

ST. JOHNS HIGH SCHOOL



REDSKINS

ATHLETIC HANDBOOK 2014-2015

Annual Public Notification of Nondiscrimination

St. Johns Unified School District No. 1 does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. St. Johns Unified School District No. 1 Career and Technical Education Department does not discriminate in enrollment or access to any of the programs available (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, and Electrical and Power Transmission Technologies). The St. Johns Unified School District No. 1 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators:

**Section 504 Coordinator
Sharon Raban, Special Services Director
555 West 7th South
St. Johns, AZ 85936
928-337-2279**

**Title IX Coordinator
David Bradshaw, Asst. Principal/AD
360 Redskin Drive
St. Johns, AZ 85936
928-337-2221 ext. 1004**

Notificación de Non Discriminación

St. Johns, Unified School District No. 1 no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras, de St. Johns Unified School District No. 1 Career and Technical Education Department no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, Electrical and Power Transmission Technologies). El St. Johns Unified School District No. 1 tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI de Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Descriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance:

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ATHLETIC HANDBOOK DISTRIBUTION POLICY

1. A copy of the Athletic Handbook for St. Johns High School shall be issued and assigned to the following personnel:
 - A. Superintendent of Schools
 - B. High School Principal
 - C. Middle School Principal & Athletic Director
 - D. Treasurer/ Clerk High School and District Office.
 - E. Athletic Directors
 - F. All Head Coaches
 - G. Board of Education Members
 - H. Cheer and Dance Advisors
2. Handbooks shall be turned in to the Athletic Director at the close of school. The Athletic Director will then update and make necessary revisions. A list will be added to reflect the revisions made.
3. After the handbook has been updated, it will again be reissued after School Board approval.
4. From time to time, during the school year, new policies, decisions, and interpretations will be established. Copies of these statements will be sent to all persons issued a handbook so they may insert this information in their copy for the current year.

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ST. JOHNS ATHLETIC ADMINISTRATION
AND ORGANIZATIONAL CHART

SJUSD Board of Education

Superintendent of Schools

Athletic Executive Committee

High School Principal

Coaches Council

Athletic Director

Head Coaches

Assistant Coaches

Coaches should follow the line of authority in all matters pertinent to the Athletic Department. If, however, a coach feels that a matter should be discussed with the Principal it shall be deemed only ethical that an audience of the Principal and Athletic Director be had. Ethical procedure demands that issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or inversely, it shall follow the same line of authority downward.

To bypass any office not only delays consideration, but causes misunderstanding. This, in turn, creates an atmosphere that is incompatible with harmonious procedure.

ATHLETIC EXECUTIVE COMMITTEE

- I. Function of the Athletic Executive Committee:
 - A. To continuously evaluate the athletic program.
 - B. To control and regulate athletics by maintaining uniform policies consistent with sound educational aims and objectives.
 - C. To act in an advisory capacity in the preparation of the budget.
 - D. To make recommendations for changes in policies and regulations.

- II. Structure of Athletic Executive Committee:
 - A. Membership - This committee shall consist of the following:
 - 1. Superintendent of Schools
 - 2. High School Principal
 - 3. Director of Athletics
 - 4. Middle School Athletic Director
 - 5. One member of the Board of Education (non-voting member, to be appointed by the board to serve each year)

 - B. Operational Procedures:
 - 1. The chairperson of this committee shall be the Athletic Director.
 - 2. The duties of the chairperson shall be to:
 - a. Notify members of meetings
 - b. Present an agenda
 - c. Preside at meetings
 - d. Supply information concerning subjects on agenda
 - e. Prepare and present recommendations of Coaches Council for discussion.

 - C. Qualifications for Proposals to be on Agenda:
 - 1. Be presented to Director of Athletics in writing at least 3 days prior to date of meeting.
 - 2. Be of emergency nature requiring immediate action.

 - D. Dates, Times, Places of Meetings:
 - 1. The Athletic Executive Council will meet when needed, at least once per year.
 - 2. Dates and times are to be announced with communiqués distributed to all concerned parties.

COACHES COUNCIL

1. Membership shall consist of all head coaches and the Athletic Director.
2. Functions of the Council are as follows:
 - a. To provide systematic discussion of athletic problems by coaches and the Athletic Director.
 - b. To assist the Athletic Director in the development of recommendations which will benefit the operation of interscholastic sports.
 - c. To discuss and seek solutions for problems of athletes as suggested by coaches, Athletic Director, and administrators.
 - d. This Council will not, as a body, make decisions. It will, however, recommend and suggest decisions or policies to the Athletic Executive Committee. (With the exception of electing athletes of the year.)
 - e. The recommendations of the coaches will receive high priority and consideration.
3. The Athletic Director will serve as chairperson of the Coaches Council.
4. The Coaches Council will meet when deemed necessary by its members. One meeting at the beginning of each season and one at the end of the year. On even numbered years it may also be necessary to meet additional times in September and October to deal with realignment.

DEPARTMENTAL LOYALTY

1. At no time should any member of the Athletic Department staff criticize publicly the methods used by any fellow coaches or staff members. Remember, you are considered an authority in the area of athletics.
2. The Athletic Department will be further ahead if all staff members are boosters. It is a good policy to keep quiet and simply say nothing unless your comments are positive or complimentary.

JOB DESCRIPTIONS

ATHLETIC DEPARTMENT PERSONNEL

JOB DESCRIPTION OF THE ATHLETIC DIRECTOR

Responsibility

In the performance of his duties the Athletic Director is responsible to the building Principal.

General Duties

The general duties of the Athletic Director are to administer the interscholastic athletic program of St. Johns schools.

Specific Duties

1. Cooperate and assist the Principal and coaches in enforcing the A.I.A rules and by-laws and regulations of the Conference.
2. Keep the Superintendent and Principal informed of activities, needs and considerations of the athletic department.
3. Serve as chairman of the Coaches Council and meet regularly with the staff of coaches for input.
4. Work closely with booster clubs and community groups as a liaison for the school.
5. Represent the district at meetings dealing with athletic administration.
6. Serve as chairperson of the Athletic Executive Committee.
7. Schedule all athletic contests with input from the head coach.
8. Secure officials for all interscholastic contests.
9. Collect written reports from coaches concerning injuries to students.
10. Supervise all contracts for interscholastic contests.
11. Supervise and monitor expenditures for athletic equipment with the cooperation of the head coaches.
12. Arrange for athletic awards programs in cooperation with the head coaches.
13. Supervise inventories of all athletic equipment with the cooperation of the head coaches.
14. Supervise the preparation of eligibility lists and submit it to Principal for final examination.
15. Cooperate with the administration, coaches and students to promote the best interest of the athletic program in terms of good conduct and sportsmanship.
16. Work with the head coach in each sport concerning the production of game programs.
17. Cooperate with the Principal in assigning workers at all contests.
18. Supervise all personnel working with the athletic program. This includes supervision of:
 - a. Scoreboards
 - b. Public address systems
 - c. Public supervision
 - d. Transportation of teams
 - e. Arrangements for officials and visiting teams
 - f. Proper playing conditions of field, gym, track, etc.
 - g. Arrange for ticket sales at athletic events.

19. Responsible for cooperating with the coaches in completing and reporting the annual inventory on the prescribed form according to the prescribed deadlines.
20. Supervise and coordinate the storage and issuance of all medical supplies.
21. Make necessary arrangements for reconditioning of equipment. Careful examination should be made of equipment and only selected items should be sent for reconditioning.
22. Responsible for seeing that an adequate record is on file in the office for all student athletes, including spirit line members. This record shall include:
 - a. Physical examination information
 - b. Proper insurance certification
 - c. Eligibility information
 - d. Record of injuries incurred (as supplied by the head coach)
 - e. Student-Athlete contract
 - f. Birth certificate
 - g. Proof of "Brainbook" course participation for all athletes.
23. Certify to the Principal through written evaluation that coaches have completed their coaching assignments and should receive their salaries. This evaluation will also include the contract recommendations for head and assistant coaches.
24. Coordinate the preparation of the annual athletic budget.
25. Support and enforce the student-athlete contracts. (See Appendix)
26. Coordinate the efforts of the Athletic Boosters so that they best benefit the St. Johns Unified School District Athletic Program. This will entail:
 - a. Attendance at Athletic Booster meetings
 - b. Pre-approve all requests from coaches to the Athletic Boosters
 - c. Attendance at Athletic Booster functions
 - d. Coordinate coaches to help at Athletic Booster functions
27. Perform such other duties as are assigned by the Principal.
28. Coordinate the spirit line program, in conjunction with the Principal and advisor.
29. Supervise the coaching staffs and make provisions for evaluations of all head coaches and assistant coaches consistent with Board of Education policy.
30. Interpret and implement all athletic policies.
31. Coordinate and schedule use of all athletic facilities in the district.
32. Assist in the selection of personnel for coaching positions.
33. Oversee ticket sales for high school athletic events.

