

BENJAMIN FRANKLIN



Jr. High/High School ATHLETIC HANDBOOK

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Athletic Mission Statement

Benjamin Franklin High School exists to develop and elevate the minds and character of its students. The driving purposes of the athletic program at BFHS is to practice and perfect virtue, and ennoble the heart on the field of competition - inspiring athletes, competitors, and spectators alike to be strong in mind, body and soul.

Athletic Vision Statement

Benjamin Franklin High School believes that a dynamic program of student activities is vital to the educational development of the students.

The BFHS athletic plan should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and sportsmanship, to promote self-realization and all-around growth.

We believe:

1. Athletics help develop stronger minds and bodies as well as healthier lifestyles.
2. Athletes learn sportsmanship and the value of teamwork while practicing and playing sports.
3. Athletics promote and develop self-esteem and self-worth.
4. Interscholastic competition provides a medium for school spirit and school pride for the student body and community.
5. Athletic programs are an important and necessary part of the total school experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves.
6. Athletics provide wholesome opportunities for students to develop favorable habits and attitudes of social and group interactions.
7. Leadership qualities of many athletes are improved with athletic programs.
8. Student activities are considered a supplement to the school's program of education, which strives to provide experiences that will help to develop boys and girls physically, mentally, socially and emotionally.
9. The interscholastic athletic program shall be conducted in accordance with existing policies, rules and regulations. While we take great pride in winning, we will not condone "winning at any cost" and discourage any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

In summary, the ultimate goal of the athletic program should be:

1. To realize the value of participation while acting with honor and integrity.
2. To develop virtue among the program's participants.
3. To encourage overall fitness.
4. To reinforce the relationship between effort and achievement.

Athletic Program at BFHS

The fee-based after-school sports program for junior high and high school is run by the school in accordance with the school, the Charter Athletic Association league requirements for junior high and the Arizona Interscholastic Association “AIA” requirements for high school. It is an after school program for 7th -12th grade boys or girls. The participation fee for high school students is \$100 per sport. The junior high participation fee is \$50 per sport. There is a family maximum of \$500 per year.

Student Athlete Eligibility

Eligibility for extracurricular high school athletics is governed by the Arizona Interscholastic Association (the AIA is the organization in the state of Arizona that regulates high school interscholastic sporting events). Current eligibility requirements are outlined on AIA’s website (www.aiaonline.org) under “About AIA – Constitution and Bylaws”.

Eligibility for extracurricular junior high athletics is governed by the Desert Middle School Athletic League and the Charter Athletic Association league requirements. Current eligibility requirements are outlined on CAA’s website (www.azcaa.com) under “CAA Constitution”.

BFHS students must maintain a “C” (70%) average and be passing all classes to remain eligible for participation in the sports program. Students are required to have a physical and turn in a completed athletic packet prior to tryouts to participate in any sport.

BFHS Grade Check Procedures: Grade checks will be run at the end of each quarter. High school students who are not passing all classes and maintaining a “C” average will be dismissed from the team and will be out for the rest of the current season. Junior High students who are not passing all classes and maintaining a “C” average will not be eligible to try out for the next quarter sports.

Student athletes must be enrolled in a minimum of four core classes at Benjamin Franklin High School to be eligible to participate in the athletic program. Home-schooled student who have registered with the County Superintendent and follow a curriculum approved by the County Superintendent may participate in the BFHS athletic program. Parents must provide grades at the end of each quarter. Students who take classes online through a program in which the student pays for and receives credit from that institution may not participate in the BFHS athletics program.

Athletic Fee Scholarships

Benjamin Franklin JH/HS charges a fee to participate in after-school athletics. This fee helps to defray the cost of uniforms, officials, coaching stipends, transportation and the rest of the costs associated with running a sports program. BFHS makes scholarships available, on an individual basis, to students who need financial assistance in order to participate in after-school sports. When the school provides scholarships to athletes, it requires that the parents and/or athlete participate in fundraising activities as well as volunteer during team activities and games. Volunteer activities may include helping with concessions, set up, clean up, scorekeeping, field maintenance, or other team responsibilities.

The BFHS Athletic Fee Scholarship Policy is as follows:

1. BFHS will make Athletic Fee Scholarships available to students on an individual basis based on demonstrated need.

2. Scholarship applications must be signed by the parent and player's coach and submitted to the athletic director.
3. Scholarship players/families must provide ten hours of volunteer time in return for a full scholarship.
4. A report of volunteer hours completed must be made monthly by the parent to the athletic director. Any family not reporting will have their player's playing privileges pulled until a report is made.
5. If volunteer time is not completed by the start of the playoffs, the player will not be able to play until hours are completed.
6. If volunteer hours are not completed during the scholarship season, the player will be ineligible for future athletic fee scholarships.

