



Deer Valley Unified School District

2015 - 2016

ATHLETIC HANDBOOK

(7-8)



MISSION STATEMENT

“PURSUING VICTORY WITH HONOR”

THE DEER VALLEY UNIFIED SCHOOL DISTRICT ATHLETIC PROGRAMS ARE COMMITTED TO PROVIDING AN ENJOYABLE EXPERIENCE IN A SAFE ENVIRONMENT WHERE STUDENT ATHLETES PROMOTE “PURSUING VICTORY WITH HONOR” THROUGH THE “SIX PILLARS OF CHARACTER:”

TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

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Deer Valley Unified School District

2015-2016 ATHLETIC VISION

“Athletic Culture”

Deer Valley Unified School District Athletic Community will strive to continually improve school culture focusing on character, personnel, facilities and climate.

INTRODUCTION

Interscholastic competition in Deer Valley exists for many reasons. They complement opportunities to enhance the total educational experience of the student. They assist the student in developing skills and leadership while promoting social interactions in a safe and positive environment. They provide wholesome entertainment for the entire community while developing a sense of pride for everyone connected to the program. The district has developed a coaching certification program, required for all 7-12 coaches and volunteers, which uses the “Fundamentals of Coaching” curriculum.

The Arizona Interscholastic Association (AIA) and Deer Valley Unified School District (DVUSD) are supporting a philosophy of “Pursuing Victory with Honor.” Good sportsmanship is viewed as a commitment to fair play, ethical behavior and integrity. All stake holders will demonstrate the following virtues:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

DVUSD ATHLETIC COMMUNITY

HIGH SCHOOL

Athletic Directors

Barry Goldwater High	(623) 445-3036
Boulder Creek High	(623) 445-8636
Deer Valley High	(602) 467-6737
Mountain Ridge High	(623) 376-3036
Sandra Day O'Connor High	(623) 445-7136

MIDDLE SCHOOL

Athletic Coordinators

Deer Valley M.S.	(623) 445-3300
Desert Sky M.S.	(602) 467-6500
Highland Lakes	(623) 376-4300
Hillcrest M.S.	(623) 376-3300

K-8

Athletic Coordinators

Anthem	(623) 376-3700
Canyon Springs	(623) 376-5200
Desert Mountain	(623) 445-3500
Diamond Canyon	(623) 445-8000
Gavilan Peak	(623) 445-7400
Norterra Canyon	(623) 445-8200
Paseo Hills	(623) 445-4500
Sierra Verde	(623) 376-4800
Sonoran Foothills	(623) 445-8400
Stetson Hills	(623) 445-5300
Sunset Ridge	(623) 445-7800
Terramar	(623) 445-7600
West Wing	(623) 376-5000

DISTRICT ATHLETIC DIRECTORS

(High School)	(623) 445-5000
Joe McDonald (7-8)	(623) 445-8641

GOVERNING BOARD

Michael Gregoire
Ann Elizabeth Ordway
Kimberly Fischer
Ann O'Brien
Ron Bayer

SUPERINTENDENT'S OFFICE

Dr. James Veitenheimer	Superintendent
Dr. Gayle Galligan	Curriculum and Instruction
Jim Migliorino	Fiscal Services



Deer Valley Unified School District

ATHLETIC ADMINISTRATION

ATHLETIC COORDINATOR

The Athletic coordinator shall be directly responsible to the administration for the management of the school's athletic program and will serve as coordinator and consultant to the coaches. Also, the Athletic coordinator is responsible for the administration and supervision of the school's athletic program as prescribed by the DVUSD and the Arizona Interscholastic Association.

ATHLETIC COORDINATOR GENERAL DUTIES:

- Work with the administration in the selection and assessment of coaches and the definition of coaching responsibilities.
- Work with the administration in the selection of all athletic uniforms.
- Maintain an inventory of all athletic uniforms and equipment.
- Issue and collect all supplies and equipment needed for each athletic team and each event. Uniforms will be issued to coaches and records will be maintained.
- Work with the administration in the preparation of the annual athletic budget.
- Attend all league meetings.
- Provide the office with a complete game schedule for each sport prior to the start of each season.
- Inform the office of any scheduling changes as soon as a schedule change is made.
- Keep records of any concerns the coaches may have regarding the officials' performance.
- Check the preparation of physical facilities for home events.
- Work with the maintenance staff to assure that facilities are prepared appropriately.
- Work with the administration in the preparation of a schedule for the supervision of students before, during and after practices/games/events.
- Communicate with opposing schools all information pertaining to athletic events.
- Arrange for and confirm transportation plans for all away athletic events.
- Work with the administration and coaches in planning and conducting of all athletic assemblies and the awards assembly.
- Work with coaches to report all results of athletic events.
- Work with coaches and accounting clerk to pay officials as needed.
- Coordinate the scheduling of athletic team pictures.
- Provide a list of coaches who are addenda paid to the accounting clerk and administration.
- Insure all athletic teams follow all district athletic policies and league Bi-Laws.
- Work with administration on making sure the coaching certification list is up to date and all coaches are in compliance with district standards.
- Work with administration in checking eligibility.
- Become familiar with DVUSD Media Relations Guidelines.



Deer Valley Unified School District

COACHES

CODE OF ETHICS

Forward

The competitive interscholastic activities and sports programs of secondary schools provide an opportunity to evaluate competing high schools as to what has been taught to both the active contestants and the spectators. The Deer Valley Unified Schools will **Pursue Victory with Honor** as they follow the **SIX PILLARS OF CHARACTER**.

The individual student's welfare is the most important aspect and has precedence over any other consideration. A well-developed sense of personal honor, integrity and courage are the most important traits of those in charge of a program of sports. Coaches should have developed a strong sense of ethical relationships toward the school they represent and toward their opponent, and should be willing to accept the personal responsibility for their actions and for the reputation of the group and school they represent.

THE RULES OF THE SPORT SHOULD BE FOLLOWED TO THE LETTER. THE CIRCUMVENTION OF THE RULES OR THE SPIRIT OF THE RULES IS A GROSS VIOLATION OF THE CONFIDENCE PLACED UPON THOSE IN CHARGE OF THE ACTIVITY. THE REGULATIONS AND POLICIES OF THE ARIZONA INTERSCHOLASTIC ASSOCIATION, THE CONFERENCE CLASSIFICATION, AND THE SCHOOL ARE BINDING UPON THOSE IN CHARGE OF ACTIVITIES.

Coaches should instruct and develop among student athletes competing with contesting schools, the following practices:

- The competitive urge to excel.
- The love of and respect for the activity and sport.
- The acceptance of official's decisions without grumbling, defiance or disobedience.
- A high sense of honor, duty and ethical character.
- A cooperative spirit and a spirit of good will toward opponents and people in general.
- The realization that participation in an activity or sport is its own reward. Special privileges for participants are not to be expected or condoned.

CONDUCT/DISCIPLINE/DUE PROCESS

It is a tremendous privilege and great honor to be a member of an athletic team. Athletes should have impressed upon them the fact that they are representatives of the entire school, the community, and their parents. Whether at home or away contest, all athletes should be on their best behavior. School policies regarding conduct, dress, attendance etc., noted in the students' handbook remain applicable to athletes at all times. Discipline policies outlined by the Deer Valley Unified School District, and the individual school administration can be found in the student handbook and the District's Students' Rights and Responsibilities Handbook. Student athletes shall comply with the policies stated in the handbooks.

COACHES DRESS AND BEHAVIOR

Coaches are representing the school and the district in their roles in the athletic program and are expected to dress and behave in a professional manner at all times and to serve as a model for their athletes in both areas.

CLASS COVERAGE

In instances when a coach requires class coverage to attend an approved athletic event or program, it is the responsibility of the coach to obtain such coverage in advance and to notify the office of arrangements that have already been made. Those covering classes in these approved instances may request extra duty pay. This includes all assigned school duties.

RECRUITING VIOLATIONS

In compliance with AIA Bylaws, there shall be no recruiting of athletes. Recruiting is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach, or employee of a high school district shall engage in recruiting by direct contact with the student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs, or other persons who are in a position to influence the student's choice of a school.

If the recruiting rule is violated, the appropriate AIA actions will be taken. The school may take additional actions in reference to the violation, as well.

All coaches shall obtain copies of the AIA rules and regulations for their specific sport from the school Athletic Director or from www.aiaonline.org and be familiar with these rules.

LEGAL DUTIES OF COACHES

Coaches set the tone, and are the leaders, in all athletic endeavors. DVUSD recognizes and endorses the nationally accepted "legal duties of coaches" listed below. All DVUSD coaches are expected to be aware of, and to adhere to, these duties. They establish the underlying philosophy of coaching responsibility in the district.

THE FOURTEEN LEGAL DUTIES OF COACHES/ATHLETIC DEPARTMENT:

- Provide appropriate planning
- Provide appropriate supervision
- Monitor condition and readiness
- Promote a safe playing environment
- Promote proper use of protective equipment
- Provide appropriate technique instruction
- Promote equity in matching participants
- Promote appropriate procedure for evaluating injuries
- Provide warnings of inherent risks
- Monitor liability insurance
- Provide an emergency response plan

- Promote safe transportation
- Promote appropriate selection and training of coaches
- Final Duty: Adherence to all AIA, National Federation, and Deer Valley Unified School District procedures, policies, rules and by-laws.

STUDENT SUPERVISION

- Students must be supervised at all times during practice and games. Supervision must continue until students board the activity buses or until they leave the school grounds for home.
- Persons assigned to after practice supervision are responsible for the behavior of those students under their supervision and assure that all students are organized within an area designated by the administration.
- Coaches may share the responsibility of supervision of students after practice.
- The coaches are responsible for athletes/students while in the locker rooms. No students are allowed in the locker room office without adult supervision.
- After the practice or athletic event, it is the coaches' responsibility to lock up all equipment in the proper area
- Students should be advised that they are responsible for making arrangements for transportation home before the day of an athletic event or practice. Students who do not make such arrangements regularly will be referred to the office and may face suspension from the athletic program.
- Coaches are responsible for supervision of athletes on buses and at away contests.

It is the responsibility for the host school to provide the necessary supervision to promote a positive environment for spectators, athletes, officials, and the event itself. Supervision may include school administrators, police, campus security personnel, and assigned faculty. During games and practices all areas other than the locker room, designated practice areas, and bus pick up areas are off limits to athletes.

Compliance with State Law

Arizona law mandates (A.R.S. 15-341(A) (17) all school districts are required to “provide for adequate supervision” over all students, including athletes. The statute indicates that this supervision may be undertaken by “certified or non-certified personnel.”

DVUSD considers the supervision of students involved in the athletic program to be one of the primary responsibilities of all coaches and athletic trainers. It is the responsibility of each school Athletic Director to assure that these responsibilities are carried out, and to make necessary arrangements for the availability of additional supervisory personnel when required.

Areas of Focus

Coaches are expected to plan for supervision in all areas, including the following:

- Athletes on teams which routinely use off-campus facilities and do not commonly remain together in a group, e.g. golf and cross country.
- Student aides to coaches or to the athletic training program when functioning out of the immediate presence of the athletic trainers.
- Athletes in locker and shower areas, particularly in those situations when they are coached by someone of the opposite gender. Arrangements must be made

for an adult of the same gender as the athletes to supervise them while in locker/shower areas.

- Athletes in transit between locker and activity areas, particularly if the distance is significant.

Specific supervision requirements for a given group of students are going to be very dependent upon a number of factors which may be unique to a particular school. Accordingly, specific policies and procedures addressing all supervision concerns must be developed and implemented by each unit. The Athletic Director is responsible for assuring that this requirement is fulfilled, but will rely upon input from head coaches of all sports/teams and the athletic trainers to develop these guidelines. The guidelines will be reproduced and distributed to all personnel. They will also be shared with parents during the mandatory parent meeting and this protocol will follow the intent and spirit of the state statute.