JOB DESCRIPTION OF THE HEAD VARSITY COACH

Responsibility

In the performance of his/her duties, the head varsity coach is responsible to the Athletic Director.

General Duties

The head coach of each varsity sport is responsible for the coordination of all athletic activities as they relate to his/her sport. He/she supervises the actions of all coaches, players and managers involved in the program. In discharging their duties, coaches should always conduct themselves in an exemplary manner. The head coach will communicate all pertinent information to all assistant coaches and players in a timely manner.

Specific Duties

1. Instruct his/her staff in the procedures for emergency medical attention to injured players and responsibility for reporting injuries as outlined in this handbook. The first responsibility is the safety and welfare of the students under his/her supervision.
2. Assist and cooperate with all assigned duties of the Athletic Director.
3. Attend meetings called by the Athletic Director.
4. Complete and submit all forms as requested by the Athletic Director as outlined in this manual.
5. Submit a complete roster of players to the Athletic Director by the close of the first week of practice, and keep the roster current and accurate. All players who are added or dropped from the original roster shall be reported within twenty-four hours to the Athletic Director. No student is to be added to a roster without proper clearance from the A.D. This will help insure that all paper work is complete and filed in the office.
6. Cooperate with the Principal and Athletic Director in determining the eligibility of his/her players.
7. Instruct his/her staff and squad concerning the regulations of St. Johns Schools, including these procedures: The constitution and rules of the Arizona Interscholastic Association and the rules of the conference and region to which St. Johns Schools are a member.
8. Certify to the Athletic Director that the staff has completed their assignments, the year-end report is completed, and payment of their coaching salaries is due.
9. Submit a complete practice schedule to the Athletic Director. This schedule, when revised, should be done sufficiently in advance to avoid complications. The coach must pay particular attention when establishing the schedule for days when school is not in session.
10. Assist the Superintendent, Principal, and Athletic Director in selecting assistant coaches for the sport assigned.

11. Keep the St. Johns Athletic Booster Club informed of the progress of the team by regular attendance at the Booster Club meeting during the season and by being actively involved the year-round. All requests made of the Booster Club, or supportive organizations, are to be pre-approved by the Athletic Director.
12. Cooperate with the spirit line advisor in planning pep rallies or activities.
13. Complete requisition forms for all purchases included in the sport budget. Forms are available from the Athletic Director.
14. Instruct all coaches of proper procedures for reporting results of games as well as other publicity relating to their teams.
15. Work closely with the administration in the disciplining of athletes. Inform parents, administrators, and the Athletic Director immediately of all disciplinary actions.
16. Offers of assistance from supportive organizations are to be made directly to the Athletic Director.
17. Support other school functions whenever possible by assisting with programs and/ or attendance at the same.
18. Carry injury treatment consent forms for all members of team to all athletic contests (See Appendix for format). Copy of physical and proof of insurance.
19. Responsible for supervision at all times of players on the field, playing court, mat, locker room, shower, and during transportation. It is a mandatory policy to be the last to leave the locker room or any area where students are playing, practicing, dressing, or waiting for rides after an out-of-town trip.
20. Responsible for the conduct of players while attending any “away” athletic contests as representatives of St. Johns High School.
21. Submit to the Athletic Director the names of all award winners. They should also be included in the season end report.
22. Make clinic requests at least one month in advance.
23. Limit actual practice time to 3 hours per session (this means, from the time athletes are required to be there until the time they are actually leaving to go home) all film viewing, chalk talks, etc., must be done within the 3-hour time frame. No practice may exceed 10:00 p.m. on a night preceding a school day, nor 6:30 p.m. on Monday night. If a coach holds a morning practice on a school day, the students must be released at a reasonable time to allow them to be to class on time.
24. Be present when the team is participating in a contest and directly supervise transportation to and from the contest, unless excused by the Athletic Director or Principal.
25. DEMAND adherence to training rules provided by the Athletic Code of Conduct. Explain to athletes the particulars of the Code of Conduct.
26. Directly responsible for the issuance and collection of equipment.
27. Perform other duties as are assigned by the Athletic Director or Principal.

JOB DESCRIPTION OF ASSISTANT COACHES

Responsibilities

In the performance of his/her duties, assistant coaches are responsible to their respective High School head coaches and the Athletic Director.

General Duties

The assistant coaches are directly responsible to the head coach. Their duties are to assist the head coach in whatever manner the head coach deems necessary. This may be as supervisor of equipment, locker rooms, buses, scouting, etc. The head coach of each sport should detail the specific duties of each assistant coach in writing. It is understood that the assistant coaches adhere to the rules and regulations prescribed by the A.I. A. and the St. Johns School District Athletic Code.

Specific Duties

1. Assistant coaches of each sport shall cooperate with the head coach, Athletic Director and the Principal in performing the required duties related to the school program.
2. Assure that players under his/her jurisdiction understand the training rule policy and the St. Johns athlete "Code of Conduct". Assist the head varsity coach and Athletic Director in making sure that all athletes have turned in all physical and necessary paperwork before participation in the sport. The signed parental permission and all necessary forms shall be in the hands of the Athletic Director prior to an athlete beginning practice. Forms are not to be collected by the coaches. They are to be turned in to the Athletic Director and a clearance form will be given to the athlete to give to the coach.
3. Support the head coach in conducting the athletic program of St. Johns High School.
4. Remain loyal to the head coach and the team. He/she may have to give up some of his/her own thought regarding team strategy, etc., to fit into the overall pattern as set forth by the head coach.
5. Attend all practices beginning the first day to the end of the season along with being available for all staff meetings and scouting assignments.
6. In the absence of the head coach, assume all responsibilities of the head coach.
7. Report all injuries, misconduct, or other unusual situations to the head coach, Athletic Director or Principal.
8. Assist the head coach in checking in and inventorying all equipment at the end of the season.
9. Assume and perform all other duties as assigned by the head coach or Athletic Director.
10. Paid assistant coaches will ride the bus to and from the away contests unless released by the head coach. Volunteer coaches are encouraged to ride the bus with the team if at all possible.

JOB DESCRIPTION OF THE HEAD SPIRIT LINE ADVISOR

Responsibility

In the performance of her duties, the spirit line advisor is responsible to the Athletic Director.

General Duties

In the performance of duties, the spirit line advisor will be involved in supervising and coordinating activities of spirit line members as they relate to the interscholastic athletic program.

Specific Duties

1. Interpret the rules and regulations governing the spirit line for all girls.
2. Plan and supervise all practice sessions.
3. Confer and cooperate with coaches in the development of team spirit.
4. Supervise the spirit line at all interscholastic events including details for transportation to and from games and events.
5. Select the uniforms for the spirit line and be responsible for all spirit line uniforms and equipment. This is done with consent of the Athletic Director.
6. Plan and conduct a program to familiarize the spirit line with rules and expectations of upcoming season.
7. Conduct a clinic, try-outs, and selection for all spirit line squads.
8. Sponsor fundraising activities necessary for clinic expenses and purchasing of uniform extras.
9. Assure that athletes under his/her jurisdiction understand the training rule policy and the St. John's athlete "Code of Conduct". Assist the Athletic Director in making sure that all athletes have turned in all physical and necessary paperwork before participation in the sport.
10. Provide for the conditioning, the correct teaching, practice and performance of all spirit line skills with the proper equipment in safe surroundings.
11. Display knowledge of first aid and a procedure to follow in the event of an accident or emergency.
12. Complete a high school spirit line report, filing it with the Athletic Director at the conclusion of the winter season.
13. Enforce the policies adopted for high school spirit lines assuring that a parental permission form had been signed and filed with the Athletic Director.
14. Be in attendance at all interscholastic contests where spirit lines participate, but if unable to attend, make arrangements for an assistant coach to be in attendance.
15. Complete and return a supplemental pay voucher to the Athletic Director after all responsibilities have been fulfilled.

POLICIES OF THE ST. JOHNS

ATHLETIC DEPARTMENT

ATHLETIC AWARDS AND REQUIREMENTS

1. Managers and trainers will receive manager letters.
2. In order to earn a varsity letter, an athlete must meet the following requirements:

<u>Football</u>	Participate in 50% of varsity contests during the regular season. Participation is defined as two consecutive scrimmage plays or one special team play.
<u>Volleyball</u>	Participate in 50% of all varsity games. Participation in a game is defined as two consecutive plays.
<u>Soccer</u>	Participate in 50% of all varsity games.
<u>Basketball</u>	Participate in 50% of varsity contests during regular season.
<u>Wrestling</u>	Participate in 50% of total varsity match opportunities.
<u>Track</u>	Participate in 50% of total varsity meet opportunities, or score 10 or more points during the regular season.
<u>Baseball</u>	Participate in 50% of all varsity games.
<u>Softball</u>	Participate in 50% of all varsity games.

