

**FORM D -- Health Practitioner, please refer to the letter & references provided on Form C.
 NIAA PRE-PARTICIPATION PHYSICAL EVALUATION
 (Physical to be completed during an athletes first and third year of participation)**

PHYSICAL EXAMINATION DATE OF EXAMINATION: _____

NAME: _____ DATE OF BIRTH: _____

HEIGHT: _____ WEIGHT: _____ % BODY FAT (optional): _____ PULSE: _____ BP: ____/____ (____/____, ____/____)

VISION: R 20/ _____ L 20/ _____ CORRECTED: Y / N PUPILS: Equal _____ Unequal _____

<u>MEDICAL</u>	<u>NORMAL /ABSENT</u>	<u>ABNORMAL FINDINGS</u>	<u>EXPLAIN</u>	<u>INITIALS</u>
Appearance				
Eyes/Ears/Nose/Throat				
Lymph Nodes				
Lungs				
Abdomen				
Genitalia (Males Only)				
Skin				
<u>CARDIOVASCULAR</u>				
Murmur that Increases From Supine to Standing				
Systolic Murmur Greater Than II/VI				
Any Diastolic Murmur				
Radial & Femoral Pulses				
<u>MUSCULOSKELETAL</u>				
Neck				
Back				
Shoulder / Arm				
Elbow / Forearm				
Wrist / Hand				
Hip / Thigh				
Knee				
Leg / Ankle				
Foot				
Stigmata of Marfan's Syndrome				

CLEARANCE

CLEARED: _____
 Cleared after completing evaluation/rehabilitation for: _____

NOT CLEARED FOR: _____ **REASON:** _____
 Recommendations: _____

Name of physician (print/type): _____ Phone: _____

Address: _____
 Street City State Zip Code

I, _____ hereby certify that I am a licensed _____, qualified to perform NIAA Pre-Participation Evaluations, and that on the date set forth below I performed all aspects of the NIAA Pre-Participation Evaluation on the above student. This student meets all physical examination requirements for participation in NIAA sanctioned sports.

Signature of Health Practitioner _____ Date _____

ANDRE AGASSI COLLEGE PREPARATORY ACADEMY

STATEMENT OF ATHLETIC PHILOSOPHY

The administration and faculty of AACPA believe that a quality interscholastic athletic program is an integral part of the educational process. Participation in athletics provides students many opportunities for learning. Although academic success is our primary objective for all students, we believe they can excel in both academics and athletics.

The coaches at AACPA are committed to make the student athletes experience a positive one. They believe that the purpose of athletics is to develop team and individual athletic skills and to instill the values of integrity, respect, responsibility, diligence, sacrifice, and sportsmanship.

We believe student athletes should have the opportunity to participate in as many school activities as they choose. They will not be discriminated against for participation in one sport due to their participation in another sport or activity.

ATHLETIC CODE OF ETHICS

IT IS THE DUTY OF ALL CONCERNED WITH ATHLETICS:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a positive relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of game rules and standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of individual players.
10. To remember that an athletic contest is only a game—not a matter of life and death for player, coach, parent, school, official, fan, community, state or nation.

Demonstration of and adherence to the highest standards of sportsmanship are expected. Teachers, coaches, and supervisors must instill in students their responsibility to abide by these rules.

ALL OBSERVED VIOLATIONS AND THE DISCIPLINARY ACTION TAKEN WILL BE REPORTED IN WRITING TO THE ATHLETIC ADMINISTRATOR

LEGAL DUTIES OF COACHES

The primary cause of liability issues is **negligence**.

One of the factors necessary for negligence is the presence of a legal duty, and coaches have legal duties to their athletes. As a coach, you have certain legal duties you must perform. There are seven major duties the judicial system expects you to provide.

ADEQUATE SUPERVISION - You must provide supervision of your athletes during practices and games. Supervision must also be provided any other time you have responsibility for your players.

SOUND PLANNING - You must plan your skill instruction, to provide for progression. Your practices and drills must be planned so that you do not move too rapidly into techniques beyond their skill level.

INHERENT RISKS - You must warn your players of the inherent risks in the sport and the importance of using proper techniques. Repeat these warnings so that your players know the risks of their sport.

SAFE PLAYING ENVIRONMENT - You must provide a safe environment for practice and play. It is your responsibility to inspect your facility and equipment regularly and thoroughly.

EVALUATING ATHLETES' DISABILITIES - You must evaluate your player's injuries or any incapacity to determine if participation would be wise.

MATCHING OR EQUATING OPPONENTS - You must fairly match or equate players for practice and other competitive situations. The more body contact your sport generates, the more careful you must be in matching participants.

EMERGENCY FIRST AID PROCEDURES - You must provide proper first aid and establish emergency procedures that will be put into action. Carry emergency telephone numbers. Medicine kits must be readily available at all practices and matches, games, etc.