SAFETY GUIDELINES

Emergency Planning and Communication Guidelines

Careful and comprehensive planning for medical emergencies is of prime importance in the DVUSD athletic program. As in other areas of “safety” focus, coaches should confer with the athletic trainer. The DVUSD athletic trainers play a critical role in this process. The Athletic Director, athletic trainers and coaches have developed a complete set of guidelines and procedures which are being uniformly applied throughout the district. Effective implementation of emergency plans, however, requires commitment and cooperation on the part of administrators, coaches and occasionally teachers and other DVUSD staff. The Athletic Director is responsible at each school to ensure coaches have emergency plans and work with athletic trainers to ensure safe participation.

Comprehensive Emergency Plans

The following guidelines are generally applicable to the emergency planning process:

- Although uniform in nature, each school must have a plan that is tailored to its particular facility layout and geographic location.
- Each plan must take into consideration all sports venues, as well as locker room areas, and address both practice sessions and competitive events. Special consideration must be given to teams which routinely conduct practice and competition at venues away from the school campus.
- Each plan must include contingencies for emergencies which arise at all times, including regular school hours, weekday evenings, weekends, holiday recess periods, and during the summer recess.
- Each plan must also include general directives for emergencies which occur while traveling to or participating in events at other schools. **NEVER ASSUME THAT THE OTHER SCHOOL DISTRICTS WILL HAVE AN EFFECTIVE EMERGENCY PLAN AND WILL ACCOMMODATE DVUSD ATHLETES.**
- The school Athletic Director, athletic trainer and head coach must collaborate on obtaining necessary information to construct a site-specific plan for “away” events, particularly outside of Maricopa County. Local area EMS providers and telephone numbers are particularly critical.
- Each plan must include a specific list of *all* assignments to be carried out in and emergency situation, including follow-up contacts to administrators and parents,

and a provision for identifying the specific individuals who will carry out those assignments at a given activity.

LIGHTNING SAFETY GUIDELINES

While lightning strikes affecting athletes are rare, they pose an extreme risk and are a persistent concern in Arizona, particularly during certain times of the year. School Athletic Directors and athletic *trainers* are conversant in nationally accepted recommendations for protecting against lightning strikes during athletic activities, and have developed a detailed written policy for addressing this issue. Given the circumstances under which that policy must be implemented, however, it is necessary to reduce the policy to a simple set of procedures which anyone involved in the DVUSD athletic program can easily follow. It is imperative that all athletic personnel be aware of, and strictly adheres to, the following guidelines for dealing with lightning risk:

- During lightning storm seasons, *school* Athletic Directors and athletic trainers will also monitor local weather information, e.g. on www.weather.com to determine the possibility of approaching lightning storms during planned practices or competition.
- During activity sessions, the *athletic trainers* or a “weather watcher” designated by the Athletic Director/athletic trainers will monitor weather conditions to ascertain impending lightning danger. The designated “weather watcher” will have absolute authority to determine whether a practice or event must be suspended due to lightning danger. Administrators and coaches will not challenge or second-guess these decisions.
- When the possibility of impending lightning danger is recognized prior to a competitive event, the school Athletic Director/designee will approach the opposing team’s Athletic Director and head coach, and the event officials, and advise them of the DVUSD procedures regarding lightning safety, and how and by whom the decision will be made whether the DVUSD team will proceed with the event. DVUSD athletic personnel will not be pressured into continuing an event when the athletic trainer or designated weather watcher deems it unsafe. DVUSD administration will stand behind the decision of DVUSD athletic personnel to suspend participation in an event due to safety concerns.
- Activity sessions are to be postponed or suspended if a lightning storm appears imminent before or during the activity session, and not proceed until *at least* 30 minutes has passed following the last lightning flash or thunder clap.
- The primary choice for a “safe location” during a lightning storm is a substantial, frequently inhabited building.
- The secondary “safe location” is a fully enclosed vehicle with a metal roof and the windows closed. It is important not to touch the metal framework of the vehicle during a lightning storm.
- Seek a safe location immediately upon detecting lightning or thunder activity. Lightning storms can move very rapidly. Once the time delay between seeing lightning and hearing thunder (“flash to bang”) is as *low* as 30 seconds, all individuals should be in a protected area.
- Athletic Director or the designed “weather watcher” will advise coaches of the optimum “safe location” depending upon the venue in which their activity is scheduled.

HEAT RELATED PRACTICES

It is the position of the AIA (Section 14.14) that prevention is the best way to deal with heat illness. Prevention includes educating athletes and coaches regarding: recognition and treatment of heat illness; risks associated with exercising in hot, humid environmental conditions; the need for gradual acclimatization over a 10 to 14 day period; guidelines for proper hydration; and following practice/competition modifications based on the local temperature and relative humidity readings.

In determining safe competition the air temperature and relative humidity (RH) must be identified and used to determine whether or not practice/competition should be modified, postponed or cancelled. There are three different zones (below danger zone, danger zone and critical zone). If the source of the temperature readings is in question, it is advised to be conservative and follow the modifications of the higher zone. Temperature measurements can be obtained by using a sling psychomotor or from various Internet weather-related sites such as: www.weather.com or www.noaa.gov .

Example: 105 deg. F + 35% RH = 140 (danger zone)

Below Danger Zone is (Under 135)-or if air temperature is under 105

- Practice/Competition as normal
 - Full pads
 - Regular running schedule

Danger Zone is (136-145), or if air temperature is 106-110.

- Practice/Competition with modifications
 - Reduced amount of equipment
 - Adjust start times
 - Reduced running schedule
 - Water breaks every 10-15 minutes or as needed

Critical Zone is (146 and above), or if air temperature is 111 or above.

- Practices modified; Competition postponed or cancelled/rescheduled
 - No equipment worn
 - No running
 - Water breaks every 10-15 minutes or as needed
 - Practice moved indoors

Athletic Directors

- Support, collaborate and implement decisions made by the school's Athletic Trainer relative to the safety of students for athletic participation.

Athletic Trainers

- Collaborate, communicate and decide when heat related conditions are safe to conduct physical practices.
 - Acceptable temperature and humidity readings are to be monitored by the Athletic Trainer. Coaches will make adjustments up to and including the cancellation of a practice or a game, meet, or match depending upon the conditions. The final decision that is made by the Trainer or the Athletic Director and is not to be questioned.

Coaches

- Collaborate, support and implement decisions relative to heat related conditions for athletic participation made by the Trainer or the Athletic Director.
- In the absence of the Trainer or the Athletic Director, the Coach will have the ultimate responsibility for handling weather situations.
- For nights that are used for practice sessions, lights must be turned off no later than 9:00 P.M. unless otherwise administratively approved.

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

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

14.17.2 - Definitions

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

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

14.17.3 - Hydration Strategies:

-Sufficient, sanitary, and appropriate fluid should be readily accessible and consumed at regular intervals before, during, and after all sports participation and other physical

activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking.

-Generally, one hundred to two hundred fifty milliliters (100 to 250 ml; approximately three [3] to eight [8] oz.) every twenty (20) minutes for nine to twelve (9-12) year olds and up to one to one and one-half liters (1.0 to 1.5 L; approximately thirty-four to fifty ounces [34 - 50] oz.) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.

-Pre-activity to post-activity body-weight changes can provide more specific insight to a person's hydration status and rehydration needs. Athletes should be well-hydrated before commencing all activities (see guideline box format).

-The following guidelines are suggested:

Condition % Body Weight Change

Well hydrated +1 to -1 Minimal dehydration - 1 to - 3 Significant dehydration - 3 to - 5
Serious dehydration > - 5 % Body weight change = [(pre-exercise body weight – post-exercise body weight) / pre-exercise body weight] x 100

In Reference to Board Policy: JJIB-EB

RISK WARNING & INFORMED CONSENT GUIDELINES

DVUSD recognizes its legal and moral responsibility to assure that, prior to participating in athletic activities. All DVUSD students and their parents/guardians are entitled to be made aware of the risks which are inherent in their chosen sport, and to give their “informed consent” to participation. Complete commitment and cooperation of administrators, athletic trainers, coaches, parents and athletes is essential to assuring that this responsibility is fulfilled.

DVUSD also recognizes that educating parents and athletes concerning sport-specific risks is an essential component of reducing those risks and preventing injuries. This requires a comprehensive approach which is uniformly applied with parents and athletes of all athletic teams throughout the district.

Risk Warning Methodology

DVUSD will provide Parent/Student handbook and risk videos for facilitating the education of parents and athletes concerning sport-specific risks, and documenting their informed consent to participation. *School* Athletic Directors, coaches and athletic trainers will form the primary team at each school which is responsible for assuring the DVUSD policies related to risk warning and informed consent are uniformly implemented with every sports team at that school. The following general guidelines will be followed:

- A parent/athlete meeting will be conducted for each sports team prior to the commencement of pre-season practice for that team.
- Different levels of team for a given sport may meet together, but risks specific to each level must be addressed.
- General meetings scheduled by “sport season” may be conducted to address general and “season-specific” risks, but each sport must also meet with parents/athletes of that sport to address “sport-specific” risks.

- Use of audio-visual aids and handouts is important to this educational process, but must be uniform throughout the district. When athletes participate in multiple sports, they and their parents must attend the meeting for each sport.
- Efforts will be made to assure that each year, new and meaningful information is provided in addition to the basic risk education so that athletes and their parents will not view the process as redundant and a waste of time.
- Repetition of critical information is essential to assuring comprehension and retention of that information. The information provided at these meetings could save an athlete's life!!
- Provision must be made for parents/athletes to have an alternative opportunity to receive the risk information conveyed at the regularly scheduled meeting, and to pose any questions or concerns they may have related to risk issues.
- A standardized "informed consent" statement is included in the clearance form.
- The consent given to participate in a sport during the regular sport season does not apply to out-of-season and summer activities for participants in that sport, *or* to unusual circumstances such as out-of-state travel to tournaments or camps. Parent meetings must be conducted and forms executed which are particular to those activities.
- No unusual requirements will be imposed pertaining to athletes with disabilities. The standard process applicable to all students will include a provision for addressing any condition which exposes an athlete to "unusual" risk, e.g. prior surgery for an athletic injury, frequent concussions, history of heat illness, medical conditions which predispose athletes to injury or illness, etc., *as well as* any legally defined "disability."
- **NO ATHLETE WILL BE ISSUED EQUIPMENT OR CLEARED TO COMMENCE PRACTICE UNTIL THESE REQUIREMENTS HAVE BEEN MET**

COACHES EXPECTATIONS OF ATHLETES

Coaches will define expectations of their athletes at the beginning of the season, prior to tryouts including a copy of the assessment used to determine selection of the team, parent letter, and schedules. Coaches' expectations should include academic standards, attendance requirements for practice and games, a list of any equipment, etc., which the athlete is expected to provide, conditions specific to the particular sport or activity, directions for caring for uniforms, locker assignments, etc. Coaches' expectations should include specific consequences for non-compliance. A copy of each coach's expectations should be on file with the athletic office.

EXPECTATIONS OF COACHES

Regular season expectations include not only daily practices and league competition, but also a variety of other responsibilities. Coaches may be asked to assist in the budgeting and inventory of uniforms and equipment, attend league and building coaches' meetings, present team awards, prepare and distribute behavior expectations and rules to their students, assist with fund raising activities, and fulfill other duties as assigned by the administration.

COACHING LESSONS FOR PAY

School buildings are not to be used for private lessons for which students pay a fee to staff members unless a rental contract has been entered into with the District.

Staff members are not permitted to provide lessons for pay to any students who attend or are registered in any of the schools where they teach.

In Reference To Board Policy:**GCRD**

ANNOUNCEMENTS

Coaches will be responsible for writing announcements for tryouts to be read prior to tryouts and periodically until the date of tryouts. Announcements for tryouts should include pertinent requirements for participation and an explanation of the sport or activity.

During the season, coaches will be responsible for writing announcements to inform the school about game schedules, game results and team activities.

TRYOUTS

Tryouts for all athletic programs should be well publicized and all students should be encouraged to participate. Students will not be allowed to tryout without a completed District Athletic packet. Announcements for all tryout schedules should be made before the first tryout session is held.

Coaches are required to prepare a criteria or assessment for selection of participants and to submit a description of the criteria to the athletic office. Selection criteria should be defined for those planning to participate in a particular activity prior to tryouts.

TEAM SIZE

To allow for maximum participation coaches are asked to work with as many students as possible in each program. All teams should be large enough to allow for absenteeism, suspension of athletes, injuries and ineligibility.

