



**DESERT HEIGHTS  
PREPARATORY ACADEMY  
*ATHLETIC HANDBOOK***

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## **WELCOME!**

Thank you for your continued support with the Desert Heights Preparatory Academy (“DHPA”) Athletic Program. DHPA is excited to continually grow and build a positive community aligned with our three pillars (Academic Excellence, Integrity of Character, and Social Awareness). Participation in an athletic team can be a rewarding experience and it is important that students realize the time demands, accountability, dedication, and sacrifices required when making this kind of commitment. The following information defines the interscholastic policies and procedures for all students participating in our athletic programs. The Athletic Department hopes this document provides parents and athletes with a better understanding of our values, philosophy, goals and policies. Please refer to the following information when a question about your child’s athletic experience arises. Additionally, please note that each team’s coaching staff may further identify team rules and set expectations for their specific team that are aligned with the DHPA Athletic Department’s values and DHPA three pillars. Athletes are expected, and will be accountable, for the team rules and expectations as outlined and enforced by the team’s coaching staff.

## **ATHLETIC DEPARTMENT VALUES**

Consistent with the vision of Desert Heights Preparatory Academy, the athletic department facilitates a wide range of athletic opportunities with the following core values:

- ❖ We promote the highest standard of excellence in academics, athletics, and personal/social/emotional growth and development.
- ❖ We promote sportsmanship by displaying the Six Pillars of Character in all activities.
- ❖ We are committed to creating and sustaining an environment that promotes enthusiasm and positive experiences.
- ❖ We will emphasize the team concept while fostering the development of individuals.
- ❖ We support maximum participation.
- ❖ We require all stakeholders to respect participants as competitors while honoring the traditions of sport.
- ❖ We promote the development of healthy lifestyle choices.

*Note: Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship*

## **PHILOSOPHY OF ATHLETICS**

The Athletic Department’s philosophy is to promote and provide our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior which are necessary for competition and cooperation in society. DHPA encourages all students to participate in athletics by offering a well-rounded program in the Arizona Canyon Athletic Association.

## **GOVERNING BODIES**

Desert Heights Preparatory Academy is a member of the Arizona Canyon Athletic Association (AzCAA). The Canyon Athletic Association (CAA) is a non-profit corporation created to provide competitive athletic competition for non-traditional educational institutions. The CAA consists of charter schools, home school organizations and parochial schools. It is the goal of the CAA to help facilitate communication, provide structure and guidelines, organize tournaments and manage the funds necessary for these activities. The CAA seeks to provide high standards of integrity while providing great flexibility to accommodate non-traditional schools.

# ATHLETIC TEAM INFORMATION

## **Standards for Participation**

In order to participate in organized athletics, all student-athletes must complete the following:

- Pay a participation fee that helps cover league and game fees.
  - ✓ All Varsity Sports: \$225.00
  - ✓ Junior High (5<sup>th</sup>-8<sup>th</sup> Grade) Sports: \$175.00
  - ✓ Clinics: \$50/Sport

*Note: **Participation fees do not include the cost of the team's required spirit pack.** Also, participation fee due dates will be provided at the initial parent/athlete meeting, but as a general rule, a minimum of 50% is due 5 days after the team's roster is complete with the balance due no later than 30 days afterwards. Participation fees are non-transferable and non-refundable once an athlete has participated as a team member (official practice, game, etc.). Additionally, athletes will be ineligible for proceeding seasons if fees are not paid by the current season's due date.*

- In addition to participation fees, athletes will be required to purchase the team's spirit pack. Junior High spirit packs will not exceed \$200 and Varsity spirit packs will not exceed \$400. Spirit packs will be purchased directly from the approved vendor. If spirit packs are not purchased on time, athletes will incur additional fees for rush orders, and the athlete's participation in athletic events may be affected until the necessary items arrive.
- Complete and sign the athletic enrollment packet. This includes the Athletic Enrollment Form and Checklist along with the applicable sport's Inherent Risk and Release form. These documents must be signed and will be held on file at the start of each athletic season. This packet of information can be found on the DHPA athletic website, or in the front office, and is due the first day of tryouts.

*Note: Completion of the Athletic Enrollment Form and Checklist is only required once per year, but the applicable Inherent Risk and Release form is required per sport.*

- Copy of the athlete's insurance card must be provided to the school once per year. Please provide a new copy if there is a change in insurance during the school year.
- Parent or Athlete must attend the required meeting hosted by the Athletic Department.
- A valid physical examination completed **by the first day of school.**
- View the concussion video and sign the appropriate form at the designated team meeting. Must be completed prior to the first game.
- Complete online coach's survey at the end of each season.

## **Tax Credit**

Athletic participation fees are considered tax deductible under the AZ School Tax Credit Law. Families are responsible for tracking their contributions up to the allowable limit.

## **Athletic Scholarships**

Athletic scholarships can be awarded by the Athletic Department to cover athletic participation fees. Athletes that want to be considered for a scholarship will need to complete the following:

- Complete and return the Athletic Scholarship Application to the Athletic Director along with 2 professional references from DHPA staff members.
- Complete a 500 word essay using the following prompt: "The DHPA 3 Pillars are exemplified in sports by...."
- Selected candidates will be interviewed with a minimum of 3 members of the Athletic Department for final selection.

