

Chaparral High

Gadsden High

Santa Teresa

GADSDEN INDEPENDENT
SCHOOL DISTRICT

ATHLETIC HANDBOOK

2018--2019

Fall: Football, Volleyball, Boys & Girls Soccer and Cross Country

Winter: Boys & Girls Basketball, Wrestling and

Cheerleading (Sideline 2018-19)

Spring: Baseball, Softball, Track & Field, Tennis and Golf

**GADSDEN INDEPENDENT SCHOOL DISTRICT
ADMINISTRATION
2017-2018**

BOARD OF EDUCATION

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Jennifer Viramontes	Member
Maria E. Saenz	Member
Daniel Estupinan	Vice President
Laura Flores	Secretary

CENTRAL ADMINISTRATION

4950 McNutt, Sunland Park, New Mexico 88063
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Travis Dempsey	Superintendent
Ludym Martinez	Associate Superintendent for Finance
Barbara Browder	Associate Superintendent for Human Resources
Alfredo Holguin	Associate Superintendent for Support Services
Susan Yturralde	Associate Superintendent for Curriculum & Instructional Support

SCHOOL PRINCIPALS

High Schools:

Chaparral High School	Victoria Lopez	800 County Line Dr., 88021	824-6700
Gadsden High School	Hector Giron	6301 Highway 28, 88021	882-6300
Santa Teresa High School	Nick Wohlgemuth	100 Airport Rd., 88008	589-5300

Middle Schools:

Chaparral Middle School	Maria Hernandez	290 E. Lisa Dr., 88021	824-4847
Gadsden Middle School	Veronica Quinones	1301 W. Washington St, 88021	882-2372
Santa Teresa Middle School	Rosa Lovelace	4800 McNutt Rd., 88008	874-7200

ATHLETIC OFFICE & PERSONNEL

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Karen Nougues

Athletic Director

Terry Alvarado

Secretary/Bookkeeper

Priscilla Gutierrez

Receptionist/Clerk

Event Coordinators:

Lillie Chavez

Gadsden High

Vera Box

Santa Teresa High

Mireya Ulibarri

Chaparral High

Terry Alvarado

Gadsden Middle

Maria Espinosa

Santa Teresa Middle

Maria Garcia

Chaparral Middle

ATHLETIC HANDBOOK

TABLE OF CONTENTS

<u>Mission Statement</u>	1
<u>Introduction:</u> Athletic Handbook	2
<u>Section I – The Administration of Interscholastic Athletics</u>	
1.1 Athletic Department Philosophy	3
1.2 Coaching Philosophy	3
1.3 New Mexico Activities Association	4
1.4 Philosophy of Competition	4
1.5 Sportsmanship	4-5
1.6 Coaches Creed	5
<u>Section II – Goals</u>	
2.1 Goals of the Athletic Department	6
2.2 Goals of the Athletic Director	6
<u>Section III – Responsibilities of Athletic Personnel</u>	
3.1 Responsibilities of all Athletic Personnel	7-8
3.2 Responsibilities of the Athletic Director	8-9
3.3 Responsibilities of Event Coordinator	9-10
3.4 Supervisory Personnel	10
3.5 Responsibilities for Athletic Office Personnel	10-11
<u>Section IV – Interscholastic Athletics</u>	
4.1 General Guidelines	12
4.2 Governance	12
4.3 Administration of Athletics	12
4.4 Undue Influence for Participation	12-13
4.5 Participation in NMAA and GISD Sanctioned Events	13
4.6 Squad Selection	13-14
4.7 Dual Participation	15
4.8 Lettering	15

Section V– Student Participation

5.1	Conditions of Athletic Participation	16
5.2	Athletic Conduct Regulations	17
5.3	Athletic Eligibility – School Enrollment and Attendance	17
5.4	Academics	18
5.5	False Information	18
5.6	Injuring or Illness	18-19
5.7	Priority – School Sanctioned Extra-Curricular Activities Programs	19
5.8	Senior Participation	19

Section VI – Extracurricular Activities – Code of Conduct

6.1	Code of Conduct	20
6.2	Required Behavior	21
6.3	Due Process	21
6.4	Criteria to Determine a Violation of the Code of Conduct	22
6.5	Consequences	22
6.6	Violation of Any Criminal Statue and Activity Participation	23

Section VII – Eighth Grade Participation

7.1	Eighth Grade Eligibility	24
7.2	Simultaneous Competition	24
7.3	Eighth Grade Classification	24
7.4	Ninth Grade Eligibility	24

Section VIII – Recruiting Guidelines

8.1	What Coaches Can Do	25
8.2	What Coaches, Head and Assistant, Cannot Do	25
8.3	What Player, Parents, and Booster Club Members Cannot Do	26

Section IX – Booster Clubs & Fund Raising

9.1	Booster Clubs	27
9.2	Booster Club Organization	27
9.3	Role of Booster Clubs	28
9.4	Purchase of Goods and Services by Booster Clubs	28
9.5	Fund Raising	28-29
9.6	Banquets	29

Section X – Parents

10.1	Expectations of Parents	30
10.2	Suggested Spectator Behavior	30
10.3	Communication with a Coach	31
10.4	Issues to Discuss with a Coach	31
10.5	Issues not to Discuss with a Coach	31
10.6	Steps to Follow if a Perceived Problem Exits	31

Section XI – Coaches Employment and Responsibility

11.1	Responsibilities of Head Coach	32-38
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Section XII – Athletic Trainer

12.1	Responsibilities of the Athletic Trainer	39-40
------	--	-------

Section XIII – Coaches Employment and Responsibility

13.1	Coaches Assignment	41
13.2	Time Line to Hire Coaches	41
13.3	Non-Exempt (FLSA) GISD Employees	41
13.4	Requirements for Coaches	41-43
13.5	Coaching Application Process	43
13.6	Authorization to Begin Coaching Duties	43
13.7	Evaluation of Coaches	43
13.8	Head Coach Evaluation Form	44
13.9	Changes in Coaching Status	44
13.10	Coaches from other High Schools	44
13.11	Coaches – Girls’ Sports	44
13.12	Administrators and Counselors	44
13.13	Communication with Players and Parent(s) or Guardian(s)	47
13.14	Investigative Procedure-Complaints Against Coach	47

Section XIV – Interscholastic Athletics

14.1	Criteria for Deleting Interscholastic Sports	48
14.2	Criteria for Adding Interscholastic Sports or Sub-Varsity Levels	48-49
14.3	Overnight Contest	49
14.4	Sunday Meetings	49
14.5	Season Reports	49
14.6	Lettering	49-50
14.7	Administrative Supervisory Personnel-Athletic Events	50
14.8	Summer Camps and/or Summer Recreation Leagues	50

Section XV – Budget

15.1	Annual Budget	51
15.2	Equipment	51-53
15.3	Lodging (State Qualified or State Tournament Only)	53
15.4	Meals	54-55

Section XVI – Scheduling

16.1	Scheduling Criteria	56
16.2	Scheduling	56
16.3	Scrimmages	56

Section XVII – Transportation

17.1	Transportation Procedure	57
17.2	Criteria for Providing Transportation	57-58
17.3	Out-of-Town Athletic Events	58
17.4	In-Town Athletic Events	58
17.5	Return from Away Games District and Tournament Play	58-60

Section XVII – Scouting, Clinics, Professional Leave

18.1	Scouting	61
18.2	Clinics – Professional Leave with Per Diem	61
18.3	Professional Leave	61
18.4	Use of Sick Leave	61

Section XIX – Athletic Event Admission

19.1	Game Admission	62
19.2	Game Tickets	62
19.3	Game Tickets – Cost	62
19.4	Passes	63
19.5	Ticket Sellers and Takers	63

MISSION STATEMENT GOALS

The goal of the Gadsden Independent School District Department of Athletics is to provide the youth of our district with the opportunity to develop physically, mentally and emotionally to their maximum potential. This department seeks to achieve high levels of self-esteem and self-respect while emphasizing that athletics must compliment the overall expectations of our educational objectives.

INTRODUCTION

ATHLETIC HANDBOOK

The rules, regulations, and guidelines as set forth in the Athletic Handbook shall be considered as part of the GISD Athletic Department Administration and Coaches' Handbook. It is the responsibility of all administrators and coaches to make themselves familiar with the contents and adhere to the standards as set forth.

SECTION I

THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

1.1 ATHLETIC DEPARTMENT PHILOSOPHY

“Somewhere between the innocence of childhood and the dignity of adulthood lies the high school athlete (Cokins, 1969).”

The purpose of a sound athletic program is to produce well-rounded citizens who are better prepared to face the challenges of adult life as a result of their athletic experiences. A strong and successful all-around athletic program is a good indicator of a school district with a meaningful and continuing education initiative at all levels of academic and athletic pursuits. Participation in sports is a valuable educational experience in its own right, one that should be available to all students. Involvement in athletics supports the academic objectives of success and high achievement of student athletes.

The opportunity for participation in a wide variety of student-selected sports is a vital part of any student’s educational experience. Such participation is a privilege that carries with it, responsibilities to the school, the athletic teams, the student body, the community, and the student-athlete. When emphasis is placed on developing character, achieving a spirit of cooperation and striving for worthwhile goals, the development of learning skills and emotional patterns that enable our students to maximize their educational experience is enhanced.

Athletics is an educational experience for every student that participates. The value of athletic competition for each athlete is the realization that LIFE is reflected in the athletic endeavor. Success is facilitated by being well prepared; maintaining a positive attitude; developing a dedication to a cause; and establishing high standards of conduct, attitude, and achievement.

1.2 COACHING PHILOSOPHY

The athletic program of the Gadsden Independent School District is designed to provide an essential part of the total educational process. It is the other half of education. Coaches shall strive to promote the good and welfare of the athlete and the student body and provide a further means of education by helping our student-athletes experience participation, team-work, loyalty, dedication, self-discipline, self-respect, respect and compassion for others, success and failure.

This valuable educational concept is accomplished by involving as many students as possible in athletic programs; understanding individual needs; having 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; and making the athletic

program fun, worthwhile, and enjoyable for all players, coaches, parents, staff, and community supporters.

1.3 NEW MEXICO ACTIVITIES ASSOCIATION

The NMAA is the governing body of all interscholastic student athletic activities for the state. Their well-stated philosophy follows:

“The aims, the organizations, and the policies of the NMAA are based on the philosophy that interscholastic athletics and other extra-curricular activities are important parts of the educational process; that they should therefore be encouraged, directed, and supported by a statewide organization; that this organization’s leaders should be representative of the State’s schools; and that the most important single consideration in the regulation of any school activity must be the welfare and healthy development of the individual student.”

