is the position of the AIA that there is no place for the use of recreational drugs, alcohol or tobacco (e-cigarettes) in the lifestyle of the student-athlete. The legal consequences for the use of these products by a student-athlete are supported by the AIA.

In pursuit of Victory with Honor, the AIA promotes the use of exercise and sport as a mechanism to establish current fitness and long-term healthy lifestyle behaviors. It is the position of the AIA that the student-athlete, who consumes a balanced diet, practices sport frequently and consistently, and perseveres in the face of challenges, can meet these goals.

41.1.2 At least annually, each member school shall communicate to its students participating in interscholastic activities the AIA Position Statement on the use of supplement, drugs and performance enhancing substances. (See Form 14.13)

41.1.3 Any coach or competitor using tobacco, alcoholic beverages or misusing drugs while participating in interscholastic competition shall be disqualified from the contest or tournament.

41.2 CONCUSSION EDUCATION - All student athletes shall complete the Brainbook online concussion education course. All student-athletes shall complete the course prior to participation in practice or competition.

NOTE: The Brainbook online concussion education course must be completed by a student-athlete only once.
ELIGIBILITY

1. All students participating in extracurricular activities must meet the following academic eligibility criteria:
   - Pass all classes (must be enrolled in minimum of 5 credit bearing classes) the previous 4½ week grading interval.
   - Be enrolled in at least 5 credit bearing classes during each 4½ week grading interval of participation.
   - All incoming freshmen from 8th grade will be eligible to participate in Interscholastic activities. All eligibility rules for freshman will be the same as all other grades beginning with the 1st progress check and all subsequent progress checks.
   - Seniors who are on track to meet all graduation requirements need only to be enrolled in 4 credit bearing classes each 4½ week grading interval.
   - All TUSD eligibility guidelines set forth are to be adopted as a minimum standard for all programs and participants. Any TUSD coach may implement more stringent guidelines with the approval of the school principal and must be published in writing to the athletes and parents.

2. It is the responsibility of the coach or sponsor to assure all participants appear on roster prior to participation in any tryouts, practice or games, or before receiving any equipment or awards. The Assistant Principal for Activities will be responsible for declaring a student eligible.

NUMBER OF PRACTICE DAYS NEEDED PRIOR TO COMPETITION

For any athlete who did not participate in a pre-season conditioning program or prior athletic season, the TUSD Athletic Trainers have made the following recommendation regarding the number of practice days needed prior to competition:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Practice Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>10 days</td>
</tr>
<tr>
<td>Baseball</td>
<td>10 days</td>
</tr>
<tr>
<td>Cross Country</td>
<td>10 days</td>
</tr>
<tr>
<td>Football</td>
<td>10 days</td>
</tr>
<tr>
<td>Golf</td>
<td>3 days</td>
</tr>
<tr>
<td>Spirit Line</td>
<td>10 days</td>
</tr>
<tr>
<td>Soccer</td>
<td>10 days</td>
</tr>
<tr>
<td>Softball</td>
<td>10 days</td>
</tr>
<tr>
<td>Tennis</td>
<td>5 days</td>
</tr>
<tr>
<td>Track/Field</td>
<td>10 days</td>
</tr>
<tr>
<td>Volleyball</td>
<td>10 days</td>
</tr>
<tr>
<td>Wrestling</td>
<td>15 days</td>
</tr>
<tr>
<td>Swim/Dive</td>
<td>10 days</td>
</tr>
</tbody>
</table>

This was approved by the Assistant Principals and Interscholastic Activity Managers, on December 4, 1995, strictly as a guideline to be used by the coaches.
EJECTION FROM A CONTEST--If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during a period or intermission, the coach or player may be ordered to leave the contest. In addition to the penalties listed below, any coach or player who is ejected must attend a mandatory sportsmanship training within 1 week of incident and prior to any future participation.

EJECTION FROM TOURNAMENT GAMES: SUSPENDED REST OF THAT DAY AND THEN THE NEXT GAME ON THE NEXT DAY.

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

- First Ejection: Ineligible for the next contest at that level of competition and all other contests during that interim at any level. Any person ejected from a contest shall not participate the remainder of that day.

- Second Ejection: Ineligible for the next two contests at that level of competition and all other contests during that interim at any level. Any person ejected from a contest shall not participate the remainder of that day.