ANDRE AGASSI COLLEGE PREPARATORY COACHES CODE OF ETHICS

The Code of Ethics of the Andre Agassi College Preparatory Coaches has been developed to protect and promote the best interests of the athletic program and the coaching profession. Its primary purpose is to clarify and distinguish ethical and approved professional practices from those which are detrimental and harmful. Its secondary purpose is to emphasize the purpose and values of athletics in educational institutions and to stress the proper functions of coaches in relation to schools and players.

Coaches Manual

Ethics have been defined as the basic principles of right action. Applied to the AACPA coaching profession, ethics imply a standard of character in which the public has trust and confidence. The ultimate success of the principles and standards emphasized in this code rests primarily in the hands of those for whom they have been prepared.

EXTRACURRICULAR AND CO-CURRICULAR PROFESSIONAL BEHAVIOR

As role models for students in the Andre Agassi College Preparatory Academy, teachers, coaches, and administrators are responsible for the following expectations. The list is not intended to be inclusive of all the expectations of professional behavior. It simply serves as a guide for all athletic and activity personnel

1. Alcohol and tobacco are not to be used when in direct supervision of students during practices, contests, or performances.
2. Foul and abusive language or insulting gestures are not to be used or directed toward students, officials, or any other persons associated with the activity or contest.
3. The taunting of officials, or other participants in the activity, or any other persons associated with the activity, is prohibited.
4. Conduct which may result in fighting or inciting individuals to antisocial behavior is prohibited.

If an incident occurs at such time as a coach is removed from a contest for inappropriate conduct, the following shall take place:

1. Notification of the coach that he/she is ineligible to coach for a minimum of the next scheduled contest.
2. Should the incident warrant additional disciplinary action, the school administrator shall act accordingly.
3. **COACHES ARE NOT TO BE IN ATTENDANCE AT GAMES IN WHICH THEY ARE INELIGIBLE TO COACH.**
4. Should a coach be disqualified a second time, the coach will be ineligible for a minimum of the next two subsequent contests.
5. If the incident warrants additional disciplinary action, the school administrator shall act accordingly.

GENERAL LEGAL CONCERNS

1. Assure that the basic civil rights of your participants are not violated.
2. Keep good records, particularly in the event of injury. It is also wise to keep practice plans on file.
3. Be knowledgeable of transportation guidelines, especially the use of personal vehicles.
4. It is wise to carry personal liability insurance.
5. Obtain CPR certification.

DUTIES AND RESPONSIBILITIES OF THE ATHLETIC ADMINISTRATOR

To provide overall leadership and coordination among the various sports to facilitate programs that provides youngsters worthwhile learning experiences.

1. Responsible to and works under the direction of the principal(s) in providing direction to the school's total athletic program.
2. Responsible for administering all interscholastic policies and procedures working within the confines of the "Rules and By-Laws" and the National Interscholastic Athletic Association.
3. Observes coaches sufficiently in order to make recommendations to the school principal regarding coaching assignments.
4. Responsible for evaluating all new candidates for original appointments and for recommending qualified applicants to the principal. Note: Any new coaches, non-certified coaches, and volunteer coaches have one school year to complete the Coaches Education Program.
5. Responsible for all recommendations for the improvement and maintenance of adequate facilities, which shall be directed to the principal(s) for consideration and referral at his discretion.
6. Responsible for the development of all interscholastic game schedules and for the publication of these schedules and the school's athletic newsletters.
7. Responsible for reviewing all game officials assigned by the Southern Nevada Officials Association.
6. Interprets School Board policy to the extent necessary to provide guidance for the coaches under the administrator's jurisdiction.
9. Resolves conflicts that may develop within the ranks of the Athletic Department
10. Seeks and finds ways for supporting and financing the athletic program.
11. Is responsible for the athletic budget.
12. Makes arrangements for all interscholastic events, transportation, and lodging and meals when required.

13. Receives equipment quotations from authorized coaches, evaluates such requests and approves appropriate orders.
14. Attends or arranges for proper supervision of home athletic contests by administrative personnel.
15. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school.
16. Sends reminders of coming events to coaches and staff.
17. Responsible, after consultation with the head coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
18. Supervises the Athletic Director, Varsity and Sub-Varsity personnel.
19. Supervises all radio and television broadcasts, as well as the public address system at the various games.
20. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
21. Maintains permanent statistics for each sport, such as won-lost record, outstanding individual and team records, athletes earning letters, etc. when the head coach submits them.
22. Maintains a file of all suspensions and expulsions from teams to insure that each athlete receives "due process".
23. Responsible for determining scholastic eligibility of all candidates for athletic teams on a weekly, quarterly, and semester grading period, and for certifying eligibility on the proper state forms.
24. Coordinates with the principal the coaches' requests to attend coaching clinics.
25. Develops the yearly budget for the athletic program as requested by the head coaches.
26. Works with the principal, the Spirit leader and Drill Team advisors, and appropriate coaches in scheduling all athletic assemblies and pep rallies.
27. Coordinates the use of all athletic facilities in the school with the respective personnel by groups outside the school.
28. Responsible for game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
29. Provides for cleaning, repairing, and storing of all athletic equipment
30. Establishes procedures for the control of the training room.
31. Coordinates with the Athletic Trainer to provide medical doctors at all home and major athletic events.
32. Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.
33. Plans, organizes, and supervises all athletic awards programs with the Booster Club, with the approval of the principal.

