

NORTHLAND PREPARATORY ACADEMY

ATHLETIC HANDBOOK

Middle and High School Coaches

3300 E. Sparrow Avenue

Flagstaff, Arizona 86001

Office: 928-214-8776, Fax: 928-214-8778



Mr. Bob Lombardi – Superintendent

Ms. Toni Keberlein – Principal

Ms. Vada Visockis – Vice Principal

Mr. Michael Elder – Athletic Director

Introduction

The Northland Preparatory Academy (NPA) Athletic Handbook is a reference guide for coaches, parents, and students concerning rules and procedures that govern interscholastic sports at NPA.

We hope that this handbook fully explains everything that is related to athletic participation for the student-athlete (hereafter referred to as the “student”) attending and competing in NPA athletics in grades 6 - 12. This handbook also addresses parents, coaches, and all who are interested in NPA’s athletics’ program.

The Head Coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by their team members to the rules and procedures governing NPA athletics. The Athletic Director will administer these rules and procedures by assisting the coaches as they relate to inter squad and inter coach relationships.

Sound reasoning, good judgment, and adherence to the school’s core values (refer to NPA’s “Strategic Plan” p. 2) will be the standard by which situations outside these stated rules and procedures are determined and evaluated.

Interscholastic athletics are a voluntary program and therefore students are not obligated to participate (participation is not required for graduation). Thus participation in athletics at NPA is a privilege and NOT a right. Accompanying this privilege is the responsibility to abide by standards, rules, and procedures established by NPA administration, the athletic department, and its coaches. This privilege may be revoked if the student fails or refuses to comply with NPA’s standards, rules, and procedures.

At the high school level NPA competes in the Arizona Interscholastic Association (AIA), and must conform to their rules and procedures, as well as the National Federation of High School Athletics (NFHS). To access an on-line copy of the AIA Constitution and By-Laws, go to:

http://www.aiaonline.org/about/constitution_bylaws.php

School Mission Statement

Northland Preparatory Academy provides a coordinated, individualized program of study that promotes academic excellence and provides educational opportunities for serious middle and high school students, regardless of gender, ethnic origin, economic, or academic ability.

Athletic Mission Statement

The mission of the Northland Preparatory Academy's Athletic Department, partnered with academics, is to ensure and enhance the quality of life for students at NPA, by providing competitive activities. These activities will help to produce young men and women able to enter the community and become constructive, contributing members of society, with valuable life-long skills.

Philosophy

The Athletic Department is an integral part of the total educational process of Northland Preparatory Academy. Being involved in athletics provides the student with opportunities to develop skills, positive sportsmanship, develop leadership skills, learn and practice the ideals of fair play and ethical behavior. These opportunities are necessary for competition and cooperation in our society. Although the charter of NPA is that of an academic school, a holistic education aims at developing the overall student – brain, body, and heart. Therefore athletics is the perfect complement to academics in developing the well-rounded student. It also provides our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school, and the team. NPA encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women. In addition, athletic participation is a privilege granted to all students who voluntarily accept the rules and regulations outlined hereunder.

Northland Preparatory Academy Athletic Department's Objectives

Student Eligibility/Student Athlete Responsibilities Prior to Participation

The following must be handed it to the Front Desk, the Athletic Director, or to the Coach:

- Physical Forms (to access all AIA forms, please go to the following link below)
<http://aiaonline.org/about/forms>
- Athletic Packet (to access the Athletic Packet, please go to the following link below)
http://www.northlandprep.org/wp-content/uploads/2012/03/NPA_Athletics_Packet-2014.pdf

Northland Preparatory Academy Athletic Department's Objectives, *continued*

- Concussion Baseline Test (administered by NPA) and Brainbook Exam must also be completed (again, please see below)

<http://aiacademy.org/faq/>

In addition to having the Activity Fee (\$60.00/per sport) paid.

Coaching

Northland Preparatory Academy seeks to hire experienced coaches who are dedicated to educating student athletes in the development of their individual skills, teamwork, positive sportsmanship, and fair play. Our preference is to recruit coaches from our faculty and staff. For those coaches hired from outside the school, every effort is made to integrate them into the entire school community. The same behavior expected from a teacher in the classroom is expected of all coaches during practices and games.

