



Pueblo High School Athletics Department

2022-2023

Annual Fall Coaches Meeting

Mission Statement: The Mission of the Athletic Department is to sponsor broad-based highly competitive athletic programs that provide educational athletic and equitable opportunities for all students, including women and Minorites.

Each coach will be responsible for Downloading the TUSD Interscholastic Handbook as a reference and to educate each coach on the TUSD policies and procedures. Link for TUSD handbook Additionally, each coach will sign, stating they have Downloaded this handbook, attended the meeting, understand the professional boundaries policy, and received rule and scorebooks.

Welcome-

1. Administration Introductions:

School Principal: Frank Rosthenhausler

Frank.Rosthenhausler@tusd1.org

(520) 225-4304

Assistant Principal/ Athletic/Activities Administrator: Karla [Martinez](#)

Karla.Martinez@tusd1.org

(520) 225-4305

Athletic Coordinator: Miguel Sandoval

Miguel.sandoval@tusd1.org

(520) 205-1843

Administrative Secretary: Susie Ugalde-Vasquez

Susanna.UgaldeVazquez@tusd1.org

TUSD Director of Interscholastics: Desire Wheeler
Desire.wheeler@tUSD1.org

(520) 232-8650

Finance Manager Section

Finance Manager: Melina Montiel

Email: Melina.Montiel@tUSD1.org

Phone: 520 225-4402

Our FM will work with you, but not let you “slide” on anything; make sure paperwork is in order; everyone will be held accountable.

1. Booster Organizations
 - Shipping merchandise
 - Mailing bank statements to address other than Pueblo High School
2. Sponsors Declaration Re-Chartering of clubs-*If your sports team has a club, please understand Reactivation for club must be re-done every year*
3. Forms Packets for Clubs and Activities-
 - Sponsor Declaration Forms (Student Finance viewpoint)
 - Limitations and expenditures- plan your purchases at least 3 weeks ahead. *Club monies can't be used for non-TUSD vendors. If using club monies, you must have a club meeting first.*
 - Account names and numbers
 - Requisitions-*uniforms purchases must have prior approval from school administration and Interscholastics. Uniforms purchased with Club money belong to the students unless they donate their jersey to the program.*
 - Open purchase orders/purchasing-*plan 4 weeks ahead*
 - In-house purchasing and receiving
4. Back-up documents needed
 - Registration and entry fees
 - Club meeting minutes must be signed by officer
 - Student travel forms (see the handbook) plan 4 weeks ahead to avoid after the facts.

Finances-

1. The finance office is closely monitoring the use of money. You are not allowed to spend from an account without first meeting with the AP of Activities.

2. Participation fees go into the general sports tax credit account and this money is used to fund tournaments, invitationals, meals, and transportation if needed. In addition, we will look to use the money to support program needs. Do not count on this money to pay an assistant coach out of tax credit, if you want to use tax credit to pay a coach or funding for program needs the program must raise the money.
3. Meal Money-You will receive meal money to feed your athletes for any away game that is out of town. It is very important that you communicate with Miguel on how many athletes will be traveling and coaches at the beginning of your season so we can get the requests in early. Also, it is very important that you bring receipts for everything and the change to reflect the receipts. The receipts and change must be submitted the day after travel or the first day back to school to the finance office.
4. Purchasing- Do not purchase anything from a school account without approval from AP of activities Karla and Athletic Coordinator Miguel. If you order items before a PO is issued, you and your program will be responsible for the cost as we will not process after-the-facts.
5. Per administration, you are not allowed to put charges on kids accounts for missing uniforms or equipment without proper documentation and follow through on your part.
6. There is a new uniform policy for TUSD that brings us in compliance with the law. If you use any student funds to purchase uniforms, those uniforms belong to the kids. The only exception is when you get it in the club minutes that it is understood the uniforms become a donation to the school.
7. With invitationals, workshops, State, or anything that requires district money or out of town travel, not on the pre-approved calendar from the School Board, release time and student travel packets must be submitted before funding is approved. As soon as you get the paperwork, get started.

