

CLARK COUNTY SCHOOL DISTRICT
ATHLETIC ADMINISTRATORS MEETING MINUTES
CPD ROOM 143
TUESDAY, SEPTEMBER 20, 2011 – 1:00 PM

Present:

Arbor View – Greg Wolfram, Roger Brown	Gorman – Grant Rice
Basic – Greg Hunter, Barb Gillaspay	Green Valley – John Scott
Bonanza – Zane Gray	Las Vegas – Dan Triana
Boulder City – Steve Gahn, Regina Quintero	Legacy – Brian Daw
Canyon Springs – Laura Willis	Liberty – Kathleen Morse
Centennial – Doug Wilbur, Mike Livreri	Mojave – Greg Cole
Chaparral – Lolo James	Pahrump – Chris Brockman
Cheyenne – Ann Cella, Steve Alfreno	Palo Verde – Bill Keairnes
Cim-Memorial – Calvin Valvo	Rancho – Josh Katz, Renae Whitt
Clark – David Smith	SECTA – Nick Brockovich, David Jones
Coronado – Joe King	Shadow Ridge – Anita Romero
Del Sol - Rick Eurich	Sierra Vista – Larry Shaps, Yvonne Arguello
Desert Oasis – Ron Isaacs	Silverado – Brenda Reese
Desert Pines –Gertha Robertson	Spring Valley – Mark Lowry
Durango – Tim Jackson	Sunrise Mountain – Anne Harper
Faith Lutheran – Bret Walter	Valley – Leo Amador
Foothill – Jordan Phee	Western – Chris Whitney, Kristofer Fanning

CCSD Schools Not Represented:

Eldorado
Indian Springs
Laughlin
Moapa Valley
Sandy Valley
Virgin Valley

1. WELCOME

Ray Mathis reminded administrators to inform the CCSD athletic office of any personnel changes in their school's athletic office.

2. TICKET/GATE PROCEDURES

Mr. Mathis reviewed ticket and gate procedures. Security hours for games cannot exceed the allocated hours. Campus security monitors and police officers must be paid the hours they actually work, not the hours they are allocated. A revised allocation handout was distributed.

When submitting CCF-5's to pay campus security monitors, time sheets need to be attached to the CCF-5. All CSM's should be included on one CCF-5. Athletic administrators can sign CCF-5's.

The game summary ticket packet, i.e. CCF-440, CCF-445, game summary, CCF-5, is due to Ricki Norwood by the Monday following the game. A game summary must be submitted for any event that requires security or officials.

Extra game tickets are available for schools as needed. Arrangements must be made in advance by calling or emailing Ricki Norwood. Ricki's hours are 6:00 am to 3:00 pm and his lunch hour is 11:00 am to 12:00 pm.

Anyone using a family pass to gain admittance to a game must have the family pass in his/her possession. Copies or photos of the pass, and receipts for the pass, are not acceptable.

Gold cards are available from the district Communications office for senior citizens and retired CCSD employees. The Communications office can be contacted at 799-5304. The accounting department has approved free admission for seniors without a gold card, who are 62 years old or older, with appropriate identification.

3. ATHLETIC TRAINERS

Mr. Mathis stated that parents who request permission to purchase and use their own football helmet must complete a Personal Equipment Release. Parents are then responsible for the maintenance and recertification of the helmet. The CCSD Legal and Risk Management offices recommend that parents use CCSD-provided equipment and do not purchase individual equipment. School administrators should make every attempt to convince the parent to use district equipment.

Athletic trainers will conduct weekly helmet checks as a safety precaution. They have been trained to perform this safety check. Administrators should ensure that their coaches comply with the check.

Athletic trainers have no middle school responsibilities. Middle school students can go to their high school for assistance, but the trainer will not go to the middle school to provide assistance.

4. CONCUSSION MANAGEMENT PROGRAM

Mr. Mathis stated that CCSD is fortunate to have one of the best IMPACT programs in the country. He also reminded administrators that IMPACT checks are due no later than the Tuesday immediately following the end of each regular season.

Schools must send a school check with their IMPACT fees to:

Sports Concussion Specialists of Nevada
716 South 6th Street
Las Vegas, NV 89101
ATTN: Terri Roberts

Coaches need to work with athletic trainers to ensure that IMPACT procedures are being followed.

