

**Belen
Consolidated
Schools
Athletic Handbook**



2024 - 2025

Table of Contents

Introductory Information

Belen Athletic Statement

Philosophy of Athletics

Coaching

Loyal & True Oath

Responsibilities

General Requirements

Playing Time

- Arranging Meetings with Coaches
- Student Health and Safety Practices
- Eligibility Requirements
- Off Season/Dual Participation
- Equipment
- Scholastic Requirements
- Player Participation Policy
- Athletic Trips
- Policies for Student Athletes
- Consequences/Ejection Policy
- Quitting
- Non-School Sponsored Sports and/or Other Activities
- Hazing

INTRODUCTION

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him/her to compete. Your family's interest in our program is gratifying to the entire staff. We believe that participation in athletics or in any extracurricular activity provides a wealth of opportunities and experiences that will prove to be very beneficial to everyone involved. A student who chooses to participate in athletics is voluntarily making a choice to develop self-discipline and to put the program or team above their personal ambitions. Athletics is a privilege, not a right. We are striving for excellence and do not want our student-athletes to compromise proper training methods or to accept mediocrity.

For any successful athletic department to run smoothly, all students, coaches, teachers, and administrators must be aware of all approved rules and guidelines that apply to the athletic department. Therefore, this handbook has been prepared to present an outline of the athletic policy of Belen Consolidated Schools. Members of the community, student-athletes, and the parents of those student-athletes are encouraged to read and become familiar with the contents of this athletic policy.

While this handbook cannot cover every instance that will arise in the day to day activities of the athletic program, it represents a good faith effort to inform all of those involved in the athletic program about the guidelines that will govern their participation. The coaches of the individual sports reserve the right to issue additional sport specific requirements as needed. Please be advised that participation in this program is dependent on strict adherence to the policies found in this handbook. Communication is the key to resolving most conflicts. Therefore, all policy questions need to be directed to the head coach of the sport in question. If the head coach fails to resolve the issue to your satisfaction, all questions need to then be presented to the Athletic Coordinator before addressing the high school principal or superintendent.

BCS believes that athletics play a vital role in the educational system. In athletics students learn the values of good citizenship, integrity, honesty, commitment, leadership, unity, confidence, and discipline. Participation in sports also allows our student-athletes to experience social growth and emotional maturity. Athletic competition teaches our young men and women how to be gracious winners or to be dignified in defeat.

Athletic participation truly complements the academic goals of the district. It is only proper that student-athletes take the best possible care of school property. If damage to team issued uniforms, equipment or facilities is intentional or if school issued items are lost, the student-athlete involved will be expected to pay for their repair or replacement. Student-athletes should take care of all uniforms, equipment, and facilities as if those things belonged to the student-athlete.

All students who are eligible under NMAA rules and team try-outs, may participate in all sports offered. Student-athletes and student managers must have the following forms on file to participate in athletics:

1. Sports physical, including medical history and medical notifications.
2. Physical must be dated after April 1st, 2022.
3. Consent to participate and authorization for medical services.
4. Acknowledgement of injury risk.
5. Substance abuse contract (if appropriate)
6. Sports concussion paperwork and online course (nfhslearn.com)
7. Contract for Parent/Athlete Handbook.

BELEN ATHLETIC STATEMENT

- I. Our goal is to promote the personal growth of our players.**
 - a. Players should leave the program as better people and should be more prepared to live life.
 - b. We want to take our players to a level that a student-athlete cannot get to by themselves by maximizing each player's academic/athletic talent and character.
 - c. Our approach is based upon the core values of TRUST, CARE, RESPECT, and ENTHUSIASM.
 - d. The primary lesson to be gained from athletic is a commitment to excel, which requires DEDICATION, HARD WORK, COOPERATION, and the SUBORDINATION of the individual for the good of the team.

- II. We believe in a strong work ethic that leads to being thorough and prepared.**
 - a. A work ethic applies during the season, during off-season, and during the summer.
 - b. Students should understand that success requires people to work for it.
 - c. Students should work to have a WINNING SEASON, TO WIN DISTRICT, TO PLAY IN THE PLAYOFFS, AND ULTIMATELY TO WIN THE STATE TITLE.

- III. We will represent Belen in a positive way.**
 - a. We will do our best to operate our program PROFESSIONALLY and with INTEGRITY.
 - b. We will require players to fit into the ACADEMIC mission of the school.
 - c. We will give our players every opportunity to GRADUATE.

- IV. We will promote the elements of teamwork and leadership.**
 - a. We will develop a "FAMILY" atmosphere between our players and from coach to players.
 - b. We will promote UNITY, PRIDE, CONFIDENCE and a feeling of ACCOUNTABILITY TO THE TEAM.

PHILOSOPHY OF ATHLETICS

The primary goal of Belen athletics is to foster the physical, academic, and moral development of all student-athletes in the program. It is our belief that the benefits of athletic participation extend beyond the courts and fields of athletic competition into the challenges of life; therefore, we must strive to instill the self-discipline, character, work ethic, and cooperative skills that will give our student-athletes the best chance to succeed in any endeavor and to develop a positive and healthy self-esteem.

We feel that this can best be achieved through a fair and impartial implementation of the Athletic Handbook; through establishing and conveying clearly defined expectations; using achievement oriented, enthusiastic coaching methods; and through an organized and collective approach to coaching.

