



**STUDENT
ATHLETIC HANDBOOK
2022-2023**

ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Athletic Handbook.

The Athletic handbook describes important information about being a athlete at American Heritage Academy. This includes, but is not limited to, the legal duties, responsibilities, expectations and protocol of an athlete. Furthermore, I understand that I should consult the Athletic Department regarding any questions not answered in the handbook.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements.

Athlete Signature: _____

Athlete Name (Print): _____

Parent Signature: _____

Parent Name (Print): _____

Date: _____

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FORWARD

The purpose of this Athletic Handbook is to define the athletic policies and procedures of American Heritage Academy Athletic Department. Because this handbook is a general source of information, it is not intended to be an all-encompassing document and may not cover every possible situation or unusual circumstance. The success of the athletic program depends upon the understanding, teamwork and cooperation of administration, staff, athletes and parents in carrying out the athletic policies.

MISSION STATEMENT

We promote America's founding principles through a classical liberal arts education, fostering personal greatness, community service, strong academic and leadership skills, while affirming hope in a caring environment.

CORE VALUES

CHARACTER—We will be Student-athletes/Coaches of character worthy of honor on the court, in the classroom, and in the community first and foremost in our families.

ACCOUNTABILITY—We will be Student-athletes/Coaches that hold ourselves and each other accountable for our actions and choices. We will remain teachable.

INTEGRITY—We will be Student-athletes/Coaches that do what is right through displaying honesty and trustworthiness in every area of our lives.

DISCIPLINE—We will be Student-athletes/Coaches that maintain focus physically, mentally, and emotionally especially through tough situations.

HARD WORK—We will be Student-athletes/Coaches that work hard on the court, in the classroom as well as, in our everyday life.

HAVE FUN—We will be Student-athletes/Coaches that will have fun, appreciate being part of a team/family and remember to enjoy the game.

SEXUAL/RACIAL/RELIGIOUS/HARASSMENT

EdKey makes a commitment to establish a workplace free from discrimination and is an equal opportunity employer. This is a commitment that must be shared by all individuals associated with Edkey. All employees are expected to conduct themselves at all times so as to provide an atmosphere free from unlawful discrimination.

Complaints or charges of violations are to be reported immediately to your supervisor or the Human Resources Director in written form and will be promptly investigated. If the complaint involves someone in the employee's direct line of supervision, or the employee feels uncomfortable reporting the discrimination to his/her supervisor or Human Resources Director, the employee may inform Mark Plitzuweit, CEO at the Administrative Office, and the complaint of discrimination will be promptly investigated.

MANDATORY REPORTING OF CRIMINAL ACTIVITY

Arizona State Statute (A.R.S. 13-3620) requires schools and school employees to report criminal activity to local law enforcement. Suspected child abuse is not something school employees can ignore. Apparent non-accidental injury, sexual molestation, abuse, neglect, and crimes against children are required by law to be reported to local law enforcement and the Department of Child Safety. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school.

DRUG-FREE WORKPLACE

Edkey is dedicated to maintaining a safe educational environment. Thus, Edkey has implemented a drug and alcohol free work environment policy.

No employee shall report to work while under the influence of drugs and/or alcohol. The use, sale, distribution, manufacture, or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, imitation drugs, or drug paraphernalia on Edkey property is prohibited. School property includes any buildings or premises, and any school-owned vehicle or any school-owned vehicles used to transport staff members or students to and from school, school activities, or on school business. This includes the misuse of prescription drugs or any mood-altering substances while on Edkey property. Edkey paid time (i.e., conferences, training sessions), school-sponsored or school-approved activity or event, or in circumstances the school believes will adversely affect Edkey's operations or safety.

