Cartwright School District #83

Athletics Handbook

2026 - 2027 School Year

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General Information

Philosophy

The Cartwright Elementary School District strives to be a positive force in the lives of scholars. We trust that properly organized athletics programs support self-expression, mental alertness, and physical growth for all participants.

Purpose of Handbook

To establish standards, a common understanding among staff, parents, and students is needed.
To serve as a basis for an annual re-evaluation of the athletic programs.
To provide, in writing, a statement of basic policies and procedures for reference when required.

Extracurricular Activities

The purpose of interscholastic athletics is both educational and recreational. School programs should encourage participation by as many students as possible and should always be conducted in the best interests of the participants.

The Cartwright School District will ensure that each one of our students has an opportunity to be successful. Not all students will have the same level of talent, but every individual can be praised for his/her work and effort. Cartwright School District professional staff will work to ensure that all our students enjoy participating. Hard work and fun are equally valued.

Why are Extracurricular Activities Important?

- They promote self-discipline, responsibility, leadership, teamwork, self-confidence, commitment, and student wellness.
- They enhance and enrich educational studies.
- They offer students opportunities to be leaders and role models on campus and in the community.
- They enable participants to represent the community in a positive manner.

Sports Offered

Fall	Winter	Spring
Cross Country	**Basketball**	**Baseball**
Flag Football	**Cheer**	**Softball**
Girls Volleyball	**Soccer**	**Track & Field**
Cheer		**Boys Volleyball**

* For cheer, schools are allotted two cheer coach stipends. With approval from the District Athletic Director, schools can arrange for Cheer Coaches.

Athletic Directors Contact List

Site	Name	Contact Information
District Office	Sara Crawford	Extension: 2068 Cell:623-691-2068 Email: scrawford@csd83.org
District AD	Jose Salcido	Cell: 602-410-2933 Email: jose.salcido@csd83.org
Middle School Athletic Directors		
Atkinson	Matthew Weaver	matthew.weaver@csd83.org
Castro	Mario Hernandez	m.hernandez@csd83.org
Desert Sands	Cee Cee Yancy	cassandra.yancy@csd83.org
Estrella	Laurie Richards	lrichards@csd83.org
K-8 Athletic Directors		
Borman	Kelly Urban	kelly.urban@csd83.org
Cartwright	Emmanuel Smith	emsmith@csd83.org
Downs	Sara Gonzales	sara.gonzales@csd83.org
Harris	Michael Devletoglu	michael.devletoglu@csd83.org
Spitalny		

School Conference Participation

The District Athletic Director will create the Cartwright School Athletic Conference, which includes a district-wide game schedule.

Game schedules will be posted to the Cartwright Athletics Website.

Staff Expectations

School Athletic Director Expectations

The Athletic Director's primary role is to ensure the effective implementation of a site's athletic program. They are responsible for supporting and monitoring all athletic teams, as well as working with all stakeholders to ensure administrative, equipment, safety, and compliance requirements are met. The Athletic Director (AD) is responsible for providing direction and supervision for all athletic coaches. They need to ensure that coaches are effectively implementing all district and state requirements for athletics as outlined in this manual. It is up to the AD to communicate with their site administrator whenever there is an issue with a coach or their athletic program that is beyond their ability to solve.

The AD is also responsible for supervising staff and students on game days, practice days, and any other days when an athletic team is on campus after school. A 'HOME AD' will be identified on the Game Day Schedule and should remain on campus until all students have left campus, unless a prior arrangement has been made with site administration, and a site administrator is taking over that responsibility. The District Athletic Director will assign a 'HOME AD' for each game. It is possible that the 'Home AD' is an AD from a campus other than the host campus. If the Athletic Director is also acting as a coach for a sport, arrangements need to be made with the site administration to supervise games in their place. In some circumstances, such as away games, the Athletic Director may not be on site. Coaches will be next in line to ensure all students leave campuses safely.