ROSTERS

Coaches will be responsible for preparing a team roster and providing the athletic office with copies of that roster. The roster must be on file in the office before practices may be scheduled. Rosters must be kept up to date at all times. Only students listed on official rosters filed in the office are eligible to participate in any athletic event or program.

SUMMER/OFF-SEASON ACTIVITIES

Coaches are responsible to know and assure compliance with all AIA Rules and Regulations as well as District Policies and Procedures. A coach must contact the Athletic Director prior to any summer or off-season activity to ensure compliance and

prevent any violation of AIA or District Rules and Regulations. In any approved off-season program, participation must require that an athlete have proof of insurance, parental consent, and a current physical on file. Emergency contact information must be in the possession of all coaches for off-season programs. If a coach is supervising open facilities, there must be a sign-in process with names and emergency numbers required.

Summer Programs – District Guidelines

- The AIA defers to districts to establish guidelines for summer athletic participation for coaches and athletes. Each district is charged with governing of transportation, use of facilities, and coaching in the summer.
- USA Wrestling Clubs, BCI Basketball, Volleyball cubs, etc. continue to function independent from the district and may use DVUSD facilities as non-profit organizations. Insurance, liability and rules of participation are clearly stated by each of their associations in the facilities used process.
- The DVUSD has established the “Community School” for school and district sponsored camps, clinics, and summer activities.
- Any summer activity involving DVUSD coaches and student athletes as representatives of their school and not sponsored by an outside association will be subject to the following guidelines:
- Prior approval for summer activities involving DVUSD coaches and athletes requires just the approval of the site Athletic Director as long as the activity does not involve out of county travel.
- Practice or games involving DVUSD student athletes must have a coach or certified designee, approved by the Athletic Director, and this person must be present at all times.
- A coach that directs or enrolls a school team in camps, clinics, tournaments or summer leagues, not sponsored by an outside association with liability insurance and rules of participation, shall meet with the school Athletic Director for approval and to establish guidelines for participation. (i.e., transportation, emergency medical plan, insurance, current physicals and parental consent)
- Out of county transportation of any team or group of athletes by a district coach requires school and district approval.
- The school Athletic Director may approve the transportation of student athletes to in county activities.
- It is recommended athletes competing in summer school sponsored activities have proof of insurance, a current physical, and a parental consent form specific to the activity on file with the Camp Director. Forms granting parental consent to emergency medical treatment and emergency contact numbers must be with the coaches at the activity. Parents shall be made aware of the nature of the activity and transportation guidelines.
- The students will comply with AIA rules and regulations regarding equipment and uniforms. The AIA states that there are no rules for summer programs except regarding equipment and uniforms. All other rules and regulation for summer activities are local district options.

In summary, guidelines for summer athletic participation are established to protect DVUSD athletes, coaches, and the Deer Valley Unified School District.

Off-Season Programs-District Guidelines

Off-season programs run by district coaches using DVUSD facilities must comply with all AIA By-laws regarding use of equipment as well as all off-season coaching rules and regulations following the 47th week of the AIA Standardized Calendar and the first day of permissive football practice as identified under Article 23 of the AIA Bylaws. Off-season programs are for students not involved in a school sport. During the off-season, clinics, camps, and all off-season programs must receive prior approval from the Athletic Director and comply with all AIA By-Laws and District rules and regulations. Off-season camps, clinics, and tournaments may be sponsored by non-school associations, organizations, or by the Community School Department. All on campus activities must receive prior approval from the Athletic Director and the Deer Valley Unified School District.

SCHEDULES

Schedules for athletic events will be provided to the administration office as soon as they are determined. The administration office should be notified in writing of any change in the event scheduled as soon as that change occurs. The administration office must approve any athletic events added to the schedule.

LOCKER ROOMS

Coaches need to supervise the locker room area when it is in use by students. During practices and games the locker rooms will be locked. Keys to locker rooms should never be given to students. The condition of the locker room is the responsibility of the coach on duty. No students will be allowed in the locker room office without supervision.

Students should be advised that running, shouting, horseplay, etc. are not appropriate locker room behaviors. Students should be reminded to secure all valuables in the locker room.

ACCIDENT/ INJURY REPORTING/RELEASE

Injuries must be reported promptly, fully, and accurately to the coach or athletic trainer in charge. Failure to notify the person in charge, of any injury, may result in a loss of school accident insurance benefits.

It is the responsibility of the coach, trainer or person in charge to document (written form) all information describing the nature and probable cause of the injury. If an injury results in additional care (doctor, hospital) written release from the doctor will be required before the athlete will be allowed to resume participation.

COACHES CERTIFICATION

The Deer Valley School District requires all coaches to complete a coaching certification program. This program consists of course work in Fundamentals of Coaching, First Aide for Coaches, and CPR training. This is certified through the *National Federation of State High School Associations* and the *Arizona Interscholastic Association*. The NFHS program uses a blended approach with online teaching models and some face to face

instruction. Upon completion of the program, coaches will be certified in each of these areas.

The conditions of the program are as follows:

- All head and assistant coaches, whether paid or volunteer, have (1) year to complete the Coaches Certification Class including the district portion from the time of their first official day of coaching.
- DVUSD approved procedures that require district employees who hold coaching positions to be certified through the NFHS.
- All participants, including volunteers, will be responsible for the course registration fee for the courses, which is currently \$70.00.

All DVUSD teachers who successfully complete this course will receive two hours of professional development credit. (Go to www.nfhslearn.com for online information).

-NFHS ***Fundamentals of Coaching***.

-NFHS ***First Aid for Coaches***

-NFHS ***Concussion Course***

-DVUSD ***Coaching Class***

-CPR Certification

7-8

Hiring Coach Procedures

Hiring Procedures for All Coaching Positions: The following procedures need to be followed for all coach hiring including summer camp through Community Schools. This includes employees that were coaching last year and will retain their coaching position for the school year. **All recommendations to hire and the hiring process for coaching positions should go through the Principal and Principal Secretary.**

Preliminary Steps to have in place before hiring can begin:

1. Determine number of coaching positions on each campus as identified in the Certified Manual.
2. Submit a spreadsheet listing all current coaches by season, sport and position. (Ex: Fall, Winter, and Spring, Football, Basketball, Volleyball, Softball, etc.) If volunteers are known at this time, please submit and indicate using (V) to identify they are volunteers.
 - Make sure that all volunteers have been fingerprinted prior to them starting the position.
 - A notification email must be sent to DO Receptionist prior to the volunteer coming to DO for fingerprinting. **A funding code must be submitted in the email.**

Hiring Procedures for All Coaching Positions

In-House Hiring Procedures: *This is for current coaches holding the position with no break in service.*

- If an in-house employee remains in the position from the previous year, a “Personnel Action Request” (PAR) in the Win Ocular system is sent to HR (Non-negotiable) You will mark **“Additional Position”** for an existing coach with no break in service.
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the employee should be given the addendum form to sign.
- The completed addendum form should be sent to the Payroll Department.

In-House Hiring Procedures: *This is for an existing teacher on the campus applying for an open position.*

- Post the position on campus for no less than 24 hours.
- Interviews occur if more than one person indicates interest
- In the Win Ocular Work Queue, the “Personnel Action Request (PAR)” form must be completed with all required information. You will mark **“Additional Position”** for an existing teacher on the campus.
- In the Win Ocular Work Queue, the “Interview Summary Form: must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the employee should be given the addendum form to sign.
- The completed addendum form should be sent to the Payroll Department.

Post for other district employees and outside applicants:

Hiring Procedures:

- “Initiate a Recruitment Request” in the Win Ocular system to send the job posting to HR.
 - *Note: Once the job has been posted, you will see an area in the Win Ocular Work Queue that indicates “Recommend for Hire” for this position.*
- Interested applicants will express interest to the campus to be interviewed for the position. **(Note: All applicants from outside the District must have completed a District employment application before they can be interviewed.)**
- Interviews occur when more than one applicant is interested in position.
- Select a candidate to recommend:

- a) *If a Deer Valley employee from another campus is selected, it is strongly suggested that a reference check from the administrator where the candidate is coming be conducted.*
 - b) **If an outside applicant is selected they appropriate references must be completed according to the District's Hiring Guidelines (3 are required).** You need references from the current employer and the two most recent employers, OR if the applicant has worked for the same employer for the last 5 years, two references from that employer. (Check the Win Ocular Applicant Query to see which references have already been returned).
 - c) References must be from someone who "supervised" the applicant.
 - d) In the Win Ocular Work Queue, the "Recommend an Applicant" form must be completed with all required information. If the candidate selected is a District Employee, mark "**Additional Position.**" If the candidate is from outside the district, mark "**New Hire.**" **(Be sure to complete the section "Justification for Hire Prior to the Fingerprint Clearance" if applicant is not certified with the AZ Department of Education.)**
 - e) In the Win Ocular Work Queue, the "Interview Summary Form" must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
 - f) A copy of the interview questions must be kept at the school location; they do not need to send to HR.
- The Human Resources Specialist for your school will contact the recommended applicant to complete paperwork for hire, including fingerprinting.
 - HR will send an e-mail confirmation to the Athletic Director, Principal, School Secretary, and Athletic Secretary (at the high schools) when the hiring process has been completed.
 - Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the new employee should be given the addendum form to sign.
 - The completed addendum form should be sent to the Payroll Department.
 - The new coach must be notified of timelines for completion of required coaching classes.
 - a) AIA Fundamental of Coaching class must complete within the 1st forty-five (45) days of hire.
 - b) NFHS class: Concussion in Sports. What you need to know.
 - c) The remaining Coaches Certification classes must be completed within one year of coaching.

Coaching positions through Community Schools:

Current employees who are selected for Summer coaching are submitted to Community Schools on a spreadsheet. If outside applicants are needed, follow the procedures listed below:

- “Initiate a Recruitment Request” in the Win Ocular system to send the job posting to HR.
- Interested applicants will express interest to the campus to be interviewed for the position. **(Note: All applicants from outside the District must have completed a District employment application before they can be interviewed.)**
- Select a candidate to recommend:
 - a) **The appropriate references must be completed according to the District’s Hiring Guidelines (3 are required).** You need references from the current employer and the two most recent employers, OR if the applicant has worked for the same employer for the last 5 years, two references from that employer. (Check the Win Ocular Applicant Query to see which references have already been returned).
 - b) References must be from someone who “supervised” the applicant.
 - c) In the Win Ocular Work Queue, the “Recommend an Applicant” form must be completed with all required information. Mark “New Hire or Additional Position” on the Par. **(Be sure to complete the section “Justification for Hire Prior to the Fingerprint Clearance” if applicant is not certified with the AZ Department of Education.)**
 - d) In the Win Ocular Work Queue, the “Interview Summary Form: must be completed showing all people who were interviewed for the position. **The school must notify all applicants as to whether or not they will be recommended for this position.**
 - e) A copy of the interview questions must be kept at the school location; they do not need to send to HR.
- The HR Specialist will contact the recommended applicant to complete paperwork for hire, including fingerprinting.
- HR will send an e-mail confirmation to the Athletic Director, Principal, School Secretary, Athletic Secretary and Community Schools when the hiring process has been completed.
- Once all documents have been submitted and processed by HR, and notification of hire has been received from HR, the new employee will be oriented to DVUSD.
- The new coach must be notified of timelines for completion of required coaching classes.
 - d) AIA Fundamental of Coaching class must complete within the 1st year of hire.
 - e) NFHS class: Concussion in Sports. What you need to know.
 - f) The remaining Coaches Certification classes must be completed within one year of coaching.

IMPORTANT POINTS TO REMEMBER:

1. Coaches **CANNOT** be working with students until **AFTER** the hiring process is completed.
2. PO's cannot be issued to pay coaches.
3. Only the HR Department can offer employment.
4. References must be from the most recent employer.
5. If references are not returning electronic reference or phone calls made, this could indicate a RED FLAG. Do not put applicant to work unless the references and the hiring process are completed.
6. You can always contact your HR Specialist for help with this procedure.
7. ***People who volunteer to coach are "VOLUNTEERS" and cannot get paid. There is no retro pay for the individuals. The hiring process must begin before the beginning of the season.***
8. Classified employees cannot be considered for volunteer or district addenda coaching position. They cannot hold any coaching positions at all.
9. Only head coaches will receive email and internet access.

