

ESPAÑOLA PUBLIC SCHOOLS ATHLETIC HANDBOOK



ESPAÑOLA VALLEY HIGH SCHOOL
CARLOS F. VIGIL MIDDLE SCHOOL



"We play with fire"

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Welcome to Our Athletic Program!

Welcome to the Athletic Program at Española Valley High School/Carlos F. Vigil Middle School. You are about to join a program that has a long history of achievement and excellence. Many athletes who have preceded you have provided our school with a reputation that is highly regarded throughout the state in high school athletics. We hope that your involvement in this program will provide you with many rewarding and worthwhile experiences and perhaps you too can contribute to further enhancing the reputation of our school and its athletic program.

The Interscholastic Athletic Program at EVHS/CFVMS is an integral part of the total school program, and as such is designed to help our students become better school, community, state and national citizens. In addition, physical development is an essential area in the growth and success of our student-athletes; but equally, if not more important are the areas of psychological, social and emotional development. Individual growth in these areas will establish a student-athlete whose total understanding of the game will increase as well as provide them with an education in life-long skills.

We believe that participation in interscholastic athletics and activities allows for the student-athlete to have the opportunity to learn and formulate the value of structure, discipline, dedication and perseverance if given the proper outlet to do so. Therefore, our coaches take on multiple roles; the most important being that of a teacher. Our coaches shall utilize a teacher-like approach in order to help our student-athletes develop physiologically through their understanding of nutrition and strength training. Likewise, in order to help student-athletes develop emotionally and psychologically our coaches understand the importance of developing meaningful relationships that are built on trust and mutual respect.

It is our aspiration at EVHS/CFVMS to develop moral individuals who strive for academic excellence. Therefore, our roles as mentor and motivator are extremely important on and off the field/court. During games, in practices and while in the classroom we expect that our student-athletes work to the best of their abilities while establishing healthy relationships with their coaches, teammates, teachers, administrators and members of the community. One way that we will measure our success is by our ability to help every student-athlete to be a better person when they exit our program than they were when they entered it.

While academics is the primary focus of our school and our athletic department, we believe participation in an athletic program affords opportunities, training and experiences not ordinarily available in the regular curriculum. Participation in interscholastic athletics and activities at EVHS/CFVMS is surely to furnish a demanding test for those ambitious enough to partake, which will serve them well in their lives after graduation from Española Valley High School.

Disclaimer

This handbook is designed to be a guide for student-athletes, parents, coaches, administrators and school personnel of the Espanola Public School District. The content of this handbook is intended to provide clarification of the Athletic Department guidelines, practices, expectations and ultimately to improve the experience for everyone involved in all interscholastic athletics and activities offered by EVHS and CFVMS.

This handbook is not intended to be all inclusive; however, all policies and procedures given here will be followed completely without exception. We believe that participation in interscholastic athletics and activities accomplishes more than to provide a place for competition between individuals or teams. The ideals of fair play, sportsmanship and appreciation for team work are among the numerous values gained through participation in athletics and activities.

We fully understand that participation in athletics and activities is a privilege, NOT a right. Participation in any of the offered programs mentioned in this handbook demands a major commitment from all involved, not just during practice or competition, but at all times, requiring each individual's conduct to be above reproach. Students, parents and school personnel are representatives of the school and community. Their conduct is rightfully expected to exemplify high standards at all times.

The language in this handbook is not intended to create, nor is it to be construed to constitute, a contract of employment between EPS and any one or all of its personnel performing Coaching or other duties within the Athletic Department.

Governing Authority

The extracurricular activities and Athletic Programs of EVHS/CFVMS are under the direct auspice of the New Mexico Activities Association (NMAA) and the Española Public Schools Board of Education. Students who participate in interscholastic athletics and activities are also subject to the laws and statutes of the community and state in which they play. The NMAA is empowered by the NM Public Education Department to supervise and regulate all interscholastic activities and athletics in the State of New Mexico. NMAA bylaws, rules and regulations can be found on its website (www.nmact.org). By participating in interscholastic athletics and activities, the individual agrees to abide by and be subject to the rules, regulations and expectations of EPS and the NMAA. Violations of the requirements for student eligibility and conduct in this Athletic Handbook, the rules of the NMAA, and/or other Board Policies and Laws may result in consequences including suspension or expulsion from participation in interscholastic activities and sports as well as other academic disciplinary actions.

1. It is the responsibility of the student his/her parents(s)/guardian(s) and the EPS Athletic Department personnel to understand and comply with all laws, policies, rules and regulations.
2. The regulations contained in this Athletic Handbook shall be interpreted consistently with federal, state, NMAA and EPS statutes, rules, regulations and policies. The regulations contained in this Athletic Handbook supersede all previous Parent/Student Handbooks or Manuals and are effective as of July 2021.
3. If this Athletic Handbook does not address a specific situation, administrators and Coaches/Activity Sponsors shall seek guidance from EPS Board Policies, NMAA Regulations, and state and local laws. Where the laws, rules, regulations and policies do not address a specific situation, coaches and administrators shall exercise their discretionary judgment as the circumstances require.

SPORTS OFFERED

The Española Valley High School Sundevils are members of District 2-AAAA and presently provide teams for interscholastic competition in each of the following sports:

Fall

Football
Boys & Girls Cross Country
Girls Volleyball
Cheer
Boys & Girls Golf

Winter

Boys & Girls Basketball
Boys & Girls Wrestling
Cheer

Spring

Baseball
Softball
Boys & Girls Track
Boys & Girls Tennis
Boys & Girls Golf
Powerlifting

Activities at EVHS:

E-Sports

Educators Rising

Student Council

Bowling

MESA

Chess Club

Science Fair

Carlos F. Vigil Middle School presently provides teams for interscholastic competition in each of the following sports:

Fall

Football

Boys and Girls Cross Country

Girls Volleyball

Winter

Boys and Girls Basketball

Boys and Girls Wrestling

Cheer

Spring

Boys and Girls Track

DEFINITIONS

1. A student-athlete is a student who is actively trying out for a sport or who is participating as a team member of a sport.
2. An off-season program participant is defined as a student who participates in a school sponsored, school-supervised program intended for the betterment of the athlete in a particular sport and conducted in accordance with the articles and regulations of the NMAA and/ or the policies of EVHS/CFVMS.
3. Off-season is any time of the year when interscholastic competition with other schools is not included in a particular sport.

INTRODUCTION

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him/her to compete. Your family's interest in our program is gratifying to the entire athletic department at EVHS/CFVMS. We believe that participation in athletics or in any extracurricular activity provides a wealth of opportunities and experiences that will prove to be very beneficial to everyone involved. A student who chooses to participate in athletics is voluntarily making a choice to develop self-discipline and to put the program or team above their personal ambitions. It should be noted that participation in athletic activities is a privilege offered to and earned by students.

In order for any successful athletic department to run smoothly, all students, coaches, teachers, and administrators must be aware of all Board approved rules and guidelines that apply to the athletic department. Therefore, this handbook has been prepared in order to present an outline of the athletic policy of the Española Public School District. Members of the community, student-athletes, and the parents of those student-athletes are encouraged to read and become familiar with the contents of this athletic policy.

