



COBRE CONSOLIDATED SCHOOLS
ATHLETIC/ACTIVITY POLICY HANDBOOK
2024-2025

Board Approved **7/29/2024**

COBRE CONSOLIDATED SCHOOLS

ATHLETIC/ACTIVITY HANDBOOK

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**COBRE SCHOOLS
ATHLETIC/ACTIVITIES DEPARTMENT
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SECTION I
GENERAL INFORMATION (Board Policy J-0050)

1.1 INTRODUCTION

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

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

It is the responsibility of coaches, parents, and the athletic administration to develop and implement “Compete with Class.”

1.2 PHILOSOPHY

The CCS Athletic/Activities Department is committed to excellence in academics and athletics. We are dedicated to “Compete with Class,” to adhering to the rules of competition and sportsmanship, and to meeting the needs and interests of the students of the Cobre community.

It is the philosophy of the CCS that all students should have the opportunity to develop social and character skills through participation in extracurricular and co-curricular school-sponsored activities. With the opportunity and privilege of participation in such activities comes a responsibility on the part of students, parents and coaches/sponsors to uphold the highest standards of conduct and treatment of every individual involved with the activity. The CCS adheres to all requirements and regulations of the New Mexico Activities Association with regard to student activities, and in addition, requires student compliance with the regulations detailed in the Cobre Consolidated Schools Student/Parent 2023 – 2024 Athletic/Activity Handbook & Code. It is the goal of Cobre Schools to provide the best experience for each of our students.

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

1.3 “COMPETE WITH CLASS”

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

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

1.4 GENERAL GUIDELINES

- A. Student-athletes are subject to the general laws of the community and state.
- B. Student-participants, by participating in extracurricular activities, agree to abide by and be subject to the

athletic and extracurricular activities regulations of the CCS and the New Mexico Activities Association (NMAA).

- C. It is the responsibility of the student-participant and their parent(s) or court appointed legal guardian(s) and athletic personnel to understand and comply with all rules and regulations. The word “parent(s)” refers to parent(s) who have legal custody of the student. The phrase **“court appointed legal guardian(s)” refers to a person who has been appointed by a court of competent jurisdiction.**
- D. The guidelines in this Athletic/Activity Handbook apply to all students who seek to participate in any and all extracurricular activities (athletics/activities). All district policies regarding student behavior are incorporated herein and violations of those policies will affect eligibility to participate in extracurricular activities. Parents and/or legal guardians and students are required to sign the attached signature page at the end of the handbook to acknowledge that they have read and understood the Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook and agree to be bound by it.
- E. Student misconduct, including but not limited to acts of violence and student possession, distribution or use of drugs or alcohol, negatively impacts student performance and the educational process and can bring discredit to the district and its extracurricular activities, regardless of when or where such acts occur.
- F. These guidelines shall not supersede federal, state, NMAA, OR CCS statutes, rules, or regulations. THEREFORE, PARTICIPANTS SHALL BE SUBJECT TO THIS POLICY YEAR-ROUND (INCLUDING SUMMER MONTHS WHEN SCHOOL IS NOT IN SESSION), AND VIOLATIONS OF THIS HANDBOOK BY ANY STUDENT PARTICIPANT AT ANY TIME DURING THE SCHOOL AND/OR CALENDAR YEAR WILL BE SUBJECT TO THE PENALTIES AND DISCIPLINES SET FORTH HEREIN. Forms will be collected by the coach/sponsor and will be turned into the Athletic Director. Copies will be made for coaches/sponsors to keep throughout the school year. These forms will remain in the office for the current school year and will need to be resigned each year.
- G. NMAA rules and regulations can be found on their website: (www.nmact.org).
- H. The CCS Athletic/Activity be found on the website: www.cobreschools.org.

1.5 NONDISCRIMINATION POLICY (Board Policy J-0150)

CCS do not discriminate against any student based on race, color, religion, age (Age Discrimination Act of 1975), sex, handicap, national origin, ancestry, physical disability, marital status, sexual orientation or political affiliation in its programs/activities and provides equal access to the Boy Scouts (Boys Scouts of America Equal Access Act) and other designated youth groups. The school and the school district promote the principle of equal educational opportunities for ALL students. All vocational (career-technical) education course offerings, materials and activities are free from discrimination on the basis of race, color, national origin, sex or handicap.

The most important aspect of a student’s participation in athletics/activities is the daily interaction with their peers and coaches. It is our philosophy that participants will be taught the value of respectful treatment of each other, of opponents, of supervising adults and spectators. We encourage students to find those activities which suit them best and encourage as many students as possible to try out for the various teams and activities offered. Students may join a sport and activity at the same time but if a student wishes to participate in two sports at the same time, it will require administration approval. In cases where conflicts arise students will be forced to make a choice and there may be consequences that come with that choice. A list of sports and activities will be at the end of the handbook.

SECTION II LEGAL AUTHORITY

2.1 GOVERNANCE

Interscholastic Activities are governed by the rules and regulations of the New Mexico Activities Association (NMAA) and the Cobre Consolidated Schools (CCS).

2.2 PROFESSIONAL AFFILIATION

Cobre Consolidated Schools are members of the New Mexico Activities Association (NMAA). The sports and activities sponsored by the school are subject to the rules, regulations, and provisions set forth by the NMAA.

Cobre Schools athletic/activity participants, staff and parents are subject to the standards set forth by the Compete with Class initiative sponsored by the New Mexico Activities Association. The Compete with Class initiative states:

1. "All participants (administrators, coaches, athletes, officials, parents, fans, etc.) are expected to: a) conduct themselves in a manner which reflects the "Compete with Class" core values (Respect, Integrity and Personal Responsibility) and b) hold themselves and other participants accountable for actions that do not reflect those core values."
2. Individual sports are also governed by the rules of the National Federation of State High School Associations (NFSHSA). Coaches, students, parents and staff must adhere to the rules and regulations set forth by the NFSHSA.

2.3 ADMINISTRATION OF ATHLETICS

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

SECTION III GOALS

3.1 GOALS OF THE ATHLETIC/ACTIVITIES DEPARTMENT

- A. Strive to develop and maintain comprehensive athletic/activity programs, which seek the highest development of all participants and respect the individual dignity of every student.
- B. Provide the opportunities for athletic/activity programs that will enhance the educational mission of the CCS.
- C. Cooperate with the schools and administrative staff in establishing, implementing, and supporting district policy.
- D. Provide opportunities for students to build and exhibit skills and to increase student participation.
- E. Provide opportunities to compete with and against others in preparation for a competitive society.
- F. Provide opportunities for student-athletes to develop citizenship skills through involvement in community service activities.

3.2 GOALS OF THE ATHLETIC/ACTIVITIES DIRECTOR

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

SECTION IV INTERSCHOLASTIC ATHLETIC PROGRAM

4.1 ADMINISTRATION

- A. Priority of School Sanctioned Activities
 1. Season is defined as:
The dates scheduled for regular season practice and/or competition, through the CCS Athletic Department.

2. Multi-sport participants:
 - a. School year sports are defined as:
 1. In-Season
If a participant chooses to participate in another school year activity they may do so with the permission from coaches.
 2. Off-Season
Priority is determined as to the next participant season as sanctioned by the NMAA.
 - b. Summer activities – Priority
 1. Fall sports
 2. Winter sports
 3. Spring sports

3. Facilities – Priority
 - a. During the school year:
 1. In-season sports
 2. Off-season sports
 3. Community programs
 - b. Summer:
 1. Fall sports
 2. Winter sports
 3. Spring sports
 4. Community programs

4.2 SCHOOL PERSONNEL

A. Limits on Participation

Limitations due to facilities and time factors associated with large numbers of participants may require cutting of participants from certain athletic/activity programs. While as many students as possible are always encouraged to try out for an athletic/activity program, cuts may be necessary to provide effective opportunities for students to participate. Students cut from a team will have the opportunity to immediately try out for another concurrent sports activity without the restrictions placed on students who quit and/or are removed. Coaches/sponsors have established clear and consistent cutting criteria and will communicate criteria to participating students when and where participation limitation is necessary.

1. The following Snell Middle School athletic limitations are placed on participation:
 - a. Volleyball: 12 players per team; if less than 12 try out, all participants will make the team. If more than 12 try out, cuts can be made to keep a roster of 12 players. Player participation guidelines require all players to play in every contest. No more than two managers allowed.
 - b. Football: 40 players per team; if less than 40 try out, all participants will make the team. If more than 40 try out, cuts can be made to keep a roster of 40 players. Player participation guidelines require all players dressed out to play in every game. No more than three managers allowed.
 - c. Basketball: 12 players per team; if less than 12 try out, all participants will make the team. If more than 12 try out, cuts can be made to maintain a roster of 12 players. Player participation guidelines require all players to play in every game. No more than two managers allowed.
 - d. Track: No limitation. Player participation guidelines require all participants to compete in every meet. No more than four managers allowed.
NOTE: Snell Middle School may place additional requirements on player participation in each of the sports listed above. Eighth grade students are allowed to participate in high school activities following consultation with the parents and middle school principal for activities offered at the high school. For activities offered at both the middle and high school, 8th grade students may only be used after the completion of season or if permission is granted by the athletic director and Snell principal, consultation with the parents, and completion of NMAA 8th Grade Participation form.
 - e. At Cobre High School, varsity limits of participation are determined by the NMAA state roster requirements. Sub varsity teams are generally unlimited but may be restricted according to facilities, equipment and safety guidelines.

