Dzilth-Na-O-Dith-Hle

**Community Grant School**



MUSTANG PRIDE

**ATHLETIC POLICY**

**2016 - 2017**

**Policy # \_\_\_\_**

**Dzilth-Na-O-Dith-Hle Community Grant School**

**35 Road 7585 - Box 5003 ● Bloomfield, NM 87413**

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**DZILTH-NA-O-DITH-HLE COMMUNITY GRANT SCHOOL**

**ATHLETIC PROGRAM MANUAL**

The purpose of this handbook is to give coaches, athletes and parents at Dzilth-Na-O-Dith-Hle Community Grant School (DCGS) an outline of school’s philosophy, policies, responsibilities, and expectations.

**PHILOSOPHY**

The DCGS athletic program is a part of the overall educational process. As educators, coaches, athletes and parents, we view the playing field as an extension of the classroom. Accordingly, athletic teams should provide an avenue for all students to be challenged to learn skills and concepts such as sport specific physical skills, theory of the game, team work, sportsmanship, respect, responsibility, and commitment.

**GOALS AND OBJECTIVES**

1. All participants including players, coaches, administrators, board members, and parents shall provide a positive image of school athletics.
2. To strive for excellence, produce quality teams, and nurture sportsmanship and personal growth for the student athlete.
3. To provide an environment where students develop athletic and lifetime skills including, but not limited to:

* Development of team play that encourages loyalty, cooperation, accountability, honesty, and commitment.
* Leadership that stresses discipline, self-motivation, trust, excellence, and the ideal of good sportsmanship.
* Emphasizing programs for the entire student body, faculty, and community that will generate a feeling of unity.
* Providing an opportunity for achievement of individual goals as set by the participant.
* Developing an appreciation for athletics that promotes lifelong participation and a healthy life-style.
* Development of high standards of fairness and honesty.
* Nurturing self-discipline, emotional maturity, and proper social behavior, while learning to make decisions under pressure.
* Creating an environment that allows participants to reach full personal athletic potential, while achieving their personal goals and objectives.

**CODE OF ETHICS**

All DCGS administrators and coaches will subscribe to the following core values:

* Adhere to policies and procedures.
* Accept the responsibilities of the job.
* Promote and take pride in the programs.
* Generate trust by being truthful and sincere.
* Be accountable in action and attitude.
* Lead by example.

**PRESEASON**

* Coaches will schedule a mandatory meeting for parents/guardian and student to explain school rules, rules and expectations, and to go over game and practice schedules.
* Coaches will submit a roster to the Athletic Director and the front office that includes player’s names and numbers for any school equipment or uniforms issued to players. This will be done no later than the first game.
* Coaches will verify that all players have turned in a signed Interscholastic Sports/Athletic Participation Form to the Athletic Director. Coaches must keep a copy of this information when traveling.
* Coaches will verify Academic eligibility.
* If a coach chooses to have someone help as an assistant coach (parents, friend, etc.), this person must be approved by the administration and have a background check before they begin.

**PRACTICES**

* Practices should be organized, instructional, and safe. All players should be equally involved in practices.
* Practices should be no longer than 1½ hours.
* It is expected that coaches will meet with their team (game or practice) at least two times per week. This may not always be possible due to weather or field/court availability.
* Teams will not practice on Fridays, Saturdays, Sundays and/or Thursdays (only when there is no school on Fridays).
* The coach will not enter into any agreement to play games/tournaments outside of the regular schedule without prior approval of the Athletic Director.
* The coach will decide on a practice schedule (with the Athletic Director) and will stay consistent with it. If parents are told that practice will be from 3:00 to 4:00, don’t go beyond the designated time and keep parents waiting. Also, do not release/excuse a half hour early and leave the athletes alone at school waiting for their parents.
* **Coaches are expected to stay at the school until all players have gone home. We will not leave students unattended**. However, we do not expect coaches to “baby-sit.” If athletes are not picked-up within 15 minutes of practice, parents should be contacted and/or taken to the dorm to be picked up.
* If practice times must be changed or cancelled, due to inclement weather or cancellation of games, students and parents should be informed the day before or sooner.
* When school is closed due to transportation hazards, contests will be cancelled. All gyms will remain closed this day. Exceptions may be permitted by the athletic director for practices only.