We believe that coaches must be teachers, motivators, and positive role models, and that they must demonstrate that they genuinely care about their student-athletes and their profession. We recognize the importance of professional development; of a close relationship with administrators, teachers, and the community; and of the provision of clean, well maintained facilities and equipment. We advocate the equality of all students, regardless of race, gender, and economic condition. Winning will always be an important catalyst for our program, but our most important benchmark for success is the development of student-athletes who will be prepared to face any competition or challenge with their best efforts.

OBJECTIVES OF ATHLETICS

1. *To learn teamwork* - To work with others in our society, one must develop self-discipline, respect for authority, and understand the value of hard work and sacrifice.
2. *To be successful* - One must develop a desire to excel; the desire to win is everything.
3. *To be a good sport* - One must be humble in victory and dignified in defeat.
4. *To be physically fit* - One must develop physical fitness and a desire to maintain this to a high degree.
5. *To set goals* - One must properly set goals and strive to reach them. One should always try to improve.
6. *To enjoy* - One should enjoy participation in athletics and should gain the rewards it has to offer.
7. *To Represent Belen* – One must show respect on and off the court or playing field to teachers, coaches, and community members.

COACHING WITH BCS ATHLETICS

- All athletic coaches are required to have an active and current Athletic Coaching License issued by PED of New Mexico.
- FBI Background, drug-test, and fingerprint through the BCS Human Resources department.
- District Application (head coach)/Head coach recommendation (assistant coach)
- Sexual Harassment Training
- Concussion Training
- **Be CPR/AED certified**

Employment

- With those employees hired because of exceptional skills or expertise as a coach and licensed school instructor, it is understood that the employee has been employed to perform both instructional and extracurricular duties and that the contract is not severable or divisible as between these functions. The provisions of the contract apply to both instructional and extracurricular duties. Cause sufficient to justify termination or discharge may be found in any area of responsibility of the employee, pursuant to statutes and the Public Education Department regulations.
- Any renewal contract shall include this special addendum, and failure of the employee to execute this addendum annually shall be considered in all respects as failure to sign the contract.
- If the employee terminates the employee's extracurricular duties, then the employee shall be considered as having terminated instructional duties as well and the contract shall thereupon be terminated.
- If the school district terminates the employee's extracurricular duties, this action shall be considered separate and apart from the termination or discharge from instructional duties. When the school districts initiate the termination of extracurricular duties, the termination or discharge from instructional duties shall be made pursuant to statute and Public Education Department regulations.

Coaches are "AT WILL" employees. Coaches are hired with a seasonal contractual agreement with the BCS district. In simple terms this means the contract expires at the end of the season. No coach has any objective expectancy of reemployment, and no contract entered into pursuant to this section shall be

construed employment pursuant to a subsequent contract, including a winning season. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Athletic Coordinator. **Coaches do not attain tenure.**

Authorization to Begin Coaching Duties

A coach or volunteer may not coach or be in contact with athletes during in-season, off-season, summer programs, or the school district approved athletic classes until he or she has been cleared by the Human Resource Department to begin the coaching assignment. Only certified BCS employees and licensed coaches are allowed to instruct student-athletes at practices or events (i.e. games, meets, or contests).

Evaluation Process for Coaches

The purpose of the evaluation is to provide a method for appraising coaching performances in a variety of different areas. This process will:

- Recognize and reinforce outstanding coaching;
- Mark accomplishments and note areas where improvement is needed;
- Determine whether continued assignment is warranted.

Coaches will be evaluated on the following criteria:

- Coaching performance
- Practice and game management
- Organizational and administration duties
- Communication

Head coaches will be evaluated by the Athletic Coordinator at the conclusion of the season for each sport he/she is coaching. The Athletic Coordinator shall have an evaluation conference with the coach during a scheduled time within a two (2) week period at the conclusion of the season.

- The head coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
- The head coach has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
- Evaluations shall be submitted to the Human Resource department with a copy to building principal at the end of the evaluation time line.

The assistant coaches will be evaluated by the head coach. The written evaluations shall be completed within four weeks of the conclusion of the coaches' contract period as determined by the NMAA.

THE Loyal & True OATH

I have read the athletic handbook and understand the policies of the athletic program. I agree to follow all rules and guidelines expressed in the handbook.

I am ready to make the sacrifices and to provide the effort necessary to make myself and Belen the best we can be.

I will strive to follow the following guidelines that exemplify the Loyal & True' behavior.

1. I will follow all NMAA rules and policies.
2. I will abide by the BCS Student Code of Conduct along with the BCS Athletic Handbook.
3. I will be a leader and will handle all my academic responsibilities.
4. I will have respect for myself, my teachers, my teammates, and coaches.
5. I will not use alcohol, illegal drugs, tobacco or other harmful substances.
6. I will always give my best effort.
7. I will not use profanity.
8. I realize the importance of practice, and I will personally strive to participate in 100% of the workouts. I am aware that missed workouts result in make-ups the day I return.
9. I will *never* be out-worked or out-competed.
10. I will always put the interests of the team above my individual interests.
11. I will treat the locker-room as if it were my home away from home. I will keep it neat and always pick up after myself.
12. I realize the terms and consequences of quitting.

STUDENT-ATHLETE'S NAME:

STUDENT-ATHLETE'S SIGNATURE:

PARENT/GUARDIAN SIGNATURE:

RESPONSIBILITIES

RESPONSIBILITIES OF THE SCHOOL

1. Transportation: To provide transportation to and from athletic contests that take place in one day.
2. Facilities and Equipment: To provide basic equipment, and facilities essential for our student-athletes to compete
3. Student safety and development: To employ and teach proper training methods, to provide properly fitted safety equipment, to provide first aid to injuries, and to seek the care of a trained medical professional for emergency injuries
4. Game scheduling: Game scheduling should minimize time away from the classroom. Non-district games that do not require extensive travel. Teams will arrive 1 hour before game time, football 2 hours.
5. Meals will be provided for all athletic trips over 100 miles. With special exceptions to Santa Fe, tournaments, and district games.

RESPONSIBILITIES OF THE COACHES

1. To provide first and foremost the safety of the participating student-athletes
2. To encourage the student-athletes to give maximum effort in the classroom and to periodically monitor student grades to ensure academic success
3. To make travel arrangements for away games (travel log, meals)
4. To carry out any needed discipline for infractions within the athletic program.
5. To complete eligibility forms and to adhere to all NMAA rules.
6. To teach the skills necessary for the student-athlete to successfully participate in sports
7. To teach sportsmanship and respect for officials
8. To set the proper example of sportsmanship
9. To take care of equipment and facilities
10. To supervise, monitor an approved Booster Club (501c) and have the final decision making

RESPONSIBILITIES OF THE PARENTS

1. To give moral support to their son/daughter for their participation in athletics. This could include verbal encouragement; going to practices, games, or meets whenever possible;
2. To participate in the Booster Club set up by each team and participating in fundraisers when time permits.
3. To encourage the student-athlete to attend all practices, games, or meets and not to miss these events other than for illness or circumstances beyond his/her control. With understanding that missed practices could result in missed playing time.
4. To furnish transportation to and from school for practices, games (as needed), and meets (as needed).
5. To furnish that equipment which the school does not furnish
6. To work with the coach in identifying and correcting potential problems

7. To encourage the student-athlete to maintain passing grades in all subjects and to attend tutorials when necessary or scheduled due to unsatisfactory grade reports

RESPONSIBILITIES OF THE STUDENT-ATHLETES

1. To represent the school and the community with character and good sportsmanship. Other communities, as well as our own, judge our school by the conduct and attitudes of our student-athletes, both on and off the field.
2. To be responsible to the other members of the team. Giving less than his/her best effort is letting their teammates down.
3. To be responsible to his/her family.
4. To be responsible to the younger students in the school system by providing an example to follow. He/she should always remember that they are important role models to younger student-athletes. Participate officiating, coaching, and helping with BCS youth programs.
5. To strive for academic success along with athletic success. To continue to participate and remain eligible, the student-athlete must meet all eligibility standards set by the school and the state.
6. To adhere to all school policies and all athletic policies.
7. To train properly and refrain from activities that are potentially harmful to their bodies.

GENERAL REQUIREMENTS

PLAYING TIME FOR STUDENT-ATHLETES

At Belen High, coaches will try to play as many students as he/she can. The object is to win the game while playing as many students as possible. Playing time is a decision reserved for the head coach of each sport, typically determined during practices leading up to the game and in accordance to the game plan. All members of the sub-varsity teams (C-Team and Middle School) may have the opportunity to play in each game, if all practice, eligibility, and team requirements have been met.

Participation FOR STUDENT-ATHLETES

Attendance

1. Students practice only if they are present for all periods that day. If a student is absent from any period, they will not participate in any activity, game, or practice that day.
2. Exception—Pre-approval from an administrator before absence takes place. If a student receives In School Suspension (ISS) or Out of School Suspension (OSS) for a referral, that student will miss practice the same number of days as they are in ISS or OSS.
3. If a game or activity is on a Saturday, students must be present at every class on Friday, unless they have pre-approval from the head coach for doctors' appointments or other special circumstances.
4. A game or activity may be moved or canceled at the discretion of the athletic coordinator and/or the principal and Superintendent. The head coach will be notified first.
5. If there is no school, or if school is dismissed early, due to weather conditions there will be no practice or activity unless approved by the athletic coordinator, if conditions improve.

SUB-VARSITY/MIDDLE SCHOOL TEAMS

The middle school is an extension of the high school program for each sport. The head coach of the varsity program will hire, supervise, and provide the philosophy of his/her program to the middle school programs.

CLASS ATTENDANCE AND PARTICIPATION

School attendance is a major component of success in school as well as eligibility to participate in Belen athletics.

Student must attend class all day on day of practice or games to be eligible to participate in practice or games. The athletic coordinator may make rulings on special cases.

Unexcused absence(s) will result in a participant's disallowance to participate in that day's practice or event. If said participant has any unexcused absences during a single week (Monday through Saturday), that student may forfeit or have limitations placed on their right to participate in that week's and/or weekend's competition. Excessive unexcused absences from any class/practice may lead to being dropped or removed from the athletic team/extracurricular activities. Please be advised that excused absences (see student handbook) may be evaluated by coaches to determine playing time and type of participation.

CUT POLICIES

Choosing the member of the athletic team is the sole responsibility of the of the coaches of those teams. Try-out Criteria, game/practice commitments, program philosophy and team rules must be clearly presented to the athlete in writing before tryouts begin. Sub-varsity and middle school coaches will take in the policies as established by the head coach of that sport when selecting rosters. No student will be allowed to try-out for an athletic team without a doctor's physical, proof of insurance, and parent permission. Each eligible student will be given at least two (2) try-out sessions, must attend all sessions. A session can take place in the same day (two-a-days) with a minimum of 90-minutes per session.