34. Promotes publicity for all interscholastic sports (brochures, news releases to press, radio and TV) and shall assist the Booster Club and coaches in the organization and preparation of game programs and in the operation of concession stands.
35. Coordinates with the Supervisor of Maintenance the maintenance and repair of all athletic and physical education facilities.
36. Manages athletic facilities and controls the use of it hires or makes necessary anangements to provide parking, security, ushers, and other services required by the athletic operation.
37. Assumes responsibility for assignment of keys to the various athletic and physical education facilities.
38. Represents the school in all athletic business at district and state meetings.
39. Works out a reasonable and equitable program for the utilization of the concession stands.
40. Responsible for scheduling physical examinations in accordance with the requirements of the Nevada Interscholastic Athletic Association.
41. Responsible for the operation and organization of the press box.
42. Serves as the school liaison for all Athletic Booster Clubs.
43. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
44. Responsible for the annual review of the Athletic Policy section in the Staff Handbook.
45. Constantly evaluates the program, always seeking ways of improving interscholastic athletics.
46. Presents recommendations for changes in athletic policies to the principal and district personnel.
47. Performs such other duties as the principal may assign pertaining to athletics.

DUTIES AND RESPONSIBILITIES OF THE SCHOOL ATHLETIC DIRECTOR

1. Responsible to and works under the direction of the high school athletic administrator.
2. Supervises collection of athletic packets for athletes and makes final check of athletes' eligibility before presenting to the assistant principal.
3. Supervises football, volleyball, and basketball games including ticket taking and security.
4. Arranges games and contracts for athletic contests.
5. Notifies news media of schedule changes or other information about sports in the high school.
6. Coordinates with yearbook adviser to have pictures taken of athletic teams.
7. Works with Booster Club to insure the club understands district and school policies.
8. Keeps Booster Club informed of athletic events and coordinates sports banquets.
9. Keeps all staff members informed of any changes in sports schedules, such as time, place or date.
10. Responsible for determining scholastic eligibility of all candidates for athletic teams on a weekly, quarterly, and semester grading period, and for certifying eligibility on the proper state forms.
11. Responsible for the development of all interscholastic game schedules and for the publication of these schedules and the school's athletic newsletters.
12. Makes arrangements for all interscholastic events, transportation, and lodging and meals when required.
13. Reconfirms all security for athletic games and contests with the Discipline Office.
14. Keeps the administration informed of any potential problems or concerns of the players and/or coaches as they relate to the athletic program.
15. Meets the visiting teams prior to games and escorts them to their dressing facilities.
16. Coordinates preparation of athletic facilities prior to athletic events.
17. Coordinates athletic physical exams and the collection of fees.
18. Responsible for game management at all home interscholastic contests where admission is charged, is responsible for the safekeeping and deposit of gate receipts.
19. Coordinates with the Athletic Trainer to provide medical doctors at all home games and major athletic events.
20. Works out a reasonable and equitable program for the utilization of the concession stands.
21. Responsible for scheduling physical examinations in accordance with the requirements of the Nevada Interscholastic Athletic Association

22. Responsible for the operation and organization of the press box.
23. Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.
24. Plans, organizes, and supervises all athletic awards programs with the Booster Club, with the approval of the principal.
25. Sends reminders of coming events to coaches and staff.
26. Coordinates with the principal the coaches' requests to attend coaching clinics.
27. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
28. Maintains permanent statistics for each sport, such as won-lost record, outstanding individual and team records, athletes earning letters, etc. when the head coach submits them.
29. Maintains current records for each sports lettering criteria and shares them with athletic administrator.
30. Keeps a file with inventory of each sport as submitted by the head coach.
31. Maintains ticket reporting/recording on a monthly basis.
32. Arranges for the set-up of PA system for home games.

From the Athletic Director:

The Athletic Director is in charge of verifying eligibility for each athlete. Coaches should help collect packets and help determine if all forms are turned in as required.

1. A card system will be used to track eligibility.
2. When an athletic packet is complete', the AD will give the STAR card to the athlete or to the coach.
3. An athlete may not participate without a STAR card in the coach's possession.
4. The coach will return the STAR card to each athlete at the end of the season after all equipment is returned.

The NIAA roster you receive from the Athletic Administrator is the official roster. An athlete is not eligible to participate on your team if his/her name does not appear on this roster.

DUTIES AND RESPONSIBILITIES OF THE VARSITY COACH

All coaches are expected to be informed of and to abide by the NIAA and AACPA and Regulations, which are on file in the Athletic Administrator's office.