Coach Expectations

Athletic Coaches and Sponsors have a tremendous influence on both athletes and spectators. Each coach/sponsor is a representative of the Cartwright School District. All conduct during the activity, dealing with participants, parents, officials, other coaches, fans, and personnel, helps build a positive image for our students and the Cartwright School District. Coaches are expected to supervise their student athletes during every practice, game, and any additional after-school activity involving their students. In the event that a coach has to miss a practice or event, they must work with the AD and/or site administration to provide appropriate coverage. Cartwright coaches are expected to implement all policies and procedures related to their athletic team as outlined in this manual. Cheer competitions should align with Fall and Winter Sports schedules to allow for Athletic Director coverage.

School Administrator Expectations

For Home Games, a school administrator from the Home Team is required to be on campus, in addition to the School Athletic Director.

Seasons & Season Meetings

Each season, the School Athletic Director will host a Season Sport Meeting to review expectations with coaches and athletic directors. This will be a virtual meeting. All coaches are responsible for reviewing and holding themselves accountable for the rules, guidelines, and expectations of the CSD Athletics Handbook.

Each school is allotted the following coaching positions:

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Flag Football	Cheer	Softball
Girls Volleyball	Soccer	Track & Field
Cheer		Boys Volleyball

Educational Support Professionals (ESPs) as Coaches

In the event that site administration or the Athletic Director is unable to find a certified staff member to coach a sport, Educational Support Professionals (ESPs) may coach a sport and receive the same stipend. There are specific guidelines that must be followed in these situations:

- ➔ **The ESP must have a valid Arizona Fingerprint Clearance Card**. Not all ESPs are required to have one of these for their position. If needed, the ESP may reach out to Human Resources for support in acquiring one.
- ➔ **The ESP cannot be forced to coach.** The choice to coach must be voluntary, and cannot be a stipulation of the ESP's job.
- ➔ **The ESP must understand that this does not affect their employment hours.** If they are a part-time employee, they cannot use this time to claim benefits. If they are a full-time employee, they cannot claim overtime.

Volunteer Coaches (IJOC)

The Cartwright School District recognizes the importance of volunteer coaches.

The school principal must approve any volunteer who is in direct contact with the athletic program. A Cartwright School District volunteer packet must be completed and submitted to the district Human Resources office. Volunteers can only work under the direct supervision of the regularly appointed certified staff member. Volunteers may never hold a practice, meeting, or work with a student without the certified coach/sponsor being present.

Consideration for participation as a volunteer coach requires the process below:

1. Meet with the coach and athletic director to express an interest in volunteering.
2. School administration approves moving forward.
3. Complete the "Volunteer Agreement Form" and the A Cartwright School District volunteer packet that grants the district permission to conduct a background check etc. It may take 6-8 weeks and requires a fingerprint fee.
4. Once approved by the District Office, coaching duties may begin.

Paying Referees

The Cartwright School District uses RefPay as a secure system to provide payment for referees. Athletic Directors are responsible for finding referees who accept this form of payment for their services. Every school with a middle school athletic program should have someone in their office, usually an administrative coordinator, who is able to access their RefPay account at https://www.arbiterpay.com/. RefPay accounts were set up by each site individually, so district personnel do not have access to your account.

The following individuals are currently assigned to manage their site's RefPay accounts.

School	User	Account Number
Atkinson	Norilda Jimenez	1215511361
Borman	Isabella Servin	2755585275
Cartwright	Kimberly Gancera	5721193295
Castro	Dulce Aguayo	1365173916
Desert Sands	Beatriz Ayala	1052311310
Downs	Sara Gonzales	9015963785
Estrella	Silvia Atayde	1335913510
Harris	Hilda Zamora	6150399181
Spitalny	Brandon West	6931651235

The individual in charge of your site's RefPay account should send monthly reports to Breanna Navarro in Educational Services that include the following items:

1. Reconciliation Report for your Referee Account (similar to every other student account)
2. Copy of all invoices submitted to you by your referees for the month
3. Copy of all invoices/receipts issued by you to the referees at the time of payment for the month
4. RefPay report of all executed transactions for the month
5. RefPay report of your account balance at the end of the month

Athletic Directors and site administrators are encouraged to follow up with their staff to ensure that these items are sent monthly. If at any time there are issues with accounts or a user needs to be changed, please contact ArbiterPay at 1-800-311-4060 or success@arbitersports.com.
For more information on how to access and use RefPay, click here to access a simple guide.