Booster Organizations**There will be a governing board approved Booster Club Handbook this year and we will be having a Booster club meeting to discuss. I need the name of your booster club president, VP, and treasurer ASAP.

1. Coaches and sponsors are NOT to be on any bank account. Two parent signers will mitigate any problems. We must have all current booster officers listed in my office. Boosters should have items shipped to an address other than the school and invoices should be sent to a Booster Club Officer and not Pueblo High School Athletics. *Coaches cannot be signees; get to know your treasurer-they are to keep track of balances; develop a positive relationship to develop trust; show up for fundraisers.*
2. I need to have current contact information for the booster officers. We will have information that will need to be communicated with each team's booster organization throughout the school year. I will be scheduling a meeting with all booster organization to help them better understand how they are to operate.
3. Get to know your organization's Treasurer, president, VP, and board members.

4. Coach and booster relationship-they do not work for you; they are a supporting organization that you take request to that they will vote on. Work with them not against them. Positive relationships with your parent supporters will ease many stressors.
5. Encourage boosters to “formalize” their organization with timely reports. 501 (C)(3)
6. Purchases by boosters must be sent to an address other than Pueblo High School.

Athletic Trainer Section

Athletic Trainer Section

Athletic Trainer: Leann Boone Email: Leann.boone@tusd1.org

Phone: (520) 349-1334

Please provide Leann & Miguel, your practice schedule. You need to be in constant communication with the athletic trainer & Athletic Coordinator.

1. **Lighting guidelines** (Interscholastics Handbook): Use the flash-to-bang method for distance. When the flash of lighting is seen, begin counting until you hear the thunder. Then divide that number by the 5 which gives the distance that the lighting is at. Recommendations are that if it is 10 miles or closer, the teams must come in. They must wait at least 30 minutes after the last flash of lighting is seen before returning to the field.

One of the coaches should be designated to watch the storm. Apps or phones can be used for this.
<http://weather.weatherbug.com/severe-weather.html> or
<http://www.wunderground.com/wundermap/> (note it gives you the data in relation to your nearest weather station point)

2. **Water bottles.** All athletes (does not matter which sport) need to bring their own water bottle daily. They should not share water bottles for practices or games-coaches need to enforce this. Please also see the Interscholastics Handbook.

3. **ImPACT testing.** All incoming freshmen, juniors and transfers/new athletes, must do the baseline testing for ImPact (concussion testing) with Leann. They must be tested prior to the first competition, or they will not be allowed to compete. Also, any students who have sustained a concussion within the last year must re-test. Please be cooperative in getting your athletes tested during the time Leann provides; it becomes very difficult to conduct make-up or “special” sessions as Leann has only limited time due to practice and competitions. Please be punctual for ImPACT testing and hold your athletes accountable if they do not attend their scheduled time.

4. **Heat illness.** All coaches must read and review the recommendations for dealing with heat illness and understand the information presented in the Interscholastics Handbook.

***Weigh ins.** Football and cross country athletes will need to weigh in and out daily for the first 3 weeks of practices as a part of the heat acclimation process. Leann will have weight charts and

scales at your team's practice. Please hold your athletes accountable for this as it must be done each day. Once an athlete completes the required 15-day acclimatization period, he/she will be cleared by Leann.

5. Training room/athlete treatments: The training room is open from 3:20 to 4:20 each day. Please ensure that your athletes are going in for treatment with Leann when necessary. This will keep the athletes in the activity or help them return sooner. Also, please maintain effective and continuous lines of communication with Leann regarding your athletes and their current conditions. No athlete is to be in the training room unsupervised without Leann present.

Reminder: If an athlete sees a doctor/medical professional following injury, the doctor must give signed written clearance before the athlete can return to practice or competition. Leann Boone has the final decision- doctor's clearance is not the final "stamp".

6. Emergency procedures. Please review the emergency procedures in the Interscholastic Handbook. The emergency procedures are very important to always understand but remember in the event you are in type II coverage you will not have an athletic trainer present. Always remember 911 must report to the scene for free.