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

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

PHILOSOPHY OF ATHLETICS

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

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

We believe that coaches must be teachers, motivators, and positive role models, and that they must demonstrate that they genuinely care about their student-athletes and their profession. We recognize the importance of professional development; of a close relationship with administrators, teachers, and the community; and of the provision of clean, well maintained facilities and equipment. We advocate the equality of all students, regardless of race, gender, and economic

condition. Winning will always be an important catalyst for our program, but our most important benchmark for success is the development of student-athletes who will be prepared to face any competition or challenge with their best efforts.

OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

- As with any other educational program, the primary goal of an interscholastic athletic program is to provide youth with the opportunity to develop to their maximum potential. In this case, the program provides for development of physical and mental skills through competitive athletics, which enhances students' personal and social skills. Competitive athletics generates a sense of achievement; an appreciation of team effort, hard work, and fair play; respect for rules of the game; and respect for the abilities of others.
- Interscholastic athletic programs are designed to promote the well-rounded development of the participants. It is essential to promote academic achievement, good sportsmanship, and athletic talents. The development of these student athletes' abilities is necessary in meeting the demands of living and participating in an ever-changing society. EVHS/CFVMS believes that a well-rounded program of student activities is vital to the educational development of the student.
- A sound athletic program must be based on sound educational principles. Every athletic program sponsored and supported by the schools must be considered a phase of the educational process. If an athletic program does not serve positive educational goals, the expenditure of time and money is not justified. Athletics are an integral part of the total educational program. They are extracurricular only in the sense that they are assigned time outside of the students' academic class schedule. The academic and athletic programs should be mutually complementary.
- A coach should be a dedicated teacher who has a great influence on students. As a professional educator, the coach should set high standards and serve as a role model for students. A coach should be a professional who works closely with the administration, teachers, and counselors. A worthy coach will stress the importance of achievement in all endeavors as well as sports. As an educational endeavor, the coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning.

Specialization

- Española Public Schools encourages all athletes to participate in more than one sport/activity each year. To develop well-rounded individuals rather than specialists, coaches shall not prohibit nor discourage athletes from trying out for more than one sport.
- Coaches who do so will be in violation of athletic policy and may be subject to removal from their coaching position.

ELIGIBILITY UNDER EPS AND NMAA POLICIES **Student/Parent Handbook Disclaimer**

Eligibility for student participation in extracurricular activities is determined by the New Mexico Activities Association's bylaws that are developed to create a level playing field for all student athletes. Changes to enrolled, home residence, academic standing, and family status are some of the factors that determine student eligibility. Parents/guardians are strongly encouraged to familiarize themselves with the rules and regulations associated with student eligibility **PRIOR** to making changes to their student's status. Transferring schools may impact a student's opportunity

to participate in extra-curricular activities. New Mexico Activities Association bylaws:
<https://www.nmact.org/nmaa-handbook/>

In accordance with the EPS Board Policies and NMAA Regulations, a student will be considered eligible to participate in athletics (practices and competitions) only after complying with all of the requirements in Subsections A through D, below, as well as those set forth in Section III.

A. Physical Examination

A student participating in extracurricular athletics must be physically fit and this fitness must be based on a physical examination of the student conducted **after April 1st** of the previous school year. The physical must be verified in writing by a licensed medical physician, to the extent authorized by their practice act and licensing authority. This certification shall be maintained in the Athletic Trainer's Office of the school attended by the student and is valid for participation in any and all extracurricular activities through the following school year. Parent(s)/Guardian(s) are responsible for arranging for the student's examination by a physician and for paying any costs associated with the examination.

The purpose of this examination is to determine the student's general fitness for participation in athletics. It should NOT be considered as a comprehensive medical examination, evaluation or a substitute for general medical care by the students' personal physician.

If any significant change affecting the student's fitness to participate occurs during the school year for which the certification is valid, the student may be asked to obtain a new certification from his/her physician prior to returning to participation or practice.

B. Participation Contract

In addition to the Physical Examination Certification for, a student and his/her parent(s)/guardian(s) must submit to their schools Athletic Office a signed Participation Contract in order for the student to be eligible to participate or practice in an extracurricular activity. The Participation contract requires that prior to a student's participation, the parent(s)/guardian(s) give consent to the student's participation and medical release, and adherence to the Student Activity Code of Conduct of this Athletic Handbook.

C. Insurance

All students must be covered by both health and accident insurance prior to practice or participation in extracurricular activities or athletics. A student may elect to be covered under a private insurance plan by indicating this fact on the Participation Contract in the appropriate section and providing documentation proof of insurance to the Athletic Office. If the student does not elect to be covered under a private insurance plan, the student will be covered automatically under the insurance plan offered through EPS each year. The EPS insurance plan requires a nominal fee to be paid each year. Such payment is the responsibility of the student's parent(s)/guardian(s). In addition, students who participate in football may obtain football insurance forms from the Athletic Office, however; this insurance only covers injuries sustained while practicing or competing in football with the EPS team.

D. NMAA

All students and coaches are required to complete a concussion course through the National Federation of High School Sports (NFHS). This course can be found on the NFHS website (nfhslearn.com). Additionally, parents are required to sign a **consent to treat** form. This form can be obtained from the EPS Athletic Office, or, from nmact.org/forms.

Due to special or unusual circumstances, the NMAA in conjunction with EPS and in compliance with New Mexico State and Local laws, may require additional medical examinations, medical waivers, medical questionnaires, and other documentation in order for a student to participate in sports. Furthermore, shifts in behavioral expectations in accordance with state bodies may also be expected from student athletes, families, and community member.

STAFF RESPONSIBILITIES

All Athletic Personnel Must:

- Be familiar with the policies, rules and guidelines of the NMAA and EPS, and follow them precisely;
- Be aware of the current eligibility status of participants in their school and sport, and immediately notify the principal and Athletic Director when an eligibility issue occurs;
- Ensure that all students are treated by athletic personnel with a high degree of professionalism and ethical behavior;
- Conduct themselves in a manner, both on and off the field, which will bring credit to themselves, their team, their school and will demonstrate the conduct of a positive role model;
- Be friendly and responsive to the people in the community;
- Follow the chain of command when dealing with problems of athletic issues,
- Immediately inform the Athletic Director when there is a serious problem involving athletics;
- Report the inappropriate behavior of an administrator, coach or student to the principal and Athletic Director;
- When dealing with internal problems, respect the confidentiality which might exist between a student, team or other staff member;
- Cooperate with teachers, coaches, athletic trainer and administrators;
- Promote and support athletic and activity programs that involve their school;
- Attend coaches' meetings
- Assure that illegal recruiting is not occurring;
- Inspect athletic facilities on a regular basis and immediately report any discrepancies or perceived dangers to the Athletic Director and principal;
- Not allow facility keys to be given to any student or community member;
- Not allow community members to use school facilities, unless proper school district procedures have been followed;
- Ensure that school-purchased uniforms and equipment are returned at the end of the season;
- Assume responsibility for contacting the Athletic Trainer for consultation on the status of an injured student;

- Follow NMAA and EPS drug policy with reference to Prohibited Substances, as defined in this athletic handbook; and
- Assure that all funds which may be collected are properly receipted and delivered to the district and all procurement procedures are followed with respect to purchases.

