

Springer Municipal Schools

Athletic and Activities Handbook

2025-2026



Springer High School

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SECTION I: GENERAL

1.1 PREFACE

NOTE: This athletic and activities handbook is subject to change.

The Athletic Program of Springer Municipal Schools is under the direct support of the New Mexico Activities Association (NMAA) and the Springer Municipal Schools Board of Education. The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic athletic activities in the State of New Mexico. Springer Middle and High School is a member of Class A (Volleyball, Basketball, Cheerleading, Esports, and Track and Field). Springer Municipal School District provides teams for interscholastic competition in each of the following sports:

BOYS: Golf, Basketball, Cheer, Esports and Track and Field

GIRLS: Volleyball, Basketball, Cheer, Esports and Track and Field

This publication is primarily designed to assist coaches, school administrators, and advisors with the everyday implementation of the Springer Municipal Schools Athletic Program. This handbook contains rules, regulations, and policies that have been established by the NMAA and District, as well as our own school athletic policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our athletic program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs. If, after reading and studying its contents, any questions regarding any rule, policy, procedure, etc., still persist, such questions should be directed to the Athletic Director's Office.

1.2 SPRINGER MUNICIPAL SCHOOLS ATHLETIC PHILOSOPHY

It is the philosophy of the Springer School District that athletics and extracurricular activities are an extension of the classroom and play an important part in the physical and emotional development of the student. We believe that athletics is an integral part of the educational process, offering many opportunities for mental, social, and physical growth. Participation in athletics is a privilege offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do one's best. Students and school personnel are representatives of their school and community. Their conduct and appearance is expected to exemplify high standards at all times.

1.3 GOALS OF THE SPRINGER MUNICIPAL SCHOOLS ATHLETIC DEPARTMENT

The goals of the athletic department are to provide and teach each participant the following:

- A. A feeling of positive self-worth and self discipline.
- B. An opportunity to develop the participant's full physical, mental, and emotional potential.
- C. An opportunity to compete with and against others in preparation for a competitive society.
- D. A sense of responsibility to his/her coach, team, sport, athletic program, school and community.
- E. A standard of values and ethics, which demonstrate sportsmanship, honesty, respect, and positive representation of self, school and community.

1.4 ATHLETE/PARTICIPANT ELIGIBILITY

The following eligibility rules shall apply to every athletic contest and activity held under the auspices of the New Mexico Activities Association. The school principal, athletic director and coaches are jointly charged with the responsibility of seeing that these rules are strictly observed in each contest in which students of Springer Municipal Schools engage. Coaches should familiarize themselves with eligibility rules and procedures and advise their athletes as to their responsibility for eligibility.

A. Academic Eligibility:

1. Athletic and Activities participants must maintain a 2.0 grade average and no F's each week and at the end of each quarter. On every Tuesday, all participating students will have their grades checked and their eligibility will be determined on a weekly basis. Additionally, at the end of each quarter (approximately nine weeks period) all participating students will have grades checked and their eligibility will be determined based on the prior 9 weeks period. Students can **gain and/or lose** eligibility each week and/or at the end of the quarter.
2. All class work counted for eligibility must be credit earning and acceptable for graduation.
3. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
4. 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. (The cumulative provision cannot be used for 9th grade or middle school/junior high students). Cumulative provision can only be used ONE TIME from Semester 2 of 9th grade-12th grade. 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 fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option. Stricter guidelines may be imposed by the school/district. A 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.

B. Academically Ineligible Participant:

1. Practice - The student may practice with the team if it is determined by the school's administration that he/she is demonstrating academic progress towards eligibility (NMAA Bylaw).
2. Participation - The student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility. The student may participate in team functions at the school only. A student who has participated in an interscholastic event(s) during his/her period of academic ineligibility must sit out the number of games/events/contests that he/she participated in once he/she becomes academically eligible (NMAA Bylaw).
3. Travel - The Student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility (NMAA Bylaw).
4. Games – The student may take part in game preparation but CANNOT dress out in uniform or sit on the bench in street clothes with the team during games (NMAA Bylaw).

C. Enrollment:

1. A student entering school for the first time in a school year must have enrolled by the tenth (10) school day of that semester to be considered for immediate athletic eligibility (NMAA Bylaw).
2. If not enrolled by the tenth (10) day, the student is ineligible for participation until his/her eleventh (11) day of attendance (NMAA Bylaw).
3. The 10-day rule applies if the student is absent from school for ten (10) or more school days and is officially dropped from the school registry, unless he/she is out of school due to documented illness or injury. A student is required to practice the appropriate number of days in advance of participation in a contest/game/match (NMAA Bylaw).

D. Parental Consent Form

1. A statement will be on file in the Principal/Athletic director's office, signed by the student's parents or guardian that there are no objections to the student participating in athletic contests or to the school releasing to the association information on the student when needed to determine eligibility.

E. Physical Form

2. The student must be physically fit. This fitness must be verified in writing by a licensed medical physician who has examined the student after April 1 and the physical shall be effective through the following school year. This certificate must be on file in the school office.