7. Emergency plans. Just a reminder that officials are starting to ask if we have an athletic trainer, emergency plan, and AED on site. Please be familiar with the emergency plan and the location of the nearest AED. If you have any questions or concerns, please direct them to Leann.

8. Attendance on Game Day. If a student misses' school for a doctor's appointment on the day of the competition, they must turn in a doctor's note to the Athletic Office prior to competition in order to be eligible. If the student is too sick to go to school, he/she is too sick to play. Our teachers will notice if a student isn't in class yet was practicing/playing that same day.

Athletic Coordinator Section

Athletic Coordinator: Miguel Sandoval

Email: Miguel.sandoval@tusd1.org

Phone: 520 205-1843

Supervision and Securing the Campus-

1. **ALL STUDENT-ATHLETES** need to be supervised. If students are called out of class for traveling to an event, they must have a coach on campus supervising them until they leave. *If you schedule anything, you must supervise every area.*
2. Initiations/Hazing/Bullying-Do not allow this to occur and **if there is any inclination then intervention should take place.**
3. Do not give or lend your keys to students for any reason! The price of lost keys:

Grand Master Key	\$250.00
Building Master Key	\$100.00

Area Master Key	\$ 75.00
Exterior Door Key	\$ 75.00
Change/Room Key	\$ 25.00
Padlock & Miscellaneous	\$ 10.00
Card key	\$ 25.00

4. Lock-up/secure all gates-set alarms if after 10:00pm during the school year and after 7:00P pm in the summer.
5. Have all your kids keep their valuables locked up during practices and games.
6. On the weekends, please secure any gate and areas you use. **The main gate should remain closed during the weekend unless there are preplanned events on campus. Otherwise, use back gates.**
7. If you travel with boys and girls, please separate them on the bus. **A paid coach is required on buses. No exceptions.**
8. Parking-On the Dirt Road between Fb Visitor bleacher and practice fields are prohibited to students spectators or coaches. Parking on ramp just east of training room or below by grounds bunker is also prohibited to students and spectators & coaches. There is a safety concern with traffic and illegal parking may interfere with EMS vehicles.

Sports -

1. Checking rosters
2. Please make sure all Athletes register through ATS.
3. Try Outs-Communication is very important during this process. Make sure you are communicating with parents and athletes on a regular basis. You need to have a system in place that justifies in writing why a student didn't make the team if we are challenged by a parent. You will need to submit your try out evaluation forms to Athletic Coordinator before tryouts begin.
4. Making sure all coaches have paperwork done and turned in. Volunteers must have FP done every six months and now they must wait till the results are in.
5. Communicate tournaments and extra events you may participate into the AC now!
6. Impact testing takes places for all juniors and freshmen and anyone who suffered a concussion, or they are new to the school or playing sports for the first time. Please be aware of those dates and emails send by the AT.
7. Check equipment needs and orders. I need an inventory of all uniforms for all programs. You must track your equipment and uniforms and hold athletes accountable if they lose them or do not return them.
8. No Uniforms are Equipment will be issued to student athlete until all paperwork is completed and participation fees are paid.