B. Cutting Policy

Cobre district students are offered the opportunity to participate in all athletic programs. Certain sports have roster limitations and may require a “cut” to meet those limitations. All students from 7th through 12th grade will be subject to the cutting policy. Students must demonstrate the basic requirements of each sport as measured by the coaching staff. This measure must gain prior approval from building administration. Team participant needs can change from year to year due the number of athletes trying out for the sport.

Note: All students regardless of grade level are subject to this cut policy.

1. Responsibility

1. Choosing the members of a team is the sole responsibility of the Head Coach.
2. Sub-varsity coaches will take into consideration the policies as established by the school district and Head Coach when selecting players for their rosters. The Head Coach will have the final determination in selecting sub-varsity level squad members
3. Prior to trying out, the coach will provide the following information to all team candidates and their parent(s) or legal guardian(s):
 - A. Evaluation tool (written form)
 - B. Dates of try-out period
 - C. Practice times and commitment if they make the team
 - D. Game schedules
4. Procedure when a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 1. Have competed in a minimum of 3 regularly scheduled practice days. (Exception:8 days for football)
 2. Have performed in at least one intra-squad scrimmage
 3. Be personally informed of the cut by the coach and the reason for the cut.
 - i. Cut lists are not to be posted.
 - ii. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
 - iii. Coaches will notify administration of the final results.

2. Summer Camps and/or Summer Recreation Leagues

1. No athlete may be required, as a condition of making the team, to attend camps or participate in summer recreation leagues.

B. Participation in NMAA & CCS Sanctioned Events

At Cobre High School, varsity limits of participation are determined by the NMAA state roster requirements. Sub varsity teams are generally unlimited but may be restricted according to facilities, equipment and safety guidelines.

1. CCS student-athletes may only compete in NMAA and CCS sanctioned events. **A sanctioned event is a contest that is scheduled through the CCS Athletic Department.**

****If a student-athlete competes in a non-sanctioned athletic event, the event will count toward the maximum number of NMAA allowable events for that sport.****

2. Participation in NMAA and CCS sanctioned athletic events by students below the 9th grade:
 - a. Snell Middle School may place additional requirements on player participation in each of the sports listed above. Eighth grade students are allowed to participate in high school activities following consultation with the parents and middle school principal for activities offered at the high school. For activities offered at both the middle and high school, 8th grade students may only be used after the completion of season or if permission is granted by the athletic director and Snell principal, consultation with the parents, and completion of NMAA 8th Grade Participation form.

C. Undue Influence for Participation

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

D. Dismissal from the Team

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

1. Releases may be granted after an extended period of time as determined by the coach and school administration if the departure was early enough in the season. The time of release will not be greater than 2 weeks prior to the first competition of the next season. A student who quits or is dismissed from a sports program late in the season may be subject to completion of the regular and postseason in the sport they left prior to being released to the next sport. This includes any and all activities such as fund-raising events for the next sport.
2. NOTE: A season of participation in a sport is considered when a student has been enrolled in and practiced at that school for five (5) or more school days (as defined by NMAA c.6.13.1.).
3. A student who quits or is dismissed from a sport and seeks release to change to another sport without waiting the warranted time must complete and submit a Request for Release form, signed by their parents/guardians, to the head coach of the sport they quit or were dismissed from. Request for Release Forms are available from the athletic director. The head coach must complete their section of the form indicating release or non-release from the sports program.
4. In the case of denial or approval of the requested release by the head coach, the head coach will indicate in writing the reason(s) for the decision rendered. If the release is denied, the student and their parent/guardian may appeal to the athletic director. A committee composed of the principal, athletic director and one faculty member will hear and make the final ruling on the appeal for release.
5. Individual programs may implement probationary status for individuals who quit the previous
6. participate as all other students with no penalties. The probationary/contract provision applies when quitting a varsity level activity or sport.
- 7.

E. Dual Participation:

Is defined as a student-athlete participating simultaneously on both a school-sponsored team and on a club or non-school team during their respective sports season.

- A. Cobre Consolidated Schools does allow students to participate in multiple sports and/or activities even when these sports and activities occur concurrently with administrative approval. Multi-sport/activity participation does create some challenges however, for both the student participant and their coaches/sponsors. Students must make choices when it comes to practices, events and competitions that are scheduled simultaneously. The student makes this choice, not their coach and/or sponsor. Their choices however, may have an effect on their playing time as their participation in a particular event may be lessened due to their limited preparation and practice in regards to their coach's/sponsor's instruction. Students involved in multiple concurrent sports and/or activities and their parents need to be aware of these possible limitations.
- B. Any student that wishes to participate in more than one sport/activity must have written consent from the athletics director and must have a meeting with the coaches, athletic director and parents prior to participation in concurrent sports.
- C. Although students may have a choice in determining practice, no out of season practice can take precedence to in season practice. Furthermore, district games take precedence of regular season games and state tournament and competition take precedence over district or regular season games
- D. If such conflict occur that coaches, students, and parents cannot come to an agreement the Athletic

director will make the final determination

- E. Students wishing to participate in school and non-school related sports or athletic programs during the same season must have the Athletic Directors approval prior to participation in school sponsored athletic programs. Non-school games or meets will be counted in the number of games or meets that a student may participate in during that sports season as per NMAA ruling.

F. Senior Participation

Seniors are not permitted to play in any sanctioned school district sub-varsity athletic contests.

G. Lettering

Awards from the school or NMAA (limited in value as stated in the NMAA Handbook) shall be given to participants in interscholastic activities. Student-athletes, parent(s) or court appointed legal guardian(s) should become familiar with the policies and procedures outlined by their respective coach, for earning letters or receiving team awards and recognition.

- A. Student athletes must participate, play in a minimum of 3 varsity contests to earn a varsity letter or team qualifies for state competition and is on the roster
- B. To be eligible for lettering the student must complete the season and be in good standing.
- C. A student-athlete will be given one (1) varsity letter. Subsequent letter awards earned will be awarded in the form of pins.

H. Hall of Fame Recognition Criteria

- A. Students must be selected to All South, All State or All Harrier first teams.
- B. Students must be a state champ in the event.
- C. Students must have completed their senior year and high school career in good standing.
- D. Head coaches are responsible for presenting student entries by the conclusion of the semester of the sport and no later than 2 weeks prior to graduation.
- E. Photos should be upright and 8" by 10". No horizontal photos will be accepted.
- F. Labeling of honor and year must be included with submission of the photo. 24-point writing is the standard of the label.
- G. Students who are awarded multiple season honors will have 1 photo posted with the individual honors submitted in writing.
- H. Photos will be placed during the honoree's senior year or thereafter.
- I. Students who are on teams that also reach hall of fame status may have additional photos posted as in relay teams.
- J. Photos must reflect the event, sport or student in the school setting and must be approved by administration.
- K. Placement of photos is on a first come first serve basis.

I. Overnight Contests

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

NOTE: Hotel Rooms are for Cobre participants only and no opposite sex members of the team should be in the same room without proper supervision from the sponsor/coach.

J. Return from Away Games

Students in general will return from all out-of-town competitions and events with their athletic/activity program using the provided school transportation. Parents/guardians seeking to transport their student home from a competition or event using their own personal transportation must fill out the proper authorization form with prior approval from a school administrator.

Authorization release forms are to be filled out, signed by the parent/guardian and submitted to the school administrator prior to the first away competition or event.

Only students whose parents/guardians have completed the authorization release form and received administrative permission will be permitted to ride home with parents/guardians after a competition or event. A student who does so without meeting these requirements will be subject to disciplinary action up to and including suspension and dismissal from the athletic/activity.

Students are NOT permitted, under any circumstances, to return from out-of-town competitions or events with anyone other than their parent/guardian and/or an approved individual on their official school check-out list. Students will be released to individuals on the official school check out sheet.

NOTE: Athletic/activities will return home from away competition or events immediately after their participation has ended or immediately after the conclusion of the competition or event if awards/scores are being presented. State championship events will be subject to the same policy. If inclement weather or travel considerations come into play, only administration may authorize a change.

K. Transportation

A. Summer Camps or Recreational Leagues:

1. The use of school district transportation to attend such activities is based on availability and at the cost of sport/activity.
2. The use of private vehicles by coaches and/or parents to attend such activities is not the responsibility of the Cobre Consolidated Schools.

B. Sanctioned Athletic Event:

1. Before and after a trip, the Head Coach or designee coach shall inspect the vehicle. The Head Coach or designee is responsible for making sure that all trash and equipment are removed from the vehicle at the completion of the trip.
2. The bus driver will make the final decision if there is a question as to the safety for travel.

4.3 PHYSICAL ELIGIBILITY-ATHLETICS

A. All students participating in athletics must have a current:

1. Physician signed/cleared NMAA approved physical form
2. A completed and signed emergency/consent form
3. Completed, signed and proof of insurance form
4. A signed Athletic/Activity Agreement
5. Certificate of concussion course completion

B. The physical, emergency/consent and proof of insurance forms must be on file with the coach and copies with the athletic director BEFORE any participation (for the current school year, summer, pre-season, season or otherwise) can occur. If insurance is needed it can be bought through the school for a set amount.

C. If an injury occurs the coach will notify the parents/guardians immediately and complete an injury report as per district protocol.

