



2018-2019

Gallup McKinley County Schools  
Athletic & Activities Handbook



Approved 7-18-2018

Gallup-McKinley County Schools  
Athletics & Activities Handbook

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**All Athletic Forms are available on the GMCS Home Page Under Athletics**

[www.gmcs.k12.nm.us](http://www.gmcs.k12.nm.us)

# INTRODUCTION

This handbook is the basic framework of reference for administrators, coaches and other personnel involved in the Athletic programs sponsored by the Gallup McKinley County School District. The objective of this Athletics Handbook is to provide efficiency, consistency and uniformity in district policy while implementing a wide variety of Athletic programs. Therefore, those who have been delegated the responsibility of administering, supervising and conducting Athletic programs will be expected to have a thorough and working knowledge of its contents. Policies and guidelines stated herein will be binding for the current year.

# MISSION STATEMENT

The Gallup-McKinley County Schools Athletic Program is committed to excellence in academics and athletics. We are dedicated to Pursuing Victory with Honor and adhering to the rules of competition and sportsmanship. Coaches, administrators and student-athletes must understand that participation in the athletic program is a privilege. “We understand that athletics and activities are an extension of the educational setting. These programs provide us all the opportunity to learn important lessons to prepare us for life”. We will represent ourselves and our school at all times with dignity and honor.

## **A. ADMINISTRATION**

### **A.1 STATEMENT OF PHILOSOPHY**

The Gallup McKinley County School District believes that a dynamic program of scholar Activities are vital to the educational development of the scholar. The GMCS Athletic program should provide a variety of experiences to enhance the development of positive scholar habits and attitudes that will prepare them for adult life in a democratic society. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and good will, to promote self-realization, all-around growth, and good citizenship qualities.

### **A.2 GOALS OF THE ATHLETIC DEPARTMENT**

- A. Conduct sports programs in a manner that enhances the mental, social and moral development of athletics and teaches positive life skills that will help them become personally successful and socially responsible ( NMAA/ NFHS Code of Ethics ).
- B. Provide an athletic program that is totally integrated into the educational philosophy of Gallup McKinley County Schools.
- C. Organize and promote an interscholastic athletic program that is in harmony with and contributes to the total school program.
- D. Conduct sports programs in a manner that enhances the mental, moral and social life skills that will help them become personally successful and socially responsible.
- E. Provide opportunities for students to exhibit skills and increase participation.
- F. Provide opportunities to compete with and against others in preparations for a competitive society.

### **A.3 GOALS OF THE ATHLETIC DIRECTOR / PRINCIPAL**

- A. Administer the Athletic Department based on the policies of the Gallup McKinley County Schools and the New Mexico Activities Association.
- B. Provide a solid and comprehensive athletic program that meets the needs and interests of the students and conforms to budgetary and fiscal requirements.
- C. Increase athletic participation and awareness.
- D. Develop an athletic program that will be determined successful by the community.
- E. Develop an athletic philosophy and program that will grow and change with Gallup McKinley County Schools.
- 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.

#### **A.4 DUTIES OF DISTRICT ATHLETICS PROGRAM**

The District Athletic Coordinator shall represent the GMCS

Superintendent in all matters delegated. Specifically, the District Athletics Coordinator shall have general responsibilities for the coordination of all athletic and activity programs in the Gallup-McKinley County Public Schools.

#### **Duties of the GMCS District Athletic Coordinator:**

- a. Supervise & compile all major sport bids.
- b. Coordinate coaches/sponsors increment schedule.
- c. Investigate all Disciplinary/Personnel Athletic Matters
- d. Assist schools with athlete scholarship information.
- e. Facilitate athletic proposals for new programs.
- f. Facilitate compliance w/online rules clinic.
- g. Check event field lights and scoreboards.

- h. Monitor Compliance with allocated budget.
- I. Interpret state eligibility policy to district schools
- j. Coordinate and facilitate reporting required by state HB 161, state equities reporting.
- k. Coordinate with Maintenance on facilities.

### **Duties of the School Site Athletic Director:**

- a. Schedule all varsity, junior varsity, C-team, freshman, and mid school programs for all contests at high/mid schools. Provide District Athletic Coordinator with all schedules. Meet NMAA deadlines for submitting schedules on-line.  
  
Include District Athletic Coordinator in scheduling discussions to provide cost effective athletics scheduling and district scheduling requirements compliance. Assist in administrative oversight at all events.
- b. Develop and schedule extramural and interscholastic programs and contests when appropriate.
- c. Coordinate a timely payment of services (officials, meals, lodging, and security) using school site athletics budget allocations. Work with school site book keeper to ensure all payment of services paperwork is done correctly and turned in to the District Athletic Coordinator's office daily. Work with school site book keeper to monitor expenditures and stay within athletics budget.
- d. Secure officials for all contests. Submit voucher forms for officials to the District AD the morning after each contest. Scan to [bchavez@gmcs.k12.nm.us](mailto:bchavez@gmcs.k12.nm.us).
- e. Facilitate safety repair and inspection of athletic equipment.  
  
District Athletic Coordinator will organize helmet inspection dates, collection dates specific repair needs and numbers. Do not obligate the district for any repair, reconditioning or new purchase of football helmets without District Athletic Coordinator approval. District Athletic Coordinator will pick up helmets for schools and coordinate all business with helmet manufacturing companies.
- f. Coordinate tournaments with all interscholastic sports programs.



- g. Provide safety and repair inspections of weight room facilities
- h. Ensure equity of all programs
- I. Assist with coach's evaluation.

## **DUTIES FOR BOTH (GMCS District Athletic Coordinator & GMCS School Site Athletic Director):**

- a. Provide district requisitions for athletic gear.
- b. Provide coaches licensure information for area coaches. District licensure checklist provided in this handbook.
- c. Approve transportation for all athletic/activity trips using Trip Direct
- d. Monitor/distribute operational and gate receipt athletic budgets for supplies/equipment and travel.
- e. Supervise gate receipt budgets.
- f. Distribute game tickets and store audit information.
- g. Disseminate athletic information to principals (well in advance of NMAA deadlines).
- h. Serve as a liaison between schools & booster clubs.
- I. Distribute physical examination and athletic insurance information.
- j. Develop and update a district Athletics Handbook (annually with school athletic directors).
- k. Assist with the elementary basketball/track programs.
- l. Coordinates State competitions. (if awarded by NMAA)
- m. Act as liaison between NMAA and schools regarding state regulations.
- n. Make recommendations for budget requests from principal's input.
- o. Assist in providing facility recommendations.

- p. Attend district athletic/activities events.
- q. Attend district Athletic meetings (A, AA, AAA, AAAAA).
- r. Represent GMCS at regional, state and national conferences.
- s. Interpret co-curricular and extracurricular activities.
- t. Submit Uniform Inventory to the District AD by July 1<sup>st</sup> annually.

#### **A.5 DUTIES OF PRINCIPALS & ATHLETIC DIRECTORS**

The Principal of each school or their designee shall be responsible for the administration, supervision and implementation of all athletic programs in their school. The principal/designee shall personally supervise all “home” contests. Specifically, they shall be held accountable for:

- a. **Game Management and Supervision: Supervise game**  
preparation, including facilities, ticket takers and sellers, security procedures, parking lot supervision, ambulance service and EMT’s for football games, actual game preparedness in cooperation with the coaches, scorers, timekeepers, P.A. System, etc. No objects/material shall be thrown shot or hurled into the stands during an activity as per Board Policy X 7.2. A pre-game sportsmanship announcement will be made using PVWH prepared statements to set spectator expectations for behavior and welcome guests. Proper deployment of security is vital to ensure the safety of participants, coaches, referees and spectators. Referees will be escorted off the court and visiting teams/coaches afforded security off the campus. Local Athletics Director positions have been approved by the GMCS Superintendent at each high school to assist.
- b. **Coaching Assignments:**  
All approved coaching positions will be recommended by the principal. These names and corresponding increments will be submitted to the Personnel office on a computerized sheet to make addenda adjustments. As soon as vacancies arise, the Personnel Office should be notified to assist in advertising during their regional recruiting

trips. Personnel Office to confer with District Athletic Director to ensure staffing allocation.

Updated school site coaches' lists will be turned in to the District Athletic office for verification, qualification and licensure verification. A coach's licensure checklist will accompany this document.

- c. Postponed/Canceled Contests: The Athletic Director is responsible for normal athletic scheduling. However, inclement weather can force the Transportation Department Athletics Office or local administrators to postpone a scheduled contest. Schools should initiate rescheduling efforts due to the restrictions local calendars dictate. Originally scheduled officials will be contacted locally to avoid contractual conflicts. In addition to notifying, the following will be done:

- Call coaches-coach informs players and parents
- Call Officials of that sport
- Call all workers
- Call the Administration-who assigned duty
- Call Media-radio stations-newspaper
- Call Bus Barn-if a bus was scheduled

- d. Coaches Evaluations: Head Coaches will be evaluated using the GMCS Coach's Evaluation rubric, by the principal in conjunction with the athletic director which addresses supervision responsibilities and PED coaching competencies.

The evaluation process will be completed within 30 days of the completion of the specific season. The Head Coach will evaluate assistant coach's performance using the GMCS rubric and will make recommendations to the athletic director regarding assistant coaches.

- e. Facility inspection: Inspect safety equipment, lighting, scoreboards, playing fields and gymnasiums for proper maintenance. The Department of Supportive Services and Athletics Office should be notified immediately of any potential

problems or defective equipment. A checklist of major safety inspection areas for sports programs and facilities is available in the appendix.

Facility Usage: Outside organizations desiring to use fields, gymnasiums or building space must sign a District Building Use Agreement with the building Principal. Rental fees for organizations supporting school programs may be waived, but payment for custodial services is necessary. Always check with the Supportive Operations Office for any scheduled maintenance projects or watering schedules. ADS is scheduled through the district Maintenance Department.

- f. Medical Emergency Plan: Access to telephones in the event of a medical emergency is vital. Ambulance service is mandatory at all home football games and a contingency plan of action for all other sports will save valuable time.
- g. Athletic Application, Parental Consent, Physical Examination  
Insurance & Waiver Forms: These forms should be on file in the principal's or designee office before an athlete may participate in any interscholastic or intramural program. These forms are to be distributed and collected by the coaches and then delivered to the Athletic Directors Office. During any contest, the head coach should have immediate access to these records in case emergency medical treatment is necessary. Coaches must carry original copies of Athletic Physical Forms, the principal & athletic director must have copies on file.
- h. Ticket Sales: Each Athletic Director shall receive a specified number of tickets at the beginning of each sport season. The remaining tickets are to be returned to the Athletics Office at the end of the year. or accurate record keeping and auditing purposes, it is imperative that ticket sales are identical to the bank deposits. The Athletic Director shall select, instruct and supervise ticket sellers and takers at all home games, and direct the care, safekeeping and accounting of all money derived from the athletic contest. Such money shall be deposited in the GMCS Athletic Fund at the designated district bank (Pinnacle Bank). An Admission Accounting Form and attached copy of the deposit slip

with tickets placed in numerical order to be sent to the Athletics Office immediately after deposit.

- I. Requisition of Equipment and Supplies: The principal shall direct the requisition of supplies and equipment with the assistance of a standardized requisition lists and District Requisition Forms. The principal and Athletic Director, must sign this form to be valid. Before signing requisitions, principals should first check budget allocations in order to ascertain if finances are available. Allocations can be checked in I-visions.
- j. Athletic Budget: At the beginning of the school year the principal shall be responsible for completing an athletic budget at his/her school. This budget will include expenditures for equipment, supplies, meals, lodging, officials, security and game workers. Expenditures are not to exceed the total anticipated revenue from gate receipts plus operational allocations. The athletic budget is to be completed by the district deadline of the current year and must be approved by the Athletics Office before the first requisition.
- k. Beginning of the Year School forms: These forms can be downloaded by the principal or their designee from the New Mexico Activities Association website ([www.nmact.org](http://www.nmact.org)) at the beginning of the school year. All forms are to be completed by the school athletic director and returned to the NMAA as required by NMAA deadline. Dues, Official Voter forms and copies of field reports to the NMAA should be forwarded to the Athletics Office for verification of completion and signature. HB 161 ( SAEA Reporting ) athletic directors are required by law to do an equities report and file it with the NMPED. All athletic directors must set up an account to do the report.
- l. Eligibility: As per NMAA current rules. “refer to Section VI, NMAA handbook eligibility. “All GMCS schools follow the eligibility academic standard established by the NMAA.

- m. Rule Books: Your beginning of the year NMAA packet contains order forms for rulebooks. Please order directly from the NMAA using the athletic director's school site account.
- n. Physical Examinations: All participants must have a physical examination, parent's consent and insurance coverage before participating in any athletic program. The parental signature and official notification of the district training rule policies are included in the physical forms. Physical exams completed after April 1<sup>st</sup> will be valid for the entire next school year.
- o. Injuries: A copy of the district injury report form is required to be sent to the Personnel and Athletics Office, as soon as possible.
- Injuries requiring transportation should be faxed to the Athletic Office within 24 hrs. Concussion Law - Senate Bill 1 - Athletic Directors must keep on file the following documents for each coach and/ or parent/ athlete. (1) NFHS Concussion in Sports - What You Need to Know; <http://www.nfhslearn.com/> Certificate of Course Completion on file for each coach. (2) NMAA's Fact Sheet for Coaches and Teachers [http://www.nmact.org/pages/for\\_athletic\\_directors/Facts\\_4\\_Coaches.pdf](http://www.nmact.org/pages/for_athletic_directors/Facts_4_Coaches.pdf) Signed form on file for each coach
- NMAA's Fact Sheet for Athletes/ Parents [http://www.nmact.org/pages/for\\_Athletic\\_directors/Facts\\_4\\_Families.pdf](http://www.nmact.org/pages/for_Athletic_directors/Facts_4_Families.pdf) Signed form on file for each Athlete and Parent.
- Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.
- Special Precautions for Temperature Extremes ( heat exhaustion and heat stroke. ) Dehydration is the main problem associated with exercising in hot weather. Continuous fluid replacement is essential to maintain normal physiological function. Practice during the cooler part of the day, early morning or late evening. Consider temperature and relative humidity. Allow athletes adequate time to become acclimatized before intensive practice sessions begin. The

acclimatization process takes 7 - 12 days. Start with light, short practice sessions and gradually lead to up to full sessions after a week or so. Limit practice sessions to two hours or less. Weigh all players before and after practice. A fluid loss of 3 to 5 percent of body weight will reduce blood volume and could be a serious health threat. Stress the importance of heavy fluid intake before and between practice sessions to ensure that your athletes will report to the next session well hydrated. Do not deny any athlete water or rest at any time. Do not give salt tablets. Be able to recognize the signs of heat exhaustion and heat stroke. Heat exhaustion - characterized by extreme weakness, headache, dizziness or fainting, profuse sweating, cold and clammy skin, rapid but weak pulse and near-normal temperature.

- (1) Have the athlete lie down in a cool place and drink cool liquids.
- (2) Remove excess clothing and rub the athlete's body with a cold, wet towel.
- (3) Instruct the athlete to stay out of the heat for the rest of the day.
- (4) May want to take the athlete to the hospital in case of complications.

Heat stroke - characterized by dry, warm skin, pin-point pupils, Lack of sweating (although heat stroke may occur before Sweating totally ceases), rapid and full pulse, serious disorientation, unconsciousness.

- (1) Remove all clothing without delay.
- (2) Cool body immediately by whatever means possible; hose, ice, water, cold shower
- (3) Call the hospital and notify them of possible heat casualty
- (4) have an emergency vehicle transport victim to the hospital.

- p. Coach's Program Schedule: Principals/Athletic Directors should request a written timetable and itinerary for the duties to be performed by coaches during their contract period. The intent is for coaches to conduct summer programs and supervise practice sessions during holidays or prior to the beginning of the school year. Compensation time allowances for duties performed during the regular sport season and/or as part of the job description are not allowed. This is not tied to the beginning or ending dates of a normal teacher contract. One week of the NMAA Moratorium will include a coach's clinic, which is normally the last week in July. The second week will be determined by local schools.
- q. Coaches/Sponsors Vacancies: The Personnel Department and Athletic Department should be contacted for advertising coach's/sponsors positions through paid Internet Services, College Placement Centers and newspaper classified ads. The principal's name and phone number should be listed on the job vacancy advertisements as the contact person since separate coach's applicant files are not provided.
- r. Coaches' Travel: Principals are responsible for allocating local budgets for coaches' travel to coaching clinics. Athletic budget (11000.1000.55813.9\_\_\_\_.043\_\_\_\_.0000) whenever possible, coaches and athletic directors should arrange to use a GMCS school vehicle to travel to coaching clinics.

## **A.6 ATHLETIC CHECKLIST FOR PRINCIPALS/ATHLETIC DIRECTOR**

### AUGUST

Athletic Budgets for the upcoming year distributed. Parent meeting for fall sports.

Submit coaching assignment lists to Athletics Office.

Football, volleyball coaches, officials, cheerleader's/drill sponsors rules clinic on-line.

Pick up the following:

Admission tickets for Sports



Physical Examination Forms

District Requisition Forms

Admission Accounting Forms

Officials' Fund & Cash Box check

### SEPTEMBER

Submit beginning of school forms to NMAA.

Submit Training Supplies Requisitions.

Coaches training/licensure class - NMAA on-line coach's licensure training. Fall Inventory forms for each sport filed at local schools.

### OCTOBER

Check gym lights and basketball scoreboard.

### NOVEMBER

Parent Preseason Meeting for Winter Sports.

Pickup additional Winter Sports admission tickets (if needed). Winter Sports eligibility lists to opponents.

Fall Coaches Evaluation Forms due to Personnel Office. Basketball official's assignments due.

### DECEMBER

Submit Football Repair list.

Winter inventory forms for each sport filed at local schools.

### JANUARY

Submit Spring Sport requisitions

Parent Preseason Meeting for Spring Sports - Pursuing Victory with Honor mandatory meetings.

### FEBRUARY

### MARCH

Spring Sports Eligibility lists sent to opponents.

Winter Coaches Evaluation forms due to Personnel Office.

### APRIL

Physical exam forms to be distributed to Athletes for next year.

## MAY

Spring Sports district playoff travel requests.

Deposit "Officials' Fund and Cash Box" into Athletic Account. Return unused tickets.

Spring inventory forms for each sport filed at local schools. Spring Coaches Evaluation forms due to Personnel Office. Return Purchasing Cards to Athletics Office.

Check football lights, etc.

# **B COACHES**

## **B.1 COACHES CODE OF CONDUCT**

Athletic competition of interscholastic age student-athletes should be fun and be a significant part of a sound educational program. Those who are administrators involved with athletics and those who coach student-athletes are teachers of athletics who have a duty to insure that their sports programs impart important life skills and promote character development. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, good citizenship, and leadership. (The "Six Pillars of Character Counts"). The highest potential of sports is achieved when administrators and coaches live by the Code of Conduct, and set a positive example for their athletes to follow. Sincere efforts to honor the words and spirit of this Code of Conduct will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches, including volunteer coaches, athletic directors, and all school administrators involved in athletics.

*All Coaches and Sponsors must agree to and sign the Coaches Code of Conduct Document.*

## **B.2 COACHES DUTIES**

All Coaches (head, assistant & volunteer) must be licensed through NMPED, and have a completed application on file with the school district. Any deviation from this

requirement must be by recommendation of the building principal on an

individual basis and stating the necessity for the deviation. The recommendation

shall be submitted to the Assistant Superintendent of Personnel and receive

School Board approval. Fingerprinting and a background check are both required

as part of the GMCS coach's licensure process. (NMSA-7/1/98).

Waivers to the NFHS coach's licensure program will be granted to newly assigned coaches until completion of the NMAA Coaches Training Program - Level 1, "NFHS Fundamentals of Coaching". The Level 2 Coaches License does not require additional training, it is based on experience at Level 1 or 2. The Level 3 Coaches License requires completion of the American Sports Education Program Coaching Principles on-line course and the ASEP Sport First Aid on-line course. Information and registration can be found at the NFHS/ASEP website.

- a. Properly supervise all practice, game and related events. Provide a safe practice or competitive environment.
- b. Each sport program should devise a rubric by which individual skills can be objectively evaluated and ranked against other team candidates. A reasonable time period, not to exceed two weeks, should be established to evaluate skill development and sport specific ability when squad limits require a try-out. Individual conference sessions involving the head coach and the unsuccessful tryout should be conducted to explain specific deficiencies.
- c. Conduct a preseason meeting with parents and student athletes to emphasize Pursuing Victory with Honor expectations, eligibility requirements, training regulations, possible injuries, squad limitations and criteria for making the team, safety measures, team goals and objectives for the current season.
- d. At the beginning of the season the coach shall prepare a list of names of all candidates for the team and turn this list in to the athletic director and principal's office. From this list, an eligibility list is prepared on-line. The coach shall check weekly to determine if the list is up-to-date. Any new students should signal a red flag to investigate special circumstances regarding their residence/academic eligibility status.
- e. Be accountable for all equipment and supplies in their charge. An inventory should be submitted at the end of each season. The athlete, at replacement cost, will pay for any items not returned or lost. This money should be receipted by the school bookkeeper and deposited in the Athletic Fund. Athletic safety equipment that is beyond repair or defective should be destroyed. Items such as helmets, shoulder pads, etc., cannot be given away to other organizations or individuals. No Private Uniforms Purchases allowed.
- f. Submit to the athletic director a list of equipment and supplies needed for the following year by the bid deadline date, a completed End-of Season Sports Survey Form and an inventory of equipment/supplies.
- g. In cooperation with the principal and other coaches in the school, establish a local Athletics Handbook, which is to be distributed to all athletes. Handbook updates and GMCS approval should correspond with the three-year

cycle established for handbook revisions. Some items to be covered are school attendance, scholastic eligibility requirements, training rules requirements for letter awards, physical examinations, squad limitation policies with criteria for making the team, consequences for inappropriate behavior or acts that will result in dismissal from the team, student insurance and a general statement advising student athletes/parents/guardians of the inherent physical dangers related to participation in Athletic activities. Policies for individual programs should have local administrative approval and be written for distribution to athletes.

- h. Coaches desiring a possible revision in their athletic schedule should review their proposal with the athletic director.
- I. Report any accident or injury to the principal's and Athletics Director's office on the proper accident report forms.
- j. Require that all student athletes have Parent consent, Physical Examination, Health Information, Training Regulations and Insurance Waiver form on file prior to any participation or practice.
- k. Schools hosting local tournaments are responsible for disseminating pertinent information on the event in a timely manner. Track and cross-country coaches will send invitations to the neighboring schools for their invitational events. If schools contact the Athletics/Activities Office asking to be invited, they will be referred to the athletic director at the hosting school. The appropriate District Chairperson coordinates District and Regional Tournaments.
- l. The head coach is responsible for monitoring the student athletes' conduct while teams are being transported to and from contests. The head coach or in special situations, the principal designee, shall directly accompany the team on the assigned bus during all trips. Lodging accommodations and direct supervision of students for overnight trips are also the responsibility of the head coach.
- m. Teams may work with community and youth programs.
- n. A coach shall not dictate to an athlete what sport an athlete can or cannot play. Nor shall a coach coerce an athlete in any manner to participate in a specific sport.
- o. The coach's duties do not cease upon completion of the sport's season, as an off-season program should be developed for athletes not participating in other sports. All the coaches should encourage participation in other sports. The

equivalent of one class period is allowed by the NMAA for off-season programs during the school year.

- p. The head coach may provide input for feeder programs at middle schools and junior high schools. The local principal/athletic director is charged with the authority for recommending staff for coaching positions.
- q. Summer Camps sponsored at school facilities, advertised at school sites, using district equipment, utilizing student athletes or enlisting our coaching staff should adhere to the fiscal procedure outlined for fund raising (see Bus. Serv.) and within the NMAA policies.
- r. A coach shall not require athletes to pay for outside conditioning or practice services.
- s. A coach shall not use Alcohol or Tobacco in the presence of athletes or at school sponsored events.
- t. **Coaches found guilty of RECRUITING athletes will be subject to disciplinary action up to and including termination from coaching.**

**B.3. NMAA On-line Coaches education/licensure program**

State Board of Education Regulation #89-9, Section 22-2-1 & 2, requiring the licensure of coaches, grades K-12, became effective on July 01, 1990. An exclusion or grandfather clause exempted all licensed employees who coached during the 1989-90 school year.

All non-licensed employees and newly licensed teachers, who do not meet any of the exclusion criteria, will be required to successfully complete the NMAA licensure program if they wish to coach. License renewal is the responsibility of the coach. Licenses are issued on a three (3) and nine (9) year basis with verification of attendance at one and three NMAA Rules clinics respectively. This temporary license can be obtained by completing a standard application with the NM Licensure Unit.

## *Gallup McKinley County Schools*

### *Coaching Licensure Application Process*

The National Federation of State High School Associations has a comprehensive Coaches Education Program, courses are available online from:

<http://nfhslearn.com>

NMPED Level 1 and Level 2 coaching licenses require NFHSLearn courses...

1. [Fundamentals of Coaching](#)
2. [First Aid, Health and Safety for Coaches](#)

NMAA regulations require NFHSLearn courses “[Concussion in Sports](#)” (annually), “[AACCA Spirit Safety Certification](#)” (once every 4 years), and “[Coaching Pole Vault](#)” (once every 4 years).

An athletic coaching license is required for all coaches, head or assistant, paid or volunteer, for any athletic sport, including cheer, dance, or drill, grades 7-12. This requirement applies to all public NMAA member schools (NMPED regulation) and to all non-public NMAA member schools.

The following components must be completed and submitted to NMEPD to secure a coaching license:

NMPED Licensure Application and Fee. <http://www.ped.state.nm.us/Licensure>

1. “NMAA Coaches Training Program – Level 1/NFHS Fundamentals of Coaching” online course – click on [www.nfhslearn.com](http://www.nfhslearn.com) , register as a user from New Mexico, purchase the “Fundamentals of Coaching” course (\$45.00, 4-6 hours).
2. Fingerprinting cards/Background Check and Fee

\*Note -NMAA Spirit Coaches Requirement – NMAA requires that all Cheer and Dance coaches also complete the “AACCA Safety Course for Cheer and Dance”, [www.nfhslearn.com](http://www.nfhslearn.com) , (\$75.00, 2-3 hours online).

# GMCS Application and Background Check

## **Coaches**

Coaches must complete the application process including background check, application for NMPED coaching licensure, applying for the coaching position online through the GMCS vacancies' page, and being recommended for hire by the Principal before they have contact with any GMCS athletes.

## **Administration**

Principals will notify the District Athletic Director when coaching vacancies have been filled or if there are changes to the coaching staff at their schools.

A recommendation to hire should be submitted to the District Athletic Director and the Personnel Office after all Coaching Interviews are completed and a candidate is chosen.

The Coach will not be allowed to have contact with GMCS athletes until the following have been verified:

1. Completion of NFHSLearn Coursework
2. Application for NMPED Coaching Licensure has been completed and mailed off
3. GMCS Personnel has received a valid background check

Computers access is available at all GMCS Schools, as well as at the Student Support Center. Coaches should be allowed to use District computers to complete the necessary application (on the GMCS vacancies page), and NFHSLearn coursework.

\*\*\*\*Principals should recommend that coaches begin the Coaching Licensure Process as soon as possible

\*\*\*\*The cost of all coursework, application fees, and background check will be paid by the coach applying

## **B.4 MEETINGS**

The District Athletics/Activities supervisor may schedule periodic meetings as the need arises. Completion of on-line NMAA rules clinics is mandatory for head varsity coaches, head ninth grade coaches, drill team sponsors and cheerleader sponsors for their specific programs. NMAA on-line coaches' licensure certification programs are mandatory for all new coaches. Attendance at sport shows displaying current athletic supplies and equipment is strongly encouraged.

## **B.5 PROGRAMS**

Athletic directors and varsity head coaches are responsible for the entire program at their respective school, including Varsity, Junior Varsity, C-Team, 9<sup>th</sup> Grade and Mid-School teams when applicable. Also, head coaches shall be responsible for the dissemination of all sub-varsity programs, emphasizing fundamentals and development of teaching these skills. Offensive and defensive schemes shall be used for the entire program. The presentation of this information must be with the full cooperation and approval of the principals involved.

## **B.6 PERSONNEL**

- a. The varsity head coach shall conduct an in-service workshop for the purpose of training personnel who have been hired as coaches at their respective school.
- b. The principal/athletic director will be responsible for the initial screening, interviewing and recommendation of new personnel. The principal/athletic director shall include the head coach in the placement of personnel in coaching positions. Coaches and trainer vacancies can be advertised through the Personnel Office.
- c. Coaches can be the Head Coach of only 1 Sport, and only coach 2 teams in a year.

See athletic addenda rules for specific rules on coaching.

- d. Athletic Period: Administration will be responsible for the organization of an athletic period NON-SPORT SPECIFIC in those schools that have such a program. Specifically, a plan showing organized activities for off-season training, supervisory personnel and training programs (both development and preventative) shall be submitted by the coaches to the principal for approval.

The class must be open to all students.

A curriculum should be developed at each school outlining how the athletic class and physical education competencies established by the State Board of Education are being addressed. The school district has established athletic class goals, objectives and parent survey results for reference material in developing local curriculums. A licensed instructor with a coach's endorsement should be assigned to this class and all state regulations/standards must be met. The GMCS Board approved elective credit will be awarded toward the credits necessary for graduation.



e. **Summer Program:** Any such program shall be an organized program, which involves activities for strength, flexibility and speed conditioning. The program should be specific in terms of planned activities that will enhance abilities in specialized sports. Currently, the NMAA has a no limit of team camps for each sport during the summer. A combination of one league participation and one summer camp will substitute for the regulation. All team summer camps/clinics involving students either out of state or overnight need Board approval. A Trip Direct transportation request should be submitted to the transportation department four weeks prior to any anticipated trip in order to receive approval status. Only booster club funds or fund raising projects can be used for food, lodging or gas (no operational money). For buses, there is a \$35.00 per hour flat fee; for other school district vehicles, the user will incur fuel costs. There is 200-mile out-of-state restriction for school district vehicles. Students who have graduated and are honored with the selection to an All Star contest are not eligible for district transportation privileges due to lack of insurance coverage.

f. **Practice Session:** Strict NMAA guidelines appoint the start and end of each sport season. Organized practice sessions should be scheduled throughout the course of the season with reasonable time limits established. Sunday practice for student activities are not permitted.

g. **NCAA Eligibility Center:** Prospective student athletes who are planning to enroll in college as freshmen and wish to participate in Division I or II sports must be certified by the NCAA Eligibility Center. Information is available online at

<https://web3.ncaa.org>

School Codes are

Crownpoint High School	320-182	Thoreau High School	320-688
Gallup High School	320-295	Tohatchi High School	320-693
Gallup Central High School	320-292	Tse'Yi'Gai High School	320-184
Middle College High	320-299		
Miyamura High School	320-298		
Navajo Pine High School	320-481		
Ramah High School	320-519		

## **B.7 NEW MEXICO HIGH SCHOOL COACHES ASSOCIATION (NMHSCA)**

All coaches and AD's in the GMCS system are required to become active members of the NMADA/NMHSCA. In order for athletes to be considered for North/South All Star competition, head coaches are required to be a member of the NMHSCA. The head coach has the direct responsibility to nominate and submit recommendation forms for All Star consideration. The following membership deadlines per sport season are: Fall Sports- October 15; Winter Sports-January 15; Spring Sports- March 15. When site based management funds are available, per diem (\$195 effective 96-97) will be paid for the NMHSCA Clinic upon request submitted to the Athletic Office. However, coaches must join the Association, be present at the Coaches General Business Meeting and attend meetings pertinent to his/her coaching in order to be fully paid.