School Vehicles and Mini buses

1. Make reservations as soon as possible prior to the event-minimum 2-week notice.

2. Maximum number of passengers is 14 including the driver.
3. You must be an approved TUSD driver with your DL on file with our athletics secretary in the office.
4. If you plan on using Mini buses you must have Mini bus certification. If you are not certified and plan on using Mini-Buses, you will need to take in person driver safety Course. Please reach out to Miguel for scheduling minibus in person training with school safety.
5. Keep the buses clean.
 - If you are scheduled to use the vehicle, it is your responsibility to call the Activities Office prior to the day you leave and make sure the van is available (not in the shop for example). You must always check and communicate the fuel level to Activities Secretary, AD or AP. Fuel in Tucson is obtained from transportation fuel pumps only. Logs must be filled out, located inside the buses
 - When leaving town, the vans must be road tested at eastside transportation. **The pre-trip check is ONLY done on Mondays before 11:00.** When coming back to town make sure the van is filled up. Use your credit card and promptly turn in the gas receipt to be reimbursed, no reimbursement for in town travel. **Credit cards are for lodging at State events only.** You should fill the van at eastside transportation and make sure it is clean before returning it.
 - Complete and sign the mileage forms each time you use the van.
6. Accident report forms are to be filled out immediately. Procedure forms are in the van packet. Call school security at once and report the accident.
7. Last person to use the vehicle for the day will return the keys if it is before 3:30pm or you will return the keys the next business day. Report any damage to vehicle i.e. dents, scratches, windows etc.
8. You will not be held financially responsible for “normal” accidents, so report all damage to school vehicles.
9. In-Town-Do not ever put gas in the vans in town because we cannot reimburse you, use the transportation fuel pumps in town..
10. Overnight-Use the vans as little as possible try to make the trip on the one tank that is full when you depart.
11. You must complete the safety course on TrueNorth Logic, through the TUSD website, to be approved by the district. Professional Learning Portal course **#13272 Driver Safety Training.**
12. If a van breaks down, you must stay with the van until transportation picks up the van.
13. Transportation- Make sure you work with Miguel on completing the transportation. You should communicate the times you would like to be picked up for each competition. You cannot have your kids released early from school unless necessary. If it is a local game, your athletes will be released when school is dismissed unless approved by the principal. If early dismissal is necessary, coaches must notify the Activities and Attendance Office

(including names) to let us know what time to release. TUSD Transportation now requires students to be ready to board the bus within 10 minutes of departure time. For any transportation issues that occur during school hours, contact Miguel Sandoval 520 205-1843 After hours, please call Central Transportation first 225-4800. If no answer, call School Safety 584-7676. Work with Miguel on completing your transportation prior to your season starting.

Travel-

1. If you wish to attend events outside the Tucson area, that are not on your regular schedule, your club will need to pay for transportation, meals, and lodging.
2. You must do travel/field trip paperwork anytime you are doing anything with students off campus. I will email you the in town (4 weeks prior) and out of town forms (6 weeks prior).
3. Send a student excuse list to Activities Office at the latest the morning of the event.
4. Bus pick-up and arrival request-take warm up time into consideration. Please communicate this information with Miguel Sandoval.
5. Parents transporting Student-Form 828 A. Copies of this form are in the Activities Office or online <http://www.tusd1.org/Departments/Interscholastics/Interscholastic-Forms>
6. Bus pick up & drop off is almost always off 12th avenue bus bay on eastside of campus.

Student Travel: Field Trips & Students Excuses-

1. Field Trips/Paperwork- If you are traveling out of state/overnight the paperwork must be in 6 weeks in advance. If you are traveling out of town/overnight paperwork must be in 4 weeks in advance, and if you are traveling out of town but not overnight the paperwork must be in 4 weeks in advance.
2. All paperwork must be typed and complete before accepted. The forms are writable.
3. Trips will be canceled or denied if field trip paperwork is not submitted or turned in on time. **Plan and complete in advance.**

Eligibility and General Information-

1. All 9th graders now enter HS eligible; however, they will need your support if you want them to be successful. Students gain and lose eligibility every 4 ½ weeks (can regain and not lose 2 ½ weeks after that). You need to stress and communicate to your student athletes the importance of grades daily. Also, notoriously the most difficult time is the first 4 ½ weeks of each semester. You should be tracking the grades of your athletes and putting them on academic achievement plans if they begin to struggle. Any athlete on your team with a “D” should be placed on a plan until the “D” is raised.
2. Avoid the rush. Encourage students to complete their forms ASAP in ATS (4 forms). Additionally, they must hand in a complete AIA physical form and proof of AIA Brainbook and Opioid if they have never completed it. Students with completed

paperwork will be processed ASAP. Incomplete packets will not be processed, the student will be called to the office, and they will not appear on your official roster. If your sport has a try-out period, you will receive try-out roster. Once final cuts have been made the athlete must pay their fee before they can compete. You must submit a final roster to Miguel after cuts are complete and inform the athlete, they must now pay the fee. Returning students will be able to log on with their log in name, the password has been reset to new, and database is still atstucson. They will have to pick their school and sports again, update info, and fill out and sign four, not eight forms.