1. Training Rules and Regulations - The coach will be held responsible to see that all athletes are aware of the AACPA training rules and regulations. It will be the coach's responsibility to take appropriate disciplinary action if violations occur.
2. Medical Release - When a participant is referred to a medical doctor (licensed physician) for an injury that requires medical attention, the student will not be allowed to participate in that sport until a written release is submitted to the athletic director or administrator from a medical doctor.
3. Coordination of Teams - It is the head coach's responsibility to coordinate the Junior Varsity and "B" team programs.
4. AACPA Athletics Activity Request — it will be necessary to file an AACPA Athletics Activity Request for athletic activities such as invitationals, tournaments, non-league contests; etc.
5. Care and Handling of Equipment - It will be the responsibility of the head coach to keep a record of all athletic supplies and equipment issued to student athletes. At the conclusion of each sport season, the head coach should see that the athletes return all equipment. A complete inventory is to be made at the end of each sport season and kept on file. Storage rooms and cabinets must be kept neat and orderly.
6. Authorized Practice Date - It will be the head coach's responsibility to abide by the official NIAA practice schedule for each sport.
7. Behavior on Trips - The head coach will have the responsibility for maintaining acceptable community standards of dress and conduct for all athletes during scheduled activity trips. There must be a curfew set and enforced, personally, by the head coach and his/her staff. This information must be conveyed to the athletes with adequate emphasis. At least one coach must remain in the motel/hotel after bed check.
8. Supervision - The direct supervision of athletes is the responsibility of the head coach of that sport. This can be coordinated through the other assistant coaches in the program.
9. The Athletic Director and Coach - The athletic director and head coach must work together closely in coordinating trips. This includes completing appropriate itineraries and arranging transportation, meals, lodging and finances within the budget appropriated for each trip. A sales receipt must be obtained for all expenditures and properly processed upon completion of a trip.
10. Coaches' Code of Ethics - Coaches are expected to abide by the Coaches' Code of Ethics developed and approved by AACPA.
11. Use of Coaches Not Under Contract - Any coach not a member of the school staff must be cleared by the administration before he/she is permitted to assist with coach in any of the athletic programs.
- 12 Travel Arrangements — Travel information for invitationals and non-league contests must be submitted and approved by the athletic administrator. Itineraries, transportation; etc must be planned from the funds raised by the sport.

13. Banking Procedures — all monies collected or spent must be processed through the AACPA Athletic Administration.

14. Team Expectations - The head coach will be responsible for providing each player with a written set of expectations for that sport including attendance at practice and requirements for lettering.

15. School Records - The head coach is responsible for providing the Athletic Administrator with a set of school records for the squad being coached. These school records will be updated yearly.

**ANDRE AGASSI COLLEGE PREPARATORY ACADEMY
REGARDING ATHLETIC PHYSICAL EXAMINATIONS AND INJURY
REFERRAL**

All students participating in athletics must have a current physical examination on file at their school. Schools should seek to establish a program for physical examinations available to students. Schools may contact local physicians and therapists for volunteer assistance with their programs.

If an injury occurs during a practice or contest, the coach responsible for the activity should:

1. Provide aid to the student with emergency assistance utilizing one or more of the following:

- a. available physician
- b. available ambulance
- c. available coaches
- d. available physical therapist/trainer
- e. available nurse

2. After emergency procedures have been implemented, the coach should attempt to notify the parent or legal guardian of the nature of the injury and release the athlete to the parent.

3. If the injury is of a serious nature, or, in the opinion of the coach, needs immediate attention, the coach has the authority to refer the athlete for medical transportation and emergency treatment to the closest local hospital emergency room.

4. Only if requested by the parent/legal guardian or student may the coach or person in charge of the activity recommend a personal preference of medical personnel.

5. If a physical condition or injury warrants a referral to a physician, a medical release from a physician must be filed at the school before the student will be permitted to participate.

6. Notify the athletic administrator as soon as possible.

Public Relations

Section 1 Sportswriters and Sportscasters

The responsibility of coaches to accredited writers, radio and television commentators are to provide them news about their teams and players. They should be treated with courtesy, honesty, and respect. Derogatory and misleading statements should be avoided. Direct questions should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be pr to the best interest of the game, ethical procedure demands that it not be answered. In such cases, "no comment" is entirely justifiable. Coaches should assume responsibility for and stress the importance of ethical procedures in teaching their players how to conduct themselves in player interviews in the best interest of the athletic program.

Section 2 Good Judgment

It is a questionable practice for coaches to stress player injuries, disciplinary measures, academic difficulties, eligibility problems, and similar personal concerns with the press, radio, and television.

Disciplinary problems should be solved between the coach and players involved. Injuries are essentially a province of the team physician and trainer. Game officials' decisions should never be discussed or blamed for the outcome of the game. No good purpose can be served by emphasizing such matters.

Section 3 Alumni and Booster Clubs

Such organizations can be of value to the athletic program if they have proper objectives. It will be unethical for coaches to use such groups to attempt to defeat or obstruct administrative or institutional athletic controls or to encourage violations of established rules and regulations in order to strengthen existing athletic programs. It will likewise be unethical for coaches to make demands, financially or otherwise, upon such groups which are not in keeping with the letter and spirit of existing controls or in any other manner misuse such strength and power in violation of accepted rules and regulations.

