

# STUDENT-ATHLETE REGISTRATION INSTRUCTIONS

Washoe County School District and Galena High School utilizes **Register My Athlete** to register athletes for NIAA sanctioned sports. All student-athletes must register online prior to trying out for a sport. Parents will do the majority of the registration process, but students will need to read and e-sign documents. It is helpful to have the student available during this process.

- 1:** Go to [registermyathlete.com](http://registermyathlete.com) and create an account (or log into your existing account). Be sure to keep your login information. You will use it each year you have an athlete playing sports in Nevada. If you have lost your password, please contact the GALENA Athletic Office for help.
- 2:** Click on **START/COMPLETE REGISTRATIONS** then **NEW REGISTRATION**. Click on **SELECT SCHOOL**, then Nevada and type GALENA to select our school. Click **SELECT ATHLETE** and then enter the information for your student-athlete or select your returning athlete's name. Please use the same full legal name the student is registered with at school; do not use nicknames, shortened names or a different last name. Make sure the athlete's address matches the address of their primary guardian in Infinite Campus.
- 3: SELECT YEAR/ SPORT.** Make sure you are registering in the correct school year. **NOTE:** It is best to register for all sports the athlete is interested in at this time. You can add sports later into the school year, but you must complete the majority of this process again. If the student-athlete thinks they may be interested in a sport, check that box now.
- 4:** Fill out the **GUARDIAN INFO**. Whoever is listed as Guardian 1 must also be the primary guardian listed in Infinite Campus and must reside at the same address as the athlete.
- 5:** Fill out the student's **HEALTH INSURANCE INFO** and a brief **MEDICAL INFO** questionnaire. If the student does not have health insurance, contact the GALENA Athletic Office for information on purchasing health insurance for HS athletes.
- 6: NEVADA QUESTIONNAIRE:** Click on the **NIAA TRYOUT CHECKLIST** and answer the questions by checking the boxes, typing your name and clicking **E-SIGN** that you have read each of the statements. Both the parent and athlete must e-sign. Next is the **HIGH SCHOOL CHECK**. Answer the questions based on your situation. There are many different questions to help make the process as efficient as possible. Check **YES** or **NO** to each question asked and follow the prompts. Read the questions carefully and answer honestly. Answers to these questions may have you complete a transfer application. The transfer process will tell you the student is ineligible until proof of eligibility is provided, this is normal, and documentation can be submitted later in the process. If your situation is not listed, please contact the GALENA Athletic Office for guidance. **Residential Affidavits:** There is a question about students living in the attendance zone on a residential affidavit (defined in RegisterMyAthlete). This is a unique situation and does not apply to most students. If you are unsure, please contact the Registrar's Office for clarification.
- 7:** If your athlete is new to GALENA, you must do a **GUARDIANSHIP AND RESIDENCY VERIFICATION**. Please answer the questions based on your situation. You will need to provide 2 current proofs of address. Any student from a divorced or separated household is also required to provide a copy of the complete divorce decree/custody agreement to prove that the parent living in the GALENA zone has custody of the child. They will also require two current proofs of address for this parent. If the parents have equal custody, the student will establish their athletic eligibility at GALENA upon completion of this verification. Once eligibility is established at GALENA, the student may not transfer to the zone school of the other parent without being subject to the NIAA transfer rules. The NIAA requires the full divorce decree/custody order that has been signed by the judge for this verification, families may redact information unrelated to custody if desired.
- 8:** You can accept or decline the **ADDITIONAL OPPORTUNITIES** then click on **ELECTRONIC DOCUMENTS**. Some of the **ELECTRONIC DOCUMENTS** are general to WCSD/NIAA, some are from GALENA and some are direct from the sport you are signing up for. **Parent & athlete must read and e-sign all acknowledging their understanding and agreement to abide by them.**

**PLEASE READ THE PHYSICAL INFORMATION ON PAGE 2 BEFORE GOING ONTO STEPS 9 & 10**

**9:** The **NIAA PHYSICAL FORMS** must be printed out (3 pages of forms with 1 direction sheet) by clicking the **DOWNLOAD** button. Two of the pages (Form B) will be completed by the student and parent before going to see the

# STUDENT-ATHLETE REGISTRATION INSTRUCTIONS

doctor. The doctor will sign off on the first two forms, and then complete the third form (Form D). Double check all forms for completion, make sure all questions are answered and forms are signed by the parent and athlete. After they are complete, all 3 forms must be scanned and uploaded back into your RegisterMyAthlete account by clicking the **UPLOAD** button. Free scanning apps are available on smartphones if you do not have a scanner. You can also upload **clear and unobstructed** pictures of the physical forms if necessary.