The coach will have the option of meeting personally and privately or posting a list to inform each athlete if they have made the team and the reason for the action. Cut lists are not to be posted. Posting of team lists shall be considered acceptable. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program. If a coach foresees difficulties arising because of squad cuts, he/she should discuss the situation with the athletic coordinator/building principal.

MEETINGS WITH COACHES

We strongly encourage communication between parents and coaches; however, we believe there is an appropriate time to do this. To set up a meeting with a coach, parents should contact the Athletic Secretary, who will schedule the day and time of the meeting. If the meeting with the coach does not result in a satisfactory resolution, parents should then contact the Athletic Secretary to set a date and time for a meeting with the Athletic Coordinator. **Approaching a coach before or after team competition or practice is not appropriate. All parents/guardians should wait 24-hours.**

When meeting with a coach, please keep the following information in mind as to what is and what is not appropriate to discuss with the coach.

Appropriate concerns to discuss with a coach:

- 1) The mental and physical treatment of your child
- 2) What your child needs to do to improve
- 3) Concerns about your child's behavior

We know that It is very difficult to accept that your child is not playing as much as you may hope. Coaches make decisions based on what they believe is in the best interest of all students participating in the sport. As you can see from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues NOT appropriate for discussion with your child's coach:

- 1) How much playing time each athlete is getting
- 2) Team strategy
- 3) Play calling
- 4) Any situation that deals with other student-athletes

STUDENT HEALTH AND SAFETY PRACTICES

1. **Physical Examinations** — Physical exams are required before a student-athlete may participate in any sport. The physical must have a date of/after April 1st, in this case April 1st, 2022. Parents should advise the coach if a student-athlete possesses any physical disabilities and/or limitations.

2. **Insurance** —BCS is not personally responsible for any medical expenses received while competing in an athletic activity. Feel free to schedule a time to meet with the athletic trainer to review the policy if you have any questions.

All students, in accordance with Senate Bill 38; Concussion Law for students grades 6-12, must have a current certificate of course completion on file with the athletic coordinator/athletic trainer before participation begins.

Reporting an Injury: *All participants are required to inform coaches and athletic trainer when they have been injured.* All must report injuries to the athletic trainer and/or other appropriate individuals immediately upon occurrence. This may include parent, physician, nurse, athletic trainer, or administrator, depending on severity. ***The athletic trainer or coach, in the absence of the trainer, MUST complete an accident report form***

Care: Coaches are responsible for the care of athletes when away from home unless AT is available. A coach will accompany any injured player to emergency room or Dr. Office. At a contest, the decision as to whether an injured player may return to action is made in conference with the athletic trainer and physician (if available).

Return to Play: The team physician will make the final decision for continued play in the event of any injury to the athlete. This decision will over-ride any other decisions, including that of the coach, parent or other party. In the absence of the team physician, the athletic trainer will make this decision. In the absence of the athletic trainer, the head coach will make this decision. When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall

be made by the athletic trainer, assuming there is no physician's statement restricting participation. If you see a physician, only the physician can clear the student-athlete to return to play.

Athletic Trainer

Certified athletic trainers, also known as AT, are medical professionals that are experts in injury prevention, assessment, treatment, and rehabilitation, particularly in the orthopedic and muscular-skeletal disciplines.

A. Injury or Illness

- All athletes must report injuries or illness to the athletic trainer and the head coach.
- Hours will be posted on the door of the athletic training room so that athletes may come in to have their injuries evaluated and treated.
- Should the injury require a physician evaluation, a phone call to the parents/guardians will be made by the AT.
- The AT will decide the participation status of the athlete with the advice of the medical practitioner.
- **If an athlete is injured or ill and a doctor visit or emergency medical services are needed the athlete must obtain a written release form from the attending medical practitioner and turn it into the AT before returning to practice/games.**

B. Accidents and Injuries

- When an athlete is injured and requires a doctor evaluation or emergency medical services and accident report form must be filled out by the AT. If the AT is not present or injury occurs on an away trip the head coach must fill out an accident report form and return to the Athletic Trainer within 24 hours of the injury.
- The AT must be notified about the injury as soon as possible by the head coach.
- If an athlete is injured on an away trip, a coach must accompany the athlete to the hospital or doctor's office, regardless if a parent is present.
- During a contest the decision to return an injured athlete to play is made by the AT and physician (if available).

C. Physical Forms

- It is the coach's responsibility to inform and ensure that all participants, including managers, have the following on file with the AT before **ANY** participation begins:
 - ✓ Medical Exam-done by a physician yearly.
 - ✓ Medical History-this includes any past injuries; medication the athlete may be taking, and any current medical conditions.
 - ✓ Proof of Health Insurance (BCBS, Presbyterian, Medicaid). In the event that the student does not have health insurance, parents must purchase the school health insurance plan, or the student CANNOT participate in athletics.
 - ✓ Consent to participate
 - ✓ Authorization of medical services-this is needed in the event that the athlete must be transported by ambulance.
 - ✓ Emergency Medical Notification
 - ✓ Acknowledgement of injury risk

- ✓ Out-of-Season play will require a physical in order to use Belen equipment, fields/courts/tracks, and weight room.
- ✓ A physical is required for all athletic participation and must be dated on or after April 1 to be current for the subsequent school year (i.e. April 1, 2022 for 2022/2023). This physical will be good from April 1st to April 1st of the following year (i.e. April 1, 2022 – April 1, 2023).
- ✓ Coaches are always to have copies of the emergency medical release and guardian information. These will be given to all coaches by the AT pending all coaches turn in physicals on the first day of the official start date for every season.

