



ATHLETIC HANDBOOK

*“Training a Generation for Excellence
While Pursuing Victory with Honor in Athletics!”*

Purpose of Athlete/Parent Handbook

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

Athletic Philosophy

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

Athletic Goals and Objectives

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

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

Athletic Department Student/Athlete Assumption of Risk Statement

An Important Safety Statement:

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

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

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

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

Due Process for Athletes

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

- The coach shall conduct a reasonable investigation of the circumstances, including interviews of the accuser, the accused, any eyewitnesses and other key parties. If possible, as a part of this investigation the coach shall determine whether the parents have knowledge of, or information concerning, the reported violation.
- Upon completion of this investigation, and determination of appropriate sanctions, the coach shall inform the athlete, parent and athletic director of the alleged violation and disciplinary action to be taken.
- The school athletic director shall immediately communicate the allegation and discipline to the school principal.
- Within two school days, the athlete has the right to appeal the coach's decision to the athletic director.
- Within five school days, the athletic director shall conduct an appropriate review and rule on the appeal.
- Within two school days, the athlete has the right to appeal the athletic director's decision to the principal.
- Within five school days, the principal shall conduct an appropriate review and rule on the appeal.
- Within two school days, the athlete has the right to appeal the principal's decision to the Network Athletic Administrator.
- Within five school days, the Network Athletic Administrator shall conduct an appropriate review and rule on the appeal.

- The coach has the right, after notifying the principal, athletic director and parents, to immediately suspend a student athlete who violates school or team rules and regulations until the due process procedure has been completed.

Important Sources of Information For Parents/Students

Leading Edge Academy website: www.LeadingEdgeAcademy.com

Leading Edge Academy Gilbert Early College Athletics website: www.LeadingEdgeSpartans.com

- Schedules and all athletic information relating to Leading Edge Academy Gilbert Early College.

Arizona Interscholastic Association (AIA): www.aiaonline.org; www.azpreps365.com

- For grades 9-12
- The AIA bylaws, rules and regulations for all sports as well as power ratings, state tournament info, articles on high school sports, and AIA programs offered.

Canyon Athletic Association (CAA): www.azcaa.com

- For grades 5-8
- The CAA by-laws, rules and regulations for all sports as well as power ratings, state tournament info, articles on junior high school sports.)

National Clearinghouse Association: www.naaclearinghouse.net

- Students aspiring to play collegiately should register during their freshman or sophomore years
- Contains information regarding requirements for post-secondary scholarship qualifications and provides information on how a student athlete becomes academically eligible to receive a Division I or II scholarship.

Sportsmanship Requirements

“Victory with Honor...Sportsmanship and Citizenship”

Leading Edge Academy emphasizes pursuing “Victory with Honor.” “Sportsmanship and Citizenship” will form the foundation of all Leading Edge Academy athletic programs. Student athletes, parents, coaches, and spectators are expected to adhere to the principles of good sportsmanship at all times. Interscholastic athletics serves an educational function in all schools. We consider the fields, gyms, courts, and courses classrooms. Remember, as a spectator you are a guest at our educational activities and expected to be a good sport at all times. Coaches and athletes are the participants and held to the same high standards of good sportsmanship! Finally, we fully endorse the “Victory with Honor Program” and the principles of good sportsmanship in the “Six Pillars” below:

Trustworthiness

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

Respect

- Treat others with respect – follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don’t threaten, hit, or hurt anyone.
- Deal peacefully with anger, insults, and disagreements.

Responsibility

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

Fairness

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

Caring

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

Citizenship

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

Hazing Prevention Procedures

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

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

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

- Hazing is strictly prohibited and will not be tolerated. This prohibition includes:
 - Any solicitation to engage in hazing.
 - Aiding and abetting another person that is engaged in hazing
- “Hazing” means any intentional, knowing, or reckless act committed by a student whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with Leading Edge Academy .
 - The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm, or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
- The fact that a person consents to being “hazed” does not constitute a defense to violation of this policy.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority/ability to prevent violations of this policy.

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

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

Arizona Interscholastic Association (AIA) Eligibility Rules (High School Only)

****All Rules and Regulations are available at www.aiaonline.org**

An eighth grade student enrolling in the ninth grade for the first time is eligible for participation no matter where his/her parents reside.