1. Athletes shall report their injuries as soon as they happen or as soon as they realize something is wrong.
 - a. High School – Athletic injuries shall be reported to the head coach.
 - b. Middle School – All injuries shall be reported to the coaches or school nurse.
 - c. Injured student athletes shall attend all scheduled meetings, practices and games unless excused by their coach. Injured athletes shall contribute as much as their condition allows.
1. Student athletes will comply with the directions, restrictions, recommendations, and limitations placed on their activity level by the school nurse, coaches, physicians, and healthcare provider.
2. Student athletes will be diligent and prompt in following directed/prescribed treatments for their injuries.
3. Student athletes will seek outside medical attention when referred by the school nurse or coaches.
4. Student athletes under the care of a physician or healthcare provider must obtain a written release from that physician or healthcare provider BEFORE they will be allowed to return to any athletic participation.
5. Student athletes who receive a brain injury will be subject to the state mandated Concussion Legislation rules and procedures. Students who receive a brain (concussion) injury may not participate in practice or activities for a minimum of 10 days and no longer exhibit any sign, symptom or behavior consistent with a brain injury. Athletes must also receive a medical release from a licensed healthcare professional.

6. Student athletes and their parents/guardians are responsible for initiating the insurance claim if injury resulted in ambulance service, doctor's care, or hospital expenses. Remember – insurance companies have no way of knowing about an injury unless they are informed through a claim.

All participants shall comply with the NMAA's specified minimum number of days "practice rule", before participating in their first actual game or event.

4.4 ATHLETIC/ACTIVITIES CODE OF CONDUCT GENERAL STATEMENT

- A. The Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook designates guidelines and expectations for the students who participate in extra and co-curricular activities such as athletics, band, and other school sponsored activities, performances and/or competitions. Student performances and competitions in co-curricular activities, which contribute to a grade in academic classes, are included in this document. In addition, behavioral guidelines and expectations in board policies and school handbooks apply. Athletic/activity participants are expected to follow these along with any additional guidelines and expectations established by their coach or sponsor.
- B. Disciplinary actions under Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook shall adhere to Cobre School Board Policy, school specific Student/Parent Handbooks, the NMAA Handbook and individual athletic/activity specific approved handbooks. Discipline will be imposed on the basis of the best interest of the team or squad, and the best educational interest of the student being disciplined.
- C. The level of discipline will be applied as each situation and circumstance determines.
- D. **General Conditions of Participation**
 - a. The development of character and proper conduct that is promoted by athletics/activities is central to the educational mission of the Cobre Consolidated Schools.
 - b. Students who are involved in athletics/activities are held to a higher standard of behavior because they are representatives of their school and serve as role models for others on and off campus.
 - c. Participation in all athletics and activities is a privilege offered to students, and may be withdrawn on the basis of failure to adhere to higher standards of personal conduct and ethical behavior.
 - d. As it is impossible to have a regulation for every possible circumstance, consistently applied professional judgment will be used by coaches/sponsors and administrators in situations not covered by a specific written rule or guideline.
 - e. In addition to the specific standards set forth in the Cobre Consolidated Schools Student/Parent Athletic/Activity Handbook & Code, the student's membership and participation, including any disciplinary action, will be determined on the basis of the student's attitude, punctuality, attendance, previous disciplinary history, welfare and best interest of the team or group, the school and the school district. Consequences will be applied with consistency when circumstances are similar.
 - f. It is the responsibility of parents and students to familiarize themselves with the terms and requirements of the Cobre Consolidated Schools Student/Parent Athletic/Activity Handbook & Code. A student or parent/guardian may obtain an explanation of any part of this document from the coach, sponsor, building principal or athletic director.
 - g. All standards, rules and requirements in the Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook & Code are in addition to the applicable standards, rules and requirements of the NMAA. Parents or students who wish to review the NMAA code may go online to the NMAA website or request an opportunity to do so with the athletic director.

SECTION V RESPONSIBILITIES OF COACHES/SPONSORS TO STUDENTS

5.1 RESPONSIBILITIES

- A. All Athletic Personnel must:
 1. Be familiar with the policies of NMAA and CCS.
 2. Be friendly and responsive to people in the community.

3. Coaches/Sponsors are expected to conduct themselves in a professional manner at all times. The use of profanity is prohibited, as is the use of alcohol and tobacco.
 4. Follow the chain of command.
 5. Coaches/sponsors are to be responsive to parent concerns and questions, and if necessary, should schedule a meeting with the Athletic Director to resolve any issues which cannot be resolved informally. If it cannot be resolved, then a meeting with the principal should be scheduled. If after the meeting with the principal the issue cannot be resolved, then the matter will be taken to the Superintendent.
 6. Respect confidentiality and loyalty when dealing with internal problems or situations, which might exist with a player, team, or other staff member.
 7. Cooperate with teachers and administrators. Grade changes will not be suggested by coaches. Coaches may require study halls if necessary to ensure grades are kept up.
 8. Strive to attend meetings and clinics for professional growth. Coaches will complete training and enforce current concussion requirements as mandated by the State legislature.
 9. Coaches/sponsors are responsible for equipment and uniforms provided for their teams.
 10. Report any discrepancies or perceived dangers of facilities to the Principal and Athletic Director.
 11. Not allow facility keys to be given to any student or community member.
 12. Not allow community members to use facilities, unless proper school district procedures have been completed. (Approved Building Use Form on file.)
 13. Head coaches/sponsors are to ensure that all assistant and middle school coaches/sponsors conform to all NMAA regulations, as well as the regulations set forth in this handbook.
 14. Coaches MUST provide supervision in the locker rooms before and after practice sessions. Athletes will not be left alone.
 15. All coaches/sponsors must be licensed by the NMAA through the Public Education Department.
 16. Coaches/sponsors must provide supervision of students on buses and ensure the cleanliness of buses both to and from contests.
 17. Coaches/sponsors must ensure that students are exposed to safe environments while participating in the sport or activity.
 18. Coaches/sponsors will review the “Inherent Risks” of the sport/activity participation with students and parents.
 19. Coaches/sponsors must meet with the parents/guardians of the students at the beginning of the season/activity to review and discuss rules, expectations and guidelines for the upcoming season/activity.
 20. Coaches/sponsors will notify students and parents of practice schedules, game times and locations. They must provide contact numbers for out-of-town trips to include motel locations and provide a travel Itinerary. Copies of practice schedules and itineraries must also be submitted to the Athletic Director and front office.
 21. Coaches/sponsors will conduct fundraising activities under the procedures established by the school district.
 22. Coaches will develop and maintain an active conditioning, weight and strength program.
- B. Responsibilities of the Athletic Director and Athletic Secretary
1. Ensure that the interscholastic athletic programs adhere to the policies of the NMAA, and CCS.
 2. Promote the athletic program or athletic-related programs of our high schools and middle-schools within the community.
 3. Provide an effective communication procedure with coaches, educational personnel, and the community.
 4. Work with coaches and building administrators to develop accountability and a positive atmosphere within the athletic organization.
 5. Develop, control, and monitor the athletic department budget.
 6. Schedule athletic contests and coordinate use of facilities.
 7. Make travel arrangements and develop travel regulations and guidelines for athletic activities and events.
 8. Promote the achievements and opportunities of the athletic program.
 9. Establish standards of quality and quantity for equipment and supplies.
 10. Actively represent the CCS District in athletic business at community, district, and state meetings.
- C. Responsibilities of Head Coaches and Sponsors
The Head Coach is directly responsible to the Principal and Athletic Director.

5.2 LOCKER ROOM SAFETY PRECAUTIONS

- A. Coaches/Sponsors are required to maintain supervision and cleanliness of athletic/school areas they are responsible for.
- B. Students must utilize lockers and lock up their personal items. The school district does not assume responsibility for items in the locker room.
- C. When traveling electronics, money, or other valuables should be secured.

5.3 MEDIA COVERAGE

- A. Within 24 hours of game completion the coach will report scores to Silver City Daily Press.
- B. Coach will be responsible for all rosters on MaxPreps.
- C. Coach will keep all complete team stats and scores updated on MaxPreps.

SECTION VI COACHES EMPLOYMENT AND GUIDELINES

6.1 COACHES ASSIGNMENT

Coaches are considered to be “AT WILL” employees. Coaches are hired with a seasonal contractual agreement with the CCS district. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Principal or Athletic Director. **Coaches do not attain tenure.**

6.2 TIMELINE TO HIRE COACHES

- A. Increment positions – Until filled
- B. Voluntary coaching positions
 1. Must be licensed through the NMPED.
 2. New hires will be actively working towards being licensed.

6.3 COACHES LICENSURE AND CERTIFICATION

- A. Licensure in Athletic Coaching
 1. Required for all athletic coaches including cheer (head/assistant, paid/volunteer) for grades 7-12.
- B. Levels of Certification
 1. Level 1 NMPED Athletic Coaching License (Term – 3 academic years)
 - a. Complete and submit application form and fees
 - b. Complete and submit fingerprint documents for background check
 - c. Verification of completion of NMAA Coaches Training Program
 - d. Complete First Aid training as approved by the NMAA.
(Unless already completed for a temporary coaching license or another PED license)
 2. Level 2 NMPED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 1 license with 3 years of athletic coaching experience
 - c. Submit verification of competencies form
 - d. Complete First Aid training as approved by the NMAA.
 3. Level 3 NMPED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 2 license with at least 3 years of athletic coaching experience at Level 2
 - c. Submit verification of competencies form
 - d. Complete and submit verification of one of the following:
 - i. Possess a NM teaching license with an endorsement in Physical Education
 - ii. Complete an advanced coaching principles course approved by PED (ASEP Coaching Principles)
 - e. Complete and submit verification of a course in first aid, sport first aid, or athletic training
 - f. Complete and submit verification of CPR/AED training
 - g. Complete First Aid training as approved by the NMAA.
 4. Continuing Licensure at Level 2 or 3 (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Submit verification of competencies form
 - c. Complete First Aid training as approved by the NMAA.