1.4 PHILOSOPHY OF COMPETITION

Our athletic program should be fundamentally dedicated to the pursuit of excellence. Excellence is a constantly sought but never attainable goal.

The basis of our pursuit of excellence is centered on the individual athlete. As the individual improves, so does the team. Therefore, it is imperative that our athletic program makes each individual aware of the unique and tremendous potential that he or she possesses. Through our athletic program, we strive to stimulate individuals to reach their fullest potential.

Competition is inherently basic to the American way of life. One of the basic purposes of interscholastic athletics is to foster within each participant the desire to succeed, the desire to win. Our individual athletes would be ill served if winning and success are not the basic objectives of participation. The challenge of competition is a pleasurable and rewarding experience. The true competitor makes every effort to prepare for competition. He or she studies, trains and works hard with a positive attitude, goes the extra-mile to achieve success, and does not waste time dwelling on the possibility of defeat. He or she is goal-oriented and sets his or her sights toward successful pursuits and achievement. Win or lose, our student-athletes can achieve glory in the knowledge of an all-out effort to win, to succeed. In defeat, each athlete will prepare with firm resolve to make an even greater effort in the preparation for the next challenge.

1.5 SPORTSMANSHIP

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. It is a training ground for good citizenship and high behavioral standards. The New Mexico Activities Association defines sportsmanship as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on others’ behavior.

A. Sportsmanship Code

1. Be courteous to opponents, fans, and cheerleaders.

2. Be representative in your behavior toward everyone present.
3. Respect and abide by the official's decision.
4. Exercise self-control at all time; never harass an official, coach, cheerleader, or player.
5. Display character in your every action.

1.6 COACHES CREED

The function of a coach is to properly educate students through participation in interscholastic competition. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated as if he or she was the coach's son or daughter, whose welfare shall be of the uppermost concern at all times.

THE COACH must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

THE COACH must constantly uphold the honor and dignity of the profession. In all personal contact with student-athlete, parent(s) or guardian(s), officials, administrators, teachers, media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

THE COACH shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should authorize their use.

THE COACH shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

THE COACH shall actively use his or her influence to enhance sportsmanship.

THE COACH shall exercise all patience and diplomacy at his or her command in relations with all players, co-workers, parent(s) or guardian(s), officials, and spectators.

SECTION II

GOALS

2.1 GOALS OF THE ATHLETIC DEPARTMENT

- A. Strive to develop and maintain a comprehensive athletic program, which seeks the highest development of all participants and respects the individual dignity of every athlete.
- B. Provide an athletic program that is totally integrated into the educational philosophy of the Gadsden Independent School District.
- C. Organize and promote an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
- D. Consider the wellbeing of the entire student body 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 exhibit skills and increase participation.
- G. Provide opportunities to compete with and against others in preparation for a competitive society.

2.2 GOALS OF THE ATHLETIC DIRECTOR

- A. Administer the Athletic Department based on the policies of the Gadsden Independent School District and the New Mexico Activities Association.
- B. Provide a solid and comprehensive athletic program that meets the needs and interests of the students.
- C. Increase athletic participation and awareness.
- D. Develop an athletic program that will be deemed successful by the community.
- E. Develop an athletic philosophy and program that will grow and change as the Gadsden Independent School District grows and changes.
- F. Fulfill professional responsibilities with honesty and integrity and uphold the honor of the education profession.
- G. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations.

SECTION III

RESPONSIBILITIES OF ATHLETIC PERSONNEL

3.1 RESPONSIBILITIES OF ALL ATHLETIC PERSONNEL

- A. Be familiar with the policies of the Gadsden Independent School District and the New Mexico Activities Association.
- B. Know district and state eligibility and transfer rules and follow them to the letter.
- C. Be aware of eligibility status of participants in your sport. Immediately notify the building administration if the eligibility status of a participant changes.
- D. Ensure that all members of the coaching staff treat all student-athletes with a high degree of professionalism and ethical behavior.
- E. Conduct oneself both on and off the field, in a manner that will bring credit to self, team, and school.
- F. Be friendly and responsive to people in the community.
- G. When dealing with problems or athletic issues, follow the chain of command.
- H. If a serious athletic problem exists, immediately inform the school administration.
- I. Report inappropriate behavior of an administrator, coach, or player to the school administration or Athletic Director.
- J. Do not breach confidentiality and loyalty in talking about internal problems or situations, which might exist with a player, team, or other staff member.
- K. Cooperate with teachers and administrators.
- L. Promote and support athletic and activity programs that involve your school.
- M. Attend coaches meetings and clinics for professional growth.
- N. Do not allow anything outside of school to interfere with your work and with the young people you have been hired to coach.
- O. Assure that illegal recruiting is not taking place in your school or school district.
- P. Secure facilities after use (i.e. locker room, equipment room, showers, lights, building, etc.).

- Q. Inspect athletic facilities on a regular basis and immediately report any discrepancies or perceived dangers to the school's administration.
- R. Supervise the locker room before and after each practice and game.
- S. Do not allow facility keys to be given to any student or community member.
- T. Do not allow community members to use facilities, unless proper school district procedures have been completed.
- U. School purchased uniforms and equipment must be 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 or be used elsewhere.
- V. School equipment and uniforms cannot be given to or sold to a player, parent, booster club, etc.**
- W. Assure that appropriate school district designated school colors are worn as game uniforms during athletic contests.
- X. Seek the advice of the athletic trainer for participation status of an injured athlete.
- Y. Defer to the athletic trainer the responsibility of participation status of an injured athlete.
- Z. Assume responsibility to contact the athletic trainer for consultation of status of an injured athlete.

3.2 RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

- A. Direct the interscholastic athletic program to conform to the policies of the Gadsden Independent School District, State Department of Education of New Mexico, and the New Mexico Activities Association.
- B. Promote the athletic program or athletic-related programs of our high schools and mid schools within the community.
- C. Provide an effective communication procedure with coaches, educational personnel, and the community.
- D. Work with coaches and building administrators to develop accountability and positive atmosphere within the athletic organization.
- E. Develop, control, and monitor the athletic department budget.
- F. Schedule all athletic contests and coordinate facilities.
- G. Make travel arrangements and develop regulations and guidelines for travel.
- H. Supervise the operation and administration of all school stadiums and gymnasiums.

- I. Promote the achievements and opportunities of the athletic program.
- J. Establish standards of quality and quantity for equipment and supplies.
- K. Actively represent the School District in athletic business at district and state meetings.
- L. Assist and advise principals and facilitators in the identification of coaching assignments and procurement of personnel.
- M. Investigate complaints, reports of infractions, and violations of rules and regulations.
- N. Makes coaches aware of the ASEP/NMAA licensure workshops.
- O. Serve as a liaison between GISD Athletics and NMAA.
- P. Coordinate promotion for athletics to include complimentary passes, ticket sales admission rates special events and corporate promotions. The athletic department will attempt to promote two district wide fundraisers per school year.
- Q. Confer with school personnel on schedules, and sign all contracts.
- R. Pay all game officials, support personnel from common facility sports and on campus sports.
- S. Make all out of town arrangements.
- T. Determine meal allowances.
- U. Approve all overnight trips and pay expenses.

3.3 RESPONSIBILITIES OF ATHLETIC COORDINATOR

Administers and directs interscholastic athletic events on his/her assigned campus as defined by the New Mexico Activities Association by performing the following duties personally in conjunction with the Athletic Director and Campus Principal.

- A. Promotes good sportsmanship and student development.
- B. Promotes good sportsmanship in fans.
- C. Manages school hosted athletic events by directing ticket sales, supervising all game workers, and ensuring preparation of facilities with support of Event Coordinator.
- D. Coordinates the use of all athletic facilities for all athletic events scheduled by the athletic department during after school hours.
- E. Implements and enforces all district and state policies during GISD athletic events.

- F. Implements policies established by federal law, state law, Public Education Commission, Public Education Department, NMAA, and local school board policy in areas of athletics.
- G. Compiles, maintains, files and presents all reports, records and other documents.
- H. Supervises all athletic events held on his/her assigned campus or as assigned via shared administrative duties.
- I. Audits financial statements for all revenue producing sports and deposits all gate receipts.
- J. Performs other assigned duties, as may be required by the Athletic Director.
- K. SUPERVISORY RESPONSIBILITIES: Supervises all athletic events (practices and games) in accordance with the organization's policies and applicable laws. Responsibilities include addressing local complaints, and resolving on campus problems in conjunction with the Athletic Director and Campus Principal.
- L. Organize & supervise NMAA mandated parents meetings.

3.4 SUPERVISORY PERSONNEL

- A. 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 schools **Athletic Coordinator** shall meet to establish supervisory personnel.
- B. Supervisory lists will be given to all Event Coordinators for all sports.
- C. The Athletic Director shall approve additional supervisory personnel.
- D. Supervisory personnel shall follow the guidelines of contest administration.
- E. District play-off or NMAA state competition supervision shall be paid from the District or NMAA funds.

3.5 RESPONSIBILITIES FOR ATHLETIC OFFICE PERSONNEL

Terry Alvarado

- a. Budget/Financial Reports
- b. Purchase Orders
- c. Officials & Workers Payments
- d. Hotel Arrangements
- e. Meal Arrangements
- f. Employee Passes

Priscilla Gutierrez

- a. Coaches Transportation
- b. Contracts
- c. Final Schedules & Verification
- d. Game Confirmation
- e. GISD Web Site
- f. Handbook
- g. Officials Confirmation
- h. Scores
- i. Coaches Licensure/Contracts
- j. Coaches Directory
- k. Coaches 2 week schedule
- l. AD Directory
- m. Team Transportation

SECTION IV

INTERSCHOLASTIC ATHLETICS

4.1 GENERAL GUIDELINES

- A. Student-athletes are subject to the general laws of the community and regulations of the school district.
- B. Student-athletes, by participating in interscholastic sports, agree to abide by and be subject to the athletic and extracurricular activities regulations of the Gadsden Independent School District and the New Mexico Activities Association.
- 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. “Legal guardian(s)” refers to a person who has been appointed in 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 legal guardian(s) shall use discretionary judgment in dealing with individual situations not covered by this Student-Parent Athletic Handbook or within the confines of the New Mexico Activities Association.
- E. **NMAA rules and regulations are on their website (www.nmact.org).**

4.2 GOVERNANCE

Interscholastic Activities are governed by the rules and regulation of the New Mexico Activities Association (NMAA) and Gadsden Independent School District.