**GAMES**

* The coach must have a school supplied medical kit with an adequate number of ice packs and emergency medical forms for all players at all practices and games.
* All athletes will behave properly on all bus trips. Any incidents (safety, behavior, etc.) while traveling on team buses should be reported immediately to the athletic director.
* The coach is responsible for the supervision of all athletes at away games ensuring that all players are visible in the gym or on the fields with you. Do not allow them to roam around the buildings, school campus or neighborhoods. Remind them that they are representing DCGS and to respect the hosting school’s rules.
* It is expected that all athletes will travel to and return from away games on the team bus. On occasions when a player must leave a game with a parent, the parent must sign a check out sheet. In no case will a player leave a game with anyone other than his/her parent/legal guardian unless the coach received a note prior to the activity/game from the athlete’s parent/legal guardian allowing them to ride with someone else. Coach’s discretion should apply in emergencies.
* It is expected that the coach will be the role model for sportsmanship and fair play. DCGS coaches will not get into adversarial yelling matches with officials, other coaches, fans, or players. Profanity or foul language by coaches will not be tolerated.
* The coach will alternate the “starters,” and all players will play in every game.
* After all games/meets, the players will shake hands with the opponents in a sportsmanlike manner.
* At away games/meets, the team should leave the playing area, gather up their belongings, and leave in a timely manner.
* Coaches and athletes must clean vehicles and return equipment to their appropriate places.

**PLAYING TIME & ATHLETE RESPONSIBILITY**

It is athletic department policy that **all players will play in every game;** we do not mandate that every player get equal time. There are situations which may influence playing time. For example:

* Attitude, behavior, commitment will influence playing time.
* Grades: If a student has a failing average in any class, he/she will not be allowed to practice or play on any school team until a passing grade is attained.
* Attendance: If a player is absent for a school day, he/she will not practice or play in a game on that day.
* In School Suspensions (ISS): If an athlete is under school suspension he/she may not attend any practice or game during the suspension period.
* Out Of School Suspension (OSS): The athlete will be dismissed for the remainder of the season of that sport.
* The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

**END OF SEASON**

* The coach will collect all uniforms and equipment and return it ~~over~~ to the athletic director.
* The number of any missing uniforms/equipment and the name of the student to whom it was issued will be turned in to the athletic director by the coach.
* The coaches need to turn in a season summary (roster, attendance, schedule, memos/letters/notes) to the Human Resource.
* Any issues dealing with safety/injuries/concerns should be documented and turn in to Athletic Director immediately.
* When all administrative tasks have been completed, checks will be issued.

**COACHING STYLES, RESPONSIBILITIES, AND EXPECTATIONS**

Adults who coach in youth and school programs do so for a variety of reasons and have a variety of styles. As a school athletic program we have expectations and coaching qualities that should be in place for a successful season.

**STYLES**

* Berating or humiliating players will not be tolerated.
* Consistency in praise and constructive criticism is expected.
* Foul language/profanity will not be tolerated.
* Patience during the learning process is expected.
* Ability to communicate skills and ideas is expected.

**RESPONSIBILITIES**

* Take care of all administrative requirements.
* Look out for the physical and emotional well-being of athletes during practice, games, traveling, etc.
* Coaches must report/document all matters involving injury, disciplinary problems, incident or disputes to the athletic director immediately.
* Any injuries/illness that needed medical/doctors attention, the athlete will need to bring in a doctor release statement for them to continue to practice/play.
* Teach the skills of the game, the theory of the game, and fair play.
* Support school policies regarding attendance, and playing time.
* Keep track of attendance at games and practices.

**EXPECTATIONS**

* All players who meet school and team requirements concerning attendance, grades, etc. will play in every game.
* Coaches will enforce league and school athletic rules such as wearing of mouth guards, eye protection, having personal water bottles at practice and games, missing games when attendance rules are violated, no cleats in the building, etc.
* Coaches will prepare teams to play their best. Winning is always more fun than losing, but in no case will DCGS teams adopt a “win at any cost attitude.” As coaches, we are here to teach the students, not to improve our own win/loss records.

**VOLUNTEER HELPERS**

As the coach, you may have friends, a parent, or a community member offer to help you coach a team. If you want this person to help, he/she must be approved by the Athletic Director.

The helper’s role is limited to:

* Helping with administrative tasks: attendance, uniform record keeping, keeping track of notes for missed practice, keeping the score book at games, etc.
* Assisting with the setting up and running of drills at practice.
* Helping with bench control and player rotations at games.