Any student-athlete transferring into Leading Edge Academy after the start of the school year must have a completed 540 form on file with Leading Edge Academy and the AIA prior to game participation.

Eight Semesters Eligibility Rule

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

Age

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

Competition on School Team Sports Only

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

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

Amateur Standing

Each student, in order to represent any Leading Edge Academy school, shall be and shall remain an amateur.

Recruiting

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

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

Transfer Rule

After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 520.

The completed Form 550 shall be filed with the AIA by the receiving school.

- In State Transfers – a student shall be ineligible for all contests at all levels until after the first 50% of the maximum allowable Power Rankings regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer.
 - For individual sports, the student will be ineligible for 50% of allowable competitions for that school on the AIA calendar.
 - If a transfer occurs during the season, the student is ineligible for one year from the date of first attendance at the receiving school in that sport.
 - In case of any subsequent transfer by the student, the student is ineligible for one year from the date of first attendance at the receiving school.

“AIA Statement of Philosophy / Rationale for Transfer Rule”

- Promotes the educational philosophy that participation in interscholastic athletics is a privilege, which should not take a dominant role over academics
- Recognizes the overwhelming administrative difficulty in attempting to determine the motives or reasons for each and every transfer, and, therefore, adopts a uniform objective standard to be followed by all member schools.
- Helps to protect opportunities for participation by students who attend school in the attendance zone of their domicile; Helps to protect and promote continuity of school programs.
- Serves as a deterrent to students running from or avoiding an athletic discipline that has been or may be imposed.
- Except as otherwise stated, this rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private or parochial.

NOTE: The fact that a student may or may not have paid tuition has no bearing on the applicability of transfer rules.

Transfer Rule Exceptions – Without Change of Domicile – A student who transfers from one high school (the “sending school”) to another high school (the “receiving school”), where there has been no change in domicile of parents or legal guardian, shall be eligible to participate in interscholastic activities at the receiving school when one of the following eligibility requirements has been fulfilled:

- Ethnic Balance – In case of a transfer within a school district by a student under an approved compliance plan for racial balance (ethnic transfer), the period of ineligibility subsequent to such a transfer, if any, shall be determined by the district.
- When Sport or Non-athletic Activity is Not Offered – A student who enrolls at a school which does not offer a specific sport or non-athletic activity and later transfers in order to participate in that sport or nonathletic activity shall be eligible in that sport or non-athletic activity if the student transfers to one of the following schools:
 - A private or parochial high school in the county in which the parents are domiciled.
 - The public high school within the same school district closest to the domicile of the parents.
- In the event the district does not offer the sport or non-athletic activity in any of its schools, the student may transfer to a public high school of another district closest to the domicile of the parents.
- The student must be in attendance for one calendar year at the school to which he/she transferred before he/she shall be eligible for any other interscholastic activity.
- Boarding School – The transfer rule (15.10) shall not apply to a student who transfers to and is a full time resident of an AIA member school which is a bona fide boarding school. The transfer rule shall apply to any subsequent transfers by that student from that boarding school. A school is a bona fide boarding school only if it meets both of the following criteria:

- The school shall be currently accredited by an appropriate and proper accrediting agency for secondary boarding schools, which accrediting agency shall be approved by the Executive Board or its designee; and
- A majority of the school's students must reside full time on the actual school campus. Off campus housing does not meet this requirement.
- Public School Closures / Drop of AIA Membership – Upon closure or drop of AIA membership by the governing board, students may transfer at the beginning of the following semester to another school in the district as approved by the governing board, to the public high school of another district closest to the domicile of the parents, or to a private, parochial or BIA school and be automatically granted athletic eligibility.
- Private, Parochial or BIA School Closure / Drop of AIA Membership - Upon closure or drop of AIA membership of a private, parochial or BIA school, students may transfer at the beginning of the following semester to any other private, parochial or BIA school encompassing the closed private, parochial or BIA school attendance zone, or may transfer to the public school serving the student's domicile and be automatically granted athletic eligibility.
- When Sport or Non-athletic Activity Is Dropped – When a sport or non-athletic activity is dropped by a governing board, a student may transfer to a school that offers that sport or non-athletic activity and shall be eligible only in the sport or non-athletic activity that has been dropped at the school from which the student transferred. Said eligibility will be granted when the student enrolls in one of the following schools:
 - A private or parochial high school in the county in which the parents are domiciled.
 - The public high school within the same school district closest to the domicile of the parents.
- In the event the district does not offer the sport or non-athletic activity in any of its schools, the student may transfer to the public high school of another district closest to the domicile of the parents.
 - The student must be in attendance for one calendar year at the school to which he/she transferred before he/she shall be eligible for any other interscholastic activity.