3. Anyone who is ineligible may participate in practice, but cannot participate in any competition, cannot travel with team even for scrimmages, and cannot be issued a uniform.
4. Monitor attendance of participants, if absent without being excused from their parent, they cannot participate in competition.
5. If a family or athlete ever approaches you about wanting to play for you or Pueblo High School, you cannot provide them with any information. Simply state I will need to refer you to my administrator Miguel Sandoval. Either give them my email or office line and I will talk to the family so there are no AIA violations taking place.
6. Keep areas clean; ***hold players accountable; there should be accountability for a messy area. Weight room included!!!***
7. TUSD Code of Conduct-This is a pledge to refrain from the use of drugs alcohol and tobacco. This has progressive discipline attached on top of school discipline. If the athlete is found in violation, they are suspended from their sport for two weeks. Second violation removed from team and third not allowed to participate in sports. Note: there is an appeals process if necessary.
8. Coaches' meetings will be held seasonally. I'm looking at holding these in person when possible.
9. Out of season coaches talking to in season athletes. I will require one day for you to end practice 30 minutes early so out of season coaches can speak to in season athletes about play the next season of sport/s.
10. Scrimmages- Make sure you communicate your pre-season scrimmages to Miguel so we can schedule the home scrimmage or get transportation to the away scrimmage.
11. Communicate with the teachers of your athletes in advance. Draft a letter to the teachers introducing yourself and your program. Let them know you are here to support them in any way possible.
12. A champion is reflected in their everyday existence. Pay attention to the seemingly insignificant details.
13. Sundays and Holidays-no mandatory practices-***no optional practice on Sundays.***
14. Banquets need to be held in a timely manner.
15. No more no call, no shows for coaches' meetings. This considered part of your job duties. **This includes ALL site and district meetings.**

16. Anyone interested in feeder school visits? It is important we continue to build pipelines with our feeder schools We strongly encourage you Coaches to visit our Middle schools and make those connections. Please let Miguel know if you are interested in reaching out to our feeder schools.
17. Activity Busses run every full school day leaving the front of the school on 12th avenue at 5:40pm.
18. If you receive any information on Grants, please send them my way.

EEF Interscholastic Scholarship Guidelines-

Have as many of your kids fill these out as possible. Simply state if you are having financial hardships come see you in private and then give them the form or you could send them to the activity's office. It is important that student-athletes who qualify for free lunch will receive a full scholarship of \$65. Students who qualify for reduced price lunch will receive a partial scholarship of \$35. The most crucial information is the number of people in the household and annual household income.

Student-Athlete Eligibility-Administrators Approval-

- Out of Season Guidelines at the end of this document.
- **ADMINISTRATION wants to make this mandatory**
Monitor attendance of participants.

When your sport is in season, grade checks. I can provide you with a current "D/F" report if requested.

- Practice clearance-If a student is added to the roster late, they will arrive to practice with a clearance slip or some contact from Miguel Do not just take their word for it. I will communicate to you any late additions for the day. The athlete is not permitted to practice till they are cleared by the activity's office through ATS and placed on the Synergy roster.

Area Reservations: Gym/Practice Schedules-

1. Turn in request at least a month in advance of event. This is done to ensure that the area is not already booked and so the engineer and custodians can adjust their work schedules and enough time is allowed to hire security or other help if needed. You will need to complete an ARF (Area Reservation Form) and submit to our Activities Secretary. ***Placing something on the calendar does not reserve the space for the event. Please check the area reservations in the Activities Office to determine if the space required is available. Please let us know if any community members are interrupting your practice.***

In season sports automatically have their designated area reserved and practices are considered closed. No kids hanging out or parents.

1. hardship. The final decision on eligibility lies with site administration.

Mandatory Power Points-

Please let me know through email if you have not completed these. An email with a read tag will be sent to each of you. Professional Boundaries PowerPoint and Sign Sheet. This must be done per Interscholastics and the USP!