D. Athletic Trainer Coverage Expectations

- Assignments
 - ✓ All varsity football games: home and away.
 - ✓ Off-campus events: assigned by AC or to any state events.
 - ✓ On-campus athlete rehabilitation and treatment
 - ✓ On-campus varsity, JV, and C team events: where the host school is participating. Middle School if on High School campus.
 - ✓ On days the AT will be absent, the AT will inform in season coaches of routine and emergency treatment responsibilities
- School Breaks (i.e. winter break, spring break)
 - ✓ AT will be present for all games during these breaks.
 - ✓ The AT will not be present for practices during these breaks.

ELIGIBILITY REQUIREMENTS

Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six- or nine-week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.

- a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
- A student who is ineligible at the end of a semester may utilize the cumulative provision.
 - Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 - The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
 - A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.

2. Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.

3. Pursuant to State Statute 22-12-2.1.: Interscholastic extracurricular activities; student participation.
a. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt.

A student is eligible to participate in a BCS contest if the student:

1. Is current BCS student or from an approved private/charter/home school.
2. Was not influenced by a current BCS staff, administrator, or coach to attend BCS.
3. Lives with parent/legal guardian inside the school district attendance zone.
4. Has not moved for athletic purposes
5. Has completed all eligibility forms with the AC if he/she is a foreign exchange student or is enrolled at a private/charter or is in a home school program.

Foreign Exchange – please use the following document as reference:

https://www.nmact.org/file/Eligibility_Document_Guide.pdf

8th Grade Participation at the High School level

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. 8th grade students not already attending the institution they will be participation for must participate at their home zone attendance zone public high school. The 8th grader and his/her parent must set up a meeting with the athletic coordinator before participating in a sport at Belen High School.

Home School/Private School

BCS offers athletics to students that have decided to home school or attend a private/charter school in the BCS attendance zone. Please complete the non-BCS student athletic form. Please contact athletics 505-966-1311 and the form can be emailed to you. Proof of residency, and a current report card will also be required.

OFF SEASON/Dual Participation

Each BCS athletic program will have off-season workout opportunities for those student-athletes that look to improve in the given sport.

If a student can and desires to participate in more than one sport during the same sport season the student-athlete will determine a primary sport and secondary sport. ***The primary sport taking precedent for games/practices and playing rules, set by the head coach of each sport.*** The head coach of each sport will determine if the athlete is able to compete at the highest level possible in both in-season sports. The agreement shall be approved by the athletic coordinator if the student-athlete decides to participate.

2. A student-athlete must have written approval by both the head coach of the in-season sport and the athletic coordinator to participate in any out-of-season workouts, games, and/or practice. In-season sport has precedent over out-of-season sports.

Additional Requirements- The head coach or school may establish additional rules and regulations, which must be approved by the school athletic coordinator and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program.

Summer activities are under the guidance of the local school/school district.

Pursuant to the March 7, 2007 ruling of the Board of Directors, it is encouraged that each member school shall observe a two-week moratorium, or two (2) seven-day “no-contact” periods in the summer during which time no coaching, written lesson plans or workout schedules, training, open gyms, in-state or out-of-state travel can occur.

- The AC will decide when the district will apply the two-week period: **June 24th– July 9th, 2023.**
- Participation must not be restricted by financial status of the student.
- Participation in a camp or recreation program outside the conventional school year and/or during the summer cannot be a requirement for participation in the regular sports season.
- The Belen Athletic department will not be financially responsible for any entry fees, meals, and/or transportation needs during the summer or off-season, unless approved by the Athletic Coordinator.

EQUIPMENT

School equipment checked out by the student-athlete is his/her responsibility. All equipment will be taken care of and kept in good condition. School issued equipment is to remain at school.

ATHLETIC TRIPS

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student’s parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the athletic coordinator or head coach for approval before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The adult who is to take the student home must personally check with the sponsor/coach at the event before leaving with the student. Parents taking their own children home must personally check with the sponsor/coach at the event and notify him/her that the child is riding with them and will not ride the bus.

Student-athletes are expected to be in ALL classes on the day following out of town trips, regardless of return time. If the student-athlete chooses not to be in school the following day, the absence will be reflected based on the school attendance policy. The Athletic Coordinator can grant excusal from class in special situations.

Meals

School meals will be provided on trips greater than 100 miles with special expectations listed above. The number of school meals provided will be determined by distance of travel and/or time and/or format of events. Any additional arrangements for meals can be made with the Athletic Coordinator prior to departure. The head coach of the program is responsible for completing the travel, meal, and transportation paperwork prior to the start of the season.

Lodging

Lodging will only be *approved* on special cases (i.e. weather or state tournament)

Lodging for overnight trips will only be *provided (7 rooms; includes 1 room for the bus driver)* when a trip is considered a special exception (i.e. weather and/or state tournament). Rooms will have a 4 to 1 ratio.

A team wishing to play in a tournament, in-season, that requires overnight stay must have it approved by the athletic coordinator (2-3-day tournaments/events over 210 miles one way).

Athletics department will provide 2-meals per day.

Middle School **will not** be granted overnight travel/accommodations.