Student Sports Participation / Current or Previous Year (Form 540)

The sending school administration shall provide to the receiving school, via Form 540, the verification of activities in which a transferring student has participated. The receiving and sending school(s) shall reasonably cooperate and complete Form 540. Upon receipt by the receiving school of a completed Form 530, assuming all other eligibility requirements are met, the student becomes eligible for all interscholastic activities except for those activities in which the student has competed during the current or previous school year.

The Student Sports Participation / Current or Previous Year (Form 540) may only be used between schools in Arizona, between schools in Arizona and schools from other states in the United States, and between schools in Arizona and accredited United States accommodation schools in foreign countries.

Hardship Appeal

A student aggrieved by a decision of his/her school administration relating to transfer may appeal under Article 15, Section 15.14 Hardship.

One Parent Moving Out of a School Attendance Zone

A student who transfers to a new school attendance zone with one parent, where the parents are not divorced or legally separated, is not eligible at the school to which he/she transfers because there is no change of domicile. The student may petition for eligibility under the hardship rule.

Disciplinary Removal

A student suspended, expelled or otherwise removed for disciplinary reasons, including revocation or non-renewal of open enrollment, from one high school shall be ineligible for interscholastic competition in any

other high school for one year or until all conditions for readmittance have been fulfilled at the high school where the suspension, expulsion, open enrollment revocation or removal for disciplinary reasons occurred, whichever occurs first.

Definitions

- Sending School – A school from which a student transfers.
- Receiving School – A school to which a student transfers.
- Public School Attendance Zone – Established by district governing board.
- Private and Parochial School Attendance Zone – Entire County.
- A student who attends a public school in an Arizona county and then transfers to a private or parochial school in that same county is ineligible for one calendar year regardless of whether his/her parents have changed domicile within the county. This is because a student's domicile remains within the attendance zone (the entire county) of the private or parochial school after the transfer; thus, no change of attendance zone has occurred with respect to the receiving school. Similarly, a student who attends a private or parochial school in an Arizona county and who transfers to a public school in that same county is ineligible to participate in interscholastic activities for one calendar year, regardless of whether the parents have changed domicile within the county. This is because the student's domicile remains in the private or parochial school's attendance zone (the entire county) after the transfer; thus, no change of attendance zone has occurred with respect to the sending

Canyon Athletic Association Eligibility Rules

Academics

- Players must take no less than 51% of their schooling through the school's curriculum.
- Students must be enrolled in three 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.
- Once a student has met the Arizona State Department of Education requirements for graduation, they lose eligibility to continue to compete in the CAA, even if they still meet age requirement.

Junior High Student-Athlete/Team

- Junior high students cannot be 15 on or before September 1st.
- Players must be in 8th grade or below to compete in junior high sports. The individual school is responsible for determining the accurate grade level of the student based on that school's standards.
- Student-athletes in grades 7-12 may compete on a varsity team. A junior high student-athlete playing on a varsity team does NOT affect the student's high school eligibility.

Transfer Students

- Student (either junior high or high school) transferring into a school AFTER the official start date of a CAA season (first official day of practice) must sit out that season unless student:
 - did not play that particular sport the year before; or
 - changes address or domicile to a location closer to the school the student is transferring to.