5. **TITLE IX**

Mr. Mathis reminded administrators to continue promoting girls' athletic programs, review their reporting procedures, and ensure that students and parents are made aware of the identity of the school's Title IX coordinator.

Administrators were advised that the fifty percent of their athletic budget that was cut will not be restored. Mr. Mathis requested that administrators continue to fully fund helmet reconditioning and athletic training supplies and apply the budget cuts to other areas of their athletic budget.

A proposed Title IX improvement plan was distributed and discussed. The plan is a proposal; it has not yet been accepted by the OCR office. The plan addresses many of the concerns of the OCR office.

Administrators need to ensure that coaches of girls' sports do not cut any girls and that all team levels are filled. Team Selection forms need to continue to be completed by schools and submitted to the CCSD athletic office.

A handout for girls' intramural program guidelines was distributed. The mission of the program is to provide female students an opportunity to participate and develop an interest in sports currently not offered by CCSD. Hopefully, this program will help to increase female athletic participation.

Girls' soccer will offer a B team this year during the winter season. Each high school will receive approximately \$900.00 in their school budgets to assist with the cost of uniforms and equipment. Varsity and JV teams will play on the football field with varsity starting at 3:30 pm and JV at 5:00 pm. The B team will play on the soccer field at 3:30 pm. All teams will ride the same bus.

A new girls' winter sport will be added in 2012-13.

6. **ATHLETIC PACKETS**

Risk Management is reviewing each school's athletic packet. Every school must send the information that is included in their athletic packet to either CCSD Risk Management or Student Athletics office. This will ensure that we provide students and parents the necessary information to protect coaches, administrators and CCSD from a potential lawsuit. There have been several lawsuits regarding injuries where the athlete had no insurance. Administrators were reminded to send their school's packet if they haven't done so already.

7. **SCHOOL INSURANCE**

Mr. Mathis reminded administrators that all athletes must have insurance to try-out for a team and participate. CCSD does not endorse any insurance company. Risk Management has provided each school with school insurance brochures to distribute to students. Parents, not the school, should

complete and mail the application. A CCF-442, Insurance Waiver, must be completed for each packet.

8. COACHES EDUCATION

Mr. Mathis reviewed the following coaching issues with administrators:

All non-CCSD employees must be cleared through Substitute Services prior to working with students.

Coaches must take a coaches education course in order to coach.

Fall coaching directories are past due to the district athletic office.

Coaches' ejections are serious and should not be tolerated. Administrators need to remind their coaches that they are role models.

Volunteer coaches cannot be paid. No coach can be paid with student-generated funds.

9. COMMUNICATION WITH OFFICIALS

Mr. Mathis reminded administrators to ensure that accommodations are available for officials to dress prior to the contest. Dressing areas need to be secure for officials.

Administrators need to ensure that their coaches copy them on any communications they send to officials. Mr. Mathis asked that those communications be forwarded to him and Ms. Sloan.

Any coach or athlete who is ejected from a game will receive a one-game suspension for the next scheduled game.

10. POST-SEASON TRAVEL

Mr. Mathis stated that all athletes who travel to state tournaments must use CCSD-sponsored transportation. Coaches must supervise the entire trip. As a cost-saving measure, rooming at state events will be four to a room this year.

11. ELIGIBILITY ISSUES

Ms. Sloan reminded administrators that every new or transfer student is required to complete and submit a Transfer Eligibility Form (TEF). Every line on the form must be completed and returned in a timely manner.

Ms. Sloan encouraged administrators to contact parents once they receive a decision regarding an athlete's eligibility appeal. Written responses to appeal letters are sent from Ms. Sloan to the parents but take several days to arrive at the parents' address.

Ms. Sloan reviewed sub varsity eligibility. Ninth and tenth grade students who are new to a school and on a zone variance may use the sub varsity eligibility to participate on B or JV teams. Administrators need to check with the previous school of tenth grade zone variance students to determine what sports may have been played before transferring to the new school.

Every school needs to send a copy of their NIAA rosters to the CCSD athletic office at the same time they send the rosters to the NIAA. This should be done prior to the first contest. Only students who have completed the athletic packet and have been determined eligible to play should appear on the NIAA roster.