Code of Sportsmanship

Expectations

For Coaches

APPROPRIATE COMPETENCIES FOR MAKING SPECIFIC COACHING ASSIGNMENTS SHOULD INCLUDE:

- Coaching Qualifications – Coaches shall be approved in accordance with the personnel policies of the school district and in accordance with the Arizona Revised Statutes
 - All head and assistant coaches must complete the NFHS Coach Education Program
 - All head and assistant coaches must complete the NFHS online education course entitled “Concussion in Sports – What You Need to Know”.
 - All head varsity coaches shall have a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at www.nfhslearn.org (Level I Certification):
 - Fundamentals of Coaching
 - First Aid/CPR
 - Sport specific course or teaching sport skills if sport is not offered

- Physical aspects - The athletic program should be conducted so as to insure the health, physical well-being and safety of the student participant. Appropriate competencies here would be:
 - Has knowledge and understanding of physical fitness and its relationship to the overall health of the student.
 - Prepares students for activities by developing optimal fitness levels.
 - Follows physician's recommendations concerning physical activity for the student.
 - Has knowledge of safety and injury prevention.
 - Identifies and interprets the effect of nutrition upon health and performance.
 - Identifies and relates basic safety information pertaining to sport.
 - Can administer appropriate first aid.

- Sociological - Psychological aspects — The program should be conducted with appropriate consideration for the impact of sport upon the behavior of the student athlete and his/her relationship with society. Appropriate competencies here would be:
 - Understands the psychological, sociological and physical characteristics of adolescence.
 - Plans a school program consistent with the philosophy of the school district, needs of the community and growth and development of the students.
 - Identifies principles and techniques of officiating the sport being coached.
 - Motivates athletes toward immediate and long—range goals.

- Identifies and interprets the values developed from participating in athletics of a specified sport.
 - Demonstrates knowledge of legal responsibilities and liabilities pertinent to field of coaching.
 - Motivates a student to want to learn.
 - Helps students to develop positive self-concepts.
 - Helps students to accept self-responsibility.
 - Helps student to accept and fulfill responsibility to others.
 - Recognizes and initiates procedures to resolve behavioral and emotional problems.
 - Helps students to understand liability of participation in a particular sport.
 - Instruct players in proper sportsmanship and practice responsibilities and demand that they make sportsmanship and teamwork their #1 and #2 priorities.
 - Develop each player to his fullest potential, giving candid feedback on strengths as well as opportunities to improve.
 - Develop creative, structured and fun practice sessions.
- Professionalism — The program should be conducted by individuals with positive attitudes towards students, faculty and administration, and for the total competitive athletic program. Appropriate competencies here would be:
 - Accepts the basic general philosophy of interscholastic athletics and coaching consistent with the role and policies of the school.
 - Assumes professional responsibility within the school.
 - Maintains normal ranges of self-control and emotional stability under stress.
 - Understands the place of interscholastic competition in the educational program and does not place athletics above academics in the minds of athletes.
 - Understands and applies ethical procedures in the sport.
 - Maintains rapport with school staff, athletic director and administration.
 - Relates and interprets the program to co-workers, athletes, parents and public.
 - Displays sincere enthusiasm for sport being coached.
 - Is knowledgeable of and conforms with league, state and national rules and regulations pertaining to athletics.
 - Has knowledge in regard to purchase, care, use and storage of equipment and supplies.
 - Maintains accurate records and inventories.
 - Has understanding of and/or demonstrates efficient procedures of team management (facility scheduling, travel arrangements, home event, etc.).
 - Has knowledge of evaluation procedures for student performance and/or evaluates student performance.
 - Utilizes findings and interpretations from evaluations for revision of program.
 - Always set a good example for players to follow, exemplifying high moral and ethical behavior.
 - Respect judgment of referees, abide by rules of the game and display no behavior that could provoke players or parents (e.g., questioning calls, gestures, etc.).
 - Treat opposing coach, players and fans with respect. Shake hands with officials and opposing coach before and after each game.
 - Communicate with parents at least once a week and as changes occur.
 - Keep parents informed on practices, games, directions, etc.
- Theory and Techniques of Coaching — The program should be conducted by qualified individuals with full respect for accepted educational principles, philosophies and practices of each competitive athletic activity. Appropriate competencies here would be:
 - Selects appropriate strategies and tactics of teaching to facilitate learning.
 - Analyzes skills, rules, theory and strategy of specified sport.
 - Identifies and plans specific game strategies and tactics.