Leading Edge Academy Sports Participation Guidelines

Athlete Responsibilities

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

- Report all injuries to the coach or athletic director as soon as possible.
- Team practices are scheduled for every school day, as well as some Saturdays and holidays, unless otherwise canceled. Squad members are expected to be punctual in reporting to practice. In case of a necessary absence from practice, it is the athlete's responsibility to notify the coach before the practice or contest.
- All athletic trips will be made on school transportation. The only exemption is for a parent that wishes to furnish transportation home from an event for their son or daughter. See the section below entitled "ATHLETIC TRAVEL PROCEDURES FOR STUDENTS" for specific rules pertaining to these situations. This procedure is to be used only under circumstances when it is essential and not on a routine basis.
- As members of an athletic team, athletes are representing much more than themselves. Our athletes should strive at all times, in their appearance, actions, and behavior, to reflect only those qualities and characteristics that will bring pride to themselves, their team, and their school.
- The athlete is held responsible for all athletic equipment issued to him/her. Athletic equipment should not be worn around school unless the athlete is directed by his/her coach to do so. Any lost or stolen athletic equipment should be reported immediately to the coach so that the appropriate steps can be taken to locate the item. The athlete will be required to pay for any equipment that is not returned.
- As an athlete, one should realize that some conduct is in poor taste and below socially accepted standards. Stealing, disrespect, fighting, excessive displays of affection, or any other inappropriate behaviors are certainly not in the best interest of the school. Any action that causes embarrassment to the athletic program will be cause for disciplinary action.
- On the field or court, athletes must conduct themselves in a commendable manner. The expectation is that all athletes have complete control of themselves at all times. Coaches will review and discuss more specific regulations related to proper athletic conduct. Refer to AIA and CAA Sportsmanship Rules in this handbook.
- Athletes, at all times, are expected to follow rules as outlined by their coaches. Association with or use of drugs, and poor citizenship are grounds for immediate disciplinary action. Leading Edge Academy has zero tolerance for tobacco, alcohol, drugs or performance enhancing drugs.
- Any athlete who voluntarily leaves a team or is released from the team for any reason may not participate in any other sport until the sport from which he/she dropped has ended.
- Exceptions are subject to coaches' approval. Any athlete planning to voluntarily leave a squad must first notify his/her coach in advance of this action.
- Our schools give athletic awards to those students that successfully participate in the interscholastic athletic program. The minimum requirement for earning an athletic award is completing the season in good standing. However, there may be additional requirements stipulated by the coach.

Athletic Eligibility Rules & Procedures for Athletic Participation

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

Student athletes should complete all registration information online through RegisterMyAthlete. The link can be found on the athletic website www.LeadingEdgeSpartans.com. Completed registration will contain the following information:

- Athletic handbook acknowledgment form
- Proof of insurance form
- Physical examination forms. *All physicals must be signed by a physician who is legally authorized to prescribe all levels of controlled medications. Physicals must be completed after March 1st for the following school year.*
- Risk warning and informed consent form
- BrainBook Concussion certificate

When all materials have been filled out in the proper manner, your RegisterMyAthlete account will be set to “Complete for Tryouts.”

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

Attendance

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

No Pass No Play Policy

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

No Pass No Play Rules

Leading Edge Academy’s policy requires the following to be eligible to participate in any athletic event:

- A student must be a full time student except for the semester in which they will graduate.
- A student must have received a passing grade in all enrolled classes during the weekly grading period preceding the contest or performance.
- The ineligibility period is one week or until the student is passing in all classes.
- Ineligibility is declared on Friday and the student is ineligible Monday through Saturday of the following week.
- Any student consistently placed on “No Pass No Play” (for four weeks, for example) may be removed from a team.
- Remediation plans are available to all students. It is the student’s responsibility to attend assigned sessions or make special arrangements for any individual remediation services. Parents may contact the coach/sponsor, the teacher, or the athletic director for information and assistance in student remediation at any time.

No Pass No Play Procedures

- A list of participants is provided to each teacher.
- A course schedule for each student will be provided to each team coach.
- It is the student athlete’s responsibility, on a weekly basis, to provide an up-to-date grade printout or screenshot to their head coach.
- This printout or screenshot must be presented to each coach by the conclusion of practice or game each Friday.
- Grades are continuous through the semester.
- Any eligibility questions will be handled by the athletic director and teacher.
- During a private conference, the coach will notify the student of his/her ineligibility. Redemption options will be presented to the student. Students may be removed from participation for continuous ineligibility from a sport or activity.
- A letter notifying parents of their student’s ineligibility will be emailed by each coach.
- Counseling services, including peer tutoring, may be available through the guidance office.

Athletic Participation Fee

A participation fee will be assessed upon the naming of teams to enable the student to participate in all sports.