*Note: Athletic Scholarships can only be used towards the athlete's participation fees. Athletes will continue to be responsible for the payment of the team's spirit pack or other identified team items.*

## **Program Goals**

Though the unique nature of each sport dictates its specific objectives, all teams will attempt to:

- Promote the development of good health and positive character of each athlete through the 3 pillars. (Academic Excellence, Integrity of Character, and Social Awareness)
- Provide safe, supportive, and knowledgeable coaching to promote the physical, mental, ethical, social and emotional well-being of each athlete.
- Help students and parents understand the responsibilities which accompany the opportunity and privilege of sport and team participation by providing a model of good sportsmanship.
- Clearly communicate behavioral expectations and to enforce consistent consequences for violations of school rules and regulations.
- Provide a positive and meaningful experience for all athletes.

The coaching staff will determine the level of play for each student-athlete (Varsity, Junior Varsity, Junior High, Middle School and Clinics) based on what is most beneficial to the development and progress of each player and team. However, participation at the Varsity level is generally limited to the most highly skilled players and those with the ability to interact constructively with other players for team success. It should be understood that playing time could be limited.

## **Athletic Offerings**

DHPA provides three (3) seasons of play and will provide a variety of athletic opportunities, but all teams are subject to student participation.

*Note: Clinics may be offered based on participation and availability of facilities.*

## **Fall Sports**

The fall season begins in August and ends in October. Teams that qualify for the postseason tournament may participate into early/mid-November. Informational meetings will be held in July. The following sports compete in the fall:

- Football - Varsity and Junior High Tackle (5<sup>th</sup>-8<sup>th</sup> Grade)
- Girls Volleyball – Varsity and Junior High
- Cheer & Pom – Varsity and Junior High

## **Winter Sports**

The winter season begins in November and ends in February. Teams that qualify for the post-season tournament may be participating into the end of February. Informational meetings will be held in October.

- Girls Basketball – Varsity
- Boys Basketball – Varsity and Junior High
- Softball – Junior High
- Cheer & Pom – Varsity and Junior High

## **Spring Sports**

The spring season begins the end of February and ends in May. Teams that qualify for the post-season tournament may be participating until May 15th. Informational meetings will be held in February.

- Girls Basketball – Junior High
- Baseball – Varsity and Junior High
- Softball – Varsity
- Co-Ed Soccer– Varsity and Junior High

## **Levels of Play**

Many decisions are made on a regular basis by members of the DHPA coaching staff. These decisions may include, but are not limited to,

- which position an athlete will play.
- amount of playing time an athlete will receive
- pulling an athlete up to a higher level if physically, emotionally, and mentally prepared. (approval from AD required)

Only members of the DHPA coaching staff can make these very difficult coaching decisions after weighing a considerable number of factors. Generally, the most competitive, skilled team members will play the major portion of contests, but the level of play will also be taken into consideration.

## **Clinics (5<sup>th</sup>-8<sup>th</sup> Grade)**

Clinics will be scheduled based off participation and availability of facilities. At this entry level, athletes and their parents should expect the following concepts to be emphasized:

- ✓ Average 2 practices/week during the season and 2 games vs. DHCS during the season
- ✓ Developing fundamental skills
- ✓ Providing equal practice opportunities for all participants
- ✓ Learning the rules of the game
- ✓ Developing an orientation toward and appreciation for team effort in each athlete
- ✓ Demonstrating sportsmanship and fair play
- ✓ Developing the ambition to achieve at the next level of competition
- ✓ Prioritizing skill and character development over winning

## **Junior High/Middle School (5<sup>th</sup>-8<sup>th</sup> Grade)**

This is a transitional level between clinics and Junior Varsity athletics, and athletes along with parents should expect the following concepts to be emphasized:

- ✓ Average 5 practices/week during the season
- ✓ Developing game concepts (offense and defense)
- ✓ Providing equal practice opportunities for all participants
- ✓ Learning the rules of the game
- ✓ Developing an orientation toward and appreciation for team effort in each athlete
- ✓ Demonstrating sportsmanship and fair play
- ✓ Developing the ambition to achieve at the next level of competition
- ✓ Prioritizing skill and character development over winning

## **Varsity**

At DHPA's highest level of athletic competition, athletes and parents should expect the following concepts to be emphasized:

- ✓ Average 5-6 practices/week during the season with off season requirements and camps
- ✓ Developing a high level of proficiency in the physical skills of the sport
- ✓ Having the coach's evaluation of an athlete's attitude, skills, and team role determine playing time
- ✓ Developing sophisticated strategy, situation analysis, and other mental aspects of the sport
- ✓ Specifically defining an individual athlete's role within the team concept
- ✓ Fostering maximum commitment to the athletic team
- ✓ Understanding and valuing the physical conditioning components of one's sport
- ✓ Understanding the importance of individual sacrifice for the good of the team
- ✓ Winning within the rules of sportsmanship and fair play

## ***Team Tryouts / Selection***

All DHPA teams will participate in a tryout process, and during this period, each coach will provide a verbal explanation of his/her expectations to all participants. It is the duty of the student to demonstrate to the coach that they can fulfill these expectations. If a student is not selected for a team, he/she may contact the coach personally for an explanation. Students who are not selected are encouraged to explore other DHPA athletic opportunities on teams that have not finalized their rosters. Students will not be allowed to join a team after its third official practice without the approval of the Coach and Athletic Director. Switching sports is also not allowed after the first contest.

