

LAS CRUCES PUBLIC SCHOOLS

ATHLETIC DEPARTMENT HANDBOOK

2015-2016

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**LAS CRUCES PUBLIC SCHOOLS
ATHLETIC DEPARTMENT
TABLE OF CONTENTS**

Section I - General Information

1.1	Introduction	1
1.2	Mission Statement	1
1.3	Compete with Class	1
1.4	General Guidelines	
	A. General laws - community and regulations – LCPS	1
	B. Agreement to abide to rules of NMAA and LCPS	1
	C. Responsibility to understand and comply with rules and regulations	1
	D. Regulations or guidelines for all circumstances	2
	E. Federal, state, NMAA, LCPS statues, rules, or regulations	2
	F. NMAA website	2
	G. LCPS website	2
1.5	Equal Opportunity	2

Section II - Legal Authority

2.1	Governance	3
2.2	New Mexico Activities Association	3
2.3	Administration of Athletics	3

Section III - Philosophy

3.1	Athletic Department Philosophy	4
3.2	Coaching Philosophy	4
3.3	Philosophy Of Competition	4

Section IV - Goals

4.1	Goals Of The Athletic Department	5
4.2	Goals Of The Athletic Director	5

Section V - Interscholastic Athletic Program

5.1	Administration	6
	A. Priority of school sanctioned activities	6
	B. Criteria for sanctioning a new interscholastic sport	6 - 7
	C. Criteria to be considered prior to the dropping of an interscholastic sport	7
5.2	School Personnel	7
	A. Recruiting	7
	B. Squad selection	7 - 8
	C. Participation in NMAA & LCPS sanctioned events	8
	D. Undue influence for participation	8 - 9
	E. Dismissal from the team	9
	F. Dual participation	9
	G. Senior participation	9
	H. Lettering	10
	I. Overnight contests	10
	J. Return from away games	10
	K. Sunday meetings	10
	L. Transportation	10
5.3	Athletic Trainers	11
	A. Injury or illness	11
	B. Accidents and injuries section	11

Section VI - Responsibilities And Legal Duties Of All Athletic Personnel

6.1	Responsibilities	12
	A. All athletic personnel	12-13
	B. Athletic Director	13
	C. Head coaches	13 - 15
	D. Assistant coaches	15
	E. Head Athletic Trainer	15 - 16
6.2	Legal Duties	16 - 18

Section VII - Coaches Employment And Guidelines

7.1	Employment	19
7.2	Coaches Assignment	19
7.3	Time Line To Hire Coaches	19
7.4	Coaches Licensure And Certification	19 - 20
7.5	Coaching Application Process	20
7.6	Authorization To Begin Coaching Duties	20
7.7	Evaluation Of Coaches	21
7.8	Evaluation Procedure	21 - 23
7.9	Change In Coaching Status	23
7.10	Coaches From Other High Schools	23
7.11	Coaches - Girl's Sports	23
7.12	Administrators And Counselors – High School Or Mid School	23
7.13	Investigative Procedure – Complaints Against A Coach	23 - 24

Section VIII - Extracurricular Activities Code Of Conduct

8.1	Code Of Conduct	25
	A. Purpose	25
	B. Right to apply provision	25
8.2	Required Behavior	25
	A. Use or possession of alcohol, drugs, or tobacco products	25
	B. High standards of conduct as a student and as a citizen.	25
	C. Commission of criminal or delinquent acts.	25
	D. Refrain from any form of "Hazing"	25
	E. Circumvention of any rules or guidelines	25
8.3	Violation Of Rules Governing Prohibited Or Regulated Activities.	26
8.4	Due Process	26
	A. Addressed by the principal	26
	B. Reasonable investigation	26
	C. Student's input	26
	D. Disciplinary action	26
	E. Written notice	26
8.5	Criteria To Determine If A Violation Of The Code Of Conduct	26
	A. Addressed by the principal	26
	B. Measurement by the Principal and Athletic Director	26
8.6	Consequences	27
	A. Accumulation of offenses	27
	B. Suspension from participation	27
8.7	Violation Of Tobacco Products, Alcohol, Or Drug Guidelines	28
	A. In effect	28
	B. Consequences for extracurricular activity participation	28
8.8	Use Of Steroids and Dietary Supplements	28
8.9	Violation Of Any Criminal Statute	29
	A. In effect	29
	B. Consequences	29
8.10	Appeal Process	29

Section IX - Student Eligibility

9.1	Initial Enrollment In High School	30
	A. Open enrollment choice	30
	B. Bona fide residence	31
	C. Transfer student	31
9.2	Eligibility	31
	A. Open enrollment choice	31
	B. Bona fide residence	31 - 32
	C. Transfer student	32
	D. Foreign students	32
	E. Additional eligibility	32
9.3	Charter, Home, and Private Schools	33
9.4	Scholastic Eligibility	34
	A. Requirements	34
	B. Academically ineligible player	34
9.5	False Information	34

Section X - Student Participation

10.1	Conditions Of Participation	35
	A. Participation criteria	35
	B. Clearance form	35
	C. Pre-competition practice requirements	35 - 36
10.2	Athletic Conduct Regulations – Compete with Class	36
	A. Extracurricular activities - Code of Conduct	36
	B. Student residence requirement	36
	C. School attendance on day of competition	36
10.3	8 th Grade Participation At The High School Level	36
	A. High school participation	36
	B. Open enrollment choice - current 8 th grade student	36
10.4	Summer Camps Or Summer Recreation Leagues	37

Section XI - Student Travel

11.1	In-town - LCPS Sanctioned Athletic Events	37
	A. Full and all legal responsibility	37
	B. In-town practices, games, or athletic events	37
	C. Transportation in the personal vehicle of a coach or athletic sponsor	37
11.2	Out-of-town - LCPS Sanctioned Athletic Events	37
	A. School district approved buses	37
	B. Student must use the school provided transportation	37

Section XII - Parent And Coach Expectations

12.1	Parent Involvement	38
	A. Direct communication with a coach	38
	B. Issues to discuss with a coach	38
	C. Issues not to discuss with a coach	38
	D. Expectations of parents	38
	E. Suggested spectator behavior	39
12.2	Coach's Communication With Parents	39
	A. NMAA and LCPS athletic policies	39
	B. Squad selection	39
	C. General team rules	40
	D. Criteria for earning a letter	40
	E. Injuries - procedure to follow	40

Section XIII - Booster Clubs And Fund Raising

13.1	Booster Clubs	41
13.2	Organization – Suggested Criteria	41
13.3	Role	41
13.4	Purchase Of Goods And Services By Booster Clubs	42
13.5	Fund Raising	42

Section XIV - Administrative Guidelines

14.1	Budget	43
	A. Annual budget	43
	B. Equipment	43 - 46
	C. Lodging	46
	D. Meals	47 - 48
	E. Supervisory personnel	49
	F. Game admission	49
	G. Game tickets	49
	H. Ticket sellers & takers	49
14.2	Scheduling	50
	A. Philosophy	50
	B. Criteria	50
	C. Scrimmages – Varsity	50
	D. Game limitations	51
	E. Season dates	51-52
14.3	Transportation	52
	A. Guidelines	52
	B. Procedure	52
	C. Criteria	52
14.4	Scouting, Clinics, Professional Leave	53

Appendix

Conditions For Athletic Participation	Appendix A
Pre-Participation Physical Examination Form (History)	Appendix B
Pre-Participation Physical Examination Form (Physical Examination)	Appendix C
Safety And Welfare Statement	Appendix D
Acknowledgement of Rules and Terms	Appendix E
Sport Concussion information	Appendix F
Parent/Court Appointed Legal Guardian Code of Conduct	Appendix G
Student-Athlete Code of Ethics and Conduct	Appendix H
Violation of Local School Discipline Plan for Student Behavior	Appendix I
LCPS P-Card Program Policy and Procedure	Appendix J-M

SECTION I

GENERAL INFORMATION

1.1 INTRODUCTION

This manual is designed to be a guide for student-athletes, parents, coaches, administrators, and all other school personnel of the Las Cruces Public Schools (LCPS). The Athletic Department makes a significant contribution to the total education of the students in this district. It is our hope that the content of this handbook will assist in the direction of the Athletic Program and in the clarification of guidelines, practices, and ultimately the improvement of all athletic activities.

This handbook is not intended to be all-inclusive; however, policies and procedures given here will be followed completely. It is the belief of this administration that participation in athletics means more than competition between two individuals or two teams representing different high schools. It teaches fair play and sportsmanship; understanding and appreciation of teamwork; and that win or lose, hard work means success. The conduct of an athlete, coach, or parent is closely observed in many areas of life; it is important that their conduct be above reproach. It is the responsibility of coaches, parents, and the athletic administration to develop and implement “Compete with Class.”

1.2 MISSION STATEMENT

The LCPS Athletic Department is committed to excellence in academics and athletics. We are dedicated to “Compete with Class,” to adhering to the rules of competition and sportsmanship, and to meeting the needs and interests of the student athletes of the Las Cruces community.

We understand that participation in athletics is a privilege. We gladly accept our responsibility to be role models, to exercise self-discipline, and to be hardworking, prepared, persevering, empathetic, courageous, fair and self-sacrificing individuals. We will give our best effort in all that we do for ourselves and for our team. We will win or lose with grace and honor and strive through athletic participation to bring pride and respect to our community, school, sport, athletes, adversaries, and ourselves.

1.3 “COMPETE WITH CLASS”

The LCPS Athletic Department is dedicated to the NMAA’s Sportsmanship Program “Compete with Class” and its core values of respect, integrity, and responsibility

We have the shared responsibility of teaching our student-athletes and their parents that winning, as a goal in itself, is failure-oriented. True success involves the development of sport and lifetime skills that can make players and spectators feel like winners after every game, regardless of the score. The values that are instilled and reinforced through “Compete with Class,” are values and life skills that will serve our community for years to come. It is our responsibility to educate and prepare our youth for the future.

1.4 GENERAL GUIDELINES

- A. Student-athletes are subject to the general laws of the community and state.
- B. Student-athletes, by participating in interscholastic sports, agree to abide by and be subject to the athletic and extracurricular activities regulations of the LCPS and the New Mexico Activities Association (NMAA).
- C. It is the responsibility of the student-athlete and his or her parent(s) or court appointed legal guardian(s) and athletic personnel to understand and comply with all rules and regulations. The word “parent(s)” refers to parent(s) who have legal custody of the student. The phrase **“court appointed legal guardian(s)” refers to a person who has been appointed by a court of competent jurisdiction.**

- D. It is understood that it is impossible to have a regulation or guideline for every possible circumstance. Student-athletes and parent(s) or court appointed legal guardian(s) should use discretionary judgment in dealing with individual situations not covered by this Athletic Handbook or within the confines of the NMAA or LCPS.
- E. These guidelines shall not supercede federal, state, NMAA, OR LCPS statues, rules, or regulations.
- F. NMAA rules and regulations can be found on their website: (www.nmact.org).
- G. The LCPS Athletic Department Handbook may be found on the website: (<http://lcps.k12.nm.us/Departments/Athletics/index.shtml>)

1.5 EQUAL OPPORTUNITY

It is the expressed policy and purpose of the LCPS to provide educational and employment opportunities without regard to race, color, creed, sex, ethnicity, national origin, religion, age, ancestry, disability, or any other prohibited basis, in conformity with laws of the United States and the State of New Mexico.

SECTION II

LEGAL AUTHORITY

2.1 GOVERNANCE

Interscholastic Activities are governed by the rules and regulations of the New Mexico Activities Association (NMAA) and the Las Cruces Public Schools (LCPS).

2.2 NEW MEXICO ACTIVITIES ASSOCIATION

The NMAA was formed in 1921 as a private/non-profit organization whose principle purpose is the regulation, direction, administration, and supervision of interscholastic activities in the State of New Mexico. The NMAA prides itself in its leadership, providing educational and social experiences for the students and communities of New Mexico. The NMAA has taken a leadership role nationally in several areas, including sportsmanship, media relations, coaches' preparation, and interscholastic activities.

Rules and regulations are established through a referenda process. Referenda are proposed to the NMAA Commission, and if approved, sent to the member schools. The Board of Directors considers the results of the referenda and then may approve, disapprove, or take independent action. Alignment and classification issues are the purview of the Board.

2.3 ADMINISTRATION OF ATHLETICS

The Superintendent or his/her designee, and the High School Principals, and the LCPS Athletic Director, and LCPS Assistant Athletic Director, and High School Athletic Coordinators are responsible to the LCPS and NMAA for all matters pertaining to the administration of all interscholastic activities.

SECTION III

PHILOSOPHY

3.1 ATHLETIC DEPARTMENT PHILOSOPHY

“Teamwork is the fuel that allows common people to achieve uncommon results.”

- Unknown

Teamwork begins with parents, teachers, and coaches working together to promote athletics as an extension of the educational process. Athletics should reinforce the importance of academics and classroom achievement. Athletics provides a venue and an opportunity for adults to encourage character building, risk taking, and the development of life skills through sports. Hard work, commitment, responsibility, and dedication are building blocks not only for athletic success, but also for building successful adults. Through teamwork, adults can take common students, and enable and empower them to achieve uncommon success.

3.2 COACHING PHILOSOPHY

To involve as many students as possible in competitive athletic programs by:

- Understanding individual needs.
- Creating an open line of communication with the student-athlete.
- Believing that the welfare of the athlete is first and foremost.
- Respecting and recognizing the different ideals, beliefs, and goals of each athlete.
- Creating a positive atmosphere among all individuals.
- Motivating and inspiring each individual to perform to the best of his or her ability.
- Making the athletic program a positive, worthwhile, and enjoyable experience for all players, coaches, officials, parents, staff, and community partners.

3.3 PHILOSOPHY OF COMPETITION

The athletic programs of the LCPS are designed to provide an essential part of the total educational process. The primary reason young athletes choose to participate in sports, with and against each other, are to have fun through healthy competition. Every athlete should be given an opportunity to learn and improve his or her knowledge, etiquette, and skills of the game. We believe that competing to win is important however; the greater value lies in competing with honor, practicing good sportsmanship and being gracious through victory or defeat.

SECTION IV

GOALS

4.1 GOALS OF THE ATHLETIC DEPARTMENT

- A. Strive to develop and maintain comprehensive athletic programs, which seek the highest development of all participants, and respect the individual dignity of every athlete.
- B. Provide athletic programs that will enhance the educational mission of the LCPS.
- C. Develop and strengthen character and enhance positive life skills of athletes.
- D. Consider the well being of all students as fundamental in all decisions and actions.
- E. Cooperate with the schools and administrative staffs in establishing, implementing, and supporting district policy.
- F. Provide opportunities for students to build and exhibit skills and to increase student participation.
- G. Provide opportunities to compete with and against others in preparation for a competitive society.
- H. Provide opportunities for student-athletes to develop citizenship skills through involvement in community service activities.

4.2 GOALS OF THE ATHLETIC DIRECTOR

- A. Administer, support, and model the policies of the NMAA and the LCPS through management and leadership of the LCPS Athletic Department.
- B. Provide a solid and comprehensive athletic department that meets the needs and interests of all students.
- C. To promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the ethical principles of "Compete with Class."
- D. Increase athletic participation and health awareness.
- E. Continue to develop an athletic department that fosters success and support within the community.
- F. Develop an athletic philosophy and department that will be flexible to the growth and needs of the LCPS and the Las Cruces community.
- G. Hold the honor of the education profession by fulfilling professional responsibilities with honesty and integrity.
- H. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations, national conferences and workshops.

SECTION V

INTERSCHOLASTIC ATHLETIC PROGRAM

5.1 ADMINISTRATION

A. Priority of School Sanctioned Activities

1. Season is defined as:
The dates scheduled for regular season practice and/or competition, through the LCPS Athletic Department.
2. Multi-sport participants:
 - a. Priority is given to year round sport programs.
 - b. School year sports are defined as:
 - 1) Year round
 - 2) In-Season
If a participant chooses to participate in another school year activity without the permission of the Head Coach, he or she will be declared ineligible for the remainder of the current sport season.
 - 3) Off-Season
Priority is determined as to the next participant season as sanctioned by the NMAA.
 - c. Summer activities - Priority
 - 1) Year round sports
 - 2) Fall sports
 - 3) Winter sports
 - 4) Spring sports
3. Facilities – Priority
 - a. During the school year:
 - 1) In-season sports
 - 2) Off-season sports
 - 3) Community programs
 - b. Summer:
 - 1) Fall sports
 - 2) Winter sports
 - 3) Spring sports
 - 4) Community programs

B. Criteria for Sanctioning a New Interscholastic Sport:

1. Funding - Funding must be made available through the LCPS Operational Budget. Current sports, or the level of current sports, cannot be cut in order to add an additional sport or sub-varsity level sport.
2. Sport - The sport, by its nature, must be a competitive athletic activity, which requires a high level of physical conditioning, training, and skill.
3. Student Interest - There should be an indication of strong student interest, not just in terms of participation but also spectator interest.
4. New Mexico Activities Association - The sport must be sanctioned by the NMAA.
5. Competition - There must be organized interscholastic competition at the district and state levels.

6. Facilities - Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing athletic programs.
 7. Coaches - It must be possible to secure competent, **licensed coaches**.
 8. Growth - Consideration must be given to the potential growth of the sport.
 9. Scheduling - The potential for scheduling competition on a district and/or regional basis will be a top priority.
 10. Equal Opportunity - Priority will be given to those sports that best equalize the opportunities for both girls and boys.
- C. Criteria to be considered prior to the dropping of an interscholastic sport:
1. Student Interest - In terms of participation, student interest declines to an unsatisfactory level.
 2. Sanction – The NMAA does not sanction the sport.
 3. Coaches - It becomes impossible to secure competent, **licensed coaches**.
 4. Competitiveness - The competitive level of the sport is unsatisfactory.
 5. Facilities - Adequate facilities do not exist, or the use of existing facilities conflicts with other athletic or academic programs.
 6. Funding - Adequate funding is no longer feasible, particularly in view of participation numbers.
 7. Scheduling - At the local or regional level becomes increasingly difficult due to transportation costs and conflicts.
 8. Revenue - The sport has little or no opportunity to generate revenue.
 9. Tradition or Community Interest - The sport has special historical, tradition, or other significant interest to the school and community.

5.2 SCHOOL PERSONNEL

A. Recruiting

Please refer to Section 10.3 C

B. Squad Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participating in the athletic program, we encourage coaches to keep as many squad members as they can without compromising the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for any particular sport. However, we strive to maximize the opportunities for our students without diluting the quality of the program.

1. Selection Process:
 - a. Responsibility
 - 1) Choosing the members of a team is the sole responsibility of the Head Coach.
 - 2) Junior varsity and 9th grade coaches will take into consideration the policies as established by the school district and Head Coach when selecting players for their rosters. The Head Coach will have the final determination in selecting sub-varsity level squad members.

- 3) Prior to trying out, the coach will provide the following information to all team candidates and their parent(s) or legal guardian(s):
 - a) Dates of try-out period
 - b) Criteria used to select the team
 - c) Number to be selected
 - d) Practice times and commitment if they make the team
 - e) Game schedules
- b. Procedure
 - 1) When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a) **Have competed in a minimum of 5 regularly scheduled practice days. (Exception: 10 days for football, 3 days for fall sports if 1st game occurs on Tuesday of 2nd Week of official season)**
 - b) Have performed in at least one intra-squad game or scrimmage.
 - c) Be personally informed of the cut by the coach and the reason for the cut.
 - 2) Cut lists are not to be posted.
 - 3) Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
 - 4) If a coach foresees difficulties arising as a result of squad cuts, he or she should discuss the situation with the school's Athletic Coordinator.
2. Summer Camps and/or Summer Recreation Leagues
No athlete may be required, as a condition of making the team, to attend camps or participate in summer recreation leagues.

C. Participation in NMAA & LCPS Sanctioned Events

1. LCPS student-athletes may only compete in NMAA and LCPS sanctioned events. **A sanctioned event is a contest that is scheduled through the LCPS Athletic Department.**
If a student-athlete competes in a non-sanctioned athletic event, the event will count toward the maximum number of NMAA allowable events for that sport.
2. Participation in NMAA and LCPS sanctioned athletic events by students below the 9th grade:
 - a. (Youth participants in 8th Grade), individually or as a team, may not compete unattached or participate in competitive exhibition events at the same location and facility and on the same day or night of a sanctioned NMAA or LCPS scheduled athletic event. Youth participants are not allowed to practice or be a part of a high school athletic team.
Exception: School district teams may compete against 8th grade students only in NMAA sanctioned high school events that allow 8th grade participation on the varsity level. The LCPS Board Policy allows for 8th grade student participation in the following sports: swimming, tennis, golf, cross-country, wrestling, and track(only if student-athlete ran varsity XC). These 8th grade participants must meet all NMAA and LCPS Athletic Department eligibility rules.
 - b. Participants involved on a school district team may not compete as a team member or individual against a team or individual below the 9th grade level.
3. LCPS district teams or individual student-athletes cannot compete in practices, scrimmages, or games against club teams.

D. Undue Influence for Participation

It is the philosophy of the Athletic Department that the athlete shall enjoy as many sport seasons as the student-athlete and his or her parent(s) or legal guardian(s) wish, without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.

Member schools agree to conduct their interscholastic performance and athletic activities according to the rules and regulations of the National Federation of High School Associations. It is the duty of the school administration to address the particular situation where there is a question of undue influence.

The use of any of the following inducements constitutes undue influence:

1. Participant living with coach, principal, teacher, or school official without court appointed guardianship.
2. Any inducement to get parents or students to change residence for athletic purposes.
3. Offer or acceptance of money.
4. Reduction or remission of regular tuition (other than need-based financial aid available to all applicants).
5. Offer or acceptance of room, board, or clothing including athletic shoes.
6. Offer or acceptance of money for work in excess of amount regularly paid.
7. Transportation to school by any school official.
8. Offer or acceptance of school privileges not normally granted to other students.
9. Free or reduced rent for parents or court appointed legal guardians.
10. Offer of payment of moving expenses for parents or court appointed legal guardians.

E. Dismissal from the Team

1. **If an athlete is dismissed from a team for disciplinary reasons or quits, after having made the team, during the season, he or she will not be allowed to participate in another school sport until the completion of the season of the sport in which they were a member of the team.**

Intent of Rule: Student-athletes are held to the values found in “Character Counts” and “Pursuing Victory With Honor” emphasizing commitment and responsibility to others.

2. **If an athlete is dismissed from a team for disciplinary reasons or quits a team during the season, he or she may not participate in athletics at another LCPS high school for 180 school days or 365 calendar days.** The 180 school days or 365 calendar days are determined by using the official LCPS school calendar and do not include summer school days.
3. Any athlete who is cut from a team after a try-out period is eligible to try-out for another sport immediately.

F. Dual Participation:

Is defined as a student-athlete participating simultaneously on both a school-sponsored team and on a club or non-school team during the school year.

1. A Principal may grant permission to a student wishing to participate simultaneously in school and non-school competition as an individual and/or team member **if ALL of the following conditions are met:**
 - a. Prior to the beginning of the non-school scheduled competition in that sport, a list of participants and dates of non-school competition(s) must be presented to the principal by either the non-school organization or the student.
 - b. There is not a conflict with the school’s scheduled practice or competition in any sports. The Principal will settle the conflict, if any exists.
 - c. The NMAA determines game limitations by sport and season from the first day of permissible legal practice and leading up to the state championship. Those game limitations may not be exceeded.

2. Penalty

Any student participating in non-school competition without written permission from his or her Principal shall be ineligible for school competition as per the NMAA. The student-athlete’s ineligibility is for that particular sport season only.

G. Senior Participation

Seniors are not permitted to play in any sanctioned school district junior-varsity athletic contest.

H. Lettering

Awards from the school, NMAA, or Booster Club (limited in value as stated in the NMAA Handbook) shall be given to participants in interscholastic activities. If unapproved awards are offered and accepted by a participant, that participant may jeopardize their eligibility and amateur status. Student-athletes, parent(s) or court appointed legal guardian(s) should become familiar with the policies and procedures outlined by their respective coach, for earning letters or receiving team awards and recognition.

1. It is the responsibility of the head coach to establish the criteria for lettering. All criteria must be on file with the Principal and Athletic Coordinator.
2. All participants must be informed of the requirements necessary for lettering before the start of the season.
3. A student-athlete will be given one (1) varsity letter. Subsequent letter awards earned will be awarded in the form of pins.

I. Overnight Contests

When members of the coaching staff are of the opposite gender of team members, the Head Coach must provide a school district employee as a sponsor or chaperone for overnight trips. The Head Coach must notify the school administration with the name of the designated sponsor or chaperone. It is strongly encouraged for the Head Coach to provide a sponsor or chaperone on all out of town trips.

J. Return from Away Games

Once eliminated or immediately after the conclusion of a championship event; teams playing in invitational, district, and state tournaments will be **expected to return to Las Cruces the day of the contest, or immediately after the conclusion of a championship event.** This rule may be waived by the Athletic Department pending game time of the championship event, mode of transportation, or other special circumstances.

K. Sunday Meetings

Any practice sessions, meeting, film session, or organized activity involving any player or players on Sunday is strictly prohibited unless prior permission has been granted by the LCPS Athletic Director.

(Note: Head Coach must notify the campus Athletic Coordinator **prior to asking for approval from the District Athletic Director.)**

L. Transportation

1. Summer Camps or Recreational Leagues:
 - a. Summer camps or summer athletic events are not sanctioned by the Las Cruces Public Schools.
 - b. The use of school district transportation to attend such activities is prohibited.
 - c. The use of private vehicles by coaches and/or parents to attend such activities is not sanctioned by the LCPS nor is it the responsibility of the Las Cruces Public Schools.
2. Sanctioned Athletic Event:
 - a. Before and after a trip, the Head Coach or designee coach shall inspect the vehicle. The Head Coach or designee is responsible for making sure that all trash and equipment are removed from the vehicle at the completion of the trip.
 - b. The bus driver will make the final decision if there is a question as to the safety for travel.

5.3 ATHLETIC TRAINERS

A. Injury or Illness:

An athlete must report an injury or illness to the Head Athletic Trainer.

1. If an athlete is injured or ill and seeks medical care, the athlete must obtain a release from the attending medical practitioner prior to resuming play. The release must be signed and dated by the attending medical practitioner.
2. The Head Athletic Trainer, considering the advice of a medical practitioner, shall determine the participation status of the athlete.

B. Accidents and Injuries

Any time an athlete is injured there must be an accident report form filled out and on file with the Head Athletic Trainer. This form is necessary even if the injured person does not go to the doctor or hospital. It is the responsibility of the Head Athletic Trainer to have a supply of the accident forms. In the event the Head Athletic Trainer is not present, the Head Coach or his or her designee has the responsibility to see that the above procedure is carried out along with any designated campus procedures for reporting accidents.

SECTION VI

RESPONSIBILITIES AND LEGAL DUTIES OF ALL ATHLETIC PERSONNEL

6.1 RESPONSIBILITIES

A. All Athletic Personnel must:

1. Be familiar with the policies of NMAA and LCPS.
2. Know NMAA and LCPS rules and guidelines, and follow them to the letter with emphasis on Compete with Class.”
3. Be aware of the eligibility status of participants in your school and sport. Immediately notify the Principal and Athletic Director when an eligibility issue occurs.
4. Ensure that all student-athletes are treated by all athletic personnel with a high degree of professionalism and ethical behavior.
5. Conduct self in a manner, both on and off the field, which will bring credit to self, team, and school. Model – “walk the talk.”
6. Be friendly and responsive to people in the community.
7. Follow the chain of command when dealing with problems or athletic issues.
8. Immediately inform the Principal and Athletic Director when there is a serious problem involving athletics.
9. Report inappropriate behavior of an administrator, coach, or player to the Principal and Athletic Director.
10. Respect confidentiality and loyalty when dealing with internal problems or situations, which might exist with a player, team, or other staff member.
11. Cooperate with teachers and administrators.
12. Promote and support athletic and activity programs that involve your school.
13. Attend coaches meetings and clinics for professional growth.
14. Not allow anything outside of school to interfere with your work or with the young people you have been hired to coach.
15. Assure that illegal recruiting is not occurring with your staff, within your school or school district.
16. Inspect athletic facilities on a regular basis and immediately report any discrepancies or perceived dangers to the Principal and Athletic Director.
17. Not allow facility keys to be given to any student or community member.
18. Not allow community members to use facilities, unless proper school district procedures have been completed. (Approved Building Use Form on file.)
19. Ensure that school purchased uniforms and equipment are returned at the end of the season. Uniforms and equipment should be worn and used only for school practice and games; they are not to be given to the athlete to be used elsewhere, such as club team play or practice.
20. Ensure that school equipment and uniforms are not given to or sold to a player, parent, booster club, etc.

21. Ensure that appropriate school district designated school colors are used when ordering uniforms for athletic contests (Must be approved by the Principal.)
22. Seek the advice of the athletic trainer for participation status of an injured athlete.
23. Defer to the athletic trainer the responsibility of participation status of an injured athlete.
24. Assume responsibility to contact the athletic trainer for consultation on the status of an injured athlete.
25. Follow the NMAA and LCPS drug policy in reference to steroid and supplements non-usage.
26. Refrain from promoting, selling or administering any performance enhancing drugs, painkillers, depressants, etc.

B. Responsibilities of the Athletic Director

1. Direct the interscholastic athletic program to adhere to the policies of the Public Education Department (PED), NMAA, and LCPS.
2. Promote the athletic program or athletic-related programs of our high schools and mid-schools within the community.
3. Provide an effective communication procedure with coaches, educational personnel, and the community.
4. Work with coaches and building administrators to develop accountability and a positive atmosphere within the athletic organization.
5. Develop, control, and monitor the athletic department budget.
6. Schedule athletic contests and coordinate use of facilities.
7. Make travel arrangements and develop travel regulations and guidelines for athletic activities and events.
8. Supervise the operation and administration of the Field of Dreams.
9. Promote the achievements and opportunities of the athletic program.
10. Establish standards of quality and quantity for equipment and supplies.
11. Actively represent the LCPS District in athletic business at community, district, and state meetings.

C. Responsibilities of Head Coaches

The Head Coach is responsible for his or her assigned school sports program. The Head Coach is held accountable to strictly enforce and follow the rules of the NMAA and the LCPS. **The Head Coach is directly responsible to the Principal and Athletic Coordinator.**

The Head Coach shall be directly responsible for:

- Verifying that **all** assistant coaches (paid or volunteer) are currently licensed and have been cleared through human resources, before allowing them to work with students.
- Player eligibility
- Equipment and inventory
- Knowledge of local, district, and state rules and regulations
- All assistant coaches (paid or volunteer) and their individual evaluations.
- Overall supervision of the sports program
- In conjunction with the Head Athletic Trainer, ensure that all required parental and insurance forms and the current physical examination are complete.

The Head Coach shall have the right to assign duties and responsibilities to assistant coaches with the approval of the Principal and Athletic Coordinator. **However, volunteer coaches may not be assigned to fulfill the coaching assignment or duties of an incremented coach hired by the LCPS district.**

1. Professional Responsibilities:

- a. Be familiar with and follow the policies and guidelines of the NMAA and the LCPS.
- b. Submit information to the Principal, Athletic Coordinator, or Athletic Director as required by the NMAA and LCPS.
- c. Be responsible for the entire athletic program, grades 9 - 12.
- d. Model sportsmanship as promoted through "Compete with Class" for self, staff, team, and community.
- e. Assume responsibility for the conduct and well being of all players and set high standards for academic achievement and school attendance.
- f. Ensure that all student-athletes are treated with a high standard of professionalism and ethical behavior by each member of the coaching staff.
- g. Ensure proper ethical behaviors are modeled by your staff and team - "Compete with Class."
- h. Refrain from using foul language, do not allow the use of foul language by staff or student-athletes.
- i. Hold a pre-season meeting with athletes and their parents to discuss philosophy and guidelines of the program and to inform the athletes and parents of their responsibilities and commitment once the student-athlete enters your athletic program.
- j. Create a parent and player handout to address your coaching philosophy, expectations for acceptable behavior in the classroom, practice and games, squad selection process, and earning playing time.
- k. Promote the athletic program and participation in the mid-schools, elementary schools, and city sponsored athletic programs.
- l. Observe and evaluate the entire program and make recommendations to the Principal and Athletic Director
- m. Direct internal problems to the Principal and/or Athletic Coordinator.
- n. **If a serious problem exists, immediately inform Principal, Athletic Coordinator, and Athletic Director.**
- o. Encourage athletes to participate in other sports.
- p. Cooperate with and be responsive to the needs of other coaches on campus and their athletic programs.
- q. Establish rapport and cooperation with members of the athletic staff, teachers, administration, and community.
- r. Provide positive communication and exhibit positive public relations skills.
- s. Enforce and support the "CODE OF CONDUCT" and "Compete with Class."
- t. Ensure that illegal recruiting of athletes does not occur within your sports program.

2. Coaching Responsibilities:

- a. Supervise assistant coaches and assign their respective duties and responsibilities.
- b. Participate in all scheduled athletic contests within your athletic program.
- c. Compete in the contests as scheduled by the Athletic Department.
- d. Instruct participants in safety-related issues and the need for reporting injuries to the Head Athletic Trainer.
- e. Support the decision of the Head Athletic Trainer in regard to injury assessments for participation.
- f. Ensure that an athlete does not participate during in-season, off-season, summer workouts, or the athletic class until the Head Coach receives a "Right to Participate" form from the Athletic Trainer.
- g. Establish and implement an off-season program to give your student-athletes a better opportunity to improve their skills and to develop their strength and agility.
- h. Supervise weight room, **at all times**, when an athlete in your sport is working out.
- i. Develop and enforce individual and team discipline and control, consistently and fairly.
- j. Use coaching strategies that represent technical knowledge and reflect the ability to create, utilize, react to different contest situations, and to develop problem-solving skills.
- k. Use coaching methods that represent an up-to-date philosophy, the ability to analyze and correct errors, and the employment of sound teaching skills and techniques.
- l. Implement a "Game Plan" that is consistent with the available talent, reflects the capability to make game adjustments that best suit team and game conditions, and utilizes the selection of appropriate strategies and tactics according to varied skill levels of student-athletes.

3. Related Coaching Responsibilities:
 - a. Remain in and supervise the locker room or gym until all players leave the building.
 - b. Secure facilities after use (i.e. locker room, equipment room, showers, lights, building, etc.)
 - c. Issue, collect, and store equipment.
 - d. Submit inventory, equipment requests, and transportation requests to the athletic office by the deadline established by the Athletic Director (2 Weeks after Season officially ends). **Inventory must be turned in to the Athletic Coordinator and verified prior to relinquishing a Head Coaching assignment. The Head Coach will be held liable for missing equipment, uniforms, etc. unless a police report is on file, with the Athletic Coordinator, documenting the missing property as stolen.**
 - e. Coordinate and oversee all tournaments and meets scheduled to be hosted by your school.
 - f. Develop criteria for earning a letter.
 - g. Present athletic awards according to school protocol and procedure.
 - h. Attend and promote other school activities – concerts, drama, student government, dances.
 - i. Attend all home contests (9th-12th) played within your sports program unless they are in direct conflict with your scheduled practice or game times.
 - j. Ensure that the year-end report to the NMAA and the Athletic Director is completed and turned in by the designated deadline.
 - k. Perform other duties as may be required and/or assigned by the school administration.
 - l. Contribute to fund raising activities for maintenance and repair of equipment in the weight room.
 - m. Make sure there is approved coach on bus at all times acting as a supervisor on athletic trips.

D. Responsibilities of Assistant Coaches:

The Head Coach deserves your loyalty to develop and maintain a successful program. If there is a question or concern, talk to the Head Coach, Principal, or Athletic Coordinator. If you are an assistant in more than one sport, be committed and enthusiastic in all sports. An in-season sport has priority over an off-season sport.

1. Attend meetings that are deemed necessary by the Athletic Department and/or Head Coach.
2. Attend and take an active part with in-service training provided by the Head Coach.
3. Be familiar with and follow the policies of the NMAA and LCPS.
4. Teach “Compete with Class” and model good moral and ethical behavior for athletes.
5. Encourage athletes to participate in other sports.
6. If not coaching an in-season sport, work in the off-season and summer program.
7. Assist in consistently enforcing individual and team discipline.
8. Be loyal to the Head Coach, his or her athletic program and philosophy.
9. When possible, attend all levels of home contests in the sport you are coaching.
10. Attend and support other activities within the school.
11. Teach fundamentals, techniques, game plans, etc. as directed by the Head Coach.
12. Assume responsibility by assisting the Head Coach in performing assigned duties.
13. Perform other duties as may be required and/or assigned by the Head Coach or school administration.

E. Responsibilities of the Head Athletic Trainer:

(The Head Athletic Trainer is directly responsible to the Principal and Athletic Coordinator.)

1. Initiate and develop a comprehensive student-athletic training program (Sports Medicine) within the high school curriculum. Enabling students to learn and experience the importance of the athletic trainer and to allow for student-athletic trainer services to be provided for the high school athletic teams.

2. Establish a record keeping system for each student-athlete participant. Assure that all required participation documents are completed, signed, and filed.
 - a. Physical Examination (Must be signed by a medical practitioner who is licensed to practice medicine in the United States.)
 - b. Documentation - Safety and Welfare Statement
 - 1) Permission to Participate in Interscholastic Athletics
 - 2) Acknowledgment of Injury Risks
 - 3) Personal Medication Notification
 - 4) Insurance
 - c. Acknowledgement of Rules and Terms of Athletic Participation
 - d. Emergency Information Card
3. Issue a "Right To Participate" Form to Head Coaches to authorize the clearance for athletic participation by an individual student-athlete.
4. Evaluate and treat injuries received during athletic participation.
5. Evaluate and determine participation limitations for injured athletes.
6. When necessary, utilize advice from a licensed physician to determine and assess the participation status for an injured athlete.
7. Develop and supervise rehab programs for injured athletes.
8. Do not allow an athlete to participate who is under medical care from a physician until the Head Athletic Trainer receives a written release from the physician.
9. Continually assess and observe athletes for symptoms and signs of illness or injury that could suggest the need for a referral to a physician.
10. Provide appropriate safety instruction and assist the Head Coach with safety checks of equipment.
11. Immediately notify the Athletic Coordinator if a coach does not cooperate or comply with training regulations as established by the LCPS or LCPS Athletic Department.
12. Advise school administration and coaches in regards to measures for preventing the spread of infectious diseases, maintaining good hygiene and healthy sanitation practices in showers, locker rooms, and playing areas.

6.2 LEGAL DUTIES

The commitment of the LCPS Athletic Department is to produce the safest environment possible for the student-athlete. In order to reach this objective, we have defined these duties:

- A. Properly plan the activities for the athletes participating under the coaches' supervision.
 1. Develop a season plan using progressions appropriate for the athlete's skill levels.
 2. Assess players to determine their physical capacity, strength, and endurance.
 3. Develop and maintain written practice plans.
 4. Adapt plans to meet individual needs.
 5. Don't deviate from plans without good cause.
 6. Keep records of your planning and assessments.

- B. Provide proper instruction. A coach has a duty to teach skills correctly, sequentially, and thoroughly.
 - 1. Attend clinics and keep abreast of current instructional standards for the sport.
 - 2. Teach skills, strategies, and rules in accordance with accepted standards and methods for the sport.
 - 3. Make instructions clear, consistent, and complete.
 - 4. Head Coaches have the responsibility for supervising and instructing their staff members.
- C. Provide a safe, physical environment by inspecting the school facilities that are used by your athletes.
 - 1. Develop a procedure for inspecting facilities and equipment used in the sport.
 - 2. Note, report, and remedy hazardous conditions through implementation of regular inspections.
 - 3. Give precise rules for using facilities safely.
- D. Provide safe, adequate, and properly maintained equipment and explain its proper use.
 - 1. Follow the equipment purchase process of the LCPS Athletic Department.
 - 2. Teach athletes how to fit, use, and inspect their equipment.
 - 3. Inspect equipment on a regular basis.
 - 4. Allow only qualified people to fit, install, adjust, or repair equipment.
 - 5. Warn players of potentially hazardous equipment. Give verbal and written instructions on how to properly use the equipment.
 - 6. Be aware of changes in equipment standards.
- E. Match athletes so they are not placed in situations where they are at a huge physical disadvantage.
 - 1. Because of extensive discrepancies between athletes in size, strength, maturity, skill, experience, and age; do not place athletes in a situation where the risk of injury is increased.
 - 2. Enforce NMAA and LCPS eligibility rules. They are intended to provide equitable competition.
 - 3. Modify the drill or practice structure to address mismatches in ability, strength, and skill levels.
 - 4. Be especially alert to mismatches between genders, athletes recovering from injuries, and for athletes with disabilities who may require modifications for their activity.
- F. Evaluate athletes for injury or incapacity to participate, to insure that they are in satisfactory health for athletic participation.
 - 1. Follow the procedures for participation as established by the LCPS Athletic Department.
 - 2. Do not allow athletes to participate in any activity until he or she has been cleared to participate by the Head Athletic Trainer.
 - 3. Use extraordinary judgment in identifying athletes who are injured or ill and should not participate.