The fees will be as follows:

- Junior High Athletic Fee: \$150
- High School Athletic Fee: \$200

The fee is to be paid prior to competing in Leading Edge Academy sports and activities. Requests for fee waiver consideration due to hardship must be directed to your school's athletic director. Funds generated are used to pay for operational expenses of the programs.

Guidelines for Team Selection

Participation in Interscholastic Activities is not a right. However, the process may be challenged in the broad scope of the Office of Civil Rights. The following guidelines apply:

- An athlete will be offered ample opportunity to demonstrate their abilities.
- A tryout period of a minimum of two days is a network guideline, which may be subject to change by the coach in consultation with the site athletic director.
- The coach is responsible to establish a criterion system for team selection.
- The coach will review the selection process with the athletic director prior to tryouts.
- The coach will notify players of tryout results in a timely and sensitive manner.
- Coaches will be proactive with regard to the sensitive process of non-selection of all athletes, especially seniors.
- Coaches will be proactive to prevent any incidence or appearance of nepotism in relation to team selection or playing time. Coaches and athletic directors will be available to discuss any concerns of students or parents related to these relationships.
- The coach may discuss tryouts results with the athlete or parent, but may not discuss with other athletes or the tryout date of other athletes.
- Coaches will provide suggestions for improvement to help athletes who are cut to prepare for future tryouts.
- The coach may not use any off-season program participation as a basis for team selection.
- Multiple sport players must be allowed to tryout. Processes and considerations will be afforded students whose seasons overlap. Their selections to the team shall not result in cutting previously selected players, although it may involve changes in level of team on which those players will participate.
- Academic standing may play a factor in team selection and current grade status reports will be provided to coaches upon request.
- There will be no public commentary regarding the selection process.

Note: In all instances, the final decision for team selection will reside with the Head Coach with the process only subject to review by the Athletic Director.

Guidelines for Students Participating in Two Concurrent Sports

If it is deemed to be in the best interest of the student and the athletic program, athletes may participate in two concurrent sports with the following conditions:

- Both coaches must personally meet with the athlete and his/her parents to review the demands of each sport.
- It must be mutually agreeable with both coaches with consideration given to practice schedules and games.
- The student athlete must identify the primary sport. This sport has priority when necessary over the second sport.

Guidelines for Athletes With Disabilities

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

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

Scholar Athlete Recognition

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

Pre-Participation Screening

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

Screening Methods

Pursuant to AIA and CAA rules, only licensed professionals may conduct sports physicals. A sports physical is valid for one school year and must be conducted after March 1 of the previous school year. In the instance that the athlete has suffered a significant injury or illness the athlete must be cleared by a licensed physician before resuming participation. The athletic trainer or coach may, in his/her discretion, recommend to the athletic director a re-screening.

Physical forms must be uploaded in their entirety to the online system at RegisterMyAthlete.

Insurance Guidelines

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

Insurance Requirement

Leading Edge Academy requires proof of insurance as a condition of participation in all sports programs. This applies not only to in-season activities but to all out-of-season (including summer) activities planned and

facilitated by Leading Edge Academy personnel. A “waiver” of the insurance requirement by the parent/guardian will not suffice.

NOTE: If the athlete is covered by an insurance policy other than school coverage, a proof of insurance form must be filled out as part of the registration process. This must be completed online through RegisterMyAthlete.

Verification of Compliance

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

Risk Warning & Informed Consent Guidelines

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

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

Heat Illness Prevention Guidelines

Risk of heat illness poses a very serious problem for Leading Edge Academy athletes and must be accorded the appropriate level of concern and consideration. Heat illness is the one form of athletic injury/illness that is absolutely preventable, and yet every school year brings reported instances of heat illness in school athletes. Severe heat illness is a medical emergency and can produce permanent disability or death. Leading Edge Academy athletic trainers and athletic directors are well-versed in nationally accepted guidelines for prevention of heat illness, and serve as a valuable resource to aid and educate coaches, athletes, and parents regarding this issue. Leading Edge Academy schools follow the AIA Heat Acclimatization Policy cited in the AIA Bylaws in Article 14.17.

Prevention Education

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

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

Hydration Requirement Guidelines

Athletes must be hydrated prior to the beginning of each activity session, and then maintain those hydration levels throughout the session. Methods for assuring compliance with hydration requirements will be provided by athletic trainers, but are dependent upon complete cooperation of parents and athletes. These requirements

must be followed each time an athlete engages in vigorous activity, whether in a school-sponsored session or in a personal workout.