Emergency Situations - Calling 911

The following procedures need to be strictly followed by any personnel in the event of a medical emergency.

1. When a medical emergency occurs that is beyond your capability for any student, staff member, or visitor, a 911 call from a school phone or cell phone is mandatory.
   a. Reasons to call 911 include, but are not limited to, chest pain, trouble breathing, falls that result in pain, head injuries, signs of stroke or heart attack, seizures, electrocution, bee stings that result in a reaction, back injuries, or tingling sensations to the chest or arm area.
   b. If you are hesitant at all about the need for a 911 call, it is always best to make the call - first responders would prefer to have a call canceled after they are already on route, rather than miss out on valuable time needed to provide aid.
2. After making the call, notify your supervisor. This could be a site administrator or a district administrator. They will contact district reception at extension 4000.
   a. District reception will follow up with the Risk Manager.
   b. If it is after hours and/or nobody is answering district reception, the supervisor should contact the Risk Manager, Adam Stephenson at 480-352-4151 or astephenson@csd83.org.
3. Once notified, the Risk Manager will initiate communication with the District Crisis Team.

Ensure that both the 911 operator and either your supervisor or the Risk Manager has a way to contact you. One or both may follow up with additional questions about the incident. Click here to access the incident report form that needs to be filled out in the event of any injury during a sporting event or practice. This form should be submitted to your administration and the nurse.

Student Athlete Expectations

Participant Expectations of Conduct

The privilege of representing the Cartwright School District carries with it a greater responsibility to conduct oneself with respect and dignity. Participants serve as role models for all students. Accordingly, extracurricular activity participants are expected to comply with the Student Code of Conduct at all times, regardless of location. This includes both on and off-campus conduct as well as evenings, weekends, holidays, and summer vacation. Any student who participates in one or more extracurricular activities is subject to the Student Code of Conduct (JIC) and Extracurricular Activities Responsibilities. Students in 5th and 6th grade may try out for sports at the discretion of the host school principal and coach.

Expectations

Participants in extracurricular activities must conduct themselves in a manner that reflects positively on the Cartwright School District at all times. Specifically, they must:

- All players will play in the majority of the games of that season, if eligible and healthy.
- Maintain a maximum effort in all academic courses.
- Maintain a high level of citizenship and behavior standards.
- Be punctual and prepared for all scheduled events related to an extracurricular activity.
- Treat all school property with respect and ensure that school property is returned upon request and in good condition.
- Be courteous and respectful toward all fellow participants, school faculty and staff members, spectators, parents, and officials at all times.
- Students will follow the dress code that is in the student handbook. Appearance should at all times reflect respect and pride in self and in extracurricular programs.

Conduct

Students and staff of the Cartwright School District are expected to represent themselves, their team/club, and their school with honesty and integrity. There is a central focus on personal character, academics, athletics, and social behaviors. As such, participant behavior is subject to scrutiny. Participation in extracurricular events is a privilege, not a right.

Sportsmanship

Sportsmanship is defined as people participating in or watching an activity treating each other with respect. This includes players, parents, staff, and officials.

Examples of unacceptable behavior include, but are not limited to the following:

- Physically abusing team members, opponents, coaches, or officials
- Throwing objects, damaging equipment.
- Inciting participants to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent)
- Using obscene or other inappropriate language or gestures.
- Engaging in activities that constitute harassment (including verbal, physical, sexual, or any combination thereof).