The coaching staff of each sport has the sole responsibility for selecting members of the team, determining the level of play, work ethic, pre-season practices, and eligibility. The coaching staff may also set and enforce team rules and expectations that are not identified in this handbook, but are aligned with the Athletic Department's values and our three pillars.

## **Eligibility for Team Tryouts**

In order to become a member, or to try out for an athletic team, the following eligibility requirements must be satisfied by the athlete and enforced by the coach.

- ✓ The student-athlete and parent must attend the pre-season coaches meeting in order to be eligible for tryouts
- ✓ The student-athlete must turn in all enrollment paperwork prior to, or on the first day of tryouts, and athletes will need to participate in an eligibility process each day until a green card has been issued.
- ✓ Any student-athlete who has been suspended for all or part of the tryout period, cannot try out for a team.
- ✓ Any student-athlete deemed by the Principal and Athletic Director whose conduct or character would reflect discredit upon the school is ineligible.
- ✓ The student-athlete must be passing five (5) units of work (two and one-half credits) from the previous marking term.
- ✓ Student-athletes may not participate on more than one team simultaneously per season in which they represent the school.
- ✓ A student-athlete with a prolonged illness or sustained injury must have written permission from a physician to engage in athletics.
- ✓ A student-athlete actively participating in a season will not be permitted to engage in another sport tryout until the current season's schedule is complete. Refer to the AzCAA Handbook for additional information.

## ***Commitment***

Each member of an athletic team MUST:

- ✓ Commit to being present at all team activities in season and out of season, including but not limited to tryouts, practices, meetings and contest with other schools. This includes holiday practices as defined by the Coach.
- ✓ Dedicate him or herself to becoming an excellent team member and school citizen.
- ✓ Strive to continually improve as an athlete.
- ✓ Demonstrate pride in team performance and in him or her as members of a team.
- ✓ Communicate with parents about changes and updates.

## ***Game/Practice Sessions***

Practice days and times are determined by the Coach, but can be held up to 5-6 days a week for approximately 1 to 2 ½ hours or as deemed appropriate for the activity. Additionally, practices and games may be held on weekends. Most practice sessions will not begin before 3:30 PM and will be held outside on grass, cement, and street courts. Any team member who may be late or miss a practice, game or scheduled team meeting must confer with his/her coach at least 24 hours prior to the event start time. Practice and game



schedules, particularly in the case of winter and spring sports, will include school vacation weeks. Students and families should take this into consideration when deciding whether or not to try out for a team. Additionally game schedules are not always under the school's control and can be modified by opposing teams or the league even after schedules have been distributed. DHPA will make every effort to distribute notifications as soon as possible when changes occur.

*Note: Practices for all teams are closed to the public.*

### ***Game/Practice Uniforms***

DHPA Athletes must wear appropriate DHPA logoed athletic wear or non-logoed items that are school colors (black, burgundy, grey or white). Shoes worn by the athlete must also be school colors, or as specified by each team's Coach. DHPA will evaluate the purchase of new uniforms as needed and approved by the school's Administrative staff.

### **Home Game School Day Attire**

Home dress attire will be determined by the coach, but will either be team spirit pack items or dress-up attire as outlined below.

- ✓ Young Men: Dress slacks (no jeans or patched pocket pants), a dress shirt, tie, dress socks and dress shoes. Hair should be trimmed and styled appropriately.
- ✓ Young Ladies: Modest-length skirts, dresses, dress slacks and dress blouse (no shorter than the uniform skirt); bare midriffs are not acceptable; ladies may not wear strapless, spaghetti-strap or tank tops. Girls should wear dress shoes that are closed toed and closed heeled.

### **Away Game School Day Attire**

Away game day dress code is as follows: athletes may wear their away jerseys or spirit pack team shirt and school approved khakis, unless the game occurs on a formal day. If the away game occurs on a designated formal day, athletes are expected to wear their school formal day uniform.

## **ATHLETIC HONORS AND AWARDS**

To be considered for a team or individual award presented by the Coach at banquets or at any other athletic function, a student must:

- ✓ Display upright conduct and a spirit of fair play at all times
- ✓ Complete the entire season including, but not limited to, season and playoff/championship games
- ✓ Exhibit respect for school personnel, coaches, game officials, and opponents
- ✓ Return all equipment at the completion of the season
- ✓ Meet criteria established by the Coach
- ✓ Finish the season as a member in good standing on his/her team, which includes, but is not limited to, being academically eligible

At the end of each season, all teams will have an opportunity to participate in a team banquet. Banquet details can change from season to season and may be unique per team. Banquet details will be distributed by the Coach towards the end of each season and the awards will be presented as outlined below.

### ***Awards and Letters***

Each athlete or team manager that completes the entire season will receive an award that has been determined by the Athletic Department. The coach, Athletic Director and Principal will discuss specific cases as needed when athletes do not meet the established criteria.