- G. Supervise the activity closely. The extent of supervision is dependent upon the nature of the activity, contact or non-contact; the age, capacity, experience, number of participants; and their skill levels.
1. Classification of proper supervision:
 - a. General Supervision
 - 1) Required for low-risk activities – little or no physical activity.
 - 2) Required to be in the area of the activity to see and hear what is happening.
 - 3) Required for preparation areas to include locker rooms and playing facilities both before and after an event.
 - 4) Normally an observational duty as opposed to a hands-on duty.
 - b. Specific Supervision
 - 1) Direct supervision at the immediate location of the activity.
 - 2) Should have a direct/close proximity to the participants.
 - 3) The more inherent danger of the sport, the more specific the supervision.
 - 4) Used for high-risk activities.
 2. Fulfilling the duty
 - a. Always provide general supervision for all facilities and activities being used by the team.
 - b. Provide specific supervision when teaching new skills and when the risk of injury increases.
 - c. Anticipate dangerous situations and be positioned to prevent them from occurring.
 - d. Use posters and signs to support but not replace supervision.
 - e. Do not condone reckless or overly aggressive behavior that threatens the safety of the athletes or their opponents.
- H. Warn of inherent risks by providing proper instruction regarding the safety of the sport. Athletes must know, understand, and appreciate the risks inherent to the sport.
1. Warn the athletes of the inherent risks.
 2. Use written notices, releases, videos, and repeated verbal warnings to make certain the athletes understand and are mindful of the risk.
- I. Provide or secure appropriate emergency assistance.
1. Protect the injured athlete from further harm.
 2. Provide appropriate first aid.
 3. Contact the school Athletic Trainer or call 911.
 4. Contact parent or court appointed legal guardian and notify the school Athletic Coordinator.
 5. Develop an appropriate sport specific emergency plan to ensure notification of parents in the case of injury or an emergency situation involving their child.

SECTION VII

COACHES EMPLOYMENT AND GUIDELINES

7.1 EMPLOYMENT

If a certified employee is or has been initially employed with additional coaching responsibilities, which provides for an increment pay allowance as stated on the increment addendum contract, such certified employee **shall be required to continue the coaching assignment for no less than five (5) years without losing employment subject to the satisfactory performance of the stated teaching and coaching responsibilities.** After this period the certified employee may return, with approval of the principal, to his or her instructional or professional services position with only the loss of the increment pay allowance.

7.2 COACHES ASSIGNMENT

Coaches are considered to be “AT WILL” employees. Coaches are hired with a seasonal contractual agreement with the LCPS district. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Principal or Athletic Director.

Coaches do not attain tenure.

7.3 TIME LINE TO HIRE COACHES

- A. Increment positions – Until filled
April 1, 2016 W/O a License deadline for spring sports
- B. Voluntary coaching positions
 - 1. Fall Sports - Friday after Labor Day
 - 2. Winter Sports - Tuesday before Thanksgiving
 - 3. Spring Sports - February 29, 2016

7.4 COACHES LICENSURE AND CERTIFICATION

- A. Licensure in Athletic Coaching – Effective July 1, 2006
Required for all athletic coaches including cheer, dance and drill, (head/assistant, paid/volunteer), for grades 7-12.
- B. Levels of Certification
 - 1. Temporary NM PED Athletic Coaching License (Term – 1 academic year)
 - a. High school graduate or equivalent
 - b. Complete and submit application form and fees
 - c. Complete and submit fingerprint documents for background check

(Unless already completed for PED licensure)
 - 2. Level 1 NM PED Athletic Coaching License (Term – 3 academic years)
 - a. High school graduate or equivalent
 - b. Complete and submit application form and fees
 - c. Complete and submit fingerprint documents for background check
 - d. Verification of completion of NMAA Coaches Training Program

(Unless already completed for a temporary coaching license or another PED license)

3. Level 2 NM PED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 1 license with 3 years of athletic coaching experience
 - c. Submit verification of competencies form

4. Level 3 NM PED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 2 license with at least 3 years of athletic coaching experience at Level 2
 - c. Submit verification of competencies form
 - d. Complete and submit verification of one of the following:
 - 1) Possess a NM teaching license with an endorsement in Physical Education
 - 2) Hold an undergrad/grad minor in coaching (24 semester hours) from a regionally accredited college or university
 - 3) Complete an advanced coaching principles course approved by PED (ASEP Coaching Principles)
 - e. Complete and submit verification of a course in first aid, sport first aid, or athletic training
 - f. Complete and submit verification of CPR training

5. Continuing Licensure at Level 2 or 3 (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Submit verification of competencies form

For information On Licensure - contact your local school district/district human resources department or NM PED Licensure Dept. at 505.827.6587 or www.ped.nm.us. (password for online licensure test – good coach)

For Information on Coaches Education - contact the NMAA at 505.923.3110 or www.nmact.org.

7.5 COACHING APPLICATION PROCESS

- A. Letter of Interest and Resume
- B. District Application
- C. Coaching License (Public Education Department)
- D. Police/FBI Background Check
- E. Substance/Child Abuse Training
 1. Reporting Child Abuse
 2. Drug Free Work Place
- F. Sexual Harassment Training
- G. Middle Schools – Need “HEP B Form”

7.6 AUTHORIZATION TO BEGIN COACHING DUTIES

A coach or volunteer may not coach or be in contact with athletes during in-season, off-season, summer programs, or the school district approved athletic classes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

7.7 EVALUATION OF COACHES

A. Head Coaches

1. The formal evaluation will be in three areas: professional qualities, coaching performance, and related coaching responsibilities.
2. The Principal and Athletic Coordinator will continually observe coaches during practice and game sessions. The Principal and Athletic Coordinator, with input from the Athletic Director, will evaluate the Head Coach. **The evaluation of the Head Coaches is the responsibility of the Principal and the Athletic Coordinator and are to be completed within one month of the season completion.**
3. The coach being evaluated will be given the opportunity for comment or rebuttal. Following the completion of the evaluation, a copy will be given to the coach. **A copy must be kept on file by the Principal and Athletic Coordinator and a copy is to be sent to the LCPS Athletic Director.**

B. Assistant Coaches

The Head Coach with input from the Principal and Athletic Coordinator will evaluate assistant coaches. The final assessment of the assistant coaches is the responsibility of the Head Coach.

- C. All assistant coaches must be evaluated on a yearly basis and copies sent to the LCPS Athletic Director.

7.8 EVALUATION PROCEDURE

- A. The evaluation of Head Coaches will consist of the competencies and descriptions as stated in the National Standards for Athletic Coaches Summary of Standards

1. Domain Injuries - Prevention, Care, and Management

- Standard 1: Prevent injuries by recognizing and insisting on safe playing conditions
- Standard 2: Ensure that protective equipment is in good condition, fits properly, and is worn as prescribed by the manufacturer; ensure that equipment and facilities meet required standards (American Society for Testing Materials (ASTM) and U. S. Consumer Product Safety Commission (USCPSC)
- Standard 3: Recognize that proper conditioning and good health are vital to the prevention of athletic injuries.
- Standard 4: Prevent exposure to the risk of injuries by considering the effects of environmental conditions on the circulatory and respiratory systems when planning and scheduling practices and contests and implementing programs for physical education programs.
- Standard 5: Be able to plan, coordinate, and implement procedures for appropriate medical care.
- Standard 6: Demonstrate skill in the prevention, recognition and evaluation of injuries and the ability to assist athletes with the recovery and rehabilitation from injuries that are generally associated with participation in athletics in accordance with guidelines provided by qualified medical personnel.
- Standard 7: Facilitate a unified medical program of prevention, care, and management of injuries by coordinating the roles and actions of the coach and a National Athletic Trainers Association (NATA) certified athletic trainer with those of the physician.
- Standard 8: Provide coaching assistants, athletes, and parent(s) or guardian(s) with education about injury prevention, injury reporting, and sources of medical care.

2. Domain - Risk Management

- Standard 9: Understand the scope of legal responsibilities that comes with assuming a coaching position (i.e. proper supervision, planning and instruction, matching participants, safety, first aid, and risk management).
- Standard 10: Properly inform coaching assistants, athletes, parent(s) or guardian(s) of the inherent risks associated with sport so that decisions about participation can be made with informed consent.

- Standard 11: Know and convey the need and availability of appropriate medical insurance.
Standard 12: Participate in continuing education regarding rules changes, improvements in equipment, philosophical changes, improved techniques, and other information in order to enhance the safety and success of the athlete.

3. Domain – Growth, Development, and Learning

- Standard 13: Recognize the developmental physical changes that occur as athletes move from youth through adulthood and know how these changes influence the sequential learning and performance of motor skills in a specific sport.
Standard 14: Understand the social and emotional development of the athletes being coached, know how to recognize problems related to this development and know where to refer them for appropriate assistance when necessary.
Standard 15: Analyze human performance in terms of developmental information and individual body structure.
Standard 16: Provide instruction to develop sport specific motor skills and refer the athletes to appropriate counsel as needed.
Standard 17: Provide learning experiences appropriate to the growth and development of the age group coached.

4. Domain – Training, Conditioning, and Nutrition

- Standard 18: Demonstrate a basic knowledge of physiological systems and their responses to training and conditioning.
Standard 19: Design programs of training and conditioning that properly incorporate the mechanics of movement and sound physiological principles taking into account each individual's ability and medical history, avoiding contra-indicated exercises and activities and guarding against the possibility of over-training; be able to modify programs as needed.
Standard 20: Demonstrate knowledge of proper nutrition and educate athletes about the effects of nutrition upon health and physical performance.
Standard 21: Demonstrate knowledge of use and abuse of drugs and promote sound chemical health.

5. Domain – Social and Psychological Aspects Of Coaching

- Standard 22: Subscribe to a philosophy that acknowledges the role of athletics in developing the complete person.
Standard 23: Identify and interpret to co-coaches, athletes, concerned others, and the general public the values that are to be developed from participation in sports programs.
Standard 24: Identify and apply ethical conduct in sport by maintaining emotional control and demonstrating respect for athletes, officials, and other coaches.
Standard 25: Demonstrate effective motivational skills and provide positive, appropriate feedback.
Standard 26: Conduct practices and competitions to enhance the physical, social, and emotional growth of athletes.
Standard 27: Be sufficiently familiar with the basic principles of goal setting to motivate athletes toward immediate and long-range goals.
Standard 28: Treat each athlete as an individual while recognizing the dynamic relationship of personality and socio-cultural variables such as gender, race, and socio-economic differences.
Standard 29: Identify desirable behaviors (self discipline, support of teammates, following directions, etc) and structure experiences to develop such behaviors in each athlete.

6. Domain – Skills, Tactics, and Strategies

- Standard 30: Identify and apply specific competitive tactics and strategies appropriate for the age and skill levels involved.
Standard 31: Organize and implement materials for scouting, planning, practices, and analysis of games.
Standard 32: Understand and enforce the rules and regulations of appropriate bodies that govern sport and education.
Standard 33: Organize, conduct, and evaluate practice sessions with regard to established program goals that are appropriate for different stages of the season.

7. Domain – Teaching and Administration

Standard 34: Know the key elements of sport principles and technical skills as well as the various teaching methods that can be used to introduce and refine them.

Standard 35: Demonstrate objective and effective procedures for the evaluation and selection of personnel involved in the athletic program and for periodic program reviews.

8. Domain – Professional Preparation and Development

Standard 36: Demonstrate organizational and administrative efficiency in implementing sports programs, i.e. event management, budgetary procedures, facility maintenance, and participation in public relations activities.

Standard 37: Acquire sufficient practical field experience and supervision in the essential coaching areas to ensure an adequate level of coaching competence for the level of athlete coached. This would include a variety of knowledge, skills, and experiences.

B. Evaluation Rating Scale

Head coaches will be rated at one of two levels.

1. Level 1 - Did not meet district's competency standards

2. Level 2 – Meets district's competency standards

7.9 CHANGE IN COACHING STATUS

When a new head coach is assigned, the new coach will have an opportunity to select the assistant coaches. Current assistant coaches in that particular sport must re-apply for an assistant coaching position.

The Principal, Athletic Coordinator, and Head Coach will select assistant coaches. Final decisions on assistant coaches are the responsibility of the Principal.

7.10 COACHES FROM OTHER HIGH SCHOOLS

A. An employee of a high school within the LCPS may not coach as a paid or volunteer coach at any other LCPS high school.

B. An employee of a school district outside the LCPS may not coach within the LCPS athletic program in any capacity.

7.11 COACHES - GIRL'S SPORTS

When selecting a coach for a girl's sport, every effort will be made to hire a qualified female candidate.

7.12 ADMINISTRATORS AND COUNSELORS – HIGH SCHOOL OR MIDDLE SCHOOL

Middle school counselors **only**, may coach with approval from **both** campus principals.

7.13 INVESTIGATIVE PROCEDURE – COMPLAINTS AGAINST A COACH

When a concern, complaint, or allegation is received against a coach, the Principal and Athletic Coordinator will immediately investigate and address the issue.

A. If an allegation involves sexual harassment, physical abuse, or emotional abuse, the Principal will immediately notify Human Resources and the LCPS Athletic Director.

An investigation will be conducted as outlined according to LCPS district policy.

- B. All other concerns are addressed through the Principal and Athletic Coordinator.

The Principal will immediately initiate an inquiry into the alleged problem. **The Athletic Coordinator will submit to the Athletic Director a written report outlining steps taken in the investigation, documented findings, and any corrective action that may have been taken.** Written documentation will include the Investigative Form Procedure Document Process as directed by LCPS policies and procedures.

1. The Principal and/or Athletic Coordinator will make a determination:
 - a. Is there a violation of NMAA or LCPS policy?
 - b. Was due process followed?
 - c. Were school rules broken?
 - d. Is there a negative pattern of behavior developing?
2. **If it is determined that a problem does exist, the Principal, along with the Athletic Coordinator, and the Director of Athletics will initiate the appropriate corrective action (one or more of the following):**
 - a. **Letter of Reprimand**
 - b. **Growth Plan**
 - c. **Probation**
 - d. **Suspension**
 - e. **Termination**
3. A follow-up letter will be sent to the parent(s) or court appointed legal guardian(s) by the Principal at the conclusion of the investigation. Human resources will implement corrective action when it is deemed appropriate or necessary. The coach's Right of Privacy will be upheld. (Right of Privacy of school district personnel)

SECTION VIII

EXTRACURRICULAR ACTIVITIES – CODE OF CONDUCT

Students who participate in extracurricular activities must be aware that their personal conduct and attitude must reflect high standards of respect, loyalty, attitude, and morality. **Such participation is a privilege and not a right.** Because student activity participants represent their school and community, their conduct is expected to exemplify high standards.

It is the responsibility of the student and his or her parent(s) or court appointed legal guardian(s) to be familiar with the standards of student conduct as outlined in the **LCPS District’s “Student Rights and Responsibilities”**.

8.1 CODE OF CONDUCT

A. Purpose

1. Students who participate in extracurricular activities for LCPS serve as representatives of the District in the community and to other communities across the state.
2. Student participants serve as role models and leaders among their peers.
3. Part of LCPS’s educational mission is to encourage the highest standards of sportsmanship, respect for oneself and others, along with character development
4. LCPS has a substantial interest in reducing student misconduct and substance abuse among all its students including students who participate in extracurricular activities.
5. Students should be provided with clear guidance from LCPS regarding expectations of their conduct, the consequences that can result from misconduct, and how their actions can effect participation in the extracurricular activity program.

B. Right to Apply Provision

LCPS reserves the right to apply the provisions of the Code of Conduct if, in school officials’ judgment, the conduct in question negatively affects the safety, morale, smooth operation, discipline, educational environment, or substance abuse deterrence goals of the school district.

8.2 REQUIRED BEHAVIOR

- A. Abstain from the use or possession of alcohol, illegal drugs, steroids, or tobacco products.
- B. Maintain high standards of conduct as a student and as a citizen.
- C. Refrain from committing criminal or delinquent acts.
- D. **Refrain from any form of “Hazing” as a condition of membership in any group, team, or organization connected to the LCPS.**

Hazing is defined as:

1. To harass, with or without the consent of the individual, by exacting unnecessary, disagreeable, or degrading tasks or activities which may result in harm or bodily injury to said individual.
 2. To play abusive and humiliating tricks, with or without the consent of the individual, on said individual by way of initiation.
- E. Will not attempt to circumvent any rules or guidelines of the NMAA or LCPS.

8.3 VIOLATION OF RULES GOVERNING PROHIBITED OR REGULATED ACTIVITIES.

An extracurricular activity student participant may be disciplined, including removal from the activity program, for violating rules governing prohibited or regulated activities. **The existence of a specific rule is not a prerequisite for disciplining student conduct, which endangers or appears to endanger the health or safety of students and school personnel. **Within legal limits, disciplinary action may be taken against a student-athlete regardless of whether or not criminal charges are filed.**

8.4 DUE PROCESS

- A. An alleged violation of the Code of Conduct is addressed by the Principal.
- B. **The Principal** shall conduct a reasonable investigation of all allegations, with the extent and thoroughness of the investigation being determined by the severity of the allegation, the reliability and availability of evidence supporting or undermining the allegation, and to determine if NMAA rules were violated.
 - 1. If the alleged violation potentially involves a felony crime, sexual harassment, physical or mental abuse, or a violation of NMAA rules, **the Principal will immediately notify/meet with the Athletic Director and the Superintendent.**
 - 2. All other violations will be addressed by the Principal following guidelines of the LCPS policies and procedures. **Written notification as to the investigative process used, decision made, and disciplinary consequences taken shall be given to the Athletic Director who will, in turn, inform the Superintendent.**
- C. Before determining or rendering a decision of an alleged violation, the Principal shall make a reasonable effort to permit the student to present his or her position regarding the allegation.
- D. If there is a reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be determined by the Principal.
- E. **The Principal shall provide written notice to the student and parent(s)/legal guardian(s) of the decision and/or the disciplinary consequences. A copy of such notice shall be sent to the Athletic Director.**

8.5 CRITERIA TO DETERMINE A VIOLATION OF THE CODE OF CONDUCT

- A. Criteria that shall be addressed by the Principal
 - 1. Is the allegation directly in violation of the LCPS stated guidelines for student behavior?
 - 2. Has due process been followed in addressing the problem with the student?
 - 3. Were other LCPS rules broken?
 - 4. Did the alleged violation occur during school time or at a school-sponsored event?
 - 5. Has the alleged violation been reported and received in a timely manner?
 - 6. Is the incident so recent that discipline by the school will still have effectiveness as a teaching and learning process?
 - 7. Is the conduct connected to the school or does it have negative implications toward the school?
 - 8. **Is the nature of the conduct something other than a “status offense” – alleged offense committed but has no impact on the school or individual (i.e. speeding or reckless driving ticket)? Or is the nature of the conduct a violation of any criminal statute (refer to 8.9)?**
- B. Responses shall be measured by the Principal and Athletic Coordinator to determine if a violation did occur.

8.6 CONSEQUENCES

A. Accumulation of offenses

1. No matter the severity level of an offense, the **accumulation of offenses** committed by a student enrolled in LCPS begins the first school day of the 8th grade year and extends through the last day of school of the senior year. **Offenses committed as a participant or non-participant in school and extra-curricular activities shall count toward the accumulation.**
2. Any offense committed shall count toward the accumulation and is not offense specific.

Example: A student-athlete is caught skipping class – 1st offense
The same athlete is referred for excessive tardies – 2nd offense
The same athlete is caught cheating – 3rd offense
3. Consequences shall be administered as the offense relates to the accumulation of offenses.

B. Suspension from participation

1. Suspension shall be enforced as follows:
 - a. In-season – Suspension shall begin immediately and continue through the designated length of the suspension. If suspension days overlap into a designated holiday/break or summer, the remainder of the suspension shall carry over to the next official school day or school year.
 - b. Off-season or summer period – Suspension shall begin at the start of the student’s next official school day.
 - c. School day – is defined as the days within the LCPS Board Approved School Calendar for attendance. **Summer school days may not be used toward suspension days from athletic participation.**
2. Athletic participation - The student is not allowed to participate in practices, games, meetings, or events that are associated with the extracurricular activity. This also includes fundraising activities and banquets.
3. Competition(s) - Designated as the next LCPS scheduled and sanctioned day or days of competition in which the student is eligible to participate. The student is not allowed to play or participate in any or all games or events scheduled and sanctioned for that or those designated suspension day(s).
4. School Conference - Prior to reinstatement from a suspension, a student participant must attend a parent conference to include the parent or court appointed legal guardian, the administration, the Athletic Coordinator, and the Head Coach.
5. Insight Program - Some consequences for a violation of the Code require a student-athlete to attend the Insight Program. Providing all other areas of eligibility are attained, a student can be eligible while participating in the Insight Program. The student must participate in the first available Insight class and remain in the program until completion. **If the student quits after starting the program, he or she will become ineligible until the completion of the program.**

8.7 VIOLATION OF LOCAL SCHOOL DISCIPLINE PLAN FOR STUDENT BEHAVIOR

A. Shall be in effect

1. During the school year (consequences adhere to LCPS Policy).
2. During organized summer activities that are supervised by school district personnel.

B. Consequences for violation

DURING SCHOOL YEAR OR ORGANIZED SUMMER ACTIVITIES

First Offense

Tobacco -	Suspension from participation - 30 school days
Alcohol/Drugs - or Steroids	Suspension from participation - 45 school days Insight Program Completion School Conference with parent or court appointed legal guardian and student

Second Offense

Tobacco -	Suspension from participation - 45 school days
Alcohol/Drugs - or Steroids	Suspension from participation - 90 school days School Conference - upon reinstatement after suspension

Third Offense

Tobacco -	Suspension from participation - 90 school days
Alcohol/Drugs - or Steroids	Suspension from participation - 180 school days

8.8 USE OF STEROIDS AND DIETARY SUPPLEMENTS

A. Steroids

Due to the nature of performance enhancement, serious health dangers, and detection issues, these controlled substances warrant additional coach/student/parent or court appointed legal guardian education and surveillance. A concise education program should be coordinated by the Head Athletic Trainer with assistance from the Principal, Athletic Director, and Athletic Coordinator to insure that coaches, student-athletes, and parents are aware of the dangers and signs.

B. Supplements

Dietary supplements unregulated by the FDA (e.g. creatine, excessive caffeine, etc.) may contain potentially harmful ingredients. The LCPS subscribes to the National Federation of State High School Associations' position: "All student-athletes and their parents or court appointed legal guardians should consult with their physicians before taking any supplement product. In addition, coaches and school staff should not recommend or supply any supplemental product to student-athletes."

I have read the LCPS Athletic Department policy regarding the use of tobacco products, alcohol, steroids, and illegal drugs. I understand the policy and the consequences as stated above, and I agree to follow and support the policy and consequences as stated above.

Student-Athlete: _____
Signature

Parent or Guardian: _____
Signature

Date: _____

Date: _____

8.9 VIOLATION OF ANY CRIMINAL STATUTE

A violation of any criminal statute (**other than those previously listed for – tobacco, alcohol, drugs, or steroids**) shall be regulated within the legal limits of the LCPS district. Rules of conduct shall be reasonable exercises of the school's authority in pursuance of legitimate educational and related functions. Such acts include the crime of willful interference with the educational process of any school or activity in the district.

A. Shall be in effect:

1. At all LCPS schools and facilities.
2. Whenever the student-athletes are subject to control of school authority.
3. Any time there is an alleged commission of a misdemeanor or felony by a student who is a participant in an extra-curricular activity.

B. Consequences for:

1. Allegation of a misdemeanor (Class III Citation/Referral) or willful interference with the educational process of any school or activity in the district.

Immediate suspension from participation pending the results of an investigation by the Principal.

- a. If there is reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be administered by the Principal and Athletic Coordinator.
 - 1) 1st citation/referral offense - Suspension from activity participation for **45 school days**
 - 2) 2nd citation/referral offense - Suspension from activity participation for **90 school days**
 - 3) 3rd citation/referral offense - **Permanent suspension from participation**
 - b. If there is a reasonable suspicion/doubt that an alleged violation did not occur **and** the legal authorities concur with this assessment; **then** the student participant may resume participation with the Principal's permission.
2. Allegation of a **felony** or willful interference with the educational process of any school or activity in the district will result in the student-athlete's:

Immediate suspension from participation, pending the results of an investigation by the Principal and the Athletic Coordinator.

- a. If there is a **reasonable suspicion/belief** that the alleged felony did occur, disciplinary action shall be administered by the Principal, after notification to the Athletic Director, and the student-athlete will be **declared INELIGIBLE while under felony indictment or until the case is adjudicated.**

Student-athlete will be suspended permanently from participation if they are found guilty of a felony charge.

- b. If there is a **reasonable suspicion/doubt** that an alleged felony did not occur, **and** the legal authorities concur with this assessment; **and** if applicable, the felony charges are dismissed, **then** the student participant may resume participation with the Principal's permission.

8.10 APPEAL PROCESS

There is no appeal for suspension from athletic participation for violations of the Code of Conduct. Participation in athletics is a privilege, not a right.

SECTION IX

STUDENT ELIGIBILITY

9.1 INITIAL ENROLLMENT IN HIGH SCHOOL

A. Open Enrollment Choice

1. An incoming 9th grade student or an 8th grade student who participates at the high school level will make his or her Open Enrollment Choice. The Open Enrollment Choice can be to attend a school within the attendance zone of his/her primary residence or attend a school outside the attendance zone of his/her primary residence.
 - a. An incoming 9th grade student, upon his/her initial enrollment in 9th grade, will have an Open Enrollment Choice to enroll in a member or non-member public, private, tribal, independent, parochial, charter, alternative, or home-school.
 - b. An 8th grade student who participates in high school athletics, at any level of competition, has made his or her Open Enrollment Choice and must attend the high school in his/her attendance area.
2. If a student with his or her Open Enrollment Choice as an incoming 9th grade student chooses to enroll in a school outside the attendance zone of his/her primary residence, the student will **NOT** be classified as a **transfer student** IF the student obtains an approved LCPS Transfer Request.