Extenuating circumstances may provide exceptions to the above requirements. These cases will be judged by the Athletic Director upon request by the head coach.

3. Special awards - Each sport will be allotted a specific amount for trophies to be deducted from that sports budget (supply budget). Three awards per sport, not to exceed \$15.00 each.
Each head coach must fill out the proper form (in appendix) and submit it to the Athletic Director at the conclusion of the season. For spring sports, forms may be submitted before the end of the season in order to get the awards on time before the school year ends.
4. Athlete of the year awards - Male and female athletes of the year will be selected in May each year.

Process

1. The Athletic Director will make a list of all the 2-sport, 3-sport and 4-sport athletes. He/she will email the list to the head coaches for any revisions. After the head coaches have made their revisions, the Athletic Director will email the new list to the head coaches. Each head coach will submit their vote for athlete of the year to the Athletic Director who will tally the votes. If there is a tie, the Athletic Director will break the tie with his/her vote.
2. Each head coach will have only one vote, regardless of how many sports he/she is a head coach for.
3. Coaches of boys' sports will vote for boys and coaches for girls sports will vote for girls as long as there are at least 3 coaches voting.

Criterion for Selection

1. Must be a full time student of St. Johns High School.
2. Must have participated in at least 2 varsity sports (preferably 3 varsity sports).
3. Can be a student in any grade, however, it is strongly suggested that only upper classmen (seniors then juniors) be selected whenever possible.
4. Should be one of the most outstanding athletes in each of the sports participated in.

Based on the following:

- a. Statistics and personal accomplishments.
- b. Overall value to the team (coaches opinion & statistical).
- c. Coachability & ability to get along with teammates, opponents and officials.
- d. Citizenship as a student athlete of St. Johns H.S.
- e. Leadership rolls assumed or accepted.
- f. GPA for the whole school year.
- g. Have had no serious discipline problems.
- h. Has represented St. Johns H.S. in an exemplary fashion.

AWARDS PROGRAM GUIDELINES

1. Awards programs will be conducted for each individual sport by the coaching staff. Programs should take place within a month from the conclusion of the season.
2. The awards program may include a potluck dinner or just refreshments, and be open to the public.
3. All teams regardless of record or level of competition should be honored in some way.
4. There should be a concerted effort by the coaches and Athletic Director to insure attendance of all athletes and parents.
5. Speakers, toastmasters and coaches should guard against using profanity of any level and using off-color stories.
6. Coaches should always be positive. Never say anything that is negative or degrading about the athletes, program, records set, etc.
7. Coaches do not need to review the entire season. The purpose of the banquet is to honor the participants, not provide the coach with a captive audience. Remarks concerning anything other than recognizing athletes should be held to approximately four to five minutes.
8. All coaches in the program should attend.
9. The coaches and Athletic Director should encourage the athletes and the spirit line to be aware of their dress and personal appearance (at least follow school dress code).
10. An effort must be made to insure proper and dignified behavior on the part of all athletes.
11. Procedures to be followed:
 - a. Clear the date through the high school office to avoid possible conflict and to establish the program date on the school calendar.
 - b. Clear the date, time, and place with the Principal.
 - c. Clean and return area to its original arrangement before leaving.

ATTENDANCE - DAY OF CONTEST OR PRACTICE

It is the policy of the St. Johns Schools that a student must be in attendance at least one-half (1/2) of the school day in order to participate in any athletic event or practice that day or night. Any missed periods must be excused.

* It is the responsibility of the coach to know if his or her players have attended school or not. It is also the responsibility of the coach to make sure the players are fully aware of this rule. At the end of the school day, the coach should check with the office to verify player's attendance that day.

*A student who ditches one or more class periods will not be allowed to participate in any extra-curricular activities that same day. Also, if it is determined the day after that a ditched period occurred, that student will not be allowed to participate in any extra-curricular activities on the day that the "ditch" was discovered.

Definition of half day:

- Minimum of 4 periods of a seven period day. This includes seniors who may not have 7 periods.
- Attendance on Thursday is mandatory in order to participate on Friday and Saturday.

*The Athletic Director and/or Principal may address exceptions on a case-by-case basis.

BOOSTER CLUBS

1. All coaches in the St. Johns School System should actively support the St. Johns Boosters through attendance at regularly scheduled meetings, participation in events and fundraisers, and active membership through dues payment if dues are assessed.
2. It is expected that all coaches support and participate in Booster Club drive each year.
3. Any requests for monies for materials, equipment, payment of coaches, etc., for a particular sport must be cleared through, and recommended by the Athletic Director. A request form may be obtained from the Athletic Director and must be signed and approved by same before presentation to Booster Club.
4. Every coach is expected to encourage parents of all athletes to become involved in the Booster Club.

BUDGETING, PURCHASING AND APPROPRIATIONS

1. Recommendation for the purchase of new athletic equipment is made by the head coaches of each sport to the Athletic Director. NO equipment is purchased by a coach. The head coach will be held responsible to pay for all unauthorized purchases. The Athletic Department will not pay any item unless a purchase order has been issued. All items will be ordered and purchased by the Athletic Director.
2. All major items to be purchased must be included in the budget and submitted to the Athletic Director for final approval by the Principal.
 - a. Each head coach is to submit a budget following his/her sport season (part of coach's annual report).
 - b. Purchase requests shall be prepared by the head coach giving detailed information as to quantity, item, model number, specifications, and costs.
 - c. Each head coach shall contact the assistant coaches of his/her sport for their needs and desires.
 - d. After checking the budget, the Athletic Director will meet with each head coach discussing deletions and additions, and giving the dollar amount each coach may spend.
3. Requisitions by coaches must be presented to the Athletic Director in writing.
4. Before ordering, the proper purchase order must be completed and signed by the athletic director and principal.
5. Any expenditures or purchases made without following the above procedures will become the responsibility of the individual involved.

BUILDINGS AND GROUNDS

1. Keys for each coach's respective facilities will be issued. The coaches will be responsible for them and the security of the property that they open. At no time shall the coach have keys duplicated.
2. Coaches are expected to conform to athletic policy assuring that students are not given keys to enter storage areas or the building except in the presence of a coach.
3. Athletes are not to be admitted into any building or facility of St. Johns Schools without authorized adult supervision at all times.
4. The first to enter and the last to leave the dressing room, building, or grounds shall be the coach of the respective activity.
5. In the interest of safety, the coach is responsible for the establishment of orderly dressing room behavior.
6. The Athletic Director shall establish daily practice schedules where necessary. Coaches submit them for approval.
7. All coaches are responsible for helping maintain the office areas in a manner consistent with a good example for youth and acceptable hygienic practices. Coaches shall refrain from smoking or chewing tobacco in these areas and anywhere on campus at all times.
8. Changes in the physical plant, criticisms, or suggestions about the maintenance of the plant are to be through the Athletic Director first. (This includes any painted signs or slogans on the walls or doors.)
9. If there is a conflict concerning the use of facilities first choice will be given to the in-season program, starting with varsity, then J.V., then freshman. In other cases an alternating or rotating schedule may be used.

CLINICS, STATE TOURNAMENTS, OVERNIGHT TRIPS, MEALS, ETC.

1. The varsity head coach of each sport may be granted the opportunity to attend one clinic per school year with approval of the Athletic Director and Principal (if money is available). Requests are to be made by the coach to the Athletic Director. Any out-of-state travel must have School Board approval.

Assistant coaches may be granted one day per year to attend an athletic clinic of their choice.
2. It is intended that any coach will use only one day per year for the paid clinics. As an example, a head coach in one sport is not entitled to a second paid clinic as an assistant in another sport.
3. The head coach and one assistant may be permitted to attend the State tournament in their sport at athletic fund expense, only if monies are available. Requests must be authorized by the Athletic Director prior to making any arrangements to go. If the tournament lasts more than one weekend (Thursday, Friday & Saturday), only Thursday after school, Friday and Saturday paid for. A substitute would be hired for Friday only. A school vehicle may be used for one weekend if one is available. For football, if the tournament lasts four weekends, the coach may be permitted to attend 2 weekends with the approval of the Athletic Director and the Principal. A substitute will be hired for Friday only.
4. If members of the athletic programs must spend the night, a request must be made by the head coach of the particular sport, at least one week in advance, to the Athletic Director. If this is received and approved, the Athletic Director will prepare a payout to cover these expenses prior to the trip. Reservations for motel rooms are to be made by the Athletic Director only. The head coach will:
 - Turn off all phones
 - Turn off pay-per-view movies
 - Set a designated time frame when no student/athlete is allowed out of their room
5. If meals are needed, the Athletic Department may allow up to \$5.00 per person for breakfast, \$6.50 for lunch, and \$8.00 for dinner. A sports meal money form (located in Appendix) must be filled out and submitted to the Athletic Director at least one week prior to trip in order for arrangements to be made. If requests are not received, it will be assumed that no meals are needed.
6. The following is a list of when, and how many meals will be provided; in assigning meal money, the administration will keep in mind what is reasonable and necessary:
 - In general, no meals or money for meals will be provided for any trip other than Regional and State tournaments. The Athletic Director on an individual basis will consider any exception to this.
 - If a group stays somewhere over night, up to 3 meals a day may be provided if deemed

necessary by the coach and Athletic Director.