- Demonstrates ability to analyze following the contest.
- Demonstrates ability to formulate practice plans.
- Demonstrates ability to design drills to challenge individuals and team to reach potential.
- Keeps current in sports techniques and theory.
- Has understanding of organizational techniques for practice in specified sport.
- Has knowledge of use of teaching aids.
- Has knowledge of strengths and weaknesses of various offensive and defensive systems in a specified sport.
- Commit to the multi-sport philosophy for all athletics.
- Develop and enforce consequences for players who do not abide by sportsmanship and practice standards.

For Players

- Act honorably and with integrity in all situations.
- Seriously accept the responsibility and privilege of representing BFHS – represent BFHS in a positive manner in and out of school.
- Demonstrate respect for opponents, coaches and referees before, during and after games.
- Live up to high standards of sportsmanship.
- Treat opponents with respect: shake hands after games and take a knee quickly when they are injured. Clap when they leave the field.
- Respect judgment of referees, abide by rules of the games and display no behavior that could provoke fans (e.g., questioning calls, gestures, taunting, etc.).
- Show respect to teammates, coaches, opponents and officials.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- Come prepared to practice daily and understand that there will be consequences for disruptive behavior – whether in practice or a game (e.g., reduced playing time, sitting out practice, etc.).
- Maintain a “C” (70%) average and be passing all classes.
- Attend all practices
- Report for all practices and games at the correct time
- Listen to coaching
- Hustle at all times

Recognize that you represent your school and that your conduct is a reflection on your school. Keep good faith with your school, your coach, your teammates and yourself. Follow your coach’s instructions, be respectful to officials; accept adverse decisions.

During games and on the bus to and from games, students are to abide by all Benjamin Franklin rules and are to behave in such a manner as brings credit to themselves, the team and the school. Students who are absent from school for more than half of the academic day on the day of a game will not participate in that game.

For Parents

- Pay athletic fee
- Pick up your athlete promptly
- Be flexible as game times, locations, dates and transportation are subject to change.
- Communicate concerns, change in contact information, schedule conflicts, and injury or illness as soon as possible.
- Do not express concerns to coaches during or immediately following a game. Wait until the next day to make contact as emotions are high on game day and the result of an exchange has little chance of ending well.
- Conduct yourself with class during all sporting events. Failure to do so will result in your being asked to leave.

- Support the team and coaches
- Respect opposing fans, coaches and participants.
- It is a parent's responsibility to supervise siblings at all times. Siblings may not be left with athletes during a game or practice.

For Students

Remember you represent your school in the same manner as the athletes. Encourage good sportsmanship, courteous treatment of visitors, and absolute fairness under all conditions. We ask you to make your visitors feel welcome and to see that proper standards of sportsmanship are followed. Become familiar with the rules of the game and support your team.

For Spectators

Regard the playing of the game as an art and appreciate and enjoy it as such. Show respect for officials, respect for the young men and women participating and respect for yourself. These are essential for raising the standards of good sportsmanship. Become familiar with the rules of the game, and you will enjoy it much more. Leave coaching to the coach and officiating to the officials.

For All

Be Loud – Be Enthusiastic – Be Respectful!!!!

Heat & Hydration

The combination of weather and physical exertion can create the potential for heat-related problems. Accordingly, great care must be taken to protect students from the effects of heat illnesses.

- Monitor heat index conditions. Implement practice/competition modifications according to local temperature and relative humidity readings.
- Promote gradual acclimation over a 14 day period. During days 1-3 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted. During days 4-6, only helmets and shoulder pads may be worn.
- Encourage athletes to hydrate prior to practice. Have water available and encourage athletes to bring their own to practice. Schedule water breaks into the practice plan.

Athletic Offerings

Fall Sports

Junior High: Boys Flag Football, Co-Ed Cross Country, Girls Volleyball, Cheer

High School: Boys Tackle Football, Boys & Girls Cross Country, Girls Volleyball, Cheer

Winter Sports

Junior High: Boys Basketball, Girls Basketball, Wrestling, Cheer,

High School: Boys & Girls Basketball, Boys & Girls Soccer, Wrestling, Swimming TBD

Spring Sports

Junior High: Girls Softball, Boys Baseball, Co-ed Soccer, Co-ed Track, Co-ed Golf

High School: Girls Softball, Boys Baseball, Boys Volleyball, Co-ed Track, Golf, Tennis TBD

*Sports offered are not guaranteed. It may change due to the number of participants.

