



*Cactus High*



*Centennial High*



*Ironwood High*



*Liberty High*



*Peoria High School*



*Raymond S. Kellis High*



*Sunrise Mountain High*

# **ATHLETIC HANDBOOK**

**For student and parents**

**“Continuing a Tradition of Excellence  
In the Pursuit of  
Victory with Honor in Athletics!”**

# Table of Contents

High School Athletic Philosophy.....	3
High School Athletic Goals and Objectives .....	3
Athletic Department Student/Athlete Assumption of Risk Statement.....	4
Due Process for Athletes.....	4
Sportsmanship Requirements .....	5
“Victory with Honor.... Sportsmanship and Citizenship” .....	5
Hazing Prevention Procedures.....	6
Arizona Interscholastic Association Eligibility Rules.....	7
PUSD Sports Participation Guidelines .....	8
Athletic Eligibility Rules & Procedures for Athletic Participation .....	9
Attendance .....	9
No Pass No Play Policy .....	9
No Pass No Play Rules .....	10
No Pass No Play Procedures .....	10
Course Change Policy/Audit Status .....	10
High School Activity Participation Fee .....	10
Guidelines for Team Selection .....	11
Guidelines for Students Participating in Two Concurrent Sports .....	11
Guidelines for Freshman Athletes Participating in Varsity Sports.....	12
Guidelines for Athletes With Disabilities .....	12
Scholar Athlete Recognition.....	12
Safety Guidelines .....	12
Pre-Participation Screening .....	13
Insurance Guidelines.....	13
Risk Warning & Informed Consent Guidelines.....	14
Heat Guidelines for Athletic Participation .....	15
Injury Evaluation and Care.....	16
Return to Activity Following Injury or Illness .....	17
Substance Use by Athletes.....	17
Supplements, Drugs and Performance Enhancing Substances .....	18
Travel Procedures for Students.....	18
Scheduling Contests.....	19
Out of Season/Summer Guidelines .....	19
Uniform and Equipment Replacement Rules .....	20
Replacement Costs for Athletic Equipment .....	20
Fundraising Guidelines.....	21
NCAA Initial-Eligibility Clearinghouse.....	22



## **Purpose of Athlete/Parent Handbook**

This handbook is intended to provide PUSD athletes and their parents with information that is essential to successful and fulfilling participation in the PUSD interscholastic athletic program. As a condition of participation, all student athletes and their parents will be required to sign an acknowledgment that they have completely read, and that they understand the contents of this handbook. It is the PUSD expectation that student athletes and their parents will be held responsible for adherence to the requirements and expectations set forth in this handbook. If you have any questions about any of the following information, please contact the Athletic Director at your school, who will be happy to discuss the matter with you.

## **High School Athletic Philosophy**

We believe athletics to be a beneficial and valuable experience for the young people of PUSD high schools. Athletics is an area in which young men and women can develop the skills they will need to meet the demands and challenges of adult life. Athletics should provide safe and healthy opportunities for students to experience the American free enterprise system in its basic form. Such valuable personal traits as sacrifice, determination, dedication and the will to succeed will always be part of athletics. Athletics is only one of many activities provided; all students should remember that classroom performance must come first. The PUSD athletic departments will strive to be a source of pride for our athletes, students, school, and community. The PUSD athletic programs will continually seek to make significant contributions to the total education of the students.

## **High School Athletic Goals and Objectives**

With the following goals and objectives in mind, the PUSD high school athletic departments seek to contribute to the growth, development, and education of the young men and women who attend our high schools:

- Each student should become aware of the importance and value of a physically fit body, how to reach an acceptable fitness level, and how to maintain that level.
- Each student should realize that a healthy body increases the probability of effective learning.
- Each student should develop and practice good personal hygiene.
- Each student should understand the important role of healthy mental attitudes and emotional stability in effective athletic performance.
- Through the principles of justice, fair play, and good sportsmanship, each student will develop good citizenship and respect for rules and authority.
- Each student will be provided the opportunity to develop his/her athletic skills to their fullest potential.
- Each student will gain an understanding and appreciation of the risks inherent in athletic participation, and become aware of measures he/she can employ to effectively reduce those risks.
- The athletic programs will seek to promote community interest and involvement in school activities by providing enjoyable experiences for participants and spectators.
- Each student will realize the benefits of self-esteem, self-confidence, a desire to achieve, and a commitment to excellence.
- Through athletic participation, each student will become aware of the principles of responsibility and that eventually we are all responsible for our own actions.
- The athletic programs will develop the leadership qualities that exist in each of our students.
- Each student will realize the value and advantages of developing self-discipline.
- Each student will become aware of the importance of setting goals and dedicating one's self to reaching those goals by making the necessary sacrifices.

## **Athletic Department Student/Athlete Assumption of Risk Statement**

### **An Important Safety Statement**

Safety for student athletes during participation in the interscholastic athletic program is of utmost concern. We attempt to provide all student athletes with a safe practice and playing environment. Our coaching staffs are carefully selected to ensure competence in conducting their sport. We provide high quality protective equipment and include proper facilities maintenance as an important aspect in injury prevention.

Despite these efforts, injuries do occur. Athletic competition by its very nature creates various situations where injuries cannot be avoided. As an athletic participant, there is always the possibility that you may sustain an injury. The injury sustained could range from a minor contusion to a severe spinal cord injury resulting in quadriplegia or death.

Participation in athletic competition provides the individual with a positive educational experience that can add to the individual's development. The participant and participant's parents must realize, however, that there is a potential for serious injury. Individuals who cannot accept the injury risk should redirect their energies to either a non-athletic activity or select a sport with a reduced injury potential.

\*Each sport and facility may have unique kinds of injury risks.

### **Due Process for Athletes**

In the event of a reported violation requiring discipline of an athlete, the following procedures will be followed:

- The coach shall conduct a reasonable investigation of the circumstances, including interviews of the accuser, the accused, any eye witnesses and other key parties. If possible, as a part of this investigation the coach shall determine whether the parents have knowledge of, or information concerning, the reported violation.
- Upon completion of this investigation, and determination of appropriate sanctions, the coach shall inform the athlete, parent and athletic director of the alleged violation and disciplinary action to be taken.
- The school athletic director shall immediately communicate the allegation and discipline to the school Principal.
- Within two school days, the athlete has the right to appeal the coach's decision to the athletic director.
- Within five school days, the athletic director shall conduct an appropriate review and rule on the appeal.
- Within two school days, the athlete has the right to appeal the athletic director's decision to the principal.
- Within five school days, the principal shall conduct an appropriate review and rule on the appeal.
- Within two school days, the athlete has the right to appeal the principal's decision to the District Athletic Administrator.
- Within five school days, the District Athletic Administrator shall conduct an appropriate review and rule on the appeal.
- The coach has the right, after notifying the principal, athletic director and parents to immediately suspend a student athlete who violates school or team rules and regulations until the due process procedure has been completed.