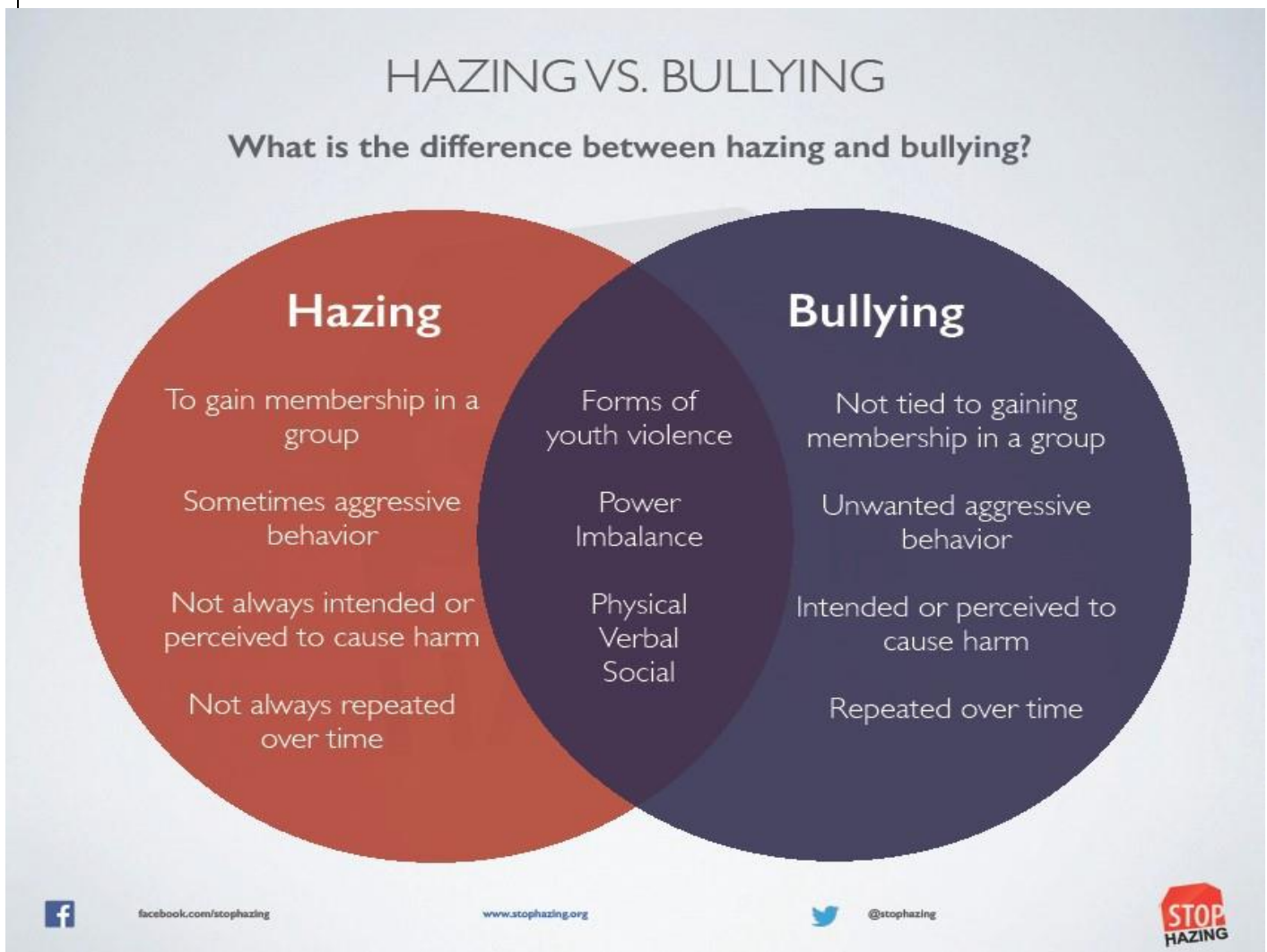
ALCOHOL, DRUG, TOBACCO POLICY IN A NUTSHELL

There will be no use of alcohol, drugs or tobacco by anyone in any form (chew, dip) at practices, games or during team travel.

HAZING

Hazing or “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. Hazing also includes any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or school policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime. Hazing is a process that involves harassment, with or without consent. Hazing can occur within any group. Hazing results include but are not limited to, excessive physical fatigue, embarrassment, humiliation, and mental or physical injury.

It is the responsibility of victims, participants or witnesses of a potential hazing incident to report the activity.



ARIZONA HAZING LAW HIGHLIGHTS

Statute: §15-2301

A. Every public educational institution in this state shall adopt, post and enforce a hazing prevention policy. The hazing prevention policy shall be printed in every student handbook for distribution to parents and students.

Each hazing prevention policy shall include:

1. A definition of hazing pursuant to subsection C, paragraph 2 of this section.
2. A statement that hazing is prohibited.
3. A statement that any solicitation to engage in hazing is prohibited.
4. A statement that aiding and abetting another person who is engaged in hazing is prohibited.
5. A statement that it is not a defense to a violation of the hazing prevention policy if the hazing victim consented to or acquiesced in the hazing activity.
6. A statement that all students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy.
7. A description of the procedures for students, teachers and staff to report violations of the hazing prevention policy and the procedures to file a complaint for a violation of the hazing prevention policy.
8. Procedures to investigate reports of violations of the hazing prevention policy and to investigate complaints for a violation of the hazing prevention policy.
9. A description of the circumstances under which a violation of the hazing prevention policy shall be reported to the appropriate law enforcement agency.
10. A description of appropriate penalties, sanctions and appeals mechanisms for persons and organizations that violate the hazing prevention policy. The sanctions shall include the revocation or suspension of an organization's permission to conduct operations at the educational institution if the organization knowingly permitted, authorized or condoned the hazing activity. Any teacher or staff who knowingly permitted, authorized or condoned the hazing activity is subject to disciplinary action by the educational institution.