F. Medical Release Forms

3. A form signed by the athlete's parent/guardian authorizing the coach or school officials to use their own judgments in administering first aid, securing medical aid and/or ambulance service in the event of a medical emergency involving their son/daughter/ward and when the parents or family doctor cannot be immediately reached must be signed and on file. This should be easily accessible at all times and carried on all out of town trips.

G. Participant Insurance

1. It shall be mandatory that all participants be covered by insurance. Participants shall carry the school-offered insurance or provide the school with documentation that they are covered by private insurance. In addition, effective with the 87-88 school year, all junior high/middle schools and senior high athletes are also required to have catastrophic accident/injury insurance prior to participation. (The catastrophic insurance is purchased by Springer Municipal Schools)

H. Concussion Course

1. Every participant must complete a "Concussion for Students" course through NFHS Learning Center. A certificate of completion must be submitted to the athletic coordinator and kept on file in the school office.

1.5 PRESEASON MANDATORY PARENT/GUARDIAN MEETING

Coaches are required to hold a meeting for all parents prior to the first contest. Some areas of emphasis include:

1. Physicals/Emergency Information
2. Travel Procedures (i.e. pick-up, drop off, student parking for out-of-town games, expectations)
3. Playing time philosophy.
4. Team and Athletic Handbook Rules
5. Sportsmanship

The Athletic Director shall hold mandatory follow-up meetings for parents who miss the preseason team meeting. Students of these parents shall not be allowed to participate until the parent has attended the makeup meeting.

1.6 RESPONSIBILITIES OF THE ATHLETIC DIRECTOR/COORDINATOR

- To direct the interscholastic athletic program and assure that all athletic practices and procedures conform to local board and New Mexico Activities Association policies, regulations, and guidelines.
- To serve as a spokesman for the Springer Municipal Schools Athletic Program.
- Schedule and contract all athletic contests at Springer Municipal Schools.
- Approve and submit to the business manager, requisition forms for athletic equipment and supplies as requested by head coaches for purchase each year.
- See that facilities are in readiness for all home athletic contests.
- Attend out-of-town games when deemed necessary or have an administrative representative there.
- See that athletic fields and facilities are maintained through the cooperation of the principal, business office, and maintenance department.
- Work with coaches and administration in establishing procedures.
- Make reservations for overnight trips.
- Setup NFHS to ensure all home games are streamed online.
- Attend and represent Springer Middle and High School at appropriate state and district meetings concerning athletics.
- Serve as an advisor and consultant to athletic fundraising groups.
- Check eligibility for all participants on every Tuesday.
- Make necessary reports to the NMAA.
- Keep on file an up-to-date inventory of all athletic equipment.
- Be in attendance at all home athletic events whenever possible.
- Schedule game workers for all home contests.
- Organize the sale of tickets to all home athletic activities.
- Evaluate all head coaches and programs each year for each sport.
- Keep district administration apprised of rule changes with the NMAA.
- Annually review and recommend revisions for this handbook.
- All other duties as assigned by administration.
- **Note:** At the direction of the Superintendent, these responsibilities may be assigned to other District personnel.

1.7 EVALUATION OF ATHLETIC POSITIONS

All athletic coaches will have an evaluation folder kept on file with the local school administration. At the beginning of each school year, the Athletic Director/Coordinator will hold an in-service for all persons who will be involved with athletics during the school year. A pre-season meeting will be held with all coaches. An individual post-season evaluation and review will be held with all head coaches. All head coaches are responsible for submitting an End of Season Report including a written narrative evaluating the performance of all assistant coaches in the program.

SECTION II: COACHING

2.1 PROFESSIONAL INTERACTIONS AND GENERAL CONDUCT

All coaches are expected to conduct themselves as professionals in all interactions with staff, students, parents and the community. All coaches will be respectful of each other's talents, abilities, responsibilities and positions. Staff will work together, in harmony, to support student athletes, the coaching staff, and the mission of the school district. Disagreements and differences in opinions of philosophies will be discussed privately, in a rational and professional manner. Professional, constructive communication between staff members is expected at all times. Willful circumvention of another coach's authority or intentional, disrespectful, or unprofessional conduct directed toward another coach will not be condoned. Each coach will promote the respect of other coaches by the athletes in their charge.

When in public, all athletes and coaches will address school employees by their professional titles. Athletes referring to the school employee by only their last name will be corrected and made aware that such action is considered inappropriate. Coaches will not use or condone the use of foul language and are expected to foster positive respectful social habits of athletes. As official school representatives, all coaches will foster a positive image of our school and district. Unprofessional conduct or behavior when dealing with students, staff members or outside personnel will not be condoned. Disrespectful behavior or language directed at game officials is considered unprofessional and unwarranted and will not be condoned. Intra-staff problems will be dealt with at the staff level before being brought to the attention of the appropriate supervisor.

Persons who fail to adhere to the rules and regulations or their intent will be subject to disciplinary action and/or dismissal. Violations and sanctions will be investigated and applied by the local school administration. The conduct of coaches/sponsors at practice or events will be held to the same high standards that are expected of them in the classroom. Athletes look to coaches as role models and as such, coaches' conduct should be exemplary at all times.

2.2 ATHLETIC/ACTIVITY STAFF DRESS CODE

All athletic staff members are in the public eye at both home and away events, so it is important to dress in a manner which denotes a positive, professional image. Athletic staff members are expected to set an example by being well groomed and properly attired at all events and practices. Clothing should be well-coordinated, appropriate for the event, as well as being clean and functional.