## **B.8 Angelo Dipaolo Stadium / Turf Fields**

Reservations for school-sponsored events to use Angelo Dipaolo Stadium ("ADS") should be made through the GMCS district athletic coordinator. We have installed a synthetic grass (field turf) at schools and rules have been adopted to preserve the artificial turf. Listed below are some general Do's and Don'ts that must be followed.

PLEASE ADHERE TO THE FOLLOWING:

- a. Do use regular turf shoes, soccer shoes, running shoes, etc.
- b. Do not use  $\frac{3}{4}$ " screw-on cleats or metal cleats on the field.
- c. No tobacco products or smoking on the field.
- d. No chewing gum on the field.
- e. No sunflower seeds on the field.
- f. No vehicles on the field without turf tires.
- g. Do not place table on the field.
- h. NO DEVICES THAT REQUIRE HEAT OR FIRE IN ORDER TO ACTIVATE. Heat and fire will cause severe damage to the surface.

The javelin and discus events will be moved from ADS during track meets to avoid damage to the synthetic surface. The discus cage must be utilized when this event is to be conducted. The coaching staff of the hosting school is responsible for the supervision of stadium equipment and policing the stadium area.

Javelins, shots and discus equipment should not be stored in the bleacher area. Poles for sun tarps should be tightly secured to prevent these supports from becoming air borne on windy days.

All organizations are required to sign district “Facility Use Agreements” with proof of insurance and custodial payments.

### **B.9 COACH/SPONSOR FUND RAISING**

Please refer to the Gallup McKinley County Schools Financial and Organizational Handbook for Fundraising.

### **B.10 SCOUTING THE OPPOSITION**

Scouting is an option that team sports may utilize during the course of a season. District Transportation requests should be submitted 3 weeks in advance to the Transportation Department using Trip Direct. Day trips can use athletic food vouchers with the same price restrictions (\$10) for meals. Principal and athletic director approval is needed in the case of overnight excursions due to the distance involved. A Professional Leave form should be approved prior to any trip. These expenditures will be charged against the schools’ staff athletic travel budget. Mileage will be paid to the coach for playoffs.

### **B.11 SCRIMMAGES**

Each Varsity sport is entitled to a scrimmage, prior to the regular season. Varsity coaches are encouraged to secure a scrimmage with neighboring competition on a home and away basis. Sub-varsity sports can only scrimmage if they accompany the varsity team on the same bus.

### **B.12 MEALS**

The district has initiated a purchasing system to purchase meals and motel rooms only. The principal or designee (bookkeeper) shall enter a requisition for a PO to be issued to the head coach prior to the day of the contest. Receipts and Athletic Meal Reports should be completed and turned in the day after the contest. Coaches must delegate 1 Assistant to be responsible for all meal/hotel purchase paperwork collection and submission. They should take a picture of every receipt.

Any loss or theft must be reported immediately! Day trips are limited to one meal unless the principal has granted prior approval. Multiple day events can use the lunch and dinner individual allotment. Only one meal will be provided unless principal approves. School site food service programs can be used to provide meals for athletes at a substantial savings to the school. Arrangements can be made in advance for the purchase

of food to provide for athletes from food services. Coolers must be used to transport the sack lunches to and from contests. Mid School Athletics may only use SFE unless approval for alternate purchases are made through the District Athletic Coordinator.

### **B.13 VALUABLES/FACILITY SUPERVISION**

As a matter of security, student athletes should be discouraged from transporting valuable items to buses and locker areas to avoid theft. School district insurance does not cover personal items lost or stolen. A cursory “walk through” of buses and locker facilities with the host supervisor in a pre/post game fashion is highly recommended to avoid conflicting damage reports. Students will be responsible for their own valuables.

### **B.14 VOLUNTEER COACHES**

**\*\*\*NOTE\*\*\*** Only Certified Staff, or Non-District Employees can volunteer. Classified Staff members (subs, aids, secretaries, or anyone paid on an hourly basis) are denied by the FLSA due to overtime laws, unless hired through ESS programs.

Volunteers are an integral part of the success of any school program. To insure the program runs successfully, it is imperative to protect the volunteer, the students and the school. To accomplish this, all schools and athletic directors must adhere to the district guidelines in the securing of volunteers. The athletic director will secure copies of all the required documentation listed below and have it on file.

- a.) The volunteer must complete a Volunteer Coaches Application from Human Resources
- b.) Secure a fingerprinting packet from Human Resources. Take it to the city police department, sheriff’s department or tribal police to be processed. It is advisable to call ahead for times and cost to perform the service.
- c.) They must provide a copy of their medical insurance. The district does not provide any coverage for any accidents to them.
- d.) They must provide their own liability insurance. This can be secured from their own insurance company or by joining the New Mexico High School Coaches Association.
- e.) They must take the on-line NMAA Coaches Licensure Program. The volunteer coach must follow personnel requirements for licensure applications upon completion of the on-line course.
- f.) Volunteer coaches must turn 21 years old within 6 months of the start of the sport season they are volunteering for.

By completing these requirements, the volunteers will be authorized to assist head coaches with practices. The volunteers will be allowed to sit on the bench at home games, but will not be allowed to travel on the team bus to out of town competition or sit on the bench if they arrive there by other transportation. The volunteers must never be asked to accompany an injured player or be alone with any player at any time.

## **C. POLICIES OF ATHLETIC DEPARTMENT**

### **C.1 GENERAL POLICIES**

- a. Athletic programs offering staffing standards and coaching increments are subject to annual review by the Athletic/Activities Office and building principal.
- b. A head coach shall be limited to coaching two sports and not be head coach of more than two sports.
- c. The viability of maintaining a sport due to the number of participants shall be at the discretion of the principal.
- d. If school is cancelled due to inclement weather, all athletic and activity programs including practice sessions will be cancelled. Principals/Athletic Directors have discretionary powers when their school is hosting or attending a post-season tournament. The district athletic office must be informed immediately. Schools, officials, M & O, media and parents must be notified using all available resources including parent-link.

### **C.2 ELIGIBILITY STANDARDS FOR ATHLETIC/ACTIVITIES**

The standards set by the NMAA are to be used to determine student eligibility for athletic and non-athletic interscholastic activity participation. Each school has a NMAA Handbook for reference and may enlist the Athletic/Activities Office for eligibility rulings. Section VI, Eligibility

- a. NMAA Eligibility Policy 2018-2019
  1. 2.0 GPA with no F's
  2. Use of Semester Grades only
  3. Multiple Courses may be made up during Summer School

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.
- b. Tutoring  
Coaches and activity sponsors, through the academic eligibility determination process, shall identify students that are failing a class. Coaches and athletic directors are required to do grade checks every two weeks. Students identified as failing will be required to enroll in an academic coaching/tutoring program. A peer-tutoring program with proper supervision may be used in lieu of the academic coaching/tutoring.  
Students must attend regular tutoring sessions until it is determined through the eligibility process that they are no longer failing. Students refusing to actively participate in academic assistance programs to improve their scholastic status must be prohibited from further participation. Coaches/sponsors shall be responsible for supervising student compliance with this policy.
  - c. Incentive and recognition programs shall be developed and implemented by each high school of the district. Principals, with assistance from coaches and activity sponsors, shall be responsible for development and implementation. These programs must place an emphasis on using positive methods of promoting a higher scholastic image for students participating in extracurricular activities. HB 161 (SAEA) requires that there be equity for all sports and activities regarding the implementation of incentive and recognition programs.
  - d. Special education students enrolled in the A and B level programs are held to the same academic eligibility standards as regular education students. All C and D level special education students should have their academic eligibility standards addressed by the Individual Educational Plan committee. The written academic criteria in the Individual Educational Plan (IEP) will determine participation privileges.
  - e. Accommodations for 504 students in extracurricular activities will be addressed on an individual basis. Any disabilities or exceptionalities identified in the 504 hearing should be forwarded by the 504 coordinator to the principal/coach. Appropriate modifications in the program will address the special needs of team members needing this assistance.

Student athletes are governed by the GMCS Board Policy with regards to their conduct as members of a school sponsored extracurricular activity. During scheduled contests, the

participant's behavior is supervised by certified officials and coaching staffs. Any fouls or penalty situations are assessed during the course of the contest by the referees in accordance with the NMAA and National Federation Rules. Schools are encouraged to develop a local policy to address fights/ejections/flagrant fouls in accordance with the severity of the infraction. The district athletic office must be notified immediately.

## **CODE OF ETHICS FOR STUDENT PARTICIPANTS AND GENERAL PUBLIC**

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great deal: pursuing victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The main principles are as follows:

Promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the "Six Pillars of Character":

Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship. Conduct sports programs in a manner that enhances the mental, social, and moral development of athletes and teaches positive life skills that will help them become personally successful and socially responsible.

Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit and intent as well as the letter of the rules.

The GMCS Athletic Coordinator must maintain ultimate responsibility for the integrity and quality of those programs, and must assure that education and character-development responsibilities are not compromised. The GMCS Athletic

Coordinator must strive to ensure the sports performance goals of the organization are achieved and that the desires and pressures to win are never placed above the academic, emotional, physical and moral well-being of the scholar athlete.

Prominently discuss the importance of character, ethics, and sportsmanship promotional and descriptive materials, and specifically determine that the athlete has or will develop the character to succeed.

The leadership of sports programs at all levels must ensure that coaches, whether paid or volunteer, are competent to coach in three areas:

- 1) character-building and sportsmanship,
- 2) first-aid and the physical capacities and limitations of the age group coached, and
- 3) coaching principles and rules and strategies of the sport.

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities.

Participants, students, and members of the general public who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the GMCS District Athletic Coordinator.

Any local regulations should be disseminated to the athletes and parents at the beginning of the season. Student athletes and coaches are ineligible for practice or games during suspension from school. This policy applies to in-school and out of school suspensions and is extended to adjoining weekend games. Technical fouls and unsportsmanlike conduct should be reviewed immediately after the infractions to prevent their reoccurrence.

Criteria for eligibility are dependent on a variety of factors: academic standing (2.0 GPA and no F's), absences (10/semester), establishment of residency, amateur standing, age limitation (less than 19 years of age) and local school rules to name just a few. Individual schools are responsible for establishing a local verification process identifying areas that validate the eligibility status of students participating in extracurricular activities. Local training rules should have principal/coaching staff approval with written notification to all participants. Sports specific contracts signed by the coach, athlete and parent are to be kept on file in the school site athletic director's office. The GMCS Board of Education has established a policy addressing substance abuse and drug use.

