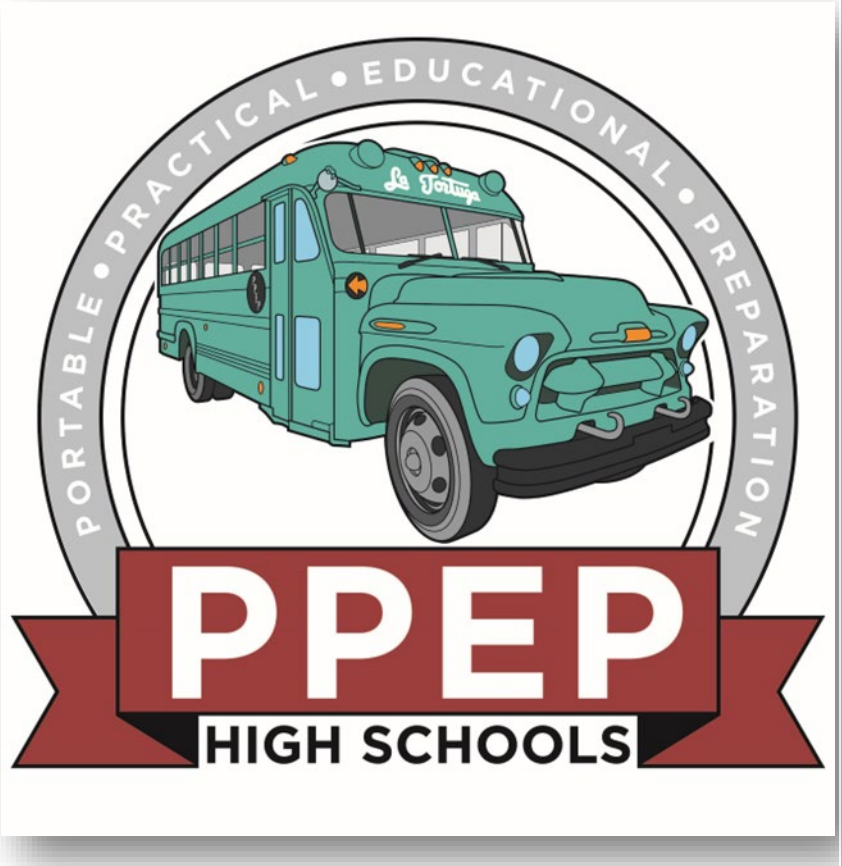
SY 2024-2025

# PPEP TEC High School Athletic Program Handbook




**STUDENT SERVICES DEPARTMENT**

**PPEP TEC High School**

**SY 2024-2025**

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# MISSION STATEMENT

***The mission of the PPEP TEC High School Athletic Program is to create extracurricular activities for currently enrolled students that will create attributes in our student-athletes and prepare them to enter society as PPEP TEC High School graduates. These attributes are modeled after two ideals: Athletic Leadership and The Six Pillars of Character.***

# 1. Athletic leadership and the six pillars of character

With the following guidelines, sports coaches, school personnel, student-athletes, and parents, will help the PPEP TEC High School Athletic Program prepare our students for life after high school by helping them build a foundation of their morals and values. This will support our Mission as PPEP TEC High School and the PPEP TEC High School Athletic Program.

It is also expected that in participation in these programs, the student will show improvement scholastically by increasing attendance, credit completion, higher grades, positive attitudes, and matriculation. It will also show a decrease in disciplinary actions, unexcused absences, negative attitudes, and other barriers that obstruct the mission of PPEP TEC High School and The PPEP TEC High School Athletic Program.

*By using the following guide by coaches, student-athletes, school staff, and parents the PPEP TEC High School Athletic Program will show a positive impact for all stakeholders.*

**The PPEP TEC High School Athletic Program Goals with the mentorship of their team coaches are:**

1. To help student-athletes develop the following leadership skills
    a. Accountability
    b. Integrity
    c. Communication
    d. Decision-making
    e. Discipline
    f. Resilience
2. To help student-athletes develop the following attributes in their character
    a. Trustworthiness
    b. Respect
    c. Responsibility
    d. Fairness
    e. Caring
    f. Citizenship

# 2. Documents used in the PPEP TEC High School athletic program

The following documents will be used for the entire school year by the PPEP TEC High School Sports Program Staff, Coaches, School Personnel, Student-Athletes, and their Parents. Copies can be obtained at your school campus by providing a reasonable request with school staff and allowing reasonable time to obtain these documents. **Signed copies of a student-athlete 18+ years old, a parent, or legal guardian, must be requested at the school. Copies will be kept in the student's cumulative file in the school office. **