The helpers are not allowed to:

* Be alone with the team or any players. Accordingly, a helper may not run a practice or take the team to a game without the coach or a person designated by the school administration in attendance.
* The helper is not responsible for dealing with disciplinary matters or dealing with the parents of players.
* The helper will not get into any altercations with other coaches, players, officials, or parents.

**ATTENDENCE AT GAMES AND PRACTICES**

All coaches should establish a policy regarding attendance at games and practices. These policies must be discussed with the Athletic Director and Principal before being given to the athletes.

* An athlete must have a note from a parent/guardian for any missed practice. This note must be submitted to the coach when the athlete attends the next team event. Failure to do so a second time will constitute an unexcused practice/game and will result in sitting out all of the next game. Three unexcused practices/games will result in dismissal from the team.
* The following reasons for missing a practice will not be penalized by missing a game:medical, funeral, traditional ceremonies and school related reasons (such as tutoring, test).

These policies are not in place to penalize those players who are involved in a lot of activities, but rather to reward those student athletes who work hard and are reliable and responsible.

**TEAM COMPOSITION**

The issues which influence the make-up of teams are:

* Number of boys or girls interested in a particular sport.
* The number of students from grades 3rd – 6th for JV and 7th – 8th for Varsity. The availability of opposing teams to play at the appropriate level.
* The development of a schedule.
* The **COMMITMENT** of the pool of players (i.e., those who do it for purely social reasons, versus those who really want to work at a particular sport and hope to play in high school.)
* Student safety as regards to their physical development.

**CODE OF CONDUCT FOR COACHES**

A coach at DCGS accepts certain obligations and responsibilities to the players, fellow coaches, and to the game each coach directs. Coaches must assume all of their responsibilities with honor and dignity.

* The coach should by principle and example display the highest ethical and moral conduct with the athlete, officials, athletic directors, school administrators, media, and the public.
* Coaches shall actively promote good sportsmanship of spectators by working closely with administrators, cheerleaders, pep club sponsors, and boosters.
* The coach shall meet rival coaches before and after each game and exchange greetings. The coach shall respect and support contest officials by avoiding conduct which will incite players or spectators against officials.
* The coach shall see that every injured athlete is given immediate medical attention.
* The coach shall remember their first function is to educate a student through participation in athletics.
* The coach shall know the game rules and be responsible for their interpretation to team members. Additionally, the coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.
* The coach shall be sure that every participant fulfills all the rules and regulations for eligibility.
* The coach shall inspire every student to achieve the highest academic success possible. The coach shall work in harmony with the entire interscholastic program of the school.
* Every coach shall advise players as to the proper conduct in meetings with the press and how to conduct themselves in player interviews, both for their protection and to avoid any embarrassment.
* The coach shall take an active role in the prevention of alcohol, tobacco, and other drug abuse while stressing the importance of a healthy lifestyle.
* The coach shall discipline athletes who display unacceptable behavior.

**COACHES’ RESPONSIBILITIES**

* To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
* To stress the values derived from playing the game fairly.
* To show cordiality to visiting team and officials.
* To establish a happy relationship between visitors and hosts.
* To respect the integrity and judgment of sports officials.
* To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
* To encourage leadership, use of initiative, and good judgment by student athletes.
* To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
* To remember that an athletic contest is only a game for the player, coach, school official, fan, or community.
* To avoid unfavorable criticism of other coaches and school officials, except when formally presented to the proper authorities.
* To report to the proper authorities matters which are detrimental to the welfare of the school.
* To promote a healthy lifestyle and not one of alcohol, tobacco, or other drugs.
* The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

**ATHLETIC DIRECTOR RESPONSIBILITIES**

* Attend mandatory league meetings.
* Communicate and collaborate with Human Resources in hiring coaches.
* Provide necessary information to Principal, coaches and front office staff.
* Train and update coaches in rule changes and coaching strategies.
* Provide necessary documentation for reporting purposes.
* Forwarding league schedules to front office, parents, athletes, coaches, and principal.
* Holding a mandatory parent, athlete, and coaches meetings prior to the beginning of each sports season.
* The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

**SPORTSMANSHIP FOR STUDENTS AND SPECTATORS**

Students and spectators should:

* Realize they represent the school as a member of the team with an obligation to be a true sportsman, and encourage the practice of good sportsmanship by others.
* Recognize that good sportsmanship is more important than victory, by approving and applauding good team play, individual skill, outstanding examples of sportsmanship, and fair play exhibited by their team.
* Remember that the primary purpose of school athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through competition.
* Be modest in victory and gracious in defeat and respect the judgment and integrity of game officials.