ANDRE AGASSI COLLEGE PREPARATORY ACEDEMY RIGHT TO REPRESENT AGREEMENT FOR INTERSCHOLASTIC ATHLETIC, EXTRA-CURRICULAR, AN) ALL SCHOOL RELATED ACTIVITIES

"RULES AND REGULATIONS"

1. **Conduct Unbecoming a Representative of AACPA** - As a representative of AACPA, you have the added responsibly) of proper deportment and personal conduct Should you involve yourself in any activity which discredits yourself, your team/activity, your school, or your community, you will be subject to disciplinary action, which may include removal from the activity.

2. **Academic Performance** - All students involved in school-sanctioned activities **MUST** be passing in all classes. Representation is a privilege. Academic achievement **IS** required.
3. **Tobacco** - **A)** During any term of participation, any student using or in possession of tobacco, will be suspended for one week which will include a game/activity - **B)** A second offense will result in exclusion for the remainder of the season or activity.
4. **Alcohol/Drugs** **A)** Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in all extracurricular activities for a period not to exceed 90 academic days, not including summer school attendance. A student may appeal for full eligibility after 45 academic days of suspension.
5. **Controlled Substances** - Any student using or in possession of an controlled substance will be denied the privilege of participation in all extracurricular activities for a period not to exceed 180 academic days, not including summer school attendance. A student may appeal for full eligibility after 90 academic days of suspension. -
6. **Attendance** - Every student must be in attendance in **ALL** classes to participate in any extracurricular activity or practice for that school day. Prearranged professional appointments will be honored for an absence the day of the activity. All professional appointment excuses must be accompanied by verified documentation. Emergency situations will be evaluated by the athletic director, department chairman, or administration.
7. **Absences from Practice** - There will be no excused absences from practice, unless first approved by the head coach/advisor. This includes all extracurricular activities, meetings, class offices, clubs, jobs, etc.
8. **Personal Dress -and Appearance** - You represent your school, community, family, yourself, and especially the **TEAM/Activity** of which you are a member. You should dress neatly and be clean at all times. Dress on all trips will be at the discretion of the coach/advisor.
9. **Other Activities** - Strenuous activities the day or night before a game are strongly discouraged. Coaches will instruct their players regarding permissible activities.
10. **Training Areas/Use of Facilities** - The head coach will advise his/her team in relation to dressing room and training room procedures or use of facility. It is the student and advisor's responsibility to keep the areas clean and leave them in good condition.
11. **Equipment/Use of Facilities** - The head coach will advise students as to the proper care and use of equipment. Students are responsible for equipment that has been checked out to them. Students will be billed and charged for lost or damaged equipment.
12. **Travel** - Participants will travel to and from all events with the team/activity in the school buses. There will be no exception to this regulation unless there is a written request and approval by the head coach/advisor **BEFORE LEAVING**. Students **MUST** travel to the event with the team/activity.
13. **Physical Examinations** - Every student who participates in an NIAA sport, club sport or school activity (requiring medical examinations) must have a physical

examination completed and on file in the Athletic Office before entering any practices or competitions.

14. Insurance - Every student who participates in athletics or an activity **MUST** be covered by either school insurance or a private insurance policy of his or her parent guardian. There must be a signed waiver attesting to insurance coverage with policy numbers on file with the proper administrative offices.

15. Participation in any other organized recreation - No team member shall participate in any other organized recreation or athletic program during the season of participation on a high school team without the approval of the high school coach and administration.

16. Grievances/Questions - Any grievance, question, or problem in regard to a given activity should be discussed with the head coach/advisor of that activity before or after practice or by appointment. If you have any questions regarding the athletic program, please contact the Athletic Office. Should questions arise regarding any program of the school, please contact the athletic administrator.

17. Violations - Any violation of the above rules may result in disciplinary action, removal from the activity, and/or loss of honors and activity recognition.

Andre Agassi College Preparatory Academy Athletic Awards Criteria

Athletic awards are given in recognition of outstanding athletic achievement. Varsity athletes will receive only one chenille athletic letter during their high school career. The first time they letter in a sport they will also receive a certificate for that particular sport. Any subsequent letter award in the same sport will result in a certificate awarded. Varsity athletes will receive a letter certificate every time they letter.

Listed below are the general criteria to letter for all sports. The athlete must be provided a written set of requirements for lettering in each sport; however, the head coach has the prerogative to issue or withhold a letter for extenuating circumstances such as early season injuries, value to a team without having played the required time, team or district violations, etc. Coaches must provide documentation of these circumstances to the athletic administrator. In all cases, students must complete the season as a member of the team in order to letter or receive any other award or certificate.

ALL SPORTS

1. The athlete must meet all academic eligibility and good citizenship criteria as provided for in NIAA, AACPA policies and regulations.
2. The athlete must attend all practices unless excused by the coach for illness or an emergency beyond the student's control.
3. The athlete must have returned all equipment and uniforms loaned to him or her by AACPA in all years of participation.
4. The athlete must have demonstrated good sportsmanship at all times.