- If the group does not stay overnight, up to 2 meals may be allotted for that day, if deemed necessary.

-It is intended that every trip be planned carefully so that expenses are kept to a minimum for both the school and the individual athletes. At no time should a coach say, or in any way cause his or her players to feel that they are entitled to, or that the school owes them a meal or an overnight trip.

7. All coaches must submit a trip and clinic expense account report (located in appendix), with receipts, immediately following return from the trip, or by the end of the next school day. The report, receipts and any leftover money must be turned in to the district office before any more money for any subsequent trip will be issued.
8. When spending school money for meals and lodging, cash should never be given to students.
9. It is never permitted to spend school money to pay a tip or gratuity after a meal. If you feel that a tip should be paid, the students and coaches should take up a collection and pay it themselves. Remember, if payment of tips shows up on your receipts and school money was used, the coach will be required to reimburse the school immediately.

COACHES' ATTIRE

1. All coaches should dress in coaching clothing for all practices. Shorts, sweats, warm-ups, etc. The regular street clothes that you wear to school are not acceptable.
2. St. Johns colors are Red and White. Coaches, as representatives of St. Johns, should refrain from wearing attire from another high school, or in another school's colors.
3. Staffs of coaches are encouraged to dress uniformly. It is the responsibility of the head coach to see that an effort is made in this regard. The purchase of coaches attire is the responsibility of the head coach, and must be paid for out of that sports supply budget, or by the individual coach.

SCHOOL COLORS AND MASCOT POLICY

1. That it be reaffirmed that our official school district colors are Red and White only.
2. That all articles that are purchased, worn or officially used in any way as part of a uniform, while representing our schools, be red or white or a combination of red and white only. That a third color not ever be used on our uniforms.
3. That from this time forward, we will not allow the purchase or use of anything other than red and white, however, we will continue to use up the things that we now have so as not to have to go to the great expense of completely replacing everything immediately.
4. That all coaches and sponsors be responsible to insure that the things they purchase or allow to be worn are red and white only.
5. That all future purchases be approved by athletic director and principal prior to ordering, verifying colors and modesty guidelines.
6. That these guidelines apply to all athletes and managers, cheerleaders, pom poms and dance teams, mat maids, etc.
7. That this applies to coaches when they are required to wear a specific uniform, such as baseball and softball coaches. That it also apply to coaches that dress out during games in athletic attire other than street clothes. Coaches that wear street clothes during games must refrain from wearing clothing that has colors or logos that represent other schools or institutions.
8. That some exceptions may need to be considered for performing groups such as band, orchestra, choir and maybe even dance, where some black attire is typically used or considered proper for formal occasions, concerts, etc. For modesty reasons, black pants may be worn by the dance team. Red and white will remain in force for their tops and warm-ups. Spandex volleyball shorts may be black, because of an "industry standard" that is present at this time. It is noted that if spandex material is used, the shorts will have a 4 inch in-seam (the longest currently in use). All other colors on the volleyball team uniform shall either be red or white.
9. That we reaffirm that our official mascot name is "Redskins" represented by a profile view of an Indian head with a full head dress (**example shown on front cover of handbook**). The head dress itself can include multiple colors as traditionally used on an Indian head dress. And in order to keep our mascot the same wherever it is used, that a digitized version be developed and adopted and

made available to all to be used in all cases where the mascot is used so that it is always the same one

10. That guidelines be established to follow when changes are proposed regarding established school traditions. It is recommended that changes officially be made only with the approval of the School Board. It is noted that any proposed changes to the current school colors or mascot must be supported by 10% of the student body enrollment before consideration by the School Board.
11. That the guidelines reaffirmed and established by the School Board at this time be immediately added to our athletic handbooks as adopted policy.
12. **As outlined in the SJHS Athletic Handbook, exceptions to this policy for individual sports/activities must be presented by the Head Coach to the Athletic Executive Council for consideration. Exceptions that are approved by this council will be included in the revised Athletic Handbook to be approved by the School Board on a yearly basis**

ELIGIBILITY

1. The Principal, Athletic Director, and head coaches, shall be responsible for the athletes, spirit line, student trainers, and managers in their respective sports as outlined by the A.I.A.

2. Several weeks prior to the start of each sport season, the coach should have a meeting to talk about their sport and invite students to play. The coach should then prepare a list of those who sign up and anyone else that might possibly play and give it to the Athletic Director. He will then check to see if all required paperwork is on file as well as checking the students academic eligibility. The Athletic Director will then return a list to the coach showing the status of every individual. The coach will use this list to determine who is cleared to practice and play in the games. If a student comes out for the sport after the list has been made, the coach must not let the student participate at all and should send the student to the Athletic Director to get a clearance card. When the card is obtained it is returned by the student to the coach. Only then is the student permitted to participate.

If participants are to be added to the original roster, notification to the Athletic Director must be made two weeks in advance of the first contest that the player is intended to be used in. A deadline for participants to come out for a sport should be set and adhered to. It should be noted that additions to the roster are strongly discouraged after the deadline to try out has passed.

3. In the interest of safety, it shall be the policy of the St. Johns School District that no student will participate in any contest, game, etc., without having first completed ten (10) complete practices (in football the first five must be without pads and non-contact), and is deemed by the coach to be in good physical condition and well prepared to participate. An exception would be an athlete already playing another sport up to the start of the next season's games (i.e., football going to state championship).

Players must be required to attend all practices. If a player does not attend, they should not be permitted to play in the games. If it persists, they should be dropped from the team.

All coaches should follow the three-strike policy. A total of three violations of athletic or team policy without proper advance approval from the coach is grounds for dismissal from the team.

4. Scholastic Eligibility for Extracurricular "NO PASS...NO PLAY"
The St. Johns Unified School District believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience.

Extracurricular activities are defined as all activities for which no credit is earned (including interscholastic competition).

Eligibility for Extracurricular Activities

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Eligibility criteria to determine student participation is as follows:

1. All students that are participants in extracurricular activities shall maintain a passing grade in all their classes and be progressing toward graduation. Student progress will be reported by teachers every Monday by 8:00 AM. Eligibility checks will happen every week throughout the school year. A student who has an "F" grade in any class will be ineligible for the next week (Monday-Saturday). They will be allowed to practice with his/her extracurricular organization, club and team, but not participate in games/activities. Ineligible students may not travel with their group. Students can be declared eligible again at the next week's grade check.
2. The principal or designee will notify a student of his/her ineligibility status as soon as possible following the grade check on Monday morning. Attempts will also be made to notify parents by e-mail or phone.
3. Credits earned in a summer school program will be applied to the previous spring nine weeks grading period of the completed school year. The student's summer school courses must meet graduation requirements, and the grade must be recorded on the student's permanent record in order for the school to certify the student's eligibility to participate.

Administration will determine if the credits earned in summer school will constitute regaining athletic eligibility to begin the next school year

4. If a student is absent from school, the student will not be allowed to participate in any extracurricular function the evening or the day the excused or unexcused absence occurred. A student must be in attendance for at least one-half of the school day (4 periods) of an activity/game or on the day prior if a game is on a Saturday, holiday, or vacation. This includes seniors who may not have 7 periods. Participation in weeknight games is not an excuse for absence the day following the game. Also, any student who ditches one or more periods will not be allowed to participate in any extra-curricular activities that same day.

The responsibility for the enforcement of this rule rests with the coach/teacher in charge of the activity. If it is felt that justifiable reason exists to make an exception to the rule, the final decision will be made by the principal in accordance with A.I.A. regulations.

5. Any student whose general behavior presents a problem or jeopardizes general school discipline will be denied participation in extracurricular activities until such time his/her behavior warrants reinstatement, as determined by the administration.
6. Alternative School students are allowed to play sports at St. Johns High School as long as they adhere to all rules and expectations of students at St. Johns High School, particularly attendance, grades, and overall academic progress. All guidelines, procedures, and policies will be consistent between students of both schools.