Communication

In keeping with the Athletic Department's philosophy as part of the total educational process, coaches are to assume the same role as teachers. When problems, disagreements, and conflicts arise, it is expected that the student, parent and the coach/teacher do their best to seek resolution. However, if such action fails, the parent should then seek resolution with the Athletic Director, and then finally with the Principal (See *Conflict Resolution* section).

Sportsmanship

As members of the Northland Preparatory Academy's athletic program, students, coaches, and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school, and community.

Commitment

In order to be successful, a student who participates in NPA athletics must place the highest priority on health, academics, and training. All team members are valuable, and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, holiday breaks, and at times, other events, which may conflict with the rigors of training and competition. Learning how to make choices is one of the most valuable life lessons a student takes from a good athletic program. In addition, NPA is a highly rigorous academic environment requiring students to spend many hours of study outside the regular school day. Due to the extensive travel schedule of NPA athletic teams, students regularly return from games very late. Therefore, students must be prepared to attend class the next day with all work complete (see *Academic Requirement* section). It is important for students to be committed to academics and athletics.

NPA Athletic Department Information, Expectations, Practices, Rules, and Regulations

Academic Eligibility

Grades for high school students will be checked every second week to determine eligibility for NPA athletics. High School students participating in NPA athletics will be declared ineligible for games, as well as practices, if they receive two D's or an F during a bi-weekly grade check and will be ineligible until the next grade check. Dates for when grade checks occur can be found on the NPA Google Athletic Calendar.

Any student arriving to school after 10:00 AM the day of a game or practice may not participate that day, unless accompanied by an excused absence (Clarification: A student-athlete needing additional sleep, is not a valid excuse. If that is the case, then that student-athlete should not be at practice).

Physical Forms

Every participant must have Physical Forms on file and completed by a doctor.

Physical forms are valid for one year from the date they are filled out by the doctor.

This form carries the signature of a doctor who has examined and cleared the student for competition.

An NPA Athletic Packet form must also be on file before student participation. This form contains the specific insurance and contact information for the student.

All forms should be submitted to Athletic Director, the Head Coach or to the front desk of the main building, *PRIOR TO PRACTICING*.

Concussion Education / Brainbook

Arizona Revised Statutes (ARS 15-341 (A) (24) (b) (SB 1521) mandates that schools provide concussion education to students. The Brainbook concussion course was approved by the AIA Executive Board on August 15, 2011, as the concussion educational component to this new law. Students will go to: <http://aiaacademy.org/users/login/brainbook> and follow the instructions to complete the course. This course must be completed prior to the student's first practice. It is free of charge.

Activity Fees

Sports fees are required as follows:

Middle School -- \$60.00 /sport

High School -- \$60.00 /sport

Transportation

Joe Gaun handles all NPA transportation needs. All teams/coaches must schedule vans through Mr. Gaun. In most cases, parents are required to assist teams with our transportation challenges. Parents who are willing assist with transportation must do the following to be placed on NPA's insurance policy: Submit a photocopy of their driver's license and current proof of insurance to the Athletic Director.

Go to:

<https://servicearizona.com/webapp/citizenMVR/>

for a cost of \$3.00 for a "Driver License Motor Vehicle Record – 39 Month Uncertified" record, print out and submit to the Athletic Director.

At NO time are students permitted to ride with other students to NPA athletic events. With prior permission of the coach, parents may drive their child directly home after contests.

Safety

Accidents / Injuries

Coaches are required to carry Physical and Permission forms for all players at all practices and contests. Coaches are required training in Basic First Aid, as well as Cardiopulmonary Resuscitation (CPR). If an accident or injury occurs, the coach, to the best of their ability will determine the seriousness of the injury and administer First Aid. The coach submits a written accident report to the Athletic Director within 24 hours. If the injury is serious the coach will call 911, contact parent(S) and either the AD or the Principal. The coach will stay with the student until help is secured.

As medical conditions of students are considered to be protected and confidential coaches are required to treat any acknowledged condition in a confidential manner with which the parent or guardian relates the information.

If an athlete misses practice on the request of a physician, trainer, or sports therapist, the athlete will have a note of clearance before returning to practice.