The student **must** follow the Open Enrollment Process as established by his/her local school district.

3. **Failure to follow** the approved local school district Open Enrollment Process or **providing false information** will result in the following:
 - a. The student is **suspended** from participation immediately
 - b. Once the student achieves an **approved** Open Enrollment to the school of his or her Open Enrollment Choice, he or she will be **INELIGIBLE for 180 school calendar days** from the time of the approved enrollment.

B. Bona Fide Residence

A student attends a high school within the attendance boundaries of the student's primary residence and resides with his or her parents or legal guardian.

1. Documentation for the establishment of a bona fide residence shall be provided to the NMAA & LCPS.
2. Criteria to establish a bona fide residence:
 - a. Does the student's parents, legal guardian, or other person whose residence determines the student's residence own a house or condominium or rent a house, apartment, or other living quarters in the school district or attendance zone? Parents **MUST** provide documentation to verify the purchase, lease, or rental of a home or living quarters located in the new attendance area. A lease or rental agreement should be for at least one year in duration.
 - b. Does the student and parent or legal guardian have their furniture and personal effects in the new district and attendance area? There shall not be any personal effects or furniture belonging to the family at the previous residence.
 - c. Does the student and the parent or legal guardian receive their mail (other than business or office mail) in the new district and attendance zone? The family shall submit a copy of the change of mailing address to the Post Office.
 - d. Do the siblings of the student attend school within the new attendance zone?
 - e. Do the parent, legal guardian regularly live in the new district and attendance zone and intend to live there indefinitely?
 - 1) The new residence shall accommodate the entire family.
 - 2) The former residence shall be on the market at a reasonable market price, or sold, or the lease or rental agreement shall be terminated.
 - 3) All utilities and telephone services shall be disconnected and no longer in the family's name.
 - 4) All licensed drivers in the household shall comply with the NM Transportation Department for changing their addresses on the driver's license.
 - f. Parent Voter Registration must reflect the new bona fide residence address.

C. Transfer Student

1. A student who chooses to enroll in a high school outside the attendance boundaries of the student's bona fide residence except a student who makes his or her initial Open Enrollment Choice.
2. A student who changes schools, for any reason, after his or her initial Open Enrollment Choice.
3. A student who resides with someone other than his or her parents(s) or court appointed legal guardian(s).

9.2 ELIGIBILITY

A. Open Enrollment Choice

1. **ELIGIBLE** immediately at all levels of competition.
2. A student retains eligibility for subsequent years as long as the student remains enrolled at the high school of his or her Open Enrollment Choice.
3. If parent or legal guardian moves to another attendance area and/or changes the bona fide residence address of the student participant, the student can elect to stay at his or her Open Enrollment Choice.

B. Bona Fide Residence

1. **ELIGIBLE** immediately at all levels of competition.
2. A student retains eligibility for subsequent years as long as the student remains enrolled at the high school of his or her Open Enrollment Choice.

3. If a family establishes a new bona fide residence and moves to another attendance zone, the student can elect to stay at his or her current school or enroll at the new school located within the attendance zone of the new residence (becomes a transfer student).

C. Transfer Student

1. **INELIGIBLE for 180 school calendar days** at the varsity level.

If a family establishes a new bona fide residence and moves to another attendance zone and the student elects to enroll in the new school in that attendance area, for eligibility purposes, the student is classified as a transfer student until a petition is made to the NMAA establishing a bona fide residence student.

2. **ELIGIBLE** immediately for sub-varsity level competition.
3. A student **MUST** be in good standing and ELIGIBLE at the previous school.

If good standing status is not achieved the student is **INELIGIBLE for 180 school calendar days** at **ALL** levels of competition.

D. Foreign Students

1. International Student Exchange Participant

ELIGIBLE immediately if the student is sponsored by the CSIET program. Student may **ONLY** participate for one year

2. Foreign Students (non U.S. citizens)

- a. Foreign students who enter the U.S. without their parents and enroll in a NMAA member high school without a formal sanctioned CSIET program are **INELIGIBLE 180 school calendar days** at the varsity level.
- b. Foreign students cannot live with coaches, administrators, or school officials without a U.S. court ordered legal guardianship.

For eligibility purposes, the court ordered legal guardianship must be established at least one year in advance.

E. Additional Eligibility

1. After a student participant achieves initial eligibility, he or she retains eligibility for subsequent years as long as the student remains enrolled at the high school in which he or she attained eligibility.
2. If a student elects to transfer after participation in a sport season has begun, regardless of a change of residency or the establishment of a new bona fide residence, the student will be **INELIGIBLE** for the remainder of that particular sports season. A student **CANNOT** represent two schools in the same sport at the varsity level in the same season.
3. If a student or a parent or legal guardian gives false information to a school or the NMAA, the student shall be declared **INELIGIBLE** in all activities for **180 school days/365 calendar days** from the date of the discovery of the false information.
4. Failure to achieve an approved school district transfer will result in the following:
 - a. **Suspended** from participation **IMMEDIATELY**.
 - b. Once the student achieves an approved school district transfer, he or she shall be **INELIGIBLE 180 school days/365 calendar days** at all levels of competition from the time of the approved transfer, not from the time of enrollment.
5. Failure to notify the receiving school principal in writing of the school district transfer will result in the student being **SUSPENDED** from all levels of competition for **180 school days/365 calendar days**.
6. **Seniors are not allowed to participate on a sub-varsity level team.**

9.3 CHARTER AND HOME SCHOOLS

A. Charter Schools

1. Charter school students are allowed to participate in up to 3 NMAA Sanctioned Events:
 - a. Must meet all NMAA and LCPS eligibility rules.
 - b. Participate at the high school located in the student's residence attendance zone.
 - c. Can enroll in Athletic Period only at participating school
 - d. It is the principal's responsibility to advise the student athlete of the benefits of 50% enrollment within our district.
2. Open Enrollment Choice
 - a. Incoming 9th Grade Student:
 - 1) If a student chooses to attend a charter school at the beginning of his or her 9th grade school year, then this constitutes the Open Enrollment Choice.
 - 2) If the student elects to attend a public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.
 - b. Current 8th Grade Student:
 - 1) If a student chooses to attend a charter school during his or her 8th grade school year and elects to participate in golf, tennis, cross country, or swimming at the high school level, then this constitutes the Open Enrollment Choice.
 - 2) If the student elects to attend a public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

B. Home Schools

1. Home school students are eligible for participation under the following guidelines:
 - a. Student must be an official home school student registered with the Public Education Department.
 - b. Home school students are eligible to participate in THREE athletic activities during a school year. (Pursuant to Laws of 2007, Chapter 365 Section 2)
 - c. Student's bona fide residence must be within the attendance area of the public school.
 - d. Can enroll in Athletic Period only at participating school
 - e. Scholastic eligibility (GPA, grades) must be verified by the public school's (campus) Athletic Coordinator at the same time that all students are ruled eligible or ineligible for athletic participation.
 - f. Documentation must be provided to the Athletic Coordinator which supports that the student is taking home school classes which equate to more than half of that school's regular class schedule.
 - g. Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur status, etc.) as specified in Section VI – Eligibility (Bylaws) of the NMAA Handbook are met.
 - h. It is the Principal's responsibility to advise the student athlete of the benefits of 50% enrollment within our district.
 - i. Home schooled students wishing to enroll, for reasons other than extracurricular activities and athletics, must enroll in more than 50% of the school day.
2. Open Enrollment Choice - Incoming 9th Grade Student
 - a. If a student chooses to be home schooled at the beginning of his or her 9th grade school year, then this constitutes the Open Enrollment Choice.
 - b. If the student elects to attend a public or private or charter school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

If a student chooses, as the Open Enrollment Choice, to attend a public or private school and then chooses to be home schooled and then chooses to again attend a public or private school, he or she shall be considered a transfer student.

C. Private Schools

1. Private School students are not eligible to participate unless enrolled in more than ½ the day at public school.

9.4 SCHOLASTIC ELIGIBILITY

A. A student shall have:

1. 2.0 GPA with no more than one (1) "F" based on a 4.0 grading scale for the grading period immediately preceding participation
2. All class work counted for eligibility must be acceptable credit for graduation as established by the PED.
3. Cumulative Provision:
 - a. The cumulative provision can only be applied at the beginning of a semester.
 - b. Only semester grades can be used.
4. A student **MUST** be enrolled in more than half of the member school's regular class schedule and in regular attendance during the current as well as the previous grading period.

B. Academically Ineligible Player

1. The student may practice with the team if he or she demonstrates academic progress towards eligibility.
2. The student **CANNOT** participate in any interscholastic event at any level of competition during the period if ineligibility.
3. The student **CANNOT** travel to any interscholastic event with the team during the period of ineligibility.

C. Eligibility and ineligibility must be determined on the same day.

Example: If the grading period ends on Friday and grades are checked on that same Friday to determine a student-athlete becoming eligible, then grades must also be checked on that same Friday to determine ineligibility of student-athletes.

If grades are checked, on the day that grades are mailed out, to determine ineligibility (usually a week after teachers turn them in) then the grades on that same day must be used to determine remaining eligibility.

9.5 FALSE INFORMATION

If a parent, legal guardian, or student-athlete provides false information to the school district on information concerning eligibility, the student-athlete shall immediately be declared **ineligible** for athletic participation for a period of **180 school days/365 calendar days**.

SECTION X

STUDENT PARTICIPATION

Student participation in extracurricular activities can play a significant role in personal and educational development and shall be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skill. **Such participation is a privilege not a right.** Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Students participating in extracurricular activities represent the school district, depict its character, and serve as role models to other students. Accordingly, participants may be subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in athletics may be conditioned upon observing and maintaining such standards.

10.1 Conditions Of Participation

- A. Prior to participating in any practice session, in-season or off-season workout session, optional summer workouts, or an elective credit athletic class student, the athlete must:
1. Be officially enrolled in your school.
 2. Attend the high school in his or her designated Attendance Zone or Open Enrollment choice.
 3. Be eligible in all areas of athletic eligibility according to the rules of the NMAA and LCPS.
 4. Have completed and signed all LCPS participation and permission forms.
 - a. Acknowledgement Of Rules And Terms Of Athletic Participation
 - b. Student-Athlete – Code of Conduct
 - c. Parent Or Guardian – Code of Conduct
 - d. Statement of Health & Well Being
 - 1) Permission To Participate In Interscholastic Athletics
 - 2) Acknowledgement Of Injury Risks
 - 3) Personal Notification Form
 - 4) Medical Insurance Coverage
 - e. Emergency Information Card
 - f. Medical History
 - g. The family's primary address
 5. Have a physical examination completed by a medical practitioner licensed to practice medicine in the U.S.
 - a. **Must be obtained after April 1** for upcoming spring, summer, and next school year activities.
 - b. All players **must** have a new physical and be **cleared to participate** before he or she can start the spring or optional summer program. This applies to all incoming freshmen from the local mid schools.
 - c. Physicals **must be turned in** to the Head Athletic Trainer **before school lets out in May.**

Exception: Students transferring from outside the LCPS may turn in their physicals, upon arrival, to be cleared for summer activity.

- B. Before a student participates in any school district related athletic activity, each coach **MUST** receive a **clearance form from the Head Athletic Trainer**. This holds true for returning players, new players, and incoming 8th graders.
- C. Must Meet the Pre-Competition Practice Requirements
1. Fall Sports
 - a. Football - Each individual must have a **minimum of ten (10) days** of practice prior to competition.
 - b. Other Fall Sports - Each individual must have a **minimum of five (5) days** of practice prior to competition. Exception: 3 days if 1st game occurs on Tuesday of 2nd week of official season.
 2. Winter and Spring Sports

Each individual must have a **minimum of five (5) days** of practice prior to competition

3. Waiver of Practice Days (part or all)

Up to five (5) days of the requirements may be waived by the NMAA Director based on participation in an athletics class.

4. Exception

Individuals participating in a sport during the most immediate previous season are exempt from this requirement (winter and spring sports only).

10.2 ATHLETIC CONDUCT REGULATIONS – COMPETE WITH CLASS

Students who participate in athletics must be aware that their personal conduct and attitude needs to reflect high standards of respect, loyalty, attitude, and morale. Because athletes represent their school and community, their conduct is expected to exemplify high standards. If warranted, suspension from athletics shall be implemented by the Principal and Athletic Coordinator.

It is the **responsibility of the student and his or her parent(s) or legal guardian(s)** to be familiar with the standards of student conduct, residency requirements, and eligibility guidelines.

School Attendance on Day of Competition

An athlete who misses school, for one full period or more, on the day of competition or on the Friday before a Saturday competition, may not play in the competition unless it is a documented excused school absence.

10.3 8TH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

A. High School Participation

1. NMAA

The NMAA allows 8th graders to participate in all sports at the high school level for any level of competition.

2. LCPS

Eighth grade students can compete at the varsity level **only** in swimming, golf, tennis, cross country, wrestling, and track (only if student-athlete ran varsity XC).

- a. Can **ONLY** participate at the high school located in the student's residence attendance zone.
- b. **Must** meet all NMAA and LCPS eligibility rules.
- c. Eighth grade Varsity Cross Country participant must petition to Superintendent if wanting to try-out for track at the high school in his or her attendance area.

B. Open Enrollment Choice - Current 8th Grade Student

1. If a student chooses to participate at the high school level during his or her 8th grade school year, then this constitutes the student's Open Enrollment Choice.
2. If the student elects to attend another public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

C. No Contact Period

Middle school students may not attend practice or open gym until after the school year is completed and have been cleared to participate. Violation of this guideline may be interpreted as "undue influence or recruiting" and may result in the suspension of the coach and the loss of athletic eligibility for the student-athlete(s).

10.4 SUMMER CAMPS AND/OR SUMMER RECREATION LEAGUES

It is the position of the LCPS that no athlete is required, as a condition of making the team, to attend camps or participate in summer recreation leagues. A student-athlete cannot be penalized for not attending summer camps or workouts.

SECTION XI

STUDENT TRAVEL

11.1 IN-TOWN LCPS SANCTIONED EVENTS

A. The student-athlete and parent(s) or court appointed legal guardian(s) shall assume full and all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices or games when transportation is not provided by the LCPS.

B. The school district will not provide transportation for in-town practices, games, or athletic events.

Exception: Freshmen Football traveling on school days

The Athletic Director reserves the right to waiver this provision under certain circumstances.

C. No student can ride in the personal vehicle of a coach or athletic sponsor.

11.2 OUT-OF-TOWN LCPS SANCTIONED EVENTS

A. A team or individual athlete can only be transported to an out-of-town athletic event by school district approved buses or cars. The use of school district approved transportation must follow the guidelines of the PED and LCPS.

B. Any student participating in an out-of-town athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling to an athletic department sanctioned out-of town athletic trip, that student must use the school provided transportation.

1. A student cannot participate in an out-of-town event if that student travels to the event site in another vehicle not provided by or approved by the Athletic Department. If the student does participate, he or she is considered to be ineligible. There is a possibility the team would forfeit the game.

2. No student, regardless of age, will be permitted to travel to or from an out-of-town athletic event with any other person(s) except the coach.

Exception: After an event, a student can be released only to the student's parent(s) or legal guardian(s) provided the parent or guardian gives the coach a written note at the conclusion of the event. **The coach cannot release an athlete to any other person(s) regardless of written or verbal permission of that student's parent or guardian.**

SECTION XII

PARENT & COACH EXPECTATIONS

12.1 PARENT INVOLVEMENT

A. Direct Communication with a Coach

Do not attempt to confront a coach before or after a practice or a game.

1. To express concerns directly to the head coach:
 - a. Schedule a meeting with the coach during the school day to meet in the coach's office.
 - b. If a time cannot be set up, contact the Athletic Coordinator to facilitate a meeting.
 - c. If progress is not reached, set up an appointment with the Principal and Athletic Coordinator.
2. Notify the coach of pending or anticipated problems or concerns in advance (vacations, family engagements, etc).

B. Issues to Discuss with a Coach

1. The mental and/or physical treatment of your son or daughter as a student-athlete.
2. Ways to help the student-athlete improve skills.
3. Concerns about the student-athlete's behavior or grades

C. Issues Not to Discuss with a Coach

1. Squad selection
2. Playing time
3. Sport philosophy
4. Play calling
5. Matters concerning other team members

D. Expectations of Parents

1. Understand and support the philosophy and objectives of the team.
2. Understand and support the expectations the coach has of the athletes and support the coach in achieving these expectations.
3. Attend all parent meetings.
4. Understand the role of the parent.
5. Join the Booster Club to show support for the players, coaches, and the program.
6. Volunteer to help support Booster Club fund raising activities.
7. Insist that the Booster Organization support the coach through winning and losing seasons.
7. When complaints or concerns arise, allow the coach and building administration, not the Booster Club, to tackle the problem and find solutions.

E. Expectations for Spectator Behavior

1. Comply with the rules and regulations of the NMAA and LCPS.
2. Positive Role Modeling
 - a. Show respect to the opponents.
 - b. Demonstrate behaviors that you expect your son or daughter and their team to live by.
 - c. Help both teams and fans develop integrity through the intensity of the competition.
 - d. Let your son or daughter live their own life and participate to the best of their ability. Please do not attempt to re-live your life through their competitive participation.
3. Student and fan participation in an athletic contest is an extension of the classroom.
 - a. Help your school administration conduct fair and equitable competition by adhering to the rules and respecting authority.
 - b. Realize officials are human and will make mistakes. Their decisions should be respected.
 - c. Be careful not to criticize the competitors.
 - d. Do not harass students, players, coaches, officials, administrators, or other spectators.
 - e. Be aware of the capabilities and limitations of the competitors.
 - f. Do not verbally berate others.
4. **LCPS administrators have the right to remove any spectator(s) who display inappropriate behavior.**

12.2 COACH'S COMMUNICATION WITH PARENTS

The head coach **must** have a pre-season meeting with participants and parent(s) or court appointed legal guardian(s). The meeting **must include**, but not limited to, a handout and discussion including the following areas:

A. NMAA and LCPS Athletic Policies – Pursuing Victory With Honor

1. Student Athlete – Code of Ethics
2. Parent – Code of Conduct
3. Guidelines for participation
4. Eligibility
5. NMAA and LCPS sport specific rules
6. Transportation rules and policies

B. Squad Selection

Coaches are encouraged to keep as many players as possible without affecting the integrity of the team or sport. It is our intention to provide opportunities to as many students as possible without diluting the quality of the program. **Ultimately, choosing the team members is at the sole discretion of the Head Coach and their assistants.**

Discuss:

1. Varsity team selection criteria and expectations for athletes.
2. Sub-varsity team selection criteria and expectations for athletes.

C. General team, responsibilities, and consequences for:

1. Tardiness
2. Missing practice
3. Personal Conduct
4. Care of equipment
5. Dress code
6. Drug, alcohol, steroid, and tobacco use

D. Criteria for earning a Letter

E. Injuries - procedure to follow

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SECTION XIII

BOOSTER CLUBS AND FUND RAISING

13.1 BOOSTER CLUBS

The Booster Club exists as an organization of parent(s), guardian(s), and community people dedicated to:

- A. Supporting, encouraging, and advancing the athletic program and related activities at the respective high schools, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- B. Promoting projects to improve facilities and equipment necessary to provide an adequate athletic program.
- C. Promoting the general welfare of the participating athletes.
- D. Encouraging maximum attendance at all school activities especially the individual athletic events.
- E. Promoting good sportsmanship among all LCPS schools by cultivating good, clean fun.
- F. Refraining from encouraging rumors or slanders against players or coaches, regardless of their school.

13.2 ORGANIZATION – SUGGESTED CRITERIA

- A. Should be incorporated.
- B. Should establish a constitution and by-laws.
- C. Should have two signatures on all checking accounts.
A coach cannot sign on the checking account.
- D. The Booster Club treasurer should pass out a financial report at each meeting.
- E. At the conclusion of the school year, a CPA should perform an independent audit of books.

13.3 ROLE

- A. Support, encourage, and advance the athletic program.
- B. Promote positive public relations with players, coaching staff, school, and community.
- C. Promote projects to improve facilities and equipment.

NOTE: Booster club funds cannot be used to purchase game uniforms.

- D. Raise funds for end-of-year banquet.
- E. Provide spirit apparel for team supporters.
- F. Should not seek to influence or direct activities or policies of the head coach and team, building administration, or LCPS Athletic Department.
- G. Should not get involved in personnel decisions or scheduling.
- H. Should not get involved with playing time of student-athletes.
- I. Should not get involved in selection of squad members.

13.4 PURCHASE OF GOODS AND SERVICES BY BOOSTER CLUBS

- A. A designated Booster Club representative should make all requests for purchases of goods or services.
- B. **A coach cannot sign or be the contact person for orders made by, or purchased through, the booster club.**

13.5 FUND RAISING

- A. All fund raising activities for the purpose of supporting an LCPS athletic team or event shall follow the statutes, rules, and guidelines of the State of New Mexico, the PED, and the LCPS.
 - 1. Funds generated with student participation, directly or indirectly:
 - a. **Must** be deposited in the team's School Activity Account.
 - b. Funds turned into coaches or school personnel **must** be deposited within 24 hours.
 - 2. Funds generated from Booster Club activity without student participation, can be deposited into a Booster Club account or the team's School Activity Account.
- B. If a team or coach conducts a camp or sponsors a clinic, using school district facilities, and charges a fee:
 - 1. Must complete a Building Use Form and the Financial Status Form.
 - 2. Prior approval must be obtained from the building administration.
 - 3. All kids must have accessibility to the activity or event.
 - 4. All money must be deposited in the school Activity Account.
 - 5. At the conclusion of the event, financial reports must be submitted to the building administration.
- C. Coaches and student-athletes are prohibited from using their positions to solicit funds for non-sanctioned school activities.
- D. **A coach cannot fund raise outside the premise of the above guidelines.**

SECTION XIV

ADMINISTRATIVE GUIDELINES

14.1 BUDGET

A. Annual Budget

The School Board approves the operational and gate receipts budgets. The budgets are administered by the Athletic Director.

B. Equipment

1. Purchases

a. Head Coach:

- 1) Is responsible for all equipment. The responsibility includes, but is not limited to, collecting all equipment at the conclusion of the season, taking inventory, storing all equipment in a safe place on the high school's premise, preparing an inventory, and ordering new equipment.
- 2) Must keep accurate records.

b. Athletic Coordinator:

- 1) Physically review inventory
- 2) Verify inventory and sign
- 3) Approve equipment order, using equipment allocation from the Athletic Director as a reference

c. School district purchased equipment or uniforms:

- 1) **May not be worn in the off-season or at summer activities**
- 2) **May not be given away or sold without the express permission of the Athletic Director.**
- 3) **Uniforms MAY NOT BE PURCHASED by coaches or players with school activity account fun or fundraising money.**

2. Care of equipment

- a. At the end of a season, the head coach shall immediately collect all equipment.
- b. Equipment must be stored at the high school in an area approved by the administration.
- c. The athletic department is not responsible for missing or stolen equipment or the care of equipment. **Each school will be responsible for the replacement of missing or stolen equipment.**
- d. **Report stolen equipment** to Principal and Athletic Coordinator

3. Equipment – end of season

- a. Equipment check-in. Immediately following the completion of a season
- b. All equipment shall be checked in, inventoried, and stored in a designated area on school property, as approved by the Principal.

4. Equipment repair - after inventory

- a. All equipment shall be checked for needed repair.
- b. Repair requests must be submitted to the Athletic Director's office.
- c. When equipment is picked up for repairs, a receipt must be obtained and forwarded to the Athletic Director's office.
- d. Laundry
 - 1) All equipment shall be cleaned.
 - 2) Cleaning of equipment during the season is the responsibility of the Head Coach.

5. Inventory list

- a. **Inventory shall be completed by the Head Coach. A copy of the Inventory must be emailed to Athletic Coordinator and the Athletic Department no later than 3 weeks after season is officially over.**
- b. Equipment/supplies orders for upcoming year will not be processed without previous year inventory.

6. Purchase of equipment

a. Head Coach

- 1) Contact the Athletic Director for the equipment allotment amount
- 2) Compile an equipment request list to include: quantity, name of item, brand (company) name, style number, description, and all related specs.
- 3) Designate a priority of each item requested. The list should be signed by the Head Coach and Athletic Coordinator and sent, along with the signed inventory list, to the Athletic Director.

b. Equipment allotment

This allotment will be used to purchase the necessary equipment to allow our teams to meet high standards of safety and quality of equipment. If a team's purchasing cycle for new uniforms or warm ups is the current year, equipment requests of other items shall be reduced to reflect the additional cost.

**** Refer to the designated uniform purchasing cycle on next page.**

c. New uniform purchasing cycle

<u>Baseball</u>	<u>Uniforms</u>	<u>Warm-ups</u>	<u>Bags</u>
Centennial	2016-2017		
Las Cruces	2018-2019		
Mayfield	2017-2018		
Ocate	2015-2016		
<u>Basketball (Boys)</u>			
Centennial	2017-2018		
Las Cruces	2017-2018		
Mayfield	2015-2016		
Ocate	2016-2017		
<u>Basketball (Girls)</u>			
Centennial	2017-2018		
Las Cruces	2017-2018		
Mayfield	2015-2016		
Ocate	2016-2017		
<u>Cross Country</u>			
Centennial	2016-2017	2016-2017	
Las Cruces	2016-2017	2018-2019	
Mayfield	2018-2019	2018-2019	
Ocate	2017-2018	2016-2017	
<u>Golf</u>			
Centennial	2016-2017		
Las Cruces	2016-2017		
Mayfield	2015-2016		
Ocate	2015-2016		
<u>Soccer (Boys)</u>			
Centennial	2017-2018		
Las Cruces	2017-2018		
Mayfield	2018-2019		
Ocate	2016-2017		
<u>Soccer (Girls)</u>			
Centennial	2017-2018		
Las Cruces	2015-2016		
Mayfield	2017-2018		
Ocate	2018-2019		
<u>Softball</u>			
Centennial	2016-2017		
Las Cruces	2016-2017		
Mayfield	2017-2018		
Ocate	2015-2016		
<u>Spirit</u>			
Centennial	2015-2016		
Las Cruces	2015-2016		
Mayfield	2014-2015		
Ocate	2014-2015		
<u>Tennis</u>			
Centennial	2016-2017		
Las Cruces	2018-2019		
Mayfield	2017-2018		
Ocate	2018-2019		
<u>Track</u>			
Centennial	2016-2017	2016-2017	
Las Cruces	2015-2016	2018-2019	
Mayfield	2015-2016	2016-2017	
Ocate	2018-2019	2017-2018	
<u>Volleyball</u>			
Centennial	2016-2017		
Las Cruces	2018-2019		
Mayfield	2018-2019		
Ocate	2017-2018		