Procurement Training

1. Child Find
2. Professional Boundaries

Team Photos-

1. Please have a parent or coach take a team photo early in the year for the AIA website.
2. Our Media Specialist Adalberto Rodriguez is very advanced and can assist with this and much more. Please feel free to contact him via email :Adalberto.rodriguez@tusd1.org

Transfer Students-550 forms-

All athletes that transfer to PUEBLO HIGH SCHOOL from anywhere must complete a 550 form at home or with Miguel. Please monitor any athletes that come to your program that are new to our school and provide the information to Miguel. If these are not completed it will result in an AIA violation. The 550 also covers athletes that transferred and did not move. The transfer rule is 365 days or within 365, the 50% rule for in state, first time transfers. Out of state transfers, first time, can become immediately eligible if they do their 550 and live with a legal guardian. Hardship appeal deadlines come long before the season begins and paperwork must be submitted early, the AIA put in place hard deadlines. This only applies to situations that are unforeseeable, unpredictable, uncorrectable, and are truly a hardship.

Volunteer Coaches Cannot Coach Until-

1. **ALL paper is complete!** (Head coaches are responsible for sending volunteers to complete the paperwork to the Activities Office). Once a coach is a volunteer, they will not be able to become a paid coach for the season.
2. Each volunteer must meet with and be approved by Miguel or the AP.
3. CPR/AED has been completed, First Aid is optional, and their name is on the Pueblo High School AIA volunteer list signed by the Director of Interscholastics.
4. Fingerprint clearance card. Must be a level one IVP for independent supervision or have a Human Resources background/fingerprint slip.

5. All NFHS and health/safety courses and certificates (FOC and Concussion) must be on file with TUSD Human Resources. Susie will help you with this.
6. ATC PowerPoint and sign sheet from the AD.
7. All these copies along with the application and background check pages from the volunteer coaches' packet must be turned in to Susie.

Paid and Assistant Coaches Cannot Coach Until-

1. **ALL paper work is complete!** CPR/ AED, First Aid (updated every two years), NFHS FOC and Concussion Courses (updated every two years), True Northlogic: Acts on facts Suicide Prevention (every year) Blood Borne Pathogen (updated yearly), ATC(updated every two years), IVP Fingerprint Card(updated every six years), Teaching Certificate or equivalent (Head Coach), and new hire paperwork. *Coaches cannot practice until they are cleared by TUSD Interscholastic and TUSD HR. Coaches are not receiving payment until they are cleared.*
2. New Coaches must attend orientation at HR. You may not volunteer and then become a paid coach.
3. Fingerprint clearance card. Head Coach IVP, Assistant Coach IVP
4. CPR/AED, First Aid has been completed and signed by the coach. It cannot expire during the season.
5. Blood Borne Pathogen-classes through TUSD. Renewal every year.
6. Pay will not begin until TUSD Human Resources has processed and approved all paperwork.
7. All NFHS and health/safety courses and certificates must be on file with TUSD Interscholastics. Jason will help you with this.
8. The complete set of rules and regulations are found in your AIA constitution and bylaws, as well as in the TUSD Interscholastic Handbooks. There is a rules meeting held by the AIA for each sport and you are required to attend on the Saturday before your season starts. If you or a paid coach from your program do not attend, it is a Bylaw violation and must be reported to the AIA. Your program will be hit with the violation. It is your responsibility to be the master regarding the AIA bylaws in your sport. It is your responsibility to become familiar with the rules and regulations. Head coaches are responsible for informing assistant coaches and volunteers of all rules and regulations. Be very clear as to when and where to report for practice and always ensured there is supervision present. See details at the end of this document.

Note: CPR/AED and First Aid renewal. Interscholastics is going to require all CPR/AED and First Aid Cards be renewed in late May, June, July. If you have a recently issued card you will be good for one season, but after that, you must get it renewed in late May or June. This is in response to the Bylaw change allowing year-round coaching. Your ePar will not be complete and you will not be paid, plus you cannot start coaching until it's done.