4.3 ADMINISTRATION OF ATHLETICS

Superintendent or his/her designee, or the school Principal, or district Athletic Director, or school Athletic Event Coordinator is responsible to Gadsden Independent School District and the New Mexico Activities Association for all matters pertaining to any interscholastic activity.

4.4 UNDUE INFLUENCE FOR PARTICIPATION

- A. 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.

- B. If an athlete is dismissed from a team for disciplinary reasons or quits a team during the season, he or she cannot participate or practice in another sport until the completion of that season. Exception: In-season coach may give permission for the player to begin another sport.
- C. If an athlete is dismissed from a team for disciplinary reasons or quits a team during the season, and transfers to a High School within GISD he or she must petition to Athletic Council for permission to participate. In addition to meeting participation guidelines set forth by NMAA.
- D. If an athlete is cut from a team, he or she may join another sport immediately.

4.5 PARTICIPATION IN NMAA AND GISD SANCTIONED EVENTS

- A. Participation in NMAA and G.I.S.D. sanctioned athletic events by students below the 9th grade.
 1. Youth participants (grades K through 8), individually or as a team cannot 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 G.I.S.D. scheduled athletic event, unless approved by the campus Principal or Athletic Director.
 2. Participants involved on a school district team cannot compete as a team member or individual against a team or individual below the 9th grade level unless approved by the high school administration

Exception: School district teams may compete against 9th grade students only in NMAA sanctioned high school events that allow 8th grade participation on the varsity level. These 8th grade participants must meet all NMAA and G.I.S.D. Athletic Department eligibility rules.

- B. Participation in NMAA and G.I.S.D. sanctioned athletic events against Club Teams.

School district teams or individual student-athletes cannot compete in practices, scrimmages, or games against club teams unless approved by the school administration.

4.6 SQUAD SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many squad members as they can without unbalancing 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.

A. Cutting Policies

1. Responsibility

- a. Choosing the members of a team is the sole responsibility of the head coach.
- b. Junior varsity and 9th grade coaches will take into consideration the policies as established by the school district and head coach when selecting rosters.
- c. Prior to trying out, the coach will provide the following information to all team candidates and their parent(s) or legal guardian(s):
 - 1) Extent of try-out period
 - 2) Criteria used to select the team
 - 3) Number to be selected
 - 4) Practice commitment if they make the team
 - 5) Game commitments

2. Procedure

- a. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - 1) Have competed in a minimum of 5 regularly scheduled practice sessions.
 - 2) Have performed in at least one intra-squad game or scrimmage.
 - 3) Be personally informed of the cut by the coach and the reason for the cut.
- b. Cut lists are not to be posted.
- c. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
- d. If a coach foresees difficulties arising as a result of squad cuts, he or she should discuss the situation with Athletic Coordinator.

3. Athletic Class- Major Sport Credit

- a. Decision to offer Athletic Team class is at the discretion of the local school administration.
- b. Admittance to the class is at the discretion of the Head Coach and administration
- c. Factors for being/not being in the class include but are not limited to the following:
 1. Academic Needs
 2. Coaches input
 3. Scheduling conflicts
- d. Athletes do not have to be in the class to participate on a team

4.7 DUAL PARTICIPATION

Dual participation means that a student-athlete wishes to participate simultaneously on a school-sponsored team and on a club or non-school team during the school year.

- A. A school principal may grant permission to a student who wishes to participate simultaneously in school and non-school competition as an individual and/or team member if **all** of the following conditions are met:
1. Prior to the beginning of the non-school competition in the sport, a list of participants and dates of non-school competition(s) must be presented to the principal by the non-school organization, or student.
 2. There is not a conflict with the school's schedule of practice, or competition in the same, or different sports. The local school determines the conflict, if any.
 3. Game limitations in team sports (football, basketball, volleyball, baseball, softball, and soccer), as set by the NMAA, or the G.I.S.D., (not to exceed the NMAA maximum limits) cannot be exceeded. Games (school and/or non-school, individual, and/or team) from the first day of permissible legal practice to the state championship count toward that limit. Non-School meets, or matches in individual sports; (cross country, wrestling, golf, tennis, and track & field) will not count toward the NMAA limit.

B. Penalty

Any student participating in non-school competition without written permission of his or her principal shall be ineligible for school competition as per the NMAA. Ineligibility is for the particular sport season only.

4.8 LETTERING

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

- A. It is the responsibility of the head coach to establish criteria for lettering. All criteria shall be on file with the principal and Athletic Coordinator.
- B. All individual participants must be informed of the requirements necessary for lettering before the start of the season.
- C. A student-athlete will be given one (1) varsity letter. Subsequent letter awards will be in the form of pins.
- D. Individual Schools are responsible for providing letters/pins to their athletes.

SECTION V

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.

5.1 CONDITIONS OF ATHLETIC PARTICIPATION

- A. Prior to participating in any practice session, in-season or off-season workout program, summer workout session, or school district approved athletic class, each student-athlete must:
1. Be officially enrolled in the high school in his or her designated attendance zone.
 2. Attend the high school in his or her designated attendance zone.
 3. Be eligible in all areas of athletic eligibility according to the rules and guidelines of the New Mexico Activities Association and the G.I.S.D. Athletic Department.
- B. Prior to participating in any practice session, in-season or off-season workout program, summer workout session, the student-athlete and parent(s) or court appointed legal guardian(s) must complete and sign the following documents:
1. Acknowledgement of Rules and Terms of Athletic Participation
 - a. Read and submit the terms, rules, and team information.
 - 1) Conditions for Participation Form
 - 2) Emergency Information Card
 - 3) Medical History and Physical Examination Information
 - 4) Extracurricular Activities – Code of Conduct
 - 5) Parent/Guardian Code of Conduct
 - 6) Concussion in Sport Fact Sheet
 - b. Submit the family’s primary address
 2. Submit medical History and Physical Examination form with a physician’s approval-Physical. It must be dated after April 1st of the previous school year.
 3. Submit emergency Information Card.

5.2 ATHLETIC CONDUCT REGULATIONS

Students who participate in athletics must be aware that their personal conduct and attitude needs to reflect high standards of respect, loyalty, positive attitude, and morale. Because athletes represent their school and community, their conduct is expected to exemplify high standards. **Suspension from athletics shall be accomplished by the principal.**

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

A. Extracurricular Activities – Code of Conduct (See Section VI)

1. Rebuked Behavior

- a. Abstain from the use of possession of alcohol, drugs, 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. Do not attempt to circumvent any rules for guidelines of the G.I.S.D. or NMAA.

B. Student Residence Requirement

1. Students must attend the high school in his or her designated attendance zone. The attendance zone is based on the primary or bona fide residence of the student's parent or legal guardian.
2. Students must reside with parent(s) or legal guardian(s) at the primary or bona fide residence address of the student's parents or legal guardian.

Exception: If the student-athlete resided with and continues to reside with the same individual or family other than a parent or legal guardian prior to 7th grade, he or she can petition the NMAA for eligibility.

3. A student and parent must notify in writing the current school principal if the student moves outside his or her attendance zone without an accompanying address change.

C. 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 an excused school absence.

5.3 ATHLETIC ELIGIBILITY – SCHOOL ENROLLMENT AND ATTENDANCE

- A. The student must be a bona fide student of the school in grades 7-12.

- B. A student shall be eligible for high school interscholastic competition for eight (8) **consecutive** semesters of attendance beginning with the first semester in 9th grade.


5.4 ACAEDMICS (Refer to NMAA 6.2.1 B, C)



2018-2019

Scholastic Eligibility

1. **Use of Semester Grades Only:** Scholastic eligibility will be determined by *semester* grades. Eligibility checks for those deemed unable to participate at *semester* will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9 week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6 week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. Fall 2018 eligibility will be based on 2nd semester grades from 2017-2018 school year.
2. **No F's:** A student must have a minimum GPA of 2.0 and **NO F's** in order to be eligible to participate in activities/athletics. *This is a change from the past where a student was allowed one F.*
3. **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).
4. **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. *This provision may be used if the student has no more than one F grade at the semester.*



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- A. All class work counted for eligibility must be acceptable for graduation.
- B. A student enrolled in a special education program shall be declared eligible if enrolled in an instructional program designated by the I.E.P., and doing passing work at that level, and otherwise meets every other eligibility requirement.
- C. EDGENUITY- when determining eligibility for on-line course the school must use ACTUAL grades. A progress report generated by Edgenuity must be attached to the Districts PowerSchool progress report.
- D. Middle School students must follow NMAA eligibility guidelines.

5.5 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.

5.6 INJURY OR ILLNESS

An athlete must report an injury or illness to the athletic trainer.

- A. 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.
- B. The athletic trainer, under the advice of a medical practitioner, shall determine the participation status of the athlete.
- C. Anytime an athlete is injured there must be an accident report form filled out and on file with the head 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 trainer to have a supply of Accident Forms. In the event the head trainer is not present, the head coach or his or her designee has the responsibility to see that the above procedure is carried out.

5.7 PRIORITY-SCHOOL SANCTIONED EXTRA CURRICULAR ACTIVITIES PROGRAMS

- A. Multi-activity participant

No participant can be involved in an off-season program while he or she is participating in an in-season activity unless the participant has the permission of the in season coach or sponsor.

- a. Off-Season

Priority is determined as to the next participant season as stated by the NMAA.

5.8 SENIOR PARTICIPATION

Seniors are not permitted to play in any school district scheduled Junior Varsity athletic contest.

SECTION VI

EXTRACURRICULAR ACTIVITIES – CODE OF CONDUCT

Students who participate in extracurricular activities must be aware that their personal conduct and attitude reflect high standards of respect, loyalty, positive 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 legal guardian(s) to be familiar with the standards of student conduct and the Code of Conduct.

6.1 CODE OF CONDUCT

A. Purpose

1. Students who participate in extracurricular activities for the G.I.S.D. 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. The G.I.S.D. educational mission is to encourage the highest standards of sportsmanship, character, and respect for oneself and others.
4. G.I.S.D. has a substantial interest in reducing student misconduct and substance abuse among all its students including those who participate in extracurricular activities.
5. Students should be provided with clear guidance from the G.I.S.D. regarding expectations of their conduct, the consequences that can result from misconduct, and how their actions can affect participation in the extracurricular activity program.

B. Code Flexibility

This Code is designed to provide guidance to participants, coaches or sponsors, and school officials in the handling of expected student behavior and the consequences of student offenses. Nothing in this Code shall be deemed to prevent building principals from deviating from this procedure where, in their professional judgment, the severity or other unique characteristics of the infraction indicate that the procedures do not adequately address the problem created by the student's behavior. The spirit of this Code permits flexibility for principals to ensure the efficient management and control of the educational environment.

C. Right To Apply

G.I.S.D. reserves the right to apply the provisions of the Code of Conduct if the school officials' judgment, the conduct in question negatively affects the safety, morale, smooth operation, discipline, and educational environment or substance abuse deterrence goals of the school.

6.2 REQUIRED BEHAVIOR

- A. Abstain from the use or possession of alcohol, drugs, 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. Do not attempt to circumvent any rules or guidelines of the Gadsden Independent School District and the New Mexico Activities Association.
- E. The practice of hazing is strictly prohibited. Any player or member of an athletic-related team involved in any hazing activity shall be subject to the school district's disciplinary sanctions or consequences. Hazing will not be permitted as a condition of membership in any group or organization connected with the Gadsden Independent School District. Hazing is defined as follows:
 - 1. To harass by exacting unnecessary, disagreeable or degrading tasks or activities, which may result in physical or psychological harm to an individual?
 - 2. To intentionally play abusive and humiliating tricks on an individual.

6.3 DUE PROCESS

- A. An alleged violation of the Code of Conduct is addressed by the building principal/admin. designee.
- B. The building principal/admin. designee shall conduct a reasonable investigation of all allegations, with the extent and thoroughness of the investigation being determined by the severity of the allegation and the reliability and availability of evidence supporting or undermining the allegation.
 - 1. If the alleged violation potentially involves a felony crime, sexual harassment, or physical or mental abuse, **the building principal will immediately notify the Superintendent.**
 - 2. All other violations will be addressed by the building principal following guidelines of the G.I.S.D. Notification shall be given to the Athletic Director who in turn, will inform the Superintendent.
 - 3. Violations involving alcohol, drugs, or weapons will be referred by the principal to the Superintendent for a long-term suspension hearing as per school district policy.
- C. Before determining or rendering a decision of an alleged violation, the building principal shall make a reasonable effort to permit the student to present his or her position regarding the issue.
- D. If there is a reasonable suspicion that the alleged violation did, in fact, occur, disciplinary consequences, if any will be determined by the administrative staff.. A copy of such notice shall be sent to the Athletic Director.

6.4 CRITERIA TO DETERMINE A VIOLATION OF THE CODE OF CONDUCT

A. Criteria That Shall Be Addressed By the Building Principal

1. Is the allegation directly in violation of the stated guidelines?
2. Has due process been followed in addressing the problem with the student?
3. Were other GISD 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).

B. Responses shall be measured by the building principal to decide if a violation did occur.

6.5 CONSEQUENCES

A. Shall be handled by school principal as per school district policy

B. Suspension from participation

1. Suspension shall begin as follows:
 - a. In-season – Suspension shall begin immediately and continue through the designated length of the suspension. If suspension overlaps into the off-season or summer, the remainder of the suspension shall carry over to the next competitive season of the suspended student-athlete.
 - b. Off season or summer period – Suspension shall begin at the start of the STUDENT’S next competitive season.
2. Activity participation – The student is not allowed to participate in practices, games, meetings, or events that are associated with the extracurricular activity.
3. Competition(s) – Designated as the GISD 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 legal guardian, the administration, and the head coach or sponsor.

6.6 VIOLATION OF ANY CRIMINAL STATUE AND ACTIVITY PARTICIPATION

A violation of any criminal statute shall be regulated within the legal limits of the GISD 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 GISD schools and facilities
2. Whenever the students are subject to control of school authority
3. Any time the action is determined, by the building principal, to cause disruption to the educational mission of GISD or detracts from the educational environment or affects safety, morale and efficiency of a school or GISD.

B. Violation of rules governing prohibited or regulated activities.

An extracurricular activity student participant may appropriately 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, appropriate discipline actions may be taken against student participant regardless of whether or not criminal charges are filed.

C. Consequences

Disciplinary action shall be accomplished by the building principal and can include, but is not limited to short-term suspension, and a recommendation to the Superintendent for long-term suspension, or expulsion.

SECTION VII

EIGHTH GRADE PARTICIPATION

7.1 EIGHTH GRADE ELIGIBILITY

- A. Eighth grade students are eligible to participate at the Varsity, JV and 9th level in New Mexico Activities Association recognized individual sports not offered or sanctioned by the GISD 8th Grade Athletic Program.
1. Golf, tennis.
 2. Wrestling
 3. The eighth grader must be enrolled as a full time eighth grade student, be a bona fide resident in the attendance area in which the high school is located, and meet all other eligibility requirement of the Gadsden Independent School District and the New Mexico Activities Association.
 4. 8th grader participating at High School must submit NMAA 8th grade participation form.

7.2 SIMULTANEOUS COMPETITION

An 8th grade student cannot participate simultaneously in an individual high school sport at the high school level and a school district sanctioned eighth grade sport at the mid school level.

7.3 EIGHTH GRADE CLASSIFICATION

An eighth grade student who is enrolled in his or her designated mid school and is enrolled simultaneously in advanced classes at a high school is classified as an eighth grade student for athletic eligibility.

7.4 NINTH GRADE ELIGIBILITY

An eighth grade student who participates in high school athletics does not qualify for the automatic eligibility of first semester ninth graders. He/she must meet all eligibility requirements of other high school students.

SECTION VIII

RECRUITING GUIDELINES

Recruiting of a student-athlete, whose primary residence address is outside of the high school's designated attendance area, is strictly prohibited. If it is determined that a coach recruited an athlete outside of the school attendance area, the coach will face disciplinary action, to include possible termination. If it is determined that a student-athlete was recruited illegally by a coach, parent, or booster club member, the athlete will be declared **INELIGIBLE** for a minimum of one year.

8.1 WHAT COACHES CAN DO

- A. As part of the transition or orientation process the coach may talk to an assembly of all 8th grade students and parents from a particular mid school when all 8th grade students and parents visit a high school campus. This assembly must be part of the Transition or Orientation Process and open to all students. A coach cannot talk to 8th grade students or their parents at an "athletic" only assembly for 8th grade students.
- B. During the high school visitation of 8th grade students and parent, give one promotional pamphlet to all 8th grade students.
- C. If a parent or athlete, who lives outside the school's attendance area, initiates contact with a coach, a meeting can be held with the parties and the school's Athletic Director.
- D. With the middle school principal's permission, a head coach may meet with incoming 8th grade athletes during the spring semester.

8.2 WHAT COACHES, HEAD AND ASSISTANTS, CANNOT DO

- A. Initiate personal contact or communication with any 8th grade or mid school student or his or her family that resides outside the school's attendance zone. Personal contact includes, but is not limited to, phone calls, visits (at home, school, or mid school events), or written communication.
- B. Give anything of value to mid school athletes who live outside the school's attendance area.
- C. Coach a city or community sponsored team or club, during the school year that is made up of mid school students. The coach cannot initiate contact or have organizational meetings or practice with the mid school students until the last day of school of the spring semester.

8.3 WHAT PLAYERS, PARENTS CANNOT DO

- A. Initiate personal contact or communication with any 8th grade or mid school athlete that lives outside the school's attendance area with the purpose of encouraging the student to attend a school outside the student's attendance area. Personal contact includes, but is not limited to, phone calls, visits (at home, school, or mid school events), or written communication.
- B. Give anything of value to mid school athletes who live outside the school's attendance area.
- C. Meet or speak with an 8th grade athletic team or 8th grade athlete during the school year.
- D. Meet or visit at the mid school, during the school day or after the school day or after school hours, an 8th grade athlete or a group of 8th grade athletes.

SECTION IX

BOOSTER CLUBS & FUNDRAISING

9.1 BOOSTER CLUBS/ FUNDRAISING

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 their respective 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 for all sports.
- 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 around all schools by cultivating good, clean fun.
- F. Refraining from encouraging rumors or slanders against players or coaches,
- G. All monies are to be deposited in school account.**

9.2 ROLE OF BOOSTER CLUBS

- 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 GISD 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.

9.5 FUND RAISING

- A. All fundraising activities for the purpose of supporting a GISD athletic team or event shall follow the statutes, rules, and guidelines of the State of New Mexico, the State of New Mexico Public Education Department and the Gadsden Independent School District.
 - 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.

- B. If a team or coach conducts a camp or sponsors a clinic, using school district facilities, and charges a fee; he or she must:
 - 1. Complete a Building Use Form.
 - 2. Prior approval must be obtained from the building administration.
 - 3. Make activity available to all kids.
 - 4. Deposit all money into school Activity Account within 24 hours of receipt.
 - 5. At conclusion of the event, submit a financial report 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 fundraise outside the premise of the above guidelines.

9.6 BANQUETS

Awards, banquets and gym banners are the responsibility of the head coach in conjunction with his/her principal and/or booster club and fundraisers.

SECTION X

PARENTS

10.1 EXPECTATIONS OF PARENTS

- A. Understand and support the philosophy and objectives of the team.
- B. Understand and support the expectations the coach has of the athletes and support the coach in achieving these expectations.
- C. Attend all parent meetings.
- D. Understand the role of the parent.
- E. Join the Booster Club to show support for the players and coaches.
- F. Volunteer to help and support Booster Club fund raising activities.
- G. Insist that the Booster Organization support the coach through winning and losing seasons.
- H. When complaints or concerns arise, allow the coach and building administration, not the Booster Club, to tackle the problem and find solutions.

10.2 SUGGESTED SPECTATOR BEHAVIOR

- A. Comply with the rules and regulations of GISD and NMAA.
- B. Be positive role models
 - 1. Show respect for the opponents
 - 2. Demonstrate behaviors that you expect your son or daughter and their team to live by.
 - 3. Help both teams and fans develop integrity through the intensity of the competition.
 - 4. Let your son or daughter live their own life and participate to the best of their ability. (Please do not re-live your life through their competitive participation).
- C. Student and fan participation in an athletic contest is an extension of the classroom.
 - 1. Help your school administration conduct fair and equitable competition by adhering to the rules and respecting authority.
 - 2. Realize officials are human and will make mistakes. Their decisions should be respected.
 - 3. Be careful not to criticize the competitors.
 - 4. Do not harass students, players, coaches, officials, or administrators.
 - 5. Be aware of the capabilities and limitations of the competitors.
 - 6. Do not verbally berate others.

10.3 CUMMUNICATION WITH A COACH

- A. Express concerns directly to the head coach.
 - 1. Set up a meeting time during the school day. Do not attempt to confront a coach before during or after a practice, or game.
 - 2. If a time cannot be set up. Contact the School Athletic Coordinator to facilitate a meeting.
 - 3. If progress is not reached, set up an appointment with the school Principal and Athletic Director.
- B. Notify the coach of pending or anticipated problems or concerns.
- C. Discuss specific concerns in regards to the coach's expectations.

10.4 ISSUES TO DISCUSS WITH A COACH

- A. The treatment of a student-athlete, mentally or physically.
- B. Ways to help the student-athlete improve.
- C. Concerns about the student-athlete's behavior.

10.5 ISSUES NOT TO DISCUSS WITH A COACH

- A. Squad selection – skills sheet
- B. Playing time – Parent may request meeting with athletic coordinator and coach to clarify areas of improvement, skill development.
- C. Sport strategy
- D. Play calling
- E. Matters concerning other team members

10.6 STEPS TO FOLLOW IF A PERCEIVED PROBLEM EXISTS

- A. Meet with the head coach and school's principal/athletic coordinator.
- B. Seek a resolution with the school's principal/athletic coordinator. Principal's determination should be respected.

SECTION XI

COACHES EMPLOYMENT AND RESPONSIBILITY

11.1 RESPONSIBILITIES OF HEAD COACHES

The head coach of each sport is responsible for his or her sport within the school system. The head coach is directly responsible to strictly enforce and follow the rules of the NMAA and the Gadsden Independent School District. The head coach shall report to the high school principal.

The head coach shall be responsible for eligibility; equipment; inventories; local and state rules and regulations; assistant coaches; the overall supervision of the sport; and, in conjunction with the Head Trainer, all required parental and insurance forms and the physical examination.

The head coach shall have the right to assign duties and responsibilities to assistant coaches with the approval of the principal and athletic director. This includes middle schools.

A. Professional Responsibilities

1. Be familiar with and follow the policies and guidelines of the Gadsden Independent School District and the New Mexico Activities Association.
2. Submit information to the Principal or Athletic Director as required by the district and/or NMAA.
3. **Be responsible for the entire athletic program, grades 7-12.**
4. Teach sportsmanship and set an example of good moral and physical behavior.
5. Assume responsibility for the conduct and well being of all players.
6. Ensure that all student-athletes are treated with a high standard of professionalism and ethical behavior by each member of the coaching staff.
7. Ensure proper ethical behavior of self, staff, and team.
8. Refrain from the use of foul language and not allow the use of foul language by team members.
9. Create a parent and player handout to address coaching philosophy, acceptable behavior and expectations, squad selection, and playing time.
10. **Hold a pre-season meeting with athletes and their parents to discuss philosophy and guidelines of the program and inform the athletes and**

parents of their responsibilities and regulations. Athletic Coordinator should be in attendance.

11. Promote the athletic program and participation in the mid-schools, elementary schools, and city sponsored athletic programs.
12. Observe and evaluate the entire program and make recommendations to the Principal and Athletic Director.
13. Direct internal problems to the school administrator.
14. If a serious problem exists, immediately inform principal, athletic coordinator or athletic director.
15. Cooperate with and be responsive to the needs of other coaches and their athletic programs.
16. Establish rapport and cooperation with members of the athletic staff, teachers, and administration.
17. Encourage athletes to participate in other sports.
18. Provide positive communications and exhibit positive public relations skills.
19. Ensure that each participant follows the "CODE OF CONDUCT".
20. Ensure that illegal recruiting of athletes is not occurring within your sports program.
21. It is ultimately the responsibility of the head coach to see to it that all facilities are game ready.

22. Act as the host and greet all visiting teams.

B. Coaching Responsibilities

1. Supervise assistant coaches and assign their respective duties and responsibilities.
2. Participate in all scheduled athletic contests.
3. Adhere to the contests as scheduled by the Athletic Department.
4. Instruct participants in safety-related issues and the need for reporting injuries to the trainer.
5. Cooperate with the decision of the head trainer on injury situations.

6. 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 trainer.
7. Establish and implement an off-season program to give our student-athletes a better opportunity to improve their skills.
8. Develop and enforce individual and team discipline and control.
9. Secure facilities after use.
10. Supervise weight room, at all times, when an athlete in your sport is working out.
11. Use innovative new coaching techniques and ideas in addition to already sound, proven methods of coaching.
12. Use coaching strategies that represent technical knowledge and reflect the ability to create, utilize, or react to different contest situations.
13. 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.
14. Implement a “Game Plan” that is consistent with the available talent, reflects the capability to make game adjustments that best suit your team and game conditions, and utilizes the selection of appropriate strategies and tactics.

C. Related Coaching Responsibilities

1. Remain in the locker room or gym until all players have left.
2. Issue, collect, and store equipment.
3. Do not give away or sell school district uniforms or equipment at the end of a season.
4. Submit inventory, equipment requests, and transportation requests to the athletic office in a timely manner.
5. Coordinate and conduct all hosted tournaments and meets.
6. Develop criteria for earning a letter.
7. Responsible for awards presentation according to school procedure.
8. Attend and promote other activities of the school.
9. Attend all contests in your sport played at home unless in direct conflict with your practice or game schedule (9-12).

10. Be responsible for the year-end report to the Athletic Director.
 11. Perform other duties as may be required and/or assigned by the school administration.
 12. Contribute to fund raising activities for new equipment or repair of equipment in the weight room.
 13. **Coaches will be asked to perform extra duties for special events such as track meets tournaments, etc. Special consideration will be taken for those coaches in season. (i.e., GISD Track meet, GISD Cross Country meet)**
- D. Other Head Coach Responsibilities (Facilities, Equipment, Supervision Instruction)
1. Provide a safe, physical environment by inspecting the school facilities that are used.
 - a. Note and remedy hazardous conditions through regular inspections.
 - b. Develop a procedure for inspecting facilities and equipment used in the sport.
 - c. Immediately change any dangerous conditions that may occur.
 - d. Give precise rules for using facilities.
 2. Provide adequate and proper equipment and explain its use.
 - a. Follow the equipment purchase process of the GISD Athletic Department
 - b. Teach athletes how to fit, use, and inspect their equipment.
 - c. Inspect equipment on a regular basis.
 - d. Allow only qualified people to fit, install, adjust, or repair equipment.
 - e. Warn players of potentially hazardous equipment. Give verbal and written instructions on how to use it.
 - f. Be aware of changes in equipment standards.
 3. Match athletes so they are not placed in situations where they are at a huge physical disadvantage.

- a. Match athletes in size, maturity, skill, experience, and age. Do not place athletes in a situation where the risk of injury is increased.
 - b. Enforce NMAA and GISD eligibility rules. They are intended to provide equitable competition.
 - c. Modify the drill or practice structure when mismatches in ability cannot be easily corrected.
 - d. Be especially alert to mismatches between the sexes, with athletes recovering from injuries and for those with disabilities.
4. Evaluate athletes for injury of incapacity to insure that they are in satisfactory health to participate in athletics.
- a. Follow the procedures for participation as established by the GISD Athletic Department.
 - b. Do not allow athletes to participate in any activity until he or she has been cleared to participate by the athletic trainer.
 - c. Use extraordinary judgment in identifying athletes who are injured or ill enough that they should not participate.
5. Supervise the activity closely. The extent of supervision is dependent upon the nature of the activity and the age, capacity, experience, and number of participants.
- a. Classification of proper supervision
 - 1) General Supervision
 - Required for low-risk activities.
 - Required to be in the area of the activity to see and hear what is happening.
 - Required for preparation areas to include locker rooms and playing facilities both before and after an event.
 - Normally an observational duty as opposed to a hands-on duty.
 - 2) Specific Supervision
 - Direct supervision at the immediate location of an activity.
 - Should have a direct relationship with participants.
 - The more inherent danger of the sport, the more specific the supervision.
 - Used for high-risk activities.
 - b. Fulfilling the duty

- 1) Always provide general supervision for all facilities and activities being used by the team.
 - 2) Provide specific supervision when teaching new skills and when the risk of injury increases.
 - 3) Anticipate dangerous situations and be positioned to prevent them from occurring.
 - 4) Use posters and signs to support but not replace supervision.
 - 5) Do not condone reckless or overly aggressive behavior that threatens the safety of the athletes.
6. 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.
- a. Warn the athletes of the inherent risks.
 - b. Use written notices, releases, and videos and repeated verbal warnings to make certain the athletes understand and are mindful of the risk.
7. Provide or secure appropriate emergency assistance.
- a. Protect the injured athlete from further harm.
 - b. Provide appropriate first aid.
 - c. Contact the school athletic trainer.
 - d. Comfort and reassure the athlete.
 - e. Develop an appropriate sport specific emergency plan.

E. Responsibilities of Assistant Coaches

The loyalty given the head coach will determine the success of the program. If there is a question or concern, talk to the head coach, principal, or athletic director. If you are an assistant in more than one sport, be interested and enthusiastic in all sports. An in-season sport has priority over an off-season sport.

1. Attend meetings that are necessary to the Athletic Department.
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 Gadsden Independent School District and the NMAA.

4. Teach sportsmanship and set an example of good moral and physical behavior.
5. Encourage dual participation of athletes.
6. If not coaching an in-season sport, work in the off-season and summer program.
7. Assist in enforcing individual and team discipline.
8. Be loyal to the head coach and his or her athletic program.
9. When possible, attend all home contests in the sport you are coaching.
10. Attend other activities of the school.
11. Teach fundamentals, techniques, etc., as directed by the head coach.
12. Assume responsibility of assisting the head coach, under his or her supervision, in performing assigned duties.
- 13. Perform other duties as may be required and/or assigned by the head coach or school administration.**
- 14. All coaches will be asked to perform extra duties for special events such as track meets, tournaments, etc. Special consideration will be taken for those coaches in season. (i.e., GISD Track meet, GISD Cross Country meet)**

SECTION XII

ATHLETIC TRAINER

12.1 RESPONSIBILITIES OF THE ATHLETIC TRAINER

The athletic trainer is directly responsible to the principal and athletic director.