*Note: Student-athletes or team managers who do not complete the entire season due to a school transfer, removal from the team, choose to quit, or for any other reason determined by the Athletic Department are not eligible for any athletic awards.*

- ✓ **Athletic Clinics:**
  1. Certificate of Participation
- ✓ **Junior High & Middle School Sports:**
  1. Certificate of Participation
  2. 5 Specialty Awards will be awarded by the coach to the designated athletes.
- ✓ **Junior Varsity Sports:**
  1. Certificate of Participation
  2. 5 Specialty Awards will be awarded by the coach to the designated athletes.
- ✓ **Varsity Sports:**
  1. Certificate of Participation
  2. Varsity Awards are presented per sport and based on year of participation
    - Year #1: Varsity Letter & Sports Pin - Awarded to an athlete only once. Once the varsity letter has been awarded, student-athletes then receive the proceeding awards regardless of sport.
    - Year #2: Bar Pin
    - Year #3: Coyote Athlete Pin
    - Year #4: Star Pin
  3. 5 Specialty Awards will be awarded by the coach to the designated athletes.

*Note: Varsity teams can additionally choose to purchase senior gifts using funds from fundraising. Awards/trophies purchased by parents, or other spectators, will not be presented by the coaches or Athletic Department. These awards will be presented by the parent/spectator directly to the student-athlete.*

### **Banquet Attire (Semi-Formal Events Dress Code)**

As outlined in the DHPA Student & Parent Handbook, there are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies such as commencement (High School Graduation and 8<sup>th</sup> Grade Promotion). The Athletic Department also observes the school's Semi-Formal Events Dress Code for athletic banquets. Please refer to the DHPA Student & Parent Handbook for details.

## **ATHLETE-COACH RELATIONSHIP**

Participation in athletics should be an enjoyable experience for all parties involved albeit the student, coach, or parent. There is no doubt that participation tends to be emotionally charged and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and compliments the educational experience enjoyed by students at DHPA. Occasionally, conflicts between coaches and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of DHPA student-athletes.

If at any time a student-athlete or parent desires to lodge a complaint or discuss an alleged conflict, the following protocol should be observed:

1. Contact the Head Coach involved through the Athletic Office. For example, Junior High players would contact the Junior High Coach.
2. If the conflict is not suitably resolved, contact the Athletic Director.
3. If the conflict is not suitably resolved, contact the DHPA Principal.
4. If the conflict is not suitably resolved, contact the school's President.

# **ATHLETIC POLICIES & PROCEDURES**

## ***Absence Policy***

Sick athletes must not be contagious, fever free and attend 4 out of 6 classes in order to participate in sports practices and games after school. If the athletic activity takes place on a Saturday, the student-athlete must be present in school on the preceding Friday 4 out of 6 classes. Athletes who need to leave early or miss school for reasons unrelated to sickness (e.g., orthodontic appointments, etc.), can return and participate in sports practices and games after school.

On practice days, athletes MUST be picked up promptly at the designated practice end time. If an athlete needs to leave early from practice, the coach must be notified in writing and the student must be picked up from the practice site/location. Late pick-ups may result in the athlete being removed from the team.

## **Unexcused Absences**

In order for an absence to be considered excused, there must be a Doctor's or Dentist note, and the athlete must confer with his/her coach at least 24 hours prior to the athletic event (practice/game) start time. Absences that unexpectedly occur within 24 hours of the start time will be evaluated and missing a practice(s) or game(s) may jeopardize an athlete's ability to retain a position on the team, earn awards and varsity letter, and/or playing time at the coaches' discretion. Each player will receive 3 unexcused absences in the season. After the 3rd unexcused absence, the athlete may be released from the program and team without a refund.

## **Excused Absences**

Absences will be excused by the Coach when an athlete misses school due to illness or has a previously received approval for an appointment. Absences based off illnesses need to have a Doctor's note to clear the athlete is safe and healthy to return. However, missing any practice or game regardless of reason may impact the athlete's position on the team and playing time. This is not completed as a punitive measure, but for the safety of that individual, fairness to the rest of the team, and for strategic reasons.

*Note: Any player who misses more than five days of practice for any reason will be required to meet with the Athletic Director to determine eligibility.*

## ***Vacation Policy***

Teams may have scheduled practices or games during school vacation weeks. It is important that students consider this commitment when determining whether or not to participate in a sport since absences will not be considered excused unless prior approval from the Coach is received. When athletes miss practice during vacation weeks, Coaches will also determine the consequences on:

- ✓ Principles of fairness to players who attended all scheduled practices
- ✓ The importance of conditioning
- ✓ Professional discretion

## **Fall Break**

Practices and games can be scheduled at any time during this break.

## **Winter Break**

No season/league games will be scheduled on December 24<sup>th</sup> – 26<sup>th</sup>, but holiday tournament schedules may generate a game during this time. Practices will be scheduled at the Coach's discretion, but will not take place on December 25<sup>th</sup> and practice times may occur prior to 4PM.

## **Spring Break**

Practices and games can be scheduled at any time during this break.