To assure proper pre-activity hydration, athletes should consume at least 17-20 oz. of water or a sports drink 2-3 hours before the start of the activity session, and another 7-10 oz. within 10-20 minutes before the start of the session.

During activity, athletes should consume at least 7-10 oz. of fluid every 10-20 minutes.

Post-activity hydration should attempt to replace all fluid lost during the session within 2 hours. The best way to assure compliance is for the athlete to weigh before and after the session. Replacement of lost fluid is accomplished by returning to pre-session weight.

Carbonated and caffeinated beverages interfere with hydration and must be avoided.

Hydration requirements vary between athletes, based upon a number of factors. Certain athletes may be particularly susceptible to heat illness due to pre-existing conditions or medical history. Athletes and parents must rely upon their family physician and/or the school athletic trainer for guidance on these issues.

Heat illness is not unique to “outdoor” activities, and can occur “indoors” under certain circumstances. Follow hydration guidelines for all activity sessions!

Injury Evaluation and Care

While Leading Edge Academy coaches are trained to administer first aid care, there are instances in which athletes and their parents need to make decisions on their own. Most commonly, this need will arise when the athlete begins experiencing symptoms at home which were not apparent during, or immediately following, the activity session.

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

- How badly am I hurt? Should I see a doctor?
 - Consider the degree of pain
 - Debilitating pain – stops performance; can’t move the injured part*
 - Limiting pain – hinders performance; able to complete the activity
 - Temporary pain – discomfort resolves within a week
 - Chronic pain – interferes with performance for longer than seven days*
 - Examine for deformity
 - Swelling – amount is generally related to the severity of the injury; swelling within the first two hours indicates a significant injury*
 - Discoloration – amount is related to the severity of the injury
 - Comparison – Does it look like the other one?

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

- How should I care for my injury until I see a doctor? Your goals are to (A) control pain, (B) control swelling, and (C) prevent further injury. Follow the R.I.C.E Principle:
 - Rest – Do not use the injured part if it is painful; immobilize if necessary.
 - Ice – Apply ice to the injured part immediately; 20 minutes on, one hour off, repeat; ice will limit swelling and reduce the pain
 - Compression – Use an elastic bandage (which can be soaked in cold water to aid the cooling process) to add firm pressure.
 - Elevation – Where practical, keep the injured part elevated higher than the heart for the first 24 hours.

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

Return to Activity Following Injury or Illness

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

- If the injury or illness has required advanced medical care, written clearance from the treating physician (or team physician, if appropriate) shall be required for the athlete's return to activity. This written clearance shall reference the specific injury/illness and any limitations to be imposed upon the athlete.
- Following receipt of the physician's clearance, the athletic trainer shall evaluate the athlete and provide any necessary reconditioning for the athlete's safe return to full participation.
- Following completion of reconditioning, the athletic trainer shall notify the site athletic director that the athlete is ready for return to full activity.
- Based upon the recommendations of the athletic trainer, the athletic director shall then determine whether to approve the athlete for return to full activity.

Substance Use by Athletes

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

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

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

Supplements, Drugs and Performance Enhancing Substances

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

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

It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student-athlete.

It is the position of the AIA that nutritional supplements are rarely, if ever, needed to replace a healthy diet.

Nutritional supplements used for specific medical conditions may be given individual consideration.

The AIA is strongly opposed to "doping:" defined as those substances and procedures listed on the World Anti Doping Agency Prohibited List (www.wada-ama.org).

It is the position of the AIA that there is no place for the use of recreational drugs, alcohol, or tobacco in the lifestyle of the student-athlete. The legal consequences for the use of these products by a student athlete are supported by the AIA.