B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:

1. Customary athletic events, contests or competitions that are sponsored by an educational institution.
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

C. For purposes of this section:

1. "Educational institution" means any of the following:

- (a) A public school that provides instruction to pupils in any combination of kindergarten programs and grades one through twelve.
- (b) A public community college or a vocational education program that provides academic instruction or training not exceeding two years' duration in the arts, sciences and humanities beyond the twelfth grade of the public or private high school course of study.
- (c) Any public college or university that provides academic instruction beyond the twelfth grade of the public or private high school course of study and that offers any combination of baccalaureate, master's or doctoral degrees to students that complete specified academic requirements.

2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply.

- (1) The act was committed in connection with an initiation into, and affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

4. "Student" means any person who is enrolled at an educational institution, any person who has been promoted or accepted for enrollment at an educational institution or any person who intends to enroll at or be promoted to an educational institution within the next twelve calendar months. The hazing prevention policy of the educational institution where a person has been accepted for or promoted to enrollment, or where a person intends to enroll or be promoted to within the next twelve calendar months, shall be the effective policy. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted or withdraws from the educational institution.

EMERGENCY ACTION PLAN

Establishing safety of the scene and immediate care of the athlete is paramount. With athletic practice and competition, the first responder to an emergency situation is typically a member of the athletic staff. The most qualified individual on the scene should provide acute care in an emergency situation. ***The highest person in the Chain of Command (see below) at the scene is responsible for identifying and informing whoever will be the Designated Person-In-Charge in a medical emergency.*** This may or may not be the highest person in the chain of command. The person designated will be the person most qualified.

Chain of Command

1. District Athletic Director
2. Athletic Director
3. Head Coach
4. Head Coach
5. Assistant Coach

EMS activation may be necessary in situations where emergency transportation is not already present at the event. This should be done as soon as the situation is deemed an emergency or life-threatening event. Activating the EMS system may be done by anyone, however, the person chosen for this duty should be someone who is calm under pressure and communicates well over the phone. This person should also be familiar with the location and address of the sporting event and are able to direct EMS to the scene. Another person should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel.

EMERGENCY CONTACT NUMBERS

Ambulance, Fire, Police, Emergency	911
Poison Control Center	1-800-222-1222
American Heritage Academy, 2030 E Cherry St., Cottonwood, 86326	928-634-2144
Jake McCune, Athletic Director	480-993-7591
Kimberly Baker, Athletic Coordinator	928-634-2144
Robb Floco, Edkey Organizational Director.....	951-234-6066
Steve Doerksen, Principal.....	928-714-6190
Cottonwood Police Department – Non Emergency.....	928-649-1397

In Case of injury the following plan shall be implemented:

The highest person in the Chain of Command at the scene will identify and inform who is the Designated Person-In-Charge (leader). This may or may not be the highest person in the chain of command. The person designated will be the person most qualified and will provide acute care in an emergency. 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 patient until EMS arrives.

Responsibilities for Designated Person-In-Charge:

1. Evaluate the scene and provide appropriate care. Check airway, breathing, circulation, level of consciousness, and for bleeding. If there is any doubt as to the severity of the injury, medical referral is advised and, if deemed necessary, EMS should be summoned.
2. Designate an individual to call 911, if necessary. Make sure they have proper and thorough information.
3. Initiate care. If EMS is activated, athlete should not be moved unless CPR cannot be administered due to obstructions/position, or the athlete's life is in danger due to environmental conditions. **NO EXCEPTIONS.**
4. If EMS is not activated, administer first-aid as required.

Responsibilities of Highest Person-In-Charge:

1. Identify the most qualified individual at each event who will provide acute care in emergency situation and advise them they are the Designated Person-In-Charge. This person should have already been identified prior to the beginning of the practice, competition or other event.
2. Notify parent/guardian and apprise of the situation immediately if the injury is serious. If athlete is being transported to hospital, a parent or member of the coaching staff should ride with the athlete to the hospital.
3. If the injury is such that the athlete is required to be benched or sit out any part of the practice or game, notify the parents timely and recommend care (i.e. student should be seen by a physician).
4. Any and all suspected head injuries **MUST** be referred to the parent/guardian immediately. At no time may a coach make a decision about a student athlete's playing ability after a head injury.
5. Notify Athletic Director of any injuries via text immediately.
6. ALL injuries must be reported on the Accident/Injury Form and submitted to the Athletic Department as soon as possible but no later than the next school day.
7. Ultimately parents/guardians have the final say on treatment regarding the health of the son/daughter, but the Athletic Director and Head Coach can medically disqualify a student athlete until they are seen by a physician.
8. The Athletic Director and the Head coach and parents/guardians should work together to insure a safe return to play for the student athlete.
9. All student athletes who have sustained an injury must be cleared by a physician in order to return to play. This includes any injury requiring an athlete to miss two consecutive practice sessions.