Athletic Director:

- Collaborate with the Principal in determining athletic policies and appointing coaches;
- Supervises and evaluates all head coaches;
- Keep coaches informed of NMAA and School Board policies and monitor their compliance with said policies;
- Monitor all athletic facility work orders at the school;
- Approve all schedules and establish a calendar of events;
- Finalize all transportation requests with the EPS transportation department;
- Supervises all home athletic events and ensures adequate event works for all home site events;
- Confirms all officials for home contests;
- Reports necessary building/athletic facilities maintenance issues to the director of facilities and initiates work orders;
- Supervises all coaches regarding bench decorum, sportsmanship and team discipline;
- Manages school's athletic information on school website, including coaches' names, contact information, schedule and physical packet information;
- Leads mandatory parent meetings at the beginning of Fall, Winter and Spring Seasons;
- Responsible for Equity Report to be completed for Public Education Department (PED) each year by August 31st;
- Responsible for Facility Use Agreement approval for all non-scholastic requests;
- Attends all District 2-AAAA meetings;
- Evaluates all head coaches and oversees all other high school coaching evaluations;
- Verifies names of athletes provided by Head Coaches for eligibility according to NMAA and EPS guidelines prior to first scheduled competition;
- Collaborate with athletic trainer to ensure all student-athletes have physicals, insurance forms, emergency treatment forms, parent permission forms, etc., completed prior to being rostered;
- Establish and coordinate the athletic awards system;
- Order athletic tickets and administer all ticket sales;
- Share incidents of negligence and inefficiencies of coaches with Principal unless delegated;
- Approve all fund-raising activities of the athletic department.
- Requires all head coaches to be responsible for the inventory and storage of all athletic property (i.e. uniforms, equipment, etc.);
- Conduct staff meetings of all head coaches during the fall and spring semesters, or as needed. Coaches are encouraged to meet with the Athletic Director to discuss rules, policies, decisions, etc. at mutually agreeable times. Coaches input is always welcome.

Head Coach:

Each Head Coach is responsible for his/her assigned school sports program and must strictly enforce and follow the rules of the NMAA and EPS at all practices and games. Each Head Coach must follow the chain of command and reports directly to the Athletic Director/Coordinator. Each Head Coach shall have the right to assign certain responsibilities outlined below to assistant coaches with the approval of the Athletic Director.

Specific Responsibilities (Non-Assignable):

- Be knowledgeable of each team member's current academic eligibility status;
- Equipment and inventory. Be accountable for all uniforms, equipment, etc. issued to you. Inventory must be turned in to the Athletic Director/Coordinator and verified prior to relinquishing a head coaching assignment and/or receive payment (stipend);
- Overall supervision of sports program, grades 7-12;
- Never allow a player to condition, try-out, practice or participate in a contest if there is any doubt as to his/her physical condition or scholastic eligibility. Ensure that all required forms necessary prior to a student's participation are complete;
- Know the rules. Attend rules clinics and meetings of the athletic department when scheduled;
- Inform athletes of your rules and regulations in writing (preseason parent meeting), and enforce them fairly. A copy of team rules must be on file in the Athletics Director/Coordinator's office;
- Develop and adhere to daily practice plans (written);
- No undue influence for participation: In order for all EPS student-athletes to have the opportunity to enjoy as many sports seasons as the student and his/her parents/guardians wish without undue influence from any coach to specialize in one sport, all Head Coaches shall encourage participation in other sports and activities.

Additional Professional Responsibilities:

- In conjunction with the athletic office and Student Success office, help conduct weekly progress report checks of athletes during the season. Help secure special help (tutoring) for those who are not making satisfactory progress (form initiated by coach) through the EVHS/CFVMS guidance and/or student success office;
- Maintain good relations with parents;
- Assist in the coordination and oversight of all tournaments and meets scheduled to be hosted by your school;
- Be sure facility is ready for home games;
- Assure that facility is secure and clean following all practices;
- All keys issued are not to be loaned or given out;
- Cooperate with teachers and other coaches and support all school activities. Encourage your athletes to participate in other school activities.
- Inform athletes of award criteria. Provide Athletic Secretary a list of letter winners and award winners immediately following end of season;
- Assume responsibility for the conduct and well-being of all student-athletes in the program and set high standards for academic achievement and school attendance;
- Ensure that all students are treated with a high standard of professionalism and ethical behavior by each member of the coaching staff;

- Ensure proper ethical behaviors are modeled by your staff and team;
- Hold a pre-season meeting with students and parents/guardians to discuss philosophy and guidelines of the program and to inform the students and parent/guardians of their responsibilities and commitment once the student enters your athletic program;
- Observe and evaluate the entire program and make recommendations to the Athletic Director;
- Supervise assistant coaches and assign their respective duties and responsibilities;
- Participate in all scheduled athletic contests within your athletic program;
- Instruct participants in safety-related issues and the need for reporting injuries to the athletic trainer;
- Support the decision of the Athletic Trainer with regard to injury assessments for participation, including prohibiting participation in practices, athletic classes, or games until the Athletic Trainer clears the student-athlete for participation;
- Establish and implement an off-season program to give students a better opportunity to improve their skills and to develop their strength and agility;
- Develop and enforce individual and team discipline consistently and fairly;
- Use coaching strategies and methods that demonstrate technical knowledge, reflect the ability to react to different contest situations and represent a philosophy that reflects the needs of the student-athletes in the program;
- Implement a game plan that is consistent with the available talent, reflects the capability to make in-game adjustments that best suit team and game conditions, and that utilizes appropriate strategies and tactics according to the varied skill levels of students in the program;
- Cooperate with and be responsive to the needs of other coaches on campus and their athletic programs;
- Provide proper instruction regarding the safety of the sport. Use written notices, releases, videos and repeated verbal warnings to make certain the students understand and are mindful of the inherent risks of participation in the sport;
- Protect an injured student-athlete from further harm, which may include providing appropriate first aid, contacting the athletic trainer or 911;
- In the event of a serious injury, contact parents and notify the Athletic Director;
- Develop an appropriate sport-specific emergency plan to ensure notification of parents/guardians in the case of injury or emergency situation involving their child;
- Enforce and support the Code of Conduct, and
- Ensure that illegal recruiting of students does not occur within your program.

Coaching Responsibilities (Assignable with approval)

- Supervise squad members from the time they report for a practice or game until they leave the facility at the conclusion of the activity;
- Supervise the weight room, at all times, when a student-athlete in your sport is working out;
- Report varsity game scores and other pertinent information to all media outlets including MaxPreps, newspapers, television and official school social media as soon as possible after a home or away game;
- Provide a travel list to the athletic office and attendance office no later than the morning of

the trip. Include dismissal time so students can be marked OA.