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

Travel Procedures for Students

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

- Report ahead of scheduled time. It is better to be an hour early than a minute late. The bus will not wait on anyone.
- No one will be permitted to make the trip with the team who is not absolutely necessary. The coach always reserves the right to determine who makes the trip. If necessary, a list of those making the trip will be posted sometime prior to the day of the trip.
- Coaches will instruct participants as to the appropriate dress on all out-of-town trips.
- There will be NO FOOD/DRINK taken on trips unless arrangements have been made with the coach.
- Instructions will be given to keep the van/bus clean; and all participants will be asked to clean a portion of the van/bus in their area.
- Any student in possession of tobacco, alcohol, or drugs (including but not limited to performance enhancing substances and steroids) will be subject to disciplinary action in accordance with team, school and network policies.
- Players should use the travel time to prepare mentally for the game. No horseplay or carelessness will be permitted on the trip.
- It is the responsibility of the parents or guardians to contact the coach/athletic director regarding departure time/return time, and other regulations relating to each trip.
- Participants are representing their school, coaches, parents and the community. Everyone mentioned is judged by the behavior of the team.
- When parents have a particular need to provide transportation to their child following an event, the following requirements must be met:
 - They must communicate directly with the head coach concerning their intentions and provide the head coach a copy of written approval prior to the team's departure for the event.
 - The head coach will allow the athlete to leave the event only with his/her parent/guardian.
 - The head coach may adopt and enforce more strict requirements if and when they deem it necessary as approved by the athletic director.

Scheduling Contests

The AIA in conjunction with region, conference, and school leadership will schedule all contests for member schools. Individual schools request to schedule CAA contests based upon the opponents provided. It will be the responsibility of the site athletic director to schedule these contests. Leading Edge Academy subscribes to the following considerations in relation to athletic schedules:

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

Out of Season/Summer Guidelines

Out of season activities relating to AIA and CAA sports will follow current AIA and CAA Bylaws and Constitution. Summer participation in network activities related to AIA sports shall be under the direction of the site athletic director. All students participating in summer/out of season sports activities shall meet the Leading Edge Academy requirements for athletic eligibility.

Uniform and Equipment Replacement Rules

Equipment and Uniforms

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

Abuse of equipment – “Normal” wear and tear is expected. The athlete will be held responsible for unusual abuse or loss of equipment.

School uniforms are to be used or worn only under three strict conditions:

- Practice
- Competition
- Approved by the coach

Students shall turn in all athletic equipment issued to them immediately after completion of any sport or after dropping out of that sport as the case may be.

Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or award for that sport or be permitted to take part in any other sport until satisfactory clearance is made.

Replacement Costs for Athletic Equipment

SPORT	ITEM	COST
Baseball	Uniform	120.00
Girls and Boys Basketball	Game Uniform	110.00
Girls and Boys Basketball	Warm-Ups	150.00
Girls and Boys Basketball	Practice Uniform	75.00
Flag Football	Game Jersey	50.00
Flag Football	Game Shorts	25.00
Girls and Boys Soccer	Shorts	25.00
Girls and Boys Soccer	Shirts	45.00
Softball	Uniform Shirt	45.00
Softball	Long Pants	30.00
Spirit Line	Uniforms	165.00
Track & Cross Country	Meet Shirt	30.00
Track & Cross Country	Meet Shorts	25.00
Volleyball	Warmup	40.00
Volleyball	Shorts	30.00
Volleyball	Jersey	55.00
Wrestling	Match Uniform	65.00

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

Fundraising Guidelines

Fundraising Guidelines

Fundraising will be governed by the following guidelines:

- All sales involving student organizations/teams are classified as student activity fundraisers.
- Sponsor/coach shall obtain prior approval for any student fundraising activity from the athletic director.
- Students are not permitted to sell items going from house to house.
- Monies raised through the efforts of students must be spent for the benefit of those students.
- When collecting money from student sales and other money-making activities, an accurate accounting sheet must be kept. At the conclusion of the activity, the amount represented by the accounting sheet must be reconciled by the sponsor/club officers and filed with the high school office.
- Student participation in student activity fundraising shall be voluntary and should not be a factor used to determine a student's credit, grade, or team requirement.
- No monies raised from any type of a school affiliated fundraising event may be deposited in any other account. In addition, a coach may keep no monies.
- All Leading Edge Academy Governing Board Policies regarding fundraising and accounting of monies will be strictly followed.

Procedures for Gifts and Donations

- Gifts and donations to individuals, teams, and schools are subject to approval.
- All gifts and donations to any athletic team or programs must first be discussed with the athletic director.
- All gifts and donations will be considered based on Title IX implications and requirements.
- Any questions regarding Title IX should be directed to the high school athletic director.