COMPENSATION

Addendum Positions

All extra curricular addenda positions are to be considered one-year positions.

Persons employed in these positions have no right of continued employment in them from year to year. Periodic meetings should occur if the goals and objectives of the program not being met. An employee's performance will be assessed within 30 days of the completion of the addendum assignment. All assessments must be completed prior to the end of the school year. These performance assessments are for informational purposes only and the content is not grievable. The form will include a recommendation for renewal or non-renewal. Only positions, which are non-renewed, need to be posted.

This does not preclude the possibility that a recommendation for renewal could be reconsidered if a district policy is violated.

Head Coaches

The head coach will be included in the interview and selection process for assistant coaches in that sport/program when a vacancy occurs.

All Schools

Each high school receives district funding per the negotiated agreement, for the addenda positions and amounts identified below. Allocation of funds available from any position not filled will be recommended by the building administration for district approval.

Master Addenda Schedule

		2015-2016
7-8 Schools:	Factor	\$35,811
Athletic Coordinator	6.50%	\$2,328
Volleyball	4.00%	\$1,432
Basketball	4.00%	\$1,432
Softball	4.00%	\$1,432
Baseball	4.00%	\$1,432
Cross Country	4.00%	\$1,432
Track	4.00%	\$1,432
Wrestling	4.00%	\$1,432
Wrestlerette	4.00%	\$1,432
Spiritline	4.00%	\$1,432

POST SEASON PAY

7th-8th Grade:

1. Head Coaches who hold district approved addenda positions for 7th-8th Grade athletic teams may be eligible for Post Season Pay.
2. As little criteria exist, Principals, with input from their athletic coordinators, will determine if a team has reached a level of success, which would entitle them to be entered into Stay play-off competition.
3. The stipend for 7th-8th Grade State play-off competition will be \$200.00.

All post-season play is based on:

7th-8th Team Sports

- Team has to finish 1st or 2nd in regular season conference play or 1st or 2nd in the Tournament if the entry deadline is due after the completion of the season.
- Record in league play is 1st or 2nd in your section if the entry deadline is due prior to completion of season.

7th-8th Individual Sports

- **Cross Country:** A team that finishes in the top 2 of a regular season cross country meet more than once is eligible to compete at state as a team. Individuals that finish in the top 10 at least once are eligible for the state meet.
- **Wrestling:** a wrestler that has at least a .500 or better overall record at the time of the entry deadline is eligible for the state meet.
- **Track:** individuals that place in the top 3 of an event more than once are eligible for the state meet.
- **Spirit Line:** Must have administration approval.



Deer Valley Unified School District

STUDENT-ATHLETES

ATHLETIC PARTICIPATION

Home School Students

According to the State Board of Education, home school students shall be afforded the opportunity to participate in interscholastic programs in the attendance zone in which they reside. Home school students must abide by the same rules and regulations as imposed on any other student athlete. Home school students may participate for four years only at the high school level and two years only at the 7-8 level.

Private and Charter School Students

Private school students and Charter school students are not permitted to participate in Deer Valley Unified School District's interscholastic program.

PARTICIPATION/CLEARANCE

Initial athletic participation permission is given by parents in written form as part of the athletic clearance procedure. All student-athletes must complete all of the following prior to tryouts.

- Athletic Emergency Information Form
- Pre-participation Physical Evaluation Form
- Pre-participation Physical Evaluation complete with medical doctor signature (Must be AIA Form)
 - Physicals completed after March 1 will be accepted for the following school year.
- DVUSD Family Coach Agreement Form
- Athletic Informed Consent Form
- AIA MTBI & Concussion Statement and Acknowledgement Form

No student may participate in a practice or game without being cleared by the athletic office. All Clearance Packet forms will be kept on file in the school's main office. Coaches are responsible for making copies of the Emergency Information form to be kept with them at all practices and games.

ATHLETIC FEE:

In 2015-2016 the Deer Valley Unified School District faces a year of reduced funding by the State Legislature. As a result, the DVUSD Governing Board has approved an athletic fee for the 2015-2016 school year. The approved fee is in compliance with legislation passed in 1995, A.R.S. 15-342.24, enabling schools to assess reasonable fees for optional extra-curricular activities and programs. The purpose of the athletic fee is to provide revenue to maintain and operate athletic programs, which exceeds \$2,000,000 per year, for 7th-8th grade and high school students. These fees collected will help defray the expenses of operating the DVUSD athletic programs.

2015-2016 Approved Athletic Fees	
7 th /8 th grade athlete	\$60 per sport (\$120 maximum per athlete)
9 th -12 th grade athlete	\$100 per sport (\$200 maximum per athlete)
Family	\$300 maximum per family/household*
* A <i>family</i> or <i>family household</i> is <i>defined</i> by the United States Census Bureau for statistical purposes as “a householder and one or more other people related to the householder by birth, marriage, or adoption.”	

MULTIPLE SPORT PARTICIPATION:

- The sport that is presently “in season’ when an overlap occurs will have their choice of practice times.
- New season Tryouts will have priority of facilities for practice time until tryouts are complete.
- Coaches who have addenda for sports involved in an overlapping situation will make every effort to attend practices for both.
- All equipment must be turned in before a coach or player moves on completely with another sport. Athletes will not be cleared by the athletic office until equipment from the previous sport has been turned in.
- Players should not be attending camps for one school sport while playing in another without consent from both coaches.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

SUBSTANCE ABUSE

AIA Position Statement

SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES

PURPOSE OF FORM: All AIA Member schools are required to **ANNUALLY** communicate this AIA Position Statement on the use of supplements, drugs and performance enhancing substances to every participant in interscholastic activities. (See Article 14, Section 14.13.2)

The Arizona Interscholastic Association (AIA) views sport, 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 AIA that there is no place for the use of recreational drugs, alcohol or tobacco 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.

RELEASE/PRACTICE/GAMES

It is the expectation of the Administration of DVUSD to keep student athletes in class as much as possible. It is understood that missing class for attendance at some contests is necessary, but must be kept to a minimum.

Student Release form Practice/Games

It is expected that all students under the supervision of a coach use district provided transportation to and from games and practices unless otherwise administratively approved. Students who may have a scheduling conflict may have parents complete and file with the schools athletic office the "Request for Student Release From Game Form." (See Appendix)



Deer Valley Unified School District

GENERAL INFORMATION

GOVERNING BOARD AWARDS AND RECOGNITIONS

The awards and recognition items on the Governing Board agenda will be coordinated through the Community Relations Department. Being recognized by the Governing Board should be a special and memorable experience for the students, teachers and members of the community who are honored publicly at board meetings. In an effort to give greater prestige to Board recognitions, the Community Services Department has revised the criteria for the Awards and Recognition portion of board meetings.

Statewide or national awards will be considered the most appropriate for recognition; regional or awards presented on a smaller scale shall be recognized in district-wide publications (*Deer Valley Today* and/or *Insight*) and at the individual school level. As for sports and other AIA-sanctioned student activities, the Board will honor first place at the state level.

The Community Relations Department budget will cover the purchase of the awards described in these procedures. Any additional awards at the campus level will be the responsibility of the individual school.

GUIDELINES FOR GOVERNING BOARD RECOGNITION FOR AIA - ACHIEVEMENTS

Who would be recognized?

- Teams, individuals and coaches who win 1st place at State Tournament Competition.
- The Head Coach and team will represent State Tournament Teams at the Governing Board Meeting.
- The athlete and his or her head coach will represent Individual State Champions.

When should this occur?

- Recognition should be made at the first available Board Meeting following the achievement. This could possibly be a standing item on either the first or second Board Meeting Agenda of the month.

What is the procedure for presenting the award?

- The receiving school will forward specific information on State Champion Achievements to the Community Relations Department.
- The Community Relations Department will prepare a script to be used by the Governing Board President in making the presentations.
- Appropriate certificates and/or awards will be forwarded from the Governing Board to the receiving school. This would be in order when an entire team wins an award but would be represented by only the coach and one athlete.

League Champions:

Awards and recognitions for these accomplishments will be handled at the campus.

RELATIONS WITH BOOSTER ORGANIZATIONS

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster/parent organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with booster/parent organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The Superintendent shall develop procedures as necessary for the guidance of school personnel who are involved with booster/parent organizations.

In Reference To Board Policy: KJA

DONATIONS

Any gift or donation made to a school or to the District must have prior approval of the Governing Board. This includes any gifts of capital nature, which are to be presented to the school from local groups.

- When a capital outlay item is offered as a gift to the District, transportation, installation and other costs related to getting the item into use should be borne by the donor. Once accepted and installed, the District will absorb operation and maintenance.
- A receipt of donation form should be prepared and submitted to the Business Office for submission to the Governing Board for approval. This form can be obtained from the Principal's Office.

GOODS AND SERVICES CONTRIBUTED

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another Arizona School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.

ADVERTISING IN SCHOOLS

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

Student publications may contain authorized advertising when the materials are produced by student organizations.

Approved student sponsored activities may be allowed to utilize authorized business partners that declare support for the school or school activity through the usage of temporary signage or promotional materials.

Unless otherwise prohibited by law nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. [15-342](#), subject to the following conditions:

General Advertising:

- Such advertisements shall be age appropriate and not contain promotion of any substance that is illegal for minors, such as alcohol, tobacco and drugs, or gambling. Advertisements shall comply with the state sex education policy of abstinence.
- Authorized advertising in school buildings or on school properties must be temporary, seasonal, and not cause damage upon removal. The Superintendent determines what is authorized and the conditions under which it can be displayed or withdrawn.
- Advertising and/or materials used for promotional purposes shall not be permitted in school buildings or on school properties.
- Advertising shall not reference or be related to political figures, elections, or issues. Advertisements that refer to a religious affiliation, figure or event shall not be authorized.

Advertising by parent organizations and booster clubs in support of school activities is allowable.

Advertising Fund:

-The District shall establish an advertisement fund that is composed of revenues from the sale of advertising in support of student activities. The monies in the advertisement fund are not subject to reversion.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Superintendent.

The Superintendent has the discretion to decline specific advertisements.
In Reference To Board Policy: KHB

SUPPORT BANNERS

- Applications can be filled out for *Support Banners* in each school athletic office.
- Each sign needs to declare support for that seasonal sport/activity.
- Support Banner can be present on the inside of the stadium along the track, inside gym walls, on the inside of the baseball/softball fields, tennis fences, or other athletic venues.
- Business logos, location and contact information is permissible on the banner
- Funds are to be deposited in a student activity account and need to be collected through the school bookstore.
- Authorization of signs rest with the principal and athletic director.
- Authorized advertising in school buildings or on school properties must be temporary during the activity of season and will not cause damage upon removal (Soft material is highly recommended for these *Support Banners*.)

STUDENT FUND - RAISING ACTIVITIES

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent. Individual school fund-raising activities must have the approval of the principal.

District-wide fund-raising activities must have the recommendation of the supervising administrator.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

In Reference To Board Policy: J-4050 © JJE

SUPPORT BANNERS

- Applications can be filled out for *Support Banners* in each school athletic office.
- Each sign needs to declare support for that seasonal sport/activity.

- Support Banner can be present on the inside of the stadium along the track, inside gym walls, on the inside of the baseball/softball fields, tennis fences, or other athletic venues.
- Business logos, location and contact information is permissible on the banner
- Funds are to be deposited in a student activity account and need to be collected through the school bookstore.
- Authorization of signs rest with the principal and athletic director.
- Authorized advertising in school buildings or on school properties must be temporary during the activity of season and will not cause damage upon removal (Soft material is highly recommended for these *Support Banners*.)

SOLICITATIONS IN SCHOOLS

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

PVWH YEARLY AWARDS

The DVUSD PVWH Awards Committee has come up with the four different criteria pieces for the awards. The Committee will vote using a rubric once all nominations are submitted and attend the Awards Ceremony to honor the recipients. Nominations will be submitted by the A.C., A.D. or Principal. Recipients will receive recognition at a board meeting as well. The Committee will follow a time line for the nominations and luncheon. The Committee will also be in charge of finding Sponsors to help cover the costs for the banquet, plaques and trophies.