EMERGENCY MEDICAL ATTENTION

1. It is recommended that local physicians be encouraged to attend athletic events through a letter of invitation and extension of a courtesy pass.
2. Each coach shall keep an accurate and up-to date squad roster with home telephone numbers of each player.
3. A properly stocked medical supply kit and injury consent forms and/or physical exams required of all student athletes must accompany teams to ALL contests and practices. Each supervising coach is responsible to see that this happens.
4. The supervising coach shall notify the parents as soon as is reasonable following an injury.
5. In case of serious injury the supervising coach, or his designated assistant, shall:
 - a. Summon an ambulance and remain by the injured player until the ambulance personnel assumes responsibility.
 - b. Accompany injured player to the hospital and arrange for treatment if parents are not available. Naturally, the parents can take the injured player to the hospital if they are available.
 - c. Stay at the hospital with player until parents arrive, and brief them on what has taken place before leaving.
 - d. Make no commitment as to the school paying bills.
 - e. Inform the Principal and/or Athletic Director as soon as is reasonable.
 - f. Follow up to check with parents and doctor as to the player's progress.
6. The supervising coach shall notify the Athletic Director of details of the injury and complete an accident report form for any injury requiring professional medical attention or which will cause the player to miss a practice or a game. This form must be turned in as soon as possible following the injury, but within 24 hours. (Form is in the Appendix)
7. The Athletic Director will review the above procedures with all coaches just prior to the beginning of their respective sport seasons.

FACILITIES, KEYS, SCHEDULING OF FACILITIES

1. Building keys will be issued to all coaches. These keys are not permitted in the hands of students, except approved managers.
2. Coaches must be present at all times when a facility is being used. Just being on campus does not suffice. You must be in the same physical location. Within sight and sound of all participants.
3. Students are not to be in the coaching office unless under the direct supervision of a coach. Long distance phone calls are to be kept to a minimum and only made for official school business. Do not make personal long distance calls from a school telephone.
4. Coaches are completely responsible for the facility and equipment that they are using. Coaches will be last to leave a facility, checking all lights and locks. Any damage to facilities shall be reported to the Principal and Athletic Director immediately.
5. Use of facilities must be cleared with Athletic Director in advance of needed day.
6. The Athletic Director will schedule the use of facilities with approval of building Principal. All practice times and coordination of the facilities will be set up prior to each sports season by the Athletic Director and head coaches.

FILMING OR VIDEOTAPING OF CONTEST

1. Each individual coach shall be responsible for securing a camera operator and training them. No person will be permitted to use camera equipment without proper training.
2. Transporting of equipment and film shall be the responsibility of the coach.
3. The cost of film or tapes must be included in the budget of that particular sport.
4. Any mechanical problems with equipment must be reported to the Athletic Director immediately.
5. If the region or conference has rules pertaining to video taping of athletic contests, we will abide by those rules (see Athletic Director about rules). It is recommended to trade tape with other schools whenever possible.
6. The issue of videotaping is becoming a very big thing in sports. Just remember to use good judgment and be honest in your dealings. Treat other schools with the same respect you expect from them.

FINANCES AND FUND RAISERS

1. All monies derived from ticket sales at regular season, athletic events and programs shall be deposited in the district auxiliary fund for high school athletics, (not including invitational tournaments). A financial summary will be prepared by the ticket sellers and filed in the district office for each athletic event. This will show the number of admissions sold and the total receipts received.
2. Income from invitational tournaments may be deposited into the student activity fund for that sport after all bills and financial obligations have been met. Athletic Director and Principal must give final approval.
3. All potential fundraisers must be approved by the Student Council and Principal before initiation. All money made from individual fundraisers by various teams will be added to that teams activity fund account.
4. The Athletic Department may sponsor various fundraisers for the entire athletic program that will require the assistance of all coaches and athletes in the district.
5. Fundraisers using school facilities or equipment for any individual or private use, will not be permitted, except through normal rental procedures as outlined by district policy.
6. Permission to sell concessions at regular season athletic activities will normally be granted by the student council with approval of the Athletic Director. However, at least one home game per season per sport will be given to the team whose sport is in season. The coach of that team will select the game they want prior to the start of the season. Each group that is selling concessions will be responsible for making all of their own arrangements.
7. Books shall be audited at the close of each school year when the high school activity fund is audited.

GAME HELP

1. All full time employees of St. Johns School District shall receive a personal pass that will get them into all home high school athletic contests, excluding invitationals, regional and State tournament games. In order to receive their pass, they must go to the district office and have their picture taken and the pass made. This must be done prior to attending any games or they will have to pay regular price. This pass is not to be used by anyone else. If the pass is found in the possession of anyone else, it will be confiscated and not reissued that school year. Passes may be given to other individuals in lieu of payment for services rendered at athletic contests, as long as it is of a financial benefit to St. Johns High School to do so.

2. Staff members are encouraged to donate help at activities whenever possible. However, if payment is necessary, it will be done according to the following formula:
 - a. Minimum wage per hour for general help (i.e., crowd control, clock operator, scorekeeper etc., any game, JV & freshman included).

 - b. \$10.00 per hour for ticket sellers at any game. In order for payment to be made, it is the responsibility of the worker to fill out a time slip and have it signed by the Athletic Director and turn it in to the payroll clerk at the district office by the deadline.

 - c. Track meet help and most wrestling tournament workers will not normally be paid, except for those positions listed in the A.I.A. bylaws. It would not be financially possible to put on a large track meet or wrestling tournament if all workers required payment.

 - d. The Athletic Director will negotiate with workers whenever possible to help keep the cost of activities down.

INVENTORY AND EQUIPMENT

1. All inventory charts are to be made by the head coach or his designated assistant.
2. As equipment is distributed, a comprehensive listing should be kept of who received what equipment and in what quantity.
3. At the end of the season, the athlete is held financially responsible for any missing equipment. The head coach is to report any and all incidents of missing equipment to the Athletic Director. No athlete will receive an award letter or certificate while responsible for delinquent equipment.
4. All inventory charts will be given to the Athletic Director for confirmation at the end of each season. Verification of equipment and uniform totals before storage and reconditioning will be made at this time. The head coach is responsible for any non-reported missing equipment (see 3 above).
5. All athletes and coaches must respect the enormous cost involved in outfitting our teams. In order to obtain and keep quality uniforms and equipment, each involved party must do his utmost to maintain updated and correct inventory charts.
6. Equipment listed on the inventory should be listed with brand name, size, condition, etc., to complete season end report.
7. It is the responsibility of the head coach, in cooperation with the Athletic Director, to see that all equipment is properly cleaned, repaired, and stored at the close of the sport season. A copy of the complete inventory will also be given to the Principal.
8. All inventories are to be filed at the beginning of each season when equipment is distributed to athletes. All missing equipment at the end of the season is the direct responsibility of the head coach. An athlete with outstanding debts (equipment or money) will have his grades withheld until proper restitution is made. Coaches must submit a lost equipment form to the Athletic Director in the season end report.
9. **Each coach for the ensuing sport's season shall be notified if his/her team should have a delinquent athlete on the roster. Delinquent players shall be ineligible for any form of participation in contests.**
10. St. Johns Schools athletic equipment shall not under any circumstances become the personal property of a student.

LONG DISTANCE CALLS

1. All long distance telephone calls must be for official St. Johns High School business only. Coaches, please do not abuse the privilege of being able to make long distance calls whenever you see fit.
2. Any unauthorized long distance telephone calls placed by a coach will be paid for by that coach.
3. Students are not permitted to make long distance calls.

PHYSICAL EXAMINATIONS/PRE-PARTICIPATION PAPERWORK

1. Our policy will be the same as that of the A.I.A.
2. No boy or girl shall be allowed to participate in practice or in games without having had a physical examination and have on file all necessary paperwork and be approved as cleared by the Athletic Director.
3. Any boy or girl will not be allowed to practice or participate until he/she has had a physical examination. This will have to be done at their own expense by their private physician.
4. Efforts will be made each year in April or May to set up a date for physical exams. It will not be necessary for the boys or girls who have been checked once during the year to be re-examined at a later date for the same school year. Exceptions to this policy would involve athletes who have had an injury or some other disability needing further medical check-ups.
5. The responsibility for boys or girls who participate or practice without having returned all of the necessary paperwork and received approval from the Athletic Director is the sole responsibility of the coach involved. Failure to adhere strictly to these rules will be grounds for immediate disciplinary action or dismissal from coaching responsibilities.
6. All coaches and advisors, no matter when your sport takes place, are encouraged to request that all of your athletes submit their paperwork and all required documents at the very beginning of the school year.

PLAYER RESPONSIBILITY

1. Athletes shall abide by all rules and regulations established by the AIA, the St. Johns Board of Education, the Athletic Executive Committee, and members of the coaching staff.
2. The athlete is expected to know the training rules as outlined by the Athletic Department.
3. All equipment issued to a player is to be worn only at practice sessions or scheduled games involving that particular sport.
4. Each athlete is individually responsible for all equipment issued to him/her.
5. Athletes will not participate in contests for another sport if they have not returned all equipment for the previous sport, or paid for it.
6. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body, and St. Johns High School, in general.
7. Athletes must be in school at least one-half (1/2) day (4 periods) in order to compete in a contest or practice that day or night. Any exception must have prior approval of the Principal and Athletic Director. This includes seniors, who may not have 7 full periods in their schedules.
8. All athletes shall uphold the traditions of sportsmanship and fair play.
9. Athletes may not quit one sport squad and join another in the same season without approval of both head coaches and the Athletic Director.
10. Any athlete who quits a squad before the end of his/her official season may forfeit his/her right to participate on any other team for the remainder of the school year. (To the discretion of both head coaches and Athletic Director).
11. Athletes shall be expected to dress properly when representing their school in all athletic contests both home and away. All dress code rules apply. They should attempt to create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and the community in general. If female athletes choose to wear dresses to school on game day, these dresses must follow the SJHS dress code.
12. An orientation to these rules is available from the Athletic Director and should also be covered by the coach of various sports prior to initiating the start of their seasons.