Sportsmanship-

1. AIA/TUSD sportsmanship rule-Ejection is a 2-game suspension. One for AIA and an additional for TUSD. ***Also, a letter of direction from the AP. Any coach ejected could potentially be risking their continued employment.***
2. Please communicate to coaches and players the following
 - Character Counts: The six pillars of Character Counts will be emphasized this year as part of each sports program. Remember that it is the coach's responsibility to model good character and a coach being ejected from a game is not modeling good character. We expect all PUEBLO HIGH SCHOOL students to pursue victory with honor; it is expected that athletes will always act in a respectful way when dealing with adults, officials, and members of the opposing teams.
 - Dress Code-Professional attire is required at all games.

Coaches Evaluations-AP

1. At the beginning of each season, the AP will need to meet with all head coaches, evaluates all head coaches.
2. Head coaches will evaluate assistants in writing and turn into the Activities Office no later than two weeks after the season ends. Please indicate at least one area of growth for each assistant coach.
3. The evaluation forms are found in the Interscholastic Activities Handbook; ***also, on TUSD website.*** Miguel will email these forms along with a season ending roster, inventory sheet, and record/season awards list.
4. ***If your assistant coach evals. are not done immediately following the season you will be in jeopardy of a LOD or LOR.***
5. ***Also, rosters records and inventory sheets are due at your post season evaluation.***

End of Season-

1. All equipment and uniforms are due **ONE** week after the end of any season or state playoffs.
2. **All athletes on your roster will be ineligible to participate in the next season's sport until you verify and clear your finance account.**
3. Set a date for your banquet as soon as possible during the season. Communicate the date with Miguel and AP. If the banquet is on campus, please submit your ARF at least 3 weeks in advance.
4. It is a professional courtesy to invite the School Administration to the banquet even if they cannot attend.
5. No PUEBLO HIGH SCHOOL equipment can be taken off campus.
6. Reports are due to the AD two weeks after the season ends. Including season summary, inventory and needs list. Submit post-season acknowledgments including scholarships,

senior completers, four year participants in same sport, 3 varsity letters in one year, and should all be included in summary.

7. Please communicate any marquee postings or announcements to the Admin. Sec. or AP.

Out of Season Coaching:

1. If you are coaching your athletes, they must have a current physical on file, and all cleared through the activity's office. Physicals will have to be updated before the beginning of the school year if they are older than March 1st. A physical used for the most current school year will cover them up till the start of school in August.
2. **I will need a full schedule of practices, times, locations, dates.** These will have to be approved by administration. Additionally, you cannot compete with in season sports for access to fields, the weight room, any space, etc. **In-season sports have the priority over out of season.**
3. There will be blackout period where you are not allowed to coach your kids. Please respect our blackout for the first month of any season so as not to compete with other programs for our limited recourses of multi-sport or potentially multi-sport athletes. For example: August would be for in season sports practice and games only. Same goes for November and February.
4. Liability and catastrophic insurance are not provided by the school at this point. We will move forward knowing this and operate under the advisement of district leadership.
5. If you decide to compete, which is allowed, all costs will be incurred by your program. Entry fees, meals, and busses will not be provided. Also, liability and catastrophic insurance is not the responsibility of the district and must be provided. White fleet vans will be available, but in-season sports will have priority.
6. This puts a huge burden on our athletic trainer, who has the season of sport athletes to take care of in addition to your kids. Also know that in-season sports come first as far as taping and treatment.
7. There is a prohibition on football against using shoulder pads and helmets.
8. If an athlete decides to quit a current team to participate in your practices, they will not be able to do participate until the season for the sport they quit is finished, or they are given a release from the coach and administration to do so.