2.3 RESPONSIBILITIES OF THE HEAD COACHES

By accepting a position of head coach at Springer Municipal Schools, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of the Springer Municipal Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities. Each coach will be directly responsible to the Athletic Director/Coordinator for all coaching duties.

Before allowing any prospective athlete to participate in his/her program (including practice) he/she verifies that the athlete has completed, and submitted to the school, the Student Athletic Packet which includes the following:

- Parent Consent and Release Form
- Interscholastic Athletic Medical Examination Form
- NMAA "Concussion in Sports" Certificate
- Student Athlete Code of Conduct
- Parent/Guardian Code of Conduct
- Athlete Emergency Release/Contact Information

Other head coach responsibilities include:

- Explain and discuss the Springer Municipal Schools Athletic Code of Conduct with those athletes in

their program.

- Maintain a file containing a copy of the code of each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements.
- Assures that all assistant coaches understand fully what is expected of them within his/her program. Assistant coaches are extremely important to his/her success as a head coach; use them to their full potential.
- Submit requisitions for meals to the business office on Monday of the week of travel.
- Submit receipts to the business office on Monday following away contests.
- Demands that all athletes and all program coaches conduct themselves as gentlemen/ladies at all times when they are representing our community and school.
- Sees that all athletes under his/her jurisdiction are well informed and complies with all academic eligibility requirements.
- Sees that no student in his/her program participates in more than the maximum number of games/contests that is permitted by the NMAA.
- Supervises and evaluates his/her sub-varsity coaches, and supervises all of the athletic teams that are a part of his/her program.
- Is knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
- Communicate incidents with players/parents to the athletic director/coordinator.
- Keeps abreast of rules and rule changes in his/her sport.
- Post a monthly practice schedule on BandApp.
- At all times, when representing Springer Municipal Schools, conducts himself/herself in a manner that will not cause any embarrassment to the team, school, or community. Demands the same conduct of all of his/her assistant coaches.
- Sets a clear and distinct example of good sportsmanship and sensibility for athletes, other students, coaches, parents, and community members at all times. This includes avoidance of conflict with officials during competitions.
- Builds his/her program by enhancing the interest of eligible students to participate.
- Encourages athletes to participate in as many sports as possible.
- Supervision and care of facilities.
- Ensure lights are turned off and gyms doors are secured after practice.
- Ensure the bench and locker rooms are left clean after home games.
- All other duties as assigned by administration (superintendent, principal, and athletic director/coordinator).

Prepare and submit to the athletic director/coordinator:

- A roster of all athletes participating in your program at least two (2) weeks before the first contest (for eligibility purposes).
- Copy of student athletic packet for each student.
- Complete a “return to sport” form for athletes that are in concussion protocol.
- A list of all lettermen in your program at the end of the season.
- A complete inventory of equipment and uniforms at the end of the season.
- All requests for new equipment for the next year by the deadline set by the athletic director/coordinator.
- A requisition with end of season awards within two weeks of their season ending.

2.4 RESPONSIBILITIES OF ASSISTANT COACHES

The contributions made by assistant coaches will, to a large degree, determine the success of the programs. It is essential that assistant coaches accept and perform all duties and responsibilities assigned by the head coach. Coaches who serve as an assistant coach in more than one sport are expected to perform their duties with enthusiasm and dedication in each sport and to consider the sport in which they are presently working to be their most important coaching assignment at the time. The supervision of our athletes, both on trips and on the field/court, is the joint responsibility of the head coach and his/her assistant coaches. Every coach is expected to set a clear and distinct example of good sportsmanship and sensibility for athletes, other students, coaches, parents, and community members at all times. This includes avoidance of conflict with officials during competitions. Lastly, assistant coaches must perform

other duties as directed by the head coach.

2.5 VOLUNTEER COACHES

Volunteer coaches often make significant contributions to programs' successes, and their willingness to volunteer their time is recognized as a very valuable addition to programs. Volunteer coaches are expected to accept and perform all duties and responsibilities assigned by the head coach. A volunteer coach is considered to have the same level of authority and responsibility as a paid assistant coach. The contribution made by the volunteer coach depends highly upon his/her regular and consistent fulfillment of duties assigned and upon his/her loyalty to the head coach. In order to become a volunteer coach, a person must initially be nominated by the head coach or Athletic Director/Coordinator.

Prior to serving, the person must meet all requirements expected of paid coaches, i.e., be licensed by the NM Public Education Department as a coach, complete a background check through the District office, complete an application form, and meet training and any other requirements mandated by State and local laws and regulations. Final approval of an individual as an eligible volunteer coach must be provided by the Superintendent.

Constraints of Title IX regulations, NMAA regulations, and any other relevant laws and regulations, may prohibit the District from utilizing volunteer coaches at any given time in any given program. Head coaches shall only utilize volunteer coaches when approved as described above and with the approval of the Title IX Coordinator and Athletic Director/Coordinator.