NOTE: To renew license you will need a signed verification form from the Superintendent on a Cobre Schools letterhead. For information On Licensure - contact your local school district/district human resources department or NMPED Licensure Dept. at 505.827.6587 or www.ped.nm.us. For Information on Coaches Education - contact the NMAA at 505.923.3110 or www.nmact.org or www.nfhslearn.com

6.4 COACHING APPLICATION PROCESS

- A. Letter of Interest and Resume
- B. District Application
- C. Coaching License (Public Education Department)
- D. Police/FBI Background Check
- E. NFHS Courses
 - 1. Fundamentals of Coaching
 - 2. First Aid, Health and Safety
 - 3. Concussion in Sports

6.5 AUTHORIZATION TO BEGIN COACHING DUTIES

- A. A coach or volunteer may not coach or be in contact with athletes until they have been cleared by the Athletic Director to begin the coaching assignment.

6.6 EVALUATION OF COACHES

- A. Evaluation of the head coach is the responsibility of the Athletic Director.
- B. Evaluation of assistant coaches is the responsibility of the head coach.

6.7 CHANGE IN COACHING STATUS

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

SECTION VII EXTRACURRICULAR ACTIVITIES – CODE OF CONDUCT (Board Policy J-4550)

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

The Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook designates guidelines and expectations for the students who participate in extra and co-curricular activities such as athletics, band, and other school sponsored activities, performances and/or competitions. Student performances and competitions in co-curricular activities and viewed as an extension of the classroom^{[1][2]}, which contribute to a grade in academic classes, are included in this document. In addition, behavioral guidelines and expectations in board policies and school handbooks apply. Athletic/activity participants are expected to follow these along with any additional guidelines and expectations established by their coach or sponsor.

Disciplinary actions under Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook shall adhere to Cobre School Board Policy, school specific Student/Parent Handbooks, the NMAA Handbook and individual athletic/activity specific approved handbooks. Discipline will be imposed on the basis of the best interest of the team or squad, and the best educational interest of the student being disciplined.

The level of discipline will be applied as each situation and circumstance determines.

It is the responsibility of the student and his or her parent(s) or court appointed legal guardian(s) to be familiar with the standards of student conduct as outlined in the **CCS District's Student Handbook**.

7.1 CODE OF CONDUCT

A. Purpose

1. Students who participate in extracurricular activities for CCS serve as representatives of the district in the community and to other communities across the state.
2. Student participants serve as role models and leaders among their peers.
3. Part of CCS's educational mission is to encourage the highest standards of sportsmanship, respect for oneself and others, along with character development
4. CCS has a substantial interest in reducing student misconduct and substance abuse among all its students including students who participate in extracurricular activities.
5. Students should be provided with clear guidance from CCS regarding expectations of their conduct, the consequences that can result from misconduct, and how their actions can affect participation in the extracurricular activity program.
6. As it is impossible to have a regulation for every possible circumstance, consistently applied professional judgment will be used by coaches/sponsors and administrators in situations not covered by a specific written rule or guideline.
7. In addition to the specific standards set forth in the Cobre Consolidated Schools Student/Parent Athletic/Activity Handbook & Code, the student's membership and participation, including any disciplinary action, will be determined on the basis of the student's attitude, punctuality, attendance, previous disciplinary history, welfare and best interest of the team or group, the school and the school district. Consequences will be applied with consistency when circumstances are similar.
8. All standards, rules and requirements in the Cobre Consolidated Schools Student/Parent Athletics/Activities Handbook & Code are in addition to the applicable standards, rules and requirements of the NMAA. Parents or students who wish to review the NMAA code may go online to the NMAA website or request an opportunity to do so with the athletic director.

7.2 REQUIRED BEHAVIOR

A student verified to have committed any of the following prohibited conducts may be removed or suspended from any sport/activity regardless of whether such conduct took place on or off campus, and regardless of whether such conduct took place during school hours or at any other time (including summer activities). Students charged with any of the following conduct will be disciplined from their sport or activity resulting from any investigation and determination of the violated Level of Prohibited Activity.

A. Possession (Board Policy J-3000)

1. 4. On a student's person or belonging including but not limited to backpacks, purses, fanny packs, etc., while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
2. In a student's assigned or unassigned locker.
3. In a student's car or friend's car while on school property.
4. Knowingly concealed on school property by a student.
5. On a student's person while under sports/activity season 24-hour policy.

B. Alcoholic Beverages (Board Policy J-3050)

1. Distilled or rectified spirits, potable alcohol, brandy, whiskey, rum, gin, and aromatic bitters bearing the federal internal revenue strip stamps or any similar alcoholic beverage, including blended or fermented beverages, dilutions or mixtures of one or more of the foregoing containing more than one-half of one percent alcohol, but excluding medicinal bitters.
2. "Beer" means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, and hops or other cereals in water, and includes porter, beer, ale and stout.
3. "Wine" includes the words "fruit juices" and means alcoholic beverages obtained by the fermentation of the natural sugar contained in fruit or other agricultural products, with or without the addition of sugar or other products, which do not contain less than one-half of one percent nor more than twenty-one percent alcohol by volume.

C. Controlled Substances (Board Policy J-3050)

1. A drug or substance listed in Schedules I through V of the Controlled Substances Act, Sections 30-31-1 to 30-31-41, NMSA 1978 Comp., as amended, or regulations adopted thereto.
2. Lookalike or counterfeit substances that are produced and/or sold with the intent to deceptively represent

- its original.
3. Hashish means the resin extracted from any part of marijuana, whether growing or not, and every compound, manufacture, salt, derivative, mixture or preparation of such resins.
 4. Marijuana means all parts of the plant Cannabis, including any and all varieties, species and subspecies of the genus Cannabis, whether growing or not, the seeds thereof and every compound, manufacture, salt, derivative, mixture or preparation of the plant or its seeds.
 5. Vape products/ mechanisms including but not limited to: pens, oils, substances, cartridges, etc.
 6. Performance Enhancing Drug - any substance used to improve activity performance in humans.
 - a. Performance Enhancing drugs, including, but not limited to anabolic steroids, designer steroids, and other WADA (world anti-doping agency) banned substances

NOTE: Also, attendance at an underage party or gathering of any nature at which any of the aforementioned substances were used is subject to investigation and the conditions of due process.

D. DISCIPLINE - ATHLETICS

*Student athletes found in violation of the aforementioned policies cannot dress out, sit with any team's bench or sideline, and cannot participate in practices during the discipline period.[3]

1. FIRST OFFENSE [4] removal from all athletic competitions for a period of 24 days.
 - a. Note - If the offense is vaping related, the student athlete must complete the NFHS Vaping Course prior to rejoining the team. (Monday - Saturday will be counted for days. School breaks will count if the sport is in season and practicing during the break, during this time the student may attend practices only).
2. SECOND OFFENSE – removal from 100% of athletic competitions/season including district/state tournaments for 90 days.. If the remainder of the season/tournaments does not meet the 90 days, then the remainder of the suspension period will be served in the next athletic season in which the student chooses to participate. (Monday - Saturday will be used to count these days. School breaks will count if the sport is in season and practicing during the break).
 - a. NOTE: The 90-day suspension may be reduced to 45 days upon successful completion of the district approved educational program and may include random drug testing paid for by the parent. (Monday - Saturday will be counted for days. School breaks will count if the sport is in season and practicing during the break).
3. THIRD OFFENSE – removal from all athletic competition for one calendar year (365 days) from the date the offense is investigated and determination that a violation of the policy has occurred.
 - a. NOTE: Penalty may be reduced to 183 days with successful completion of district- approved educational program by the student-athlete, and completion of 20 community service hours for a school-approved program, and random drug testing paid for by the parent.
4. FOURTH OFFENSE – removal from all athletic competition for the remainder of his or her career during the duration of high school.
 - a. *Student athletes found in violation of the aforementioned policies cannot dress out, sit with any team's bench or sideline, and cannot participate in practices during the discipline period.[6]

E. DISCIPLINE – ACTIVITIES

1. FIRST OFFENSE [7] removal from all athletic competitions for a period of 24 days.
 - b. Note - If the offense is vaping related, the student athlete must complete the NFHS Vaping Course prior to rejoining the team. (Monday - Saturday will be counted for days. School breaks will count if the sport is in season and practicing during the break, during this time the student may attend practices only).
2. SECOND OFFENSE [9] removal from all activities for 90 days reduced to 45 days upon successful completion of district-approved educational program and drug testing paid for by the parent. (Monday - Saturday will be used to count these days. School breaks will count if the sport is in season and practicing during the break).