**Dzilth-Na-O-Dith-Hle Community Grant School**

**ATHLETIC PARTICIPATION CONTRACT**

**FOR ATHLETES, PARENTS, & COACHES**

This document contains information about the DCGS athletic program. Prior to participation in any of the school athletic programs you must read, sign, and return this document to the athletic director. Students and parents should think about the commitment required to be on a school team.

* It is the student’s responsibility to sign up for teams prior to the beginning of practices. There are daily notices about sign ups, prior to the beginning of practices.
* Once practice begins, students may not join a team, or switch to another sport. Students who transfer to the school may sign up after practices begin. Student must have attended 5 practices prior to participating in any team events.
* An athlete must have a note from a parent/guardian for any missed practice. This note must be submitted to the coach when the athlete attends the next team event. Failure to do so a second time will constitute an unexcused practice/game and will result in sitting out all of the next game. Three unexcused practices/games will result in dismissal from the team.
* Student absent from athletic activities due to illness/injury must receive a medical release from a physician licensed to practice medicine before being allowed to participate in practice or games. Three unexcused practices/games will result in the player losing his/her spot on the team.
* Athletes are given a uniform at the beginning of each season. If an athlete forgets all or any part of the uniform for a game, they will not be issued a second uniform and they may not play in any contest without the school uniform. All uniforms must be turned in during the week immediately following the last game of the season, after that students will be billed for the uniform cost.
* If a uniform is not turned in or paid for, the athlete may not participate in any school athletics until the matter is resolved.
* All athletes must submit a medical form/physical form, a parent permission slip, and this document, all signed by a parent or guardian prior to any participation in school athletics.
* Athletes will be responsible for completing grade check forms bi-weekly and turning them into their coach. If at any time during the season, the coach or athletic director is informed that an athlete is failing in any course, the athlete may be ineligible to participate in any team activity until the grade is brought up to a passing grade.
* Parent/Guardian must pick up their child within 15 minutes after the end of practice or a game. Failure to pick your child in a timely manner will result in student athlete’s dismissal from the team. After an hour law enforcement will be notified.
* Parent/Guardian **MUST** have two working phone numbers on file with the coaches in case of emergencies. After an hour with no parent contact law enforcement will be notified.
* The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

Parent/Guardian, Athlete, and coach will review the DCGS Mustang Athletic Manual and will adhere to and uphold all obligations. As in any organization, there will be issues and concerns. The first step should be to communicate with the coach. If the matter is not resolved, put your concerns in writing and contact. The principal will be consulted when needed.

**We hereby acknowledge and agree to the contract we are signing.**

Student Athlete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_ Ph#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DZILTH-NA-O-DITH-HLE COMMUNITY GRANT SCHOOL**

**YEAR 2016 - 2017**

**ROSTER/UNIFORM SIGN-OUT SHEET**

**COACH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DZILTH-NA-O-DITH-HLE COMMUNITY GRANT SCHOOL**

**YEAR 2016-2017**

**ATHLETE SIGN-OUT SHEET**

**PARENT/LEGAL GUARDIAN ONLY**

**COACH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_**

**LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***Dzilth-Na-O-Dith-Hle Community Grant School***  **Grade Check Form**    **Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade**: \_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_  **Coach**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sport**: (Circle) Volleyball Cross Country Basketball Softball Baseball  Requested by: \_\_\_\_ Student \_\_\_ Parent \_\_\_\_Teacher \_\_\_\_ Counselor \_\_\_\_\_ Principal \_\_\_\_ Coach/Athletic Director   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Class/Teacher** | **Letter Grade** | **Attendance** | **Behavior** | **Teacher Comment** | **Teacher Initials** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Participation Status**:(Circle) Eligible/Not Eligible Coach/AD Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ***Dzilth-Na-O-Dith-Hle Community Grant School***  **Grade Check Form**    **Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade**: \_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_  **Coach**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sport**: (Circle) Volleyball Cross Country Basketball Softball Baseball  Requested by: \_\_\_\_ Student \_\_\_ Parent \_\_\_\_Teacher \_\_\_\_ Counselor \_\_\_\_\_ Principal \_\_\_\_ Coach/Athletic Director   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Class/Teacher** | **Letter Grade** | **Attendance** | **Behavior** | **Teacher Comment** | **Teacher Initials** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Participation Status**:(Circle) Eligible/Not Eligible Coach/AD Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |