

STUDENT-ATHLETE REGISTRATION INSTRUCTIONS

New for the 2023-2024 school year: The NIAA has updated the physical forms that athletes are required to have completed. Any new physicals must be completed on the updated NIAA Physical Forms [NIAA Physical Forms - English](#), [NIAA Physical Forms - Spanish](#).

REGISTER IN AKTIVATE

Washoe County School District and Galena High School utilize **Aktivate** (formerly 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 complete most 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 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 H.S. Athletic Office for help. For step by step picture instructions, go to the NIAA website [Parent/Guardian Step-by-Step Guide to Aktivate](#).
2. Click on **START/COMPLETE REGISTRATIONS** then **NEW REGISTRATION**. Click on **SELECT SCHOOL** and type Galena to select our school. Click **SELECT ATHLETE** and enter the information for your new 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 register in the correct school year. It is easier to register for all sports the athlete is interested in for the entire school year. If you add sports later into the school year, you will have to complete most of this process again. If the student thinks they may be interested in multiple sports, check those boxes 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. Information for both guardians must be completed. **Note:** Please update the Infinite Campus Online Registration annually.
5. Fill out the student's **HEALTH INSURANCE INFO**. If the student does not have health insurance, contact the Galena Athletic Office for information on purchasing health insurance for HS athletes.
6. **NIAA TRYOUT CHECKLIST**. You will need to **E-SIGN** that you have read each of the statements. Both the parent and athlete must e-sign.
7. **HIGH SCHOOL CHECK**. Please read the statements carefully and answer accurately based on your situation. Indicate "YES" if the description describes your athlete's circumstances. (Statements appear one at a time, moving down to the next statement if "No" is answered.) If your situation is not listed, please contact the GALENA Athletic Office for guidance.
 - **Athletes on Signature or Zone Variance:** Students attending Galena H.S. 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 during their first year at Galena H.S. Per NIAA regulations, seniors (12th grade) cannot be sub-varsity. Some sports (Cross Country, Golf, Swimming & Diving, Tennis, Track & Field, Ski) 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.
 - **Home School/Concurrent Students:** All students who are home schooled **or** enrolled in a charter school must apply for a Galena H.S. Sports-Only enrollment with the Galena H.S. registrar to be eligible to participate in sports.
8. **GUARDIANSHIP AND RESIDENCY VERIFICATION**. Per NIAA regulations, all incoming 9th grade students and new students are considered Transfer students and must do a Guardianship and Residency Verification.
 - **Guardianship - Zoning for an Athlete with Two Households:** The NIAA requires a complete copy of the divorce decree/custody order (families may redact non-custody information), which has been signed by the judge to show that the parent who lives in the Galena H.S. area has primary legal and physical custody of the child. If the parents have joint legal and physical custody, the student will establish athletic eligibility at Galena H.S. by completing this verification. Once Galena H.S. eligibility is established, the student may not transfer to the other parent's zoned school without being subject to NIAA transfer rules.

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

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- **Residency Verification** – The NIAA requires two proofs of your current address (i.e., ID with current address, lease agreement/mortgage statement, utility bill showing both the mailing and service address, etc.)
 - **Residential Affidavits:** There is a question about students living in the attendance zone on a residential affidavit (defined in Aktivite). This is a unique situation and does not apply to most students. If you are unsure, please contact the Registrar's Office for clarification.
9. You can accept or decline the **ADDITIONAL OPPORTUNITIES** then click on **ELECTRONIC DOCUMENTS**. Some of the **ELECTRONIC DOCUMENTS** are general to WUSD/NIAA, some are from Galena H.S., 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.**
10. The **NIAA PHYSICAL FORMS (Updated for the 2023-2024 School Year)** must be printed out (5 pages) by clicking the **DOWNLOAD** button. All five pages need to be completed. Double check all forms for completion, make sure all questions are answered and forms are signed by the parent and athlete. The doctor will keep the first four pages in the students medical file (History form (2 pages) - completed by parent and athlete; Physical Examination Form (1 page) – completed by the doctor; and Athletes with Disabilities Form (1 page) – completed by parent and athlete). The Medical Eligibility Form (last page) will need to be completed by the doctor and must be scanned and uploaded into your student's Aktivite 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. Physicals are currently good for two years from the date of the physical.
- **All Incoming freshmen** must get a sports physical on the NIAA Physical Forms. Forms can be downloaded from Aktivite or from the Galena Athletic Page [NIAA Physical Forms - English](#), [NIAA Physical Forms - Spanish](#) or picked up in the Galena office.
 - **Returning GALENA students that do NOT have an approved physical from the previous school year** must get a sports physical on the updated NIAA Physical Forms.
 - **Returning GALENA students that have an APPROVED physical from the previous school year** will need to complete the [Interim NIAA Health Questionnaire - Form E](#) found on the NIAA.com website. The student and a parent will need to complete this form. If you check NO to all questions, you will need to upload the completed and signed form in Aktivite. If you checked YES to any of the questions on this form, you must get an updated sports physical with the updated NIAA Physical Forms completed. The completed forms must be uploaded into your Aktivite account.
11. **The final step is to pay the athletic fees to our school.** Fees *must* be paid prior to being rostered for a sport with the [GHS Bookkeeper](#) (cash or check) *or* at [GHS Web Store](#) (debit or credit). If an athlete is participating in a cut sport, fees need to be paid once tryouts have been completed. Athletes will not be eligible to be rostered until their athletic fees have been paid.
- \$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: To be eligible to play sports, the student-athlete must have:

- earned a minimum of two units of credit (passed at least four classes),
- failed no more than one class (0.5 unit) **and**
- achieved a 2.0 GPA or better on a non-weighted 4.0 scale during the preceding quarter or semester.

Students entering 9th grade are academically eligible for athletics the first 9-weeks of their freshman year.

Once an athlete makes a team, grade checks occur every 3-weeks during their season. All athletes are subject to a recheck for academic eligibility at the 9-week grading period during the fall and spring seasons, and the 1st semester grades during the winter season. If they meet the above academic eligibility requirements during the recheck, they remain eligible. If they fail to meet the academic eligibility requirements at the recheck, they lose their eligibility. They can regain their eligibility at the next 3-week grade check if they do not have an F's at this time. Specific questions can be directed to the Galena H.S. Athletic Office.

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