9. Important! Per AIA Bylaws and this is a special point of emphasis from our district leadership, you cannot hold it against a kid if they do not attend your practices. This can have no bearing on a kid making your team. That is in direct conflict with AIA Bylaws.
10. TUSD policy states: You cannot deny any enrolled Pueblo student who would like to participate unless in the case of disciplinary action taken by the school where they are not allowed on campus or other administrative actions. Additionally, you can only coach PUEBLO kids, not kids from other schools or middle schools, etc. Doing so violates AIA Bylaws against prior contact and recruiting and puts their eligibility and your job at stake. At the end, I'd like to hear your idea on kids maintaining their grades.
11. Special emphasis: Any coach forcing a kid to pick one sport only will not be supported by school administration or district leadership and consequently will not be employed at PUEBLO or any other TUSD school upon discovery. In other words, you will be terminated. You are all aware of the numbers problem we face with our athletes at PUEBLO, and we must share our athletes with other programs.

Mandatory AIA Coaches Clinic, Start Dates, and Hardship Dates:

All AIA coaching meetings the Saturday before the season is mandatory and must be attended by at least a paid coach from the program if not the head coach. This will be a violation that must be reported against the program if not attended. We continue to press for a Webinar or rotating locations, but to no avail so far.

Hardship Appeals by season:

Hardship appeals will now have a hard deadline. If a kid comes to us late with a hardship and the deadline has passed, they are out of luck. Let's do all we can to identify those kids early.

Fall Sports:

Football, Golf & Fall Soccer **only**

August

Remaining Fall Sports

August

Winter Sports:

October

Spring Sports:

January

Mandatory coaches' clinic dates:

Coaches Workshops: (Virtual courses via School Dashboard) **Workshops will be available at least 10 business days prior to the deadline date.*

Spiritline: Deadline to complete -

Fall Sports: Deadline to complete – August 6

Winter Sports: Deadline to complete -

Spring Sports: Deadline to complete -

If you cannot attend, prior approval from the AIA is required and you must view the online/archived session and get a briefing from the other coach who attended. For example: If I miss the golf meeting, I must view the conference online after the fact and then Denise will have to brief me on the breakout session for golf.

If you are a volleyball coach for girls and boys, you only must attend one, but must give prior notice to the AIA. Same for cross country and track.

Season of Sport:

Start dates:

Football: August 8th

All other fall sports: August 8th

Football- Earliest game September 2nd, latest game November 10th

Girls Volleyball- Earliest game August 29th, latest game October 27th

Cross country- Earliest meet September 7th, latest meet October 19th

Swim- Earliest meet September 1st latest meet October 13th

Spiritline-**TBD**

Winter sports begin October 31st

Girls and Boys Basketball- Earliest game November 29th, latest game February 1st.

Soccer- Earliest game November 16th, latest game **TBD**

Soccer Blackout Dates for Officials: 11-29, 12-1, 12-13, 12-15, 1-10, 1-12, 1-24, 1-26

Wrestling- Earliest match November 21st, latest match February 1st

Wrestling Blackout Dates for Officials: 12-14, 1-25

Spring sports start February 6th

Baseball- Earliest game February 22nd, latest game April 25th

Baseball Blackout Dates for Officials: 3-7, 3-10, 3-28, 3-31, 4-18, 4-21

Softball- Earliest game February 22nd, latest game April 25th

Softball Blackout Dates for Officials: 3-7, 3-10, 3-28, 3-31, 4-18, 4-21

Track- Earliest meet February 22nd, latest game April 26th

Tennis- Earliest match February 22nd, latest game April 18th
Boys Volleyball- Earliest game February 27th, latest game **TBD**

Closure-

1. First Impression-Set the tone
2. Supervision-Always when you have always scheduled a practice. Do not leave your athletes on campus after an event or practice particularly if it is late. It is the coach's responsibility to ensure all athletes are safe and taken home.
3. Eligibility-grade reports-weekly checks by the coach. Do not send the athletes to the teacher the week grades are due. The accountability should be continuous.
4. Gates-Secure them when using them.
5. Expectations-We lead by Example-Speak to your athletes like a professional.
Communication with families, athletics office, players, and coaches is a must. There is no such thing as too much communication.

Providing your roster to MaxPreps, uploading a team photo to AIA, voting for section and division players and reporting scores to the AD are all part of your job description.

NFHS Network-We will be broadcasting as many home games as possible through NFHS Network. I'll provide you with handouts for the athletes to give to their parents.