- Third Ejection: A similar infraction of the Sportsmanship Rule in Article 16, Section 16.1, Paragraph 16.3.1 of the AIA Bylaws by the same player during the same season will result in cessation of the season for the player concerned.

- End-Of-Season Ejection: If a penalty is imposed at the end of the sport season and no contest remains, the penalty shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.

Once student-athlete receives penalty—a written appeal may be submitted to the Director of Interscholastics for review.

TUSD COACHES ARE NOT ALLOWED AT THE GAME SITE DURING THE PERIOD OF EJECTION.

(April 7, 2003 AP/Activities-Athletic Directors)

In addition, the following penalties will be imposed by TUSD Interscholastics for any coach ejected from a contest:

1st ejection: 1 game suspension (AIA regulation) plus 1 additional game suspension and Letter of Direction.
2nd ejection: 2 game suspension (AIA regulation) plus 1 week suspension and Letter of Reprimand.
3rd ejection: 1 game suspension (AIA regulation) plus suspension for the remainder of the season and termination proceedings from coaching assignment.

In addition, the following penalties will be imposed by TUSD Interscholastics for any athlete ejected from a contest:

1st ejection: 1 game suspension (AIA regulation) plus 1 additional game suspension and Letter to student/parent regarding future ejections/penalty.
2nd ejection: 2 game suspension (AIA regulation) plus 1 week suspension and Letter to student/parent regarding future ejections/penalty.
3rd ejection: 1 game suspension (AIA regulation) plus removal from the team.

LEAVING BENCH AREA: When two or more persons (including coaches, nonplaying contestants and non-participating school personnel) leave their team's bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

- The contest officials shall eject any person they determine to be in violation of Article 16, Section 16.3, Paragraph 16.3.2 of the AIA Bylaws.
- The contest officials may terminate the contest.
- If the contest is terminated, the team(s) that left the bench area must forfeit the contest and record a loss.
- If the contest is terminated during a tournament or post-season play, the offending team(s) will be removed from further tournament or post-season competition.
- Further penalties may be imposed against the offending teams(s) by the AIA Executive Board, as set forth in Article 16, Section 16.3, Paragraph 16.3.2.3 of the AIA Bylaws.
EJECTION OF COACH

17.3.1 When a coach is ejected from a contest, a properly constituted school administrator or assistant coach shall direct and supervise the team during the remainder of the contest. If no properly constituted school administrator or assistant coach is available to direct the team, the official shall declare the contest a forfeit.

17.3.1.1 The ejected coach shall immediately vacate the premises.

17.3.1.1.1 Premises are defined as the total area of contest and spectators. The ejected coach may not remain to watch the contest.

FOREIGN EXCHANGE

15.15 International Student Eligibility - Prefatory Statement: In an effort to preserve and promote interscholastic competitive opportunities for Arizona students and further the goals of competitive fairness and equity, and recognizing the concerns of AIA member schools related to displacement of Arizona students by students from foreign countries, the following bylaw addresses the interscholastic eligibility status of international students attending an AIA member school:

15.15.1 Foreign Exchange Students: A foreign exchange student is a student that is in the U.S. under a J-1 Visa, and who is placed in a school by an educational exchange program approved by the Council on Standards for International Educational Travel CSIET). A foreign exchange student is eligible at a school in the attendance zone of the home in which the student is placed. A foreign exchange student must meet all other eligibility requirements and is eligible for a maximum of one school year.

15.15.2 International Students: An international student is a student who is in the U.S. under an F-1 Visa and who is attending an AIA member school. Except as stated below with regard to domicile, an international student must meet all eligibility requirements of any regularly enrolled student. An international student is eligible only for non-varsity level competition, which may include only 9th through 11th grade, and is not at any time of enrollment eligible for varsity level competition. With regard to domicile, an international student’s non-varsity eligibility shall be at a school in the attendance zone of the home in which the student is placed. The limitation to non-varsity eligibility only shall not apply to an international student who is enrolled as an 11th grader as of 10/17/11 at an AIA member school. (Italicized sentence to be eliminated at conclusion of 2012-13 school year) (Ex. Bd. 10-17-11)

NOTE: EFFECTIVE DATE 7/1/12, but adopted at this time in order to provide advance notice to member schools that may be affected.
RECRUITMENT

The following represents changes by the AIA Legislative Council involving the recruitment of student athletes. Please refer to the Arizona Interscholastics Association By-laws for complete rules.

