

CLARK COUNTY SCHOOL DISTRICT
ATHLETIC ADMINISTRATORS MEETING MINUTES
CPD ROOM 143

Thursday, November 17, 2011 – 1:00 PM

Present:

Arbor View – Greg Wolfram, Roger Brown	Gorman – Sally Nieman
Basic – Greg Hunter, Barb Gillaspay	Green Valley – John Scott
Bonanza – Zane Gray	Las Vegas – Dan Triana, Art Plunkett
Boulder City – Regina Quintero	Laughlin – Lynn Ruegamer
Canyon Springs – Laura Willis	Legacy – Brian Daw
Centennial – Doug Wilbur	Liberty – Kathleen Morse
Chaparral – Lolo James	Mojave – Greg Cole, John Engel
Cheyenne – Ann Cella, Steve Alfreno	Palo Verde – William Keairnes
Cim-Memorial – Ken Fitzpatrick, Calvin Valvo	Pahrump – Chris Brockman
Clark – David Smith	Rancho – Renae Whitt
Coronado – Joe King	SECTA – Nick Brockovich, Dave Jones
Del Sol – Rick Eurich	Shadow Ridge – Anita Romero
Desert Oasis – Ron Isaacs	Sierra Vista – Yvonne Arguello
Desert Pines –Mike Rolands, Gertha Robertson	Silverado – Mark Parantala, Keirah Boykin
Durango – Tim Jackson	Spring Valley – Mark Lowry
Eldorado – Roy Thompson	Valley – Jeff Barney
Faith Lutheran – Bret Walter	Virgin Valley – Cliff Hughes
Foothill – Jordan Phee	Western – Chris Whitney, Chip Fanning

CCSD Schools Not Represented:

Indian Springs
Moapa Valley
Sandy Valley
Sunrise Mountain

GUESTS:

Karen Purdy, CCSD Purchasing
Pami Lange, CCSD Purchasing

1. **WELCOME**

Ray Mathis welcomed athletic administrators and reminded them to email the CCSD athletic office with any athletic personnel changes at their school. New athletic administrators should feel free to contact Pamela Sloan, Director of Athletics, for one-on-one assistance.

2. **PURCHASING**

Karen Purdy and Pami Lange from CCSD Purchasing distributed an athletics supplies, uniforms, and equipment buying guide. The guide lists CCSD-approved suppliers and items available for

purchase. For training needs, school athletic personnel can contact Turkasha Chatman at 799-5225, x.5430, or Pami Lange at 799-5225, x. 5747.

3. **TITLE IX UPDATES**

Mr. Mathis provided administrators with Title IX updates. He stated that there has been no contact from the OCR office regarding the CCSD Improvement Plan that was submitted to them.

Mr. Mathis reminded administrators to utilize the Self-inspection Form. Title IX site visits will be conducted in January, probably to outlying schools.

Mr. Mathis also stated that schools will again be requested to conduct Student Interest Meetings during the school year.

Team Selection Process: Administrators were asked to remind their winter coaches to compile the Team Selection form which will provide a list of every athlete who participated in tryouts.

Girls Freshman Soccer: Mr. Mathis reminded administrators to contact the CCSD athletic office as soon as possible if their school is unable to fill a freshman team.

Intramurals: Mr. Mathis stated that each school receives intramural funds based on student enrollment. Each school receives \$.92 per student based on October 1, 2011, enrollment numbers. Intramural advisors pay must be submitted to Charlene Radley on a Form D. The Form D is due on December 16 for first semester and on March 16 for second semester.

4. **SPORTSMANSHIP**

Mr. Mathis reminded athletic administrators to meet with their winter coaches. Administrators need to specifically address sportsmanship and help coaches understand that they are role models. Coaches and athletes should treat everyone, i.e., team members, opponents, officials, etc., with respect.

Administrators need to ensure that non-CCSD coaches have been cleared through Substitute Services.

5. **BASKETBALL MERCY RULE**

Mr. Mathis advised administrators that, over the last two years, every effort has been made to monitor basketball scores and avoid humiliating other teams. Any time a team beats another team by more than fifty (50) points, Mr. Mathis or Ms. Sloan requests a statement from the winning team that describes the efforts they used during the game to prevent a large disparity between the two scores.