## **Summer Break**

Athletes are expected to be at the first day of fall season practice even if it takes place during summer break. Summer Camps are required for Varsity sports and highly recommended for Junior High teams. If an athlete is not at practice/tryouts, he or she may jeopardize his or her chances of making the team. Athletes should contact the Coach to identify the first day of practice prior to scheduling summer vacations.

## **Sportsmanship Policy**

Some people define good sportsmanship as the "golden rule" of sports — in other words, treating the people you play with and against as you'd like to be treated yourself. You demonstrate good sportsmanship when you show respect for yourself, your teammates, and your opponents, for the coaches on both sides, and for the referees, judges, and other officials. DHPA Sportsmanship policy states that the following behavior is unacceptable at all DHPA contests:

- ✓ Berating opponent's school or mascot, berating opposing players, obscene cheers or gestures, negative signs, artificial noise makers, or complaining about officials calls (verbal or gestures).
- ✓ Coaches and athletes are expected to behave in a manner that demonstrates good sportsmanship, use appropriate language and to otherwise act in ways that are not detrimental to the reputation of the team or the school.

## **Athletic Equipment Policy**

Student-athletes are responsible for, and expected to maintain, proper care of all equipment issued to them. Student-athletes are responsible for payment of any lost, stolen or damaged items. Each item not returned will be assessed at a rate comparable to the current replacement cost. All equipment is to be returned at the completion of the season. Grades will be withheld for those who do not return or pay for lost/damaged equipment. Additionally those student-athletes will not be allowed to participate in another sport. Student-athletes are not to wear uniforms, either practice or game, at any time other than those allowed by specified team regulations. Lastly, student-athletes should not allow other students, family members or friends to wear any or all parts of a team's uniform, spirit pack or any other team identified item.

## **Academic Eligibility Policy**

To participate in school athletic practices and games, the student must;

1. be in good standing regarding grades and not on suspension,
2. be present 4 out of 6 classes on the day of the activity, and if the activity is on a Saturday, be present in school on the preceding Friday 4 out of 6 classes.

Unless otherwise determined by the coach, ineligible students are expected to attend all athletic activities in the non-uniform attire approved by the coach, but may NOT wear the team's uniform or participate in the activity. Additionally, students ineligible will not be allowed to wear their team jersey on school spirit days.

At the start of each semester, "warning" grade checks will be issued during the 2<sup>nd</sup> and 3<sup>rd</sup> week of the semester. During the "warning" grade check period, coaches will be provided a list of student-athletes with failing class scores, but unless determined otherwise by the coach, the athlete's eligibility will not be impacted. However, starting with the 4<sup>th</sup> week, and each proceeding week afterwards, athletic grade checks will take place weekly on Tuesdays and the following eligibility protocol will be used.

*Note: The following eligibility protocol is intended to be used as a guideline and is the minimal standard for all athletic teams. However, student-athletes may be held accountable for a higher standard as determined by the team's coaching staff. Additionally, athletes that do not adhere to the required eligibility items or those with excessive eligibility issues, risk being removed from the team at the Athletic Department's or Coach's discretion.*

1. 1<sup>st</sup> Week = Student-athletes with a failing score in any class will be placed on "Academic Probation" and must raise the failing grade to a passing score to avoid becoming ineligible the following week. Additionally, student-athletes will need to complete the following:
  - Attend tutoring opportunities offered by the teacher throughout the week
  - Attend and participate in practices and games as allowed by the team's coaching staff
2. 2<sup>nd</sup> Week = Student-athletes failing the same course 2 weeks in a row, even if they were cleared mid-week using the correction form, will be "Ineligible" and need to complete the following:
  - Attend tutoring opportunities offered by the teacher throughout the week
  - Attend and participate in all scheduled practices as allowed by the team's coaching staff. However, tutoring offered by the teacher will need to be a priority. Athletes can participate in practice once tutoring is complete and as allowed by the team's coaching staff.

- Attend games wearing the coach approved non-uniform attire, but do not participate. Ineligible athletes will not be allowed to participate in early releases if any failed courses will be missed. When this situation arises, athletes are responsible for acquiring a personal ride to the game as agreed upon by the athlete and the team's coaching staff.
3. 3<sup>rd</sup> Week (or more) = Student-athletes failing the same course on the 3<sup>rd</sup> or more consecutive week of grades checks will **remain ineligible without a possibility of correction for the entire week** and will also need to complete the following:
- Attend tutoring opportunities offered by the teacher throughout the week
  - Attend and participate in all scheduled practices as allowed by the team's coaching staff. However, tutoring offered by the teacher will need to be a priority. Athletes can participate in practice once tutoring is complete and as allowed by the team's coaching staff.
  - Attend games wearing the coach approved non-uniform attire, but do not participate. Ineligible athletes will not be allowed to participate in early releases if any failed courses will be missed. When this situation arises, athletes are responsible for acquiring a personal ride to the game as agreed upon by the athlete and the team's coaching staff.