- A. Initiate and develop a comprehensive student-athletic training program (Sports Medicine) through the high school curriculum area. The program will enable each athletic team to have student-trainer services available.
- B. Establish a record keeping system for each participant. Assure that all participation documents are completed, signed, and received by the trainer.
 - 1. Physical Examination (Must be signed by a Medical Physician licensed by a U.S. State).
 - 2. Statement of Health and Well Being.
 - a. Permission to Participate in Interscholastic Athletics
 - b. Acknowledgement of Injury Risks
 - c. Personal Medication Notification
 - d. Insurance
 - 3. Acknowledgement of Rules and Terms of Athletic Participation.
 - 4. Emergency Information Card.
- C. Issue a "Right to Participate" Form to head coaches to authorize clearance for athletic participation.
- D. Evaluate and treat injuries received in athletic participation.
- E. Evaluate and determine further participation of injured athletes.
- F. With advice from a licensed physician determine the participation status of an injured athlete.
- G. Set up a rehab program for injured athletes.
- H. Do not allow a participant to play who seeks medical care from a physician until the trainer receives a release from the same physician.
- I. Observe athletes for symptoms and signs of conditions that could suggest referral to a physician.
- J. Provide appropriate safety instruction and assist head coach with safety check of equipment.

- K. Notify immediately the building administration if a coach does not cooperate or comply with training regulations as established by the school district or Athletic Department.
- L. Advise school administration and coaches in regards to measures for preventing the spread of infectious diseases and maintaining good hygiene and sanitation in showers, locker rooms, and playing areas.

SECTION XIII

COACHES EMPLOYMENT AND RESPONSIBILITY

13.1 COACHES ASSIGNMENT

Coaches are considered to be “AT WILL” employees. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of an assignment, for any reason, can be recommended by the building principal, in continuation with the athletic director.

Coaches cannot obtain tenure.

13.2 TIME LINE TO HIRE COACHES

- A. Increment positions – Until Filled
- B. Voluntary positions – Until Filled

13.3 NON-EXEMPT (FLSA) GISD EMPLOYEES

- A. GISD Policy precludes most of these individuals from consideration and volunteer high school coaching.
- B. Contact GISD Human Resources Department for interpretation and exceptions.

13.4 REQUIREMENTS FOR COACHES

*****All Coaches are required to apply to be Certified Drivers.**

- A. All coaches, head, assistant, cheer, dance and drill or paid/volunteer must have a coaching license, grades 7-12 (SBE Regulation No. 92-4, effective July 1, 2006). Unlicensed coaches will not be allowed to instruct athletes in the Gadsden Independent School District.
- B. Levels of Certification
 - 1. Level I 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 – Level I**
 - e. First Aid Course** unless already completed for a temporary coaching license or another PED license.
 - 2. Level II 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
 - 3. Level III NM PED Athletic Coaching License (Term-9 academic years)

- a. Complete and submit application form and fees
 - b. Posses 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:
 - Posses a NM teaching license with an endorsement in physical education
 - Hold an undergrad/grad minor in coaching (min. 24 sem. hrs.) from a regionally accredited college/university
 - Complete an advanced coaching principles course approved by PED (e.g. **ASEP Coaching Principles**)
 - e. Complete and submit verification of a course in first aid/sport first aid/athletic training (e.g. **ASEP Sport First Aid**)
 - f. Complete and submit verification of CPR training (e.g. **ARC/AHS Adult CPR**)
4. 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

The Superintendent of G.I.S.D. may waive requirements of this provision.

- C. Assistant coaches for any sport must be an employee of the Gadsden Independent School District or meet one of the following criteria:
1. Receive an increment for coaching duties from the Gadsden Independent School District (In order to have an additional coaching position, each sport is permitted to equally divide the smallest assistant coach's increment). Non-district personnel that receive an increment must sign a CSA Contract (must renew each year).
 2. Assigned as a student teacher to the Gadsden Independent School District from a recognized college.
 3. Is a participant in a recognized Directed Study or Intern Program and assigned to our school district. Internship assignments must have written approval from the school principal or athletic director, the head coach in the assigned sport, and representative of the university. The assignment is for one season only.
 4. Is a certified teacher of the Gadsden Independent School District who volunteers to coach. Must complete the school district coaching application process and sign a volunteer coaching contract.
 5. Is a volunteer coach. Must complete the school district coaching application process, sign a volunteer coaching contract and provide proof of liability insurance. The assignment is for one year only.

13.5 COACHING APPLICATION PROCESS

- A. Letter of Interest and Resume

- B. District Application
- C. Coaching License
- D. Police/FBI Background Check

13.6 AUTHORIZATION TO BEGIN COACHING DUTIES

A coach cannot coach or be in contact with athletes during in-season, off-season, summer programs or school district approved athletic classes until he or she has been cleared by the Human Resources Department and the Athletic Director to begin the coaching assignment.

13.7 EVALUATION OF COACHES

A. Head Coaches

1. The formal evaluation will be in five areas:
 1. Pre and Post Season; 2. Certification; 3. Coaching Responsibility;
 4. Coaching Performance; and 5. Coaching Relationships.
2. The principal and athletic director will continually observe coaches during practice and game sessions. The principal will evaluate the head coach with input from the Athletic Director. The final evaluation will be made within one month of the completion of the season. **The final decision on head coaches is the responsibility of the principal and district athletic director.**
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. Assistant Coaches

The head coach with input from the principal and athletic director will evaluate assistant coaches. The final decision on assistant coaches is the responsibility of the Principal.

- C. Coaches will be evaluated yearly.

13.8 HEAD COACH EVALUATION FORM

- A. The evaluation of head coaches will consist of the competencies and description as stated in:
 - 1. Section B.1 – Responsibilities of All Athletic Personnel.
 - 2. Section B.3 – Responsibilities of Head Coaches.
- B. Evaluation Rating Scale
 - 1. Head coaches will be rated at one of three different levels.
 - A. Satisfactory
 - C. Cause for Concern
 - F. Unsatisfactory
 - 2. A Growth Plan for Improvement may be prepared for any level, but all items marked F require corrective action.

13.9 CHANGES 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 and head coach will select assistant coaches. Final decisions on assistant coaches are the responsibility of the principal.

13.10 COACHES FROM OTHER HIGH SCHOOLS

- A. An employee of a high school within the Gadsden Independent School District cannot coach, as a paid or volunteer coach, at another high school within the Gadsden Independent School District. (The Superintendent may waive this provision)

13.11 COACHES – GIRL’S SPORTS

In selecting a coach for a girl’s sport, every effort will be made to hire female candidates.

13.12 ADMINISTRATORS AND COUNSELORS

Will not be allowed to coach as an increment coach or volunteer.

13.13 COMMUNICATION WITH PLAYERS AND PARENT (S) OR GUARDIAN (S)

The head coach will have a pre-season meeting with participants and parent(s) or guardian(s). The meeting will include, but not limited to, a handout and discussion in the following areas:

- A. NMAA and GISD Athletic Policies

1. Student Athlete – Code of Ethics
2. Parent – Code of Conduct
3. Guidelines for Participation
4. Eligibility
5. NMAA and GISD sport specific rules
6. Transportation to and from events

B. Squad Selection

Coaches are encouraged to keep as many players as they can without affecting the integrity of the team or sport. Time, facilities, number of coaches, and personal preference will place limitations on the most effective team size. It is our intention to provide opportunities to as many students as possible without diluting the quality of the program.

Choosing the team members is at the sole discretion of the head coach and assistants.

1. Varsity team selection criteria
2. Sub-varsity team selection criteria
3. Cutting of players criteria

C. General Rules of the Sport

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

D. Criteria For Receiving a Letter

E. Injuries – procedure to follow

F. Parent Involvement

1. Communication with a coach

- a. Express concerns directly to the head coach
 - 1) Set up a meeting time during the school day. Do not attempt to confront a coach before, during or after a practice or game.
 - 2) If a time cannot be set up, contact the athletic director to facilitate a meeting.
 - 3) If progress is not reached, set up an appointment with the school principal and athletic coordinator.
 - b. Notify the coach of pending or anticipated problems or concerns.
 - c. Discuss specific concerns in regards to coach's expectations.
2. Issues to Discuss with a Coach
 - a. The treatment of a student-athlete, mentally or physically
 - b. Ways to help the student-athlete improve
 - c. Concerns about the student-athlete's behavior
 3. Issues Not to Discuss with a Coach
 - a. Squad selection
 - b. Playing time
 - c. Sport strategy
 - d. Play calling
 - e. Matters concerning other team members
 4. Steps to follow if a perceived problem exists and a resolution between the parent(s) and coach could not be reached.
 - a. Set up meeting with the head coach and the athletic coordinator.
 - b. Set up an appointment with the schools principal.
- G. 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 and coaches.
6. Volunteer to help and support Booster Club fund raising activities.
7. Insist that the Booster Organization support the coach through winning and losing seasons.
8. When complaints or concerns arise, allow the coach and building administration not the Booster Club, to tackle the problem and find solutions.

When a concern, complaint, or allegation is received against a coach, the building administration will immediately address the issue.

13.14 INVESTIGATIVE PROCEDURE – COMPLAINTS AGAINST A COACH

- A. If an allegation potentially involves sexual harassment or physical abuse, the building principal will immediately notify Human Resources and the GISD Athletic Department.
- B. The building administration will initiate an inquiry into the alleged problem. The administrator will inform the Athletic Department in writing as to the steps taken in the probe and the conclusion reached by the school. The written documentation will include the use of the Investigative Form Procedure Document and the people who were questioned and their responses.
 1. The building administration will make a determination:
 - a. Is there a violation of school district or New Mexico Activities Association policy?
 - b. Was due process followed?
 - c. Were school rules broken?
 - d. Is there a pattern of behavior developing?

SECTION XIV

INTERSCHOLASTIC ATHLETICS

14.1 CRITERIA FOR DELETING INTERSCHOLASTIC SPORTS

The following criteria will be considered in depth prior to the dropping of an interscholastic sport:

- A. Student Interest – In terms of participation, student interest declines to an unsatisfactory level.
- B. Sanction – The New Mexico Activities Association does not sanction the sport.
- C. Coaches – It becomes impossible to secure competent coaches.
- D. Competitiveness – The competitive level of the sport is unsatisfactory.
- E. Facilities – Adequate facilities do not exist, or the use of existing facilities conflicts with other athletic or academic programs.
- F. Funding – Adequate funding is no longer feasible, particularly in view of participation numbers.
- G. Scheduling of contests at the local or regional level becomes increasingly difficult.
- H. Revenue – The sport has little or no opportunity to generate revenue.