### **Important Sources of Information for Parents/Students**

Peoria District website: [www.peoriaunified.org](http://www.peoriaunified.org)  
(Informed Consent video, [psbnonline.com](http://psbnonline.com), school web sites)

Arizona Interscholastic Association: [aiaonline.org](http://aiaonline.org)  
(The AIA by-laws, rules and regulations for all sports as well as power ratings, state tournament info, articles on high school sports, and AIA programs offered)

National Federation of State High Schools: [nfhs.org](http://nfhs.org)  
(Rules and information relating to high school athletics across the nation.)

National Clearinghouse Association: [ncaaclearinghouse.net](http://ncaaclearinghouse.net)  
(Contains information regarding requirements for scholarship qualifications and provides information on how a student athlete becomes academically eligible to receive a Division I or II scholarship.)

### **Sportsmanship Requirements**

#### **“Victory with Honor.... Sportsmanship and Citizenship”**

The Peoria Unified School District supports the Arizona Interscholastic Association in the Victory with Honor Program. Sportsmanship and Citizenship will form the foundation of all District Athletic Programs. Student athletes, parents, coaches and spectators are expected to adhere to the principles of good sportsmanship at all times. Interscholastic athletics serves an educational function in public schools. It is not about winning. It is about student athletes being taught the competitive cornerstones of a democratic society. Quite simply, the fields, gyms, courts, pools, and courses are classrooms. **Remember, as a spectator you are a guest at our educational activities and expected to be a good sport at all times. Coaches and athletes are the participants and held to the same high standards of good sportsmanship!** Finally, we fully endorse the AIA Victory with Honor Program and the principles of good sportsmanship in the “Six Pillars” below:

#### **Trustworthiness**

- Be honest – Don’t deceive, cheat or steal.
- Be reliable – do what you say you will do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

#### **Respect**

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don’t threaten, hit or hurt anyone.

- Deal peacefully with anger, insults and disagreements.

### **Responsibility**

- Do what you are supposed to do
- Persevere: keep on trying! Always do your best
- Use self-control. Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

### **Fairness**

- Play by the rules. Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others. Don't blame others carelessly.

### **Caring**

- Be kind. Be compassionate and show you care.
- Express gratitude. Forgive others. Help people in need.

### **Citizenship**

- Do your share to make your school and community better?
- Cooperate. Stay informed; vote.
- Be a good neighbor. Obey laws and rules.
- Respect authority. Protect the environment.

## **Hazing Prevention Procedures**

The Arizona legislature has issued a mandate (A.R.S. 15-2301) to “every public educational institution in this state.” This law:

- Requires school districts to “adopt, post and enforce a hazing prevention policy;”
- Directs that “the hazing prevention policy shall be printed in every student handbook for distribution to parents and students;” and
- Sets forth specific provisions which must be included in the “hazing prevention policy.”

It is the responsibility of all PUSD personnel (including principals, athletic directors, coaches, teachers and staff) and students to be aware of and strictly adhere to the following policy:

- Hazing is strictly prohibited and will not be tolerated.
- This prohibition includes:
  - Any solicitation to engage in hazing.
  - Aiding and abetting another person that is engaged in hazing
  - “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:
    - The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with PUSD.
    - The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
    - “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.
    - The fact that a person consents to being “hazed” does not constitute a defense to violation of this policy.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority/ability to prevent violations of this policy.

The following procedures are to be employed by students, teachers and staff in reporting violations of this policy, or for filing complaints for violations of this policy:

- Standard administrative procedures will apply for all teachers and staff, as directed by the administration and include the appropriate due process provided and implemented by school administration for investigation of reports of violations of this policy.
- The principal/athletic director will be responsible for remediation.
- Penalties and sanctions for violation of this policy shall be imposed in accordance with standard PUSD due process procedures.
- The appeals process for those who are subjected to disciplinary action under this policy shall follow current district disciplinary guidelines.

Violations of these hazing procedures may result in notification to the appropriate law enforcement agencies.

### **Arizona Interscholastic Association Eligibility Rules**

\*\*All Rules and Regulations are available at [aiaonline.org](http://aiaonline.org)

#### **Domicile Requirements**

To be eligible to participate in any athletic contest, a student must meet one or more of the following requirements:

- Be living with parent(s) who reside in that high school's attendance area
- A student who transfers to a new school attendance zone with one parent, where the parents are not divorced or legally separated, is not eligible at the school to which he/she transfers.
- May reside with a guardian but the guardian must be a legal guardian appointed by a court of competent jurisdiction. If the student lives with a legal guardian, he/she must petition the Arizona Interscholastic Association Executive Board to be declared eligible.
- Any student that has attended the same high school a minimum of one school year is eligible at that same high school (must be the previous school year).
- An eighth grade student enrolling in the ninth grade for the first time is eligible for participation no matter where his/her parents reside.
- A foreign exchange student that is placed in the school's attendance boundary by a bona fide exchange program is eligible, unless they have graduated in their home country.
- Students may not transfer schools for athletic reasons. Any student who transfers schools without change of domicile must appeal to the AIA for athletic eligibility under the "hardship transfer rule."
- A student declined eligibility may still participate in any sport not participated in during the previous twelve months by submitting a 530 form with the athletic director.

#### **Eight Semesters Eligibility Rule**

A student is privileged with eligibility for only four seasons in each sport and/or activity and for no more than eight semesters of eligibility after he/she first enrolls in the ninth grade. The seventh and eighth semesters must be consecutive. The other semesters of eligibility need not be consecutive.

#### **Age**

Any student who becomes 19 years of age after September 1<sup>st</sup>, and had not exceeded the "eight semesters" rule, is eligible for the entire school year.

#### **Competition on School Team Sports Only**

A student who is a member of a school team shall not practice or compete with any other group, club organization, association, etc., in that sport during the interscholastic season of competition. For purposes of this rule, the interscholastic season of competition shall begin with the first regularly scheduled game and conclude with that particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

\*This rule applies to team sports only, which are football, baseball, basketball, volleyball, soccer, softball, track relay, and swimming relay teams.

### **Amateur Standing**

Each student, in order to represent any Peoria Unified School District high school, shall be and shall remain an amateur.

### **Recruiting**

Per AIA bylaw 15.12.4.5 any coach contacted by a junior high/middle school or other high school, or the parents of the student, shall refer the student or parent to the appropriate school personnel who have the responsibilities for seeking and processing prospective students.

It is against AIA rules to recruit athletes. Recruiting is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach, or employee of a high school district shall engage in recruitment either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs, or other persons who are in a position to influence the student's choice of a school.