*Note: During the 1<sup>st</sup> or 2<sup>nd</sup> week of eligibility, if the grade is raised to a passing score, student-athletes can use the "Athletic Eligibility Correction Form" to request a change in eligibility. However, corrections should not be demanded of teachers and student-athletes should communicate with teachers at appropriate times (scheduled meeting, etc.) to request the form be completed. Once complete, the form should be returned to the Athletic Department for final processing. The Athletic Department will communicate with the athlete and the team's coaching staff as needed to make adjustments to the athlete's eligibility status.*

### **Practice and Game Pickup**

The team's coach needs to remain on campus and accessible until every athlete is picked up from every athletic event. Additionally, coaches are responsible for all team athletes until they are picked up. Unless otherwise arranged in advance with the coach, the following will occur for late pickups.

- ✓ 1<sup>st</sup> late pickup: Student-athlete and parent will be notified regarding 2<sup>nd</sup> late pickup policy
- ✓ 2<sup>nd</sup> late pickup: Student-athlete's account will be assessed a \$10 late pickup fee which will be allocated towards team fundraisers and students cannot participate in athletic events (practices, games, etc.) until the fee is paid
- ✓ 3<sup>rd</sup> late pickup: Student-athlete will be dismissed from the team

### **Transportation**

Transportation is provided by the school to athletes when available. When transportation is provided, student-athletes are expected to adhere to the policy outlined for the appropriate level of play.

#### Clinics, Middle School & Junior High Level Transportation Policy

When DHPA provides transportation to and from athletic events, it is requested that clinic, middle school and junior high athletes ride that transportation. The members of the athletic staff feel it is in the best interest of team unity that everyone travel together and share the game experience. As the "guardian" during these trips, the athletic staff must be able to account for the whereabouts of all student-athletes and insure their safety. It is expected that our student-athletes will conduct themselves appropriately while utilizing transportation. Any misconduct will result in a penalty including and up to dismissal if warranted.

In the event that a parent of a clinic, middle school and junior high team athlete wishes to take responsibility for the transportation of his/her son or daughter, it is required, barring unforeseen circumstances, that the parent/guardian completes the DHPA transportation form 48 hours prior to the event. The form must be signed by the appropriate individuals and given to the Head Coach. A parent/guardian must also present himself/herself to a member of the coaching staff informing the coach that his/her child is leaving with him/her. Student-athletes may then ride with their parent/guardian.

Student-athletes may not ride with other student-athletes or anyone else other than the parent/guardian who filled out the form.

*\*Note: This policy does not apply to the JH Tackle Football team. See JV/Varsity transportation policy for specifics.*

### High School Level (Junior Varsity & Varsity Teams) Transportation Policy

When DHPA provides transportation to and from athletic events, high school level student-athletes are required to ride that transportation. The members of the athletic staff feel it is in the best interest of team unity that everyone travel together and share the game experience. As the “guardian” during these trips, the athletic staff must be able to account for the whereabouts of all student-athletes and insure their safety. It is expected that our student-athletes will conduct themselves appropriately while utilizing transportation. Any misconduct will result in a penalty including and up to dismissal if warranted.

In the event that there are extenuating personal circumstances or JV/Varsity games are scheduled back to back and a parent wishes to take responsibility for the transportation of his/her son or daughter, it is required, barring unforeseen circumstances, that the parent/guardian complete the DHPA transportation form 48 hours prior to the event. The form must be signed by the Athletic Director and given to the Head Coach. A parent/guardian must also present himself/herself to a member of the coaching staff informing the coach that his/her child is leaving with him/her. Student-athletes may then ride with their parent/guardian.

Student-athletes may not ride with other student-athletes or anyone else other than the parent/guardian who filled out the form.

### **Early Release Policy**

Under most circumstances, normal school dismissal time is suitable for the release of student-athletes. If early releases are required and approved by the Athletic Director, athletes are required to complete the following:

- ✓ Pick up their early release ticket from the appropriate location **before lunch**
- ✓ Student-athletes should take the early release ticket to all teachers for which they will miss a class due to the early release. During this time the student-athlete should request all missing classwork/homework and have their teacher sign the early release form.

*Note: Student-athletes are expected to complete missing work/homework in accordance to the teacher's expectations and cannot use the early release as an excuse for not completing assignments on time. Student-athletes should proactively communicate with teachers as needed to address deficiencies that may occur due to missing class and request assistance or attend tutoring as needed to learn missed concepts, etc.*

- ✓ Once dismissed, athletes will report to the appropriate location to return the complete early release ticket and sign the early release form so school attendance can be properly updated.

All athletes will be marked present for a school event and will need to make up all work on their own time. If a teacher prefers make up time at lunch, the athlete must meet these terms.

### **Heat Advisory Policy**

For the first few weeks of the fall sports season, the state of Arizona typically experiences record high temperatures. Please note that the athletic department monitors the status of the temperature and is in direct communication with all area school districts and the Arizona Canyon Athletic Association (AzCAA). Per AzCAA, state, federal and DHPA guidelines, the following heat protocol guidelines have been implemented to ensure the safety of all athletes and coaches:

#### If the on-field temperature is 110 degrees or below

- ✓ Each team must provide a minimum of 20 gallons of water per game.
- ✓ Each team must provide a shaded area. Players must be in the shade at all times when not playing.
- ✓ DHPA will provide each team the opportunity to have a cooler of ice cold rags dipped in ammonia on the sidelines.
- ✓ Players **MUST** receive a water break at least every 20 minutes with helmet removal for tackle football.