**10. The final step is to pay the athletic fee(s) to our school.** Fees *must* be paid with the GHS Bookkeeper (cash or check) *or* at GHS Web Store (debit or credit) during the first week of practice for all Fall, Winter and Spring sports.

- \$50.00 Athletic Transportation Fee
- \$25.00 Student Activity Fee
- \$5.00 Impact (Concussion) Assessment Fee
- \$5.00 Athletic Training and Supply Fee (\$50.00 Golf Fee if applicable)

Each sport has a **Spirit Pack** Fee. Check with the coach for cost and how to pay.

**ACADEMIC ELIGIBILITY:** All student-athletes must be enrolled in a minimum of 2 semester credits (4 classes) and have an unweighted **GPA of 2.0 or better in the semester prior to trying out for a sport.** All incoming 9th graders are eligible in the 1st semester of their freshman year, middle school grades do not factor into high school eligibility. Once an athlete makes a team, grade checks occur every 3 weeks during their season. Specific questions can be directed to the GALENA Athletic Office.

**ATHLETES ON SIGNATURE OR ZONE VARIANCES:** Students attending GALENA HS on a Signature or Zone Variance are considered “sub-varsity” for their first year **ONLY**. This means they can only be on the Freshman or JV team of a sport. Per NIAA regulations, seniors (12th grade) cannot be sub-varsity. Some sports are considered Varsity only and sub-varsity athletes are eligible to practice with the team but cannot compete in these sports their first year unless JV meets are available (cross country, golf, swimming & diving, tennis, track & field, ski). If a student on a signature variance is selected and/or offered an opportunity to play on a NIAA sanctioned varsity sports team, his/her freshman year, the student can **apply for a Magnet Variance** through the Signature & CTE Department. To apply for a Magnet Variance, please contact Julie Henderson [jhenderson@washoeschools.net](mailto:jhenderson@washoeschools.net) or call 327-3945.

**UNIQUE/ SPECIAL CIRCUMSTANCES:** If the living situation of the student-athlete/family is unique, please contact the GALENA Athletic Office for guidance.

## SPORTS PHYSICAL ADDITIONAL INFORMATION

**Incoming freshmen** must get a sports physical on the NIAA forms downloaded from the RegisterMyAthlete account or from the Galena High School office.

**Returning GALENA students that did NOT have an approved physical from the previous school year** must get a sports physical on the NIAA forms downloaded from the RegisterMyAthlete account.

**Returning GALENA students that had an APPROVED physical from the previous school year** may not need to get a new physical for this year. Physicals are good for two years from the date of the physical. Athletes can complete NIAA Health Questionnaire/Interim Form instead. Go to [niaa.com](http://niaa.com) and click on forms; scroll down to Physical (Form E) and print this form or pick up from the Galena H.S. office. Student & parent complete this form. If you checked NO to all questions, you can submit this completed and signed Form instead of a new physical (upload to RMA instead in place of the physical). If you checked YES to any of the questions on Form E, you must get a sports physical on the NIAA forms downloaded from your RegisterMyAthlete account.

**Transfer students new to GALENA:** If you have an APPROVED physical from the previous school year, you will need to submit your physical and also complete NIAA Form E. Go to [niaa.com](http://niaa.com) and click on forms; scroll down to Physical (Form E) and print/complete this form with your parent. If you checked NO to all questions, you can upload the completed/signed Form E **AND** your physical from the previous school instead of a new physical. If you checked YES to any of the questions on Form E, you must get a new sports physical on the NIAA forms you download from the RegisterMyAthlete account. If you do not have your physical from your previous school, you must get a new physical this year.

**QUESTIONS OR ADDITIONAL HELP:** Contact Greg Sakelaris, Athletic Director or Julie Schultz, Athletic Secretary  
EMAIL: [GSakelaris@washoeschools.net](mailto:GSakelaris@washoeschools.net) or [Jschultz@washoeschools.net](mailto:Jschultz@washoeschools.net) PHONE: 851-5630 Ext. 2