

Middle & High School Coaches Process for Current Year Physical Packet, Practice Ticket/Participation Fee

Step 1) Coaches, student **cannot** participate until they have turned in a completed SY25-26 Physical Packet.

- At each step, once the student turns in completed Physical Packet, completes Brainbook and Opioid courses, receives a practice ticket. The Athletic Office (at the High School), will update that student's information on Google Docs.
 - a. If there is a **Green Yes**, they are good to start Try Outs/Practice
 - b. If there is a **Red No**, that student is Missing information and not cleared to start Try Outs/Practice.

The online Physical Packet can be found on the Ganado School District web page and printed packets are located at the Middle and High School front offices or in the Athletic Office.

Step 2) High School Coaches only

- **Freshmen** have to have the Brain book & Opioid courses completed before participation. To complete these courses go to <https://academy.azpreps365.com/>
- **Transfer students:** Need to have completed a 550 form and submitted back to AIA. All located at <https://aiaonline.org/students/transfers>

Step 3) Practice Ticket:

- Coaches, for Middle School "Step 1" has to be completed first and for High School "Steps 1 -2" has to be completed first in order to receive a practice ticket.
 - a. The Athletic Office will give the student-athlete a practice ticket for that season and each season after

Step 4) Head Coaches:

- The Student-Athlete gives their Practice Ticket to you. This clears that student Try Outs/Practice only.

Step 5) Final Rosters/Participation Fee:

- Once a copy of the Final Roster is turned into the Athletic Office, the Head Coach will only give 7 days to pay the \$20.00 Participation fee (**This is required**).
- Coaches can/will remind athletes where payments are made: at the Athletic Office located @ the High School Building.
- Middle School Coaches, if you plan on having a one-day Participation Fee drive let me know a head of time and I can plan on being there to collect & give receipts. If not the Participation Fee will have to be paid at the Athletic Office located @ the High School.

Step 6) Turning in Practice Ticket

- At the end of your season and before turning them in, the Head Coach **must** answer the questions at the bottom of the Practice tickets.

Coaches, please keep in mind student-athletes cannot be cleared for the next sport season until the Athletic Office has your completed Practice Ticket.



Going from Sport to Sport:

Steps 3 – 5 will need to be completed each season.