3. **THIRD OFFENSE** – removal from all activities for 180 school days from the date the offense occurred. (Monday - Saturday will be used to count these days. School breaks will count if the sport is in season and practicing during the break).
 - a. **NOTE:** Penalty may be reduced to 90 school days with successful completion of district-approved educational program by the student and completion of 20 community hours for a school approved program.
4. **FOURTH OFFENSE** – removal from all activities for the remainder of their high school.
 - b. If a student is in the process of an active, district-approved educational program for alcohol or illegal substance use, they may be eligible to practice two weeks prior to the end of the penalty. Further, if the student, for any reason, is not completing the requirements of the district-approved educational program, they will not be allowed to practice with the given sport or activity throughout the duration of the suspension that is in place for the violation of the Athletic/Activity Handbook.

NOTE: Disciplinary consequences for use, possession, or distribution of alcohol and/or controlled substances (illegal drugs) will be administered sequentially while the student is in middle school/junior high and will begin anew on the first day of the student’s last day of school in 8th grade. In the event an 8th grader competes in a high school activity, they shall be deemed a high school student-athlete or participant for the duration of their career with Cobre Consolidated Schools.

7.3 USE, POSSESSION OR DISTRIBUTION OF PROHIBITED SUBSTANCES – TOBACCO

The use, possession, or distribution of tobacco, including e-cigarettes, vaping materials, or its lookalikes or counterfeits, in any form is prohibited. Use of and/or possession of said substance will result in appropriate disciplinary action.

A. DEFINITIONS

1. “Cigarette” means any roll of tobacco or any substitute therefore wrapped in paper or any substance other than tobacco.
2. “Tobacco product” means any product, other than cigarettes, made from or containing tobacco.
3. “Electronic Smoking Device, E-Cigarette or Vaping” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. These devices include any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

NOTE: If vape products contain more than tobacco it will then be considered a drug infraction.

B. DISCIPLINE – ATHLETICS

1. **FIRST OFFENSE** – removal from participation in the next contest for the student athlete.
2. **SECOND OFFENSE** – removal from the sport for 4 games and must complete a district approved educational program. **EXAMPLE - NFHS Anti Vaping Course.**
NOTE: In the event the penalty does not meet the requirement in the season in which the violation occurred, the remaining penalty will be served in the next season of participation for the student-athlete
3. **THIRD OFFENSE** – removal form all athletic competition for the season.
4. **FOURTH OFFENSE** – removal from all athletic competition for one calendar year (365 days) from the date the offense is investigated and determination of a violation has occurred of the policy.
NOTE: Penalty may be reduced to 183 days with successful completion of district-approved educational program by the student-athlete, and completion of 20 community service hours for a school-approved program.
5. **FIFTH OFFENSE** – removal from all activities for the remainder of their career for the duration of high

school.

C. DISCIPLINE – ACTIVITIES

1. FIRST OFFENSE – removal from all activities for 30 school days reduced to 50% of the days upon successful completion of the educational program recognized by the school.[10]
2. SECOND OFFENSE – removal from all activities for 90 school days from the date the offense is investigated and a determination a violation has occurred of the policy.
NOTE: Penalty may be reduced to 45 calendar days with successful completion of a district-approved educational program by the student, and completion of 20 community service hours for a school approved program.
3. THIRD OFFENSE – removal from all activities for 180 school days from the date the offense is investigated and a determination is made that a violation of the policy has occurred.
NOTE: Penalty may be reduced to 90 school days with successful completion of a district-approved educational program, by the student, and completion of 20 community service hours for a school-approved program.
4. FOURTH OFFENSE – removal from all activities for one calendar year (365 days) from the offense is investigated and a determination is made that a violation of policy had occurred
5. FIFTH OFFENSE – removal from all activities for the remainder of his or her career during the duration of high school.
NOTE: Disciplinary consequences for use, possession, or distribution of tobacco will be administered sequentially while the student is in middle school/junior high and will begin anew on the first day of the student’s last day in 8th grade. In the event an 8th grader competes in a high school sport or activity, they shall be deemed a high school student-athlete or participant for the duration of their career with Cobre Consolidated School District.

7.4 REMOVAL FROM PARTICIPATION DETERMINATION

A. Athletics

1. Length of removal from ATHLETIC PARTICIPATION for violations of the alcohol, tobacco and illegal substance use policy is based upon the season limits as described by the New Mexico Athletic Association Handbook, Section VII – Sports Regulations, or located at https://www.nmaact.org/file/Section_7.pdf on the NMAA website.
2. The length of removal shall equal the number of allowable games as described by NMAA per the table and level of participation. If removal overlaps with NMAA sponsored tournament games and activities, the suspension is exclusive of these events and student-athletes are ineligible to compete in NMAA contests for any violation of the tobacco, alcohol and illegal substance use policy where an active suspension from participation is in place.

NOTE: IF A STUDENT IS DEEMED TO BE OUT OF SEASON, HE OR SHE SHALL START SERVING THE PENALTY WITH THE START OF HIS OR HER NEXT SPORT/ACTIVITY.

B. Activities

1. For ACTIVITIES, the administration will determine the length of season and the start and stop dates for the activity. The administration of the school days’ penalty in accordance with those time frames as well as determine if a violation occurred in-season or out of season.

NOTE: IF A STUDENT IS DEEMED TO BE OUT OF SEASON, THEY SHALL START SERVING THE PENALTY WITH THE START OF THEIR SPORT/ACTIVITY.

7.5 GENERAL VIOLATIONS OF THE LAW (other than Alcohol, Tobacco, and Illegal Substances)

In addition to the prohibitions contained in this handbook with regards to Alcohol, Tobacco, and Illegal Substance Use, a student may be charged with a violation of the Children’s Code or any local, state or federal criminal statutes. The administration retains the right to investigate and impose disciplinary action when a violation is determined to have occurred in these circumstances. A meeting will be held with the athletic director, school principal or designee and a determination of the severity of the offense will be made. The appropriate disciplinary action shall be determined by the administrator and notification given to the student. In the event a violation is determined to be

severe in nature, the administration retains broad, discretionary powers in administering the proper penalty for the offense ranging from suspension from the activity for a period of time to removal from the athletic program for a specified period of time, including a ban on athletic participation for their tenure with the school and district.

A. DISCIPLINE-ATHLETICS

1. FIRST OFFENSE - minimum, removal from 10% of the contests, with potential for a 10-day school suspension, if the violation occurs at a school-sponsored event.
2. SECOND OFFENSE – removal from 100% of the athletic contests for the remainder of the school.
3. THIRD OFFENSE – removal from all athletic competition for the remainder of their career for the duration of high school.

B. DISCIPLINE – ACTIVITIES

1. FIRST OFFENSE– minimum, removal 10 school days, with a potential for a 10-day school suspension, if the violation occurs at a school sponsored event.
2. SECOND OFFENSE – removal for 90 calendar days or the remainder of the school year, whichever is greater.
3. THIRD OFFENSE – removal from all activities for the remainder of their career for the duration of high school.

C. REPORTS OF VIOLATIONS

1. Any reports of a participant violating existing policy will be accepted from the following agencies or individuals.
 - a. The administration may also investigate reliable reports that provide reason to believe a violation of this Handbook has or may have occurred.
 - b. Law Enforcement Agency – JPPO, Federal, State, County, or City
 - c. Certified Employees – Administrator or Teacher
 - d. Non-Certified Employees – including Non-Teaching Coaches Employed by the District.

7.6 DISCIPLINE PROCEDURE

Any participant alleged to have violated any rules of this handbook may present to the school principal (or their designee) the participant’s position regarding the alleged offense before discipline is imposed. The school principal, or designee, shall investigate the matter to the extent they deem necessary to determine whether a violation has occurred. The school principal, or designee, shall notify the student in writing of the determination before discipline is imposed.

7.7 GENERAL DISCIPLINE

A. Hazing

1. Hazing, which, for purposes of this code, includes, but is not limited to, engaging in any offensive physical contact or restraint of another student, or requiring or encouraging a student to perform any dangerous, offensive, or demanding physical or verbal act for any purpose, including as a condition of membership or initiation into any team or group sponsored by, or permitted to operate under the auspices of a school district. Hazing is specifically prohibited in School Board Policy J-3600.
2. Under no circumstances is taunting of opponents or questioning of officials allowed by participants. Ejections of players will be subject to NMAA sanctions and could include additional school discipline after administrative review.
3. Any school/community misbehavior that may lead to sanctions imposed under Levels of Prohibited Conduct listed below is also prohibited.

B. Social Media

1. Students should keep personal web pages (Facebook, Instagram, etc.) including pictures, comments, video or sound files clean and within the scope of NMAA, district, school and athletic policy. This includes anything depicting drugs/alcohol, situations sexual in nature or images that would be considered inappropriate based on policy. Also, cyber-harassment (including texting and postings) or harassment of any nature is also prohibited.
 - i. Examples of inappropriate and offensive behaviors concerning in online communities may include depictions or presentations of the following:
 - Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco e.g., alcoholic beverages, shot glasses, drug paraphernalia etc.
 - Photos, videos, and comments that are of sexual nature. This includes links to websites of

- a pornographic nature and other inappropriate material.
 - Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of drugs and drug paraphernalia.
 - Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding your school and/or another school; taunting comments aimed at a student athlete, coach or team and derogatory comments against race and/or gender etc.).
 - No post should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
 - Content online that would constitute a violation of CCS Board Policy, CCS Athletic & Student Handbook and NMAA bylaws.
- ii. If a student-athlete's profile and its content is inappropriate in accordance with the above behaviors, they will be subject to the following penalties:
- Conduct Unbecoming an Athlete: Athletes will not display behavior on or off the playing field, which in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.
 - Sanction: The coach and/or school administration will handle discipline. Discipline can range from a verbal warning to dismissal from the team.
 - Parents/Guardians: Parents/Guardians may be suspended from attending NMAA & Cobre Schools sanctioned events.
 - For your own safety, please keep the following recommendations in mind as you participate in social media websites:
 - Set your security settings so that only your friends can view your profile.
 - You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
 - Be aware of who you add as a friend to your site many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
 - Consider how the above behaviors may reflect in all social media applications.