Athletic Training and Sports Therapy

The following doctors, athletic trainers and sport therapists support NPA:

Drs. O'Donnell and Moezzi with the Flagstaff Bone and Joint, located at 77 W. Forest Ave. Suite 301, 214-3615, vmiller@flagstaffboneandjoint.com;

Dr. Monika Radloff; Summit Center 1485 N. Turquoise Drive, cell: 607-5760;

Physical Therapist, Kym Wilkens; 715 N. Humphrey Street, (928) 853-8059

Physical Contact

Physical contact should be limited to what is necessary and appropriate to teach a skill, treat an injury, console or congratulate a player.

Adults should respect the privacy of players and allow privacy in changing rooms, locker rooms, showers, and bathrooms. Coaches, staff, and faculty are required to supervise locker rooms and therefore

may monitor these areas. However, during out of town competitions coaches and volunteer adults should have access to entering a student's hotel room after knocking and identifying oneself.

Illegal and Performance Enhancing Substances

Any student found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics at any time – in school or out of school, will be suspended from athletics for a period of time determined by the NPA administration.

Performance enhancing substances are strictly prohibited. The use of androgenic / anabolic steroids (“steroids”) and other performance-enhancing supplements presents a serious health and safety hazard. NPA coaches, administration, faculty, and staff shall make every effort to ensure that students do not begin or continue the use of steroids or other performance-enhancing supplements. Students at NPA shall receive a lesson on the effects of steroids as part of the Arizona State Standards in the health and physical education curriculum. Coaches shall educate students about NPA's prohibition and the dangers of using these substances.

NPA, along with the Arizona Interscholastic Association (AIA), promotes the use of exercise and sport as a mechanism to establish current fitness and long-term healthy lifestyle behaviors. It is our position that a student who consumes a balanced diet, practices sport frequently and consistently, and perseveres in the face of challenges, can compete at the highest level without the use of performance-enhancing drugs.

It is the policy of the AIA that any coach or competitor using tobacco, alcoholic beverages or misusing drugs while participating in interscholastic competition shall be disqualified from the contest or tournament.

A student-athlete who is found using performance-enhancing drugs, alcohol or recreational drugs shall be restricted from participating in athletics. They shall be subject to disciplinary procedures including, but not limited to, suspensions or expulsion in accordance with NPA administration regulations.

Illegal and Performance Enhancing Substances, continued

The superintendent or designee shall ensure that NPA does not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students.

NPA Athletic Code of Conduct

NPA assumes the duty to assure that its athletic programs impart important life skills and promote the development of good character. At all practices and athletic contests, coaches, players, and parents are expected to emphasize the proper ideals of sportsmanship, ethical conduct, and fair play. “Codes of conduct” shall include:

- Be punctual to practices;
- Be gracious in victory and accept defeat with dignity;
- Be respectful to others – No profanity, obscene cheers or gestures, negative signs, artificial noise makers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport;
- Treat game officials with respect – no complaining about calls during or after an athletic event;
- Exercise self-control – no fighting or excessive displays of anger or frustration;
- Promote healthy life-styles encouraging good nutrition and rest;
- Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden;
- Be open-minded, willing to listen and learn;
- Encourage team work – on and off the field;
- Honor the spirit and letter of rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship;
- Positive cheering only. Spectators should not shout “coaching” comments – leave coaching to the coaches.

Consequences for Violation of NPA Athletic Code of Conduct

Players, coaches, and / or fans may be ejected from a contest for inappropriate behavior;

- For persistent violations of the code of conduct, parents and / or fans may be asked by the coach or Athletic Director not to attend future contests;
- For student's violation of the code of conduct during games or practices – playing time may be reduced or the student may be referred to the Principal and disciplined according to NPA's school procedures;

In addition to the above, coaches agree to abide by the AIA Constitution and By-Laws during games and practices, parents and players are encouraged to address concerns about code of conduct violations through the conflict resolution process outlined below. Egregious conduct violations will be brought to the attention of the Athletic Director and Principal immediately.

Conflict Resolution

When conflict or issues arise it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student and parents to recognize that *coaching strategy and playing time are not appropriate subjects for complaint*. In addition, parents should follow instructions from the coach about the best way / time to approach the coach with questions or concerns.