15.12.4.2 Individuals not exclusively representing athletic interests of a high school may make general presentations (not just athletic) to eighth grade students (not just athletes). There should be a diversity of presenters, speaking on a variety of topics to students of all interests.

15.12.4.4 If it is a faculty member’s responsibility to recruit students (not just athletes) and that person makes such contact irrespective of athletic eligibility, such contact is permitted. However, anything done for athletes that are not done in a comparable fashion for all students is a violation of the Recruitment Rule.

15.12.4.5 When a student at a junior high/middle school or other high school, or the parents of that student, contacts the coach about attending the coach’s school, the coach shall refer the student or parent to the appropriate school personnel (those who have the responsibilities for seeking and processing prospective students).

15.12.4.6 A high school coach may not initiate contact with a student at a junior high/middle school or other high school, or the parents of that student, about attendance at the school. It is not a violation for a coach to have normal community contact with a student who attends a junior high/middle school of the same system, which is a feeder to the high school.

True High School Feeder Schools:
Catalina: Doolen, Utterback, Pueblo Gardens, Roberts-Naylor
Cholla: Morgan Maxwell, Safford, Valencia, Lawrence
Palo Verde: Fickett, Dietz, Borman, Roberts-Naylor
Pueblo: McCorkle, C.E. Rose, Hollinger, Pistor
Rincon: Dodge, Miles, Vail, Drachman
Sabino: Magee, Gridley, Secrist, Dodge
Sahuaroc: Gridley, Vail, Magee, Fickett
Santa Rita: Secrist, Gridley, Borman, Dietz
Tucson: Roskruge, Mansfeld, Robins, Miles

15.12.4.7 It is a violation of the Recruitment Rule if coaches or their representatives call, send questionnaires, cards or letters, or visit prospective athletes and their families for the purpose of evaluating and recruiting specific prospective athletes.

15.12.4.8 High school coaches or their representatives may not attend grade school or youth sports (e.g. Pop Warner) for the purpose of evaluating and recruiting specific prospective athletes.

15.12.4.11 A coach may conduct an athletic camp at his or her school or another site during the summer if enrollment at the camp is open to all students at all schools. The coach may not offer free tuition to such camps unless everyone is free.

15.12.4.12 Persons “indirectly associated with the school” include, but are not limited to, parents of players and booster club members. Such persons are prohibited from providing or performing any of the examples of recruitment listed in this section and its interpretations.

15.12.4.12 Special inducement shall include, but not limited to:
15.12.4.12.1 Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
15.12.4.12.2 Offer or acceptance of room, board or clothing or financial allotment for clothing.
15.12.4.12.3 Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
15.12.4.12.4 Offer or acceptance of free transportation by any school connected person.
15.12.4.12.5 Offer or acceptance of a residence with any school connected person.
15.12.4.12.6 Offer or acceptance of any privilege not afforded to non-athletes.
15.12.4.12.7 Offer or acceptance of free or reduced rent for parents.
15.12.4.12.8 Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
15.12.4.12.9 Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
15.12.4.12.10 Offer or acceptance of help in securing a college athletic scholarship.

15.12.4.13 OPEN HOUSE –
The intent of an open house is to allow incoming students (freshman or sophomore based on the entering level/grade) to gather information regarding curriculum, programs, and the admissions process. Whether public, private, independent, charter or BIA school, any contact with a coach during an open house by any student currently enrolled in another high school is considered a violation under the recruiting bylaw. Coaches may provide general information to prospective incoming students but no specific details or enticements as to participation if they were to enroll.
15.12.4.14 Transfers to a school with which a non-school team is affiliated or with which an instructor is affiliated. Despite compliance with the other provisions of AIA Bylaws, a student who attends, participates or was eligible to participate for a school, and then transfers to another school is ineligible for one calendar year under any of the following circumstances:

**The student transfers from a public, private or charter school within one calendar year after:**

**Participating in non-school athletics (e.g. AAU, American Legion, club team, or other non-school teams) on a team affiliated with the school to which the student transfers, AND/OR**

**Receiving athletic or activities instruction from a person affiliated with the school to which the student transfers.**

**EXCEPTION:** The eligibility of a private or non-member charter school student who transfers to a public or private school at which the student has previously been a participant in a school sport or activity is not affected by this rule.