A. Coaches-Code of Conduct
B. Basketball Parental Consent Form which includes:
   - Away game field trip consent
   - Medical Release
   - Release of Claims against PPEP TEC High School and its Affiliates
   - PPEP Student-Athlete Expectations Form
C. Cheerleading Parental Consent Form
   - Away game field trip consent
   - Medical Release
   - Release of Claims against PPEP TEC High School and its Affiliates
   - PPEP Student-Athlete Expectations Form
D. *Student Code of Conduct, included in the Parental consent Form
   - Attendance
   - Academic expectations
   - Behavior
   - Consequences of concerning actions
E. Coach Stipends
   1. For PPEP TEC High School Staff Only
      a. Each school is allotted so many clubs, sports can be on of them
      b. This process is completed with the guidance of the Lead Teacher OR
F. Independent Contractor Agreement
   1. For non-PPEP TEC High School Staff
   2. The agreement is completed with the guidance Student Services Department
      a. W-9 Tax Form
      b. Fingerprint Clearance Card
      c. Monthly or quarterly invoices

***Should disciplinary actions occur with a student-athlete, all documentation will be kept in the student's cumulative file. Should the student withdraw from PPPE TEC High School and the preceding school requests disciplinary documentation, these records will also be included. ***

# 3. Policies and Procedures

**PPEP TEC High School is not a member of the Arizona Interscholastic Agency. We are providing sports programs within our school district. Therefore, games will be played between the six PPEP TEC High School campuses until further notice. We have created policies and procedures to ensure that the mission statement is supported.**

## 3.1 Before the season begins

Each campus will be provided with the upcoming season's calendar by the Student Services Department

Each campus will be provided with the necessary deadlines for coach and student-athlete recruitment and registration

At least one coach's meeting will take place before the season begins to ensure that the staff are informed of all policies and procedures, given the required documents for each team, and ensure that there is an understanding of their responsibilities

There will also be one coach's meeting at the end of the season to review the season, areas of improvement, recruitment for the next season, concerns, and other end-of-year procedures

All required documentation will be completed and turned in by the appropriate deadline for coaches and student-athletes to be able to start the season and end the season

## 3.2 Coach Recruitment

Each campus will be responsible for recruiting a sports coach

- The sports coach can be a PPEP TEC High School staff member
- The sports coach can be a community member

**Each campus will follow the coach's recruitment policies and procedures under the PPEP TEC High School-School Club Procedures OR the PPEP Inc. Independent Contractor** Procedures for the hiring of a community member (please see the PPEP TEC High School Business Department for guidance)

Lead Teachers will be informed of and will participate in the recruitment of the athletic coaches and will assist in the oversight of the coach and the PPEP TEC High School sports teams

After the coach agrees to the job they will be required to review and sign the Coaches Code of Conduct and turn the form in to the PPEP TEC High School's Student Services Department

The Lead Teacher will be responsible for the assurance of the coach's leadership of the sports team, following all PPEP TEC High School Sports Program and PPPE TEC High School Policies and Procedures respectively

Should there be a need for disciplinary actions towards a PPEP TEC High School staff member as the sports coach, the Lead Teacher will follow the PPPE TEC High School policies and procedures regarding staff discipline

Should there be disciplinary actions with an independent contractor as the sports coach, the Lead Teacher will follow the PPEP TEC High School policy and procedures regarding disciplinary actions towards an independent contractor

## 3.3 Student-Athlete Recruitment

Each campus coach/staff member will be responsible for recruiting athletes for the upcoming sports season

The recruitment will be completed by the provided deadline

New recruits can be brought on during the sports season upon the coach's approval and after all requirements are met for student-athlete participation

The required information will be turned in by the deadline to the Lead Teacher and Student Services Department

Student-athletes will be informed by one point-person during the season to ensure proper communication, however, there should be a backup school staff member should the coach not be available

Student-athletes will be informed of the season, given the required documents to be completed, and returned to the sports coach by the deadline

After confirmation of the student-athlete's approval for participation, the documents will be kept in the student's cumulative file in the school office

Student-athletes will be required to adhere to all PPEP TEC High School Sports Program expectations which include academic and behavioral expectations

The student-athlete will also comply with all PPEP TEC High School Student Handbook Policies

Parents/Guardians of the student-athletes are expected to approve and support the sports program and any concerns regarding the student-athlete and their participation in the program

## 3.4 Sports Equipment

Sports teams are not required to have regulation uniforms due to the absence of sports participation fees

Teams can fundraise for regulation uniforms by working with the PPEP TEC High School business office and the organization's fundraising policies and procedures

Should the student-athlete, their parent, or guardian insist on safety equipment, it will be provided by those who request it

PPEP TEC High School will provide the necessary sports equipment to ensure that proper practices and games are conducted to the best of the ability of the program

If a student is unable to purchase any required equipment due to financial difficulties, as part of the McKinney-Vento Program, Free Lunch Program, or the Migrant Program, the coach will inform the Lead Teacher for guidance