13. A player must be in good standing academically and not under disciplinary action in order to be eligible for interscholastic competition.
14. Athletes shall notify the coach if they are going to be absent or late for a practice session.
15. Unexcused absence from practice will result in disciplinary action by the coach. The only valid excuse will be absence from school or personal excuse by the coach.
16. All team members shall travel to and from all out-of-town contests by means of transportation provided by the school. Special consideration will be given only by parent's request and administrative approval.
17. Athletes shall not begin practice until a physical examination form and other required paperwork has been completed and filed in the Athletic Director's office.
18. These are just some of the rules. All other school district policies, as well as some that each coach may add are required to be adhered to as well. It is the responsibility of the student athlete to know and follow the rules.

SCHEDULING

1. The Athletic Director shall schedule all contests, with input from each head coach and the Principal.
2. If coaches have suggestions pertaining to their schedules, these suggestions should be made in advance of the season in writing. Once the schedules are made there is a strong commitment to the other schools. Changes in the schedule must only be done with the approval of the other school involved.
3. All scrimmages are to be arranged by the head coach according to A.I.A rules and submitted to the Athletic Director for final approval and scheduling.
4. No official commitments are to be made by any coach as to the actual scheduling of an athletic event without prior approval of the Athletic Director.

SCOUTING

1. Scouting assignments shall be determined by the varsity head coach and a schedule shall be submitted to the Athletic Director several days prior to going on the trip. Careful consideration should be given to trips that may require coaches to miss class time. If it simply can't be avoided, approval from the Principal must be obtained and a substitute teacher arranged as early as possible. It is also recommended that if student athletes are to go on the trip that they are home by 10:00 p.m. on school nights, otherwise they should not go.
2. It is recommended that whenever possible a school vehicle be used for transportation. The request should be filled out by the coach and approved by the Athletic Director. If none is available, mileage will be reimbursed for the coach's personal car on the basis of one car per scouting assignment, at the normal per mile rate, for the round trip distance between the scout's home and the event being scouted. (Subject to Superintendent approval and the availability of funds.)
3. Remember that any A.I.A., Region or Conference regulations concerning scouting, filming, etc., do apply and must be adhered to.

SEASON- END REPORTS

All head coaches, including the head spirit line advisor, must complete this form to be compensated.

FORMAT FOR PREPARATION OF SEASON-END REPORTS

- | | | |
|-----|------------|--|
| 1. | Cover Page | St. Johns High School
(Sport) Report
(Name) Head Coach
(Year) |
| 2. | Page 1 | Roster of players with awards won
(letters, numerals, certificates, etc.) |
| 3. | Page 2 | Schedule and results of entire program |
| 4. | Page 3 | New team and individual records and
special honors won by individuals |
| 5. | Page 4 | Evaluation of the season |
| 6. | Page 5 | Recommendations for the coming year |
| 7. | Page 6 | Proposed detailed budget for coming year |
| 8. | Page 7 | Inventory of <u>all</u> equipment |
| 9. | Page 8 | Outstanding equipment and/or
money (form in Appendix) |
| 10. | Page 9 | Self-evaluation and evaluation of
assistant coaches. |
| 11. | Page 10 | Coaching assignment recommendation |

This report is to be typewritten and submitted to the Athletic Director according to the following deadlines:

Fall Sports.....	December 15
Winter Sports.....	March 15
Spring Sports.....	Last day of school

Coaching salaries will be paid at the next regular pay period following submission of a supplemental salary voucher and approval of this report.
(Voucher found in appendix) -

DENIED PARTICIPATION- STUDENT- ATHLETE- SPIRIT LINE **CODE OF CONDUCT**

To be denied participation from a team means that a student will not participate in games or meets during the time of the denial. Permission to continue practice will be decided by the coach and Athletic Director.

The student will be informed in writing, of the intended denial and the reasons for the proposed action by the head coach. (Use the training policy conduct report in Appendix.)

The student shall have the opportunity for a hearing with the Athletic Executive committee. This hearing can be called for the purpose of challenging the reasons for the intended disciplinary action.

A letter shall be sent to the student's parents or guardians stating the specific reasons and duration of the denial. The head coach and Athletic Director shall draft the letter.

Violations on the part of students of any one or more of the following rules of conduct will result in denied participation:

- A. Misbehavior
A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction to the educational process.
- B. Damage to School Property
A student shall not cause or attempt to cause damage to school property on school premises or at any school activity, on or off school grounds.
- C. Assault
A student shall not cause physical injury or behave in such a way that threaten to cause physical injury to school staff, other students, or any other persons, while under the jurisdiction of the school.
- D. Dangerous Weapons and Instruments
A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence within any school building, on school property or at any school event.
- E. Tobacco
A student shall not engage in the use or possession of tobacco within any school building, on school property, or at any school event at any time. An athlete shall not use any form of tobacco at any time while an athlete or member of a team.
- F. Illegal Drugs and Alcoholic Beverages
A student shall not possess, use, transmit, or conceal any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any other mind-altering substance, including steroids. An athlete shall not possess or use any illegal drug or alcoholic beverage at any time while an athlete or

- member of a team.
- G. Theft
A student shall not take, attempt to take, or be in the possession of, the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.
- H. School Transportation
No student shall fail to cooperate with bus drivers or fail to comply with basic safety regulations established by the school system.
- I. Dress and Appearance
A student shall not dress in a manner that will present health or safety problems, cause disruption, or violate reasonable standards of decency or school dress codes.
- J. Truancy
See Attendance Policy in Student Handbook.
- K. Repeated Violations of Directions, Policies, Rules, Etc.
A student shall not repeatedly fail to comply with directions, policies, rules, etc., of any school personnel, during any period of time when the student is properly within the authority of the school.
- L. Plagiarism/Cheating
A student/athlete shall not take part in an act of plagiarism, cheating, or dishonesty in relation to academic performance. See “Plagiarism/Cheating” policy in the Student Handbook.

The St. Johns Athletic Department believes that it is a privilege for students to participate in the interscholastic athletic program. The Department further believes that it is the responsibility of the student to uphold the dignity of St. Johns Schools by not harming himself, his team, or his school by violating the Athletic Code during his or her sport season. It is also felt that all students should adhere to this code throughout the year. Additional training rules as supplied by each head coach/advisor will be approved by the Athletic Director before presented to the team.

VIOLATION OF CODE OF CONDUCT

First Offense—Two (2) week denial of athletic contest participation (14 days).

Second Offense—Denial of athletic contest participation for 8 sports calendar weeks. (Sports calendar weeks is defined as from 1st game of fall season to last event of spring season.)

Third Offense—Denial of athletic participation for one calendar year.

Fourth Offense—Denial of athletic participation for the remainder of high school.

Other Judgment—If an act, after review with principal and Athletic Director, is deemed serious enough any of the above suspensions could apply.

This denial of participation is cumulative for the entire 4 years of high school.

TRANSPORTATION

1. All participating personnel (coaches, players, cheerleaders, statisticians, student managers, etc.) must be transported by school provided transportation. Any exceptions must be requested and approved by the Principal, Athletic Director, and coach. The parent or legal guardian must initiate the request prior to the actual occurrence; violation will result in disciplinary action. Exception: Parent taking custody of student after a game. In this case, the parent needs to consult with the coach before taking the student.
2. A 15:1 ratio of students to coach(s)/sponsor(s) shall be the minimum standard, and a 10:1 ratio of students to coach(s)/sponsor(s) for overnight athletic trips. If extra seats are available, it is encouraged to allow extra coaches/sponsors to travel with the team/group. At least one of the coaches/sponsors must be a certified employee. An exception to this regulation may be approved by the building principal when deemed necessary.
3. Groups that are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex on an overnight trip. Coaches/ sponsors shall not share rooms with students.
4. Mixed groups on overnight trips shall be supervised by male and female sponsors. One group shall sit in the front of the bus and the other in the back of the bus, with at least one sponsor seated between the groups.
5. On all out of town trips, coaches/sponsors need to be strategically located in the bus to supervise their students, and a minimum of one coach/sponsor seated in the back of the bus. Coaches/sponsors shall remain awake at all times.
6. Meals shall be scheduled and everyone shall eat together when possible. Even if the coach is a parent of an athlete, they should also eat with the group.
7. Under no circumstance may a school bus or vehicle be used for any athletic event unless it has been properly requested and approved.
 - a. Athletic Director will prepare a schedule and give it to the coaches for their suggestions.
 - b. Any need for changes will be conveyed back to the Athletic Director prior to submission to the Transportation Director.
 - c. Transportation Supervisor and Athletic Director will review the schedule to make sure all trips can be and are covered.
 - d. The Transportation Schedule, once it is made, must be adhered to religiously unless game schedules are changed or errors are found.