NOTE: If you are ever uncertain of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Cobre Schools Athletic Department's and Cobre Schools. Remember to always present a positive image and do not embarrass yourself, your team, your family or Cobre Schools.

C. Levels of Prohibited Conduct Athletic/Activity Discipline

1. Level 1 – Student's misbehavior at this level where school board policy and school handbook actions/discipline will be enforced at a minimum level (includes detention and In-School Suspension). Athletic/activity actions/discipline may include loss of position, loss of practice and game and/or performance time. Prohibited conduct at this level includes but is not limited to classroom disruption and truancy.
2. Level 2 - Student's misbehavior is of a level of severity and/or progression where school board policy and school handbook actions/discipline will be enforced at a moderate to severe level (includes In- and Out-of-School Suspension). This level is of an elevated nature and may require an athletic/activity suspension of 15, 30 or 90 days and/or complete dismissal from the athletic/activity program. Prohibited conduct at this level includes but is not limited to fighting, bullying or harassment, hazing, and verbal profanity.
3. Level 3 - Student's misbehavior is of a level of severity and/or progression where school board policy and school handbook actions/discipline will be enforced at a severe level (includes Out-of-School Suspension up to 10 days pending Expulsion). This level is of an elevated nature and may require an athletic/activity suspension of no less than 30 or 90 days and complete dismissal from any athletic/activity program. Dismissal from participation in any athletic/activity program for the remainder of the student's middle school or high school career may be imposed at this level. Prohibited conduct at this level includes but is not limited to weapons violation, assault, possession and/or use of drugs and drug paraphernalia, and criminal activity.

NOTE: The descriptions of prohibited conduct and school disciplinary actions listed above are not all inclusive. The school administration and law enforcement (when warranted) will investigate alleged

student misbehavior to determine if discipline should be imposed and at what level.

7.8 Athletic/Activity Imposed Suspensions

- A. In-season – Athletic/activity-imposed suspensions shall begin immediately and continue through the designated length of the suspension including games, events, or activities on Saturdays. If suspension days' overlap into a designated holiday break (unless during an active season) or summer, the remainder of the suspension shall carry over to the next official day of school or school year (school day or year is defined as the days within the Board approved school calendar for attendance). During the suspension the students may NOT participate in any practices.
- B. Off-season/Summer – Athletic/activity-imposed suspension shall begin at the start of the student participant's next official school day or the first day of the season/sport they are participating in. Summer school days' sanctions do not count towards suspension days for athletic/activity participation. Coaches may impose additional sanctions during the preseason period. Preseason begins with the student's first active participation in that preseason activity.

NOTE: Any student who has been arrested and charged with a criminal act, in accordance with Board Policy 340, will be suspended from all sports and activities pending their exoneration from charges filed.

SECTION VIII
STUDENT ELIGIBILITY (Board Policy J-4350)

8.1 INITIAL ENROLLMENT IN HIGH SCHOOL

A. Open Enrollment Choice

1. An incoming 9th grade student or an 8th grade student who participates at the high school level will make their Open Enrollment Choice.
 - a. An 8th grade student who participates in high school athletics, at any level of competition, has made their Open Enrollment Choice and must attend the high school in his/her attendance area.

8.2 ELIGIBILITY

A. Open Enrollment Choice

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

B. Bona Fide Residence

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

C. Transfer Student

1. **INELIGIBLE for 180 school calendar days** at the varsity level.
2. If a family establishes a new bona fide residence and moves to another attendance zone and the student elects to enroll in the new school in that attendance area, for eligibility purposes, the student is classified as a transfer student until a petition is made to the NMAA establishing a bona fide residence student.
3. **ELIGIBLE** immediately for sub-varsity level competition.
4. A student **MUST** be in good standing and ELIGIBLE at the previous school.
5. If good standing status is not achieved the student is **INELIGIBLE for 180 school calendar days at ALL** levels of competition.
6. For eligibility purposes, the court ordered legal guardianship must be established at least one year in advance.

D. Additional Eligibility

1. After a student participant achieves initial eligibility, they retain eligibility for subsequent years as long as the student remains enrolled at the high school in which they attained eligibility.
2. If a student elects to transfer after participation in a sport season has begun, regardless of a change of residency or the establishment of a new bona fide residence, the student will be **INELIGIBLE** for the remainder of that particular sports season. A student **CANNOT** represent two schools in the same sport at the varsity level in the same season.
3. If a student or a parent or legal guardian gives false information to a school or the NMAA, the student shall be declared **INELIGIBLE** in all activities for **180 school days/365 calendar days** from the date of the discovery of the false information.

8.3 CHARTER/HOME/PRIVATE SCHOOLS

A. Charter Schools

1. Charter school students are allowed to participate in NMAA Sanctioned Events:
 - a. Must meet all NMAA and CCS eligibility rules.
 - b. Participate at the high school located in the student's residence attendance zone.
2. Open Enrollment Choice
 - a. Incoming 9th Grade Student:
 - i. If a student chooses to attend a charter school at the beginning of their 9th grade school year, then this constitutes the Open Enrollment Choice.
 - ii. If the student elects to attend a public or private school after this Open Enrollment Choice, they will be considered a transfer student and will be subject to the transfer rules

and regulations of the NMAA and CCS.

- b. Current 8th Grade Student:
 - i. If a student chooses to attend a charter school during their 8th grade school year and elects to participate in athletics at the high school level, then this constitutes the Open Enrollment Choice.
 - ii. If the student elects to attend a public or private school after this Open Enrollment Choice, they will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and CCS.

B. Home Schools

- 1. Home school students are eligible for participation under the following guidelines:
 - a. Student must be an official homeschool student registered with the Public Education Department
 - b. Scholastic eligibility (GPA, grades) must be verified by the public school's (campus) Athletic Director at the same time that all students are ruled eligible or ineligible for athletic participation.
 - c. Documentation must be provided to the Athletic Director which supports that the student is taking homeschool classes which equate to more than half of that school's regular class schedule.
 - d. Verify all other NMAA requirements and guidelines (e.g., age, participation limits, amateur status, etc.) as specified in Section VI – Eligibility (Bylaws) of the NMAA Handbook is met.
- 2. Open Enrollment Choice - Incoming 9th Grade Student
 - a. If a student chooses to be homeschooled at the beginning of their 9th grade school year, then this constitutes the Open Enrollment Choice.
 - b. If the student elects to attend a public or private or charter school after this Open Enrollment Choice, they will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and CCS.
 - c. If a student chooses, as the Open Enrollment Choice, to attend a public or private school and then chooses to be homeschooled and then chooses to again attend a public or private school, they shall be considered a transfer student.

8.4 SCHOLASTIC ELIGIBILITY

A. A student shall have:

- 1. 2.0 GPA with no "F" s based on a 4.0 grading scale for the semester grading period immediately preceding participation.
- 2. Students will be placed on academic probation at progress reports if they receive an "F". During academic probation coaches or sponsors will immediately begin the process of grade improvement. This process can include but is not limited to:
 - a. Mandated tutoring programs (school day or after-school programs)
 - b. Lunch time study hall programs
 - c. Playing/Performance time restrictions
 - d. Travel restrictions (students will not be allowed to travel during this period)
 - e. Academic Contract
 - f. Administration, Athletic Director, Coach/Sponsor will monitor and can build additional sanctions into the student's academic program to ensure compliance.
- 3. All class work counted for eligibility must be acceptable credit for graduation as established by the PED.
- 4. Student athletes may regain eligibility at the 9-weeks period.
- 5. Students will become ineligible at the 9-weeks grading period if they receive an F in any of their classes. For students who are not eligible at the semester or the 9-weeks, the next nine week grading period can be used to regain eligibility. In this case a student must be passing all classes with no F's and earn a 2.0 grade point average for the grading period.
- 6. 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.

B. Cumulative Provision:

- 1. Cumulative provision can be used at the end of a semester for a student who is ineligible, this can be used only once. This provision can only be used during their junior and senior year. 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, or 9th and 10th grade students.) The cumulative provision may not be applied if a student has more than one “F” in the semester grading period immediately preceding participation.

2. 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.

C. Academically Ineligible Player

1. A student who does not meet the academic eligibility requirements cited above is considered academically ineligible. Academically ineligible students will immediately turn in all school issued equipment once ineligibility status has been confirmed. Students will be responsible for replacement costs if equipment is not returned and/or damaged. Academically ineligible students will lose their position on the team/activity at the time of ineligibility. They may try out for the position at the time of eligibility if the position is still available.
2. A student who is academically ineligible MAY practice with the athletic/activity program two weeks prior to the nine weeks grading period ending/report cards being issued. They are considered ineligible until the grading period ends and the new nine-weeks grade reports are posted. However, academically ineligible students CANNOT:
 - a. Participate/compete in any interscholastic event at any level during the period of ineligibility.
 - b. Travel to any interscholastic competition or event with the team/activity during the period of eligibility.