Additional School Activities

High School: Speech & Debate, Chess, Theater, Spiritline

Absence Policy

Unexcused absences from practices may jeopardize retaining a position on the team, an opportunity to earn a varsity letter, and/or playing time at the coaches' discretion.

Excused absences from practices may impact position on the team and playing time, not as a punitive measure, but for the safety of that individual, fairness to the rest of the team, and strategic reasons.

Students must be in attendance at least 50% of the educational school day in order to participate in a contest or practice. If a student is absent from school for a doctor's appointment, please provide an excuse from a medical provider. A detention should be served on the day it is assigned and may make a student ineligible for practice or competition on that day. Final authority for infractions of this rule will rest with the principal.

Parent & Student - Athlete Contract

ELIGIBILITY

BFHS student-athletes must maintain at least a “C” average (70% or higher), not be failing any classes and also demonstrate appropriate behavior to be considered eligible for competition. Grade checked students are ineligible for the entire following week.

BEHAVIOR	CONSEQUENCE
1. Removal from classroom for disruptive behavior	1. Up to and including suspension from game or possible removal from team
2. Suspension from school	2. Up to and including suspension from next game and possible removal from team
3. Unsportsmanlike conduct	3. Removal for remainder of game
4. Ejection from game by official	4. Up to and including suspension from next game and possible removal from team
5. Three missed practices	5. Up to and including removal from team
LATE PICK-UP	LATE PICK-UP
6. 1 st time	6. Warning
7. 2 nd time	7. 2 nd Warning
8. 3 rd time	8. Removal from team

PRIMARY SPORT DESIGNATION.

You will need to prioritize your sports prior to trying out each sports season. When conflicts arise you agree that your obligation to your PRIMARY SPORT will be honored first. When designating your sports, remember to consider outside leagues and club teams in addition to your BFHS teams.

ATHLETIC FEES

The participation fee for high school students is \$100 per sport. The junior high participation fee is \$50 per sport. There is a family maximum of \$500 per year. Athletic fees are non-refundable. **Becoming ineligible or injured does not entitle you to a refund of an athletic fee.**

PLAYING TIME

Playing time in games is determined by many factors. These factors include grades, behavior/effort in class, practice attendance, skill level, fitness level, commitment and attitude. It is the sole discretion of the coach as to how much playing time an athlete receives in games.

RESPONSIBILITY FOR EQUIPMENT RETURN

Students will be held responsible for the safe return of all athletic and/or activity equipment/uniforms issued by the school. Parents will be financially responsible for any item that is not returned.

PARENTS/SPECTATORS

ROLE MODELING- Consistently exhibit good character and conduct yourself as a role model for your children.

PRIVILEGE TO COMPETE- Assure that you and your children understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their team, school and family with honor on and off the field/court.

SELF-CONTROL- Exercise self-control; do not fight or show excessive displays of anger or frustration. Have strength to overcome the temptation to demean others.

BEHAVIOR	CONSEQUENCE
1. Verbally harassing the officials, opponents, spectators, etc.	1. Suspension for the next game
2. 2 nd time	2. Suspension for two games
3. 3 rd time	3. Parent/Spectator removal as well as student-athlete removal from the entire remaining school-year.

Parent/Guardian Signature: _____ Student Signature: _____

Emergency Contact & Consent

Name _____ Sex _____ D.O.B. _____ Age _____ Grade _____

Address _____ City _____ Zip Code _____

Parent/Guardian Full Name _____

Phone (H) _____ Mom (C) _____ Dad (C) _____

Emergency Contact-Person who can answer on your behalf for your student in case of emergency

Name _____ Relationship _____ Phone (H) _____ Phone (C) _____

Name _____ Relationship _____ Phone (H) _____ Phone (C) _____

Preferred Hospital _____ Doctor's Name _____ Phone (W) _____

WARNING

I/WE GIVE OUR PERMISSION FOR OUR SON/DAUGHTER TO PARTICIPATE IN ORGANIZED INTERSCHOLASTIC ATHLETICS REALIZING THAT SUCH ACTIVITY INVOLVES THE POTENTIAL FOR INJURY, WHICH IS INHERENT IN ALL SPORTS. I/WE ACKNOWLEDGE THAT EVEN WITH THE BEST COACHING, USE OF THE MOST ADVANCED PROTECTIVE EQUIPMENT AND STRICTEST OBSERVANCE OF RULES, INJURIES ARE STILL A POSSIBILITY. ON RARE OCCASIONS THESE INJURIES CAN BE SO SEVERE AS TO RESULT IN TOTAL DISABILITY, PARALYSIS, QUADRAPLEGIA, OR EVEN DEATH.