2.6 GENERAL SUPERVISION

For liability reasons, it is essential that athletes be constantly under the supervision of a coach while they are involved in any activity that is a part of the program. Students are not to have unsupervised access to such areas as the gymnasium, weight room, etc. A student should never have access to a coach's keys except when necessary to perform routine managerial duties. Athletes will be under constant supervision of a coach during practice sessions. Coaches will not leave until the last athlete has been picked up or has left the school grounds. Coaches will be considered on duty as long as athletes remain under their supervision, whether for practice, home or away events. Supervision will include but not be limited to the following:

- Locker Rooms
- Practice playing areas or facilities
- Conditioning areas
- School sponsored transportation/trips
- School authorized lodging
- School authorized eating establishments

2.7 TRAVEL - SUPERVISION RESPONSIBILITIES

Coaches will be considered on duty from the time the first athlete arrives at the school until the last athlete leaves the school. Students must travel to and from all away events with their teams in a school-sponsored vehicle unless other arrangements have been made. A student athlete must be signed out from the activity by the parent using the form provided by the bus driver. **Anyone other than the parent must have permission twenty-four (24) hours in advance, with a letter from parent/guardian on file with the Athletic Director/Coordinator.**

All school rules and policies are in full effect during all home and away events, regardless of the location. Enforcement of these rules and policies are not subject to interpretation of individuals. Coaches will keep their students together in a supervised area when they are not participating in an activity. The coach will remain in the general area of the students for visual supervision of students. When supervising our athletes overnight, spontaneous, unannounced room checks and head counts will be made until lights out. Random checking of the grounds around the athletes' rooms will be made. Coaches must ensure that students are supervised appropriately at all times. This includes but is not limited to practice facilities, locker rooms, buses, hotels, eating establishments. Coaches are directed to be strategic in their supervision and placement of observation as to be able to supervise athletes at all times to the best of their ability.

In the process of traveling to, during, or returning from any away event, no side trips will be made unless the proper authorization has been received prior to the trip. Only accepted routes of travel will be used from event to eating location, from lodging to eating location and/or event, from eating location to lodging or to school, etc. Non-licensed personnel cannot be given sole supervisory responsibilities. Licensed personnel must be present at all times.

Information will be distributed to parents via messaging systems before overnight trips. Information included should state departure and return times, destination, motel name and phone number, and local school person to contact

for emergencies.

On athletic trips, students shall maintain school vehicles in a state of cleanliness. It is the coaches responsibility to ensure school vehicles are left clear after an away contest. Students shall behave in a manner that does not distract the bus driver or bring discredit upon himself/herself or the school. All coaches must travel with their teams on athletic trips. If a coach is unable to travel with his/her team, it is required that he/she informs the Athletic Director/Coordinator.

If misbehavior occurs during an out-of-town trip, parent(s)/guardian(s) may be required to pick up the athlete from the event. As stated, **participation in athletics is a privilege, not a right**. Any infraction may result in suspension or expulsion from the sport or athletics.

2.8 JUNIOR HIGH PROGRAMS AS “FEEDER PROGRAMS”

All of the Springer Junior High Athletic Programs are to be considered "feeder programs" for Springer High School athletic programs. The athletic programs at Springer High School can only be as good as the feeder programs that provide this foundation. It is the head coach's responsibility of each sport at Springer High School that has a feeder program at the junior high level, to implement his/her program at the junior high level. This will make the transition from our junior high programs to our high school programs beneficial to our athletes.

NOTE: It is imperative that our junior high school programs:

- Run the same base offenses and defenses that our high school programs are using. This will only increase the quality of our high school athletic programs.
- Teach the same terminology as used by our high school programs.
- Teach the same basic skill techniques that our high school programs are teaching.
- Teach fundamental skills that prepare athletes for the next level of competition.
- The varsity head coach is the leader of each sport. It is his/her responsibility to communicate expectations with all other teams to ensure alignment of skills and strategy for competition.

2.9 Off-season Programs

At Springer High School, an off season program exists in golf, volleyball, basketball, and track and field as time, facilities, and supervisory personnel permit. Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics.

Per NMAA, during the off-season a Coaching Staff is allowed 7.5 hours of total contact time per week (during days when school is in session only) to work with student athletes grades 8-12. Open Gym/workouts is to be included within the allowable 7.5 hours per week of contact time during the off-season. Sports specific and sports specific conditioning classes are to be included within this allowable time frame. This provision applies to all school coaches, paid and volunteer. This rule prohibits coaching these individuals on any team (school or non-school sponsored) out-of-season during the school year. As per NMAA regulations, level of participation in off season activities will not have a bearing on student awards, letters or position.

2.10 Open Gyms/Workouts

At Springer High School, open gyms/workouts must follow the following guidelines:

- A sport that is out of season **will not** have open gym/workouts when another sport is in season.
- During the off-season, you may only have contact with your athletes on Monday thru Thursday and only on the days when school is in session. On Saturday/Sunday, you cannot have “open gym/workouts” for your athletes even if someone other than a member of your coaching staff is organizing it.
- During the off-season, coaches cannot conduct off-season workouts with their athletes on teacher in-service days.
- During the offseason, coaches may have open gym/workouts on teacher parent conferences.
- When permitted to have open gym/workouts, a schedule must be submitted to the athletic coordinator/director.