**The student transfers from a home school within one calendar year after:**

**Participating in non-school athletics (e.g. AAU, American Legion, club team, or other non-school teams) on a team affiliated with the school to which the student transfers, AND/OR**

**Receiving athletic or activities instruction from a person affiliated with the school to which the student transfers.**

**EXCEPTION:** The eligibility of a home school student who transfers to a public or private school at which the student has previously been a participant in a school sport or activity or was eligible to participate in a school sport or activity is not affected by this rule.

Eligibility Appeal Procedures

15.13.1 In the case of an alleged hardship, a member school may appeal on behalf of a student his/her ineligibility by utilizing the process provided in AIA Bylaw 15.14, Hardship.

15.13.2 In all other cases, a member school may appeal on behalf of a student his/her ineligibility by notifying the Executive Director of the appeal in writing, setting out fully and completely the basis for the appeal. The Executive Director, utilizing the authority under AIA Bylaw 7.2.3.7, shall respond in writing within a reasonable time. Should the member school disagree with the determination of the Executive Director, it may ask that the matter be considered by the Executive Board (AIA Bylaw 7.2.3.7).

Transfer Rule

15.10.2 Transfer Rule Exceptions – without change of domicile – A student who transfers from one high school (the “sending school”) to another high school (the “receiving school”), where there has been no change in domicile of parents or legal guardian, shall be eligible to participate in interscholastics activities at the receiving school when one of the following eligibility requirements has been fulfilled:

15.10.5.1 In case of Varsity competition, the student shall sit out the first 50% of regular season contests (tournaments shall count as a single contest) in a sport that they have participated in during the last 12 months. This exception to the transfer rule may be utilized only once per 8 semesters. The student must have transferred prior to the start of season of sport. For sub-varsity competition, there will be no restrictions regarding competition.

Student Eligibility Rules

15.10.6 Limited Eligibility After Transfer (Form 550)

15.10.6.1 The sending school administration shall provide to the receiving school, via Form 550, the verification of activities in which a transferring student has participated. The receiving and sending school(s) shall reasonably cooperate and complete Form 550. Upon receipt by the receiving school of a completed Form 550, assuming all other eligibility requirements are met, the student becomes eligible for all interscholastic activities except for those activities in which the student has completed during the current or previous school year.

15.10.6.1.1 The Student Sports Participation/Current or Previous Year (Form 550) may only be used between schools in Arizona, between schools in Arizona and schools from other states in the United States, and between schools in Arizona and accredited United States accommodation schools in foreign countries.
TRANSPORTATION REGULATIONS

These Administrative Regulations and Guidelines apply to all participants involved in interscholastic activities, i.e. - spirit lines, marching band, football teams, choir, etc.

1. The coach / sponsor are responsible for maintaining acceptable student behavior during loading, on the bus and at the activity. The driver will be responsible for informing coach / sponsor if non-acceptable behavior is encountered.
2. The coach / sponsor should do head counts on the bus at the start and before returning. Students should not be allowed to load the bus until they are checked on.
3. Students, sponsors and volunteers are to remain seated at all times while the bus is in motion.
4. Singing, not yelling is permissible at discretion of driver. The driver must be able to hear external audio signals (i.e., emergency vehicles).
5. All participants are to use District provided transportation to and from the site of all away contests. Exceptions:
   5.1 Parents may transport their own son/daughter, with prior written approval from the site administrator. Students may drive themselves only, with prior written approval from the site administrator. The form must be received one day prior to the contest.
   5.2 Students going on the bus, but who want to return home with parents must have written approval from the site administrator. Form must be received one day prior to the contest.
6. Eating or drinking is not permitted on the school bus. Exceptions may be made in the event of unusual situations, but never while the bus is in motion, at the discretion of the driver, or with prior permission from the Director of Transportation/designee.
7. Coach / sponsors will have the responsibility of ensuring the bus is left in clean condition after the trip.
8. Time schedules must be closely followed, as buses are scheduled for many routes during the day, and may be needed elsewhere.
9. Shoes must be worn on the school bus or van at all times. Cleats or spiked shoes are not allowed on the bus/van with the exception of rubber cleats.
10. Law prohibits smoking on school transportation vehicles. Governing Board policy also prohibits smoking in any District vehicle.
11. State law prohibits anyone from riding a school bus other than District employees, eligible students, or person(s) designated as sponsor(s). Written authorization by the principal for others to ride the bus will be considered by the Director of Transportation, if received more than two working days prior to the trip, and if space is available on the bus.
12. Bus drivers check the bus before and after all trips. Any damage/vandalism costs will be billed back to the school.
13. NEVER TRANSPORT PARTICIPANTS IN PRIVATE VEHICLES.