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

1. If the grading period ends on Friday and grades are checked on that same Friday to determine a student-athlete becoming eligible, then grades must also be checked on that same Friday to determine ineligibility of student-athletes.
2. If grades are checked, on the day that grades are mailed out, to determine ineligibility (usually a week after teachers turn them in) then the grades on that same day must be used to determine remaining eligibility.

E. School Attendance

1. A student is expected to attend a minimum of one-half school day (four periods) to be eligible to participate in a practice, competition, activity or performance scheduled on the same date. School administration can make exceptions to this requirement in warranted cases (i.e., attendance at funerals or medical appointments). If a student is not present for at least four periods during the school day they will not be allowed to practice or compete in that day’s event.
2. Students are expected to be on time and in class on the day of athletic/activity trips. If a student is not in class or on time for class on the day of a trip, the student may not be allowed to travel to the activity/trip. School administration can make exceptions to this requirement in warranted cases (i.e., attendance at funerals, medical appointments, etc.). The following will be in effect for student athletes who are constantly tardy:
 - a. After 4 tardies student athletes will be suspended from 1 practice.
 - b. After 7 tardies students will be suspended from an entire contest.
3. Students/athletes who fall under 90% attendance in any class period will be placed on academic probation and will not be allowed to travel or be dismissed early from any class to attend any activity or sporting event. Attendance will be pulled at progress reports and the end of every grading period. Excused absences will not be calculated. Policy will be enforced regardless of academic standing.
4. Participation in evening activities or competitions are not to affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event. Arriving late to school the day after events will be treated as an unexcused tardy in accordance with school attendance policies. Parent notes will not be accepted for tardies following away trips/contests. Doctor excuses will be only accepted at that time.
5. Students placed on out-of-school suspension are NOT allowed to practice or compete in contests during the suspension period including weekends and holidays when the suspension extends from one school week through the first day of school the following school week.
6. Any student who is placed in the alternative setting is no longer eligible to participate in any athletic/activities as long as they remain in the alternative setting. These students no longer fall under the 4.0 grading scale and have lost the privilege to represent Cobre in any extracurricular activities.

8.5 Physical Eligibility-Athletics

- A. All students participating in athletics must have a current:
 - 1. Physician signed/cleared NMAA approved physical form
 - 2. A completed and signed emergency/consent form
 - 3. Completed, signed and proof of insurance form
 - 4. A signed Athletic/Activity Agreement
 - 5. Certificate of concussion course completion
 - a. The physical, emergency/consent and proof of insurance forms must be on file with the coach and copies with the athletic director BEFORE any participation (for the current school year, summer, pre-season, season or otherwise) can occur. If insurance is needed it can be bought through the school for a set amount.
- B. If an injury occurs the coach will notify the parents/guardians immediately and complete an injury report as per district protocol.
- C. Athletes shall report their injuries as soon as they happen or as soon as they realize something is wrong.
 - 1. High School – Athletic injuries shall be reported to the head coach.
 - 2. Middle School – All injuries shall be reported to the coaches or school nurse.
- D. Injured student athletes shall attend all scheduled meetings, practices and games unless excused by their coach. Injured athletes shall contribute as much as their condition allows.
 - 1. Student athletes will comply with the directions, restrictions, recommendations, and limitations placed on their activity level by the school nurse, coaches, physicians, and healthcare provider.
 - 2. Student athletes will be diligent and prompt in following directed/prescribed treatments for their injuries.
 - 3. Student athletes will seek outside medical attention when referred by the school nurse or coaches.
- E. Student athletes under the care of a physician or healthcare provider must obtain a written release from that physician or healthcare provider BEFORE they will be allowed to return to any athletic participation.
- F. Student athletes who receive a brain injury will be subject to the state mandated Concussion Legislation rules and procedures. Students who receive a brain (concussion) injury may not participate in practice or activities for a minimum of 10 days and no longer exhibit any sign, symptom or behavior consistent with a brain injury. Athletes must also receive a medical release from a licensed healthcare professional.
- G. Student athletes and their parents/guardians are responsible for initiating the insurance claim if injury resulted in ambulance service, doctor’s care, or hospital expenses. Remember – insurance companies have no way of knowing about an injury unless they are informed through a claim.
- H. All participants shall comply with the NMAA’s specified minimum number of days “practice rule”, before participating in their first actual game or event.

SECTION IX STUDENT PARTICIPATION

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

9.1 Conditions Of Participation

- A. Prior to participating in any practice session, in-season or off-season workout session, or optional summer workouts the athlete must:
 - 1. Attend the high school in his or her designated Open Enrollment choice.
 - 2. Be eligible in all areas of athletic eligibility according to the rules of the NMAA and CCS.
 - 3. Have completed and signed all CCS participation and permission forms.
 - 4. Have a physical examination completed by a medical practitioner licensed to practice medicine in the U.S.
 - a. **Must be obtained** for upcoming spring, summer, and next school year activities.
 - b. All players **must** have a new physical and be **cleared to participate** before he or she can start the

- c. Physicals **must be turned in** to the office.

B. Must Meet the Pre-Competition Practice Requirements

1. Fall Sports

- a. Football - Each individual must have a **minimum of eight (8) days** of practice prior to competition.
- b. Other Fall Sports - Each individual must have a **minimum of five (5) days** of practice prior to competition. A scrimmage vs another team/teams counts as a competition.

2. Winter and Spring Sports

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

3. Exception

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

9.2 ATHLETIC CONDUCT REGULATIONS – COMPETE WITH CLASS

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

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

School Attendance on Day of Competition

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

9.3 8TH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

A. High School Participation

1. NMAA

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

NOTE: For activities offered at both the middle and high school, if permission is granted by the athletic director, **with cooperation of the** Snell principal, parents, and completion of NMAA 8th Grade Participation Form they may play for the high school. In that sport they cannot compete for the middle school team anymore.

2. CCS

- a. **Eighth grade students** can compete at the high school level **only** in golf, cross country, wrestling, baseball, and softball.
 - i. **Must** meet all NMAA and CCS eligibility rules.
 - ii. 8TH graders must file paperwork to the NMAA verifying participation.
 - iii. **In all other sports 8th graders may compete at high school level after completion of middle school season.**

B. Open Enrollment Choice - Current 8th Grade Student

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

9.4 SUMMER CAMPS AND/OR SUMMER RECREATION LEAGUES

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

9.5 COBRE HIGH SPORTS AND ACTIVITIES

*Included but not limited to the following:

Sports	Activities
Volleyball	Band-Marching & Concert
Football	Key Club
Cross Country-Boys & Girls	National Honor Society
Basketball-Boys & Girls	Student Council
Wrestling-Boys & Girls	MESA
Track- Boys & Girls	Skills USA
Baseball	FFA
Softball	Dream Makers
Cheer-Boys & Girls	Drone Club
Golf-Boys & Girls	

**SECTION X
OFF-SEASON**

10.1 Summer Season

A. Dead Period

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.

All team activities will cease the Monday after graduation for a one-week period. The second dead week will begin the first week of July.

**SECTION XI
STUDENT TRAVEL**

11.1 OUT-OF-TOWN CCS SANCTIONED EVENTS

- A. A team or individual athlete can only be transported to an out-of-town athletic event by school district approved buses or vehicles. The use of school district approved transportation must follow the guidelines of the PED and CCS.
- B. Any student participating in an out-of-town athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling to an athletic department sanctioned out-of-town athletic trip, that student must use the school provided transportation.
 - 1. A student cannot participate in an out-of-town event if that student travels to the event site in another vehicle not provided by or approved by the Athletic Department. If the student does participate, they are considered to be ineligible. There is a possibility the team would forfeit the game.

Exception: If the student has a medical appointment, funeral, or other approved circumstances the student may receive permission from the Athletic Director to be transported to the event. This must be completed at least 24 hours prior to the event.

SECTION XII PARENT EXPECTATIONS

12.1 PARENT INVOLVEMENT

A. Direct Communication with a Coach

*Do not attempt to confront a coach before, during and/or after a game.

1. To express concerns directly to the head coach:
 - a. Schedule a meeting with the coach to conference sometime during the day.
 - b. If progress is not reached, set up an appointment with the Coach and Athletic Director. Students must be present.
 - c. If progress is not reached, set up an appointment with the Principal, Athletic Director, and Coach. Students must be present.
2. Issues to Discuss with a Coach
 - a. Treatment of your student as a student-athlete.
 - b. Ways to help the student-athlete improve skills.
 - c. Concerns about the student-athlete's behavior or grades.
3. Issues Not to Discuss with a Coach
 - a. Play calling
 - b. Matters concerning other team members.
4. Expectations of Parents
 - a. Understand and support the philosophy and objectives of the team.
 - b. Understand and support the expectations the coach has of the student-athletes.

NOTE: Chain of Command (Parent --- Coach---Athletic Director--- Principal --- Superintendent)
New Mexico Activities Association – Parental Guidance for Student Participation – 14 Points for
Being a Parent of an Athlete - <https://www.nmact.org/for-parents/>

B. Expectations for Spectator Behavior

CCS administrators, at their discretion, have the right to remove any spectator(s) who displays inappropriate behavior.

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

SECTION XIII FUNDRAISING

13.1 Fundraisers

1. Are allowed but under the discretion of the Head Coach.
2. Are a "Privilege Not a Right" to have.

3. Prior to beginning, it must be approved by the School Administration and Superintendent.
4. All monies must be turned in within 24 hours or next business day to the office.