All out of state travel (if requested) will require approval of the Athletic Coordinator, Superintendent, and School Board. It will be subject to budgetary restraints and fiscal policies. Out of state travel must be approved two months (60 days) in advance of trip. Accommodations, travel, meals, and the costs associated with the total or partial costs or out of state travel will **not** be provided.

Purchase Orders

Coaches utilizing the school Purchase Orders for meals will be held to the \$12.00 allotment per athlete and coach (tip not included).

Individual Activity Accounts

These accounts may be utilized at discretion of the head coach after consultation with Athletic Coordinator.

EJECTION POLICY FOR ATHLETICS

The New Mexico Activities Association requires that all coaches, school personnel, and athletes who have been ejected from a game or contest complete an online educational program to be approved to participate again.

NMAA bylaw 7.72 states that any coach or participant who is ejected is required to sit out the next game/contest minimally, at all levels. In addition to the game suspension(s), ejected parties must complete an online Compete with Class component prior to returning to competition.

Financial sanctions will be the responsibility of the ejected individual.

CONSEQUENCES & STUDENT CONDUCT

The head coach of a sport and the athletic coordinator may determine the consequences for failure to follow the policy. Consequences are to be equally enforced, and continued noncompliance can result in being suspended from athletics for a full year. Repeat offenses will result in a disciplinary action that is progressively stricter.

Since circumstances surrounding each action may vary greatly, the coaching staff will make every effort to allow the punishment to fit the offense. Punishments extended in similar cases will help guide coaching decisions, but each case will stand independently, and comparisons to punishments extended to other student-athletes are not valid. Parents may schedule a conference with the coach of the sport to discuss punishment assigned to their student-athlete.

Student-athletes are under the same disciplinary criteria as all other students. The Belen Consolidated discipline handbook outlines that procedure. However, for the coach and athlete edification, initial due process rights for the students will be spelled out as follows:

A. Due Process procedures for investigation of incidents and parent notification regarding the long-term suspension up to 365 days:

1. When a student is sent to the principal or his/her designee (a certified administrator) for any discipline action or conference concerning an incident, the steps listed below must be followed.
2. Administrator: Advises the student of the charge(s). Advises the student of the facts on which the charge(s) are based. Gives the student an opportunity to respond and provide his/her version. The student is asked to give written or verbal statement concerning the incident. The student will be provided written verification of the proposed disciplinary action.

All student-athletes are expected to model – “Compete with Class”

Prohibitions:

- Use or possession of alcohol, drugs, or steroids at all times. Use is defined as consuming and/or being under the influence of unauthorized chemicals/alcohol.
- Use of tobacco (all types) at all times.
- The commission of criminal or delinquent acts, whether at school or during non-school hours on or off campus.
- Use of foul language, on and off the field of competition.
- If under indictment for a crime, the student-athlete will be ineligible to participate until adjudicated by the superintendent of BCS.

- The student Code of Conduct applies to school and athletic rules, policies, and regulations, as well as, city, state, and federal laws and statutes. It is the responsibility of the head coach to all violations to the Athletic Director and Principal (i.e. fighting during practice, use of tobacco, etc.,)

Social Media (Twitter, Facebook, Texting, Email & Other Forms):

- Parents, student-Athletes, and booster club members are to refrain from “posting” statements, comments, photos, and other types of media, which may be construed as slanderous, libelous, personal attacks on other student-athletes and/or athletic personnel, or in any way disrupts the educational and/or athletic/extracurricular process.
- Student-Athletes are to refrain from “posting” statements, comments, photos, and other types of media, which may be construed as harassment (racial, gender, sexual, ability, etc.) of another individual.
- Student-Athletes and athletic personnel are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.). Any program concerns should always be addressed in person.

CRITERIA TO DETERMINE A VIOLATION OF THE CODE OF CONDUCT

- Criteria that shall be addressed by the Athletic Coordinator.
- Is the allegation directly in violation of the Belen Consolidated Schools stated guidelines for student behavior?
- Has due process been followed in addressing the problem with the student?
- Were other Belen Schools rules broken?

- Has the alleged violation been reported and received in a timely manner?
- Is the incident so recent that discipline by the school will still have effectiveness as a teaching and learning process?
- Is the conduct connected to the school or does it have negative implications toward the school?
- Is the nature of the conduct something other than a “status offense” – alleged offense committed but has no impact on the school or individual (i.e. speeding or reckless driving ticket)? Or is the nature of the conduct a violation of any criminal laws?

SUSPENSION FROM PARTICIPATION

Suspension shall be enforced as follows:

- ✓ In-season – Suspension shall begin immediately and continue through the designated length of the suspension. If suspension days overlap into a designated holiday/break or summer, the remainder of the suspension shall carry over to the next official school day or school year.
- ✓ Off-season or summer period – Suspension shall begin at the start of the student’s next official school day.
- ✓ School day – is defined as the days within the BCS Approved School Calendar for attendance. This includes night and summer school.
- ✓ Summer school days may not be used toward suspension days from athletic participation unless event occurred during summer school.
- ✓ Athletic participation - The student is not allowed to participate in practices, attend games, meetings, or events that are associated with the extracurricular activity. This also includes fundraising activities and banquets.
- ✓ Competition(s) - Designated as the next Belen Consolidated Schools scheduled and sanctioned day or days of competition in which the student is eligible to participate. The student is not allowed to play or participate in any or all games or events scheduled and sanctioned for that or those designated suspension day(s).
- ✓ Substance Abuse Program - Some consequences for a violation of the Code require a student-athlete to attend the program. Providing all other areas of eligibility are attained, a student can be eligible while participating in the program. The student must participate in the first available class and remain in the program until completion. If the student quits after starting the program, he or she will become ineligible in any sport until the completion of the program. (Program will run four (4) weeks)