## **PUSD Sports Participation Guidelines**

### **Athlete Responsibilities**

Participation in high school athletics is a privilege that carries with it a certain amount of individual responsibility. The following guidelines are set forth to help each athlete meet and accept those responsibilities:

- Report all injuries to the coach and athletic trainer as soon as possible.
- Team practices are scheduled for every school day, as well as some Saturdays and holidays, unless otherwise canceled. Squad members are expected to be punctual in reporting to practice. In case of a necessary absence from practice, it is the athlete's responsibility to notify the coach before the practice or contest.
- All athletic trips will be made on school transportation. The only exemption is for a parent that wishes to furnish transportation home from an event for their son or daughter. *See the section below entitled "ATHLETIC TRAVEL PROCEDURES FOR STUDENTS" for specific rules pertaining to these situations.* This procedure is to be used only under circumstances when it is *essential* and not on a routine basis.
- As members of an athletic team, athletes are representing much more than themselves. Our athletes should strive at all times, in their appearance, actions, and behavior, to reflect only those qualities and characteristics that will bring pride to themselves, their team, and their high school.
- The athlete is held responsible for all athletic equipment issued him/her. Athletic equipment should not be worn around school unless the athlete is directed by his/her coach to do so. Any lost or stolen athletic equipment should be reported immediately to the coach so that the appropriate steps can be taken to locate the item. The athlete will be required to pay for any equipment that is not returned.
- As an athlete, one should realize that some conduct is in poor taste and below socially accepted standards. Stealing, disrespect, fighting, excessive displays of affection, or any other inappropriate behaviors are certainly not in the best interest of the high school. Any action that causes embarrassment to the athletic program will be cause for disciplinary action.
- On the field or court, athletes must conduct themselves in a commendable manner. The expectation is that all athletes have complete control of themselves at all times. Coaches will

review and discuss more specific regulations related to proper athletic conduct. Refer to AIA Sportsmanship Rule in this handbook.

- Athletes, at all times, are expected to follow training rules as outlined by their coaches. Association with or use of drugs, and poor citizenship are grounds for immediate disciplinary action. The PUSD has a zero tolerance for tobacco, alcohol, drugs or performance enhancing drugs.
- Any athlete who voluntarily leaves a team or is released from the team for any reason may not participate in any other sport until the sport from which he/she dropped has ended. Exceptions are subject to coaches' approval. Any athlete planning to voluntarily leave a squad must first notify his/her coach in advance of this action.
- Our high schools give athletic awards to those students that successfully participate in the interscholastic athletic program. This minimum requirement for earning an athletic award is completing the season in good standing. However, there may be additional requirements stipulated by the coach. Certificates will be given to each athlete who letters.

### **Athletic Eligibility Rules & Procedures for Athletic Participation**

All students must meet the minimum requirements set forth by the Arizona Interscholastic Association and receive participation clearance from the site athletic director before they will be issued any equipment, **allowed to practice**, or be eligible to participate in interscholastic competition. The procedure for receiving athletic participation clearance is as follows:

- Student athletes should pick up all clearance material from the athletic secretary. The clearance packet should contain the following information:
  - Athletic handbook acknowledgment card
  - Proof of insurance form
  - Insurance brochure
  - Physical examination card and instructions. All physicals must be signed by a physician who is legally authorized to prescribe all levels of controlled medications. **Physicals must be completed after March 1<sup>st</sup> for the following school year\***.
  - Risk warning and informed consent card and instructions.
  - Substance abuse pledge card.
  - When all materials have been filled out in the proper manner, return them to the athletic secretary along with a birth certificate, which will be recorded.
  - \*See Section on Pre-participation Screening below

It is the responsibility of the entire athletic department to insure that all students who participate in athletics have met all eligibility requirements set forth by the Arizona Interscholastic Association. If any student or parent has a question regarding athletic eligibility, please contact the site athletic director.

### **Attendance**

The AIA mandates consistent attendance to maintain eligibility. In addition, to be eligible to participate in an athletic contest, a student-athlete **must attend school** on the day of the contest for a minimum of two block periods. Friday's attendance determines Saturday's participation. The principal or athletic director must approve any exception to this rule.

### **No Pass No Play Policy**

The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass No Play" policy. Athletics, speech, theater, music, spirit line, and ROTC are all defined as extracurricular activities that fall under the "No Pass No Play" policy.

## No Pass No Play Rules

The Peoria Unified School District's policy requires the following to be eligible to participate in any athletic event:

- A student must be enrolled in a minimum of three block classes except for the semester in which they will graduate.
- A student must have received a passing grade in **all** enrolled classes during the **weekly grading period** preceding the contest or performance.
- The ineligibility period is one week or until the student is passing in all classes.
- Ineligibility is declared on Friday and the student is ineligible Monday through Saturday of the following week.
- Any student consistently placed on "No Pass No Play" (for three weeks, for example) may be removed from a team.

Remediation plans are available to all students. It is the student's responsibility to attend assigned sessions or make special arrangements for any individual remediation services. Parents may contact the coach/sponsor, the teacher, or the athletic director for information and assistance in student remediation at any time.

## No Pass No Play Procedures

- A list of participants is provided to each teacher.
- It is the teacher's responsibility on a weekly basis to fill out a Notice of Failure card on any student who is not passing.
- The card(s) must be turned in to the athletic director's office by 7:30 a.m., every Friday morning.
- Grades are continuous through semester.
- The athletic director's office will notify coaches whose students have become ineligible for the following week.
- During a private conference, the coach will notify the student of his/her ineligibility. Redemption options will be presented to the student. **Students may be removed from participation for continuous ineligibility from a sport or activity.**
- A letter notifying parents of their student's ineligibility will be mailed on Friday. In addition an effort will be made by the coach to contact parents as well.
- Counseling services, including peer tutoring, may be available through the guidance office.

## Course Change Policy/Audit Status

A student may request to change a class from credit to audit status through the first one-third (1/3) of any course. Any student who changes a class from credit status to audit status during the term will be ineligible under the No Pass /No Play regulations through the end of the term.

Any student may request to drop a class, without that class appearing on the student's transcript, before the end of the 5<sup>th</sup> week of any block class or before the end of the 10<sup>th</sup> week of an A/B class. Any student who drops a class after the 5<sup>th</sup> week of a block class will remain on the transcript. They will be ineligible for the remainder of the term.

## High School Activity Participation Fee

A one-time only per year participation fee will be assessed at registration to enable the student to participate in any of the following AIA activities:

- Athletics
- Spiritline
- Band

- Chorus
- Speech and Debate

The fee is to be paid prior to competing in district sports and activities. Requests for fee waiver consideration due to hardship must be directed to your school's athletic director. There is a family cap for two or more participants from the same family. Funds generated will be used to pay for operational expenses of the programs.