### If the on-field temperature is 110 degrees or above

- ✓ Each team must provide a minimum of 40 gallons of water per game.
- ✓ Each team must provide a shaded area. Players must be in the shade at all times when not playing (DHPA is looking into acquiring covered tents).
- ✓ DHPA will provide each team the opportunity to have a cooler of ice cold rags dipped in ammonia on the sidelines.
- ✓ Players MUST receive a water break at least every 20 minutes with helmet removal for tackle football.
- ✓ During games, officials will call additional official timeouts as needed.

### Recommendations for players/parents before each practice/game

*If an athlete does not follow these recommendations, they will sit out from practice to insure their safety. We will treat heat advisories like a sports injury, so if a parent decides that their athlete cannot practice, the athlete will still need to attend the practice. If the parent does excuse the athlete due to a weather advisory and the athlete does not attend practice as stipulated, the absence will be considered unexcused. Three unexcused absences will result in the athlete being removed from the team.*

- ✓ Eat a healthy breakfast and lunch.
- ✓ Eat a nutritious diet mainly made up of high-carb foods.
- ✓ Avoid high fat foods, fried foods, alcohol and caffeine.
- ✓ Drink plenty of fluids-either water, fruit drink or a sports drink.

### Game Day

- ✓ Eat a high carb breakfast.
- ✓ Afternoon games: eat a mid-morning snack consisting of carb-rich foods.
- ✓ Drink at least 16 ounces of fluids (water or sports drink) two to three hours before physical activity.
- ✓ Drink at least 8 ounces of fluids (water or sports drink) one hour prior to warm-ups.
- ✓ Drink at least 8 ounce of fluids (water or sports drink) about 10 to 20 minutes before warm-ups.

The Desert Heights Athletic department will continue to monitor and if there are any changes to this information parents will be immediately notified.

### **Home Game Admission Policy**

In an effort to expand and enhance our sports program, and to assist with athletic expenses, the following admissions will be incurred for all spectators at home sporting events:

- Clinic Games: FREE (No Admission)
- Admissions will be \$3/adult and \$1/student

*Note: Admission fees for special athletic events (e.g., Homecoming) may differ and will be determined per event.*

DHPA offers discounted season and annual passes for the following fees.

- Silver Pass (Season Pass)
  - Silver Single: \$35.00 for any individual season
  - Silver Family: \$75.00 for a family of 3 for an individual season. Additional family add-ons for \$25/each.
- Gold Pass (Annual Athletic Pass)
  - Gold Single: \$70.00 for all seasons and sports
  - Gold Family: \$125 for a family of 3 for all seasons and sports. Additional family add-ons for \$25.each.

## ***Parent/Spectator Policy***

The DHPA Athletics program has a history of being the best in providing a positive sportsmanship environment for all participants. Our program is bigger than any one player, coach or spectator. The following is expected of all parents and spectators when attending any DHPA athletic event:

1. I will respect the coaching staff and their decisions, understanding this is a competitive program.
2. I will not enter the field/court during a game, scrimmage or practice unless otherwise asked to do so by the coach.
3. I will not verbally or physically abuse, confront, taunt, harass or demean a coach, student-athlete, opposing student-athlete or coach, or referee at any time.
4. If I have questions regarding my athlete, I understand there must be a 24-hour cooling off period before talking to the coach or the Athletic Director.
5. I understand parents cannot coach their child or other student-athletes from the sideline or anywhere else during scrimmages, practices, or games.
6. I will follow the "chain of command" to lodge a complaint.
  - Players on Middle School, Junior High, Junior Varsity, and Varsity teams should initiate contact with their coach regarding playing time first.
  - If the player-coach meeting doesn't solve the issue, a meeting will be scheduled with the parents, player, and coach.
  - If the player-parent-coach meeting doesn't solve the issue, a meeting will be scheduled with the parents, player, coach, and the Athletic Director.
  - All other issues (other than playing time) should be communicated to the coach.
7. I will not conspire with other parents to undermine the authority of any coach, the program or the department.
8. I will make every effort to allow my child to attend all practices, games, tournaments, and team functions.

### **Enforcement**

- ✓ Individuals will be given one warning for inappropriate activity.
- ✓ Individuals that continue; will be asked to leave the fields and the player will be removed from the game until the spectator has left.
- ✓ Other sanctions as deemed necessary by the Athletic Director or school Administrator may be enforced, including permanent ban.
- ✓ All decisions are final; there will be no hearing or appeals.

*Note: If at any time a student-athlete or parent desires to lodge a complaint or discuss an alleged conflict, the communication protocol outlined in the Athlete-Coach Relationship section above should be observed.*

### ***Grievance***

A spectator who chooses to address a concern with the league or DHPA Athletics should submit a Grievance Form. The Grievance Form helps to facilitate the process by addressing concerns in an appropriate manner and provides an opportunity for spectators to offer solutions towards resolution of the grievance. The Grievance Form can be found on the [www.azcaa.com](http://www.azcaa.com) website under DHPA forms.

### ***Team Loyalty***

DHPA athletes are precluded from missing a practice or competition in order to participate on a non-school activity/event in any sport recognized by the AzCAA. Any student who violates this standard becomes ineligible for the next two contests or two weeks (whichever is greater) and is ineligible for AzCAA tournament(s) for that season.