8. Personal vehicles should never be used to transport students. The Principal or Superintendent must approve transportation of students by any means other than school vehicle.
9. Coaches are to inspect the bus for damage and cleanliness prior to allowing their team to board the bus, and shall inspect the bus at the end of the trip after everyone has left, for any damage or unseemliness that might have occurred during the trip. Any damage that has occurred should be brought to the attention of the driver at once. Further notification must be immediately forwarded to the Athletic Director in writing. Athletes who abuse school vehicles will not be permitted to ride on them again.
10. Whenever a coach or any athletic employee drives a school vehicle, the following policy will be in force:
 - a. Coaches must inspect the vehicle for cleanliness and damage. Report any damage to the Transportation Director and AD
 - b. Keys and credit cards should be turned in as soon as possible.
 - c. School credit cards are not to be used to purchase anything except fuel and oil for a school vehicle. If an emergency arises, other items for the vehicle may be purchased if absolutely necessary.
 - d. Cell phones are not be used while operating a school vehicle.
11. All transportation requests for athletic purposes must be approved by the Athletic Director before being submitted to the Principal or Transportation Supervisor.
12. When a team needs to leave during school or shortly after, they must come to school prepared to go. They should not expect to leave school early in order to get ready. We want to keep lost school time to a minimum. Students will normally be dismissed no more than 15 minutes prior to departure. Coaches are required to enforce this policy.
13. All requests for transportation during the summer vacation must be submitted to the Athletic Director and then to the Board of Education if out-of state, for final approval.
14. Coaches shall be familiar with all of the district policies regarding trips.

HOLIDAY AND SUMMER VACATION GUIDELINES

1. All activities that are held during a school holiday must have prior approval of the Athletic Director and Principal. It is intended that every consideration be given to the athletes and their family when planning practices and games or tournaments. In most all cases it should not be mandatory for athletes to attend practice over a holiday period. The coach must be flexible when scheduling in order to accommodate the needs of the players as much as possible.
2. All summer activities involving school transportation of St. Johns High School must have prior approval of the School Board and administration. All use of facilities and/or equipment must be scheduled with the administration.
3. All activities will be checked and approved by the Athletic Director to insure that they are in compliance with all local and A.I.A. rules and regulations.

All summer activities are strictly volunteer on the part of the athletes. At no time should an athlete be made to think that they would be held accountable or punished in any way, for not participating in a summer activity.

ST. JOHNS ATHLETIC
DEPARTMENT

SPIRIT LINE POLICIES

ST. JOHNS SPIRIT LINE STANDARDS

Purpose

Spirit line members are considered student athletes and are under the same guidelines and policies. Contained herein are standards specific to Spirit line.

The purpose of the spirit line squad(s) is to promote and support athletic events and good sportsmanship for the school. The individual spirit line member is to be an active member of the squad, sharing equally in the responsibility of performing the squad's purpose.

Objectives of the Spirit line Organization

1. To strive to maintain enthusiasm, good sportsmanship, and school spirit at all athletic contests through the leading of cheers.
2. To develop and learn leadership qualities as well as those skills necessary for working as a member of a team or squad such as; tact, understanding, the ability to follow, as well as lead, mutual respect for others, responsibility and tolerance.
3. To perform those skills involved in spirit line which promote the following: precision of movement, body coordination, aesthetic movements, and general physical well-being.
4. To understand the rules and regulations of the sports for which spirit line members perform in order to lead the appropriate type of cheer.
5. To exemplify respect for the opponent's team and spirit line squad, game officials, and all spectators.

Duties

All spirit line members are expected to take part in the following:

1. The leading of cheers at all assigned athletic events.
2. Practices set up by the squad and advisor.
3. Sign-making, decorating of the team member's lockers, and the making of spirit buttons as necessary.
4. Organization meetings when called.
5. The organization of and presentation of pep rallies.
6. Participation in all moneymaking projects.
7. Special events scheduled by the advisor.

Practices

1. Time and frequency of practices will be determined by the squad and advisor.
2. Attendance is mandatory. Failure to attend a practice without an excuse from the advisor could result in the denying of the privilege of cheering at the following game.
3. If a spirit line member is to be absent from a practice, the advisor must be notified prior to the day of practice.
4. Spirit line members are to be at practice on time.
5. Spirit line members must arrange transportation home after practices and leave the building promptly.
6. The advisor should be informed of all plans and have the final word on all cheers to be used.
7. All cheers should be reviewed by the spirit line advisor for their good taste and propriety and adherence to state guidelines. If there is any doubt as to the acceptability of cheers, the school administration should review the cheer in question.

Meetings

1. Meetings are to be held with advisor or with his/her knowledge.
2. Attendance is required.

Transportation

1. All spirit line members will ride the bus to and from all games unless personal parental contact with the advisor is made. Spirit line members may ride home with their parents only.
2. During football season, varsity spirit line members will ride the team bus. Unless a pep bus is also sent.
3. During basketball season, the varsity and J.V. spirit line members will ride the team bus, and are not allowed to sit with the players. They will sit in the front of the bus.
4. The spirit line advisor will accompany the squad to all away games, unless specific arrangements for supervision have been made in advance with approval of the Athletic Director.
5. All spirit line members will comply with the coach's rules and standard bus procedure as to the seating, behavior, etc.
6. All spirit line members should arrive at least ten (10) minutes before scheduled departure time of the bus.

Games

1. All spirit line members must be able to attend all games he/she is connected with, unless he/she is excused from a game by the advisor. The advisor must be given a one (1) day advance notice.
2. A spirit line member must be present at school one-half (1/2) of the school day to cheer that night, or have an acceptable excuse for the absence.
3. There should be no action that calls attention to the spirit line member as an individual.
4. Spirit line members in uniform are considered on-duty throughout the pre-game period, game time, and time-outs.
5. Spirit line members are expected to cheer as a squad when play is in progress. When the game resumes after the half-time break, all spirit line members should be cheering.
6. Varsity spirit line members are expected to be at home games by the start of the J.V. games to help reserve spirit line members.
7. Reserve spirit line members will sit together and cheer for the Varsity game and varsity spirit line members will sit together and cheer for the J.V. game. This does not include boyfriends/girlfriends! Time will be permitted for warm-ups. During basketball season, the varsity squad may have enough time to fix the hoop, and/or warm-up.... this does not mean a practice.
8. Any time any spirit line member is on another spirit line member's back there must be a spotter on each side of the mount.
9. Spirit line members are expected to discourage distractions initiated by fans and friends along the sidelines, and spirit line members must not be talking to friends when they should be cheering.
10. Keep everything on a positive note; we have neither the time or place for the negative.

Signs and Other Activities

1. Clear all decisions with the advisor.
2. Spirit line members must follow any rules or procedures set up by the advisor for "spirit boosting" activities throughout the season. (Signs, locker decoration, team treats. etc.)
3. Posters and signs should be placed on lockers or tiled walls. Use of tape is not advised on painted walls.

Uniforms

1. Spirit line members will, as a group, choose uniforms. The style of uniforms should be one in keeping with the established standard of school dress and color restrictions.
2. Spirit line member uniforms will be provided by the Athletic Department. Spirit line members must purchase shoes, socks, and blouse/shirt to go with sweater or vest, and tights.

3. Varsity football spirit line members must have their uniforms cleaned and turned into the advisor before being allowed to cheer for basketball. Any unnecessary repairs will be at the expense of the spirit line member.
4. Other necessary articles will be purchased by the spirit line members.
5. Uniforms should be worn only at games, rallies, assemblies, clinics, and other school sponsored functions.

Appearance

1. Neatness is important to the appearance of the spirit line member. Uniforms must be clean, pressed and well kept. Shoes are to be polished. (Remove emblems before washing or dry cleaning uniforms.)
2. Jewelry should not be worn except that which is considered part of the regulation uniform. (Excluding class ring, watch, small earrings or spirit line necklace for girls.)
3. Positively no gum chewing or eating during a game will be allowed, while in uniform.
4. Make-up or combs should be used in proper places. Hair should be styled so it remains neat at all times. No hair combing during a game is allowed.
5. Excessive use of cosmetics is discouraged.