### **Guidelines for Team Selection**

- Participation in Interscholastic Activities is not a right. However, the process may be challenged in the broad scope of Office of Civil Rights. The following guidelines apply:
- An athlete will be offered ample opportunity to demonstrate their abilities.
- A tryout period of a minimum of three days is a district guideline, which may be subject to change by the coach in consultation with the site athletic director.
- The coach is responsible to establish a criteria system for team selection.
- The coach will review the selection process with the athletic director prior to tryouts.
- The coach will notify players of tryout results in a timely and sensitive manner.
- Coaches will be proactive with regard to the sensitive process of non-selection of all athletes, especially seniors.
- Coaches will be proactive to prevent any incidence or appearance of nepotism in relation to team selection or playing time. Coaches and athletic directors will be available to discuss any concerns of students or parents related to these relationships.
- The coach may discuss tryouts results with the athlete or parent, but may not discuss with other athletes or the tryout date of other athletes.
- Coaches will provide suggestions for improvement to help athletes, who are cut, prepare for the future tryouts.
- The coach may not use any off-season program participation as a basis for team selection.
- Multiple sports players must be allowed to tryout. Processes and considerations will be afforded students whose seasons overlap. Their selections to the team shall not result in cutting previously selected players, although it may involve changes in level of team on which those players will participate.
- There will be no public commentary regarding the selection process.
- NOTE: IN ALL INSTANCES, THE FINAL DECISIONS FOR TEAM SELECTION WILL RESIDE WITH THE HEAD COACH WITH THE PROCESS ONLY SUBJECT TO REVIEW BY THE ATHLETIC DIRECTOR.

### **Guidelines for Students Participating in Two Concurrent Sports**

- If it is deemed to be in the best interest of the student and the athletic program, athletes may participate in two concurrent sports with the following conditions:
- Both coaches must personally meet with the athlete and his/her parents to review the demands of each sport.
- It must be mutually agreeable with both coaches with consideration given to practice schedules and games.
- The student athlete must identify the primary sport. This sport has priority when necessary over the second sport.
- The student athlete and his/her parent/guardian must attend the preseason risk warning meeting and execute an informed consent form related to each sport.

## **Guidelines for Freshman Athletes Participating in Varsity Sports**

- Participation of freshmen athletes in varsity sports is rarely appropriate and not to be encouraged. In those instances where such participation is being considered, the following guidelines apply:
  - Before any freshman athlete is placed on a varsity team/sport, the coach must communicate his/her intentions with their athletic director.
  - The head coach must communicate with the student athlete and parents/guardians. Discussion should focus on time commitments, academic concerns, and level of competition, health and safety issues, peer separation, and possible future burnout.
  - The coach, parents/guardians, and athletic director must reach a consensus regarding participation and sign the proper form.
- NOTE: The above guidelines for freshmen athletes do not apply to: Swim/Dive, Golf, Cross Country, Track, and Tennis.

## **Guidelines for Athletes with Disabilities**

Federal law prohibits any discrimination against students with disabilities, and requires reasonable accommodation of such students to allow for them to be included as broadly as is reasonably possible in all school programs, including extracurricular activities. The following guidelines will be applicable to participation of students with disabilities in the PUSD athletic program:

- If they are cleared to participate through the pre-participation screening process, reasonable accommodation must be made for the participation of athletes with disabilities. For example, an athlete with hearing loss must be allowed to have a qualified “interpreter” available during practices, games and team meetings to assure effective communication with that athlete.
- Other than making reasonable accommodation for their participation, athletes with disabilities must not be treated differently than any other athlete out of concern for their well-being. For example:
  - In wrestling, an athlete with a disability cannot be continuously matched against smaller, younger, less mature participants out of a concern that the athlete will be at greater risk working against participants of similar size, age and maturity.
  - In baseball or softball, an athlete with hearing loss cannot be required to wear protective equipment that is not required of other athletes out of concern that he/she is at greater risk of being struck by a ball or bat.
- Athletes with disabilities and their parents/guardians will not be subjected to more stringent requirements pertaining to risk warning and informed consent than is the case with all other student athletes.

## **Scholar Athlete Recognition**

All athletes are subject to AIA rewards for individual or team academic excellence. A team with a combined GPA of 3.1 or an individual with a 3.5 GPA or more will receive state recognition.

## **Safety Guidelines**

PUSD is committed to making the health and safety of its athletes the highest priority of the interscholastic athletic program. To this end, the district employs athletic trainers at every high school and imposes strict requirements upon athletic directors and coaches for knowledge of, and adherence to, safety policies and procedures.

We know, however, that the efforts of PUSD personnel can only go so far in providing protection from injury. Athletes and their parents must also be committed to safety for the district’s goals to be achieved. In addition to

focusing on the following areas of concern, athletes and parents will be provided with a continuous flow of information which is critical to athlete health and safety.

PUSD athletic trainers are nationally certified, state licensed health care professionals who specialize in athletic health care. If you have any questions or concerns about the risk of injury or illness due to athletic participation, or how to best reduce that risk, be sure to contact the athletic trainers at your school. On the following pages you will find detailed information concerning certain aspects of the “safety guidelines” which have been adopted by PUSD.

## **Pre-Participation Screening**

PUSD recognizes that effective pre-participation screening of all athletes is an essential component of providing for their safety. Consequently, an annual pre-participation screening examination is required for athletic participation. This requirement applies not only to “in-season” participation, but to any out-of-season (including summer) program which is organized and conducted by PUSD athletic staff.

### **Screening Methods**

Responsibility for facilitating and assuring compliance with pre-participation screening lies with the athletic director, athletic trainers and coaches at each school. Various factors may influence the particular details of a given school’s approach to pre-participation screening, but certain guidelines must be followed:

- At least once each year, a group screening may be conducted at each school. This may be scheduled in the late spring, following completion of all in-season sports activities for the then-ending school year, or in the late summer, prior to commencement of any in-season sports activities for the coming school year.
- Screenings at each school will be open to athletes from that school and other PUSD schools, as long as prior notification and arrangements are made between the Athletic Director of the athlete’s school and the athletic director of the school conducting the screening.
- Standardized screening forms, approved by the district athletic director, will be required for all screenings.
- The school athletic director, athletic trainers and school team physician will collaborate on planning and implementation of group physicals. At least one qualified physician must be present and sign all forms, and the screening staff shall be of sufficient size and qualification to assure effective screening of all athletes. School nurses, athletic trainers from other schools, and other qualified health care personnel may be used to support the physician(s) in the screening process.
- If an athlete is unable to participate in a group screening, his/her parents/guardians will be responsible for arranging for a private screening with a qualified physician of their choice. In this instance, the athlete/parent will obtain the screening form from the athletic director conducting screenings in a manner which assures uniformity for all athletes.
- Pursuant to AIA rules, only licensed professionals cited in bylaw 15.7.1 may conduct sports physicals.
- A screening is valid for one calendar year unless the athlete has suffered a significant injury or illness since the screening was performed. In that instance, the athlete must be thoroughly evaluated by the athletic trainer before resuming participation. The athletic trainer may, in his/her discretion, recommend to the athletic director a re-screening.
- Screening forms shall be in duplicate, with the original being placed in the athlete’s file maintained by the athletic director and copies going to the athletic trainers.