Student Code of Conduct (JIC)

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District-sponsored or supervised functions.
- Damage or threat of damage to property of the District regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in the performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

Academics and Eligibility (JJJ)

Obtaining an education is the primary goal in school. We believe that it takes a special person to be a student and participate in extracurricular activities.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

A. Students who, upon having their work checked on a cumulative basis at the end of each week, show that they are not working to capacity and have one (1) or more failing grades will be removed from extracurricular competition that week. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
B. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
C. The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

D. The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
    1. Ineligibility is pending.
    2. Ineligibility is determined to be necessary.
E. Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relation to the respective students' individual education programs.

If an individual is dropped from a team or extracurricular club because of grades or other disciplinary reasons, or if they quit on their own accord, they may not practice any further and must turn in their cleaned uniform and all equipment to their Coach or Club Sponsor by the end of the following school day. If a student fails to check in their equipment at the designated time, they will be expected to pay for the cost of replacement.

Eligibility Reporting Process

- A team roster is provided to school staff by the school Athletic Director within 3 days of the completion of the team selection process. (Google Docs is recommended)
- Staff will email the coach and Athletic Director of ineligibility by noon, every Thursday of the season.
- The initiating staff member will inform the coach, student, and parents of the ineligibility.
- Students regain eligibility immediately, once academic deficiencies have been addressed to the satisfaction of the teacher.

Attendance and Suspension

Absences because of illness or emergencies are considered legitimate absences. Participation in events is not allowed on a day a student is absent from school. Excused or unexcused absences are considered equivalent. However, with prior notification and approval, the campus principal or designee may permit a student to participate if it is determined the absence is due to an emergency or circumstances beyond normal control.

Students who have been suspended from school may not participate, play or travel to a contest during the time in which the student has been disciplined. Other discipline actions by the principal may also apply. Non-participation commences the day the consequence is issued, not the day of the actual consequence.

Athletic Absences

- **Excused Absence from Practice:** An absence would be considered excused if it was a result of an illness, injury (which prohibits even limited involvement) family emergency, or medical appointment (other than routine appointments).
    - Policy: No penalty unless an extended period.

- **Unexcused Absence from practice:** Any absence that does not qualify under the excused absence policy or when an athlete does not notify a coach of absence.
    - Policy: First Offense - Discipline at practice and/or reduction of playing time at the coach's discretion. Additional Offense - Continual unexcused absences must result in in-game suspension and/or dismissal from the team.
- **Game Day Absence:** Any game missed by a player
    - Policy: Excused - Coach's discretion that may result in reduced or no playing time at the next game. Unexcused - Suspension from the next game and possible dismissal from the team.

Equipment/Supplies/Materials

A student is eligible to utilize any equipment, supplies, and materials necessary for their sport. Once a student has been issued equipment, supplies, or materials, it becomes the responsibility. Loss or theft of any of these items becomes the obligation of the student.

Students that do maintain school-issued equipment will be subject to the team rules. Players are not allowed to wear shorts or sweatpants with pockets. If a player has pockets, please tape over the pockets or have the player change to other shorts/sweatpants without pockets.

Removal from Athletic Activities

Students may be suspended or removed from athletic activities and teams under the following conditions:

Academic Removal: The student is not meeting academic standards set forth in Cartwright School District Governing Board Policy (JJJ)

Absence Removal: Removal due to excessive absences or unexcused absences.

Administrative Removal: District and site administrators may remove a student from any extracurricular activity if they deem it necessary. Upon removal, the student may request a formal review by district-level personnel using a formal complaint form. Reinstatement can only occur when a meeting with the administrator, parent, student, and coach occurs.

Behavioral Removal: Any decision to remove or suspend a student from a sport or activity must begin with an official “Office Discipline Referral” (ODR). The administration must communicate with students’ families regarding the decision.

Self-Removal: At any time, a student may remove himself or herself from an extracurricular activity. The coach/sponsor, within 24 hours, must notify parents. Once a student chooses to leave an activity, reinstatement can only occur when a meeting with a parent, student, and coach/sponsor occurs.

Sponsor/Coach Removal: Sponsor/Coach may remove a student from any extracurricular activity if they deem it necessary due to safety, code of conduct,

academic or attendance issues. Upon removal, the student may request a formal review by school-level administration. Use of student email is recommended. Reinstatement can only occur when a meeting with a parent, student, and coach/sponsor occurs.