See Health Section for specific injury information.

REQUIRED FORM: STUDENT ACCIDENT/INJURY REPORT

SITUATIONS WHEN 911 SHOULD BE CALLED IMMEDIATELY ARE:

- Athlete is not breathing or having difficulty breathing
 - Athlete has lost consciousness
 - Suspected Neck & Spine Injury
- It is suspected athlete has an obvious or open fracture (bone has punctured through the skin)
 - Severe heat exhaustion or suspected heat stroke
 - Severe bleeding that cannot be stopped

Activating the EMS System

CALL 911

- State your name and telephone number.
- Nature of emergency (Life threatening or non-life threatening)
- Address of Emergency
- Condition of Athlete (i.e. Breathing, conscious, etc., and location of injury—head, back, etc.)
- First Aid treatment initiated: CPR, First Aid, etc.
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher
- **HANG UP LAST.**

Equipment & Supplies:

Athletic First Aid Kit:

The athletic first aid kit contains most supplies used by a coach during practices, home events, and when traveling to another site.

1. Kits can be checked out in the Athletic Department and must be returned after the conclusion of away games.
2. The kit provides necessary first-aid supplies as well as the most generally used athletic supplies needed. If a kit is missing needed items, please report the missing items to the Athletic Department.
3. The coach is responsible for the care and maintenance of the supplies within the kit. The coach should check supplies after each event to ensure kit is replenished.
4. The coach is responsible for bringing the kit to all events, home or away.

Ice and Water Coolers:

1. Ice and water coolers can also be checked out in the Athletic Department
2. Coaches are responsible for the care and maintenance of the coolers.
3. Water bottles are not to be reused, coaches must emphasize proper hygiene—do NOT allow the athlete to place the spout in contact with their mouths or remove lids to drink. Athletes will be provided their own water bottles. (due to Covid-19)
4. Coolers must be properly cleaned and stored after use.

REGISTRATION AND PARTICIPATION FEES

Parents of a student interested in participating in any athletic program, must create an account and register the athlete in the desired sport, completing all the necessary steps and electronically signing prior to try-outs on **Register My Athlete—www.registermyathlete.com**.

Documents required for registration are:

1. **Physical**—Physicals are good for one year from the date of issue and all four pages are required to be uploaded into Register My Athlete. Physicals are not required for try out but must be uploaded and approved prior to the start of practices.
2. **Concussion Protocol**—JH must watch a video and parent/guardian must certify that they have and HS students are required to sign on to Barrow Learning and complete the a Barrow Brainbook video and up-load the certificate of completion into Register My Athlete. This will be conducted as a group on TBD date. If the athlete misses the training video during this time, parents will be responsible for training as stated above.
3. **Fees**—see schedule below. The due date for fees will be announced by the AD at the beginning of the season. Fees can be paid online via Register My Athlete.
4. **Volunteer Driver**—This is optional but any parent who will be driving students to and from games must upload their Drivers License and a current copy of their auto insurance card.

To participate in an athletic program, each sport requires a fee in accordance with the fee schedule below:

Junior High	\$35
High School.....	\$45
Family Cap—per family for school year	\$150

Fees can be made in the School Office. Fees are to be collected before any other fundraising requests of parents/participant (i.e. Team bags, shoes, swag)

All items that the players are intended to keep must be paid using fundraising money. See fundraising section for more information.

All residual amounts (unknown at this time) of fee and other specified donations will be “carry-over” to build funds.

Of Course, we realize that not every family has the same resources to contribute to their child’s athletic endeavors! Our goal is to create support for the Athletic Program, build leadership skills of the students and growth in levels of commitment, resilience and engagement of the student athlete. Should the athletic fees or equipment costs be financially burdensome, please see the Athletic Director for financial assistance.

ATHLETIC ELIGIBILITY

ATTENDANCE POLICY

To participate in extra-curricular activities, including practice sessions, a student must be in attendance at school for a minimum of 4 classes on the day of the activity. Students with a shortened schedule must attend all scheduled classes. Exceptions for a doctor or dentist appointment may be made with a notefrom the provider (i.e. the doctor or dentist).