Group screenings conducted by schools are “pre-participation” screening only. They are not complete physical examinations and do not replace the need for thorough evaluations of the student’s health by a family physician.

## **Insurance Guidelines**

Availability of insurance coverage is critical to obtaining appropriate medical care for athletes, particularly in an emergency situation; therefore, it is an important *safety* consideration.

### **Insurance requirement**

PUSD requires proof of insurance as a condition of participation in all sports programs. This applies not only to in-season activities but to all out-of-season (including summer) activities planned and facilitated by PUSD personnel. A “waiver” of the insurance requirement by the parent/guardian will not suffice.

### **Supplemental School Insurance**

PUSD offers supplemental “school insurance” with a number of different coverages. PUSD strongly recommends to parents that they obtain this coverage, regardless of their own coverage situation. Parents must be aware; however, of the specific limitations of each type of coverage, and the fact that they need more than one plan if their child participates in football and other sports, or if they want 24-hour coverage. This insurance is also “secondary” coverage, with any policy already covering the athlete being the “primary” coverage for any injury. As secondary coverage, it may apply to deductible and co-pay requirements of the primary policy, and may also provide better “emergency” coverage. These issues will be covered with parents during the pre-season meeting.

### **The following factors must be carefully considered by parents regarding school coverage:**

- The school insurance available is primary coverage with limitations. It is secondary coverage if you have other insurance in force.
- All claims on this insurance must be filed within 24 hours or on the next business day. Forms may be obtained from the school nurse, athletic director or athletic trainer. School insurance has very specific limitations. Please read the brochure very carefully.

NOTE: If the athlete is covered by an insurance policy other than school coverage, a proof of insurance form must be filled out. This must be on file in the site Athletic Director’s office.

### **Verification of Compliance**

It is the responsibility of the school athletic director and athletic trainer, and the head coach of each athlete, to assure that the insurance requirement has been met prior to commencement of any form of participation by the athlete. Insurance information for all athletes will be maintained in the offices of the unit athletic director, school nurse, and athletic trainer, and will be immediately accessible at every activity session, whether conducted on or off campus.

## **Risk Warning & Informed Consent Guidelines**

PUSD recognizes its legal and moral responsibility to assure that, prior to participating in athletic activities all PUSD students and their parents/guardians are entitled to be made aware of the risks which are inherent in their chosen sport, and to give their “informed consent” to participation. Complete commitment and cooperation of administrators, athletic trainers, coaches, parents and athletes is essential to assuring that this responsibility is fulfilled.

PUSD also recognizes that educating parents and athletes concerning sport-specific risks is an essential component of reducing those risks and preventing injuries. This requires a comprehensive approach which is uniformly applied with parents and athletes of all athletic teams throughout the district.

### **Risk Warning Methodology**

PUSD will provide specific tools and methods for facilitating the education of parents and athletes concerning sport-specific risks, and documenting their informed consent to participation. School athletic directors, coaches and athletic trainers will form the primary team at each school which is responsible for assuring that PUSD procedures and guidelines related to risk warning and informed consent are uniformly implemented with every sports team at that school. The following general guidelines will be followed:

- A standardized “Risk Warning and Informed Consent” form is used throughout PUSD and by reading this document you will be asked as a parent/guardian and athlete to sign that you have received and read this information.

- A parent/athlete meeting may be conducted for each sports team prior to the commencement of pre-season practice for that team. All parents are urged to attend.
- Different levels of team for a given sport may meet together, but risks specific to each level will be addressed.
- General meetings scheduled by “sport season” may be conducted to address general and “season-specific” risks, but each sport must also meet with parents/athletes of that sport to address “sport-specific” risks.
- Use of audio-visual aids and handouts may be used as part of this educational process. Materials provided by the school athletic director with input from the appropriate advisory committee(s), and then reproduced and disseminated to all schools. In addition, psbnonline.com, as well as the district and school web sites, will all serve as sources for informed consent information, including the very important “risk video.”
- When athletes participate in multiple sports, they and their parents are strongly encouraged to attend all sport-specific meetings for each sport.
- Efforts will be made to assure that each year, new and meaningful information is provided in addition to the basic risk education so that athletes and their parents will not view the process as redundant and a waste of time.
- However, repetition of critical information is essential to assuring comprehension and retention of that information. The information provided at these meetings may save an athlete’s life!
- There are provisions for parents/athletes to have alternative opportunities to receive the risk information conveyed at the regularly scheduled meeting, and to pose any questions or concerns they may have related to risk issues. A video is available on the district website and athletic trainers and coaches, as well as the athletic director, are available to discuss risk management information.
- The written consent given to participate in a sport during the regular sport season does not apply to out-of-season and summer activities for participants in that sport, or to unusual circumstances such as out-of-state travel to tournaments or camps related to that sport. Parents are strongly encouraged to attend meetings set up by coaches to explain specific risks related to those activities.
- *No unusual requirements will be imposed pertaining to athletes with disabilities.* The standard process applicable to all students will include a provision for addressing any condition which exposes an athlete to “unusual” risk, e.g. prior surgery for an athletic injury, frequent concussions, history of heat illness, medical conditions which predispose athletes to injury or illness, etc., as well as any legally defined “disability.”

**NO ATHLETE WILL BE ISSUED EQUIPMENT OR CLEARED TO COMMENCE PRACTICE UNTIL ALL REQUIREMENTS HAVE BEEN MET AND THE ATHLETIC INFORMATION FORMS HAVE BEEN SIGNED AND FILED WITH THE ATHLETIC DIRECTOR.**

### **Heat Guidelines for Athletic Participation**

All Peoria Unified School District schools are required to comply with the following guidelines effective July 1, 2016. All district schools are expected to follow the guidelines for athletic participation in all sports during times of high heat and/or humidity. Exercise in a hot environment with associated fluid loss and elevated body temperature can lead to: Dehydration, Heat Exhaustion, Exertional Heat Stroke and Death. The following procedure provides critical standards to protect athletes against heat illnesses, and potentially save lives. The PUSD procedure follows recommended guidelines from the National Athletic Trainers’ Association, American College of Sports Medicine, and the Korey Stringer Institute.