Section III: Springer Municipal Schools Athletic Policies

3.1 PROTOCOL FOR ATHLETES AND PARTICIPANTS

- An athlete must maintain eligibility status.
- Athletes are expected to report on the first day of each sport season unless participating in another sport that is still in season.
- The Athletic Coordinator/Director and coach must be informed of any extenuating circumstances that keep an athlete from participating at the start of a season.
- An athlete dropping a sport shall first discuss the departure with the coach. He/she must also return all equipment and clear all financial responsibilities with the AC/AC.
- An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow.
- Athletes are expected to attend all scheduled practices and meetings. If circumstances should arise whereby an athlete cannot attend, the athlete shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents. The validity of any missed meetings or practices will be determined by policy.
- Athletes are expected to give a 100% personal and team effort at practice and games.
- Varsity playing time is **not negotiable**. Playing time is up to the discretion of the coach.
- In order to participate in a contest, the athlete **must attend** all applicable classes the day before, on and after the corresponding day. This included contests that are on the weekend. Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis with the Athletic Director/Coordinator. Written verification of doctor or dentist appointments must be provided.
- Cell phones or other electronic devices are never used during practice or games. Use during travel is at the coaches' discretion.
- Team discipline and good conduct shall be demonstrated at all contests---home and away.
- Athletes are expected to help take care of all athletic equipment and supplies for their respective sports.
- Athletes shall be responsible for equipment issued to them and for payment of lost equipment (including uniforms).
- Athletes are expected to comply with the school drug policy at all times. Students who violate this policy shall be suspended from participation in extracurricular activities for the remainder of the sport or semester, whichever term is longer.
- Athletes are expected to be well groomed for all home and away contests.
- Athletes are expected to wear formal clothes on away contests.
- Athletes who are ejected from a contest for unsportsmanlike conduct will be required to sit out the next contest (they may not suit out or sit on the bench and will be required to pay admission if they wish to attend the contest).
- Penalties or suspensions for infractions of rules and regulations shall be at the discretion of respective coaches, except as otherwise enumerated in this handbook.
- All the athletic policies will be in effect as long as you are a student at Springer High School

3.2 GENERAL APPEARANCE AND CONDUCT

Student athletes shall adhere to high standards of personal conduct and personal appearance at all times. Appropriate dress and hair standards shall be set by the coaches and athletic coordinator/director at the beginning of each school year for that year and enforced consistently by all coaches within each given program. These standards shall be uniformly adhered to and all participants shall be informed of these standards during the first week of practice.

A. Good sportsmanship is a major objective during practice and athletic contests.

- Athletes shall treat opponents and teammates with respect.

- Athletes shall not argue or make unsportsmanlike gestures toward officials, opponents, coaches, spectators, or toward each other.
- Athletes shall be expected to act in a mature manner.
- There will be a zero tolerance for fighting (physical).
- Springer Municipal Schools' representatives, on trips, should remain with the group unless the coach/sponsor has given permission and knows their destination and whereabouts at all times.
- Springer Municipal Schools' students on out-of-town trips shall not be allowed in rooms with members of the opposite sex unless accompanied by an adult supervisor.
- Springer Municipal Schools' students should not be seen in public places that would bring reproach to the organization or to themselves.
- Athletes shall abide by a curfew as designated by the adult coach/sponsor, and all Springer Municipal Schools' students shall be in their assigned rooms without visitors by curfew.
- Athletes committing serious violations of the activity's regulations shall be confined to coach's supervision or arrangements made to be sent home at parent's/guardian's expense.
- Student-athletes shall be properly attired at all times while representing Springer Municipal Schools.

3.3 PROTOCOL FOR PARENTS/GUARDIANS/SPECTATORS

When Springer Municipal Schools students participate in an athletic program, they experience some of the most memorable and rewarding moments of their lives. However, in contrast to the memorable and rewarding moments are times when things do not go the way the student-athlete wishes. These become opportunities within the educational experience for the student-athlete to talk to his/her coach and discuss the situation. Although some circumstances may warrant a conversation between the coach and parents, allowing the student-athlete to handle the situation fosters opportunities for maturation and learning. We ask that parents/guardians support athletes by promoting a positive relationship with coaches and teammates by supporting the goals of the athletic program in the following manner:

- Ensure that your athlete(s) turn in all proper paperwork (Student-Athlete Packet) into the coach prior to practicing.
- Model positive behavior and good sportsmanship at all athletic events by respecting the judgment of officials and coaches.
- Do not attempt to confront coaches before, during, or after a practice or game. These can be emotional moments for both parents and coaches, and meeting at those times will not promote resolution.
- Please wait 24-hours before speaking with a coach or school official.
- Support attendance and academic policies related to participation.
- Follow the chain of command described by the Springer Athletics.
- Attend preseason meeting(s).

3.4 ALCOHOL AND DRUG ABUSE BY STUDENT(S)/ATHLETE(S)

Springer Municipal Schools administrators and coaches of athletic teams believe that those students who are selected for the privilege of membership on teams should conduct themselves as responsible representatives of their school. In order to insure this conduct, athletic coordinators/directors and coaches will enforce this athletic code. Members of teams who fail to abide by this drug policy are subject to disciplinary action. As recognized representatives of their schools, members of their respective teams must demonstrate the character and behavior outlined in this handbook. Behavior of team members is to be monitored by coaches and school officials in or out of season, in or out of uniform, whether on campus or off.