Parent Removal: At any time, a parent/guardian may remove their child from an extracurricular activity. Reinstatement can only occur with a coach/sponsor and athletic director/site administrator's approval.

Athletic Participation Fees & Waivers

Arizona Revised Statute 15-342.24 authorizes the Governing Board to assess reasonable fees for optional extracurricular activities and programs conducted when school is not in session. These fees shall not exceed the actual costs of the activities, programs, services, equipment or materials. All fees are annual and per activity. This fee is per sport. Families can submit the CSD Fee Waiver (also available below, page 21, within Athletic Forms).

The school athletic director is responsible for distributing and collecting the CSD Fee Waiver forms to athletes, to comply with Governing Board Policy JQ-R. Any funds collected as athletic fees should be deposited into the school's auxiliary account and used to support the school's athletic programs.

For reference, below is the Athletic Participation Fee schedule.

Athletic Participation Fees (per sport):

K-6 Teams $15.00
7-8 Teams $25.00
(*If a 5th or 6th grade student participates on a 7-8 team, they must pay the 7-8 participation fee.)

CSD Scholar Athlete Sports Physical Requirements

Overview
All CSD scholar athletes must complete a sports physical each year in order to participate on a CSD sports team. This requirement helps ensure that every scholar athlete is medically cleared for athletic participation during the school year.

Yearly Physical Requirement
Every scholar athlete who makes a CSD sports team is required to take a sports physical for that school year. Participation may not begin until the required physical has been completed and submitted according to CSD policies. A completed sports physical is valid throughout the school year in which it is taken. Once approved, the physical covers the scholar athlete for CSD sports participation during that same school year.

New School Year Requirement
When a new school year begins, each scholar athlete must complete a new sports physical. A physical from the previous school year does not carry over into the next school year.

Arizona law (A.R.S. § 15-341) and the Arizona Interscholastic Association (AIA) Bylaws (Article 15.7) require high school/middle school student-athletes to complete a Preparticipation Physical Evaluation (PPE) before participating in games.

Health and Safety of Participants

As outlined in Governing Board Policy JJIB, the health and safety of participants in interscholastic athletic activities must receive careful consideration. The District shall prescribe and enforce policies and procedures relating to the health and safety of all pupils participating in District-sponsored practice sessions or games or other interscholastic athletic activities.

A healthcare professional is on call for every practice and/or game and can help clubs if needed, throughout the year.

Coaches are allowed to carry inhalers for athletes. Students are permitted to carry medications with them (JLCD); however, the appropriate form must be completed and filed with the nurse (JLCD-E). Coaches will have medical materials available after school to support minor injuries as needed.

Covid-19

All Covid-19 issues need to be reported to the school nurse and site administration. One of those individuals will need to alert Cartwright's Covid-19 Response Team by sending an email to covid19reporting@csd83.org. The Response Team will review the information and follow up with next steps.

Injuries

All injuries that occur during practice or during games must be reported to the administration and the school nurse the next school day.

Water

Water must be provided by the school. If there is no water present during the game. The game must be canceled.

Heat Acclimatization and Exertional Heat Illness (JJIB-EB)

Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The combination of warm temperatures and physical exertion can create the potential for heat-related problems. As we have high heat in Arizona, great care must be taken to protect our students and staff from the effects of heat illnesses.

An individual's emergency contact should also be notified when he or she exhibits signs of heat-related illness.

The following is a list of heat illnesses with signs, symptoms, and treatments.

- **Heat-induced dehydration**
    - Heat-induced dehydration occurs when the body's water content falls to a dangerously low level. Early signs of dehydration are dry lips, dizziness, and lethargy. Treatment includes resting and increased fluid intake.