#### **Prevention Education**

PUSD recognizes that prevention is the best way to deal with heat illness. Prevention includes several key areas, including:

- A consideration for risks associated with exercising in hot, humid environmental conditions.

- The need for gradual acclimatization over a 3 to 14 day period.
- The need for athletes to progressively increase the intensity and duration of work in the heat with a combination of strenuous interval training and continuous exercise.
- The fact that well-acclimatized athletes should train for 1-2 hours per practice session under the climate conditions that will be present during their competitive events.
- The realization that “proper hydration” must be attended to throughout the day, not just during activity sessions. Athletes need to drink water throughout the day.

### **Hydration Requirement Guidelines**

Athletes must be hydrated prior to the beginning of each activity session, and then maintain those hydration levels throughout the session. Methods for assuring compliance with hydration requirements will be provided by athletic trainers, but are dependent upon complete cooperation of parents and athletes. These requirements must be followed each time an athlete engages in vigorous activity, whether in a school-sponsored session or in a personal workout.

- To assure proper pre-activity hydration, athletes should consume at least 17-20 oz. of water or a sports drink 2-3 hours before the start of the activity session, and another 7-10 oz. within 10-20 minutes before the start of the session.
- During activity, athletes should consume at least 7-10 oz. of fluid every 10-20 minutes.
- Post-activity hydration should attempt to replace all fluid lost during the session within 2 hours. The best way to assure compliance is for the athlete to weigh before and after the session. Replacement of lost fluid is accomplished by returning to pre-session weight.
- Carbonated and caffeinated beverages interfere with hydration and must be avoided.
- Hydration requirements vary between athletes, based upon a number of factors. Certain athletes may be particularly susceptible to heat illness due to pre-existing conditions or medical history. Athletes and parents must rely upon their family physician and/or the school athletic trainer for guidance on these issues.
- Heat illness is not unique to “outdoor” activities, and can occur “indoors” under certain circumstances. Follow hydration guidelines for all activity sessions!

### **Injury Evaluation and Care**

While PUSD athletic trainers are available to provide immediate evaluation and care to athletes during most practices and competitive events, and PUSD coaches are also trained to administer first aid care, there are instances in which athletes and their parents need to make decisions on their own. Most commonly, this need will arise when the athlete begins experiencing symptoms at home which were not apparent during, or immediately following, the activity session.

Since injuries and other adverse health conditions are inevitable in athletics, and the severity of the problem may not be recognized immediately, it is important for athletes and parents to be continually alert to the development of symptoms. The following guidelines are provided by the PUSD athletic trainers for use as a resource for parents/guardians and/or athletes to assist in determining the need for initial care and treatment of injuries or conditions while at home, or in other instances when an athletic trainer or coach is not immediately available.

- How badly am I hurt? Should I see a doctor?
- Consider the degree of pain
- Debilitating pain – stops performance; can’t move the injured part\*
- Limiting pain – hinders performance; able to complete the activity
- Temporary pain – discomfort resolves within a week
- Chronic pain – interferes with performance for longer than seven days\*
- Examine for deformity

- Swelling – amount is generally related to the severity of the injury; swelling within the first two hours indicates a significant injury\*
- Discoloration – amount is related to the severity of the injury
- Comparison – Does it look like the other one?

**\*In any of these cases, see a doctor immediately.**

How should I care for my injury until I see a doctor? Your goals are to (A) control pain, (B) control swelling, and (C) prevent further injury. Follow the R.I.C.E Principle:

- Rest – Do not use the injured part if it is painful; immobilize if necessary.
- Ice – Apply ice to the injured part immediately; 20 minutes on, one hour off, repeat; ice will limit swelling and reduce the pain.
- Compression – Use an elastic bandage (which can be soaked in cold water to aid the cooling process) to add firm pressure.
- Elevation – Where practical, keep the injured part elevated higher than the heart for the first 24 hours.

If you sustain an injury when the athletic trainer is not available, and you are in doubt about how to treat the injury or whether or not you should see a doctor, discuss it with your coach or call your family physician. Do not underestimate injuries.

### **Return to Activity Following Injury or Illness**

One of the most critical concerns in athlete safety is the avoidance of unnecessary recurrence of injury or illness after return to activity. This requires that the athlete be fully recovered and properly reconditioned before returning to the rigors of practice and competition. The following principles apply to any situation requiring return to activity:

- If the injury or illness is of a minor nature, not requiring advanced medical care, the ATC shall be responsible for making the decision whether the athlete is fit for return to activity.
- If the injury or illness has required advanced medical care, written clearance from the treating physician (or team physician, if appropriate) shall be required for the athlete's return to activity. This written clearance shall reference the specific injury/illness and any limitations to be imposed upon the athlete.
- Following receipt of the physician's clearance, the athletic trainer shall evaluate the athlete and provide any necessary reconditioning for the athlete's safe return to full participation.
- Following completion of reconditioning, the athletic trainer shall notify the site Athletic Director that the athlete is ready for return to full activity.
- Based upon the recommendations of the athletic trainer, the athletic director shall then determine whether to approve the athlete for return to full activity.

### **Substance Use by Athletes**

The use of unlawful substances is a "safety issue" that is of major concern in high school athletics. Such usage has serious short- and long-term consequences to the health and well-being of all high school students, but particularly to athletes. Combining substances which are deemed unlawful for minors, with the rigors of competitive athletics, creates significant risk of health consequences that can be very serious, and even life threatening. The term "substances" includes: alcohol; tobacco; unlawfully obtained, or improperly used, prescription medications; recreational drugs such as marijuana, cocaine (in all forms), methamphetamines (in all forms) and heroin; anabolic/androgenic steroids, and all other performance enhancing substances.

The Peoria Unified School District has a zero tolerance policy relating to the use of any of these substances. Violation of this policy by athletes will lead to immediate imposition of penalties. The use of any of these substances is of concern to the district as a matter of student health and safety as well as the integrity of the interscholastic athletic program.

With regard to performance enhancement, it is the position of the Peoria Unified School District that this is effectively achieved through dedicated and disciplined compliance with guidelines provided by district athletic trainers and coaches for fitness, strength and skill development. The district does not approve of, or condone, the use of any type of performance enhancing substances for increased muscle development or enhanced athletic ability. Such usage is a direct attack upon the integrity of athletics and is considered to be cheating. The District is strongly opposed to the use of any performance enhancing substances by athletes and members of the student body because of health and ethical concerns.

### **Supplements, Drugs and Performance Enhancing Substances**

All AIA member schools are required to annually communicate this AIA Position Statement on the use of supplements, drugs and performance enhancing substances to every participant in interscholastic activities. (See Article 14, Section 14.13.)