5. The athlete must fulfill individual sport letter criteria.

Lettering Requirements

Baseball

Men's and Women's Basketball

Bowling

Varsity Football

Men's and Women's Golf

Men's and Women's Soccer

Women's Softball

Men's and Women's Swimming

Men's and Women's Tennis

Men's and Women's Track

Women's Volleyball

Scholar Athlete Patches

In keeping with AACPA emphasis on high educational standards for students participating in interscholastic athletics, a specially designed Scholar Athlete patch and certificate will be presented to all varsity AACPA athletes who maintain a 3.5 GPA or better during the semester of their athletic participation. Only one patch will be awarded during the athlete's high school career. Certificates may be provided for any subsequent award in this category.

AACPA

Student Activities Participation

The Andre Agassi College Preparatory Academy sponsors varied activities programs for all students enrolled in the secondary schools. Student participation in these programs is governed by rules and regulations established by the District and the Nevada Interscholastic Activities Association. These guidelines have been developed to provide for:

- the uniform organization and management of each sponsored activity
- the safety and welfare of each student participant
- the protection of individual student rights
- the instruction in the essential skills and attitudes needed for participation

Establishment of Initial Secondary Student Eligibility/Scholastic Eligibility Requirements

This regulation shall apply to all regular education students who represent the school by participating in any inter school competition or out-of-school and after-school performance with the exception of those students participating in co-curricular activities which will directly affect the individual student's grades earned in the enrolled corresponding class.

Special program students working for a regular diploma shall be subject to eligibility requirements as specified in his/her IEP.

1. To participate in any interscholastic activity sponsored by the district, an individual must be officially enrolled in at AACPA.
2. Students have an opportunity to make up a second semester CIPA deficiency during the regular summer school program. Summer school grades may be averaged with grades for the immediate preceding semester.
3. The student shall not, after enrolling in the ninth grade, be eligible for more than four years or eight consecutive semesters, nor shall he/she be eligible to participate in more than four seasons of any one sport.
4. Any student whose nineteenth birthday occurs before the first of September shall thereafter be ineligible to compete in interscholastic athletics.
5. All student participants in interscholastic athletic activities must be officially registered with the Nevada Inter-scholastic Activities Association.
6. Student eligibility will begin or end at the close of school the day that grade printout sheets are available from Administration at the end of the nine-week or semester grading period.
7. Student must show a 2.5 GPA for the grading period immediately before the current athletic season. Any student not holding a 2.5 GPA will be ineligible to play in contests for 9 weeks at which time a new grade check will be performed.
8. Student grades will be checked every three weeks. If at any time an F or two Ds are reported, the student will be ineligible to participate in contests for one week. After a week, the grade will be checked again. Student will remain ineligible until they show no failing grades.

ANDRE AGASSI COLLEGE PREPARATORY COLLEGE ACADEMY

Activities and Athletes

CONFLICT RESOLUTION PROCEDURES

Through the course of student activity and athletic participation, concerns and conflicts may arise between and among students, coaches, and parents/guardians. AACPA students are expected to address concerns to their coaches. If a concern remains, the following procedure will ensure a fair, consistent, and timely resolution:

Step 1. The parent or guardian shall schedule an appointment to meet with the coach to discuss the concern.

Step 2. If the parent or guardian is not satisfied with the decision made at Step 3, he/she shall meet with the principal or athletic administrator.

It is expected that all parties will address concerns in a timely and civilized manner. This will provide a proper framework for resolution of most, if not all, concerns.

ANDRE AGASSI COLLEGE PREPARATORY ACADEMY

Athletic/Activities

Eligibility Appeal Procedure

It is expected that during the regular participation of AACAP students in school athletics and or/activities, problems will arise that may affect student eligibility. A coach, athletic director, athletic administrator, or principal may address these problems. If the parent/guardian wishes to appeal a decision rendered by a school official the following course of action will be immediately instituted.

Step 1: The parent/guardian must request a hearing with the athletic administrator.

Step 2: The athletic administrator will schedule a hearing/conference.

Step 3: At the conclusion of the hearing/conference the activities or athletic administrator will inform the parties in writing about the decision within five calendar days. This letter must include (1) the reasons for the decision (2) the procedure to appeal the decision to the principal (3) how and where reinstatement of eligibility may be requested or other procedures to resolve the problem at a later date.

Step 4: If the parties wish to appeal the decision to the principal, they are directed to make their request it stating the reason for their request.

Step 5: At the conclusion of the appeal hearing by the principal, the principal will notify the parties by letter about his/her decision and the reasons supporting the decision. This letter should also include the procedure to appeal the principal's decision to the Clark County School District Student Activities or Athletic Departments.

Athlete's General Behavioral Guidelines

1. Each coach will specify field and court regulations and procedures. All athletes are expected to follow these regulations and to conduct themselves in a commendable manner.

2. Students involved in a fight during an athletic event may be suspended for a minimum of one (1) athletic event depending on the circumstances surrounding the occurrence.

3. Officials in a game are there for the purpose of ensuring both teams receive a fair chance to win. Officials do not lose a game.

4. It is the athletic tradition and rule that no one except the appointed captains talks to the officials. The players' bench should not become involved in matters concerning officials' decisions.

5 Any behavior contrary to that which has been stated is a direct reflection on the school, team, and the coaches and will not be tolerated.