The NMAA "dual participation" rule, 6.13.2, discourages student athletes from participating on a non-school team in the same sport during the school season. If a student is allowed by the school, through the permission of his/her coach or Administrator, to participate in this manner, the student's sport event limit may not be



exceeded cumulatively. Refer to NMAA Handbook, Section 6.13.2, for regulations regarding the NMAA Dual Participation Rule.

Each team or individual must have at least ten (10) days of practice before competing in a game. The first three days, excluding Sunday, of practice for each participant, shall be a time of conditioning without wearing pads (helmets are permissible).

During the remaining seven (7) days, pads are allowed. Football participants can use helmets and pads after three (3) days of conditioning practice.

Alternative school Participation Eligibility (NMAA Handbook 10.4.2 and 10.4.3) NMAA regulations for Alternative School Student Participation in Public School of Student(s) Residence Attendance Zone

**10.4.2 Verify student has not been placed in an alternative school for disciplinary reasons that would have the student unable to meet the necessary “good standing”** requirement for participation as set forth for transfer students and outlined in Section VI (6.3.3C) of the NMAA Handbook (obtain Form C from alternative school). Student’s bonfire residence must be within the attendance area of public school. Scholastic eligibility (GPS, failing grades, attendance) from the alternative school must be verified based upon the based upon the latest official grade report. A complete, valid physical must be on file with the athletic trainer including all consent and information requirements from parents (including insurance provider). Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur status, etc.) as specified in Section VI - Eligibility (Bylaws) of the NMAA Handbook are met.

#### **10.4.3 Mutual Code of Conduct Agreement a Code of Conduct/ Discipline**

An agreement must be in writing and signed by the student(s) parents, and both school administrators, a copy of which is to be kept on file at the student(s) charter school as well as the public school in which the student(s) is participating. The student(s) must adhere to all code of conduct rules and regulations required of the students at the member school in which the student(s) is participating.

Any suspension or dismissal from the team/activity for the duration of the season will use the NMAA defined season length. Any season deviation from state approved seasons will be submitted to the Athletics Office by the building principal.

### **C.3 VIII.12.17 ATHLETIC/ACTIVITY DRUG AND ALCOHOL POLICY**

(K-12) (Usage/Possession/Sale or Distribution)

PHILOSOPHY: Athletic/Activities are an integral part of the educational process providing students with the opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a PRIVILEGE offered to and earned by students. Because participants are representative of their school and community, their conduct is expected to exemplify high standards at all times.

The following applies when students who are members of a district's athletic or activity programs, are in violation of the usage, possession, sale or distribution of the district's drug and alcohol policies, 12.12, 12.13, 12.14, 12.15, 12.16. This policy applies to participants during each sport/activity season and requires twenty-four (24) hour compliance, on and off campus.

NOTE: "CONFIRMED OFFENSE" IS DEFINED AS AN EYE WITNESS REPORT BY A SCHOOL DISTRICT EMPLOYEE OR INFORMATION SUBSTANTIATED BY A POLICE REPORT, A STATEMENT OF SELF-INCRIMINATION OR OTHER CREDIBLE EVIDENCE. (08.16.99)

1st Offense: Parent-participant-coach-sponsor-administrator conference.

- a. Students involved in an athletic/activity program will forfeit their privilege of participation for the duration of the current sport/activity Varsity season or a forty-five (45) school day period, whichever is longer. Students will also forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease after the school year.
- b. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authority and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies, VIII 12.15 (a), (b), (c), and 12.16.
- c. Students will be required to abide with district drug and alcohol counseling program requirements.

2nd OFFENSE will follow the guidelines of the first offense, but the forfeit of participation will be the remainder of the school year.

3<sup>rd</sup> OFFENSE will result in forfeit of participation from all activities for 365 days.

\* Board of Education approval is necessary for any additional “local” training rules. Signature notification in the form of signed contracts or handouts are the preferred method of disseminating local regulations to prevent any miscommunication.

#### **C.4 Open Enrollment and GMCS Transfer Policy**

### **NMAA. Section VI-9 6.3.1 Student Enrollment**

The Student must be officially admitted to the public high school in his or her designated attendance zone, or ***obtain a school district approved transfer*** to a school outside his or her designated attendance zone.

#### **. 6.3.4 Attendance Zone Determination**

Attend the high school in his or her designated Attendance Zone (Freshmen and/or 8th grade students participating at the high school level only).

**A.** The attendance zone is based on the bona fide residence of the Student’s Parent(s) or Legal Guardian. 1. Residence of Student, Parent(s), Spouse a. The residence of a single, divorced, or widowed Student is presumed to be that of the parents of the Student. b. The residence of a married Student is presumed to be that of his or her spouse.

#### **.6.4.1 OPEN ENROLLMENT**

**A=** An incoming ninth grade student, or an eighth grade student who participates at the high school level, will have made his/her Open Enrollment Choice. The Open Enrollment Choice can be to attend a school within the attendance zone of his/her primary residence or attend a school outside the attendance zone of his/her primary residence ***with a District Approved transfer.***

**B=** An eighth grade student who participates in high school athletics, at any level of competition, will make his/her Open Enrollment Choice at the eighth grade level. Note: Athletic Directors (at all levels) must submit an “8th Grade Participation Form” to the NMAA signed by the Parent, Student, Athletic Director, and Principal prior to 8th Graders participating at the high school level. 8th grade students are ineligible to participate at any level until the NMAA has confirmed receipt of the “8th Grade Participation Form.”

***Per NMAA OPEN ENROLLMENT 6.4.1 A-2, 8<sup>TH</sup> graders may only participate at the High School in their Home Attendance Zone***

**ANY ATHLETE WHO TRANSFERS AFTER MAKING THEIR OPEN ENROLLMENT CHOICE WILL BE DECLARED INELIGIBLE FROM VARSITY PARTICIPATION FOR 365 CALENDAR DAYS**

EIGHTH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL per GMCS

**\*\*\*\*Applies to all sports except Football\*\*\*\***

Guidelines for moving players from mid school to high school athletic teams. (Future NMAA referendum items may require a change in this policy).

1. The mid school athletic director will communicate with the high school athletic director to determine initial practice dates and dates of cuts.
2. The high school Head Coach will be responsible for informing the Mid School Athletic Directors and Administration of try-out dates if they occur before Mid School practices begin (such as yearlong sports like Dance / Cheer)
3. The high school head coach must evaluate all 8<sup>th</sup> grade athletes of the specific sport.
4. Athletic directors will keep their respective administrators informed of any consideration to move an athlete up.
5. Rationale for moving mid school students up to high school must be documented.
6. Parents, Mid School Administration, and High School Administration must sign off on all “move up” requests. No athlete will be “moved up” without the concurrence of all three parties.
7. High school head coaches, assistant coaches, or other staff will not directly or indirectly have contact with any mid school athlete or parent concerning “moving up”. Any contact with mid school athletes or their parents, including offers to “move up”, will only be made through the mid school athletic director and mid school administration. **Coaches found guilty of RECRUITING athletes will be subject to disciplinary action up to and including termination from coaching.**
8. All “move ups” must be completed before final team cuts at the mid school.
9. Mid school administration will sign off on requests by 8<sup>th</sup> graders to participate at the high school level in sports not offered by their mid school, subject to the athlete’s eligibility.
10. Second year and overage 9<sup>th</sup> graders must move up and tryout in accordance with NMAA eligibility rules.
11. “Moving up” in one particular sport *does not* grandfather an athlete into

“moving up” in any other sport. Guidelines will be followed in each sport.

12. Once moved up an 8<sup>th</sup> grader may not play down.

13. Preseason or summer workouts at any High School do not automatically “move up” an athlete. They may only participate in summer programs at the high school in their attendance area or have been granted an Academic Transfer.

*Failure to follow the above guidelines will result in denial of a student “moving up”.*

## **C.5 8TH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL**

(NMAA Bylaw 6.4.1 A2)

NMAA Bylaw 6.4 (Open Enrollment Choice) states “an eighth grade student who participates in high school athletics, at any level of competition, will make his/her open enrollment choice at the eighth grade level.” Athletic Directors must submit this form to the NMAA, with indicated signatures, prior to the eighth grade student participating at the high school level. Eighth grade students are ineligible to participate at the high school level until the NMAA has confirmed receipt of this form. **8<sup>th</sup> graders may only participate at the High School in their Home Attendance Zone. 8<sup>th</sup> graders may not move up for Football.**

School District: \_\_\_\_\_

High School Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_ Phone Number:

\_\_\_\_\_ Athletic Director Name:  
\_\_\_\_\_

My parents and I, \_\_\_\_\_ have been made  
(student)

aware and fully understand that if I participate at the high school level

(freshman, c-team, junior varsity or varsity)

during my 8<sup>th</sup> grade year, I will be utilizing my open enrollment choice at that time. Should I then choose to transfer to another school (even back to my home district) during the remainder of my 8<sup>th</sup> grade year or anytime thereafter, I will no longer have an open enrollment choice

**I will then be ruled a transfer student, and be subject to all NMAA rules and regulations currently in effect.**

## **C.6 ASSIGNMENT OF OFFICIALS**

All officials will be assigned by the NMAA designate local match/ game assigner. The athletic director will verify game officials prior to each contest.

## **C.7 PAYMENT OF OFFICIALS**

Officials' will be paid through the district office using Arbiter Pay (except Track, Cross Country and Wrestling). Account money will be distributed to each school for officials' payment of Track, Cross Country and Wrestling to be paid through a PO system. Assignor fees will be paid by the District Athletic Office.

a. Check Official's Assignments:

- (1) The NMAA/Assignor will assign all boys and girls officials.
- (2) Wrestling, Cross Country and Track will be assigned by the School.
- (3) In future years, the NMAA may assign additional sports.

b. Please refer to the fee schedule in the current year NMAA Handbook, Section 5.1.18 for fees. A copy will also be available on the GMCS Athletics page.

c. Mileage payments should be calculated from the location of the official's association, please check mileage charts. Pay the driver furthest from game site; he/she is responsible for picking up other officials.

d. Pay one driver unless coming from opposite directions.

e. Pay .405/mile round trip.

**Officials Fees - Regular Season - Officials are paid game fees plus applicable mileage, meal and rider fees.**

The Gallup McKinley County School Athletic Officials Voucher Form should only be used for payment of certified officials.

All information indicated on the form should be completed in its entirety. (Including fees, tax, and travel.)

## **C.8 SCHEDULING OF GAMES, SQUAD AND TEAM LIMITATIONS**

Every effort will be made so that Athletic Contests will be scheduled with little or no loss of school time. Only under special conditions, such as tournaments, will events be scheduled on school time and these dates must be approved by the Superintendent. The NMAA handbook is available on-line at [www.nmact.org](http://www.nmact.org) for reference regarding game limits per sport.