The Arizona Interscholastic Association (AIA) views sports, and the participation of student-athletes in sport, as an activity that enhances the student-athlete's well-being by providing an environment and stimulus that promotes growth and development along a healthy and ethically based path.

- It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student-athlete.
- It is the position of the AIA that nutritional supplements are rarely, if ever, needed to replace a healthy diet.
- Nutritional supplements use for specific medical conditions may be given individual consideration.
- The AIA is strongly opposed to "doping:" defined as those substances and procedures listed on the World Anti-Doping Agency's Prohibited List ([www.wada-ama.org](http://www.wada-ama.org)).
- It is the position of the AIA that there is no place for the use of recreational drugs, alcohol or tobacco in the lifestyle of the student-athlete. The legal consequences for the use of these products by a student athlete are supported by the AIA.

In pursuit of **Victory with Honor**, the AIA promotes the use of exercise and sport as a mechanism to establish current fitness and long-term healthy lifestyle behaviors. It is the position of the AIA that the student-athlete, who consumes a balanced diet, practices sport frequently and consistently, and perseveres in the face of challenges, can meet these goals.

### **Travel Procedures for Students**

The PUSD guideline is to provide transportation for athletes to all practices and contests which take place away from the home campus of the affected team. All athletes are required to use district-provided transportation. The only exception is in the occasional situation where parents need to provide transportation to their child following an event. This requires compliance with specific policies outlined below. It should be done only when absolutely essential, and not as a matter of routine. The following guidelines are applicable to all transportation situations:

- Report ahead of scheduled time. It is better to be an hour early than a minute late. The bus will not wait on anyone.

- No one will be permitted to make the trip with the team who is not absolutely necessary. The coach always reserves the right to determine who makes the trip. If necessary, a list of those making the trip will be posted sometime prior to the day of the trip.
- Coaches will instruct participants as to the appropriate dress on all out-of-town trips.
- There will be NO FOOD/DRINK taken on trips unless arrangements have been made with the coach.
- Instructions will be given to keep the bus clean; and all participants will be asked to clean a portion of the bus in their area.
- Any student in possession of tobacco, alcohol or drugs (including but not limited to performance enhancing substances and steroids) will be subject to disciplinary action in accordance with team and district policies.
- Players should use the travel time to prepare mentally for the game. No horseplay or carelessness will be permitted on the trip.
- It is the responsibility of the parents or guardians to contact the coach/athletic director regarding departure time/return time, and other regulations relating to each trip.
- Participants are representing their school, coaches, parents and the community. Everyone mentioned is judged by the behavior of the team.

When parents have a particular need to provide transportation to their child following an event, the following requirements must be met:

- They must obtain written approval from the school athletic director no later than the day prior to the day of the event.
- They must communicate directly with the head coach concerning their intentions and provide the head coach a copy of the written approval prior to the team's departure for the event.
- The head coach will allow the athlete to leave the event only with his/her parent/guardian.
- The head coach may adopt and enforce more strict requirements if and when they deem it necessary as approved by the athletic director.

### **Scheduling Contests**

The AIA in conjunction with region, conference, and school leadership will schedule all contests for member schools. Individual schools request to schedule an athletic invitational tournament.

The Peoria Unified School District subscribes to the following considerations in relation to athletic schedules:

- Loss of school time
- Finances
- Distance
- Sensitivity with respect to religious holidays

The district will fund out-of-county trips only for AIA sanctioned events.

### **Out of Season/Summer Guidelines**

Out of season district activities relating to AIA sports will follow current AIA Bylaws and regulations. Summer participation in district activities related to AIA sports shall be under the direction of the site Athletic Director. All students participating in summer/out of season AIA sports activities shall meet the PUSD requirements for athletic eligibility.

## Uniform and Equipment Replacement Rules

### Equipment and Uniforms

Students will be held responsible for all athletic equipment issued to them.

- Abuse of equipment – “Normal” wear and tear is expected. The athlete will be held responsible for unusual abuse or loss of equipment.
- School uniforms are to be used or worn only under three strict conditions:
  - Practice
  - Competition
  - Approved by the coach
- Students shall turn in all athletic equipment issued to them immediately after completion of any sport or after dropping out of that sport as the case may be.
- Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or award for that sport or be permitted to take part in any other sport until satisfactory clearance is made.
- Replacement Costs for Athletic Equipment

<b>SPORT</b>	<b>ITEM</b>	<b>COST</b>
Baseball	Uniform	182.00
Baseball	Warm-Up Jacket	48.00
Baseball	Undershirt	12.50
Girls and Boys Basketball	Game Uniform	112.00
Girls and Boys Basketball	Game Hose	2.00
Girls and Boys Basketball	Warm-Ups	200.00
Girls and Boys Basketball	Practice Jersey	25.00
Football	Game Jersey	56.00
Football	Game Pants	45.00
Football	Practice Jersey, Mesh	10.00
Football	Practice Jersey, Nylon	11.00
Football	Practice Pants	20.00
Football	Helmet	200.00
Football	Shoulder Pad	175.00
Football	Hip Pad	10.00
Football	Knee Pad, Pair	3.00
Football	Thigh Guards, Pair	6.00
Football	Forearm Pads, Pair	8.00
Football	Elbow Pads, Pair	4.00
Football	Hand Pads, Pair	6.00
Football	Neck Rolls	7.00
Football	Belt	1.00
Girls and Boys Soccer	Socks	8.00
Girls and Boys Soccer	Warm-Ups	64.00
Girls and Boys Soccer	Shorts	20.00
Girls and Boys Soccer	Shirts	43.00
Softball	Uniform Shirt	43.00
Softball	Long Pants	43.00
Softball	Undershirt	12.00
Softball	Warm-up Jacket	44.00
Spirit Line	Uniforms	165.00
Swimming	Boys Suit	30.00
Swimming	Girls Suit	50.00
Swimming	Sweats	80.00
Swimming	Parkas	75.00
Tennis	Match Shirt	21.00
Tennis	Match Pants	20.00
Tennis	Warm-Ups	43.00
Track & Cross Country	Meet Shirt	25.00
Track & Cross Country	Meet Shorts	15.00
Track & Cross Country	Warm-Ups	79.00
Volleyball	Shirt	37.00
Volleyball	Shorts	37.00
Volleyball	Knee Pads, Pair	12.90
Wrestling	Match Uniform	50.00
Wrestling	Warm-Ups	118.00
Wrestling	Practice Uniform	20.00
Wrestling	Knee Pads, Pair	24.00

<b>SPORT</b>	<b>ITEM</b>	<b>COST</b>
Wrestling	Head Guard	18.00
Wrestling	Shoes	30.00
Wrestling	Practice Sweats	30.00

\*An additional 50% will be added to the cost of replacing a single uniform item.