- Maintain team and individual statistics;
- Notify the Athletic Director/Coordinator, in writing of any athlete who fails to return or who damages uniforms or equipment;
- Turn in to the athletic office any trophies, plaques, etc. earned by the EVHS/CFVMS athletic team for public display;
- Attend and promote other school activities such as concerts, student government, dances and fundraisers;
- Secure facilities after use (i.e. locker room, equipment room, showers, lights, building, gate, etc);
- Supervise locker room and students after practice or games until all students have vacated the school premises;
- Match students appropriately. Do not place students in a situation where the risk of injury is increased, whether by reason of size, strength, maturity, skill, experience or age;
- Modify the drill or practice structure to address mismatches in ability, while being especially alert to mismatches between genders, students recovering from injuries and for students with disabilities who may require modifications of their activity;
- Perform other duties as may be required and/or assigned by the school administration.

Assistant Coaches:

- Assistant Coaches will assume responsibility assigned by the Head Coach;
- If an Assistant Coach is coaching a JV team, he/she will assume the same responsibilities that apply to a head coach;
- Attend meetings the Athletic Director and/or Head Coach deems necessary;
- Attend and take an active part in trainings provided by the head coach;
- Know and follow the policies of the NMAA and EPS;
- If not coaching another sport that is in-season, work in the off-season and summer program of the sport coached;
- Assist the head coach in enforcing individual and team discipline in a consistent and fair manner;
- Be loyal to the head coach and his/her athletic program and philosophy;
- When possible, attend all levels of home contests in the sport you are coaching;
- Attend and support other activities within the school;
- Be committed and enthusiastic in all sports for which you are an assistant coach;
- Teach fundamentals, techniques, game plans, etc. as directed by the head coach;
- Perform other duties as may be required and/or assigned by the head coach or school administration; and
- No undue influence for participation: In order for all EPS student-athletes to have the opportunity to enjoy as many sports seasons as the student and his/her parents/guardians wish without undue influence from any coach to specialize in one sport, all Assistant Coaches shall encourage participation in other sports and activities.

The Fourteen Legal Duties for Coaches and Administrators

The NIAAA, National Federation of High School Associations, and the New Mexico Activities Association identify the following duties for all coaches and administrators involved with interscholastic athletics:

- Duty 1: Properly plan the activity.**
- Duty 2: Supervise the activity closely**
- Duty 3: Provide a safe physical environment.**
- Duty 4: Evaluate athletes for injury or incapacity**
- Duty 5: Provide adequate and proper equipment.**
- Duty 6: Provide proper instruction.**
- Duty 7: Duty to condition properly**
- Duty 8: Warn of inherent risks.**
- Duty 9: Provide Emergency Care**
- Duty 10: Design an Emergency Response Plan**
- Duty 11: To Select Train and Supervise Coaches**
- Duty 12: To Match/Equate Athletes**
- Duty 13: To Ensure Safe transportation**
- Duty 14: To Provide Insurance Disclosure**

Professional Development/NMHSCA

Each varsity head coach shall be a member of the New Mexico High School Coaches Association (NMHSCA), or shall become a member once hired. When funds are available the athletic department will fund annual membership dues for each head coach. In exchange for funding the membership dues, attendance at the summer NMHSCA conference and/or Sport specific clinic is expected.

COACHES' CODE OF ETHICS

National Federation of Interscholastic Coaches Association

- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with a student athlete, officials, athletic directors, school administrators, the NMAA, the media, and the public, the coach shall strive to set an example of the highest moral conduct.
- The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit and letter of the rules.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against officials. Public criticism of officials is unethical. Proper channels shall be followed when poor officiating warrants

attention to the proper organization.

- The smart coach learns that it is not necessarily the super player, but the good, consistent athlete, who will exhibit a positive attitude in practices and games. This is the kind of athlete every coach wants: the player who has self-discipline and self-confidence, who is dedicated to winning and who is willing to make the commitment to achieve his maximum potential.
- The coach shall be a consistent, fair disciplinarian, a strong motivational leader, and an excellent leader. The coach must be thoroughly conversant with modern psychology. The players, administration, faculty and community must have respect and faith in the coach.
- Coaches shall/must work at getting along with others within the profession. They subordinate their egos and personality conflicts. They should lend encouragement and support to other programs within the school whenever possible.

ATHLETIC TRAINER

1. Reports directly to the Athletic Director. Immediately notifies the AD if a Coach does not cooperate or comply with training regulations as established by EVHS athletic department.
2. Keeps detailed reports of all injuries sustained by EVHS student-athletes and provides copies to the Athletic Director.
3. Creates protocol for the successful and professional operation of the athletic training room.
4. Creates and maintains student athlete files which contain current physical form, release of injury form, treatment summaries, COVID vaccination record, etc.
5. Works closely with school-based clinic, El Centro, to facilitate sports physicals, referrals for student-athletes, etc.
6. Recognizes and applies instructions given by student-athlete's personal physician if requested.
7. Maintains good relations with coaching staff, keeping them abreast of current trends for condition affecting today's student-athletes.
8. Creates safety protocols to include emergency plan for practices and games, measures for preventing the spread of infectious diseases, thunder and lightning procedures, etc.
9. Maintains accurate inventory of supplies needed and submits requests to Athletic Director for purchase.
10. Communicate effectively when necessary with parents, administrators, and student-athletes.

ATHLETIC MEDICAL INFORMATION

It is the responsibility of the coach to inform and ensure that all prospective participants have the following information on file with the trainer, coaches, and athletic office before tryouts, practice, or participation in school sponsored sports begins. (Pre-season/in season/summer)

1. Physicals can be obtained from any licensed health care provider. It is the intent of Española Public Schools and the local medical association to provide quality pre-season medical examinations. If a financial need arises, families are encouraged to contact El Centro Health Clinic.
2. Authorization for Medical Services (consent to treat): Student athletes are required to have an authorization for medical services form signed by parents/guardians. The same authorization form is acceptable for both in-town and out-of-town trips; however, Head Coaches are to have the signed forms in their possession on all out of town trips (Rank One).
3. Administration of Medications: Student athletes are required to have an authorization for administration of medications form signed by parents/guardians or their physician.
4. Personal Medication Notification: Before treatment, participants must notify the trainer concerning his/her use of any medication.

5. Acknowledgment of Risk: The participant and parents/guardians should be notified of the inherent risk involved in physical activity.
6. Substance Abuse Contract: The participant and parents/guardians must sign substance abuse contract.
7. Effective Date: A physical must be dated on or after April 1 to be current for the subsequent school year and remains current until the first day of practice for fall sports.

ATHLETIC TRAINER COVERAGE EXPECTATIONS

Assignments:

1. All varsity football games, home and away.
2. Off-campus events: Assigned by Athletic Director when necessary.
3. On-campus varsity, "JV", and "C" team events: Where the host school is participating.
4. Fall Practices (Two-a-days): Prior to the beginning of the teaching contract. A schedule of approximately a regular teaching duty day (7 hours) will be established. The schedule will be designed to best meet the needs of all programs with consideration given to the programs with the greatest need and follow the work schedule of the trainer and staff. A fall stipend will be used to compensate this time.
5. Thanksgiving recess: The trainer will provide coverage for football playoff games. The trainer will inform winter sports coaches of training room hours, if any, and of routine and emergency treatment responsibilities.
6. Winter recess: The trainer will provide coverage for any home event on the schedule. The trainer will inform winter sports coaches of training room hours, if any, and of routine and emergency treatment responsibilities.
7. Spring recess: The trainer will provide coverage for any home event on the first schedule. The trainer will inform spring sports coaches of the training room hours, if any, and of routine and emergency treatment responsibilities. District games in softball/baseball will be covered.
8. Other school holidays: (Labor Day, Election, MLK, etc.) The training room will be staffed for rehabilitation and treatment as needed for a period not to exceed that equal to a normal after-school practice. The schedule will be designed to best meet the needs of all programs with consideration given to the program with the greatest need. A reasonable work schedule for the trainer and staff will also be applied. The trainer will inform coaches of routine and emergency treatment responsibilities.
9. Tournament: All Española Valley High School sponsored tournaments will be assigned to the home trainer. Pay for tournaments shall be when the school hosting the tournament is not in the tournament (example: NRG).
10. NMAA District Events: As determined by each district and its member schools. See the District Handbook.
11. State Events: Coverage assigned by the State Association. Pay for state events will be through the NMAA.
12. The head athletic trainer will meet with all coaches (high and middle school) before their season to provide them with injury assessment and management techniques and procedures. (fall, winter & spring)

INJURIES DURING COMPETITION OR TRAINING

Injuries that are designated significant should be handled according to standardized methods. Significant injuries are designated such by the athletic trainers, coaches, school nurses, or physicians present at the time of the occurrence. A significant injury includes at least the following:

1. Head injury resulting in a loss of consciousness, severe headaches, or prolonged amnesia, or bleeding from the ear or nose. (use concussion guidelines)
2. Knee injury resulting in a limp for more than 24 hours, swelling within the joint; dislocation of the kneecap or clinical instability.
3. Back injury resulting in leg pain, changes in bowel or bladder habits (frequency or urgency); blood in the urine; pain causing a loss of two practice sessions.
4. Neck injury resulting in recurrent shoulder or arm pain; spasticity in legs; pain causing loss of one practice session.
5. Pulmonary conditions resulting in prolonged cough, wheezing, or blue skin color.
6. Serious medical illnesses resulting in weight loss, jaundice, or prolonged fatigue.
7. Students who have been under the care of a licensed medical physician for any injury or illness shall present a written statement to the school athletic trainer stating diagnosis and guidelines for return to activity.

SPORTS SAFETY

1. Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. Exercising reasonable care for the protection of athletes, and providing proper conditioning and instruction in the necessary individual techniques and as game participation skills will generally satisfy this responsibility.
2. Specific Requirements
 - a. Coaches will include in their practice plan time for instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.
 - b. It is the responsibility of the coach to report to the school administration those athletic facilities or equipment in need of repair.

EVALUATION OF COACHES

The evaluation of all coaches is the responsibility of the Athletic Director. Head Coaches will provide input into the evaluation of assistant coaches, however, the Athletic Director will determine whether Head Coaches or Assistant Coaches are recommended to the Superintendent for renewal. No coach has any legitimate objective expectancy of reemployment, and no contract entered into pursuant to this section shall be construed as an implied promise of continued employment pursuant to a subsequent contract, including a winning season.

- **Head coaches and all assistant coaches are hired on a year-to-year basis.**

PURCHASING

All purchasing, whether from district funds account or internal funds (activity account), will be done through the Athletic Director. Never order anything until approval has been secured from the Athletic Director. Unapproved purchases may become the personal responsibility of the coach. A request is not considered approved until the Athletic Director has signed off on the internal request and in the event of purchases over \$5,000 have been approved by the Board of Education. Any purchases over \$3499 require three quotes, unless through a CES affiliated vendor.

The head coach in each sport will present the Athletic Coordinator/Director with a list of equipment

he/she requests to be purchased for the next year. The list will be due on or before the deadline set by the athletic coordinator/director and must not exceed that program's assigned budget. The Director of Athletics will approve all purchases and budgets.

FUND RAISING

Coaches are encouraged to engage in fund raising for specific projects not covered by the school district. A fundraising form must be completed prior to the fundraising event. This form is available from the athletic office and must be approved by the AD/principal and superintendent. Funds raised will be placed in that team's account. Coaches/sponsors must turn in funds to the athletic office within 24 hours of collection. The coach will have control of the account for his/her team with the approval of the athletic director.

INVENTORY

Each coach is responsible for all athletic property issued to him/her. Nothing new will be ordered until inventory is returned. It is imperative that coaches and members of their teams pay strict attention to manufacturer's instructions on washing and care of uniforms. Coaches will be required to submit an end-of-season inventory report to the Athletic Director/Coordinator. Stipends may be withheld until inventory is submitted.

STATISTICS

Each coach is responsible for keeping accurate statistics for his/her team. These should be kept on a form designed by the coach and approved by the Athletic Director at the beginning of the academic year.

NEWS MEDIA

It is important and beneficial to your program that a good rapport be established with the news media. Working with the media can bring positive attention and recognition to your student-athletes. Coaches are responsible for reporting scores to the media at the conclusion of each contest.

STUDENT MANAGERS

Student managers, student trainers, and other student assistants may be appointed by Head Coaches when necessary. Care should be taken to select responsible students and assign specific duties to them. Do not assign duties to students that should be performed by a coach. **Managers cannot travel on any overnight trips without Director of Athletics approval.** Coaches need to take only the necessary managers when traveling to contests especially if it involves getting out of school early. Managers must meet the same academic requirements as student-athletes. Student managers will be held to the same standards and expectations as student-athletes, specifically those outlined in this handbook.

FACILITY USE AGREEMENTS

Any activity at our facilities at EPS, other than our own school activities, will require a Facility Use Agreement (see Facilities Use Handbook found on the district webpage www.k12espanola.org). All outside agencies that host games, tournaments or practice at our facilities may be subject to various fees. Non-scholastic athletic participants are also responsible for completing the Non-Scholastic Sport Users Certification and all SB38 requirements. The following are additional expectations regarding facility use:

- Gyms are off limits to non-participating individuals during scheduled practices.
- **During overlapping seasons, practices for the sport in competition have priority.**
- Anyone who wants to use a school building or facility must go through the school principal and Director of Athletics to have access.
- Coaches are not to promise facilities such as gyms for tournaments, etc. without getting permission.