DISCIPLINARY ELIGIBILITY

Students who are on suspension or have been expelled from school are ineligible to participate in any extra curricular activities until the suspension or disciplinary action has been completed. If the student is suspended twice or more during a season, that student will be removed as an active member of the team or group. If a student is removed from a team, it is up to the discretion of administration and the Athletic Director whether or not he or she will be allowed to participate on another team in the same school year. If a student received Friday school, the student must attend Friday School in order to remain eligible.

STUDENT-ATHLETE/FAN CONDUCT

Student-Athletes and their families are required to conduct themselves in accordance with the Athletic Department's Mission Statement at all times during practice and games.

PRACTICE/EVENT CONDUCT

Student-athletes and their fans are subject to removal or suspension from athletic events at the discretion of the Athletic Director, Principal, or Dean of Students for conduct (on or off-campus) detrimental to the e school and Athletic Department's Mission. Cheer for your team, not against the opponent or officials.

GRADE POLICY

To be eligible to participate in any athletic competition, a student must be earning, at a minimum, 70% in all core classes and have NO failing grades.

PROCEDURE:

- .1 Grade check will be performed Tuesday by 3 p.m. for student eligibility. This grade check will cover a one-week period.
2. Students who have a less than a 70% in core classes or an F in any class, will be required to attend 45 minutes of tutoring each day until their grade improves, however they will be ineligible to participate in any athletic competition.
3. Student-athletes who are in tutoring will be required to fill out a slip called Student-Athlete Teacher Tutoring (SATT). This slip requires a signature by the tutoring teacher stating that the student-athlete has been in tutoring working on unfinished work. The student-athlete will then take the slip to their coach and they will be allowed to participate in the remainder of practice. No slip—no practice. This will be repeated every day until the next Tuesday eligibility check.
- .4 If the student-athlete can get his/her grade up by the following Tuesday, they will be allowed to fully participate beginning the second Tuesday provided they submit a Weekly Academic Report, duly completed by each teacher. This report indicates that the student has the required passing grade and is signed by the teacher. Upon completion, the form must be submitted to the Athletic Department for review. If approved, the Athletic Department will notify the coach that the student will be able to return to full practices and participate in games.

ATHLETIC TRANSPORTATION POLICY

APPROVED MODES OF TRANSPORTATION

All activity teams will be transported by the following modes in priority order.

1. School bus , Activity bus or van driven by team coach
2. Private vehicle. If Edkey transport is unavailable, Head Coach is responsible for securing volunteer drivers.

NOTE: TO DRIVE AN EDKEY VEHICLE YOU MUST COMPLETE THE TRANSPORTATION FORM AND PROVIDE A COPY OF YOUR DRIVERS LICENSE (FRONT AND BACK) TO AUTHORIZE EDKEY TO OBTAIN A COPY OF YOUR MOTOR VEHICLE REPORT. IN ADDITION, ALL DRIVERS MUST COMPLETE A DRIVERS TRAINING PROGRAM. SEE THE ATHLETIC DEPARTMENT FOR INFORMATION.

Van Policy:

1. An Edkey van can only carry a maximum of 15 people including the driver. If a van has 15 seatbelts, this does not mean 15 people can be transported in the van. The maximum number is always 14.
2. Every student and adult in the vehicle must have and use a separate seat belt. No double-buckling or riding in areas not designated for passengers, under any circumstances.
3. The van assignments are posted on the school website under Calendar-Van Transport . If the students are to ride home with anyone other than their own parent/guardian, they must have their parent/ guardian permission on file in the Athletic Department and the chaperone must be informed.
4. Athletes may be released to their own parent/guardian at the conclusion of the game
5. When school transportation is used, students will be transported back to school and it is the parent/ guardian responsibility to transport their child home.

ATHLETIC TRANSPORTATION POLICY—Continued

Private Vehicle Policy:

When an Edkey transport vehicle is not available or practical, students may be transported in staff or parent cars if the following conditions are met:

1. Driver must understand that their own auto insurance is primary. The school's insurance coverage is secondary.
2. Drivers must provide a copy of their Arizona Drivers License and current auto insurance. This information is uploaded onto their account in Register My Athlete. Coaches should check this section to know who is eligible to drive. In an emergency, the Volunteer Driver Form may be used. Make sure a copy of the drivers license and insurance is obtained.
3. Drivers must be EDKEY staff or parents/guardians of EDKEY SCHOOL students.
4. The Head Coach is responsible to check that any student-athlete assigned to a private has permission to do so from their parent/guardian. This is a Yes/No question in Section 2, Electronic Documents in Register My Athlete. See statement below:
"Student athletes are expected to travel with the team to a contest and return with the team on the team bus. If a bus is not available, **I give permission for my child to ride with a coach or parent driver with appropriate documentation on file (See Below). I, the undersigned, release EDKEY SCHOOLS and its employees as well as the volunteer drivers, acting on behalf of EDKEY SCHOOLS from any and all liability from injury, sickness or loss of property.** See Volunteer Driver Form Below. "
5. At least two students must travel in each car. Students can meet at the school or a location close to their homes, but one adult should avoid being alone in a car with one student (unless it is his or her own child).
6. Every student and adult in the car must have and use a separate seat belt. No double buckling or riding in areas not designated for passengers under any circumstances.
7. Students should ride with the same driver to and from the activity to ensure that no one is left behind.