## **C.9 PAYMENT OF GAME WORKERS AND SERVICES**

**(Will change when ESS updates the policy) Click on ESS tab on the GMCS Home Page**

In order to expedite the payment for services rendered, the Athletic/Activities Office is requesting the payment of various services at extracurricular activities be consistent. The following are some guidelines when submitting the time sheets to the District Athletics Office:

- a. Billing for payment for Non Certified Workers are paid on the Time Sheet for Game Workers only and submitted directly to the District Athletic Office.
- b. Billing for payment for Certified Staff working as games workers are paid on the Time Sheet for Non-Contract Compensation Form only and submitted directly to the District Athletic Office.
- c. Billing for payment of Security Officers working a game goes directly to the District Business Office.

Any other agencies contracted for services such as ambulance or other legitimate services will be paid from your school funding and submitted for payment on a Payment Processing Form. (Payment for services cannot be made before services are rendered.)

As a reminder, all of the above mentioned procedures are paid out of your Athletic Fund, since operational money is targeted for equipment, supplies and transportation.

## **C.10 Meals and Lodging Limitations for Athletes and Coaches:**

Lunch /Dinner \$ 10.00 per person                      Lodging \$25 per person

Hotels that serve breakfast should be utilized for overnight trips.

Meals will only be provided for athletes riding the bus. Attendance / check out numbers completed on the Athletic Meal Forms must be returned with receipts the day after a contest.

Restaurants with open bar selling alcoholic beverages should be avoided. Expensive restaurants, which encourage students having to incur the cost of a meal, are not the intent of the price limitations.

The above is the maximum to be spent on an athlete NO EXCEPTIONS! Do not add tips to the food bill. There is no tax added to food bills and a tax free number can be obtained by contacting the Athletics Office. When a bill arrives at the Athletics Office and is over the stated limitations, the coach is to defray the difference. Overnight trips, an individual room must be provided for the coaches and bus driver.

### **C.11 TRAVEL (see 4 Corners Travel Approval/Process Form)**

All athletic transportation requests are entered on Trip Direct by the athletic director with principal approval. Funding codes listed on Trip Direct must be used. Athletic directors and book keepers must monitor the athletic funding sources carefully. Dates used on these requests will reflect scheduled games or meets only. There should not be a need to request any other transportation except for a scrimmage (scrimmages allowed are one only per sport) and in the case of district, regional, or state tournaments. Team members and coaches are expected to travel to and from events on the district transportation provided for the competition.

Only parents can “checkout” their child with prior written request from prearranged transportation and this exception should be on an infrequent basis. Coaches and activity sponsors must verify with proof of ID that the person checking out the scholar athlete is the parent of the scholar athlete. Checkouts must occur at the venue. Post-Game meals will not be provided unless the student returns on the bus.

When games are postponed, due to inclement weather or other conditions, it shall be the duty of the Principal or Athletic Director to notify the bus operator of postponement and makeup date.

School vehicles, when available, may be used for teams with small numbers on the squad. (Limit of 7 per suburban and 4 per car). Head coaches and assistant coaches are strongly encouraged to complete the GMCS activity driver certification training. State law states that a car must have at least a three-point safety belt for every passenger in a state vehicle. All drivers shall meet district and state guidelines on safety & defensive driving. As certified activity drivers, head and assistant coaches will be covered by school liability insurance.

### **Summer Travel**

The use of district transportation for summer clinics is possible if busses or SUV’s are available. The trip request will be entered through Trip Direct. Any overnight trips to camps/clinics/events in New Mexico, Arizona, Colorado, or Utah will need the Superintendents approval and must be submitted four (4) weeks prior to the trip. Other out of state travel requests must get School Board approval. All costs of the trip must be paid out of Student Activity Funds.



The mileage and drivers rate per hour per school board policy in addition to meals and lodging. For summer transportation only, there are not any mileage restrictions for buses, but Suburban's have a 300 mile out-of-state limit.

### **200 Mile Rule**

All teams will be limited to a distance of 200 miles for participation in any Regular season contest with the exception of required district, regional and State competition. Any exception in regular season games need principal and GMCS District Athletic Coordinator approval. Requests must be made Ninety (90) days in advance of the contest.

Schools must meet the following requirements for consideration of approval:

School must utilize GMCS suburban(s) to avoid bus and bus driver fees.

1. Suburban(s) must be driven by a certified/ trained activity driver. The transportation department provides certified, activity driver training. All coaches are encouraged to attain and complete the training.
2. The school requesting approval for exceptions must provide proof that lodging/ motels will be paid for by the host school of the contest to be attended.
3. All state and federal driver requirements will be followed and met regarding number of hours driven by the certified/ trained activity driver and number of hours of rest required for the driver based on number of hours driven.

Departure times will reflect the date of competition unless justification and approval by the District Athletic Coordinator has been established for an earlier departure. All schools must return after a sporting event or activity if there is not a contest or activity the following day.

### **C.12 AWARDS**

The distribution of awards will be left to the discretion of the individual schools. The criteria for an athlete to be awarded a letter shall be stated in the school's athletic manual. Basically, athletic letters should be awarded to individuals only one time with sport emblems and bars awarded for additional participation. Individual participants of any interscholastic athletic activity sponsored by the NMAA shall not accept cash or merchandise awards. All awards shall be symbolic in nature with no intrinsic value such as, but not limited to, letters, plaques, trophies, medals, ribbons, certificates and letter adornments. HB 161, SAEA, requires equity across the board in all athletics and activities regarding awards.

### **C.13 LEAVE**

When coaches supervise participants in the performance of their coaching duties, no leave forms are necessary and notification to the immediate supervisor where

substitutes are needed for teaching assignments. District personnel chosen for their expertise in officiating or supervising state events may apply for “professional leave” selection meetings qualify for professional leave with school vehicles provided but no reimbursement. Scouting teams and attending the state tournament, when their teams have not qualified, are not justification for

professional leave with loss of school time. District “personal leave” allows up to four days and would be appropriate for this type of leave.

#### **C.14 CONTAGIOUS DISEASE POLICY**

Interscholastic athletics and activities, because of their close personal nature, provide concern about the spread of infectious diseases. On the basis of what is known today about Aids and Hepatitis, in particular, and the role blood plays in their transmittal, a variety of things can easily be done to reduce or eliminate potential hazards. While two such diseases have been identified, these statements are not intended to limit themselves to these diseases.

There is no evidence that the Aids virus is transmitted by either saliva or presently perspiration. Therefore, efforts need to be concentrated in the area of the minor injuries that result in bleeding. Each of the following statements is to be adhered to as a matter of procedure:

- a. Do not use a common towel for athletes and/or wiping up blood. Clean individual towels or Kleenex should be used for each situation.
- b. The use of disposable towels is encouraged whenever possible.
- c. Materials used should be properly disposed of following their use.
- d. Athletes should handle their own bleeding conditions as much as possible.
- e. Rubber gloves should be utilized and disposed of properly.

The above items are basic infection control procedures that should be used by all who are involved in any athletics.

The following are disinfectants successfully proven to combat contagious diseases:

- a. Isopropyl alcohol.
- b. A prepared solution of water and Clorox (10 parts water and 1 part Clorox).

**IMPORTANT:** Any time there is blood present; it should be treated with caution and respect regarding its ability to transmit infectious diseases.

\* A uniform with bloodstains must be replaced before competition resumes.

### **C.15 ALCOHOL/TOBACCO FREE SCHOOL DISTRICT**

The NM State Board of Education has passed a regulation (SBE #94-2), which prohibits alcohol and tobacco use by students, school staff, parents and school visitors in school buildings, on school property and for students, school personnel and chaperones at school functions away from school property. The GMCS District's Board of Education has also adopted a policy supporting the State Board of Education regulation. This is applicable to all extracurricular events.

Notification signs and public address announcements should be utilized to advertise this policy.

### **C.16 TOURNAMENTS**

Varsity team sports are limited to traveling to 1 overnight tournament per season paid with district funds. Additional tournaments may be attended if outside financial resources are secured and the school will not exceed NMAA game limit guidelines. Junior Varsity teams will travel overnight to tournaments with approval from the Athletic Director, however District funding cannot be used. This does not include District or State Tournament play.

### **C.17 BOARD RECOGNITION**

Individuals or teams, which place in state competition, can be recognized with a Board of Education Award. Board members, administrators and/or coaches may initiate the process, but the Athletics Office will coordinate awards.

### **C.18 HAZING**

NMAA POLICY ADOPTED - JUNE 5, 2002

The New Mexico Association has a part of its responsibility, to assure safety and to assist its members in providing activities, which are wholesome, healthy and educationally sound as it relates to the interscholastic objective. As a matter of procedure hazing, as it is operationally defined, is not acceptable and threatens the purposeful intent of activities within the total educational experience. Physical, emotion, psychological intimidation, humiliation or other harmful acts, including physical abuse, amount other behaviors that are demeaning, illegal or inappropriate shall not be permitted as a rite of passage, or sorts, to an interscholastic/performance activity.

### **C.19 WRESTLING WEIGHT MANAGEMENT PROGRAM**

The Gallup McKinley County Schools subscribe to and support the NMAA Wrestling Weight Management Program. The program is based upon the

National Federation of State High School Associations Wrestling Rules which includes the most current standards and procedures for healthy weight management. These standards include body composition assessments in conjunction with pre-assessment hydration tests, minimum body composition (7% for males, 12% for females), and maximum descent plans (1.5% per week).

The current WWMP is designed to change the culture of wrestling participation from a history of dangerous weight reduction practices to a natural and healthy sport experience. The success of the change is dependent upon both adherence to the policy as well as daily guidance and support from coaches, officials, administrators, parents, and health care professionals. For a complete and current reference guide, please see the NMAA Wrestling Weight Management Program as posted on the NMAA website, [www.nmact.org](http://www.nmact.org).

REFER TO NMAA POLICY FOR DETERMINING IDEAL WRESTLING WEIGHT.

## **C.20 FOOTBALL HELMET POLICY: GENERAL INFORMATION**

Coaches should acquaint the athletes with the risks of injury and the rules and practices they are employing to minimize the risk of significant injury while pursuing the many benefits of sports. The athlete and the athletic program have a mutual need for an informed awareness of the risks being accepted and controlling those risks.

The National Operating Committee on Standards for Athletic Equipment (NOCSAE) was formed in 1969 in response to a need for a safety standard for football helmets. A warning label was branded or stamped on all helmets and became a NOCSAE standard in 1985. Facemasks also must be NOCSAE certified at the time of manufacturing in 1992.