- Fees may be assessed to groups for athletic facility use and clean-up. Fees will be set in advance of use of facility.
- A coach does not have the authority to open a facility to outside people, groups, or organizations under any circumstances.
- **Coaches have the right to have “closed practices”, free from parents, boosters, etc.**
- **Coaches who teach Physical Education need to be especially aware of facility usage and care for our facilities.**

AWARDS

- All athletes are required to attend the athletic department’s fall, winter and spring award ceremonies as well as all coaches involved in those sports.
- Athletes who letter on a varsity team will receive the block “**EV**” only once during their career.
- Athletes must be informed by the head coach how they can earn a varsity letter for any given sport.
- **Athletes need to be made aware at the beginning of the season.**
- A copy of this lettering policy must be on file in the athletic office.
- The athletic department will provide the emblems and bars that go on the block “**EV**”
- Athletes who letter in a varsity sport will receive an embossed varsity certificate for each sport they letter in.
- Any athlete who does not attend these ceremonies for their sport will not receive their award, **unless prior arrangements have been made**. This includes the chenille “**EV**”, the certificate, special awards, or pins.
- All awards not given out on awards night will be returned to the athletic department.
- The athletic department will provide certificates, letters and bars for all varsity sports.
- Athletes who do not letter in a varsity sport will receive a certificate of participation provided by the athletic department.
- Any athlete that letters in 3 different sports (or 2 sports plus 1 activity), for a minimum of 3 years, while maintaining a cumulative GPA average of 3.0 or higher will be presented with a “Trident” award.
- Coaches may give up to two Special Award plaques provided by the athletic department.
- An athlete shall not receive (directly or indirectly) reimbursement or financial benefit for participating in any athletic contest.
 - Financial benefit includes free or reduced meals, merchandise, gift certificates, cash, money orders, gift certificates, scholarships, etc.
- Awards must be symbolic in nature with no monetary, functional or intrinsic value such as, but not limited to letters, plaques, trophies, medals, ribbons, certificates and letter adornments (Refer to NMAA bylaw 6.18.3 Loss of Amateur Status) .

District 2-AAAA Athletic Awards

- All-District selections take place at the end-of-season district meeting immediately following the last day of regular season play.
- All-District selections will be for first and second team ONLY.
- Ties for All-District will be broken by a vote of the coaches.
- All-District results will be released by the District Chairperson as soon as the last team in District 2-AAAA has lost in State competition.

Academic All-District Recognition Program

- Awards are for Varsity athletes in grades 10-12 only, with a minimum of 3.5 cumulative grade-point average.
- Certificates will be provided by the 2-AAAA District Chair.

SCHEDULING

A. EPS Mid and High School Athletics Schedule Guidelines:

1. Game scheduling should minimize time away from the classroom.
2. If possible schedule non-district games during first part of the season.
3. Head coaches shall provide input regarding their team's schedule but final approval must come from the Athletic Director.
4. Consider scheduling local area teams for non-district games.
5. Consider scheduling teams that do not require extensive travel such as Santa Fe, Las Vegas, Bernalillo, Taos, Los Alamos, etc.
6. Make all attempts to avoid scheduling any A or AA teams.
7. No travel out of state unless approved by the School Board.
8. No unnecessary overnight travel (Approval by AD). No overnight travel allowed for middle school teams.
9. Due to limited funds it will be necessary to curtail overnight trips. There are specific situations that may be allowable for overnight stay such as having to play games away on consecutive nights and the distance to Española makes it inadvisable to return home. The Athletic Director in consultation with the principal will determine all other situations that merit consideration for overnight stay. If overnight trips are approved, a detailed itinerary will be required and must be submitted to the Athletic Director at least 48 hours before travel. Chaperones may also be required to travel with the team at their own expense.
10. Return from Tournament Play (away from Española). Teams qualifying for participation in State Tournaments as well as those competing in District/Invitational Tournaments will be expected to return home after being eliminated. Budget limitations do not permit the district the luxury of allowing teams to remain at the tournament through the championship game.
11. Release time for athletic contests should be kept to a minimum. Coaches and the Athletic Director should schedule early dismissal for games so those athletes maximize class time. Arriving significantly early to athletic contests will not be tolerated.

POSTPONEMENT OF ATHLETIC CONTESTS

- A. Postponement of any athletic contests because of inclement weather, shortage of officials/workers or playing conditions/facility problems will be determined and announced by the Athletic Director's Office.
- B. On-Campus Sports.
 1. Postponement of any athletic contests and/or practice because of inclement weather or playing conditions/facility problems will be the responsibility of the Athletic Director, Athletic Coordinator's Office and the principal in conjunction with the coach.
 2. Direct personal call/contact with the visiting coach, assignor/officials, Athletic Director/Coordinator's Office and announcement of postponement is the responsibility of the Athletic Director/Coordinator's Office and the principal in conjunction with the coach.
 3. As soon as possible after the postponement the Athletic Director/Coordinator's Office, in conjunction with the coach, should consult with the visiting coach and AD to arrange make-up date and time. The Athletic Director/Coordinator's Office in conjunction with the coach will then notify the official assignor and their Athletic Director/Coordinator's Office.
 4. In case of cancellation for reasons other than inclement weather or playing conditions (facility problems), the Athletic Director and Coordinator's office will work in conjunction with the opposing scheduler to reschedule the event. Due to potential communication and scheduling problems, rescheduling may be limited.

TRANSPORTATION OF STUDENTS

A. Transportation of Athletes by Coaches

Staff members should be advised that they are personally responsible and liable for any situations that may arise as a result of transporting athletes to or from practices and/or games. Athletic staff should not transport students except in cases where failure to do so would be considered inadequate supervision. These situations are rare, infrequent and should only occur as a last resort. In such cases, staff members must be personally insured, and exercise reasonable caution. They also must make every attempt to notify the parent/guardian and the Athletic Director/coordinator. Notification before transporting is preferable, but if not possible, notification afterwards is essential.

B. Method of Transportation

The District aims to provide round trip transportation for all out-of-town contests. An exception may be made only if the parents or guardians provide written authorization (Parent/Guardian Transportation Release Form--appendix) to the coach stating the parent/guardian will transport their athlete (Must be approved by AD). An authorized number of student athletes plus managers, coaches, and trainers constitute the normal travel group. If necessary, administrative personnel or designee may travel with the team. All others are prohibited from riding in a bus transporting an Española Public Schools athletic team.

C. Española Public Schools Athletic Transportation Guidelines

1. Bus schedule changes should be made at the time of any scheduled event change.
2. Cancellations should be made as soon as possible.
3. The school shall designate a pick-up and drop-off area at the school for all sports.
4. During summer events, the head coach must get written parent permission for all students who transport themselves or transport other athletes. Students should not be allowed to transport themselves or transport other students to summer events outside of a 75 mile radius of EVHS. Student drivers should safely follow the coach in a "convoy" with the coach while observing all traffic regulations.