Parent/Guardian Emergency Consent

I give my consent that in the event of an emergency where I cannot be contacted my child may be taken to a hospital or emergency room (any expense for emergency transportation and/or treatment shall be the responsibility of the parent or guardian).

Medical Insurance (Must be provided in order to play ANY sport.)

I verify that my child will be covered by my medical insurance policy which includes coverage of an injury in a school supervised game or activity. **A COPY OF THE INSURANCE CARD MUST BE ATTACHED.**

School Insurance Purchased: NO YES Date _____

Transportation

I give permission for my son/daughter to attend all the scheduled interscholastic sporting events and practices at the various locations in the Arizona Athletic Association & Charter Athletic Association athletic schedule. I release Benjamin Franklin High School and its employees as well as the volunteer drivers, from any and ALL liability from injury, sickness or loss of property.

Please be advised that due to limited access to bussing, parents will be responsible for transportation to and from athletic events including away games. BFHS may provide buses to athletic events depending on travel distance. When the school is not able to provide transportation, we will make every effort to inform players and parents as soon as possible as well as note these changes on the schedule. In these cases, parents will need to make arrangements to transport their children or make provisions for a car pool. Thank you for your understanding.

I/WE HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS PACKET

Parent/Guardian Signature: _____ Student Signature: _____

**RELEASE AND WAIVER OF LIABILITY
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

In consideration of my minor student being permitted to compete in the athletic program of Benjamin Franklin High School (hereinafter "BFHS") and any related events and activities, I do hereby enter into this Agreement, on behalf of myself, my child _____ (hereinafter "Student"), my spouse, heirs, assigns, and next of kin, and do hereby agree as follows:

1. That I, my spouse, and Student acknowledge, agree and represent that we understand the nature and risks of the BFHS athletic program and related events and activities (hereinafter "Activities") and that Student is qualified, in good health, and in proper physical condition to participate in such Activities. I, my spouse, and Student further agree and warrant that if at any time we believe conditions to be unsafe or that Student no longer qualifies or is not in good health or proper physical condition, I, my spouse, and Student will immediately discontinue Student's further participation in Activities.
2. I, MY SPOUSE, AND STUDENT FULLY UNDERSTAND THAT: (a) BFHS ACTIVITIES INVOLVE SIGNIFICANT RISKS AND DANGERS OF SERIOUS BODILY INJURY TO STUDENT, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH (hereinafter "Risks"); (b) these Risks may be caused by Student's actions or inactions, the actions or inactions of others participating in the Activities, the condition in which the Activities take place, or THE NEGLIGENCE OF THE RELEASEES (hereinafter defined); (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me, my spouse, and Student or not readily foreseeable at this time; and I, MY SPOUSE, AND STUDENT FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES THAT I, MY SPOUSE, OR STUDENT may incur as a result of Student's participation in the Activities.
3. I, MY SPOUSE, AND STUDENT DO HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE BFHS, it's owners, board members, officers, administrators, directors, employees, agents, volunteers, other participants in the Activities, sponsors or advertisers, and any affiliated entities of BFHS and their owners, board members, officers, administrators, directors, employees, and agents (collectively referred to as "Releasees") FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES, CAUSED OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART, BY THE ACTIONS OF RELEASEES, IN ANY FORM WHATSOEVER, WHETHER BY NEGLIGENCE OR OTHERWISE, INCLUDING BUT NOT LIMITED TO NEGLIGENCE RESCUE OPERATIONS AND I, MY SPOUSE, AND STUDENT FURTHER AGREE that if, despite this AGREEMENT, I or anyone on my behalf or on behalf of my spouse or Student makes a claim against any of the Releasees, either collectively or individually, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney's fees, loss, liability, damage, or cost which may incur as the result of such claim.
4. I, MY SPOUSE, AND STUDENT do hereby agree to adhere to the rules and policies set forth by BFHS for the Activities, facilities, events and programs, and understand that these rules and policies may be amended and/or modified at any time and at the sole discretion of BFHS.
5. I hereby grant _____ do not grant _____ permission to BFHS to use my child's photograph or likeness on its website or in other official printed publications without further consideration.
6. If any portion of this Agreement is deemed to be invalid, the balance of the Agreement shall continue in full force and effect.
7. This Agreement shall be construed and enforced in accordance with and governed by the laws of the State of Arizona.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Student's Printed Name	Student's Signature	Date
Parent's Printed Name	Parent's Signature	Date
Address	City, State Zip	Primary Phone

Emergency Action Plan

Benjamin Franklin High School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer or school administrator, in the absence of a licensed athletic trainer.