SECTION XIV ADMINISTRATIVE GUIDELINES

14.1 BUDGET

A. Annual Budget

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

B. Equipment

1. Purchases

a. Head Coach:

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

b. Athletic Director:

1. Physically review inventory
2. Verify/sign inventory

c. School district purchased equipment or uniforms:

1. May not be given away or sold without the express permission of the Athletic Director.

2. Care of equipment

- a. At the end of a season, the head coach shall immediately collect all equipment.
- b. Equipment must be stored at the high school in an area approved by the administration.
- c. **Report stolen equipment** to Principal and Athletic Coordinator

3. Equipment – end of season

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

4. Equipment repair - after inventory

- a. All equipment shall be checked for needed repair.
- b. Repair requests must be submitted to the Athletic Director's office.

5. Inventory list

- a. Inventory shall be completed by the Head Coach. A copy of the Inventory must be emailed to Athletic Director no later than 2 weeks after the season is officially over.
- b. Equipment/supplies orders for the upcoming year will not be processed without previous year inventory.
- c. End of year checklist, rosters, and season results are also due with the inventory.

6. Purchase of equipment

a. Head Coach

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

b. Equipment allotment

This allotment will be used to purchase the necessary equipment to allow our teams to meet high standards of safety and quality of equipment. If a team's purchasing cycle for new uniforms or warm ups is the current year, equipment requests of other items shall be reduced to reflect the additional cost. Equipment allotment must be used prior to the 1st game of the season.

C. LODGING

1. **ALL** reservations for overnight trips will be made through the Athletic Director's office.
2. The Athletic Department is only responsible for room charges and taxes.
3. Additional Room Charges:

- a. CCS will not assume any responsibility for additional rooms, motel charges, phone calls, or videos/games.
- b. Additional motel expenses and the payment of these expenses are the responsibility of the Head Coach.

D. Meals

The Athletic Department shall set a specified meal allowance and allotment for each sport. The allowed amount for meals is as follows: \$12 per meal per student. Any excess amount will be deducted from the sponsored activity account. When possible, use the cafeteria resources to feed students prior to departure time. The cafeteria needs 3 days advance notice.

1. Use of Credit Card

- a. Cards will be issued for the purchase of authorized out of town meals prior to the start of the season by Administration.
- b. The cardholder must return the original line-item receipts to Athletics' Secretary by 9 am the day after your return.
- c. Unauthorized use can result in suspension of Card.
- d. A 15% tip MAY be added to the purchase of a meal (unless tip already included no cash).
- e. A Credit Card MAY NOT be used to feed family members.
- f. A Credit Card MAY be used to feed only the members of the official traveling party. Please include the Bus Driver's meal.

2. Meal Receipt

a. Requirements:

- 1. All receipts **MUST** be **ELECTRONICALLY** generated.
- 2. Required information:
 - a) Date
 - b) Name of business
 - c) Address, city, state, and zip code
 - d) Number fed
 - e) Itemized Receipt
 - f) Amount of purchase
 - g) Signature of Head Coach

3. Meal Criteria

- a. We will provide a meal at all away games.

14.2 SCHEDULING

A. Philosophy

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

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

B. Scrimmages

1. Varsity & Sub-Varsity

- a. One day events only.
- b. Must be scheduled prior to the first regularly scheduled CCS athletic contest.
- c. A team may not stay overnight.

C. Game Limitations

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

1. <u>Cross Country</u>	Varsity	8 meets		
2. <u>Football</u>	Varsity	10 games	JV	9 games
3. <u>Volleyball</u>	Varsity	23 matches	JV	20 matches
4. <u>Basketball</u>	Varsity	26 games	JV	23 games
5. <u>Spirit</u>	Varsity	10 competitions		
6. <u>Wrestling</u>	Varsity	32 Points	JV	28 Points
7. <u>Baseball/Softball</u>	Varsity	26 games	JV	23 games
8. <u>Track</u>	Varsity	10 meets		
9. <u>Golf</u>	Varsity	10 matches		

D. Season Dates

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

14.3 COACHES BY SPORT

<u>FALL SPORTS</u>	<u>Paid Coaches</u>
Spirit	2
Middle School Spirit	2
Cross Country Boys	1
Cross Country Girls	1
High School Football	6
Middle School Football	2
High School Volleyball	3
Middle School Volleyball	2
<u>WINTER SPORTS</u>	<u>Paid Coaches</u>
Powerlifting	2
High School Basketball Boys	3
High School Basketball Girls	2
Middle School Basketball Boys	2
Middle School Basketball Girls	2
Wrestling	3
<u>SPRING SPORTS</u>	<u>Paid Coaches</u>
Baseball	5
Softball	5
High School Track Boys	2
High School Track Girls	2
Middle School Track Boys	2
Middle School Track Girls	2
Golf	1

14.4 TRANSPORTATION

A. Guidelines

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

B. Procedure

1. All requests for transportation shall be made through the Athletic Director's office and based upon:
 - a. The basis of safety and economics.
 - b. The destination and the event.
2. Any changes in transportation must be made through the Athletic Director.
3. School district employees/coaches shall be responsible and accountable for all student-athletes being

- transported to and from an athletic event.
 - 4. Coaches/Sponsors should not leave until all participants are picked up.
 - C. Criteria
 - 1. The Athletic Department is responsible for providing transportation to all regularly scheduled games and scrimmages.
 - 2. Mode of transportation:
 - a. A team shall travel together in the same vehicle.
 - b. Consideration will be given regarding the amount of equipment that a team must transport.
 - c. Vehicles will not be assigned to a team for travel unless the coach has completed the New Mexico Transportation Department Driver Training Program.
 - 3. Itinerary and room assignments must be submitted to the athletic office at least one week in advance of the scheduled trip.
- 14.5 SCOUTING AND PROFESSIONAL LEAVE
- A. Scouting
The Head Coach shall assign all scouting trips.
 - B. Professional Leave
 - 1. CCS full time employees are granted Professional Leave for scheduled games. All school employees must fill out all professional leave on one form to be turned into the appropriate school district personnel.
 - C. Use of Sick Leave
 - 1. A coach may not use or be required to use sick leave to coach an athletic contest that has been scheduled by the Athletic Department.

SECTION XV NMAA SPORTSMANSHIP BYLAW

15.1 BYLAW 7.7.4 – CROWD CONTROL & UNSPORTSMANLIKE CONDUCT

The New Mexico Activities Association membership recently voted in favor of a proposed update to sportsmanship bylaws. NMAA high schools voted by nearly 80% in favor of Bylaw 7.7.4 – Crowd Control & Unsportsmanlike Conduct. The new policy will be enacted beginning with the 2023-2024 school year.

“We are glad to see our member schools approve this updated bylaw which coincides with our Compete with Class initiative and hope this will help eliminate much of the growing bad behavior,” said NMAA Executive Director Sally Marquez.

The updated bylaw now specifies the possibility of suspension of a team/fan from athletic activities for Unsportsmanlike Conduct and included the following verbiage:

- 1. Any time an egregious act of unsportsmanlike conduct by a team participant, including a coach, occurs two or more times during the same season, at the same school, in the same activity, the team will be suspended from participation in that activity for the remainder of the season.
- 2. Any time an egregious act of unsportsmanlike conduct by a non-team participant occurs two or more times during the same season, at the same school, in the same activity, the non-team member, along with all school spectators will be suspended from attendance in that activity for the remainder of the season.
- 3. Unsportsmanlike conduct is defined in the NMAA Handbook as non-compliance with sport specific rules and NMAA policies, including behaviors incompatible with “Compete with Class” and the interscholastic educational objective. Examples of egregious unsportsmanlike conduct by participants, coaches, or spectators include but are not limited to, fans entering the playing surface to engage in acts of violence or abuse, constant verbal attacks on officials, attacking other fans, coaches physically or verbally attacking officials, players fighting other players during post game handshakes, or student sections verbally chanting inappropriate or demeaning comments towards individuals, teams, or officials.
- 4. In the event the second act of misconduct occurs when there are no contests left in the current season, the penalty may be applied to the next season in the same activity. The NMAA will notify the school that the team and/or individual/spectators has been placed on warning after the first offense.

Cobre Consolidated Schools

Student/Parent

2023-2024 Athletic/Activity Handbook & Code

Acknowledgement Signature Form

We, the undersigned parent/guardian and student, acknowledge by our signatures, that we:

1. have read and understand the Cobre Consolidated Schools Student/Parent 2023-2024 Athletics/Activities Handbook & Code
2. reviewed its terms and conditions
3. agree to be bound by the terms, conditions, rules, guidelines and standards contained herein.
4. UNDERSTAND THAT PARTICIPANTS SHALL BE SUBJECT TO THIS POLICY YEAR-ROUND (INCLUDING SUMMER MONTHS WHEN SCHOOL IS NOT IN SESSION), AND VIOLATIONS OF THIS HANDBOOK BY ANY STUDENT PARTICIPANT AT ANY TIME DURING THE SCHOOL AND/OR CALENDAR YEAR WILL BE SUBJECT TO THE PENALTIES AND DISCIPLINES SET OUT HEREIN.
5. Coaches and sponsors may enforce stricter rules with the approval of the Principal and Assistant Principal/Athletic Director that participants must follow.

_____	_____	_____
Student's Name	Student's Signature	Date

_____	_____	_____
Parent's/Guardian's Name	Parent's/Guardian's Signature	Date