14.2 CRITERIA FOR ADDING INTERSCHOLASTIC SPORTS OR SUB-VARSITY LEVELS

- A. Funding – funding must be made available through the GISD Operational Budget. Current sports or the level of current sports cannot be cut in order to add additional sports or level of sports.
- B. The sport, by its nature, must be a competitive athletic activity, which requires a high level of physical condition, training, and skill.
- C. Student interest – there should be an indication of strong student interest, not just in terms of participation but spectator interest as well.
- D. New Mexico Activities Association – The sport must be sanctioned by the NMAA.
- E. Competition – there must be organized interscholastic competition at the district and state levels.
- F. Facilities – adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing athletic programs.
- G. Coaches – it must be possible to secure competent coaches.

- H. Growth – consideration must be given to the potential growth of the sport.
- I. Revenue – highest consideration will be given those sports with the potential to generate revenue.
- J. Scheduling – the potential for scheduling competition on a district and/or regional basis will be a top priority.
- K. Equal Opportunity – priority will be given to those sports that best equalize the opportunities for girls and boys.
- L. Tradition or Community Interest – The sport has special historical or other meaning of importance to our school.

14.3 OVERNIGHT CONTESTS

When members of the coaching staff are of the opposite sex of team members, the head coach must provide a sponsor or chaperon for overnight trips. The head coach must notify the school administration with the name of the designated sponsor or chaperon. It is also encouraged that the head coach provides a sponsor or chaperon on all trips. It's also encouraged that chaperone's be G.I.S.D. employees.

14.4 SUNDAY MEETINGS

Any practice, meeting, film session, or organized activity involving any player or players on Sunday is prohibited.

14.5 SEASON REPORTS

At the conclusion of each athletic season, the head coach shall submit to the Athletic Office a list of all male and female players who have represented the school in athletic events. A short description of any off-season program should be included.

14.6 LETTERING

The following criteria will be considered in depth prior to the addition of any interscholastic sports:

Each coach shall establish a lettering procedure for earning letters on the varsity level:

- A. All criteria for lettering must be on file in the Athletic Coordinators office. This is the responsibility of the head coach.
- B. All individual participants shall be informed of the requirements necessary for lettering.
- C. The requirements for lettering shall be reviewed periodically.
- D. A student athlete will be given one (1) varsity letter. Subsequent letter awards will be in the form of pins.

14.7 ADMINISTRATIVE SUPERVISORY PERSONNEL – ATHLETIC EVENTS

A. Varsity Contests

1. Administrators on duty must be a principal and/or assistant principal or intern.
2. Event Coordinators shall keep documentation on assignment.

<u>Sport</u>	<u>Varsity Home Contests</u>
Football	2
Soccer	1
Volleyball	1
Cross Country	1
Boys Basketball	1
Girls Basketball	1
Wrestling	1
Baseball or Softball	1
Track	1
Tennis	0
Golf	0

B. JV or 9th Grade Events

1. Principals, assistant principal, administrative interns.
2. Event Coordinator shall keep documentation on assignments.

Football (JV or 9 th)	1
Volleyball (JV or 9 th)	1
Basketball (JV or 9 th)	1
Wrestling	1
Baseball or Softball	1 (if offered)
Track (JV or 9 th)	1
Tennis	0

14.8 SUMMER CAMPS AND/OR SUMMER RECREATION LEAGUES

It is the position of the Gadsden Independent School District 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 XV

BUDGET

15.1 ANNUAL BUDGET

- A. The responsibility of providing the necessary funds to support the athletic program lies with the Board of Education and the GISD administration. Most of the funds to meet expenditures are allocated in the District's operational budget; however, the Athletic Office relies on resources from gate receipts. Recognizing the budget allocations and gate receipts are inadequate to meet the total costs of athletics, the categorical expenditures are to be handled as follows:

<u>GISD Athletic Department</u>	<u>Booster Club Donations & School Fund Raising Activities</u>
Out-of-Town Transportation	Letters/Pins
Lodging – When Necessary	Special Awards
Limited in-Town Transportation	Banquets
Meals	Extra meals- Pre-Post
Uniforms	Supplemental Equipment
Supplies & Equipment	Films/Video Tape
Officials	Un-inventoried practice gear
Support Personnel	Gym Banner
Medical Supplies	Other Various

15.2 EQUIPMENT

The head coach 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 and having the school's athletic coordinator verify the inventory, and ordering new equipment. Each coach must maintain accurate records.

- A. School district purchased equipment or uniforms cannot be worn in the off-season or at summer activities. This equipment cannot be worn as regular clothing during the school day.
- B. School district purchased equipment or uniforms cannot be given away or sold without the express permission of the athletic director.
1. Athletic uniforms, warm-ups, sweatshirts, jackets, etc. purchased by the GISD Athletic Department are property of GISD and are intended to be worn for games and practice conducted by the school. **They are not to be worn or used as personal clothing items on or off the school campus.**
- C. Care of equipment
1. At the end of a season, the head coach shall immediately collect all equipment.

2. Equipment must be stored at the high school and in an area approved by the administration.
3. Repair of equipment must be done at the end of each season.
4. The athletic department is not responsible for missing equipment or the care of equipment.

D. Equipment – end of season

1. Equipment check-in, immediately following the completion of a season, all equipment shall be checked in, inventoried, and stored in a designated area on school property, as approved by the school administration.
2. Equipment repair. After inventory, all equipment shall be checked for needed repair. All repair requests must be submitted to the Athletic Director's office. When equipment is picked up for repairs, a receipt must be obtained and forwarded to the Athletic Director's office.
3. Laundry. At the completion of a season, all equipment shall be cleaned. Cleaning of equipment during and after the season is the responsibility of the head coach.

E. Inventory

1. Inventory shall be accomplished by the head coach. The inventory shall be sent to the district's athletic office along with the equipment request for next year.
2. **The athletic department will not replace missing or non-inventoried equipment or equipment that has been left unattended by the coach.**

F. Purchase of equipment

The head coach will compile an equipment request list to include: quantity, name of item, brand (company) name, style number, description, and all related specs. The head coach will designate a priority of each item requested. The list should be signed by the head coach and sent along with the signed inventory list, to the athletic director.

1. Equipment allotment (each year, per sport and school). 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 requests new uniforms or warm ups, equipment request of other items will be somewhat reduced.
2. New equipment purchases
 - A. New game uniforms will not be purchased on yearly cycle. A (4) year rotation is used for replacement of uniforms.

15.3 ATHLETIC TRAVEL

With the exception of a Holiday Basketball tournament or State Playoffs no overnight regular season travel will be funded by the Athletic Department, unless events are scheduled by the Athletic Department due to unavailable closer games.

The Athletic Office will make **ALL** reservations of overnight trips. The school district is responsible only for room charges and tax. GISD will not assume any responsibility for additional rooms, motel charges, phone calls, or videos/games. If additional charges are made, it is the responsibility of the head coach to pay these changes. The school district will attempt to use a motel that best meets the needs of ALL TEAMS. Teams CANNOT upgrade to more expensive rooms or motels or add days to trip.

All Athletes must return with the team unless released by parents

Numbers include players, support personnel & coaches. If transportation is available, squad limits for playoffs may be increased with approval of the Athletic Director.

Individual Teams

Sport	V/Only	V-JV	V-JV-9	Managers	Trainers	Max w/coaches
Baseball	18	36	n/a	2 max	Discretion of coach – Max 1	43
Softball	18	36	n/a	2 max	Discretion of coach – Max 1	43
Track	40	40	n/a	None	Discretion of coach- Max 1	44
Golf-suburban	10	n/a	n/a	None	None	n/a
Tennis-suburban	14	n/a	n/a	None	None	n/a
Basketball	14	28	42	2 max	Discretion of coach-max 1	44
Wrestling	17	34	n/a	1 max	Discretion of coach-max 1	38
Soccer	22	44	n/a	2 max	Discretion of coach-max 1	44
Football	TBD by Athletics	n/a	n/a	2 max	Suburban	TBD
Volleyball	14	28	42	2 mas	Discretion of coach-max 1	44
Cross Country - suburban	10	n/a	n/a	None	None	n/a

2. Bus can carry 44 passengers based on fact that equipment may not be in aisle or blocking windows.

15.4 MEALS

The athletic department shall set a specified meal allowance and allotment for each athletic trip. 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 number of people fed, if less than the authorized number to be fed, times 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.

A. Use of purchase order

1. Each Purchase Order is dated. The Purchase Order can only be used on that day.
2. Purchase Orders are given for specific meals and can only be used for that meal.
3. Only one Purchase Order can be used at each meal. Purchase Orders cannot be combined.
4. A Purchase Order cannot be used to purchase meals within Dona Ana County or El Paso County.
5. If a Purchase Order is going to be used for a tip, the tip must be included in the authorized amount. The tip cannot be an additional amount.
6. A Purchase Order cannot be used to feed family members.
7. A Purchase Order can be used to feed only the members of the official traveling party.
8. A Purchase Order cannot be altered.

B. **RECEIPT**

1. Requirements
 - a. ALL RECEIPTS MUST be **ELECTRONICALLY** generated and itemized
 - b. Required information
 - 1) Date
 - 2) Name of business
 - 3) Address, city, state, and zip code
 - 4) Number fed including bus driver
 - 5) Amount of purchase
 - 6) Signature of vendor
 - 7) Signature of head coach

2. All itemized receipts and school district meal forms must be sent to the athletic office within **24 HOURS** of the completion of the trip or on the following Monday if the trip happened during the weekend.

C. Criteria For Issuing A Meal Purchase Order

1. Athletic contest is more than 60 miles one-way, outside Dona Ana and El Paso Counties.

D. Allowance per meal, per person

1. More than 60 miles one-way: 5.00- 7.00 Varies on Distance and hours.
2. District, regional, and state play-offs – 5.00- 8.00 depending on distance and hours .

E. When necessary coaches will be issued a school credit card which will replace the school purchase order.

1. Credit Cards must be picked up at the Athletic Office or at school site as determined by Athletic Office.
2. Credit Cards may only be used for lodging and meals.

F. Travel and Meal Allotment

The allotment for a meal is based on the number of people that the school district has allotted to be fed, times the per meal allowance or the number of people actually fed, if less than the allotted number, times the per meal allowance, whichever is less.

Middle Schools will travel with same numbers as High School with the exception of Football.

Gadsden Independent School District

Department of Athletics

Meal Policy/Procedure

2016-2017

MEAL ALLOWANCE:

Authorized number of traveling party to be fed times (x's) the allowable dollar amount per person per meal.