PROCEDURE:

1. Head Coach must complete the Student/Vehicle form—in duplicate. This will identify the name of the students and what vehicles they are travelling in. One list must be with the Coach on the bus and/or private vehicle and one list must be left with the Athletic Department.

EXTRA-CURRICULAR ACTIVITY (ECA) PROGRAM

- Arizona law provides a tax credit for contributions to public schools to support extra-curricular activities. See A.R.S. §15-342-(24) and §43-1089.01(G)(2). The State tax credit is available to all qualifying individual Arizona state taxpayers.
- You do not need to have a child enrolled in a school to take advantage of this state tax credit.
- Any individual may donate up to \$200, or \$400 for a couple filing jointly.
- Donations are for school-sponsored activities that require enrolled students to pay a fee in order to participate. Donations can be designated for a specific sport.

POLICY FOR TEAM SELECTION

Limitation of Team Membership Policy:

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Athletic Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

Team Reduction Policy:

A. Responsibility

1. Choosing the members of any of our athletic teams is the sole responsibility of the coaches of those teams and programs.
2. There is not such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
3. Assistant level coaches shall follow the policies as established by the head coach in the particular program when selecting team members.
4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team.
5. Every athlete has an equal opportunity to try out. Team membership is not pre-determined.

B. Procedure

1. When a team cut becomes necessary, the process should include these important elements:
 - a. Have completed a minimum number of practices
 - b. Be allowed, when possible, to compete in a scrimmage situation.
 - c. Be informed by the coach of the cut and the reason for it in person.
2. **Cut lists will not be posted.**
3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director ahead of time.

EQUIPMENT & UNIFORMS

The Head Coach must maintain a complete inventory of equipment and uniforms. Equipment must be identifiable (numbered, labelled, etc.). See the Uniform inventory Form and the Equipment Inventory Form. Prior to the beginning of the season, the Head Coach should take inventory of all uniforms and equipment. If replacements are required, submit a Projected Needs form.

At the beginning of the season, the Head Coach will distribute the uniforms to the student-athletes using the Uniform Distribution Form. This form lists the athlete's name, the date issued and the student signature.

Care of Uniforms:

Coaches are responsible for washing uniforms to avoid any unnecessary damage. Uniforms should be collected after each game, washed in accordance with recommended instructions, and ready for use the next game.

At the conclusion of the season or when a student-athlete quits or becomes ineligible, the Head Coach will:

1. Collect his/her equipment and uniform immediately.
2. If student/athlete fails to turn in any equipment:
 - Contact the student and give him/her a deadline for the equipment to be returned.
 - Make parent/guardian contact immediately if the student/athlete fails to make the deadline. Parent/Guardian signed a form as part of the RMA registration process acknowledging that a \$150 replacement fee will be assessed if student fails to return equipment and uniform.
 - Notify the Athletic Director if the equipment still has not been returned for further action.
 - Failure to pay the fee for an unreturned uniform may result in report cards and/or transcripts being withheld.

AWARDS PROGRAM/BANQUET POLICY

Most schools have a tradition or practice of awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. This can happen if teaching, learning, nurturing and growing take place.

There is no place in these programs for negatives. Parents tend to be there, siblings are often present, and this is not the time to speak of weaknesses, deficiencies, or any other negative. In the event that there are awards to be earned through participating or accomplishments, student-athletes should know if they have achieved their goals. It is acceptable to keep the name of your Most Valuable Player, Most Improved or other special awards form the team until award time.

All banquet arrangements require prior approval from the Athletic Director.

- The Head Coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season. Planning can be delegated but the Head Coach remains responsible for the event.
- **Banquet is to be conducted at the Athletic Director and Principal discretion.**
- A facility form must be completed and on file for banquets hosted at school. (Request for Use of School Facilities Form).

TRANSPORTATION FORM

VOLUNTEER DRIVER

If you will be a volunteer driver, you must complete the information below and provide us with a copy of your current Auto Insurance and Driver's License.