- **Heat Cramps**
    - Heat cramps take the form of involuntary, painful cramping of the muscles, usually in the calves or abdomen. Treatment includes resting and cooling down; drinking clear juice or a sports drink with electrolytes, and practicing gentle range-of-motion stretching and massage on the affected muscle group. Medical assistance should be sought if the cramps do not subside in approximately one hour.
- **Heat Exhaustion**
    - Heat exhaustion is the most common heat illness. It is characterized by headache, dizziness, shortness of breath, goosebumps, nausea, and, potentially, vomiting. An individual may also experience heat cramps; heavy sweating; rapid, weak heartbeat; low blood pressure; low-grade fever; fatigue; and dark-colored urine.
- **Heat Stroke**
    - Heatstroke is the least common but most serious (sometimes fatal) form of heat illness. Because of this, if heat stroke is suspected, 9-1-1 should be called immediately so that professional medical treatment and hospital transport can be arranged.
    - Heatstroke is characterized by disorientation, dizziness, convulsions, confusion, and/or loss of consciousness. Other signs of heatstroke include irritability, hot/dry skin, increased body temperature, elevated or lowered blood pressure, rapid and shallow breathing, and rapid/strong pulse.

Treatment

Move to a shaded area immediately, or to an air-conditioned area, if available. Begin cooling as soon as possible. Loosen excess clothing. Position on the back with feet elevated above the level of the heart. Provide cool fluids to sip if the individual is conscious and not nauseated or vomiting.

Cooling can include covering the individual with damp sheets or other damp, light fabric; liberally sprinkling the individual with water; fanning to increase evaporative cooling; and rubbing ice packs over major blood vessels in the armpits, groin, and neck.

Individuals suffering from heat exhaustion should: (1) be moved to a shady or air-conditioned location; (2) be placed lying down with feet and legs elevated slightly, and (3) be provided with cool water to drink. The heat exhaustion victim should also have any excess clothing loosened or removed, should be sprayed or sponged with cool water, and should be fanned so as to accelerate cooling. Victims of heat exhaustion should be carefully monitored, as heat exhaustion can quickly become heatstroke.

Treatment of heatstroke requires rapid cooling of the individual suffering from heatstroke. The individual should be moved to a shaded and/or cooled environment and should be covered with damp sheets or other dampened light cloth/fabric, or sprayed with cool water.

Prevention

Monitor heat conditions: the heat index is the temperature the body feels when heat and humidity are combined. The higher the heat index, the greater possibility that prolonged exposure or strenuous activity will lead to heat illness. With high heat index temperatures, students should balance practice or play with rest and hydration to minimize their risk.

- Remain in air-conditioned facilities if possible.
- Promote acclimation.
- Avoid excessive physical exertion.
- Regulate and monitor athletic training.
- Coaches should closely monitor student-athletes to limit their activity to an acceptable level.
- Drink extra fluids before (throughout the day), during, and after such activities.
- Wear lightweight, light-colored, and loose-fitting clothing.
- Maintain adequate rest and proper nutrition and monitor body weight daily.

Game Day: Temperatures ranging from 107 to 108 degrees and above, all games need to be automatically canceled and rescheduled. Temperatures between 105-106 degrees are at the discretion of the coaches, AD and Administration at the host site and with the other team's AD and Admin.

Practices should not be regularly cancelled. Teams can go indoors or coaches can provide mental drills or mini-drills outside with constant water breaks for our scholar athletes.

Please NOTE: Any cancellation of games and/or practice needs to be authorized by the District Athletic Director, Jose Salcido.

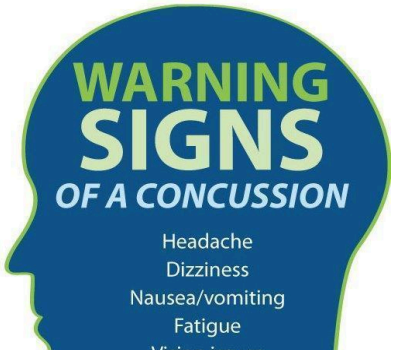
Statutory Requirements

Coaches are responsible for the welfare of students and must act appropriately to prevent harm. This includes promoting awareness of potential heat-related illnesses and concussions. Specifically, coaches need to inform student-athletes and parents regarding the requirements of their sports, the risk of heat illness, concussions, and other injuries. Coaches also need to provide for the health and safety of the athlete and enforce established rules related to the prevention of illness and injury.