*Note: Multiple sports per season will not be an option. Student-athletes can only play 1 sport per season at DHPA no matter the circumstance.*

## **Athletic Code of Conduct**

### **Daily Attendance**

Any student-athlete absent from school the day of a scheduled game or practice session will not be allowed to participate in that game or practice. A student must be in school for a minimum of 3 ½ hours in order to participate. A Friday (all day) absence counts towards Saturday/Sunday and Monday holiday participation. Students who display a pattern of excessive or inappropriate dismissals/detentions, regardless of length, will similarly be withheld from practice and/or games.

### **Students in “Good Standing”**

All athletes must be a student in “good standing” in order to participate in athletics. “Good standing” includes, but is not limited to:

- ✓ Adherence to school and team rules that regulate behavior and attendance
- ✓ Respectful behavior towards all members of the school and team community

A student is considered not to be in good standing during the season of play/activity if he/she has a school or team suspension or has been “red flagged” by the Coach and Athletic Director. A student found not to be in good standing, or those that have been “red flagged”, may be denied the privilege of participating in an interscholastic sport or extracurricular activity.

### **Academic Duty**

Students will plan their time so that they will devote sufficient energy to their studies to ensure grades representing their true abilities. It is mandatory that athletes struggling in classes attend the tutoring program as designated by the Athletic Department.

### **Taunting**

Taunting (to reproach or challenge in a mocking or insulting manner), either as an active team member or as a spectator, at a sporting event is forbidden and may lead to suspension or elimination from the team.

### **Hazing**

When Administration determines athletes have participated in hazing activities, the identified athletes will be subject to elimination from the team. Hazing is defined as any action taken, or situation created, whether on or off school campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, admission to, or as a condition for continued membership in, a group, team, club, or other organization.

### **Honesty and Integrity**

Honesty is expected at all times. Stealing and lying will not be tolerated and, subject to due process, will result in immediate dismissal from the team. Any individual who is found in possession of another individual's personal property will forfeit their privilege to participate on any DHPA athletic team for at least one full year. Participation on a DHPA athletic team after the one-year suspension will be contingent upon the outcome of a hearing comprised of DHPA Administration and the Athletic Director.

### **Representation**

Student-Athletes are considered representatives of the school at all practices and contests and events. Students will conduct themselves properly when traveling as they represent the community, school and team. Profanity will be discouraged.

### **Respecting the Spirit of the Game**

Students will realize that officials do not lose a game, but are there for the purpose of insuring the game they are playing is a fair and safe contest for all participants. The officials will be shown courteous respect at all times. Student-athletes will also not employ illegal tactics to gain an advantage.

### **Healthy Habits**

Students will appreciate the importance of proper rest, diet, and exercise; will practice healthful habits of cleanliness and personal hygiene.

### **Respect for the Coaching Staff and Athletic Team**

Students and Parents will understand that their coaches and Athletic Team have their best interests in mind as they plan and guide the program.

### **Respect for School Buildings and Grounds**

Students will understand that damage to the school building, grounds, or school equipment will result in immediate suspension from the team. The length of such suspension will depend on the severity of the damage as determined by the Athletic Director and Coach. Please note that cleats are not to be worn in the building at any time.

## **AZ CHARTER ATHLETIC ASSOCIATION (AZCAA) RULES**

### ***Eligibility***

Student eligibility requirements for participation in athletics are very detailed. League regulations have been condensed here in an attempt to highlight the most important rules and regulations. If the information below does not answer specific questions, or there is a concern that a waiver might be necessary, please contact the Athletic Department. A complete copy of the rules can be found on the AzCAA website.

- Players must take no less than 51 percent of their schooling through the school's curriculum.
- Students must be enrolled in 3 core curriculum classes at their school in order to be considered eligible for that school.
- In a student's last year of high school, they are only required to take as many classes as necessary to complete their graduation requirements in order to be considered eligible.
- Students transferring into a school after the official start date of a season must sit out that season unless they did not play that particular sport the year before. With the exception of students who change address or domicile to a location closer to the school the student is transferring to. This includes junior high and high school.
- Junior high students cannot be 15 on or before March 1<sup>st</sup>.
- High school students cannot be 19 on or before September 1<sup>st</sup>.
- Players must be in eighth grade or below to play junior high sports. The individual school is responsible for determining the accurate grade level of the student based on their standards.
- Once a junior high student has played a conference game with the varsity or junior varsity team they may not return to the junior high team.
- A varsity player may only play on the junior varsity in five more games than the varsity schedule. A junior varsity player may only play at the varsity level in five more games than their regular schedule.
- In accordance with title 9, women may only participate on men's teams when a corresponding sport is not offered. A co-ed team must enter the league as a men's team.
- Signing up for a sport also includes the release of basic directory information regarding team rosters to the league.

## **ACKNOWLEDGEMENT OF RECEIPT**

Annually, student-athletes and parents will be responsible for acknowledging receipt of the Athletic Handbook as part of the Athletic Enrollment process. Student-athletes and parents are expected to adhere to all policies and procedures outlined within the Athletic Handbook.