Driver's Name: _____

Phone #: _____ Cell #: _____

Auto Insurance Company Name: _____

Auto Policy #: _____ Expire Date: _____

Driver's License #: _____ State: _____ Expire Date: _____

You **MUST** attached copies of the following:

_____ Auto Insurance Card

_____ Driver's License

ECA— SCHOOL TAX CREDIT FORM

*Contributions may be made at the school office or mailed to:
19265 N. Porter Road, Maricopa, AZ. 85138
Make checks payable to Edkey, Inc.*

Here is your chance to decide where some of your tax money goes. The State of Arizona allows a tax credit of up to \$200 for single taxpayers and up to \$400 for married taxpayers filing jointly. This is not a deduction; this is a credit. You can subtract the full amount from your Arizona state tax liability, not just a percentage.

Please include your mailing address so we can send you receipts for your tax deduction donation.

School Name: American Heritage Academy-Cottonwood

Contributor/Taxpayer: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I would like to donate: \$ _____ Contribution for Tax Year: _____

[] Check here if you are donating after December 31. Donations can be made until April 15th

My donation is to support the following. Please choose from the existing activities or write in an activity Check One:

X	Extra Curricular Activity	Do you want this donation to go to a specific class or program? (example; teacher, grade, track, basketball, etc.)	Amount
	Athletics		
	Field Trips		
	Clubs		
	Arts		
	Character Education		
	Area of Most Need		
	Other (Please specify)		
		TOTAL DONATION	

Donor Signature: _____ Date: _____

Edkey, Inc. is in receipt of the above payment. It is eligible for the Arizona State Income Tax Credit as allowed by Arizona Revised Statute §43-1089.01. The tax credit is limited to \$200 for a single individual and \$400 for a married couple filing jointly.

Receipt Acknowledged by: _____

Title: _____ Date: _____

COACH INTEREST FORM

(For next coaching season)

Date: _____

Name of coach: _____

Current Position: _____

I intend to return to coach next year in the same coaching position [] Yes [] No

I intend to apply for a different coaching position next year, if available [] Yes [] No

If you responded yes to the above question, which position would be of interest to you?

I understand that answering the above does not guarantee a position and is not a coaching contract. The above information is merely to aid the Athletic Director in determining my intent for coaching next year so that he/she may prepare accordingly.

Coach signature: __ Date: _____

CONCUSSION TRAINING

The Canyon Athletic Association (CAA), in response to A.R.S. 15-341 A.24.b, has mandated concussion training for all athletes and coaches involved in CAA athletics. Students participating in athletics with Sequoia Pathway Academy must view one of two training videos on concussion education. The Brainbook concussion course was approved by the AIA Executive Board on August 15, 2011 as the concussion educational component of this new law. Note: The Brainbook online concussion education course must be completed by a student athlete only once.

Coaches are required to notify the Athletic Department via email prior to training with the date and time of the concussion training.

Student/athletes 13 and over are required to take an online concussion awareness course in order to retain eligibility for participation in any athletic activity. The link to the videos are: <https://learn.barrowneuro.org>. Students who have completed the training must print their Certificate of Completion and submit to the Athletic Department. Detailed instructions are provided in the following 4 pages.

Students under 13 are required to watch the video "Concussion For Students. The Athletic Department will register the student/athletes and send you the coach a link to the video. Coaches are required to supervise and document attendees and submit the Concussion Verification Form to the Athletic Department upon completion. This signed form must be turned in to the Athletic Director before the student can begin practicing.

FAQ-AIA Concussion Education

Q: Why are student athletes required to take the Brainbook online concussion education course?

A: ARS §15-341 (A) (24) (b) (SB 1521) mandates that schools provide concussion education information to students, parents and coaches. The Brainbook concussion course was approved by the AIA Executive Board on August 15, 2011 as the concussion educational component to this new law.

Q: Where do the student athletes take the Brainbook online concussion education course?

A: Student athletes will go to www.aiaacademy.org and follow the instructions below:

Scroll down and click on the quick link titled "Concussion Education:Brainbook" in the center of the page

1. Click on "Register as Student"
2. Enter all the fields in the "Name" section
3. Answer all fields in the "Student Demographic Information" section
4. Click on "Register" at the bottom of the page

Student athletes will now be taken to the Brainbook concussion course to complete

Code of Conduct: Parent & Spectator

Much of the joy of being a sports parent comes from watching your child compete in games. There are a few kids who are not bolstered by looking into the stands and seeing their parent(s) or guardian(s) cheering for them. As part of their responsibilities, parents and guardians should be at many of their child's sporting events as their schedule permits. We are proud of our AHA parents for upholding our school goals and values in their behavior at our events.