Conduct of Cheerleaders During Athletic Competition

1. During any athletic event where the National Anthem is played, the cheerleaders must be at attention in the correct position, facing the flag, and singing the National Anthem. "Joking around" is not permitted.
2. During the football game:
 - a. The designated "home team" cheerleaders should welcome the "visiting team" cheerleaders. During this time, all particulars concerning the procedure to be followed should be discussed.
 - b. Before the actual beginning of the game, the "hello" cheer should be performed by the cheerleaders. Time previous to this can be used for warm-up chants, cheers, and songs with the assistance of the band. The squad should be well spaced in the area designated for the cheerleaders and in the full view of the crowd.
 - c. All chanting and cheering during the game should be spontaneous to the game situation. Chants should be "out" or "stopped" so as not to interfere with signs being called on the field. A GOOD RULE IS TO CUT AS SOON AS THE CENTER LEAVES THE HUDDLE.
 - d. Appropriate cheers should be done during the time-outs and at half time since the longer periods provide time for lengthier, formal, organized cheers.
 - e. Unfavorable spectator reaction should be stopped immediately, if possible, through the use of positive chanting.
 - f. Cheerleaders in uniform are considered on duty throughout the pre-game

period, game time, and time-outs. Cheerleaders who are band members may leave the field two (2) minutes (according to the game clock) before the half to dress for the half-time band show. Cheerleaders are expected to redress immediately following the band's performance.

- g. The conduct of the cheerleaders should be above reproach. Absence at any time during the football game should be discouraged. If such action is necessary, the advisor must be consulted and give approval. A note from parents may be required in certain instances.
3. During the basketball game:
- a. The home team cheerleading squad should welcome the visiting team's cheerleading squad before the actual start of the game. At this time, questions pertaining to warm-up areas, reserved area for cheerleaders, and the order for the pre-game warm-ups, line-up cheers, special recognition cheers, and the exchange of courtesy cheers performed during time-out and half time should be agreed upon.
 - b. The visiting team cheerleaders should be given the choice of being first on the floor during a time-out either first and third quarters, or second and fourth quarters. The pre-game period and the intermission period between quarters are considered as part of the new period.
 - c. When a cheerleading squad is not first to cheer during a time-out period, it may use remaining unused time to go onto the floor to perform a cheer. However, if a player, players or officials return to the floor, or the whistle or buzzer is sounded, the squad should immediately leave the floor. The cheer may continue as the cheerleaders return to their own section of the playing court.
 - d. With the exception of free throws, cheerleaders must never advance to the court and attempt to cheer while the ball remains in play.
 - e. If a "line-up" cheer is used, it must be done before the actual start of the game and not conflict with the warm-up practice of teams. When a team moves in close to the goal for individual practice, center floor space is usually ample for the performance of the line-up cheer.
 - f. The "hello" cheer may be exchanged before the actual start of the game if time permits and floor space is void of all players and officials. If the "hello" cheer cannot be performed at this time, it should be done during the first time out of the game. The "hello" cheer is an excellent courtesy cheer, and it encourages good relations between the schools. It should not be excluded from presentation.
 - g. Cheerleaders must be alert to safety hazards regarding the basketball game and players, and not interfere with the pre-game conference of the officials and captains of the teams.
 - h. Performance and leading format cheers during time-outs are vital forces in boosting enthusiasm and maintaining sportsmanship of the spectators. Each cheerleading squad should have a repertoire of cheers that are meaningful, short, and clear-cut in presentation.

- i. In addition to a variety of cheers, each squad should have a wide selection of chants to be yelled during the game. Cheerleaders should stand and face the crowd in yelling the chant and performing the motions. Spontaneous and continuous chanting before and during the motions. Spontaneous and continuous chanting before and during the game tends to be most effective. Formal cheers are to be avoided due to the lack of floor space, time and purpose.
 - j. Cheerleaders in uniform are considered on-duty throughout the pre-game period, game time, and time-outs. Cheerleaders may take a short, five (5) minute break during half time, and should be in position when the game resumes.
 - k. The conduct of the cheerleaders should be above reproach. Absence at any time during the basketball game should be discouraged. If such action is necessary, the advisor must be consulted and give approval. A note from parents may be required in certain instances.
4. Encouraging sportsmanship
- a. Cheerleaders can do much to encourage good relations between two opposing teams and spectators, such as remaining silent for the other school's cheers, leading applause for injured players, discouraging unnecessary noise during free throws, and beginning the game with a welcome cheer for the visiting team.
 - b. Home team cheerleaders should meet with the visiting cheerleaders and discuss with them the procedure of cheering during the game. This is important especially for basketball games. Exchange cheers should be encouraged between squads during half time.
 - c. Timing is extremely important in the selection of the cheers; therefore, squads should understand the rules of the games for which they cheer and select appropriate cheers to fit the situations in the games.
 - d. Cheers should always be positive. Remember to boost your team without antagonizing the opponent.

APPENDIX

SUPPLEMENTAL SALARY VOUCHER

I certify that I have fulfilled my duties as _____
_____ (position).

I have completed my inventory and stored all equipment, and completed my season-end report to the Athletic Director as required.

Coach's Signature _____
Date _____

Athletic Director Signature _____
Date _____

TO THE TREASURER

_____ has completed the
responsibilities of _____
and should receive his supplemental salary.

Athletic Director

Date

DISCIPLINARY CONDUCT REPORT

Athlete's Name _____ Date _____

Charged Violation _____

Statement of
Offense _____

Athlete's
Comments _____

First Offense _____	Date _____
Second Offense _____	Date _____
Third Offense _____	Date _____
Fourth Offense _____	Date _____

Penalty Imposed _____

Coach's Signature _____	Date _____
Athlete's Signature _____	Date _____
Athletic Dir. Signature _____	Date _____
Principal's Signature _____	Date _____
Parents Notified By _____	Date _____

HOTEL AND MEALS REQUEST FORM

SPORT _____ Date Requested _____

Hotel Accommodations Needed: YES NO

Hotel or Motel _____ City _____

Number of Rooms _____ Number of persons per room _____

Type of Rooms _____

Dates Needed:

Check In _____ Check Out _____

Meals Needed:

Total number of people:

Adults _____ Students _____ Total _____

Meal money may only be used on board approved coaches and staff members and official permanent members of the team or group. The Athletic Director must approve additional managers, statisticians, camera operators, etc.

Total number of meals requested:

<u>Cost per-meal</u>	<u>Meals Per-Person</u>	<u>Total meals</u>	<u>Total Cost</u>
\$5.00	Breakfast _____	_____	_____
\$6.50	Lunch _____	_____	_____
\$8.00	Dinner _____	_____	_____

Total cost of all meals _____

Remember, if you are staying overnight you may be allotted up to 3 meals for the day following the overnight stay. If you do not stay overnight, up to two meals may be allotted if necessary.

Tips cannot be paid with school money.

LOST EQUIPMENT FORM

(Fill out one form for each athlete)

Name of Athlete _____ Grade _____ Sport _____

Name of Equipment	Brand	Number	Replacement Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coach or Sponsor Signature _____ Date _____

Submit this form to Athletic Director along with the season end report or before if possible.

ST. JOHNS ATHLETIC DEPARTMENT

PARENTAL OR LEGAL GUARDIAN
CONSENT AND
PROOF OF INSURANCE

I/We give our permission for _____ to participate in organized interscholastic sports, realizing that such activity involves the potential for injury that is inherent in all sports. I/We acknowledge that even with the best coaching, use of proper protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions the injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death.

I/We also agree to provide medical insurance coverage for our student at our own expense, and to carry that insurance, in force for the duration of the sports participation. This insurance policy will include coverage for injuries incurred during participation in all interscholastic athletics.

I/We acknowledge that I/We have read and understand this warning and insurance agreement.

I/We further acknowledge that I/We have read, understand and agree to the basic AIA and local school rules and policies including the Code of Conduct, as they are outlined in this entire document and the actual AIA by-laws and the St. Johns High School Athletic Handbook. And further agree to abide by the decisions and interpretations of these rules by the athletic committee and/or administration.

_____ Date _____
Father / Legal Guardian signature

PROOF OF INSURANCE

Company Name _____

_____ Date _____
Mother / Legal Guardian signature

Policy / Group # _____

_____ Date _____
Student signature

Employer _____

Please fill out and sign this form on the necessary lines and return it to the Athletic Director. This must be on file before participation will be allowed.

Athletic Awards Request Form

We will purchase up to three awards per sport. It is a standard 5 X 7 plaque with an emblem of your sport on it. You are asked to fill out the following form so that we can have the plaques engraved the way you want. Please be very specific about what you want the plaque to say. Write each word legibly and spell them correctly, especially athletes names. Coaches, this form must be included with your season end report. Spring sport coaches must have their selections in by May 4.

Sport _____ Coach _____

Award #1

Award #2

Award #3

We also need a list of all of the athletes that you plan to “Letter” and have listed on the program. Exact numbers are very important.