Contest Behavior Guidelines for the Student Athlete

The integrity of sportsmanship must be taught and maintained during all school contests. There is no place in the instructional process that allows for displays of inappropriate conduct by a student athlete.

If an incident occurs and a student participant is removed from a contest for inappropriate conduct, the following shall take place:

1. Notification to the student athlete that he/she is ineligible to participate in a minimum of the next scheduled contest. Should the incident warrant additional disciplinary action, the school administrator shall act accordingly. Students are not to be in attendance at games in which they are ineligible to participate.
2. Should a student athlete be disqualified a second time for inappropriate conduct, the student will be ineligible for a minimum of the next two subsequent contests. If the incident warrants additional disciplinary action, the school administrator shall act accordingly. Such students are not to be in attendance at games in which they are ineligible.
3. Within three school days, a written report describing the incident and action taken by the school is to be submitted to the Director of Secondary Education and the Director of Student Activities.

Registration of Athletes

Each athlete must complete registration forms entirely before being allowed to practice. The responsibility of registration of athletes lies first with the athlete and parent in terms of seeing that all required materials are completed and turned in to the athletic director. It is then the responsibility of the athletic director to take this information, verify its validity, and issue the athlete a Permit to Practice and Participate slip (STAR Card). The athlete will then take this permission slip to the coach.

There will be strict enforcement of the ten-day practice rules as stated under NIAA Rule 2070:

Section I. Participation in any interscholastic sport shall have at least ten days practice under the direct supervision of the high school coaching staff of that sport before participating in any game, event, contest, or match, except golf.

Section 2. Only one practice may be counted for any one day. Practices may not be held on Sundays.

It is the responsibility of the coach not to allow an athlete to practice until he/she has presented the coach with a Permit to Practice and Participate Form. The athlete will be ineligible to participate in interschool competition for ten practice days from the date signed by the athletic director on the Permit to Practice Form (STAR Card.)

Materials requested for registration as indicated on the front of the athletic packet envelope are to be included in the envelope when turned in to the athletic director's office. An athletic handbook is provided in the packet for athletes and parents.

For athletes who have already registered for a sport earlier in the same school year, the coach needs to turn in a list of those athlete's names to the athletic director. The list will be validated by the athletic director.

Coaches will be given a copy of the NIAA roster for validation. Once the principal has signed the form, a copy will be returned to the coach. A coach will not play any student in a contest unless that student is on the list or he/she has received a Permit to Play form from the athletic director.

Practice Times

As a general rule, practice for athletic teams begins after school, because of the number of teams and the facilities available, all teams cannot start at this time.

Practices are limited to six days per week. No practices or interscholastic activities will be permitted on Sundays.

The coaching staff is responsible for organizing and implementing the practices and the length of time they are to be held. Daily practices are expected with the average time of 1 1/2 to 2 1/2 hours.

Procedures for Changing Approved Athletic Schedules

1. All changes of athletic schedules must be submitted to and approved.
2. Only those requests channeled through the office in charge of athletics will be considered for change.
3. Addition to a schedule must be submitted two weeks prior to the date of the game or match to be considered for change.
4. Additions to a schedule that interfere with a league-scheduled event must be submitted prior to the first scheduled contest of that sport.

Students Involved in Multiple Activities and/or Athletics

We are all aware that most active and talented students involve themselves in many activities and occasionally there will be a conflict in practices and/or performances. It is our responsibility to help guide and direct the students in their choices so these conflicts will be minimized. However, we should not discourage students from developing and demonstrating multiple talents and abilities. The following guidelines are provided to help students, parents, advisors, and coaches deal fairly and consistently with conflicts that arise with these multi-talented students.

1. In the event a student is scheduled for a practice and performance on the same day or evening, the performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate.
2. In the event a student is scheduled for activities of equal classification (i.e., two practices/rehearsal or two performances occurring simultaneously) the student should be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities. The student should notify each coordinating adult of the conflict and the choice that is made.

Athletic equipment is loaned to team members by the Athletic Department

1. Athletes are responsible for equipment that is issued to them. The athlete must pay for any lost items.
2. School uniforms are not to be used or worn at home or away from school unless on a team trip.
3. Uniforms are to be washed and maintained by the team member in strict accordance with guidelines given by the coach.

Trips for Extracurricular Activities

1. Extracurricular activity trips involving students of the AACPA must meet one of the following established standards:
 - a. Obligation of Interscholastic Activity programs
 - b. Achievement of the districts educational goals
 - c. Participation in community events
2. The scheduling of trips for extracurricular activities should be carefully planned and coordinated, and may not be disruptive to the educational program of nonparticipating students.
3. To gain approval for any student activity trip, the appropriate form must be completed and submitted to the athletic/activities administrator ten days before the activity. This form will identify the specifics of the planned activity and will show the approval of the supervisor of the budget unit from which the trip is being funded. No trip is to be conducted until the appropriate supervising administrator has accepted this form. Procedures for scheduling student activity trips are outlined in the following:
 - a. All extracurricular out-of-district travel must have the approval of the school principal.
4. All extracurricular trips will require a minimum of one coach to accompany the students. The principal has the option to accompany the group or team when it is deemed necessary or to designate an authorized representative.
5. Transportation shall be provided by AACPA and/or an approved commercial carrier, or by vehicles driven by district employees with prior approval of the principal.
6. All groups will return the same day or night. When distance requires groups or teams to stay overnight, room accommodations will be in respectable middle price range motels or hotels.