Various helmet manufacturers develop separate policies and guidelines for the use, life expectancy and reconditioning of their individual products. Read all of the helmet manufacturer information thoroughly before issuing any equipment:

- a. A coach should individually measure and fit athletes with their helmet.

Any subsequent complaint or request pertaining to the fitting of the helmet should result in immediate adjustments or change.

- b. Team sessions should be conducted to review the NOCSAE

Football Helmet Warning Statement that is attached to each helmet. It is strongly recommended that each athlete receive a personal copy of the NOCSAE warning.

- c. Proper tackling/blocking techniques should be demonstrated to all

student athletes that prohibit the use of the helmet to butt, ram or spear. Any use of the head to initiate contact is strictly prohibited and a constant reminder to keep the head in a “face up” position during contact needs to be reinforced throughout the season. Coaches need to inform the athletes of the inherent risk if you do not follow the proper procedure and proper techniques.

- d. Conducting periodic inspection throughout the season for a proper fit, shell sturdiness and facemask structural soundness will re-inform the importance of safe equipment with student athletes. Thoroughly inspect helmet shell, face guard, jaw pads, hardware and padding each year at the completion of the season.
- e. Any helmet worn by a player involved in a head injury should be tagged and stored in a secured area, 10 years after purchase of helmet.
- f. Each helmet company stamps the date manufactured on the inside of the shell. Examine the longevity policies regarding helmets you have in inventory. The manufacturer’s warranty vary considerable (5-10 years) and is determined by time elapsed since its construction. The helmet inventory should indicate the total amount of helmets, the date of manufacturing, date of purchase and year(s) of reconditioning.
- g. Used helmets should be reconditioned in accordance with the guidelines of the individual manufacturer. Companies vary in recommendations every other year most common. Any helmet with a high frequency of use should be reconditioned annually.
- h. Youth helmets are designed exclusively for 7<sup>th</sup> and 8<sup>th</sup> graders in “intramural” programs. High School helmets have to be utilized in any “interscholastic” activity, program that has 9<sup>th</sup> graders or competes against 9<sup>th</sup> graders.

### **C.21 PASS POLICY / District ID**

Board Members, Superintendent, Associate Superintendents, District Directors, District Coordinators, Principals and Athletic Directors will use their GMCS Student Support ID/Badge as pass. Media will present a Media Pass. All Passes/ID are good for the person named on the Pass/ID and one guest, the named individual must be in attendance (no lending of passes).

- a. Participants in uniform (players, band, cheerleaders, and honor guard) shall be admitted.

- b. Non-uniformed personnel (managers, concession workers, public address announcer, chain and box workers, scorers, timers and other necessary working personnel) shall be admitted.
- c. Commercial press and radio passes shall be honored.
- d. All guest passes shall be distributed through the Director of Athletics, or the Principal of the school. Only carefully screened and selected Individuals shall be included in the distribution of these passes. These individuals should be someone who has contributed in some positive manner to the overall program of athletics at that school.
- e. School scheduled opponents shall be admitted upon identifying themselves. This is a reciprocal agreement with other state schools.
- f. Passes are not to be issued to participants for guests or parents for any sport.
- g. In order to stimulate interest in the various sports, members of the varsity, junior varsity, junior high or elementary athletic teams may be admitted on a pass basis to certain specified games and only if they are participating in that sport. These groups shall be identified by their respective coaches at as specified gate at least one-half hour before game time.
- h. District passes will be issued by the District Athletics/Activities Office. Any local tournament is the hosting school's responsibility.

## **D. FOOTBALL AND STUDENT ACCIDENT INSURANCE**

### **D.1 Football Insurance Packets**

Football Insurance Packets should be delivered to individual schools for student distribution by August 1. Included will be policy benefits, exclusions and limitations to assist coaches and administrators.

The underwriter may vary from year to year. The Athletic Office with assistance from the Business Services will have the forms sent to each school. The complete cost of the football coverage will vary according to which plan.

The football coverage is supplemental in nature and will normally cover a portion of the medical bills not paid by the athlete's primary insurance carrier. The Gallup-McKinley County School District provides the Catastrophic Insurance coverage for all students. If a student is Native American and eligible for Indian Health Service treatment, all of their medical costs should be covered by IHS if proper paper work is completed within 72 hours of the treatment. Additional

students, whose parents have an adequate primary insurance policy, may opt not to carry this supplemental coverage. A student athlete without any insurance policy is a fine candidate for this supplemental plan. District accident/injury reports should be filed within 48 hours of a serious injury.

The head football coach should disseminate insurance information to every parent or student athlete at the preseason information meeting. Requiring a parent/student signature sheet to indicate insurance materials were received and filing the copies of the insurance waiver forms is necessary. This documentation provides the backup information if proper insurance notification is questioned after an injury occurs. Documentation should be kept on file in the athletic director's office.

The NMAA states the participant insurance coverage is mandatory for all

athletics in Section 4.1.5. An insurance verification section is provided on the

interscholastic/intramural participation form (attached to the physical examination sheet) to identify the individuals' insurance coverage (Family Medical Plan, Indian Health Service or School Student Football Insurance). Absolutely no student athlete will practice or compete without proof of Insurance in the possession of the Coach/Athletic Director.

Eighth and ninth grade football participants are traditionally excluded from senior high football coverage since they are still considered to be junior high school students, unless they are competing at the junior varsity or varsity level. Junior high participants or athletes in other sports can purchase School-Time Coverage to meet their needs.

The following are some important guidelines that schools should administer to provide football insurance coverage for student athletes:

- a. Principals or their designee are responsible for supervising the collection and mailing of football insurance premiums.
- b. Each high school should collect the student's premium portion along with a completed insurance application form and mail this directly to the insurance carrier. This mailing should include a student insured list with types of individual coverage itemized. All checks should be made payable to the insurance carrier.

## **E. ELEMENTARY ATHLETICS**

### **E.1 PROGRAMS**

Athletic programs supported at the elementary level are boys / girls basketball and one track meet. Financial support to those programs will be limited to coaching salary increments.

The elementary athletic program, although competitive by nature, should be kept at a "low key" and recreational level with emphasis placed on fundamentals, increased participation, sportsmanship and having fun rather than winning. We must remain aware that our sports programs are for our students. When too much emphasis is placed on winning at the elementary level, the program loses its proper perspective and becomes a program for adults.

### **E.2 FIFTH GRADE BASKETBALL RULES**

- a. Age Limit - 11 or less as of August 31 of the current year. Student may turn 12 after that date and be eligible.
- b. An E (Exemplary), P (Proficient), or DP (Developing Proficiency) mark on the report card will be required for regular season and tournament play. NP (Not Proficient) marks will not be allowed. Special Education students will be excluded from this requirement.
- c. Basketball practice can begin on the Monday closest to October 1.
- d. Physical examinations and insurance carriers must be on file in the principal's office before any participants can begin practice. Coaches need to have copies to carry with them on away games.
- e. 5<sup>th</sup> grade participation will be given first priority, but 4<sup>th</sup> graders may be used.



- f. A game will consist of four, six-minute quarters. It will be a running clock with the clock stopping the last two minutes of each half on dead balls. One minute between quarters, five minutes at half time will be provided. Different players must play in first and second quarters. There shall be a minimum of ten players used in the game (with the exception of the smaller schools who can field as many as they can) and all players on the roster must play. If the roster contains more than fifteen players, a “B” team game may be arranged.
- g. In case of a tie, there will be two-minute overtime. If a second overtime is needed, it will be sudden death (one team two points ahead) of two-minute duration. Any overtime needed after that is sudden death (first team scoring is the winner).
- h. Three point shots will not be counted until all schools have a three-point line.
- I. In all games, the players must wear gym shoes. Players should come with the uniforms under their street clothes so that they are dressed and ready to play when removing their street clothes.
- j. Coaches clinic will be provided before the beginning of the next season.  
Each school will be responsible for one official. The home scorebook will be the official scorebook.
- k. Any team that gets 20 points ahead must replace starting team until the point spread gets to 10.
- l. Emphasis must be on the development of fundamental SKILLS.
- m. The official ball will be a women’s size basketball (CB-8).
- n. Defense will be man-to-man. Zone defenses are not permitted. Definition of man Defense-Must guard man on the floor but not a space on the floor. Can switch to defend a player with the ball but must relinquish the position as soon as the ball has been shot or passed.
- o. No full-court press on throw-in. Man-to-man pressure can begin at the half court. Once ball possession has been established, the other team needs to go down on defense.
- p. One and one free throws will begin on the seventh team foul of each half. Two free throws will begin on the tenth team foul of each half.

- q. Clock is to be stopped on all free throws, jump balls, injuries, referee's discretion, and substitutions.
- r. There will be four timeouts allotted per game (two per half) and one time out per team for overtime.
- s. When above rules do not apply, use NMAA and National High School Federation Rules.
- t. Eligibility lists will be sent to each opposing school.
- u. Each principal/coach shall be responsible for his/her school's schedule.
- v. The maximum number of regular season games shall be ten (10), (not including scrimmages or tournaments).
- w. The elementary schools have developed a quintet league system (5 groups of four teams each) which requires a home and away format with member schools. Remaining non-league games can be scheduled with other schools outside the quintet.

**E.3 BOBBY MONTANO MEMORIAL ELEMENTARY TRACK MEET GUIDELINES**

- a. Format:

A meeting one-week prior to the Elementary Track Meet will determine any adjustments to the order of events, assignment of meet workers and equipment needs. This meeting will consist of one representative of each elementary school, preferably the track coach. Entry forms will be completed during the session, which will serve as the "scratch meeting". One bus will be available using operational funds to transport students to and from the meet. In town schools needing additional transportation can shuttle 5<sup>th</sup> graders to the meet.

- b. Eligibility:

- (1) Division "A" (Boys and Girls): Participant must be 10 on or before August 31 of the current school year. Student may be 11 after this date.

- (2) Division “B” (Boys and Girls): Participant must be 11 on or before August 31 of the current school year. Student may be 12 after this date.
- (3) Any student younger than 5<sup>th</sup> grade will not be allowed to participate.
- (4) If a student is older than the age limit, the student will be able to participate as an unattached participant if given prior approval by the meet director. Any questions and inquiries should be directed to the meet director as soon as possible.
- (5) Participants may only participate in one division. Division “B” participants may participate in Division “B” only. Division “A” participants may participate in either Division “A” or “B”, however, participation may be in only one division.

c. PARTICIPATION:

- (1) Physical examination will be required for any student participating in any track programs conducted after school. School time activities may be considered physical Education curriculum.
- (2) Track practice can begin on the Monday closest to April 1<sup>st</sup>.
- (3) A participant may not be entered in more than three (3) events. If a participant is entered in three events, only two may be running or field events.
- (4) A school will be permitted a maximum of two entries in all individual events and only one relay team.
- (5) Any athlete participating in two or more events simultaneously is to check with the field event official before leaving to participate in another event. The participant will be allowed to return to the field event and complete the remaining jumps or throws.