Yearly Awards:

1. One high school male athlete
2. One high school female athlete
3. One 7th-8th grade male athlete
4. One 7th-8th grade female athlete
5. One high school coach
6. One 7th-8th grade coach
7. One 7th-8th team
8. One High School team
9. One School
10. One Parent/fan
11. One Athletic Administrator
12. One Courage Award



Deer Valley Unified School District

MEDIA

MEDIA RELATIONS

Mission

To support the educational goals of the Deer Valley Unified School District through interactions with the media in an effort to inform the community about the positive programs, activities, students and staff; and to provide accurate information to the community while acting in a responsive and responsible manner.

Guidelines for Working with the Media

In an effort to create a unified voice for all district communications, it is important that all media efforts be coordinated through the Public Relations Office. When practical, the Director or other designee of the Superintendent shall act as the official spokesperson for all district operations, schools and issues. This does not preclude district administrators from speaking with the media at their discretion to provide good news stories, background information, details or quotes for a story. The media should be viewed as a resource to meet our overall marketing, communication, and educational goals.

When speaking to the media on any issue, it is important to frame responses to the community with the following in mind:

1. Children are our number one priority.
2. DVUSD provides a quality education.
3. DVUSD acts fiscally and morally responsible at all times.

District News Stories

Aside from the Superintendent, Director of Public Relations, and members of the District Cabinet, employees should not respond to requests for information from the media on general issues relating to district business. Examples of district business include salary negotiations, board policy, students' rights and responsibilities, discipline issues, controversial topics, safe school issues, budget and compliance issues. It is important that information about district business come from a unified source to ensure appropriate release of information that meets district goals as it relates to the story. If the media contacts a school administrator or employee to comment on district issues, he or she should notify their supervisor and the Director of Public Relations.

Good News Stories

If the media contacts a school administrator or employee to develop or report on a good news story, the school principal must approve participation and grant permission for the employee to be interviewed. The school should then notify the Director of Public Relations.

The Public Relations Office will frequently solicit participation in good news stories. The Public Relations Office will never send a reporter to schools without first calling and asking permission to refer a reporter to the school administrator.

When a reporter is on campus, it is the responsibility of the school administrator to provide an escort. At no time should a reporter be allowed to roam the campus without an official guide.

When a reporter or photographer is on campus to take photos, the school administrators must be mindful of release of information and photo releases on file in the office when identifying students to take part in a story.

In all instances, notify the Public Relations Office about the presence of media on campus.

Crisis News Stories

The Director of Public Relations is on call 24 hours a day to assist in managing the media in a crisis. In a critical situation, the Director of Public Relations, or other designee of the Superintendent will act as the media representative in coordination with other on-scene agencies (police, fire, city, state, county). If the Director of Public Relations is unable to arrive on scene, the media relations duties will fall to the school principal. In dealing with the media during a crisis situation, it is vital that accurate information is provided, no speculations are made, and that district officials refer the media to the supervising authority, i.e., city police or fire.

Contacting the Media

School employees, club sponsors and campus groups may contact the media for the purpose of promoting events and good news stories with the permission of their principal and notification to the Public Relations Office.

The Public Relations Office is in daily contact with the media and is a good source in helping promote campus activities through a variety of regularly issued press releases, district web site, and one on one solicitation.

Planning is an important aspect of media relations. Reporters are interested in activities that are scheduled to happen in the future. They don't cover old news that happened yesterday or last week.

Media Relations

The media is an important player in helping the district communicate directly to our parents and public. Good news stories are an important vehicle used to promote the district's policies, academic programs, and student, staff and administration leadership. Good news stories help us build trust with the community and will carry us in crisis situations.

The Public Relations Office is a resource to promote and increase media coverage of each school campus. Schools, clubs, and departments are encouraged to work together with the Director of Public Relations to develop a marketing plan. Employees and Administrators are encouraged to attend media training sessions provided by the district.



Deer Valley Unified School District

INCIDENT PLAN

CAMPUS INCIDENT COMMUNICATION PLAN

The following is a guide for campus administrators in the event of an incident on campus. Depending on the severity of the situation, the event may dictate the implementation of the campus crisis plan. Likewise, it may not be necessary to follow through with all the suggested steps. In event of an incident on campus, administrators should contact the following people at the district office:

Dr. James Veitenheimer, Superintendent	(623) 445-5002
Mr. Jim Migliorino; Fiscal Services	(623) 445-4958
Ms. Monica Allread, Communications Director	(623) 445-5011

The associate superintendent will contact other district administrators who need to be notified. (623) 445-4951

Administration should complete and fax the Crisis Assessment Information Sheet to (623) 445-5080 immediately. Please provide detailed information to ensure appropriate follow up by district officials.

*Remember: The media monitors police activity.

PRE-INCIDENT

Each campus should identify a communications center (principal's office) to be used by key personnel to ensure ready access to pertinent information and to isolate and monitor information flow. If the incident attracts substantial media interest, another site should be identified as a media briefing center (a conference room or lounge area).

DAY OF INCIDENT

The Community Relations director will provide primary media relations assistance and counsel and will coordinate efforts with the principal, district and school staff. If the incident warrants it, the Community Relations director will depart for the campus immediately upon notification by campus staff.

DISTRICT SPOKESMAN

All inquiries about the incident should be directed to the principal's office; it is strongly recommended that campus personnel not talk to the media. The Community Relations director is the official spokesperson for the district. If the incident involves law enforcement personnel, it is often best to defer media questions until it can be determined what police approve for release. The option is always available to refer inquiries to the police department spokesperson rather than risk interfering with the investigation.

MEDIA ON CAMPUS

If the media is seen on campus, they are to be escorted directly to the principal's office (see district policy reference). If a media briefing center has been established, they will be escorted to the briefing center and given the necessary information. In order to ensure

that accurate information is being released, all statements will be coordinated with the campus administrator, the Community Relations director and the superintendent. The Community Relations director or the superintendent will make official statements unless it is determined that the principal should comment.

INCIDENT FACT STATEMENT

If deemed necessary, a statement will be written by the administration and targeted to the suggested audiences by the appropriate personnel:

Media to be faxed by Community Relations Office
School Staff-Principal or designee
Student-Principal or designee
Parents-Principal or designee
District Administrators-Community Relations Office (via E-Mail)
Principals at other campuses-Community Relations Office (via E-Mail)
Governing Board-Superintendent

PARENT/STUDENT COMMUNICATION

If it becomes necessary to brief students and parents, the principal will write a letter to be approved by the Superintendent and Community Relations director. Letter should contain only factual information (not speculation) and are intended to control rumors and to assure parents of the school's concern for safety of their children. If the incident is a crisis situation with extensive media attention, parents should be reminded to talk with their children to inform them that they are not required to answer reporters' questions, and suggest that they should refer reporter to the principal's office.

The principal will return parent phone calls, if possible, on the day of the incident. If there is a large volume of calls, district administrative personnel may work with the principal to expedite the progress.

DAY AFTER INCIDENT

The principal will meet with all staff members before first period to provide an update. If appropriate, district personnel will attend this meeting to respond to any relative questions. A statement to be read to students may also be drafted. Teachers will read the statement to students at beginning of school.

The Community Relations office will issue another media statement if needed. Update information will be provided to other principals, district office personnel and parents as needed. If parent phone calls continue, the principal will return them. The campus administrator will determine the need for counseling or other follow-up services for student.

NIGHTS, WEEKENDS AND HOLIDAYS

Law enforcement agencies and fire departments in Phoenix, Glendale, Peoria and Maricopa County have a map of Deer Valley School District schools and their location. Those agencies have names and phone numbers for each school and/or district contacts.

If an incident occurs on campus outside of school hours that brings the media, the individual notified by these agencies should contact the Community Relations director who will be in contact with the superintendent and the appropriate campus/administrator(s).

DISTRICT POLICY REFERENCE

POLICY KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on or using school property for any purpose shall engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Damage or threat of damage to property of the District, regardless of location, or property of a member of the community or a visitor to the school, when such property is located on premises controlled by the District.
- Forceful or unauthorized entry to District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school sponsored events.
- Conduct or speech that violates commonly accepted standards of the District and, under the circumstances, has no redeeming social value.
- Failure to comply with lawful directions of district officials or of District security officers or other law enforcement offices acting in performance of their duties, failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violations of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless they are peace officers or obtained specific authorization from the appropriate school administrator.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without the approval of the principal or his/her authorized representative. No persons shall conduct or attempt to conduct any activity on school premises without prior approval of the principal or his/her authorized representative.
- Any member of the general public considered by the superintendent or his designee to be in violation of these rules shall be instructed to leave the property of the district. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 (Arizona Revised Statutes), and any either applicable civil or criminal proceedings, or to tribal ordinance.
- Drinking of alcoholic beverages or gambling anywhere in or on District premises prohibited.

- Persons attending special functions shall confine themselves to specific part of the facility assigned in the permit.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

Adopted: June 27, 1999



Deer Valley Unified School District

TRANSPORTATION

GENERAL INFORMATION

Each coach is responsible for turning into the athletic office a list of transportation needs for the upcoming season. The athletic office will then schedule those requests with district transportation.

Each DVUSD High School has vans that may be reserved through the athletic office. These vans are mostly used by teams with small numbers; i.e., golf and tennis. The vans have a seven-passenger limit. Coaches and/or sponsors requesting van usage must successfully complete the vehicle-training program. Keys are to be picked up and returned to the athletic office in a timely manner.

Players and coaches are responsible for keeping the buses and vans clean and failure to do so may result in limited usage.

1. School buses, charter buses, or vans may be used for out-of-the-county travel. The driver of the bus or van must be CDL certified. If more than one van would be required to transport students, then a school bus or charter bus must be used instead of a van. Vans that accompany out of county trips may be used for student transportation at the destination.
2. Students shall not be transported in private vehicles. (See Appendix)
3. For out of state AIA sanctioned trips, the school or team will pay for the transportation costs.
4. CDL drivers shall be requested through the Transportation Department. A class will be held for school employees who wish to hold a CDL license.

The following questions and answers will help clarify most situations.

- Q. What if my team goes to a multiple day in-state tournament?
A. *The cost of transportation, including any overnight and meal expenses, if necessary for drivers, will be paid by transportation.*
- Q. What if I need flexibility in transportation at the event?
A. *A van may accompany the bus to the trip for transportation of equipment. Students may not be transported in the van until they reach the destination. All drivers of the van must have completed the van training.*
- Q. What about the funding for club sports and/or activities?
A. *The cost of those trips will still reside within the club or activity.*
- Q. Will this change affect AIA sanctioned events?
A. *The only change will be in the method of travel.*

This new procedure does involve change. The change is being made to improve the safe transportation of our students.

RULES FOR VEHICLE OPERATION

- The driver shall perform operation checks of a vehicle as required by DVUSD, see on Vehicle Safety Inspection, and A.C.C. R17-9-108.
- A driver shall not stop on a street or highway in a position from which passengers are loaded or unloaded on the traffic side of the vehicle.

- The driver and all passengers shall wear a seat belt whenever the vehicle is in motion.
- A driver shall not transport more passengers than the rated capacity stated by the vehicle manufacturer.
- A vehicle shall not be fueled in a closed building, while the engine is running.
- The driver or passengers shall not use tobacco in any form in the vehicle.
- A driver shall not consume any beverage containing any alcohol while driving or, within 8 hours before getting behind the wheel of a vehicle.
- A driver shall not at anytime carry on the vehicle or use a controlled substance.
- A passenger shall not carry on and or consume any controlled substance or alcohol while in a district vehicle.
- At the conclusion of each trip, a driver shall inspect the interior of the vehicle for passengers remaining and objects left behind.
- Any driver who receives a citation shall immediately inform the Transportation Department and their school Athletic Director and then submit a copy of the citation to the department within 5 calendar days.
- All collisions shall be immediately reported to your supervisor and the Transportation Department.
- Any student injury not involving a collision shall be immediately reported to your supervisor.
- A driver shall not exceed the posted speed limit.
- Passengers shall comply with all instruction given by the driver.