An *emergency* is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

Chain of Command

Certified Athletic Trainer
Athletic Director
Site Administrator
Head Coach
Assistant Coach
Sports Medicine Student Assistant
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:

The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.

The highest person on the chain of command will make the call to EMS or will designate another person to call 911 from a cell phone or available phone. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is located. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.** Phones at Benjamin Franklin High School are located in the main office, classrooms, and coaches' offices.

The leader will send runners to all intersections between where the athlete is located and Benjamin Franklin High School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.

The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found with coaches** as they should have it with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.

If transport is deemed necessary by EMS, the athlete will be taken to Gilbert Hospital, 5656 S. Power Road, Gilbert, AZ 85295 (480-984-2000), unless the parent requests otherwise.

Benjamin Franklin High School is located at: 18864 E Germann Rd., Queen Creek, AZ 85142. The closest intersection to the school is Power and Germann, just east of the Home Depot.

Location of AED's:

Weight Room

Gym – For events that take place in the gym.

Criteria for Earning the BFHS Varsity Letter

Preface: The criteria for earning the BFHS varsity letter have been established by the members of the Benjamin Franklin High School coaching staff. A philosophy underlies the criteria. The coaching staff believes that, for students at our school, earning a varsity letter should require evidence of commitment to team and expertise in sport. Measuring expertise is not a science. Nonetheless, we have well-defined standards for the sake of uniform decision-making. The criteria are set according to standards the coaching staff believes are high, yet reasonable. The policies are intended to encourage students to persevere toward the goal of earning the varsity letter rather than to discourage or belittle anyone who fails to attain the standards. All coaches are invited to participate in the process of adopting and amending the criteria. Suggestions for change must be recommended by a coach and are adopted only upon approval of a majority of the full coaching staff.

1. GENERAL POLICIES

- Varsity athletes who remain as members of the team in good standing throughout the full season are eligible to earn a varsity letter, subject to the provisions below. Good standing includes but is not limited to:
 - Attended all practice or made arrangements with the coach
 - Has not been grade checked more than once during the season
 - Has not been suspended from school during the season
 - Has not served team disciplinary action that resulted in the missing of a game
 - Has not face disciplinary action from the AIA or any other governing board
 - Any other offense that the coaching staff deems severe
- Senior athletes who have participated in a given program (varsity or junior varsity) for at least three years shall receive a varsity letter.
- Injured athletes who meet the “playing time” criteria for the contests held up to the time of the injury may receive a letter.
- A student-trainer will receive a letter after his/her second season of service. This will be done under the direction of the Faculty Trainer and the Athletic Director

- Managers who have held the position for at least two seasons in the same sport may earn a letter. Only those who, in the judgment of the coach, have made a significant commitment of time and effort shall be awarded the letter.
- Any student involved in the athletic program who does not receive a letter will receive a certificate of participation.
- In cases of extenuating circumstances, exceptions to the standards listed below are permitted with the approval of the coach and the athletic director.

2. PLAYING TIME CRITERIA FOR EACH SPORT (regular season events)

- Baseball & Softball: participate in 50% of innings played
- Basketball & Football: participate in 50% of quarters played
- Cross Country: participate in 50% of team Varsity meets
- Golf: participate in 50% of team matches played
- Soccer: participate in 50% of halves played
- Swimming & Diving:
 - Compete in 60% of the team's meets AND
 - score in the county/conference championship meet OR
 - meet the qualifying standards for regional competition set by the AIA
- Tennis: participate in #1-6 flight singles or #1-3 flight doubles for at least 50% of the matches played
- Track & Field:
 - score at least 15 points during the season in competition against opponents
 - score in the county/conference championship meet OR
 - meet the qualifying standards for regional competition set by the AIA
- Volleyball: participate in 50% of the games played
- Wrestling: participate in 50% of the team's matches

Cheerleading: varsity members must cheer in at least 85% of the games and attend 85% of the practices during the combined fall and winter seasons in a single academic year.