- *First Step: Student contacts Coach and / or Head Coach*
 - The student should present the conflict / issue to the coach as soon as possible. It is always best for students to become their own advocates (life-long lesson). It is expected that the majority of concerns will be resolved at this first meeting.
- *Second Step: Parent contacts Coach and / or Head Coach*
 - If needed, a parent may contact the coach directly – but not just before, during, or just after a practice or game. A parent should email or call the coach to set up an appropriate time to discuss the conflict / issue.
- *Third Step: Contacting the Athletic Director*
 - If a satisfactory solution is not reached through direct contact with the coach, the student and / or parent should contact the Athletic Director. The Head Coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all

concerned parties in an attempt to reach a satisfactory resolution. The AD will respond to students and parents in a timely manner as to the disposition of their concerns.

- *Fourth Step: Contacting the Principal*
 - If there is not a satisfactory resolution, the student or parent may contact the Principal. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or finding, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Fundraising

It is very important that all participants engage in raising additional funds above what is collected through Activity Fees. NPA is a Charter school and receives limited funds from the state based on student attendance. These monies received from the state are not designed to cover any extracurricular activities. Therefore, the athletic budget is based solely upon the Activity Fees collected at the start of the season, which do not begin to cover actual expenses. It is imperative that all students and parents engage in fundraising activities.

Any team / coach must fill out all appropriate forms prior to fundraising activity and for administration approval. Players may only be asked to engage in fundraising activities after they have been selected to a team.

Recruiting

Recruiting is not allowed. Coaches may have contact with students at another public school, at youth camps, in club sports and, in the community. Encouraging students to come and play at NPA is not acceptable. Encouraging athletes to join a certain club team is also not acceptable.

Club Sports

Many athletes and coaches are involved with club sports. NPA teams are independent from all club sports. The AIA Constitution and By-Laws prohibit any student from playing with a club team after the first high school game (14.4.1), except in swimming.

General Information for Parents and Students

“Meet the Coaches Night”

During the first week students are back to school, the Athletic Department will host a “Meet the Coaches Night.” This is an opportunity for students and parents to attend a presentation that provides an overview of the NPA Athletic Departments’ program, as well as meet with each individual coach. After the overview, teams will break out and the Head Coaches will discuss their individual expectations and requirements (in addition to what is listed in this Athletic Handbook). Other topics for discussion include:

- Safety requirements
- School Transportation policy
- Coaching philosophy including factors that affect playing time
- Sportsmanship
- Team rules and expectations
- Schedule of practices and game (as well as travel schedule)
- Importance of parents’ role in supporting their student athlete
- How to communicate with a coach regarding appropriate questions or concerns
- Prohibitions on hazing of fellow athletes, and consequences of such behavior
- Letter requirements

Some teams will hold a separate meeting and will discuss the above.

High School Offerings (NPA is a member of the Arizona Interscholastic Association, and who's teams competes in the 2A Conference (except for "individual" sports). For a more detailed description of specific Conference / Division for each sport, please visit:

<http://aiaonline.org/schools/79/northlandprep>

Fall (The Official season begins approximately the first week of August)

Cross Country	Soccer	Volleyball	Swimming
Varsity Boys	Varsity Boys	Freshman	Varsity Boys
Varsity Girls	Varsity Girls	Junior Varsity	Varsity Girls
		Varsity	

Winter (The Official season begins the first Monday of November)

Boys Basketball	Girls Basketball	Wrestling
Freshman	Varsity	Varsity (Coed)
Junior Varsity	Junior Varsity (depending)	
Varsity		

Spring (The Official season begins the first Monday of February)

Baseball	Softball	Track	Golf	Tennis
Varsity	Varsity	Varsity Girls	Varsity (Coed)	Varsity Girls
		Varsity Boys		Varsity Boys

Middle School Offerings (NPA soccer competes in the I-40 soccer league and the basketball and volleyball teams in the Flagstaff Public School tournaments, while cross country competes in a variety of invitationals)

Fall	Winter	Spring (Begins March)
Coed Soccer	Girls Basketball	Boys Basketball
Boys & Girls Cross Country	Girls Soccer (Begins January)	Boys Soccer
Girls Volleyball		

Athletic Staff

Head Coaches manage their teams under the supervision of the Athletic Director. Some coaches are full-time NPA employees, while others are hired on contract for an individual season. Head Coaches are responsible for their Assistants, and oversee the JV and freshmen teams (if applicable).