ELIGIBILITY TO OPERATED DISTRICT VEHICLES:

- Only designated employees and approved volunteers of the Deer Valley Unified School District may operate district vehicles.
- Employees and approved volunteers that wish to drive a district vehicle must submit a Request to Drive a District Vehicle Form. The requests should be filed with the Transportation Department no later than the first week of the current school year. Additions and/or corrections can be filed as needed. The Transportation Department will consolidate requests for Department of Motor Vehicle checks and risk management response. Only those employees and approved volunteers may operate a district vehicle.
- Employees and approved volunteers must attend vehicle safety training before they can operate a district vehicle
- Authorized Passengers: Only people directly involved with the trip's mission (e.g., students, teachers, coaches, chaperones, and etc.) are authorized passengers. Only authorized passengers will be transported in a district vehicle.
- Approved volunteers may be asked to drive only if district employees are not available.

The expectations for usage of the Micro Birds will be:

- Micro-Buses will be driven by coaches who have a CDL or who have successfully completed Micro Bird Training.
- In order to drive a district vehicle, employees must, on a yearly basis:
 - a. Maintain an Arizona Drivers License
 - b. Authorize the school district to request driving record

- c. Complete the *Valley Schools Insurance Trust (VSIT) Motor Vehicle Report Release Authorization and Reporting Agreement* form and submit it to their supervisor prior to driving a district vehicle.
- d. Employees, who drive a district van, must complete van training.
 - All coaches will need to get a physical exam to receive this certificate to drive the Micro-Bus. This must be renewed every two years.
 - Micro-Buses will be permitted to travel anywhere in the county, with a return time prior to 10:30 PM.
 - Micro-Buses will be permitted to travel to for single day time events, i.e., golf, tennis, cross county etc. Buses will need to return by 10:30 PM.
 - All out of county trips will be authorized by the individual school and buses will receive an out-of-town inspection prior to the trip by the District Transportation Department. Schools need to notify the Transportation Department of all out-of-town trips within one week of the event to allow time for the inspection.
 - All out of town trips will be contingent upon present weather conditions in the respective area of travel. Schools will collaborate with the Transportation Department to determine the feasibility and the safety factor of sending a bus out in adverse weather conditions. Authorization from the school along with an out of town bus inspection by the Transportation Department.
 - Coaches will be required to have a cell phone with them on all trips with appropriate call numbers.
 - No Micro- buses to Flagstaff, Kingman, Tucson, and Yuma or longer distances in a one day round trip.
 - Micro-Buses will be permitted to travel out of county for two or more day events that have a return time prior to 10:00PM on the last night.
 - Vans will not be allowed to leave the county with students.
 - Coaches (drivers) will be subjected to a drug test immediately following any type of accident that has students on board.

EXPECTATIONS FOR TRAVEL:

*Per Policy IJOA Field Trips for student events will use transportation provided **only** by District-approved conveyances, operated by authorized personnel.

- All out of state trips need prior board approval.
- All overnight trips need prior board approval.
- Any travel for activities in the valley or state, coaches/sponsors need to follow district rules for transporting students.
- No personal vehicles to be used.
- No rentals may be driven by coaches/sponsors to transport students.
- Cost for transportation is site based.
- Only Travel Buses may leave the state. Exception would be a Micro-Bus with a CDL driver.
- School vans can be driven out of the state as long as there are no student passengers. Vans will need prior service before trip.
- All micro-buses need prior service before they can leave the valley or state.
- Groups may fly out of state but need prior travel arrangements on arrival. (Taxis, charter buses, etc.)
- All out of state travel will be funded by the school and not the district.

ACCIDENT PROCEDURES

Duty to give information and render aid: ARS § 28-661 to 28-663

The driver of any vehicle involved in an accident, resulting in injury or death of any person or damage to any vehicle shall give his/her name, address, and the registration number of the vehicle he/she is driving and shall upon request, exhibit his/her operators or commercial driver's license to the person struck or the driver or occupants or person attending any person injured in the accident. Reasonable assistance, including carrying the injured to a physician, surgeon, or hospital for medical or surgical treatment is appropriate if it is apparent that treatment is necessary or if requested by the injured person.

Immediate reports of accidents: ARS § 28-666

The driver of a vehicle involved in an accident, resulting in an injury or death of any person shall by the quickest means of communication, notify the local police department, county sheriff, or the nearest office of the highway patrol of the accident.

ACCIDENT KIT

Driver Responsibilities

1. Stop the vehicle in a safe place. DO NOT MOVE THE VEHICLE unless instructed by the police or a district supervisor.
2. If you have passengers, check for injuries. Give First Aid if qualified.
3. Notify Transportation as soon as possible, (602) 467-5090. If after hours or on the weekend notify Security at Pager (602) 310-0463 or (623) 445-4977, or your supervisor. Tell them it is an emergency and provide the following information.
 - a. Vehicle number and driver's name.
 - b. Location of the accident.
 - c. How many vehicles involved if more than the district vehicle.
 - d. Any needed EMS or medical assistance.
4. Check other vehicle (s) involved, give First Aid if needed.
5. Place warning devices, if equipped.
6. Make a list of all passengers, if any. Use the forms included in the kit (or a sheet of plain paper, if necessary). You will need the following information:
 - a. Name
 - b. Address
 - c. Age
 - d. Location in vehicle
 - e. Student or Adult
 - f. Injuries, if any
7. Exchange information with the other vehicle(s) involved. Use the cards provided in the kit. You will need the following information for each vehicle involved.
 - a. Name
 - b. Address
 - c. Driver License Number
 - d. Make, Model and License number of vehicle(s)
 - e. Insurance company, policy number, agent and phone number.
8. Use the Courtesy Cards in the kit or plain paper to obtain statements from any witnesses. Be sure you have enough information for contact to be made later.
9. DO NOT DISCUSS THE ACCIDENT WITH ANYONE OTHER THAN DEER VALLEY SCHOOL DISTRICT STAFF AND/OR THE POLICE.



Deer Valley Unified School District

DV7-8C & NVMLC

ATHLETIC PROGRAM INFORMATION

The DVUSD K-8 Schools and DVUSD Middle Schools 8th grade teams are members of the Deer Valley 7-8 Conference, and the DVUSD Middle Schools 7th grade teams are members of the North Valley Middle Level Conference. Any student wishing to participate in a sport needs to watch for the date of tryouts. Dates should be posted in the locker rooms and announced during the morning announcements. No student athletes will be eligible to participate at any other DVUSD Schools for any reason.

In the DV7-8C, tryouts are held for all sports and are open to all eligible 7th and 8th grade students. Tryouts are also held for Spirit Line included with our winter sports.

In the NVMLC, tryouts are held for all sports except Cross Country, Wrestling and Track, which are non-cut sports. Only 7th and 8th grades students are eligible for participation.

Coaches will strive to play all team members in each game or athletic event however this may not always be possible. The conference teams are very competitive and a win/loss record is kept along with the conference standings. The two conferences are very similar to a high school conference and AIA rules are followed with exceptions according to Bi-Laws.

DEER VALLEY 7-8 CONFERENCE SPORTS

FALL

Boys Volleyball

Girls Volleyball

*Cross Country (Comm. Sch.)

WINTER

Boys Basketball

Girls Basketball

Spirit Line

SPRING

Boys Baseball

Girls Softball

NORTH VALLEY MIDDLE LEVEL CONFERENCE SPORTS

FALL

7th Boys Volleyball

7th Girls Volleyball

Cross Country

WINTER

7th Boys Basketball

7th Girls Basketball

Wrestling

Spirit Line

SPRING

7th Boys Baseball

7th Girls Softball

Track and Field

EQUIPMENT

Each coach will be responsible for the distribution of school owned equipment. A written request for equipment will be provided to the athletic coordinator at least 48 hours before that equipment is required. Coaches will check with the athletic coordinator prior to the start of the season to assure that all necessary equipment is available. Equipment is the responsibility of the coach once it is signed out and should be stored in a secure place. All equipment should be returned to the athletic coordinator no more than one week following the end of the season. The athletic coordinator will provide the office with a list of any equipment not returned within that time frame. Damage to equipment should be reported to the athletic coordinator. Equipment should be checked out by coaches only and not by students.

Athletic equipment storage areas and locker room offices are off limits to students unless accompanied by a coach.

UNIFORMS

All uniforms will be issued to athletes directly by the coaches and will be returned to the coaches by the athlete. Coaches will provide the athletic coordinator with a list of students who have not turned in a uniform. Students will be charged for lost uniforms. Notification of a request for payment for lost uniforms will be sent to the parent one week following the last team event by the athletic coordinator. No student will be allowed to participate in another athletic activity in any capacity until uniforms are returned or paid for in full. This includes tryouts for another team. Athletic coordinator will provide next season coaches with a list of students who have not turned in a uniform. Athletic coordinator will notify the office in writing when they are requesting that a parent pay for a lost uniform.

All athletes representing the school will be required to wear the school uniform. No alterations or additions to the uniform is acceptable except the addition of a matching (same color as the body of the tank) round necked, short-sleeved, t-shirt which may be worn under tank top uniforms. No underwear should extend below or above uniform shorts. No DVUSD owned school uniform or warm-ups will be worn during the school day.

Coaches, athletic coordinator and the administration working together will make all uniform selections. No team will represent the school in uniforms other than those selected in this manner.

SCOREKEEPERS AND MANAGERS

The selection of scorekeepers and managers should be made in accordance with guidelines given for selection of all other activity participants. The positions should be open to all interested students, openings should be publicized, criteria for selection defined and communicated with the individual and tryouts and/or interviews conducted, etc.

Scorekeepers and managers are subject to all eligibility requirements and should comply with all guidelines defined for students participating in the athletic program.

Scorekeepers and managers are representing their schools and should, whenever possible, wear school shirts or apparel in the school colors. Their dress should be neat and appropriate. Scorekeepers should be reminded that their role is impartial and that their behavior should reflect impartiality.

ELIGIBILITY

In accordance with the State of Arizona's regulations and Deer Valley's Governing Board Policy, only those students deemed academically eligible may participate in extra or co-curricular activities. Athletic Eligibility will be determined every week by the Administration and Athletic Coordinator starting the first Monday after the week of tryouts. If a student-athlete is failing a class (Minimum of 1 F), they will be put on a pending academic list for one week. During this pending period, the student-athlete will still be

considered on the team and allowed to participate. If a pending student-athlete is still failing a class (Minimum of 1 F) the following week, the student-athlete will be put on an ineligible list for one week. During this ineligible period the student-athlete will still be considered on the team, allowed to practice, but not allowed to participate in games or travel with the team to away contests. If the student-athlete has a combination of three occurrences during a season (Pending or Ineligible), then they will be dismissed from the team. This will be considered the three strike rule. If a student-athlete is put on the academic pending list, a letter will be sent home with the student-athlete. If a student-athlete reaches the level of strike two (a combination of pending or ineligible), the coach should make direct contact with the parent/guardian to inform them of their student's academic eligibility status.

Grade checks will be run by Administration and/or the Athletic Coordinator using power schools every Monday morning and the pending/ineligible time period will be Monday-Saturday. Grades are considered for all classes with no exceptions, and it is not looked at on a class to class basis. In the case of a teacher error, then that situation will be dealt with on an individual basis.

Students assigned to OCR/ISS or students who are suspended from school may not participate in any team practices/games from the time of their assignment to OCR/ISS or home suspension until the day following their last day of assignment to OCR/ISS or home suspension. It is the responsibility of the coach to assure that no students assigned to on campus suspension or home suspension be allowed to participate.

Students and parents should be aware that if the student is medically excused from participating in regular physical education classes, they could be ineligible for participation in school athletic programs as stated on the medical excuse from the parent or doctor.

All students are eligible the 1st Monday after the last day of a quarter. Grade checks will not be conducted until the 3rd week of a new quarter.

ATTENDANCE

Students participating in extra curricular events must be in attendance at school on the day of the events. Students who are excused for a part of the day, not to exceed one-half day, for dental appoints and/or medical appointments may be allowed to participate. Any student who participates in a game/contest that does not follow the above attendance requirements will automatically be suspended from the next game of competition. Suspensions can carry over to the next athletic season and sport.