OR

Number of people actually fed, if less than the authorized number allowed to be fed, times (x's) the allowable dollar amount per person per meal.

WHICHEVER IS LESS

ONE DAY TRIPS:

Local Areas: Alamo, Deming, Silver, Cobre, Ruidoso, T or C Regions- One meal @ \$5.00

All Other Areas: One meal @ \$7.00. May divide to provide two meals.

Out of Town Tournament: Breakfast @ Hotel, Lunch @ \$6.00 and Dinner @ \$7.00

State Tournament: Breakfast @ Hotel, Lunch @ \$7.00 and Dinner @ \$8.00

Please do not allow one player to spend more than the allowable amount, even if a different player spends less than the allowable amount.

Ex. Meal allowance is \$8.00. Player A spends \$6.00. This does not free up \$2.00 to spend on another meal.

Non-Allowable purchases: Ice Cream, Cookies, Deserts.

These items should be purchased by athlete, coach or sport account.

Please do not purchase food within the local area. Ex. Buying breakfast on way out of town. Basically, no food should be purchased within 60 miles of District area.

Revised 8-10-15

SECTION XVI

SCHEDULING

16.1 SCHEDULING CRITERIA

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

1. Equality within each individual sport and with all high schools.
2. Fairness to all high schools and all teams.
3. Maintain a competitive balance within each high school and each team.
4. Work cooperatively with other school districts.

16.2 SCHEDULING

1. The Athletic Director shall schedule all athletic contests.
2. No coach will schedule on an individual basis.
3. No coach will change the date, time, or site of a scheduled athletic contest.
4. GISD will not schedule non-district athletic contests that require a team to stay overnight unless we receive from the other school or school district a financial guarantee to cover proportionate expenses.
5. Cost and supervision issues limit overnight athletic trips. Arrangements for all athletic events that require overnight accommodations will be provided by the GISD Athletic Department. Booster Clubs and individual schools are not allowed to plan or finance overnight athletic trips without approval of the athletic department.
6. GISD will not schedule contests out-of-state, except El Paso area or on an as-need basis. (Exception: Holiday Basketball tournaments)

16.3 SCRIMMAGES

1. There shall be a limit of one (1) scrimmage in each sport and the limit applies to all sports. The scrimmage must be scheduled before the first regularly scheduled contest.
2. The Athletic Department will provide transportation to a site within 75 miles one-way of Anthony/Santa Teresa. If the scrimmage is over 75 miles one-way, the team must pay the cost difference.
3. The Athletic Department will only pay for one bus.

4. A team cannot stay overnight.
5. Programs must provide their own meals.
6. Sub-varsity may scrimmage if no additional cost to district: Refer to 16.3, Number 1-5

SECTION XVII

TRANSPORTATION

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

17.1 TRANSPORTATION PROCEDURE

- A. All requests for transportation shall be made through the District Transportation office. Transportation requests will be coordinated based on destination and event travel. Transportation arrangements will be made on the basis of safety and economics.
- B. The Athletic Director and or District transportation department shall evaluate transportation needs and make the final decision regarding mode of travel.
- C. Any changes in transportation must be made through the Athletic office.
- D. Only school employees shall be designated the responsible individual for trips.
- E. The school principal has the authority to change departure times.

17.2 CRITERIA FOR PROVIDING TRANSPORTATION

- A. The Athletic Department is responsible for providing transportation to all regularly scheduled games and scrimmages.
 1. If a team chooses to scrimmage at a site beyond 75 miles one-way, the head coach will be responsible for the additional expense of the travel.
 2. For scrimmages, the Athletic Department will only assume responsibility for the cost of One Bus.
 3. Teams traveling to the same area may share a vehicle.
- B. Mode of transportation
 1. A team shall travel together in the same vehicle. GISD will not split a team into two vehicles.
 2. Consideration will be given regarding the amount of equipment that a team must transport.

3. Cars will not be assigned to a team for travel unless the coach has completed the New Mexico Transportation Department Driver Training Program.
4. A coach or booster club cannot upgrade the mode of transportation.
5. Varsity teams with a traveling party of 16 or less will be issued two (2) suburbans. It is the head coach's responsibility to make sure he/she has two certified drivers on staff.

17.3 OUT-OF-TOWN ATHLETIC EVENTS

- A. A team 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 Public Education Department and GISD.
- B. A student participating in an out-of-town contest is the responsibility of the school district and coach. A student shall use the school district provided transportation both to and from the contest.
 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. The Principal may make an exception to this rule.
 2. No student, regardless of age, will be permitted to travel to or from an out-of-town event with any person except the coach. The **only** exception is this shall be the release of the student-athlete only to his or her parent or court appointed guardian provided the parent or court appointed guardian gives the coach a written note at the conclusion of the event. A coach will not and cannot release a student-athlete to any other person, regardless of a written or verbal permission of that student's parent or court appointed guardian.
- C. Before and after a trip, the responsible coach shall inspect the vehicle. The head coach or designee is responsible to make sure that all trash and equipment are removed from the vehicle at the completion of the trip.
- D. The bus driver will make the final decision as to the safety of travel.

17.4 IN-TOWN ATHLETIC EVENTS

- A. The school district will not provide transportation for in-town practices, games, or athletic events. (Includes High Schools and Middle Schools)
- B. No student should ride in the personal vehicle of a coach or athletic sponsor. The Athletic Director serves the right to waive this provision under certain circumstances.
- C. The parent(s) or court appointed legal guardian(s) and the student-athlete would assume all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices, games, or athletic events.

17.5 RETURN FROM AWAY GAMES DISTRICT AND TOURNAMENT PLAY

Teams playing in invitational and district tournaments as well as those teams participating in state tournaments will be expected to **return the day of the contest, if eliminated**, or immediately after the conclusion of a championship event. An exception to this rule can be waived by the Athletic Department pending mode of Transportation or other circumstances.

A. Criteria for Departure Times

1. Time missed from class
2. Distance
3. Event start time

B. Departure Times

1. Weekday- Depart at time that allows team to arrive one hour pre game.
2. Weekends- Depart at time that allows team to arrive one hour pre game.

C. Rubric for Tournaments and Play-offs

	Rubric For Departures					
Game Time	City	Region	Route/Time	Bus	Charter	Suburban
After 3pm	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	Day of Event	Day of event	Day of event
After 3pm	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	Day of event	Day of event	Day of event
Noon-3pm	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	TBD by AD	TBD by AD	TBD by AD
Noon - 3pm	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	Day before event	Day before event	Day before event
Prior to Noon	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	Day before event	Day before event	Day before event
Prior to Noon	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	Day before event	Day before event	Day before event

	Rubric For Return					
Game Time	City	Region	Route/Time	Bus	Charter	Suburban
After 3pm	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	TBD	Day of event	Next Morning
After 3pm	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	TBD	Day of event	Next Morning
Noon-3pm	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	Day of Event	Day of event	TBD by AD
Noon - 3pm	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	Day of event	Day before event	TBD by AD
Prior to Noon	Albuq./Rio Rancho/Santa Fe	North	4-5 hrs	Day of event	Day before event	Day before event
Prior to Noon	Hobbs, Clovis, Carlsbad, Artesia	East	5-6 hrs	Day of event	Day before event	Day before event

D. Vehicles

1. Boone school bus, Charter, Suburban
2. Type of vehicle used to transport athletes is based on availability, distance, cost and number in traveling party.
3. Athletic Department is responsible for deciding which mode of transportation will be used.
4. Each trip is evaluated on a individual basis and may not match, mirror or reflect other trips. The NMSAEA may play a role in transportation decisions.

SECTION XVIII

SCOUTING, CLINICS, PROFESSIONAL LEAVE

18.1 SCOUTING

Due to the availability of game film via various technological avenues scouting trips will not be funded by the athletic department.

18.2 CLINICS – PROFESSIONAL LEAVE WITH PER DIEM

If it is necessary to be absent from school, coaches may be excused from school for 3 days of professional leave to attend the clinic of their choice with authorization from the principal. Three days of per diem will be paid for the NMHSCA yearly conference in Albuquerque. (\$85.00 per day) Head Coach only.
Athletic Dept. will pay for NMHSCA membership for each head coach on an annual basis.

18.3 PROFESSIONAL LEAVE

Coaches should be granted Professional Leave for out-of-town school district schedules games.

If a coach teaches at a school other than the high school where he or she coaches professional leave will be granted from the high school.

If a coach is a volunteer coach and teaches at a school other than the high school where he or she coaches, professional leave will be granted from the high school. (It must be determined that the volunteer coach has been an active participant in the coaching of the sport).

18.4 USE OF SICK LEAVE

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

SECTION XIX

ATHLETIC EVENT ADMISSION

19.1 GAME ADMISSION

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

19.2 GAME TICKETS – COST

1. **FOOTBALL**

Adult --- \$5.00

Student --- \$3.00

JV and FRESHMEN

Adult --- \$2.00

Student --- \$1.00

2. **VOLLEYBALL/BASKETBALL**

Adult --- \$5.00

Student --- \$3.00

JV and FRESHMEN (When played separately from Varsity)

Adult --- \$2.00

Student --- \$1.00

3. **VARSITY BASEBALL/SOFTBALL/SOCCER/WRESTLING**

Adult --- \$5.00

Student --- \$3.00

JV and FRESHMEN (When played separately from Varsity)

Adult --- \$2.00

Student --- \$1.00

4. **Middle School/All Events**

Adult --- \$2.00

Student --- \$1.00

19.4 PASSES

- A. **Everyone** entering GISD Athletic Events must have either a purchased ticket or signed pass. No exceptions will be made.
- B. **For All Events, District ID must be shown at Will Call Table with proper identification in exchange for ticket.**

- C. **GISD employee passes** will be sold in the Athletic Office for \$35.00 per pass. These passes may be purchased by anyone employed with GISD. Each employee may purchase four (4) of these passes for his/her family. The pass is good for all athletic events held on GISD campuses.
- D. **VIP passes** will be distributed to the GISD School Board.
- E. **All passes are void** during District Tournaments and State Play-offs.

19.5 TICKET SELLERS AND TAKERS

Shall be on duty at the following events:

- A. Fall Sports: V, JV & 9 Football; V & JV Soccer; V, JV & 9 Volleyball
- B. Winter Sports: V, JV & 9 Girl's and Boys' Basketball; V & JV Wrestling
- C. Spring Sports: V, JV, C or 9 Softball and Baseball;