The Athletic Director reports to the Principal and ultimately to the Superintendent. The Athletic Director provides for overall leadership and coordination among the various sports to facilitate programs, providing students with worthwhile learning experiences.

Practices

Coaches will have a regular practice depending on the availability of field or gymnasium space. Varsity practices are expected to be 2-2 1/5 hours in length, six days a week. JV / Frosh, and Middle School practices are generally three to five days per week. Early morning practices may be held due to facility availability.

Off Season Practices

NPA’s Athletic Department’s objective is to raise the overall level of competition of all sports at the high school level. It must be stressed that playing or preparing for a sport out of season is critical. Coaches should clearly explain to the student the benefits of off-season conditioning. Coaches may provide information about recommended pre-season conditioning, as well as hold “open practices” (please refer to AIA Constitution and By-Laws referenced earlier). Pre-season activity, or “open practices” are not a

requirement for team selection; however, coaches may emphasize the expected level of conditioning and skill development for team selection.

The AIA Constitution and By-Laws establish guidelines for practices out of season. Please refer to Rule 17.5:

http://www.aiaonline.org/story/uploads/Art.17_1214846872.pdf

Coaches may set practice times during vacations. Please refer to the section on “Commitment” for further requirements.

It is expected that coaches and players abide by the NPA Code of Conduct during all practices and games.

Varsity, Junior Varsity and Frosh Teams

NPA’s high school athletic program may consist of Varsity, JV, and Frosh teams within each sport. The Varsity Head Coach supervises the athletic program for each sport. On occasion, Varsity coaches may select JV or Frosh players to attend games or practices. The coaches of Varsity, JV, and Frosh teams work together to build skills and develop players to compete successfully at all levels.

Hazing

Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited under the AIA Constitution and By-Laws and is specifically addressed in NPA’s *Faculty and Staff Handbook*.

Games and Tournament Schedules

The Athletic Director is ultimately responsible for all schedules. Coaches may elect to add tournaments depending on the sport for additional preparation prior to the start of Region play, as specified within the guidelines of the AIA Constitution and By-Laws and under consultation with the Athletic Director.

Schedule Conflict With Other School Commitments

Students may request to miss a practice or game in order to participate in another academic or extra-curricular school activity such as Mock Trial, a Fine Arts concert or a academic field trip. Students must recognize that any missed practices or games may result in reduced playing time in future contests, but shall not be grounds for dismissal from a team.

Uniforms, Equipment and Dress Code

Athletes may be issued uniforms and equipment for each team. However, Head Coaches may ask students to purchase their own uniforms in the attempt to offset budget costs. The student/parent has the right to refuse purchase of their uniforms, due to economic hardships. In which case, NPA will assume this cost, and the uniform will be returned to NPA at the end of the season. On game days, teams may wear NPA team uniforms (including warmups), or may dress up (Boys: Slacks, button-down shirts, ties; Girls: Skirts, dresses, or slacks, school appropriate), or NPA Standard Dress.

All school uniforms and equipment issued by NPA must be returned to the Head Coach by the date specified. A student will be charged for the replacement cost of uniforms if not returned.

Multi-Sport Athletes

A student must complete the full season and any post-season games before trying out for the next season. All multi-sport athletes will have an opportunity to tryout for a team in a subsequent season, even if the season has started.

It will no longer be the accepted practice to allow student-athletes to play multiple sports within a specified season.

Multi-Sport Athletes, continued

In addition, an athlete cannot leave a team during the season to join another team; they must wait until that team has completed its regular season. That includes being dismissed from a team for any reason.

As a member of the Arizona Interscholastic Association, Northland Preparatory Academy is responsible for following the Constitution and By-Laws of the AIA. To access the AIA Constitution and By-Laws, please go to: http://www.aiaonline.org/about/constitution_bylaws.php