Use of tobacco, alcoholic beverages, and/or illegal drugs (including the smell thereof) by a minor is prohibited by state law. Abstinence from the use and/or possession of these substances is REQUIRED of the student-athlete during a sport season and off-season program participation. The same abstinence is expected of the student-athlete at all other times as a matter of observance of law and appropriate good habits and discipline. Coaches shall be consistent and timely in their reporting of known and suspected violations to the Athletic Coordinator/Director.

3.5 QUITTING A SPORT OR REMOVAL FROM A TEAM

A student will have a two-week “grace period” to determine commitment to the team. A student quitting a sport shall use the proper procedure. First, the student must notify the coach that he/she is quitting. Second, he/she must return all equipment and clear all financial responsibility with the athletic department. He/she shall not be allowed to rejoin the sport he/she quits until the beginning of its next season. A student who quits a sport or is dismissed from the sport by a coach will not be allowed to participate in any sport(s) until the season of the team he/she originally participated in has ended. If the student quits or is dismissed from the team after the grace period, he/she will have to submit a letter to the coach of the sport he/she quit and must apply to participate in the next sport.

3.6 OVERLAPPING SPORTS

Students participating concurrently in two or more sports shall make a good faith effort to attend the practices of all sports to the best extent possible. All coaches are expected to understand and support this, resolving all issues in the best interest of the student athlete. The coach(es) shall not penalize the dual sports athlete if the athlete is making reasonable efforts to participate maximally in all programs. Such athletes will be given an equal opportunity to compete and participate. In fact a positive attitude towards encouraging participation in other simultaneous sports must prevail. Coaches should encourage athletes to participate in more than one sport. The athlete will better develop his/her potential if he/she participates in more than one discipline.

3.7 STUDENT ATHLETES ON SUSPENSION

A student who is under school suspension (OSS) may not participate in any athletic activity for the duration of his/her suspension. This includes weekend contests. A student who has been assigned in-school suspension (ISS) may participate in both practice and contests, however, penalties within a specific program may be applied by the coach to the athlete's standing in that program.

3.8 DISCIPLINE OF ATHLETES - CODE OF CONDUCT

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of conduct. The code of conduct, which is signed by the athlete, his/her parent/guardian, and the coach, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules, or misconduct. Coaches are expected, prior to participation, to thoroughly explain the code of conduct to the athletes in his/her charge, and to obtain the signature of each athlete and his/her parent to the document. It is essential that athletes understand that any disciplinary action imposed upon them for violating the athletic code of conduct is in addition to and not in lieu of action prescribed by the principal. Suspension from athletics can be accomplished by the principal and/or athletic director/coordinator and does not require a due process hearing.

3.9 SCHOOL ATTENDANCE ON DAYS OF COMPETITION AND PRACTICE

An athlete must be in school attendance for the FULL DAY of the school the day before and the day of competition in order to play in an athletic contest unless it is a school excused absence. Unusual circumstances (i.e., medical or dental appointments, sudden illness, death in the family, etc.) shall be handled on an individual basis with the athletic coordinator/director. An athlete must be in school attendance for the FULL DAY in order to practice on that day. If an athlete misses class, he/she must submit an excused note to the school secretary before they are allowed to practice.

3.10 SOCIAL MEDIA POLICY

The purpose of this policy is to outline the expectations for student-athletes regarding the use of social media. As representatives of our school and athletic program, student-athletes are expected to uphold the values of respect, integrity, and responsibility in all online interactions. Student-athletes are ambassadors of our school and must conduct themselves in a manner that reflects positively on the team, school, and community. This includes being mindful of content shared on social media platforms. Student-athletes should communicate respectfully with others online. Student-athletes must avoid posting any content that could be considered inappropriate such as vulgar language, offensive images or videos, substance abuse, illegal activities, personal conflicts or negative comments about teammates, coaches, and school officials. Violations of this social media policy may result in disciplinary actions, which can include suspension from the team, loss of privileges, or other consequences as deemed appropriate by school officials.

3.11 EMERGENCY PROCEDURES FOR ATHLETIC INJURIES

Emergency plan for athletic accidents or injuries to be carried out by coaches unless a school nurse or a doctor is in attendance. For serious injury (potentially life threatening) coaches must do the following:

- Call an ambulance and doctor; give the nature of injury.
- Call parent(s)/guardian(s)
- Contact Athletic Director/Coordinator and Central Office.
- Fill out the accident form and turn in to Athletic Director/Coordinator.

For non-serious injuries, call parent(s)/guardian(s) if you feel there is any possibility that the individual might need medical attention.

NOTE TO COACHES: If there is any question as to whether the injury is of a serious or a non-serious nature, it must be considered serious. Be sure that players know to stay down when hurt. Be sure that other players don't pull injured ones up. Keep up with proper first aid techniques.

Section IV: Scheduling

4.1 SCHEDULING OF CONTESTS

The Athletic Director/Coordinator will schedule all games with input from the individual sport coaches as necessary. No coach will schedule or make verbal agreements on an individual basis. No coach will change the date, time, or site of a scheduled athletic contest without prior approval of the Athletic Director/Coordinator.