QUITTING

Quitting a sport is highly discouraged. Once a student makes a commitment to a team, that student is expected to finish the season; however, if a student does quit after a season has started, then the student will not be allowed to participate in another sport until the season of the first sport has ended (This includes play-off games.) If a student-athlete finds it necessary to drop a sport, the procedure for dropping a sport is the following:

1. Meet with the head coach of the particular sport and discuss the situation.
2. Meet with athletic coordinator.
3. Check in all equipment issued.

NON-SCHOOL SPONSORED SPORTS AND/OR OTHER ACTIVITIES

School sport participation must take precedence over other non-school activities in which the student may be involved. If the student-athlete misses practice, a game, or just is not able to perform up to their potential due to their participation in non-school activities, the coach of the school sport in which that student is participating, with the concurrence of the athletic coordinator, should decide the appropriate actions. A season extends from the first day of the activity until the last game is completed, unless the student is released from the sport by the head coach of the sport on the last day of the regular season.

Dual Participation (NMAA Rule 414.3)—Non-School Competition

1. Permission. The school athletic coordinator may grant permission to his/her students who wish to participate simultaneously in school and non-school competition as an individual and/or team member if all of the following conditions are met:
 - a. The non-school organization or student presents a list of participants and dates of non-school competition to the school athletic coordinator prior to the beginning of the non-school competition in that sport.
 - b. There is not a conflict with the school's practice or competition schedule. School athletic coordinator determines conflict, if any.
 - c. Game limitations in team sports (football, basketball, volleyball, baseball, softball, and soccer), as set by the NMAA or the local school district shall apply. Games, school and/or non-school, from the first day of permissible legal practice to the state championship count toward the limit. Non-school meets/matches in individual sports (cross-country, wrestling, golf, tennis, and track) will not count toward the NMAA team limits.
 - d. Any student participating in non-school competition, which do not have already established minimums, must participate in at least (3) school sponsored meets to be eligible to enter the district or state meet. (This applies to all sports, which do not already have established minimums).
2. Penalty- Any student participating in non-school competition without the written permission of the school athletic coordinator shall be ineligible for school competition. Ineligibility shall be for that sport season only.
3. Sunday Practices- Sunday practices or meetings of any kind are prohibited, except high school varsity teams involved in a NMAA District or State Tournament games scheduled on Monday. In this case practice may be held on Sunday, not to exceed 60 minutes and beginning after 2:00 P.M., with the approval of the athletic coordinator.

HAZING

Hazing is prohibited in BCS. Hazing is any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Consent to the hazing activity does not absolve the student of responsibility for the misconduct. Any student involved in hazing will be disciplined at the discretion of the head coach and Athletic Director.

Violation of Any Criminal Statute

- A violation of any criminal statute (other than those previously listed for – tobacco, alcohol, drugs, or steroids) shall be regulated within the legal limits of the BCS. Rules of conduct shall be reasonable exercises of the school’s authority in pursuance of legitimate educational and related functions. Such acts include the crime of willful interference with the educational
- process of any school or activity in the district.
- Shall be in effect:
 - ✓ At all Belen schools and facilities.
 - ✓ Whenever the student-athletes are subject to control of any school authority.
 - ✓ Any time there is an alleged commission of a misdemeanor or felony by a student who is a participant in an athletic activity.

Athletic Consequences:

- Immediate suspension from participation pending the results of an investigation by the Athletic Coordinator.
- If there is reasonable suspicion or belief that the alleged violation did in fact occur,
- disciplinary action shall be administered by the Athletic Coordinator.

1st citation/referral offense - Suspension from participation in sport for remainder of season – eligible for next sport. Same as above for year-round sports.

2nd citation/referral offense - Suspension from activity participation for **90 school days**.

3rd citation/referral offense - **Permanent suspension from participation in any athletic competition for the remaining high school career.**
- If there is a reasonable suspicion/doubt that an alleged violation did not occur, **and** the legal authorities concur with this assessment; **then** the student participant may resume participation with the Principal’s permission.
- If there is a **reasonable suspicion/belief** that the alleged felony did occur, disciplinary action shall be administered by the Athletic Coordinator, and the student-athlete will be **declared INELIGIBLE while under felony indictment or until the case is adjudicated** by Athletic Coordinator.
 - ✓ Student-athlete will be suspended from participation if they are found guilty of a felony charge for a calendar year.

If requested, the parent/guardian may have the violation of the Code of Conduct and consequence reviewed by the Superintendent or his/her designee. The request for the review must be made in writing to the athletic coordinator and Superintendent of Schools within five (5) working days after the initial decision.

The Superintendent or his/her designee shall review the athletic coordinator’s decision considering the provisions in the Athletic Handbook and issue a decision in writing within ten (10) working days of the written request for a review.

If requested, the parent/guardian may have the violation of the Code of Conduct and consequence reviewed by the Board of Education. The request for the review must be within five (5) working days after the decision by the Superintendent or his/her designee. The Board of Education will respond to the review within fifteen (15) working days.