AWARDS

This Conference will provide:

- A trophy for the team finishing first place and the runner's for Division I and first place for Division II in the conference tournament.
- The DVCC7-8 "All-Around Sports Champions" Cup to the school that wins the annual competition.
- The NVMLC "Mike Powers School Award" to the school that wins the annual competition.

Additional Recognition:

- An individual school can provide additional recognitions at their own cost and discretion (i.e., most valuable, most improved, captains, etc.).

CONFERENCE TOURNAMENTS

There will be a conference tournament/meet conducted for each sport. The single/double elimination tournaments will be held after conference play is completed.

Tournament Seeding:

- Records from the Conference Games will be used for tournament seeding. Ties will be resolved by the following:
 1. By-Laws by sport.
 2. Head-to-head competition.
 3. Refer to sport By-Laws for score ruling.
 4. If a tie still exists, then the Conference Coordinator will refer to the tie breaker sheet that was determined at the pre-season meeting.

HOME TEAM RESPONSIBILITIES

It is the responsibility of the host school to provide the necessary supervision and game management personnel to promote a positive environment for spectators, athletes, officials, and coaches. Supervision may include school administration, police, campus security personnel, and assigned faculty. The host school is also responsible for paying game management personnel. Timers and scorekeepers should be in High School or older. If a 7th or 8th grade student is used to be the timer or scorekeeper, then there must be adult supervision. If both teams have the same colored jersey in basketball, it will be the responsibility of the home team to accommodate and wear different colored pennies for the game.

Game Management Personnel:

1. Supervision personnel
2. Timers
3. Scorekeepers

SCHEDULING CONFLICTS

In the event a school has a conflict and must reschedule a game, it is the responsibility of the school that has the conflict to make the necessary arrangements (i.e., rescheduling of officials, site, time, and location of game).

PARENT/VOLUNTEER COACHES

In situations where a parent/volunteer is hired as the head coach, then a certified employee must be present at all times for supervision. A parent/volunteer coach may coach without a certified employee if they are sub certified and meet the criteria set forth by the DVUSD and human resources.

- Parent/Volunteer coaches must go through human resources and the hiring process with proper paper work submitted.

- Parent/Volunteer coaches must have an interview with the Athletic Coordinator and an administrator prior to the first day of coaching.
- Parent/Volunteer coaches must follow district policy and complete the coaching certification class within one year of hire.
- Parent/Volunteer coaches must have their 1st Aid/CPR certification on file with an administrator.
- Parent/Volunteer coaches need to communicate with the designated certified employee all details of the team. (Practice times, parent meetings, paperwork, etc.)

CONFERENCE PENALTIES

Should a violation of any conference Bi-Law/Rule occur, the DVUSD Athletic Advisory Committee is authorized to impose any penalty specifically indicated for that school in the that particular sport season. The DVUSD Athletic Advisory Committee will meet with school officials if a situation warrants probation to go through the details and an appeal process if needed.

ADVISEMENT - A word of caution.

WARNING - Places the school in jeopardy in that further violation of any rules or regulations may result in Probation.

PROBATION – School is ineligible for the remainder of the season and post-season play. The school shall not receive any award for achievement in that sport. School is not eligible for the All-Around Sports Champion, Mike Powers Award or the DVUSD PVWH School award for that school year.

2015-2016 ATHLETIC EVENT PRICES

**Fall and Winter Sport Seasons Only

All DVUSD Students with I.D.	FREE
Adults	\$3.00
Family Pass	\$20.00 for 10 Punches

PARTICIPATION ON SUNDAYS

Any practice or competition on a Sunday will not be allowed for all teams. This includes state competition, tournaments, practices and informal workouts. Failure to abide by this policy will result in a penalty. (See above for penalties)



Deer Valley Unified School District

CONFERENCE BI-LAWS

DVCC7-8C BY-LAWS

****THERE MUST BE A COPY OF THE BY-LAWS AVAILABLE FOR EACH CONTEST. BOTH HEAD COACHES AND THE OFFICIAL/UMPIRE IN CHARGE MUST READ AND REVIEW TOGETHER THESE RULES PRIOR TO THE COMPETITION STARTING****

VOLLEYBALL:

1. THE NET HEIGHT FOR ALL MATCHES WILL BE SET AT 7' 4"
2. THE FIRST TWO GAMES OF A MATCH WILL BE RALLY SCORING TO 25 WITH A TEAM HAVING TO WIN BY 2.
3. THE THIRD GAME OF A MATCH (IF NECESSARY) WILL BE RALLY SCORING TO 15 WITH A TEAM HAVING TO WIN BY 2.
4. ONCE A TEAM ARRIVES, THEY WILL BE ALLOWED 10 MINUTES TO STRETCH BEFORE NET TIME.
5. WARM-UP TIME WILL BE 5 MINUTES OF NET TIME PER TEAM AND 2 MINUTES OF SERVING TIME. MATCHES WILL NOT START UNTIL THE PROPER WARM-UP TIME IS COMPLETED.
6. LINE JUDGES WILL BE 1 REPRESENTATIVE FROM EACH TEAM. IF THE VISITING TEAM CANNOT SUPPLY A LINE JUDGE, IT WILL BE THE RESPONSIBILITY OF THE HOME TEAM.
7. ALL OTHER RULES WILL FOLLOW AIA AND NATIONAL FEDERATION GUIDELINES.
8. THE HOME TEAM WILL ALWAYS BE THE HOME TEAM ON THE SCOREBOARD.
9. THE LIBERO MAY BE USED IN ALL GAMES BY ALL TEAMS.
10. TIE-BREAKER FOR A 3 OR 4 WAY TIE WILL USE THE FOLLOWING CRITERIA:
 - HEAD TO HEAD
 - LEAST AMOUNT OF GAMES PLAYED
 - POINTS GIVEN UP
 - DRAWING ORDER FROM MEETING

BASKETBALL:

1. EACH GAME WILL CONSIST OF FOUR (6) MINUTE QUARTERS.
2. EACH TEAM GETS 3 FULL TIMEOUTS AND TWO 30 SECOND TIMEOUTS.
3. THE CLOCK WILL STOP AS NORMAL THE LAST QUARTER OF THE GAME ON ANY WHISTLE UNLESS A TEAM IS AHEAD BY MORE THAN 20 POINTS.
4. OVERTIME WILL BE 3 MINUTES IN LENGTH. EACH TEAM WILL BE GRANTED ONE FULL ADDITIONAL TIMEOUT FOR OVERTIME.
5. PRE-GAME, HALF TIME AND IN BETWEEN GAMES WILL BE 10 MINUTES IN LENGTH.
6. A FULL COURT PRESS OR ANY TYPE OF PRESS WILL NOT BE ALLOWED IF A TEAM IS AHEAD BY 20+ POINTS DURING ANY PART OF THE GAME. (A WARNING TO THE COACH WILL BE GIVEN BY THE OFFICIAL ON THE FIRST INFRACTION AND A TECHNICAL THERE AFTER)
7. ALL OTHER RULES WILL FOLLOW AIA AND NATIONAL FEDERATION GUIDELINES.
8. TEAMS ARE ONLY PERMITTED TO DO THEIR WARM-UP ROUTINE ON THEIR ½ OF THE COURT
9. THE HOST SITE SCHOOL NEEDS TO PROVIDE A PLACE FOR THE VISITING TEAM AT HALFTIME TO MEET. (LOCKER ROOM OR CLASS ROOM).
10. TIE-BREAKER FOR A 3 OR 4 WAY TIE WILL USE THE FOLLOWING CRITERIA:
 - HEAD TO HEAD
 - POINTS GIVEN UP
 - DRAWING ORDER FROM MEETING

BASEBALL:

1. GAMES WILL BE SIX INNINGS IN LENGTH WITH A 15 AND 10 RUN RULE IN EFFECT.
3 INNINGS – 15 RUN RULE
4 INNINGS – 10 RUN RULE
2. PITCHERS WILL NOT BE ALLOWED TO THROW MORE THAN TEN INNINGS IN A WEEK AND NO MORE THAN SIX INNINGS IN SEVENTY-TWO HOURS. A WEEK CONSISTS OF A SEVEN DAY PERIOD AND IS NOT SUNDAY TO SUNDAY.
3. -3 BATS & MUST BBCOR CERTIFIED ONLY
4. THERE IS NO TIME LIMITS ON GAMES. EXTRA INNINGS ARE ALLOWED AND GAMES WILL ONLY BE STOPPED DUE TO DARKNESS. THE DARKNESS RULE WILL FOLLOW THE NFHS 2014 RULE BOOK.
5. ALL OTHER RULES WILL FOLLOW AIA AND NATIONAL FEDERATION GUIDELINES.
6. THE VISITING TEAM WILL GET 20 MINUTES TO WARM-UP WITH THE LAST 5 MINUTES TO BE USED FOR PRE-GAME.
7. CONES WILL BE PLACED AT 275' AS THE OUTFIELD "FENCE". ANY BALL THAT LANDS IN THE AIR OVER THE CONES IS A HOME RUN. SHOULD A BALL ROLL PAST THE CONES, IT WILL BE RULED A GROUND RULE DOUBLE.
8. IF A BATTED BALL THAT HAS MADE CONTACT WITH FIELDER HITS THE GROUND AND THEN GOES BEYOND THE ROW OF CONES, IT WILL BE RULED A GROUND RULE TRIPLE.
9. COACHES FROM BOTH TEAMS WILL PROVIDE A COPY OF THE BI-LAWS TO THE UMPIRES AT THE PLATE MEETING BEFORE THE GAME.
10. TIE-BREAKER FOR A 3 OR 4 WAY TIE WILL USE THE FOLLOWING CRITERIA:
-HEAD TO HEAD
-RUNS GIVEN UP
-RUNS SCORED

SOFTBALL:

1. GAMES WILL BE SIX INNINGS IN LENGTH WITH A 15 AND 10 RUN RULE IN EFFECT.
3 INNINGS – 15 RUN RULE
4 INNINGS – 10 RUN RULE
2. THERE IS NO TIME LIMITS ON GAMES. EXTRA INNINGS ARE ALLOWED AND GAMES WILL ONLY BE STOPPED DUE TO DARKNESS. THE DARKNESS RULE WILL FOLLOW THE NFHS 2014 RULE BOOK.
3. ALL OTHER RULES WILL FOLLOW AIA AND NATIONAL FEDERATION GUIDELINES.
4. THE VISITING TEAM WILL GET 20 MINUTES TO WARM-UP WITH THE LAST 5 MINUTES TO BE USED FOR PRE-GAME.
5. CONES WILL BE PLACED AT 200' AS THE OUTFIELD "FENCE". ANY BALL THAT LANDS IN THE AIR OVER THE CONES IS A HOME RUN. SHOULD A BALL ROLL PAST THE CONES, IT WILL BE RULED A GROUND RULE DOUBLE.
6. IF A BATTED BALL THAT HAS MADE CONTACT WITH FIELDER HITS THE GROUND AND THEN GOES BEYOND THE ROW OF CONES, IT WILL BE RULED A GROUND RULE TRIPLE.
7. COACHES FROM BOTH TEAMS WILL PROVIDE A COPY OF THE BI-LAWS TO THE UMPIRES AT THE PLATE MEETING BEFORE THE GAME.
8. TIE-BREAKER FOR A 3 OR 4 WAY TIE WILL USE THE FOLLOWING CRITERIA:
-HEAD TO HEAD
-RUNS GIVEN UP
-RUNS SCORED
9. ALL PITCHERS AND THIRD BASEMEN MUST WEAR A MASK.
10. THE ON-DECK BATTER WILL BE ON THE SAME SIDE AS THE BATTER.