## **Fundraising Guidelines**

### **Fundraising Guidelines**

Fundraising will be governed by the following guidelines:

- All sales involving student organization/teams are classified as student activity fundraisers.
- Sponsor/coach shall obtain prior approval for any student fundraising activity from the Principal at the beginning of the school year and from the appropriate District Administrator for any additional fundraisers not presented to the Governing Board.
- Fundraising activities are to be pre-approved by the Student Council prior to the start of the school year and weekly or monthly, as needed.
- Student Council is to prepare a master calendar of site activities.
- Students are not permitted to sell items going from house to house. This policy will be incorporated in the Parent-Student Handbook.
- Fundraising activities initiated by Student Council may be either on campus or off campus, but must be within the guidelines prescribed in this manual.
- Joint fundraising activities between Student Council and PTA/PTO are permissible provided:
- Prior approval is obtained from the Principal/District Administrator;
- Proceeds are allocated proportionately between student activities and PTA/PTO (co-mingling of funds is not to take place.)
- Monies raised through the efforts of students must be spent for the benefit of those students.
- Raffles or lotteries are not allowed by student groups or staff.
- When collecting money from student sales and other money-making activities, an accurate accounting sheet must be kept. At the conclusion of the activity, the amount represented by the accounting sheet must be reconciled by the sponsor/club officers and filed with the bookstore. This report must be filed within ten school days after the last approved day of the sale.
- Student participation in student activity fundraising shall be voluntary and should not be a factor used to determine a student's credit, grade, or team requirement.
- No monies raised from any type of a school affiliated fundraising event may be deposited in any other account except with the school bookstore or PTA/PTO. In addition, a coach may keep no monies.
- All PUSD Governing Board Policies regarding fundraising and accounting of monies will be strictly followed.

### **Procedures for Gifts and Donations**

- Gifts and donations to individuals, teams, and schools are subject to Governing Board approval.
- All gifts and donations to any athletic team or programs must first be discussed with the principal/athletic director.
- The District form for Approval of Gifts and Donations must be completed and returned to the principal/ athletic director; this form is available in the athletic office.
- All gifts and donations will be considered based on Title IX implications and requirements.
- Any questions regarding Title IX should be directed to the high school athletic director/principal.
- Booster Club Guidelines
- Athletic Booster Clubs contribute to the success of the Peoria Unified School District. Booster Clubs can also provide the opportunity for parents and other concerned community members to

participate in fundraising activities for their local school and provide support to a wide range of activities.

- Generally Athletic Booster Clubs run concession stands, host hospitality rooms and provide banquets for teams. Fundraising is an intricate part of Booster Club activities. The PUSD cannot render tax or legal advice and it is recommended that Athletic Booster Clubs consider consulting a legal or tax professional. In general, however, there are a number of potential issues individuals who participate in Booster Clubs. It is imperative that Booster Clubs work closely with not only the coach of the sport, but the athletic director as well.
- Legal Issues
- Parent organizations may consider incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organizations. Non-profit incorporation also serves as the foundation for the organizations and for the organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC,) as well as draft articles of incorporation, by-laws, and possibly annual filing with the Arizona Secretary of State.
- Tax Issues
- A parent organization can complete an I.R.S. application for recognition of exemption (Package 1023 to be recognized as a 501c (3) organization) “Parent-Teacher” Associations are specifically cited in the I.R.S. guidelines as examples of organizations that are suitable for 501c (3) tax-exempt status.
- Tax-exempt status offers many advantages including:
  - The organizations revenues will be exempt from Federal and Arizona Income Tax.
  - Contributions to the organization are permitted to take a charitable deduction for donated cash or goods.
  - The organization is eligible for bulk-mailing permits from the U.S. Postal Service.
  - Small charitable organizations are not required to file a 501c (3) application if their gross receipts are normally less than \$5,000 per year. It is recommended that parent organizations and Booster Clubs visit the I.R.S. website at [www.irs.gov](http://www.irs.gov) to review Publication 557 tax-exempt status for your organization to see what tax filing requirements may apply to a parent organization or Booster Club.
- USFR Requirements
- If an athletic booster club plans a fundraiser that will involve student effort or represent the school in anyway, the parent organization, coach and Athletic Director must be involved in the planning of the activity and the future use of proceeds. Since athletic booster organizations work together with schools to support school activities, the Uniform System of Financial Records of Arizona District (USFR) Appendix H must be followed.

### **NCAA Initial-Eligibility Clearinghouse**

The NCAA (National Collegiate Athletic Association) regulates many college athletic programs. It establishes rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions: Division I, Division II, and Division III. Colleges and universities are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. It is the responsibility of the student-athlete and parents to be aware of NCAA requirements.

If you are planning to enroll in a college or university as a freshman and you wish to participate in athletics, you **MUST** be certified by the NCAA Initial-Eligibility Clearinghouse. The NCAA Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Most students start thinking seriously about college when they are juniors in high school. If they want to participate in Division I or II sports in college:

- Be certain a student athlete is on track to graduate ON TIME!
- Be certain a student athlete is taking a CORE CURRICULUM that meets NCAA requirements.
- Review course history to determine if the G.P.A. will meet the minimum requirements set forth by the NCAA for the core curriculum classes taken.
- Register to take the ACT or SAT late in the junior year.
- Start the certification process AFTER the final junior year grades are posted on the transcript.
- Submit the NCAA Student Release Form to the Clearinghouse early in the senior year.

NOTE: General Admission Requirements to colleges and universities vary greatly. Students should consult the catalog of the institution they are interested in attending.

For current requirements regarding NCAA Eligibility, please visit [naia.org](http://naia.org) and communicate with the Lead Guidance Counselors at the High Schools.

Additional eligibility requirements for NAIA Athletics can be found at [naia.org](http://naia.org).



## Contacts

Peoria Unified School District 623-486-6000  
6330 W. Thunderbird Road  
Glendale, AZ 85306

Cactus High School 623-412-5000  
6330 W. Greenway Road  
Glendale, AZ 85306

Centennial High School 623-412-4400  
14388 N. 79<sup>th</sup> Avenue  
Peoria, AZ 85381

Ironwood High School 623-486-6400  
6051 W. Sweetwater Avenue  
Glendale, AZ 85304

Liberty High School 623-412-5320  
9621 W. Speckled Gecko Drive  
Peoria, AZ 85383

Peoria High School 623-486-6300  
11200 N. 83<sup>rd</sup> Avenue  
Peoria, AZ 85345

Raymond S. Kellis 623-412-5425  
8990 West Oranewood Ave.  
Glendale, Arizona

Sunrise Mountain High School 623-487-5125  
21200 N. 83<sup>rd</sup> Avenue  
Peoria, AZ 85382

Contact the athletic director at each school with specific questions or concerns regarding Interscholastic Athletics.