Concussion Training (JJIB)

Before a student participates in athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form at least once each school year, stating awareness of the nature and risk of concussion. The District shall retain documentation of the participation of all affected coaching staff members in the program.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event and the pupil's parent or guardian shall be notified. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the



same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. 15-341.

<table>
<tr><th colspan="2">AIA Concussion Education Policy (Linked)</th></tr>
<tr><th>Procedures for Students (complete yearly)</th><th>Procedures for Parents and Coaches</th></tr>
<tr><td>Step 1
▪ Access https://nfhslearn.com/welcome and click “Register” to register for an account.
▪ Access https://nfhslearn.com/courses and search: “Concussion for Students” and complete the course.
▪ Download and provide a certificate to the coach or athletic director.</td><td rowspan="2">▪ Access https://nfhslearn.com/welcome and click “Register” to register for an account (parents may use their child’s account).
▪ Access https://nfhslearn.com/courses and search: “Concussion in Sports” and complete the course.
▪ Download and provide a certificate to the coach or athletic director.</td></tr>
<tr><td>Step 2
▪ Access http://aiaacademy.org/users/login/brainbook and click “Get Started” to register for an account
▪ Complete Brainbook Course
▪ Download and provide a certificate to the coach or athletic director.</td></tr>
</table>

Planning suggestion: Set a meeting time with the school technology teacher and have all athletes complete the course.

Student Transportation

School Bus Travel

All students are required to ride school transportation to and from any scheduled athletic event. School buses should be loaded immediately at the conclusion of the event.

Students may be released to their parents only if a parent wishes to take a student with them after the activity. A formal request in writing must be presented to the coach before the student is allowed to leave the activity with the parent (email from a verified address will suffice).

Student Pick-Up

Coaches and Athletic Directors are responsible for ensuring all student athletes are safely picked up after practices and events.

- **Practice/Event Dismissal:** Coaches will provide an approximate pick-up time at least one day in advance for all competitions or events. Regular practice times will remain consistent unless families are notified otherwise.
- **Walking Home:** Students may walk home only if they are an **already registered after-school walker** and are dismissed from the home campus **during daylight hours**. If any of these conditions are not met, the student must be picked up by a parent, guardian, or approved contact.
- **Transportation by Staff:** The Athletic Director is authorized to drive a student home if their parent or approved contact is unavailable. If the Athletic Director is off-campus, a coach may drive the student home, but only after waiting 60 minutes.
- **Stipend Coverage:** The stipends for coaches and the Athletic Director cover the responsibility of staying with students until they are safely off campus. No additional pay is provided for this waiting time.

To ensure student-athlete safety, a student-athlete may walk home only if all of these conditions are met:

- The athlete is dismissed directly from the home campus.
- The athlete is already a registered after-school "walker."
- Dismissal takes place during daylight hours.

If any of these three conditions are not met, the athlete must be picked up by a parent, guardian, or approved contact. It is the responsibility of the Athletic Director and the coach to communicate and ensure arrangements are made.

If a student needs a ride and their parent, guardian, or approved contact is unavailable, the Athletic Director is authorized to drive the student home. If the Athletic Director and a school administrator are both off-campus, the coach is permitted to drive the student home, but only after waiting 60 minutes.

Please note that the Athletic Director and Coach stipends cover the responsibility of staying on campus until all students have left. No additional pay will be provided for time spent waiting with students for rides.

Staff Transportation in Private Vehicles (EEAG)

During a school or school-sponsored function, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee from transporting students for school purposes without prior authorization by the Superintendent.

To further minimize instances of staff transporting students in personal vehicles, staff members are never to transport students by themselves. If circumstances require a student to be driven home by staff, there must be at least two staff members in the vehicle.