## 3.5 Use of Facilities

With the assistance of the Lead Teacher and if necessary, the Student Services Department, the sports coach will obtain a FREE practice facility for weekly team practices and a space appropriate for official games during the sports season. It can be the same place for both needs but if there is a fee this must be approved by the Student Services Department and the PTHS District Office before contracts or agreements can be signed

This can be a public facility like a city park or a facility through a partnership with a community-based organization, local school district, or city

If a fee is required with the guidance of the business office you will obtain a quote from the facility with all details including practice and or game days, hours of use, and any additional costs

The quote will be turned in to the Student Services Department for approval

If approved, an official invoice will be required or a purchase order (P.O.) along with a W-9 Tax form completed and turned in to the Student Services Department

The PPEP TEC High School business office will process the approved invoice and required documents; we work off of a 30-day net for all invoice due dates

The facilities will require liability insurance which will be obtained by the Student Services Department and disseminated to the appropriate coaches depending on the needs of the team

## 3.6 Team Practices & Games

All practices and games will have attendance taken by the coach using an attendance sheet provided by PPEP TEC High School.

Attendance sheets must be turned in to the Student Services Department every week

The attendance sheet will be used as justification for proof of performance for all coaches

Team practices must be held at least once a week before or after school

<u>If the location of the team practices is off campus, the address, time, and days of practice must be included in the parental consent forms and kept with the coach during all practices</u>

It is the coach's responsibility to ensure that all student-athletes are picked up or have a way home after home games after arriving on your campus, you may need the assistance of the Lead Teacher for support

It is the coach's responsibility to ensure that all equipment is gathered before practices/games and returned to the appropriate secure location until the next use

We ask that the coach coordinate with the school photographer, yearbook team, or social media club to do interviews, photos, and filming of games

The Student Services Department would also like to have the above photos/videos for posting on social media, marketing, and reporting

## 3.7 Additional Coach Responsibilities

The coach is responsible for the dissemination and collection of required documents

The coach is responsible for finding a referee for their home games *Referees seem to want cash the day of the game* The easiest way to accomplish this is to use your discretionary funds for this. If not, we would have to process a check request which can be put in the Lead Teacher's name, and then pay the referee(s) at the time of each game. Please prepare this well before your first game.

The coach is responsible for finding a scorekeeper for home games

The coach is responsible for accurate documentation of each player's attendance to team practices, games, and other events sponsored by the sports team, including but not limited to voluntary events

With the guidance of the Lead Teacher, the coach is responsible for the coordination of the school vehicle, driver, directions, arrival, and departure of the team, the sports equipment, and necessary documents before, during, and after team practices and games either home or away

The coach is responsible for the coordination, time, facility availability, and student-athlete attendance at practices and games

The coach is responsible for the behavior of the student-athletes, their families, parents/guardians, and any other guests during team practices and games ensuring that facility rules and expectations are met. *Should this not occur, the coach is responsible for communicating with the Lead Teacher regarding these concerns*

The coach will be responsible for the maintenance and inventory of the equipment for the duration of the sports season and the delivery of the equipment to the Lead Teacher at the end of the season

The coach will be responsible for the pick-up and delivery of the sports equipment for team practices and games

The coach will be responsible for the proper storage of the equipment when not in use during the season

The coach is responsible for communicating with the Lead Teacher and Student Services Department if there is a need for repair or replacement of the equipment promptly, which means it will not interfere with team practices and games

At the end of the season, the coach will be responsible for providing information for data collection: student-athlete attendance in practices and games

The coach is responsible for ensuring that the sports team participates in at least one community service project. This project must be approved by the lead teacher and guidance from the Student Services Department, if necessary. This can include, by not limited to, a completed Student Activity Request Form, and a Field Trip Form if the students are required to travel, coordinate logistics of the activity, and record the event with photos and videos of the activity. Everything is to be turned in to the Lead Teacher and the Student Services department

The coach is responsible for the communication of any concerns regarding the sports team, student-athlete, game attendees, or the breaking of program/school policies to the Lead Teacher first then moved up to the District Office and Student Services Department if necessary

The coach may be asked to attend student-athlete/parent conferences regarding disciplinary concerns, ineligibility of a student-athlete to participate in the program

The coach is responsible for the student-athlete eligibility of participation regarding the student-athlete Code of Conduct, this includes but is not limited to academic, disciplinary, or other factors that could disqualify a student-athlete's participation

The coach is responsible for communicating with the Graduation Coach or Lead Teacher to determine if the student-athlete qualifies academically during the sports season

The coach is responsible for always following the Coach's Code of Conduct

The coach is responsible for communicating any concerns to the Lead Teacher regarding the sports program, student-athlete, facility, equipment, and all other factors involved in the sports program to determine if the concerns need to be moved up to the Student Services Department/PPEP TEC High School District Office.