D. Conditions of Use

1. To provide transportation for student-athletes, managers, trainers, coaches, and administrators only.
2. Direct supervision by a school-approved coach or sponsor is required for all transportation. Head Coach will ride the bus.
3. Coaches or sponsor must check buses before and after use for cleanliness/damage.
4. Conduct of the entire party is the responsibility of the coach or sponsor.
5. Buses need to remain on site during contests except for refueling.
6. Personal property left on the bus is the sole responsibility of the owner.
7. Departure should occur as soon as reasonably possible after completion of contests.
8. The Director of Transportation or designee (can be the driver) are responsible for decisions regarding weather, safety, etc.
9. Drivers are limited by DOT regulations to 10 hours driving and 15 hours on duty.
10. Coaches are encouraged to arrange for "to go" meals for return trips.

E. The appropriate activity buses will be assigned to teams in accordance with distances to be traveled. In cases of scheduling conflicts, teams traveling greater distances will be given priority with regard to activity busses. Transportation of student athletes will take into consideration gender equity and appropriateness of equipment.

F. Meals – The district will provide meals for teams traveling 50 miles or greater roundtrip in the amount of \$10.00 dollars per individual. All proper documentation including receipts

and a meal roster must be submitted to the athletic office in a timely manner upon return. The number of meals purchased shall not exceed the total allocated for on the purchase order nor shall the purchase exceed the amount needed based on the number of participants on the trip, whichever is fewer. Any expense overages will be the responsibility of the head coach to cover.

- G. Z-Passes-- Every student is required to have a Z Pass ridership card in order to ride the bus. Students are required to scan the pass each time they get on and off of the bus. Z Pass scanning is required when riding the bus to and from school, as well as when riding school buses for athletics and activity trips. No exceptions will be allowed. If students do not have their bus pass they may be denied bus privileges until they obtain a replacement. Lending a bus pass to another student is a violation of use and will result in the immediate suspension of riding privileges for all students involved

TRAVEL, TRIPS, & AWAY CONTESTS

- The Director of Athletics/Coordinator, working with the head coach, establishes dismissal, departure, and return times and sets the budget (when necessary) the athletic department operates on defined and limited budget.
- Coaches are responsible to turn in requests for substitutes in advance.
- Half day vs. full day substitutes are encouraged.
- Coaches are encouraged to miss as little class time as possible.
- Coaches are encouraged to identify fellow teachers they entrust to cover classes during their prep period whenever possible. Provide a list to office manager.
- Coaches are responsible for the conduct of their athletes from the time of departure until the team returns and all athletes have left the premises.
- How team members conduct themselves upon entering and exiting the opposing school, the manner in which they use the facility, and the manner in which they play, all reflect on the coaches, the athletes, the school and the community.
- Students on trips remain at all times subject to all rules and standards applicable under school and district policies.
- Coaches must emphasize proper team behavior at all contests.
- Coaches will check the locker room and report any damage, secure players valuables, leave the dressing area/restrooms clean.
- The coach is the official school representative at and is responsible for assisting with crowd control of Sundevil fans if requested by the home school or the officials;
- The coach must possess proper consent and physical forms, medical authorization and athletic contract on each athlete traveling (Rank One).
- The coach will provide the school, Director of Athletics, and attendance dean with an absence list via school mail preferably one day prior to departure. Please keep them updated as to any last-minute additions/deletions;
- The coach **must** give an approximate return time to all traveling athletes so that parents are aware of when to pick up or expect their child;
- The students and the coaches are responsible for removing all trash and keeping the bus litter free.
- In order to promote team unity athletes are encouraged to return from out of town contests with their team and by school transportation.
- Students not choosing to return home on the bus will give written parental permission releasing the student into their custody. Release forms can be picked up in the athletic office.
- Release forms must be signed by the parent/guardian in the presence of the coach.
- One release form per activity per athlete is required.
- Students will be released **only to parents or legal guardians**.
- Sign out sheets are acceptable for large numbers leaving a contest as long as the parent/guardian signs in the presence of the coach.

- Unacceptable social behavior is not tolerated. In the case of extreme misbehavior an administrator will be notified immediately.
- Proper attire is a must when traveling to out of town contests.
- Athletes need to dress in a respectable manner.
- Coaches are ultimately responsible for what their athletes wear to out of town contests.

LODGING/OVERNIGHT TRIPS

All reservations for overnight trips will be made through the AD's office. The athletic department will provide up to one regular season overnight trip per team per season (if the budget allows). Expenses covered include: 1 night of lodging, meal allowance for each day of the trip. Only room charges and state taxes will be covered. EVHS will not assume any responsibility for additional rooms, hotel charges, phone calls, movies or video games. Additional hotel expenses and the payment of these expenses are the responsibility of the Head Coach. All additional overnight trips (lodging) will be paid out of the team activity account. Middle School teams will not be allowed to schedule overnight trips.

The following guidelines for overnight trips must be met:

- **A coach must be present on premises where students are housed at all times.** Chaperones will be required for coed teams when coaches of both genders are not available. Expenses for chaperones are the responsibility of the individual or can be paid out of the team's activity account.
- Coaches must provide students and parents with a written itinerary of events as well as anticipated times of events including the approximate return time to campus and will include the name address and telephone number of the hotel. Submit itinerary to Athletic director for approval.
- Coaches will assign students to rooms and provide a copy of this rooming list to the Director of Athletics.
- Set a reasonable curfew at which time student-athletes may not leave their room except in case of an emergency. If for any reason a student-athlete must leave his/her room during the night, he/she will immediately notify the head coach.
- Make periodic room checks to assure that student-athletes are in their assigned rooms.
- Any handbook and/or team rule infractions at a hotel will be reported to the Director of Athletics immediately.
- Fully investigate any incidents concerning student behavior.
- **Managers cannot travel on any overnight trips without Director of Athletics approval.**
- Failure to comply with these regulations may result in suspension of duties.

STATE TRAVEL DEPARTURE AND RETURN TIME

The athletic department wants all state bound teams to be given the chance to be successful on a state level. The following guidelines will determine departure times to state competitions:

- When the state competition is held in Albuquerque or closer and starting time of the contest is at **10:00 a.m.** or later, the team will depart on the day of the competition.
- There may be special circumstances that don't allow for this departure time. The Director of Athletics will review all special circumstances before finalizing departure time.
- Other departure times will depend on location, time, and date of state competition.
- If special circumstances exist for a state competition such as required coaches meetings, weigh-ins, seeding meetings, etc. the Director of Athletics will determine departure time and date.
- **Team/Coaches will return to Española immediately following their last game, unless otherwise approved by administration.**

- **Teacher/Coaches will be at school/work the following school day after returning home. If not, that teacher/coach will be required to use personal leave for the absence.**

ACTIVITY FUNDS AND PURCHASING PROCEDURES

In order to ensure that the school stays within the budget during the fiscal year, we will use a Purchase Order system. An internal requisition (IR) form must be submitted by the requestor at least 3 weeks in advance. The Requisition Forms must be completed and routed for proper signatures before an order may be placed or school money spent. The school will not pay a bill without a properly signed Purchase Requisition Form. Anyone who spends money in the name of Espanola Valley High School without having a properly signed Purchase Requisition Form prior to the order or purchase, will be responsible for the payment of that expenditure. Please plan ahead as it may take several days for the PO to be completed

The following is the process for making a purchase:

1. Obtain an estimate (quote) for the expense. If the amount exceeds \$3499 you will need three quotes, unless purchasing from a CES vendor. Anything over \$5000 requires school board approval. It is the requestors responsibility to obtain a W-9 if the vendor is not already in the system.
2. Complete Internal Requisition form using appropriate account number (to be determined by AD's office). Be sure that there is enough money in the fund to cover the expense.
3. Once IR has been completed, submit to athletic department secretary in a timely manner (3 weeks in advance preferred).
4. The Business Office will then process the request and produce a PO, which will be sent to EVHS via interdepartmental mail.
5. Upon receipt of the PO the requestor may order or purchase the merchandise.
6. Upon receipt of the merchandise, the requestor must submit the invoice to the Athletic department within two working days of receipt of the merchandise.