Parent Pick-Up and Consequences

In the event a parent, guardian, or approved contact is consistently late or a 'no-show' for student-athlete pickup, the following protocol will be followed:

- First and Second Offense: The Athletic Director or coach will communicate with the parent/guardian to address the issue.
- Third Offense: The student-athlete may be subject to a short-term removal from the team. Reinstatement will require a meeting with the parent, student, and coach/sponsor.

Other Processes & Protocols

Scheduling Conflicts

While a broad range of experiences is beneficial for the student and the school culture, extracurricular activities may be in a position of conflict with academic obligations. Every attempt will be made on behalf of the school to accommodate the activity.

Should a conflict occur, school-based academic activities will override athletic events.

Extracurricular Activity Limits

A balance between school and home is a positive for students and staff. Therefore, activities should be limited. There are to be no practices during selected collaboration and/or early release days. Limits may be extended due to team tryouts and initial club setup. Teams may extend practice with administration approval and a documented supervisor on-site during practice. Activities that have tournaments or playoffs may extend the limit as needed**.**

Practice Procedures

Extracurricular participants are often motivated to practice outside of normal practice hours. However, teaching good judgment and implementing rules to protect participants are important. Examples of what participants should not do without supervision are: using electronic devices, throwing baseballs or softballs in crowded areas, performing cheer stunts. Safety is a priority. **Please note: Practices should not be canceled in the event of a heat advisory. Teams can go indoors, or coaches can provide mental drills or mini-drills outside with constant water breaks for our scholar athletes.**

Playoffs & Finals Considerations

School Athletic Directors should be in attendance at playoffs and finals if their team is playing. If they cannot be there, they need to designate a substitute. The host/home team will be one of the teams in the playoffs /finals event and will be determined ahead of time. The host/home team's Athletic Director is responsible for coordinating with the District Athletic Director to set up the fields. This may require communication and planning before the day of the event.

Summer Activities for Sports

Schools may offer fitness programs that support/teach specific skills, but schools cannot offer sports programs during the summer. All skill development sessions must be voluntary and open to all eligible students. Team practice in any sport is prohibited after the sports season ends.

Grievances or Concerns

If a student or parent has a problem or conflict with a sponsor/coach or with the outcome of an event, there is a proper chain of command to follow:

- Visit with the activity sponsor/head coach of the sport; may not be held during practice times.

- Arrange a conference with the school athletic director if applicable.
- Arrange a conference with a school administrator.
- Arrange a conference with the district Director of Athletics.

By following the appropriate steps, most problems and conflicts will be resolved in a satisfactory and timely manner.

Spectator Supervision:

- To ensure a safe and manageable environment during athletic events, all student spectators (K-8) must be accompanied by a parent, guardian, or an adult over the age of 18 for the duration of the event.
- Unaccompanied students may be asked to contact a parent for immediate pick-up and may be denied entry to future events.

Athletic Participation by Non-School Students

Homeschooled Students

According to Arizona State Statute (ARS 15-802.01), notwithstanding any other law, a child who resides within the attendance area of a public school and who is homeschooled shall be allowed to try out for interscholastic activities on behalf of the public school in the same manner as a pupil who is enrolled in that public school.

Cartwright Virtual Academy (CVA) Students

Students who are enrolled in the Cartwright Virtual Academy are allowed to participate in athletic and extracurricular activities at the Cartwright school closest to their residence.

Charter School Students

Charter school students are not eligible to participate in athletics for the Cartwright School District. They are only eligible at the school they attend.

Athletic Forms

Please click here to access all Athletic Forms that are listed below.

- Extracurricular Activity Participant Consent
- Student Participant Responsibilities
- Sports Physical Form (completed and signed by medical office)
- Mild Traumatic Brain Injury (MTBI)/Concussion Annual Statement and Acknowledgement Form
- Concussion Fact Sheet (English and Spanish)
- Inhaler form (if needed)
- Parent Involvement Form (not mandatory)
- Student Fee Waiver

Click here to access the incident report form that needs to be filled out in the event of any injury during a sporting event or practice. This form should be submitted to your administration and the nurse.