The NIAA adopted a mercy rule this school year that implements the following controls:

- Anytime one team leads another team by forty (40) points or more during the second half, the officials will activate a running clock for the remainder of the game.
- If the points drop below forty (40) points the officials will not revert to regular timing.
- A running clock can be used any time during the game if both coaches agree.

6. ACCOUNTING UPDATES

Game Tickets – Fall game tickets are due to Ricki Norwood in the CCSD athletic office no later than November 30.

Game Summaries – Game summary forms need to be completely filled out. Police agencies, i.e. LV Metro, North Las Vegas, CCSD Police, etc., must be individually identified on the form.

Gate Receipts – Funds for fall season gate receipts were due November 11.

Campus Monitors – Personnel must complete training prior to working as a campus security monitor. Training must be current. Administrators cannot exceed the allocated number of campus security monitors for a game. Administrators can contact Mr. Mathis or Ms. Sloan for assistance or clarification regarding allocations.

Ticket Sellers/Takers – Ticket sellers/takers can be listed on one form.

R Forms – R forms are required if the employee is support staff, substitute teacher, or substitute coach.

7. SCHOOL AUDITS

Mr. Mathis advised administrators that audits are still being conducted at schools. Auditors are checking gate procedures, number of ticket sellers/takers, and control of money. Administrators were reminded to comply with the allocation sheet or request additional personnel when needed.

Mr. Mathis reminded administrators to continue to email him or Ms. Sloan regarding any “Pack the Gym” events.

8. WEEKLY ATHLETIC SCHEDULES

Mr. Mathis reminded administrators to continue to check the weekly athletic schedules that are emailed to their staff each week; the schedules should be cross checked with the school’s athletic calendars. Any errors need to be emailed to Edie Whitehead as soon as possible so that any problems can be addressed in a timely manner.

9. SCHEDULE UPDATES

2011-12 Spring Schedules:

- Second draft changes are due to Ms. Sloan by Wednesday, November 23, 2011.
- Changes must be submitted in one email.

- It is the responsibility of the athletic administrator to count games and ensure that the school does not exceed game limits.

2012-13 Schedules:

- Schedules will be compiled by sport based on the previous school year’s standings. Ms. Sloan will schedule only conference games for each sport except football.
- GOLF: Due to league realignment, all schools need to host, even if they only have one (1) player. Larry Goins at Desert Oasis will compile the Division I schedule; Regina Quintero at Boulder City will compile the Division IA schedule.

Mr. Mathis advised administrators to contact their opponent when making a schedule change. Coaches need to submit all changes to their administrator for approval; the schedule change must be sent from the athletic administrator to Ms. Sloan. All game cancellations must be approved by the CCSD athletic office or the NIAA.

During inclement weather, administrators need to contact Mr. Mathis or Ms. Sloan before canceling any games.

10. ELIGIBILITY ISSUES

TEF’s: Administrators were reminded to submit Transfer Eligibility Forms in a timely manner. Administrators should advise parents that it takes two to three days to receive a decision regarding eligibility.

THREE WEEK CHECKS: Administrators were reminded to ensure that three-week eligibility checks were being collected for home school, charter school, and technical school athletes.

QUARTER GRADES: Administrators and athletic directors need to be familiar with regulation 386.802 (two units-eligible at quarter and weekly probation) and regulation 386.805 (2.0 GPA-eligible at the quarter). Students must be enrolled in at least two units of credit consisting of at least four classes. A student who fails to pass two credits during the previous semester and then becomes eligible at the quarter must be placed on a weekly probation. If the student receives a failing grade during the probationary period, the student is ineligible for the remainder of the semester.

Students who did not receive a 2.0 GPA but passed two credits the previous semester and then become academically eligible at the quarter are NOT placed on a weekly probation. They will be checked as part of the regular three-week eligibility check dates.

ROSTERS: NIAA rosters must be submitted to the CCSD athletic office and the NIAA office prior to the first game of the season.

NAC 386.703: Regulation NAC 386.703 was reviewed. The regulation specifies that a B team can be comprised ONLY of ninth grade athletes. JV can be comprised of ninth, tenth, or eleventh grade athletes. A waiver of this regulation can be requested, but should be based on the need to maintain a team.