**REMEMBER:** Running events take precedence over field events, but an athlete must check in at the field event before going to the running event.

- d. Order of Events: Will be determined by elementary school principals

and made available to coaches prior to the meet.

e. Awards:

- (1) Ribbons will be awarded to the first six (6) places.
- (2) If a tie exists in the first five (5) places, a flip of a coin will determine the winner of the appropriate ribbons. If a tie occurs in sixth place, duplicate ribbons will be awarded.
- (3) The Boys and Girls Divisional scores will be combined for total scores.

f. Scoring:

- (1) Individual scoring in track and field events will be 7-5-4-3-2-1.
- (2) Relays and the Tug of War will be scored 10-8-6-4-2-1.

g. Tie Breaking Procedures:

The National High School Federation Regulations to break ties will be used. If a tie continues to exist after using the tie breaking rule in the first five (5) places, a flip of a coin will determine the winner of the ribbons, and the points will be divided equally. If a tie occurs in sixth place only, duplicate ribbons will be awarded and points will be divided equally.

h. Equipment:

- (1) All implements to be used in the meet will be provided by the meet director. These implements include relay batons, shots, softballs and ropes.
- (2) Athletes must participate in tennis shoes when competing on the all weather track surface.
- (3) Participants may not run without shoes.
- (4) Participants may wear gloves for the tug of war.
- (5) Six pound shots will be used for competition.

I. Miscellaneous Information:

- (1) The tug of war will be double elimination competition.

- (2) Scratches will be counted in the long jump, softball throw and shot put.
- (3) Each school is to have two (2) adults at the meet to assist as meet officials if needed.
- (4) Coaches not supervising an event are to stay off the field and track and out of the press box while the meet is being conducted.
- (5) Each school will be responsible for policing the area of the stadium where they are seated. The area will be checked for cleanliness.

## F. BUSINESS AND FINANCE

(A step-by-step manual will be provided)

### 1. OPERATIONAL FUND:

FUND	FUNCTION	OBJECT	PROGRAM	LOCATION	JOB CLASS	
11000	1000	56118	9XXX	043XXX	0000	General Supplies
11000	1000	55915	9XXX	043XXX	0000	Other Contract Service
11000	1000	55813	9XXX	043XXX	0000	Employee Travel
11000	1000	53330	9XXX	043XXX	0000	Employee Training
11000	1000	55817	9XXX	043XXX	0000	Student Travel
11000	1000	55817	9000	043000	0000	Elementary Travel Only

a. Uses –

The Operational funding allocation (11000) is dispersed to each school according to their eightieth day enrollment, number of varsity and sub-varsity programs and/or a lump sum. Prior to the beginning of the season the 56118 operational money can be used for purchasing athletic supplies and materials. 55915 will be used for Tournament Fees, Start-up Cash, and NMAA Fines. 55813 and 53330 will be used for Coaches Clinic and Travel. 55817 will be used for Transportation, Meals and Lodging.

The breakdown on how this fund is to be used on various sports is determined by the principal or his/her designee and is to be included in the Annual Budget.

b. Other Funding –

Capital Outlay may be funds available for improvement of facilities, land or buildings. If such a need arises, building principals are to submit a plan for consideration. Facility renovations and recommendations should be prioritized with other District needs on the Capital Outlay proposals.

### 2. ATHLETIC FUND: GATE RECEIPTS

FUND	FUNCTION	OBJECT	PROGRAM	LOCATION	JOB CLASS	
22025	1000	51101	9XXX	043XXX	1618	(Game Workers)
22025	1000	55915	9XXX	043XXX	0000	(Officials-only Wrestling, CC and Track)
22025	1000	55915	9XXX	043XXX	0000	(Security-only)
22025	1000	57332	9XXX	043XXX	0000	(Uniforms)

a. Source -

This fund is created and maintained through gate receipts. money collected at games or meets is to be deposited, no later than 24 hours, or the first working day after the contest, at the Pinnacle Bank of Gallup on 307 W. Aztec. The deposit slip is to be attached to an Admission Accounting Form, which is to be sent to the Athletics/Activities Office immediately after the bank deposit has been made.

These funds are audited on a periodic basis and strict policies on their use must be observed. Personal or convenience checks are not to be drawn against revenue to be deposited in the Athletic Fund.

If funds collected are other than gate receipts, use the admission accounting form and follow same procedures as stated above.

Schools are responsible for completing the admission accounting form and making deposits. The Athletics/Activities Office cannot make deposits.

Uses-The athletic fund is used primarily for game expenses:  
22025.1000.55915.9XXX.043XXX.0000-Wrestling, CC and Track officials, security and ambulance service:.

Procedures for Use - Two procedures are employed to use this money; a certified invoice or a district requisition, both of which must be signed by the principal.

Certified invoices, along with athletic pay vouchers, are used for meals and lodging. The coach signs the vendors statement (which must include date, sport, price per meal or room and number eating or lodging) and gives this statement to the principal, who signs the certified invoice, attaches the statement and forwards it to this office for payment. A receipt must accompany all athletic pay vouchers. If no receipt is attached the athletic pay voucher will be sent back to the coach who will need to make arrangements to get a receipt. Coaches are reminded not to delay in getting statements to their principal. Other game expenses will be handled in the same manner. District requisitions are to be used when requesting equipment and/or supplies. Please do not phone order, nor make any commitments to vendors.

**3. REQUISITIONING: (A step-by-step manual will be provided)**

Below are the requisition deadlines for the upcoming school year:

September	Fall Sports
October	Football Equipment Repair
November	Winter Sports & Training Supplies
January	Spring Sports

Coaches are to take inventory after their season and have this on file in the principal's Office and the District Athletic Director's. It is suggested that principals include requisitions as a check off item after equipment inventories have been completed.

All orders are to be submitted on standardized forms. Please be sure that the description of each item is complete and that all information is included.

If additional items are ordered on district requisition forms, add the catalog and the catalog number. If schools are to receive exactly what they request, it must be stated on the requisition as bid specifications will be made from athletic requisitions.

#### **4. PURCHASING:**

The purchase of supplies and equipment will be put out on bid. The school requesting the items will receive a school verification copy of the purchase order, even if athletic funds are used. The purpose of this verification copy is two-fold:

- a. To notify the school that items have been ordered.
- b. So the school can verify that the items received are exactly as ordered.

On the district requisition, please be sure to check what fund is to be charged. Under no circumstances are coaches to purchase an item by charging it to the school. The Athletics/Activities Office will not pay

for any item if it is not on a district requisition. Failure to note this policy will result in the coach buying the item with his or her own money.

#### **5. ANNUAL ATHLETIC BUDGET**

Annual athletic budgets are provided to each school at the beginning of the school year. The budgets are derived from two sources; operational - 11000 and gate receipts 22025. Each individual sport is broken down into specific categories. The operational money is used for travel, supplies and



equipment. The gate receipts money is used for Security, EMT's Wrestling, CC and Track Officials and Uniforms.

The principal or his designee can review individual sport budgets using Division and communicate this of each sport. This articulation will allow coaches to estimate the purchasing limitations during requisition time.

**6. ADMISSION CHARGES:**

Below is the admission price schedule: (if applicable)

<b>High School 9-12</b>	<b>Adult</b>	<b>Student/Senior Citizen</b>	<b>Veterans</b>
Football	\$5.00	\$4.00	\$3.00
Volleyball	\$5.00	\$4.00	\$3.00
*Soccer	\$5.00	\$4.00	\$3.00
*Cross Country	\$5.00	\$4.00	\$3.00
*Basketball	\$5.00	\$4.00	\$3.00
Wrestling	\$5.00	\$4.00	\$3.00
Baseball	\$5.00	\$4.00	\$3.00
*Track	\$5.00	\$4.00	\$3.00
<b>Mid School 6-8</b>			
Football	\$3.00	\$3.00	\$3.00
Volleyball	\$3.00	\$3.00	\$3.00
*Basketball	\$3.00	\$3.00	\$3.00
*Track	\$3.00	\$3.00	\$3.00
<b>* Boys and Girls</b>			

**7. ADMISSION ACCOUNTING:** (A step-by-step manual will be provided)

School-site Athletic Director's will receive, depending on need, rolls of tickets. The tickets will be printed with appropriate admission charges and numbers.

There must be at least two people involved in the ticket selling and taking process.

When collecting tickets, it is imperative that you keep the stub portion of the HUDL Ticket. The Coupon portion is given to the purchaser.

Collected tickets are to be turned in to the Athletics/Activities Office along with your deposit slip. The tickets will be kept for auditing purposes. Please keep tickets in numerical order as they are sold.

Schools will have to devise methods if patrons wish to exit the facility and return later in the game.

Admission accounting firms have spaces for starting ticket numbers and ending ticket numbers. Subtract the beginning number from the ending number, multiply by the admission charge and a total will be derived. Add the adults and student's total revenue to complete calculations.

Use the same ticket roll to begin the next contest. Do not start a new roll until the present roll is completely exhausted.

Remember, the money deposited must equal the number of tickets sold. After the sport season, an audit of the tickets and Admission Accounting Forms will be held.

**8. FUND RAISING:** (A separate manual will be provided)

When athletic/activity needs exceed budget allowance for the purchase of such items as game filming, weight machines, pitching machines, etc., the use of fund raising activities may be employed.

However, in utilizing fund raising activities, the following procedures shall be adhered to:

- a. A written request is to be submitted to the principal two (2) weeks prior to proposed activity
- b. The request shall state how funds are to be raised, how funds are to be expended and the budget year in which funds are to be expended.
- c. Fund raising activities involving students and coaches, to be expended for secondary athletes, shall be deposited in the school's local activity fund.

- d. Expenditure of revenues generated through fund raising activities shall comply with the state purchasing act and policies stated within this handbook.
- e. Booster Club fund raising activities have guidelines addressed in a separate Booster Manual in the Superintendent's Office.

All Athletic Forms are available on the GMCS Home Page under Athletics.

[www.gmcs.k12.nm.us](http://www.gmcs.k12.nm.us)

Including...

- Admission Accounting Athletic Contest Form
- Officials Voucher Form (by each sport)
- Athletic Meal/Lodging Reporting Form
- Gate Receipt Proof of Cash Form
- GMCS Student/Athlete Checkout Form
- Coaching Licensure Instructions
- Athletic Substitute Information Form
- NMAA Public Service Announcement Form
- Athletic Inventory Form (by Sport)
- Physical Form
- 8<sup>th</sup> Grade Participation Form
- 4-Corners Travel Approval/Process Form