SAFETY: As a parent of a student-athlete at AHA, I will :

- Maintain a thorough knowledge of all applicable game and competition rules
- Discuss any injuries or limitations of my child with the coach

RESPONSIBILITY: As a parent of a student-athlete at AHA, I will :

- Honor and support their child by allowing time for each athlete before and after completion of a game to assist Coach in cleaning venue as well as properly storing equipment.
- Place the academic, emotional, physical and moral well-being of my child above desire and pressures to win.
- Understand that participation in the athletics program is privilege, not a right, and that athletes are Expected to represent their team, school and family with honor, on and off the field.

ETHICS: As a parent of a student-athlete at AHA, I will :

- Act as a positive role model and model good sportsmanship
- Strive to maintain integrity within the sport
- Be gracious in victory and accept defeat with dignity
- Compliment extraordinary performance and show respect for all competitors
- Refrain from profanity, disrespectful conduct, and use the use of alcohol or tobacco in front of student Athletes or other situations where your conduct could undermine your positive impact as a role model.
- Treat officials with respect and not complain about or argue with official calls or decisions during or After an athletic event.
- Not coach from the stands or sidelines
- Encourage your child regardless of their play
- Help promote the team concept by encouraging all team members, understanding that the coach Is responsible for determining the play time.

Code of Conduct: Athlete

It is a privilege and honor to be a member of an athletic team. The various athletic programs at AHA are intended to promote growth, development, citizenship, and social skills beyond the activity itself. Athletes should be aware that they are representatives of American Heritage Academy, the community, and their parents.

SAFETY: As an athlete at AHA, I will:

- Report any injuries to the coach
- Learn and understand the rules of the game
- Report any unsafe conditions with the equipment and field

PLAYER DEVELOPMENT: As an athlete at AHA, I will:

- Strive to my best
- Keep winning and losing in proper perspective

ETHICS: As an athlete at AHA, I will:

- Strive to maintain integrity within the sport
- Learn and follow rules of the sport
- Demonstrate good sportsmanship before, during and after the game and during practice
- Be responsible
- Maintain good grades (grade checks will be done on the 1st and 15th of the month)
- Respect the game, play fairly and follow its rules and regulations
- Be courteous to opposing teams
- Be modest when successful and be gracious in defeat
- Respect the privilege of the use of public facilities
- Refrain from the use of drugs, tobacco, alcohol and abusive language

RESPONSIBILITIES

- Each athlete before and after each game is required to assist Coach in cleaning venue as well as properly setting up and storing equipment upon completion
- Help with keeping scoreboard, time clock, distribute and support athletes during game, etc.
- Help mentor and encourage teammates as well as younger athletes

ATHLETE VIOLATIONS

Practice is mandatory. Missing practice is a serious issue and must be approved by coach in advance of the practice missed. Failure to maintain good practice attendance can result in being removed (temporarily or permanently) from the team. A student's eligibility for participation in the school athletics program will be affected by the student's conduct. Athletes who violate school behavior expectations are subject to disciplinary measures by their coach and/or principal.

CCA COMPLIANCE requires that students be informed of it's on the use of supplements, drugs and performance enhancing substance.

- It is the position of the CAA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student and that supplements ate rarely, if ever, needed to replace a healthy diet. There is no place for the use of recreational drugs, alcohol, or tobacco in the lifestyles of the student. The legal consequences for the use of these products by a student are supported by the CAA. Any coach or competitor using tobacco, alcoholic beverages, or misusing drugs while participation in interscholastic competition shall be disqualified from the contest or tournament.

TRYOUTS AND PRACTICES

- Are mandatory and are scheduled by the coach according to the availability of the coaches and facilities.
- Each family, with a student trying out for a team, should take the try-out process seriously.
- Being a team member is a big-time commitment and sometimes may not fit an already busy family schedule. Other extra-curricular activities that may conflict with being on the team will need to be suspended until the end of the season. Often there are other students who did not make the team and it is not acceptable to take that student's place on the team and not be committed to every practice and every contest.
- Once the team is selected, commitment to practice and games is mandatory, unless prior arrangements are made with the coaching staff.
- A practice schedule for the season will be established; however, the schedule is subject to change, as circumstances require.
- Practices last 1 1/2 hours, three days per week.
- Practices will end at the specifically scheduled time, determined by each coach.
- Students are required to work hard at every practice. Practice is the time each student uses to gain experience and playing time. **Playing time is the exclusive decision of the coaching staff and will not be negotiated.**
Missing practice may result in suspension from the team.
- Unexcused absences are unacceptable and may result in removal from the team. Extraordinary circumstances or excused absences can be appealed to the Athletic Director who may consult with the principal.
- **Parents are required to pick up their child at the end of practice time designated by the coach, and published on the school's website**

Parent Athletic To Do List

- Fee paid
- Physical
- Concussion Training
- Permission Slip