ATHLETIC VIOLATIONS & CONSEQUENCE(s):

DURING SCHOOL YEAR, OFF-SEASON, OR ORGANIZED SUMMER ACTIVITY

First Offense

Disruptive Behavior/ Social Media Violation Tobacco	Coach-athlete conference – notify and speak to parent about behavior. *Nature of behavior may lead to suspension from event participation. Warning – Coach-athlete conference – notify and speak to parent about behavior
Alcohol/Drugs/Steroids	Suspension from participation in sport for remainder of season – eligible for next sport. With year-round sports which include golf, tennis and cheer. The student-athlete will be suspended for the remainder of the current sports season – they will be eligible to participate in another sport during the following sports season.

Second Offense

Disruptive Behavior/ Social Media Violation Tobacco	Athletic Coordinator/athlete/parent meeting – suspension based on nature of offense, a minimum of one event.
Alcohol/Drugs/Steroids	Athletic Coordinator/athlete/parent meeting – suspension for one event. Athletic Coordinator/athlete/parent meeting - Suspension from participation 90 school days and School Conference upon reinstatement after suspension.

Third Offense

Disruptive Behavior/ Social Media Violation Tobacco	Athletic Coordinator/athlete/parent meeting – suspension based on nature of offense, a minimum of two events.
Alcohol/Drugs/Steroids	Athletic Coordinator/athlete/parent meeting – suspension for two events. Permanent suspension from participation in any athletic activity for 180 school days

UNIFORM ROTATION

Athletic Uniform Rotation Schedule

The following schedule would be implemented in the fall of 2021. The dates provided are when the uniforms are to be ordered. This schedule will be strictly adhered to. This does not include replacement of individual uniforms due to loss or wear and tear. That expense would come out of each individual sport's and/or activity budget. **The head coach is responsible for tracking inventory of uniforms. Inventory is part of the head coach end of season evaluation.**

Uniforms are set up on a four-year rotation plan beginning with either the Next Purchase Date or the Last Purchase Date.

All Uniforms will be purchased as of August 1st, 2022.

Sports – Next Purchase Dates

Baseball (HS) 2022, 2026, 2030

(MS) 2022, 2026, 2030

Basketball (HS Boys) 2023, 2027, 2031

(MS Boys) 2023, 2027, 2031

Basketball (HS Girls) 2022, 2026, 2030

(MS Girls) 2023, 2027, 2031

Cheerleading 2025, 2029, 2033

Cross Country 2025, 2029, 2033

Football (HS) 2021, 2025, 2029, 2033

(MS) 2023, 2027, 2031

Golf 2025, 2029, 2033

Soccer (Boys) 2023, 2027, 2031

Soccer (Girls) 2025, 2029, 2033

Softball (HS) 2021, 2025, 2029, 2033

(MS) 2022, 2026, 2030

Tennis: 2024, 2028, 2032

Track (HS Boys/Girls) 2022, 2026, 2030

(MS Boys/Girls) 2022, 2026, 2030

Volleyball (HS) 2022, 2026, 2030

(MS) 2024, 2028, 2032

Wrestling (HS) 2021, 2025, 2029, 2033

(MS) 2022, 2026, 2030

Booster Clubs

Booster clubs are designed to support the school program, student-athletes, and members of the program, not an individual student-athlete. All purchases will be finalized by the head coach. Support may be financing as well as organizing and running events for the program (banquets, decorating locker rooms and buses, etc.). **Membership in the booster club shall not be mandatory in order for a student to participate in the sport or activity.** The coach, through try out procedures, shall determine participation in an activity or sport. We encourage, but not require, all parents of participants to get involved in the booster club as the program benefits from your involvement. The athletic coordinator or superintendent has the authority to eliminate any booster club that represents Belen High School/Middle School athletics.

Booster clubs will be run as an activity account at Belen High School or as a nonprofit account (501-c). All fund-raising activities must follow Belen Consolidated Schools policy on fund raising. These funds are placed in an activity account or a non-profit bank account specific to that program. Money raised by adults and not in any way handled by students, should be deposited with Athletic Secretary into the activity account for the amount of the fundraiser, any portion thereof to be placed in the activity account specific to that program or a non-profit bank account. Items purchased from the booster club's activity account or from the non-profit bank account for the program would be considered donated to the school.

Receipts must be deposited within 24 hours or the next business day. Two persons should count and verify the receipts. Each check should be listed separately on the bank deposit slip to provide a deposit record of each donation by check.

Written receipts should be given to each cash donor. Checks written will serve as the donor's receipt.

The account books must be kept up to date. All receipts and checks written should be recorded so that a running balance of funds available is always current.

A bank statement will be turned into the Athletic Department for each month. Failure to do so will result in loss of the booster club/501c and head coach duties.

The bank reconciliation should be done monthly, and the books should balance with the bank. A second person should review the bank reconciliation and initial that they have done so.

Final financial written report is to be turned into the Athletic Office no later than May 31st of each fiscal year. Also, a season financial report and bank statement is to be turned in during the coach evaluation meeting with the Athletic Coordinator.

A copy of the minutes for each booster club meeting is to be submitted to the Athletic Office.

For all 50/50 and concessions at BCS 15% is to be turned into BCS Athletic Department. Non-BCS organizations will be 20% of money made for each event. Teams are only allowed one 50/50 every three months for the given year.

It is imperative that coaches understand the consequences of donations by their booster clubs to a specific activity account and how it affects Title IX.