SPIRIT LINE:

1. EACH COACH WILL CARRY A RULE BOOK WITH THEM TO ALL GAMES.
2. AT HALF-TIME THE VISITING TEAM WILL PERFORM FIRST AND THE HOME TEAM WILL PERFORM IMMEDIATELY FOLLOWING. EACH TEAM WILL BE ALLOWED 3 MINUTES FOR 1 DANCE AND 1 CHEER.
3. TEAMS WILL BE COURTEOUS AND NOT DO ANY CHEERS WHILE THE OTHER SPIRIT LINE TEAM IS DOING A CHEER.
4. SPIRIT LINE SQUADS WILL ALWAYS CHEER UNDER THE BASKET THEIR SCHOOL IS SCORING AT.
5. ALL TEAM MEMBERS NEED TO BE OUTSIDE OF THE KEY EXTENDED AREA WHILE THE GAME IS GOING ON.
6. STUNTS WILL NOT BE PERFORMED DURING A GAME WHILE THE BALL IS IN PLAY.
7. ALL TEAM MEMBERS MUST REMAIN OFF THE PLAYING COURT DURING TIMEOUTS.
8. SPIRIT LINE SQUADS WILL HELP PROMOTE RESPONSIBLE BEHAVIOR BY ALL SCHOOL MEMBERS AND FANS.
9. ALL TEAM MEMBERS NEED TO BE AWARE OF THE MOVEMENT OF GAME OFFICIALS AND NOT INTERFERE WITH THEIR GAME RESPONSIBILITIES.
10. NO ACTIONS BY THE SPIRIT LINE SHOULD BE MADE TO PURPOSELY DISTRACT THE PLAYERS.
11. SPIRIT LINE SQUADS SHOULD ALWAYS CHEER IN A POSITIVE MANNER. IT IS INAPPROPRIATE TO CHEER AGAINST THE OTHER TEAM.
12. ALL SPIRIT LINE MEMBERS WILL DISCOURAGE THEIR FANS AND FOLLOWERS FROM YELLING OR CHEERING WHEN AN OPPONENT IS SHOOTING FREE THROWS.
 - WHEN NOT TO CHEER
 1. WHEN A PLAYER IS ATTEMPTING A FREE THROW.
 2. WHEN AN OPPOSING PLAYER MAKES A MISTAKE.
 3. WHEN AN OPPOSING PLAYER IS INJURED.
13. COACHES WILL MEET PRIOR TO THE GAME BEING STARTED TO:
 - EXCHANGE MUSIC
 - DETERMINE WHERE TO STRETCH
 - SHOW WHERE FACILITIES ARE
 - DISCUSS ANY CONCERNS
14. ALL OTHER RULES WILL FOLLOW THE AIA AND NATIONAL FEDERATION GUIDELINGS.



Deer Valley Unified School District

APPENDIX



Deer Valley Unified School District

VOLUNTEER COACHES STATEMENT OF UNDERSTANDING AND AGREEMENT

NAME OF VOLUNTEER COACH _____ SPORT _____

SCHOOL TO REPRESENT _____ LEVEL _____

As a volunteer coach in the Deer Valley Unified School District, I understand and agree with the following:

- Within one (1) year I must complete the DVUSD Coaching Certification portion along with the NFHS Coach Education Program (information has been provided).
- I must have a current Adult CPR card on file at the site(s) that I coach (information has been provided).
- I agree to abide by all policies, rules and procedures of the DVUSD as well as the bylaws of the Arizona Interscholastic Association (AIA).
- I realize I will receive no monetary compensation for services rendered.
- I know that my name will be submitted to the DVUSD office for approval as a volunteer coach.
- In the performance of my duties I will conduct myself at all times in the high standards of citizenship and sportsmanship.
- I know that I will only work with our student athletes under the direct supervision and direction of a certified member of the coaching staff.
- I am aware that this "Statement of Understanding and Agreement" is good only for the duration of this year's activity season noted above. Also, I am aware that this form will be kept on file at the site(s) that I coach.

SIGNATURE OF VOLUNTEER COACH DATE

SIGNATURE OF HEAD COACH OR SPONSOR DATE

SIGNATURE OF PRINCIPAL OR ADMINISTRATIVE DESIGNEE DATE

Finger printing complete? Yes No

Background check complete? Yes No



Deer Valley Unified School District

REQUISITION FOR ATHLETIC POST SEASON PAY

School: _____

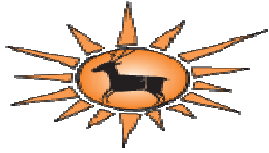
Season: Fall _____ Winter _____ Spring _____

Year: _____

<u>Coach's Name</u>	<u>Sport</u>	<u>Amount</u>
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Principal's Signature: _____ Date: _____

District Athletic Director's Signature _____ Date: _____



DEER VALLEY

Unified School District

Student Release From Away Contest

I request that my son/daughter be released from the supervision of his/her coach to my supervision immediately following an away athletic contest. I understand that this allows me to transport ONLY my son/daughter from away contest. I understand that this relieves the Deer Valley Unified District from all responsibility upon this release. Further, the condition of this release requires that I must personally communicate to the head coach my intention of transporting my student at the time he/she is released.

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Parent/Guardian Student Name/ID # Parent/Guardian Signature Date

Staff Member Signature _____

Date _____



Deer Valley Unified School District

STUDENT RELEASE FROM PRACTICE FORM

I, _____ request that my son/daughter
Parent/Guardian

_____ be released from supervision
Student Name/ID#

of his/her coach immediately following practice. Even though school transportation is provided, I understand this allows me or my child to transport ONLY himself/herself to and/or from practice.

NO ADDITIONAL STUDENTS MAY BE TRANSPORTED.

Parent/Guardian Signature _____ Date _____

Signed in the presence of a DVUSD staff member.

Staff Member Signature _____ Date _____



Deer Valley Unified School District

PERSONAL EQUIPMENT WAIVER

Student's Name	Student's I.D. No.

Sport	Year

Type of Equipment

Name Brand of Equipment

As the parent/guardian of the above student, I hereby give my child permission to use the personal equipment listed above during games and/or practices of _____ (Sport).

I understand that the equipment listed above HAS NOT been issued by any of the Athletic Departments of the Deer Valley Unified School District. I am accepting full responsibility for the proper care and upkeep of this equipment. Furthermore, I understand that Deer Valley Unified School District assumes NO responsibility for any faults of this equipment.

Signature of Parent/Guardian	Date

Signature of Student	Date

Signature of Athletic Trainer	Date

Signature of School Athletic Director	Date



Deer Valley Unified School District

Deer Valley Unified School District Department of Athletics Coaches Evaluation

Name of Coach:

Assignment:

Overall Record:

Conference Record:

State Tournament:

Years Coached:

This Assignment:

In DVUSD:

Date of Evaluation:

Rating Scale

4 = Highly Effective: Exceeds the range of acceptable standards

3 = Effective: Well within the range of acceptable standards

2 = Developing: area where increased emphasis/focus is recommended

1 = Ineffective: problem area which must be addressed and changed

N.O. = Not Observed: observer was unable to observe this particular area

1. Practice Organization

4 3 2 1 N.O.

Coaching staff develops a well-organized practice schedule that utilizes his or her coaching staff and team to its maximum potential. Practices are organized, disciplined, and structured in a way that prepares the team to compete.

Comments:

2. Game Preparation and Management

4 3 2 1 N.O.

Coaching staff assumes responsibility for preparing the team in all areas. Coaching staff has prepared the student-athletes to be ready to play both physically and mentally. The coaching staff makes the necessary adjustments to the game plan during the contest and uses student-athletes in roles where they can be successful.

Comments:

3. Personal Demeanor and Conduct (PVWH)

4 3 2 1 N.O.

Coaching staff maintains self-control and displays suitable conduct in dealing with fellow coaches, opposing coaches, game officials, members of the media, and other event staff. Coaching staff develops respect by being a good example in terms of social media, appearance, manners, behavior, language, and personal conduct. Coaching staff adheres to the model of Pursuing Victory with Honor.

Comments:

4. Adherence to Regulations

4 3 2 1 N.O.

Coach follows all AIA, Deer Valley Unified District, and High School athletic policies, procedures, and regulations.

Comments:

5. Relationship with Student-Athletes 4 3 2 1 N.O.

Coaching staff has high expectations for student-athletes! Coaching staff keeps an open line of communication for all team members. The coaching staff sets clear expectations of student-athletes and follows through with those standards. All student-athletes should be pushed to reach their maximum potential. Is there an established lettering policy and Code of Conduct that the students have received before the season.

Comments:

6. Relationship with Parents 4 3 2 1 N.O.

A coaching staff set clear expectations of what is expected of parents at the pre-season meeting and then follows through with those standards. The coaching staff is expected to follow the DVUSD parent-coach communication guidelines at all times during the season. The coach should remain approachable and should answer any question/concern in a professional manner.

Comments:

7. Relationship with Athletic Department 4 3 2 1 N.O.

Coaching staff works with the athletic department to complete all paperwork on time. Coaching staff also keeps the department informed throughout the season in terms of concerns, facilities, special events, etc. All post-season requirements should be completed on time.

Comments:

8. Budgeting 4 3 2 1 N.O.

Coaching staff follows proper procedure for purchasing all equipment and orders. Coaching staff seeks to additional capitol through the use of fundraising and Tax Credit.

Comments:

9. Professional Learning 4 3 2 1 N.O.

Coaching staff attends clinics/conferences to keep current of new trends, techniques, and strategies.

Comments:

10. Promotion of the Sport/Program 4 3 2 1 N.O.

Coaching staff works beyond the season to improve the entire program. This includes opportunities for improvement (camps), recruitment of student-athletes at DVUSD, promotion of the sport, and the coach maintaining a positive rapport with community groups and/or individuals interested in the program.

Comments:

Areas of Strength:

Areas for Continued Growth:

Summary:

Signature of Coach: _____

Date: _____

Signature of Observer: _____

Date: _____



Deer Valley Unified School District

SUPPORT BANNER APPLICATION

Thank you for your consideration of supporting our school and team by your donation .With your donation we will make a Support Banner that will show your name and the team/activity. This banner will be displayed at the game or event of this sport or activity during the current season of competition. It will be up on the stadium fence on the track, on the gym wall, on the baseball/softball field, or on the tennis courts. Please fill out the form below:

School Name _____

Sport/Activity _____

Business or Name that you want on the Support Banner:

Paid: Check _____ **Cash** _____

Deposit into student account #. _____

Signature of Coach/Teacher

Signature of party responsible for donation

Signature of School Administrator



Deer Valley Unified School District

Parent/Fan Memo

Date: August 1, 2015

The DVUSD 7th and 8th grade athletics is preparing for the 2015-2016 athletic season and we wanted to inform you about admission costs for all regular season conference and playoff games. At each game every school will be charging all adults \$3 admission to the contests. District wide Family Passes will be available at \$20.00 each for 10 punches at each school. An adult is considered to be 18 years or older and/or out of High School. Please inform all family members and friends that will be coming to support your student-athlete and team about the admission costs. As you well know, it costs a lot of money to run athletic programs. In order for all schools to be able to participate in athletics, we need to offset some costs. We appreciate your understanding.



Deer Valley Unified School District

Sports Eligibility Letter

Date _____

Dear _____

This letter is to inform you that your child, _____ is being placed on academic pending/ineligible in the sport of _____ due to a lack of academic progress. According to Deer Valley Unified School District Athletic Handbook, your child has the opportunity to improve his/her grades to a passing status by the following Monday. If he/she satisfactorily meets all criteria set forth by the DVUSD (Passing all classes) upon the next grade check, then he/she will be off of academic pending/ineligible lists. However, if he/she is not passing all of their classes after the date above, he/she will be declared ineligible. If he/she has a combination of three occurrences in a season (pending or ineligible), then they will be dismissed from the team. This is considered the three strike rule.

Class _____
Class _____
Class _____

Grade _____
Grade _____
Grade _____

If you have any questions, please contact your child's teacher or the coach.

Sincerely,

Athletic Coordinator

Date



Deer Valley Unified School District

ATHLETIC AFTER HOURS PHONE #

(PLEASE GO DOWN THE LIST OF PHONE NUMBERS, DO NOT JUMP AROUND)

THOMAS WIND

WORK (602) 467-5086
CELL (602) 618-2406

PAULA IRLANDO

WORK (602) 467-5082
CELL (602) 723-6944

EMERGENCY CONTACT #

(FROM 5PM TO 6AM. THIS IS A LIVE CONTACT ANSWER SERVICE)
(602) 787-3974

CINDI FINN

CELL (602) 402-1476