11. TRANSPORTATION

Administrators were asked to submit spring bus requests to CCSD Transportation as soon as possible. Requests for additional buses must be emailed to Mr. Mathis or Ms. Sloan prior to the event. Schools can share a bus with other schools when traveling to tournaments.

12. TOURNAMENTS

Mr. Mathis stated that the CCSD athletic office will pay for all regular season transportation. All in-season tournament travel must be paid for by the school/program. CCSD Transportation will make every effort to reduce waiting costs during the school week. However, wait time costs will be difficult to eliminate for Saturday tournaments.

If coaches choose to have parents transport athletes to tournaments, Mr. Mathis suggested requiring a written release from the parent and ensuring that parents are given ample prior notification before the event.

13. COACHES MEETINGS

Mr. Mathis reviewed the following issues:

Coaches Meetings:

- Administrators were encouraged to have pre-season meetings with their coaches.
- Suggestions for agenda items are located on the high school athletic icon under 'Coaches Guidelines'.
- Pre-season meetings ensure that new and non-CCSD coaches are informed and aware of important issues.
- Coaches should be required to sign in for the meeting.

Hazing/Supervision:

- Administrators were asked to remind their coaches that athletes must be supervised at all times, i.e. locker room bus, field, etc.
- Administrators should discuss hazing with their coaches.
- Coaches should not allow students to tease other students.
- Team initiations must not be allowed. This includes requiring freshmen athletes to carry the team equipment or water.
- All reports of hazing must be investigated.
- Administrators and coaches cannot ignore reports of hazing.

14. COACHES EDUCATION

Mr. Mathis stated that administrators should continue to encourage and require their coaches to enroll in a coaches' education course. All non-district and volunteer coaches are required to take the coaches' education course and be cleared through CCSD Substitute Services prior to working with athletes. Coaches' education is required as part of NAC 386.832.

The NIAA will continue to monitor the number of coaches who have complied and will, eventually, establish a deadline that will prevent non-compliant coaches from coaching.

15. COACHES PAY

Fall coaches pay was due November 4 on Form I. Any coach who has not been cleared through Substitute Services will not be paid. Coaches cannot split checks. Only allocated coaching positions will be paid.

16. POST-SEASON TOURNAMENTS

Mr. Mathis thanked all the school personnel who hosted a post season tournament. He asked administrators to discuss the possibility of hosting post-season tournaments with their coaches. Some coaches are very interested in being a tournament host. Anyone interested should notify Bob Northridge or Donnie Nelson of the NIAA.

17. POST-SEASON TOURNAMENTS

- Recommendations need to be emailed to Ms. Sloan by November 23, 2011.
- Recommendations will be compiled and submitted to the NIAA and Tournament Format committee for review.

18. NADA UPDATES – Larry Goins

The state NADA conference will be held February 24-26 in conjunction with the state basketball tournament, which is in Reno this year. All athletic administrators and directors are encouraged to attend. This conference provides an opportunity to attend several educational sessions and enroll in one or two LTC classes.

19. NIAA UPDATES

The next NIAA Board meeting will be held in Reno on December 5 and 6.

20. NIAAA CONVENTION – December 9-14, Indianapolis, Indiana

The annual NIAAA convention will be held in Indianapolis, Indiana, December 9-14, 2011. The National Convention provides an opportunity to network with fellow athletic directors and attend several leadership and athletic classes/workshops. The offered LTC classes can be used towards becoming a Certified Athletic Administrator (CAA). Athletic administrators and directors were encouraged to attend.

21. NEXT ATHLETIC ADMINISTRATORS' MEETING – January 19

The next high school athletic administrator meeting will be held on January 19, 2012, in the CPD building, room 143, 1:00 pm. Mr. Mathis stated that these meetings are important, especially for

the new athletic personnel. These meetings provide an opportunity to ask questions. Anyone who has items to add to the agenda should contact Ray Mathis or Pamela Sloan.

22. **OTHER**

Ms. Sloan advised administrators about the Inside Education recognition program. The program will begin in January 2012 and will air on PBS, channel 10. One male and one female athlete and possibly a coach will be recognized each month. Athlete criteria will be academics (3.0) and compiled stats.