VAN USE PROCEDURE / REGULATIONS

1. Vans are to be used only for official TUSD business. Only TUSD employees may drive a District vehicle.
   No non-stipend assistant coach may drive a District vehicle at any time.
2. No more than 10 authorized passengers on board (including driver).
3. A photocopy of operator's valid Arizona driver's license must be on file with site administrator/Transportation.
4. ALL PASSENGERS MUST WEAR SEAT BELTS.
5. Conduct pre-trip and post-trip inspections, use daily vehicle checklist, and report all discrepancies to vehicle maintenance personnel in writing.
6. Report all accidents immediately from the scene. Use forms/information in packet provided.
7. Report all new damage on/in vehicle to site administrator and Transportation.
8. Do not fuel with passengers on board (ADOT Reg. #R17-4-607).
9. Brief all passengers on emergency evacuation procedures before departure.
10. No smoking in any district vehicle.
11. Follow proper maintenance schedule (sticker placed in upper left-hand corner of windshield).
12. Van must be inspected by vehicle maintenance personnel prior to all out of Tucson metro area trips.
HEALTH AND SAFETY GUIDELINES

The Tucson Unified School District while providing extracurricular / interscholastic activities will ensure the health and safety of all participants. To ensure this:

EACH STUDENT WILL:
1. Pass a yearly physical exam prior to participation in any activity.
2. Bring a written release from a doctor to the school's athletic trainer when that participant has been treated by a doctor.
3. Fill out the appropriate (participation packet) emergency card and parent permit card, both with parent signature.

EACH COACH / ADVISOR WILL:
1. Provide for the safety and welfare of all participants.
2. Make participants aware of the inherent danger of participating in activities.
3. Be qualified in first aid treatment, have current CPR and Blood Borne Pathogen certification.
4. Required to review ATC Health & Wellness PowerPoint and pass test every two years.
5. Teach the importance of maintaining body fluids as a matter of life and death. This information will also be stressed with parents during meetings. The responsibility for instruction and reinforcement of hydration shall fall to the head coach with aid from assistant coaches and trainers.
6. Provide water breaks sufficient to maintain regular replacement of body fluids during all practice sessions and sports activities.
7. Be responsible for monitoring all athletes to make certain each one is replenishing body fluids.
8. Keep all participants' emergency cards with emergency telephone numbers in training kit during practice and games.
9. Inspect playing area and equipment to ensure safety of both.
10. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
11. Supervise all activities related to his / her team or group.
12. Be responsible for providing Type II Trainer Coverage. (Outlined in Emergency Procedures)
13. Work with their trainer to maintain appropriate training supplies in their first aid kit. (Outlined in Emergency Procedures)
14. Any certification which is expired or will expire during your sport season, must be renewed prior to the season beginning.

THE DISTRICT WILL:
1. Provide Type I Coverage (With Certified Athletic Trainer). (Outlined in Emergency Procedures)
   (SUBSECTION OF GOVERNING BOARD POLICY 6600)
LIGHTNING SAFETY GUIDELINES

When storms are threatening and thunder is heard or lightning is seen, it is the responsibility of the coach/sponsor to determine when participants must leave a playing area and seek shelter.

The following procedure should be used:

1. A coach should be assigned to observe the incoming storm.

2. When lightning is seen, the coach should begin counting using the "flash-to-bang" method to determine the lightning distance.

3. The proper means of determining lightning distance using the "flash-to-bang" method is to start counting when lightning is seen, and stop counting when thunder is heard. For example, after lightning is seen the coach will count one thousand one, one thousand two, one thousand three, etc. If the coach counts to 30 then he/she divides 30 by 5 to determine the lightning distance in miles. In this situation the storm is 6 miles away.