Wrestling

Centennial	2016-2017	2017-2018
Las Cruces	2015-2016	2017-2018
Mayfield	2018-2019	2016-2017
Oate	2018-2019	2015-2016

*** **Football will not purchase new uniforms. Torn or damaged uniforms shall be replaced on an “as needed basis.”**

C. LODGING

1. **ALL** reservations for overnight trips will be made through the Athletic Director’s office.
2. The Athletic Department is only responsible for room charges and taxes.
3. Additional Room Charges:
 - a. LCPS will not assume any responsibility for additional rooms, motel charges, phone calls, or videos/games.
 - b. Additional motel expenses and the payment of these expenses are the responsibility of the Head Coach.
4. **Teams or their booster clubs may not upgrade to more expensive rooms or motels.**
5. Motel Guidelines

<u>Sport</u>	<u>Student Athletes</u>	<u>Coaches</u>	<u>Rooms</u>	<u>Student Support</u>
<u>Baseball or Softball</u>	18 – 5	3 – 2	7	TBD by School Administration
<u>Basketball</u>				
V	14 – 4	3 – 2	6	
V-JV	26 - 7	3 – 2	9	
<u>Cross Country</u>				
Boys or Girls	7 – 2	2 – 1	3	
<u>Football</u>	44 – 11	5 – 3	14	
<u>Golf</u>				
Boys or Girls	5 – 2	2 – 1	3	
<u>Soccer</u>	22 – 6	2 – 1	7	
Boys or Girls				
<u>Spirit</u>				
Cheers	20-26 (5-7) (2 Alt)	2 – 1	6-8	
Poms	20-22 (5-6) (2 Alt)	2 – 1	5-7	
<u>Swimming</u>				
Boys and Girls	40 – 10	2 – 1	11	
<u>Tennis</u>				
Boys or Girls	9 – 3	1 – 1	4	
<u>Track</u>				
Boys or Girls	36 – 9	6 - 2	11	
<u>Volleyball</u>	14 – 4	3 – 2	6	
<u>Wrestling</u>	14 – 4	3 – 2	6	

**If a team requires a sponsor or additional chaperone, additional allowance for rooms will be made.

D. Meals

The athletic department shall set a specified meal allowance and allotment for each sport. There is a specified criterion to determine the number of allotted meals for which the school district assumes responsibility. Each meal purchase order will have a “**do not exceed**” amount authorized by the athletic department, or the **maximum number** of people fed (**if less than** the authorized number to be fed) time’s the **per meal dollar allowance** for each traveler. The amount that can be spent by the Head Coach is the amount authorized by the athletic department, or the number of people actually fed times the per meal dollar allowance, **whichever is less**.

1. Use of P-Card

P-Cards will be issued for the purchase of authorized out of town meals only as directed on the Meal P0 List issued prior to start of the season by the Athletic Department.

The cardholder must maintain a log of P-Card transactions with all of the original receipts and must turn in to Athletics by 5 pm the day after your return.

Unauthorized use can result in suspension of P-Card. Please see appendix for full explanation of policy and procedures.

2. Use of purchase order

- a. Each purchase order is dated. **The purchase order may only be used on that day.**
- b. Purchase orders are given for **specific meals** and may **only be used for that meal**.
- c. Only one purchase order may be used at each meal. **Purchase orders may not be combined.**
- d. A Purchase order may **not be used** to purchase meals within **Dona Ana County**.
- e. If a purchase order is going to be used for a tip, **the tip must be included in the authorized amount. The tip may not be an additional amount.**
- f. A purchase order **may not** be used to feed family members.
- g. A purchase order may be used to **feed only** the members of the official traveling party.
- h. **A purchase order may not be altered.**

3. Meal Receipt

- a. Requirements:
 - 1) All receipts **MUST** be **ELECTRONICALLY** generated.
 - 2) Required information:
 - a) Date
 - b) Name of business
 - c) Address, city, state, and zip code
 - d) Number fed
 - e) Amount of purchase
 - f) Signature of vendor
 - g) Signature of Head Coach (**Booster Club member may not sign**)
- b. The receipt and school district meal form must be sent to the athletic office within **24 hours** of the completion of the trip **or** on the following Monday if the trip occurred over the weekend.

4. List of Approved Vendors for Meals

- a. With each Meal Purchase Order, the coach will be given a list of approved meal vendors.
- b. **The restaurant chosen to dine at must be listed as an approved vendor. Non-approved restaurants can only be used if arrangements are made with the Athletic Secretary one week prior to the travel date.**

5. Criteria for Issuing A Meal Purchase Order

- a. **Varsity** athletic contest is **more than 75 miles one-way**.
- b. Meals will be provided for **sub-varsity only when they travel with the varsity team**.
- c. We will provide one meal if a varsity team does not travel outside the radius of 75 miles one-way but the duration of the trip is longer than a **12-hour period** (example is tournament play).
- d. Allowance per meal, per person - **\$7.00**

5. Meal Allotment

<u>Sport</u>	<u>Students</u>	<u>Student Support</u>	<u>Coaches</u>	<u>Total</u>
<u>Baseball or Softball</u>				
V	18	3	3	24
V-JV	36	3	3	42
<u>Basketball (Girls or Boys)</u>				
V	14	3	3	20
V-JV	26	3	3	32
V-JV-9	38	3	3	44
<u>Cross Country (Girls or Boys)</u>				
	7	2	2	11
<u>Football</u>				
V	44	3	5	52
<u>Golf (Girls & Boys)</u>				
	5	1	2	8
<u>Soccer (Girls or Boys)</u>				
V	22	2	2	26
V-JV	42	2	2	46
<u>Spirit (Cheers)</u>				
	24/28 (4 Alt)	2	2	26/30
<u>(Poms)</u>				
	24 (4 Alt)	2	2	26
<u>Swimming (Girls and Boys)</u>				
	40	2	2	44
<u>Tennis (Girls & Boys)</u>				
	9	1	1	11
<u>Track (Girls & Boys)</u>				
	36	3	3	42
<u>Volleyball</u>				
V	14	3	3	20
V-JV	26	3	3	32
V-JV-9	38	3	3	44
<u>Wrestling</u>				
V	14	3	3	20
V-JV	28	3	3	34

E. Supervisory Personnel

1. The hiring and placement of supervisory personnel shall be established by the athletic department. Prior to the beginning of the school year, the athletic department and school athletic coordinators shall meet to establish supervisory personnel.
2. Supervisory lists will be given to all game managers for all sports.
3. The Athletic Director shall approve additional supervisory personnel.
4. Supervisory personnel shall follow the guidelines of contest administration.
5. District play-off or NMAA state competition supervision shall be paid by District 3-6A or NMAA funds.

F. Game Admission

Game admission procedures are established by the athletic department and shall be adhered to by all administrative and supervisory personnel.

G. Game Tickets and Admission Prices

<u>Fall Sports</u>		<u>Adult</u>	<u>Student</u>
Football	Varsity	\$6	\$3
Soccer	Varsity or Varsity/JV	\$5	\$3
Volleyball	Varsity or Varsity/JV/9	\$5	\$3
*Sub-varsity	Single games or events	\$3	\$2
 <u>Winter Sports</u>			
Basketball	Varsity or Varsity/JV/9	\$5	\$3
Spirit	Varsity	\$5	\$3
Wrestling	Varsity or Varsity/JV	\$5	\$3
*Sub-varsity	Single games or events	\$3	\$2
 <u>Spring Sports</u>			
Softball	Varsity or Varsity/JV/C	\$5	\$3
Baseball	Varsity or Varsity/JV/9	\$5	\$3
*Sub-varsity	Single games or events	\$3	\$2

H. Ticket Sellers & Takers - Shall be on duty at the following events:

1. Fall sports: V football; V & JV soccer; V, JV, & 9 Volleyball
2. Winter sports: V, JV, & 9 girl's and boy's basketball; V & JV wrestling
3. Spring sports: V, JV, C or 9 softball and baseball; V track meets

14.2 SCHEDULING

A. Philosophy

Maintain the integrity of equal and level competition and an economic balance for all sports at each high school.

1. Equity within each individual sport and for all high schools.
2. Fairness to all high schools and all teams.
3. Work cooperatively with other school districts.

B. Scheduling Criteria

1. The Athletic Director and Assistant Athletic Director shall schedule all athletic contests.
2. **Coaches may not schedule or change scheduled events.** Coaches may not change the date, time, or site of a scheduled athletic contest.
3. LCPS will not schedule non-district athletic contests that require a team to stay overnight unless:
 - a. One-way mileage is 150 miles or more from Las Cruces.
 - b. We have a home-and-home series with the school or school district.
 - c. We receive from the other school or school district a financial guarantee to cover proportionate expenses.
4. LCPS will not schedule contests out-of-state, except El Paso, TX.

C. Scrimmages

1. Varsity
 - a. One day events only.
 - b. Must be scheduled prior to the first regularly scheduled LCPS athletic contest.
 - c. The Athletic Department will provide an “activity bus” for transportation to a site within 75 miles one-way of Las Cruces. If the scrimmage is over 75 miles one-way, the team will pay the cost difference. **(If a team chooses to use a “charter bus”, the team will be responsible for total payment.)**
 - d. The Athletic Department will only pay for one bus.
 - e. A team may not stay over night.
 - f. Teams traveling to the same event may have to share transportation.
2. Sub-Varsity - Can only be scheduled in town.

D. Game Limitations

Game limitations are established according to guidelines set by the NMAA and LCPS. The Athletic Department will make every attempt to schedule the maximum number of events. However, we may not be able to meet this expectation in all situations.

<u>Cross Country</u>	Varsity	8 meets
<u>Football</u>	Varsity	10 games
	JV	9 games
	9th	9 games
<u>Soccer</u>	Varsity	20 games
	JV	17 games
<u>Volleyball</u>	Varsity	20 matches (tournament = 3 matches)
	JV	17 matches
	9th	17 matches
<u>Basketball</u>	Varsity	26 games (tournament = 3 games)
	JV	23 games
	9th	23 games
<u>Spirit</u>	Varsity	10 competitions
<u>Swimming</u>	Varsity	10 meets
<u>Wrestling</u>	Varsity	32 Points
	JV	28 Points
<u>Baseball/Softball</u>	Varsity	26 games (tournament. = 3 games)
	JV	23 games
	C or 9	23 games
<u>Tennis</u>	Varsity	12 matches (Spring only)
<u>Track</u>	Varsity	10 meets
	JV	7 meets
<u>Golf</u>	Varsity	10 matches

E. Season Dates – Earliest Starting Date

To begin practice, starting dates have been established by the NMAA.

1. Varsity and Junior Varsity

a. Fall Sports

- 1) Cross Country Monday of Week #7
- 2) Football Monday of Week #6
- 3) Soccer Monday of Week #7
- 4) Volleyball Monday of Week #7

b. Winter Sports

- 1) Basketball (B/G) Monday of Week #19
- 2) Wrestling Monday of Week #19
- 3) Spirit Year Round
- 4) Swimming Year Round

c. Spring Sports

- 1) Baseball/Softball Monday of Week #32
- 2) Track Monday of Week #33
- 3) Golf Year Round
- 4) Tennis Year Round

2. “C” Team or 9th Grade

- | | |
|---------------|--------------------|
| a. Football | Monday of Week #6 |
| b. Volleyball | Monday of Week #7 |
| c. Basketball | Monday of Week #19 |
| d. Softball | Monday of Week #32 |
| f. Baseball | Monday of Week #32 |

14.3 TRANSPORTATION

A. Guidelines

1. All athletic team and individual transportation requests shall be processed and approved through the Athletic Director’s office.
2. Only student participants, coaches, and approved sponsors are permitted to use or ride in provided school district transportation vehicles.

B. Procedure

1. All requests for transportation shall be made through the Athletic Director’s office and based upon:
 - a. The basis of safety and economics.
 - b. The destination and the event.
2. The Athletic Director shall evaluate transportation needs and make the final decision regarding mode of travel.
3. Any changes in transportation must be made through the Athletic Director.
4. School district employees/coaches shall be responsible and accountable for all student-athletes being transported to and from an athletic event.

C. Criteria

1. The Athletic Department is responsible for providing transportation to all regularly scheduled games and scrimmages (Varsity Only).
2. Mode of transportation:
 - a. A team shall travel together in the same vehicle. LCPS will not split a varsity team into two vehicles.
 - b. Consideration will be given regarding the amount of equipment that a team must transport.
 - c. Vehicles will not be assigned to a team for travel unless the coach has completed the New Mexico Transportation Department Driver Training Program. (Due to transportation costs and conflicts during the Spring sports season, it is required that all Golf and Tennis coaches complete the NM Transportation Department Driver Training Program prior to the start of their season.)
 - d. A coach or booster club may not upgrade the mode of transportation.**
3. Itinerary and room assignments must be submitted to the athletic office at least one week in advance of the scheduled trip.

14.4 SCOUTING, CLINICS, PROFESSIONAL LEAVE

A. Scouting

The Head Coach shall assign all scouting trips. The Principal and Athletic Coordinator shall approve all trips.

B. Clinics – Professional Leave

1. Paid coaches may request two days Professional Leave with prior approval from the Principal, to attend a clinic of their choice. Substitute days shall be paid by the high school.
2. Paid coaches are granted Professional Leave for out-of-town school district scheduled games. Professional Leave days shall be paid by the high school.
3. If a paid coach teaches at a school other than the high school where he or she coaches, Professional Leave for out-of-town school district scheduled games will be paid by the high school.

C. Use of Sick Leave

A coach may not use or be required to use sick leave to coach an athletic contest that has been scheduled by the Athletic Department.