4.2 SCHEDULING OF PRACTICES

As a general rule, practices should not exceed two to two and one-half (2 to 2.5) hours of actual practice time. Teams wishing to practice on non-school days must obtain prior approval from the Athletic Director/Coordinator. A monthly practice schedule must be uploaded to the BandApp when a sport is in season.

4.3 TRANSPORTATION

Transportation Guidelines

Student transportation is a privilege, not a right, extended to qualified students.

Students who do not obey regulations as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised, may have their transportation privileges revoked by school officials.

Please go over the following rules with your children so they will know what is expected of them when they ride the bus:

Bus Rules

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. No eating or beverages of any kind; no gum-chewing on the bus; keep the bus clean.
5. Violence is prohibited. No fighting, pushing, or shoving allowed.
6. No smoking.
7. Keep your arms, hands and head inside the bus.
8. For your own safety, do not distract the driver through misbehavior.
9. Be on time at designated bus stops. Buses cannot wait for tardy pupils.
10. Cross in front of the bus when crossing the road or highway.
11. Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
12. Remain seated while the bus is in motion.
13. No unauthorized stops will be made.
14. Be considerate of small children.
15. Do not open windows without permission from the bus driver.
16. Do not sit in the bus driver's seat.
17. Do not destroy property. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in the responsible party paying for damages and suspended bus privileges.

Penalty for misbehavior will be at the discretion of the administration depending on circumstances.

4.4 OUT OF TOWN CONTESTS

Any student participating on an athletic/activity trip is the responsibility of the school district and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation. No student, regardless of age, shall be permitted to travel to or from an athletic/activity event with any other person(s) except school personnel.

For unusual situations, and at the discretion of the athletic director/coordinator, students may continue on to another destination with their parents or legal guardians with the following provisions:

a. Consent and Release of All Claims Form must be completed by the parent or legal guardian, and approved by the Athletic Director/Coordinator, prior to departing for the event when the said parent/guardian transports a student at the conclusion of an event.

b. Under extenuating circumstances, other arrangements may be made with the coach, who must receive the particular approval of the Athletic Director/Coordinator.

Parent(s), guardian(s), and the student-athlete shall assume all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices or games when transportation is not provided by Springer Municipal Schools.

On athletic/activity trips, students shall maintain school vehicles in a state of cleanliness. Vandalism to school vehicles may result in dismissal from the sport/activity for the season and assessment of damages, and other discipline measures may also occur. Students shall behave in a manner that does not distract the bus driver or bring discredit upon himself/herself or the school.

This behavior includes but is not limited to the following: No drug use, no cussing, no PDA, remain respectful to your coaches, peers and yourself at all times.

Travel in school vehicles to athletic/activity events shall be limited to school personnel directly involved in the event such as players, managers, coaches and other school officials. All coaches must travel with their teams on athletic trips. The Athletic Director/Coordinator may grant exceptions only under extenuating circumstances. A travel roster of all individuals traveling on the bus must be submitted by the coach to the transportation director on the Monday of away contests. If there is a change to the travel roster, it is the responsibility of the coach to notify the transportation director before departure.

4.5 DISTRICT MEAL POLICY

This policy outlines the process for distributing meal funds for athletic/activity programs, including guidelines for managing the meal budget for players, managers, coaches, and bus drivers. Each individual (player, manager, coach, and bus driver) who eats will be allotted **\$12 per meal**. If any individual (player, manager, coach, or bus driver) does not eat, the total meal allowance will be reduced accordingly. If the total cost of the meal exceeds the allotted amount, the difference (overage) will be covered by the specific program's fundraising account.

Coaches will be responsible for meals, purchase orders, and calling restaurants. Meal requisition(s) must be turned into the business office on the Monday of travel week. All paperwork including receipts must be turned into the business office on the Monday following away contests. Coaches must ensure accurate headcount of participants for every meal. The total meal expenditure must be reported and tracked to ensure any overage is correctly deducted from the fundraising account. Extra-curricular athletic/activity trips to destinations within a 40-mile radius of Springer shall not require a district-purchased meal for participating students. Extra-curricular athletic trips to destinations greater than 250 miles, or to all day events, may require multiple meals.

4.6 PURCHASE ORDERS

Purchase orders are requested one (1) week in advance of the date needed, more time is recommended. Requests for purchase orders should be submitted to the business office. Requests for purchase orders should be submitted in writing. Coaches are not allowed to order equipment or supplies. The Athletic Director/Coordinator will order equipment.

4.7 FUNDRAISING

Any fundraising that a group does must be submitted to the athletic director/coordinator for approval. A fundraiser form must be completed prior to any fundraising event. It is strongly recommended that fundraiser forms are submitted at least 2 weeks before the event. All funds must be properly deposited with the school bookkeeper for accounting purposes within twenty-four (24) hours of receipt, or next work day. No accounts outside the district may be established. Students will be given numbered receipts for all items given or received including merchandise and money. Funds raised or donated under the name of the school will become the property of the school.