Booster Club Guidelines

Athletic booster clubs contribute to the success of Leading Edge Academy. Booster clubs can also provide the opportunity for parents and other concerned community members to participate in fundraising activities for their local school and provide support to a wide range of activities.

Generally athletic booster clubs run concession stands, host hospitality rooms, and provide banquets for teams. Fundraising is an integral part of booster club activities. Leading Edge Academy cannot render tax or legal advice and it is recommended that athletic booster clubs consider consulting a legal or tax professional. In general, however, there are a number of potential issues for individuals who participate in booster clubs. It is imperative that booster clubs work closely with not only the coach of the sport, but the athletic director as well.

Legal Issues

Parent organizations may consider incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organizations. Non-profit incorporation also serves as the foundation for the organization, and for the organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC,) as well as draft articles of incorporation, by-laws, and possibly annual filing with the Arizona Secretary of State.

Tax Issues

A parent organization can complete an I.R.S. application for recognition of exemption (Package 1023 to be recognized as a 501c3 organization) "Parent-Teacher" Associations are specifically cited in the I.R.S. guidelines as examples of organizations that are suitable for 501c3 tax-exempt status.

Tax-exempt status offers many advantages including:

The organization's revenues will be exempt from Federal and Arizona Income Tax.

Contributors to the organization are permitted to take a charitable deduction for donated cash or goods.

The organization is eligible for bulk-mailing permits from the U.S. Postal Service.

Small charitable organizations are not required to file a 501c3 application if their gross receipts are normally less than \$5,000 per year. It is recommended that parent organizations and Booster Clubs visit the I.R.S. website at www.irs.gov to review Publication 557 tax-exempt status for your organization to see what tax filing requirements may apply to a parent organization or Booster Club.

USFR Requirements

If an athletic booster club plans a fundraiser that will involve student effort or represent the school in any way, the parent organization, coach and athletic director must be involved in the planning of the activity and the future use of proceeds. Since athletic booster organizations work together with schools to support school activities, the Uniform System of Financial Records of Arizona District (USFR) Appendix H must be followed.

NCAA Initial-Eligibility Clearinghouse

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

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

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

- Be certain a student athlete is on track to graduate **ON TIME!**
- Be certain a student athlete is taking a **CORE CURRICULUM** that meets NCAA requirements.
- Review course history to determine if the **G.P.A.** will meet the minimum requirements set forth by the NCAA for the core curriculum classes taken.
- Register to take the ACT or SAT late in the junior year.
- Start the certification process **AFTER** the final junior year grades are posted on the transcript.
- Submit the NCAA Student Release Form to the Clearinghouse early in the senior year. **NOTE:** General Admission Requirements to colleges and universities vary greatly. Students should consult the catalog of the institution they are interested in attending.

For current requirements regarding NCAA Eligibility, please visit ncaa.org and communicate with the Leading Edge Academy Gilbert Early College Guidance Counselor at the High School.

National Association of Interscholastic Athletics (NAIA) Eligibility Center

The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first-time student-athletes. Any student playing NAIA championship sports for the first time must meet the eligibility requirements. Students must have their eligibility determined by the NAIA Eligibility Center, and all NAIA schools are bound by the center's decisions.

- Every student interested in playing championship sports at NAIA colleges for the first time needs to register and receive an eligibility determination. This applies to:
 - High school seniors
 - Home schooled and GED students
 - Current NAIA students who will play sports for the first time at an NAIA school
 - Transfers from two-year colleges
 - Transfers from four-year colleges

Additional eligibility requirements for NAIA Athletics can be found at www.naia.org.

Leading Edge Academy Athletics Director Contact Information

LEAD Network Athletics Erik Gray 633 E Ray Rd Gilbert, AZ 85296	480-633-0414
Leading Edge Academy East Mesa Erik Gray 10115 E University Dr Mesa, AZ 85207	480-984-5645
Leading Edge Academy Gilbert Early College Erik Gray 717 W Ray Rd Gilbert, AZ 85233	480-545-8011
Leading Edge Academy Maricopa Steven Campbell 18700 N Porter Rd. Maricopa, AZ 85138	520-568-7800
Leading Edge Academy Mountain View Christi LaRue 4815 W Hunt Hwy. Queen Creek, AZ 85142	480-655-6787

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