Guidelines for Athletic and Activity Travel

1. Coaches must file the field trip request forms prior to taking trips.
2. The administrator or designee will have full authority on all student activity trips pertaining to conduct, dress and appearance. There must be curfew set and enforced personally by the administrator and coach. An advisor must be at the hotel/motel whenever students are there.
3. All students who attend or participate in any school-sponsored activities and are transported by district transportation must return to their home schools by that means of

transportation. Any exceptions to this rule must be substantiated by written release by the parent' guardian and approved by the coach or administration in advance.

4. A copy of the field trip permit must be on file, of athletics for every student participating in the activity and the original MUST be in the possession of the coach at all times during the trip.
5. Prior to leaving on a school-sponsored trip when school is to be missed, a list of students must be turned in to the assistant in charge of activities. This must be done seven (7) days prior to departure.
6. Athletes on suspension or RPC will not be allowed to participate in school-sponsored trips.
7. Athletes who are disciplined while on trips may be sent home at parent guardian's expense. 'If the situation arises, the parent/guardian will be contacted immediately.
8. An itinerary of the trip must be completed and copies distributed to the administration, athletes, and parent/guardian.
9. At least one coach must remain in the hotel/motel after bed check.

Itinerary

All athletic groups that travel out of district for competition must supply the following information:

1. Name of organization taking trip
2. Purpose of trip
3. Destination
4. Place of lodging
5. Phone number at place of lodging
6. Method of transportation and name of carrier
7. Departure place
8. Departure time and arrival time
9. Departure place on return trip
10. Departure time and estimated time of return
11. Number of students (boys and girls)
12. Name of certified employee in charge
13. Names of other school employees assigned as chaperones
14. Signature of certified employee in charge
15. Signature of principal

Coaches are to submit this request to the Athletic Administrator four weeks prior to the activity. In addition, coaches are to submit a copy of the letter to be sent to

parent/guardians which includes the itinerary and signed copies of the AACPA Rules of Conduct/trip Release.

A. signed statement from the hotel manager or hotel owner certifying rooms were in good condition and no damages were incurred during the group's stay should be submitted to the Athletic Administrator upon return from the scheduled trip.

Transportation

Throughout the school year, teams will be required to submit a Field Trip bus Request Form each trip authorized on the approved schedule. Advisors are to submit all completed Bus Request Forms to the Athletic Administrator's secretary at least four weeks prior to the activity.

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Rules Governing School Trip

In as much as the administration and the teaching staff at AACPA will be assuming the supervisory responsibilities of your child on a trip away from school, we feel it is important that the student and the parents/guardians fully understand the rules which govern such trips. It is our feeling that a trip is a continuation of the school day and as such, students participating on these trips are subject to the rules and regulations which govern our school while they are on campus. Because the students will be representing AACPA, and because their conduct, behavior, and safety is our responsibility, we have established the following guidelines which must be adhered to while they are away from home:

1. There will be no use of alcoholic beverages or drugs.
2. Rooms will be assigned by the advisor and may be changed only by the advisor.
3. Under no conditions, at any time, will members of the opposite sex be in the same room without the presence of an authorized chaperone.
4. By curfew time or the time established for bed check, students are to be in their assigned rooms and are to remain there for the rest of the night.
5. No students will be allowed to leave the group on their own or with friends without the permission of their assigned chaperone. This includes leaving in cars, cabs, buses, etc., other than the transportation arranged by the advisors.
6. Students will be held responsible for any loss or damage to their assigned rooms.
7. Students are to realize that there are other guests in the hotel or motel and therefore, will refrain from making loud or aggravating noises.
8. The luggage and personal effects of the students are subject to inspection prior to departing and at anytime during the trip.
9. Any student found to be in possession of, or under the influence of alcohol or drugs will be left home if this determination is made prior to departure.
10. Students will be expected to know and observe the time and locations of all departures. The group will not be delayed by the tardiness of individuals.

11. The establishment and enforcement of any guidelines not covered in items one to ten, guidelines that are necessary to ensure the success of the trip, will be left to the discretion of the administrator in charge or their designee.

Any student violating the above listed rules may be sent home at the parent/guardians expense and will be subject to further disciplinary action by school. This action may take the form of a loss of eligibility to participate in extracurricular activities for a period of up to one year, and/or denial of a student to participate in graduation exercises.

It is understood that if custodial help is not requested and proper clean up does not take place, additional custodial hours will be charged to your activity.

Physical Education Exemption

Students who complete a full season as a member of an athletic team are eligible to earn 120 hours (1 PE credit) or 60 hours (1/2 PE credit) and have that applied to their second year PE requirement for graduation.