Section V: Equipment and Facilities

5.1 COORDINATION OF FACILITIES AND EQUIPMENT

Staff will cooperate with the use of facilities and equipment. Coordination of facilities and equipment will be the responsibility of the high school Athletic Director/Coordinator, with consultation with the principal and superintendent as needed. Coaches will be consulted when applicable.

5.2 USE OF FACILITIES

MAINTENANCE – Requests for repairs, alterations, and cleaning of facilities will be directed to the Maintenance Supervisor via the work order process. Repairs that are of an emergency nature should be directed to the school principal immediately. Items that are considered essential for the conducting of an event or a safety hazard should be considered emergencies.

USE – Facilities should be inspected daily prior to their use. All repairs should be noted and filed for repair as soon as possible. Scheduling of facility use for athletics will be at the discretion and authorization of the Athletic

Director/Coordinator. In-season programs will have priority over off- season programs.

SECURITY – It will be the responsibility of all coaches who are utilizing a facility to ensure that all lights, doors, gates and windows are properly secured after use. All coaches must complete the gym checklist after each practice.

KEYS – Keys will be issued to coaches by front office personnel. Keys are to remain in the possession of the school employee who checked them out and are not to be given or loaned to students or non-school personnel. All keys will be turned into the Athletic Director/Coordinator at the end of the season.

5.3 EQUIPMENT, INVENTORY AND ORDERING

Coaches and athletes shall properly care for all equipment that belongs to Springer Municipal Schools. Equipment shall be properly stored away daily. Athletes are to use athletic facilities only under the supervision of a coach or school official. Athletes who violate this policy shall be restricted from use of these facilities or subject to other disciplinary measures. Each respective head coach or sponsor is responsible for maintaining up-to-date inventories of equipment and supplies issued to him/her. Equipment and supplies shall include uniforms, balls, nets, medicine kits, and other items which may be issued to coaches or sponsors. An inventory shall be filed with the athletic director/coordinator immediately after the conclusion of a participating sport or season. Each coach or sponsor is responsible for maintaining a record of all equipment issued to students at the start of the season or sport. All items checked out to a student must be turned back in at the conclusion of the season or sport or whenever a student quits a sport, is kicked off a team, becomes ineligible, or ceases to be enrolled in school in the district.

The head coach in each sport will present the athletic director/coordinator with a list of equipment he/she requests to be purchased for the next year. The list will be due on or before the deadline set by the athletic director/coordinator.

Lost items or items that are not checked back in at the conclusion of a sport or season must be paid for by the student to whom they were issued. An athlete is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, damaged beyond normal usage, lost, or stolen equipment. An athlete may not check out equipment in a sport until he/she has returned all previously issued equipment. Diplomas, awards, and grades (transcripts) shall be held for unreturned and/or not-paid-for missing equipment. Coaches shall use uniform/equipment Accountability Form, to hold student-athletes accountable for the equipment and uniforms they use throughout the year. Collection shall be the responsibility of the coach or sponsor. In instances where students refuse to pay, the principal shall assist in securing such payments. No item may be given to athletes for permanent use or thrown away without the proper authorization from the Athletic Director/Coordinator.

Uniforms shall be purchased in accordance with district purchase procedures and as needed. The need shall be determined by the athletic director/coordinator in consultation with the business office and based on availability of funds within the athletic budget. It is the intent of this policy to ensure that boys and girls sports are treated equally in regards to the purchase of uniforms.

Section VI: Extracurricular Activities Form

SPRINGER MUNICIPAL SCHOOL STUDENT-ATHLETE CODE OF CONDUCT

I recognize that participating in interscholastic athletics is a **privilege, not a right** which requires high standards of responsibility and personal conduct. I therefore agree to:

1. Act as a positive role model, both in or out of uniform, for both the school community and community youth in general.
2. Act according to the principles embodied in Pursuing Victory with Honor and the standards of the New Mexico Activities Association.
3. Act in accordance with the Student Behavior Policy and all rules of the Springer Municipal Schools.
4. Remember that I represent my school and must therefore demonstrate responsibility and self discipline.
5. Maintain a high level of conduct at school, including proper dress and etiquette.
6. Contribute to team morale and to a high level of both athletic performance and sportsmanship.
7. Remain physically, sexually and verbally nonviolent.
8. Specifically, refrain from any form of fighting, hazing, trash-talking, obscene language or sexual harassment.
9. Maintain a healthy lifestyle free of alcohol, tobacco, performance-enhancing drugs, and controlled substances.
10. Maintain academic eligibility and immediately notify my head coach if I need help.
11. Respect the rules of the game and the officials who apply them.
12. Treat opponents and rivals with respect.
13. Respect my coaches and accept their directions and decisions.
14. Be responsible for all issued equipment.
15. In the event of ejection from a contest, I will complete the NMAA ejection webinar at:

www.nmact.org/ejectionapplication

I further understand that poor grades, failure to meet school requirements, or violation of school rules and regulations may result in suspension or termination from athletic participation.

Student-Athlete

Date

I/we the parent(s) or guardian of the student-athlete have read the Student-Athlete Code of Conduct and agree to its terms. We further agree to fully support our student-athlete in fulfilling these terms.

Parent/Guardian

Date

Parent/Guardian

Date

CONSENT TO TREAT FORM:

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

PHYSICAL FORM:

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