4. If lightning is 0-6 miles away, participants should be removed from the outside area and taken to shelter. The shelter should be a large building, not a ramada or like structure. If there is no building available, participants should find a dry, low spot (not a wash), and crouch in the fetal position with the head lowered.

5. Avoid tall isolated objects (trees), metal structures (light posts, fences, and backstops), standing water, or open fields.

6. Avoid using a telephone during the lightning storm unless there is an emergency.

7. Resuming Activity should not be considered until 30 minutes have passed since the last Lightning flash was seen or thunder heard. Any subsequent lightning or thunder after the beginning of the 30-minute count should reset the clock and another count should begin.

The following are additional criteria to assist in the decision to clear fields/play areas:

1. Whether the wind is blowing the storm toward you or away from you.

2. How fast the storm is approaching.

3. How far your team or group is from shelter.

*THE ABOVE ARE GUIDELINES ONLY AND IN NO WAY RELIEVE THE RESPONSIBLE PARTY FROM EXERCISING REASONABLE JUDGMENT IN SPECIFIC SITUATIONS.*
EMERGENCY PROCEDURES

Coaches are responsible for implementation of Type I and Type II athletic trainer coverage. All injuries must be documented on appropriate forms. Parents are to be contacted. Coaches are responsible for proper activation of the Emergency Action Plan (EAP) as outlined on their specific campus. ESP’s vary from campus to campus, and venue to venue. Coaches are responsible to know and follow the appropriate EAP.

1. TYPE I COVERAGE (Certified Athletic Trainer Present)
   1.1 Life Threatening Injury
   - Call for the Certified Athletic Trainer and stabilize the student with basic first aid. Follow athletic trainer's instructions including AED retrieval and use.
   - Assist with essential telephone call (911 emergencies for paramedics and ambulance).
   - Give proper directions to the school (posted on the wall with instructions by each emergency phone).
   - Meet units arriving at school at pre-designated spot.
   - Send emergency card to hospital with student.
   - Call parent and/or guardian and calmly advise them of the situation and what you are doing as soon as appropriate and the athlete is stabilized.

1.2 Non-Life Threatening Situation
   - Call for the Certified Athletic Trainer, stabilize and calm the student.
   - Assist athletic trainer in any way possible.
   - Call parent and/or guardian and calmly advise them of the situation and what you are doing as soon as appropriate and the athlete is stabilized.

2. TYPE II COVERAGE (Certified Athletic Trainer Not Present)
   2.1 Life Threatening Injury
   Follow school’s Emergency Action Plan and addendum
   - Provide initial first aid, CPR, AED retrieval and use, etc.
   - Be calm and reassure the injured student.
   - Call 911 and advise of problem, location, your name, phone number and directions to the school.
   - Have someone meet the emergency personnel and lead them to the exact location.
   - Call parent and/or guardian and calmly advise them of the situation and what you are doing as soon as appropriate and the athlete is stabilized.
   - Supply the paramedic/ambulance personnel with emergency card of the student for permission to treat.
   - Do not move the student unless there is increased risk of injury.
   - Coach should document incident and contact appropriate individuals and inform of situation.

   2.2 Non-Life Threatening Injury
   Follow school’s Emergency Action Plan and addendum
   - Provide first aid.
   - Contact parent and/or guardian with information and proper instructions for care as soon as appropriate and the athlete are stabilized.
   - If student is referred to the doctor, have the parent supply the certified athletic trainer with a note from the doctor indicating the extent of the problem. Contact the Certified Athletic Trainer and advise of situation.

2.3 Concussion Protocol
   - If an athlete experiences a concussion during Type II coverage, the primary role of the coach is to ensure that the athlete is seen as soon as possible by an athletic trainer or a physician.
   - If a concussion is sustained during Type II coverage the coach will inform the parent/guardian as to the nature of the injury including and administering the TUSD Student Self Assessment and present parent/guardian the TUSD Traumatic Brain Injury/Concussion home care sheet.
   - The coach will also document by the following work day, either via e-mail or written note to the ATC a brief summary of the injury and actions taken.
   - An athlete who has sustained a concussion will not be allowed to return to play until evaluated by proper medical personnel.
## TUSD NON-STIPEND ASSISTANT COACH/SPONSOR APPLICATION

Volunteers must be under the direct supervision of certified personnel at all times.