12. **SCHEDULES**

Ms. Sloan reminded administrators that there should be no changes or additions to a final sports schedule. Changes need to be done while the schedules are in draft form. When submitting changes to a draft schedule, administrators must submit one email which lists the schedule changes. Athletic administrators are responsible for counting games and ensuring that their school does not exceed the allotted game limits.

The girls' soccer final schedule will be sent to schools by Friday, September 23. Changes to the final draft wrestling schedule are due to Ms. Sloan no later than Friday, September 30. Baseball, softball, and boys' volleyball first draft schedule changes are due to Ms. Sloan no later than Friday, October 21.

There is a cross country meet over Rosh Hashanah. Ms. Sloan informed administrators that they will need to submit a written request to their area service center academic manager for approval to participate.

Ms. Sloan stated that coaches can not cancel games. Administrators must contact Ms. Sloan prior to cancelling a contest. On days with inclement weather, administrators should wait as long as possible before cancelling any game as the weather could change. It is preferable to allow officials to cancel games at game time if needed.

13. **TRANSPORTATION**

Mr. Mathis advised administrators that bus request procedures may change for the winter season. Administrators will be notified of any changes.

Transportation is still working with time and bus issues associated with the new bell schedules.

Requests for additional team buses must be sent by email to Mr. Mathis or Ms. Sloan. There are no guarantees that additional buses will be available.

14. **TOURNAMENTS**

Ms. Sloan stated that tournaments will not be added to a schedule until the sanction form is approved by her.

Every school that hosts a tournament needs to submit a post-tournament report to Ms. Sloan's office.

Coaches are responsible for transportation costs that are incurred with attending a tournament. CCSD Transportation will allow schools to share a bus and split the cost.

15. THURSDAY NIGHT LIGHTS

Mr. Mathis asked administrators to please support Thursday Night Lights. It is a good opportunity for athletes and other school programs to receive recognition.

Any special needs or requests that are made by MY LVTM to the school for Thursday Night Lights are a site-based decision. School administrators should not feel pressured into doing something that makes them uncomfortable.

Administrators were reminded to submit names for "student of the week". The information that is submitted to the Las Vegas Review Journal for "athlete of the week" can be used for submitting "student of the week"; the athlete can be from any sport. There are two, one male and one female, \$2500 scholarship opportunities available for student of the week recipients.

16. NIAA SOUTHERN COORDINATOR – Bob Northridge

Mr. Mathis reminded administrators that Bob Northridge, NIAA southern coordinator, is available to assist schools who host post-season tournaments. He does not interpret NIAA regulations or deal with student eligibility.

Mr. Northridge's cell number is 702-526-5393.

17. NEXT NIAA BOARD MEETING – October 3-4, Las Vegas

The next NIAA board meeting will be October 3-4 in Las Vegas at the South Point Palm Room.

Mr. Mathis stated that administrators should feel free to share any concerns they might have with a NIAA board member. Board members from the south are:

Carolyn Edwards, CCSD Trustee
Erin Cranor, CCSD Trustee
Dan Phillips, Principal, Palo Verde HS
Lee Koelliker, Principal, Coronado HS
Ray Mathis, Executive Director, Instructional Support & Student Activities

18. NIAAA CONVENTION – December 9-13, Indianapolis, Indiana

Mr. Mathis encouraged administrators to attend the NIAAA convention that will be held in Indianapolis, Indiana, December 9-13. This will provide athletic administrators and athletic

directors with the opportunity to network with other schools, attend LTC classes and workshops, and take the CAA test.

19. NCAA – Counselors’ Meeting – September 27

There will be a NCAA procedures and guidelines meeting on September 27 for school NCAA liaisons; coaches are invited to attend. The contact number for Jill Hersha in Guidance and Counseling is 799-8441.

20. NEXT ATHLETIC ADMINISTRATORS MEETING – October 19

The next high school athletic administrators meeting will be Wednesday, October 19, 1:00pm, CPD room 143. Mr. Mathis asked that administrators make every effort to attend the monthly athletic administrators meetings. If it is not possible for the administrator to attend, a representative should be sent in his/her place. Agenda items can be submitted to Pamela Sloan or Ray Mathis.

21. FUNDRAISERS

A handout regarding fundraisers was distributed to administrators.