**LAST NAME** ___________________________ **FIRST** ___________________________ **M.I.** ___________________________ **SS#** ____________

**ADDRESS**

**SPORT / ACTIVITY APPLYING FOR:** ___________________________ **Day Phone** ___________________________ **Night Phone** ___________________________

**HIGH SCHOOL ATTENDED:** ___________________________ **City** ___________________________ **State** ___________________________ **Yr. Grad.** ___________________________ **GED?**

**List high school sports / activities participation record:**

<table>
<thead>
<tr>
<th>Sports / Activities</th>
<th>Years</th>
<th>Letters Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**College attended:** ___________________________ **Major** ___________________________ **Minor** ___________________________ **Yrs. attended** ____________

**College sports / activities participation:**

<table>
<thead>
<tr>
<th>Years</th>
<th>Letters Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
</tr>
</tbody>
</table>

**Sports / activities participation other than college**

<table>
<thead>
<tr>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
</tr>
<tr>
<td>B.</td>
</tr>
</tbody>
</table>

**List any coaching / teaching experiences in sports, recreation, fine arts, or other extracurricular activities:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Supervisor/Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
</tr>
</tbody>
</table>

Are you over 18 years old? ______

Are you a TUSD employee? ______ **Site/Dept.** ___________________________ **Valid Arizona Drivers License?** Yes | No | #

Do you have a CPR w/AED Certification? Yes | No | Date of Issue ___________________________ | Renewal Date ___________________________

Do you have a First Aid Certificate (optional)? Yes | No | Date of Issue ___________________________ | Renewal Date ___________________________

NFHS Fundamentals of Coaching Certificate? Yes | No | Date of Issue ___________________________ | Renewal Date ___________________________

NFHS Concussion Certificate? Yes | No | Date of Issue ___________________________ | Renewal Date ___________________________

Have you reviewed “Student-Athlete Health & Wellness” PowerPoint presentation on the Interscholastics website? Yes | No | Date ________________

**Current Employer** ___________________________ **Phone** ___________________________

**REFERENCES:** Give name and phone #. (School district certificated personnel preferred.)

1. ___________________________ 2. ___________________________

3. ___________________________ 4. ___________________________

I understand that falsification of required forms, i.e. CPR, First Aid, driver’s license, etc. will be grounds for immediate dismissal. I have received, read and will comply with the procedures set out in the TUSD NON-STIPEND ASSISTANT COACH/SPONSOR HANDBOOK, and understand that I must be under the direct supervision of the varsity head coach at all times. In addition, by signing this non-stipend assistant coach application, I AGREE TO VOLUNTEER MY TIME FOR THE ASSIGNED SPORTS FOR THE DURATION OF THE SEASON WITHOUT THE POSSIBILITY OF MONETARY COMPENSATION.

I understand that as a non-stipend assistant coach, I cannot drive a District vehicle per Governing Board Policy EEB.

**Applicant Signature:** ___________________________ **Date** ___________________________

1. APPROVE | 2. DO NOT approve | 3. the above applicant as a non-stipend assistant coach/sponsor:

**Athletic Director/ Administrator Signature:** ___________________________ **Date** ___________________________

18-19sy
Conviction Report

REQUIRED FOR ALL CATEGORIES OF EMPLOYEES: The following information is needed regarding criminal convictions. A record of conviction does not prohibit employment; however, failure to complete this report accurately and completely shall result in disqualification from consideration for employment, or may be cause for dismissal or result in prosecution for filing false information with a public agency. Applicants and employees must also report any convictions that occur subsequent to completing this report. Questions regarding this report may be directed to the Human Resources Department at 225-6152. Please read carefully, answer each question and sign and date the bottom.

Social Security Number: - -

Last Name: First Name: M.I.

Other Name Used: Date of Usage:

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

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

Conviction Charge(s):

Date of Conviction:

City/State: Amount of fine:

Length of jail term: Length and Terms of Probation:

Comments:

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

Signature Required

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

THIS PAGE MUST BE SIGNED WITH ORIGINAL SIGNATURE AND DATE

Signature

Date

19-20 SY