No activity account shall be permitted to incur a deficit cash balance. All fundraising activities must be approved by the Athletic Director and Superintendent who will work with the Business Office to ensure that the activity funds are handled properly.

All money collected as the result of a fundraiser must be properly receipted and deposited with the athletic director within 24 hours of the end of the event. Do not keep this money in your office or classroom overnight. Do not hold money out for expenses.

All expenses should be paid through a Purchase Requisition and PO. After using the PO, be sure to give the invoice or receipt to the athletic administrative assistant. **A bill will not be paid to the vendor until you have turned the invoice or receipt.** This is very important!

PRACTICE

Definition: Practice is any interscholastic organized extracurricular activity from the beginning practice date of the first NMAA activity until the last day of the competition season, conducted under the direct supervision of a coach in the specific activity. Practice sessions may be closed to the public if necessary, but unless there is an unusual situation, it is recommended that practices be open to the public. Community members and parents must realize that their attendance at practice

sessions is dependent upon appropriate behavior and that no input to the students or coaching staff is solicited nor allowed during those sessions. If interference with the athletic program is resulting from open practice sessions, those sessions may be closed.

If a Head Coach wants a practice session closed, he/she will request, in writing, for permission to close all, or specific practice sessions. Specific reasons for requesting the closure(s) must be included in the request. The school athletic director will respond, in writing. If so determined, the Head Coach will be given permission to post notification at appropriate locations, notifying the public of closed practices, including times and locations.

Practice sessions shall comply with NMAA starting and ending dates and may not be conducted during the regular school day. **Coaches are encouraged to limit practice sessions to 2 hours per practice.**

Coaches and students should be aware that often there are practices and events on Saturday and during holidays, as well as during school vacations. Attendance at these team events is expected. However, it is also expected that school personnel will be careful in scheduling such activities on holidays and during vacations. As a rule, holiday and school vacation conflicts should be decided in favor of legitimate student family activities. See prohibited holidays, below.

There will be no practices on the following holidays:

- Thanksgiving Day (unless preparing to play in state championship game)
- Christmas Day
- New Year's Day
- Memorial Day
- Any other day so designated by the Superintendent and/or School Board. Variance from the above moratoriums requires approval of the Superintendent.

Academics

Eligibility is assessed on an ongoing basis. In order to maintain academic eligibility: NMAA 6.2.1

Extracurricular Activities – Student Participation

A. Academic Eligibility

1. A Student must be enrolled in the requisite number of classes, shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six- or nine-week grading period can be used to regain eligibility. Grades earned during a summer session are an extension of the spring semester and must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision (Grades 10-12 only)

- i. A student who is ineligible at the end of a semester may utilize the cumulative provision.
 - ii. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (The cumulative provision cannot be used for 9th or middle school/junior high Students.)
 - iii. The cumulative provision may not be applied if a Student has more than one “F” in the semester grading period immediately preceding participation.
 - iv. 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.
- d. Stricter guidelines may be imposed by the school/district.
- 2. A Student must be enrolled in at least 51% of the member school’s regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.
- 3. **Make-Up Class in Summer School**-A student may make up multiple semester classes during summer school by earning a passing grade in at least the regular level of the same course from an accredited program. The new grade may be substituted for the original grade in that class providing the school policy permits. Summer school is defined as an extension of the spring semester for that year only.
- 4. A special education student who is making adequate progress in meeting the goals and objectives on the individualized education plan (which also must indicate and/or recommend participation in interscholastic athletics), as assessed by the Individualized Education Program Committee’s determination, will be academically eligible.
- 5. The term “grading period” means a period of nine weeks.
- 6. If necessary, a student should seek assistance in maintaining academic eligibility.

B. Academically Ineligible Player

- 1. Practice - The student may practice with the team if it is determined by the school’s administration that he/she is demonstrating academic progress towards eligibility.
- 2. Participation - The Student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility. The Student may participate in team functions such as practice or team meetings at the school only.
- 3. Travel - The Student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility.
- 4. Games – The student may attend home games but CANNOT dress out in uniform or sit on the bench in street clothes with the team during games.

Attendance and Participation

In order to be eligible to participate in extracurricular activities:

1. A student must be enrolled in more than half of the school's regular class schedules and in regular attendance during the current, as well as previous, grading period.
2. A student entering school shall be enrolled by the tenth (10th) day of that semester to be considered eligible. A student who is not enrolled by the tenth (10th) day is ineligible until his/her eleventh (11th) day of attendance. A student is required to practice the required number of days as determined by the Coach or activities sponsor of each sport or activity in advance of participating in an interscholastic competition.
3. A student is eligible for eight (8) consecutive semesters starting with the 9th grade year, or ten (10) consecutive semesters beginning with the 8th grade year if the student participates in any sport at the high school level during his/her eighth (8th) grade provided that the eighth (8th) grade semesters must be within the same academic year.
4. A student shall not be absent from school in excess of fifteen (15) days per semester for school sponsored extracurricular activities. **NMSA 1978. 22-12- 2.1**
5. A student is limited to one (1) season of a specific sport per school year, regardless of whether a student transfers. The student cannot participate in more than four (4) seasons in a particular sport while in grades 9-12 or five (5) seasons of a particular sport if the student is a senior and previously competed at a high school level while in eighth (8th) grade.
6. It shall be considered a season of participation in a specific sport when a student has been enrolled in and practiced at that school for five (5) or more school days or has participated in any part of an interscholastic contest, regardless of team level. A student in uniform for his/her team shall be considered as having participated in a sports season.
7. A student uses a semester of eligibility if he/she attends one or more class periods in a semester, unless the following criteria are met:
 - a. The student is forced to withdraw due to illness, injury or disability (as defined by the Federal Americans with Disabilities Act) and the withdrawal is necessary. The District, in its discretion, has to obtain approval from NMAA.
 - b. The student is forced to withdraw on or before the fifteenth (15th) day of the semester.
 - c. The student must not have participated in any interscholastic athletic event during the semester from which the student withdraws.
 - d. The student must have been academically eligible at the time of the withdrawal, unless the academic ineligibility is a result of a disability.

- e. The student must continue to be unable to attend school for at least the remainder of the semester.
- f. The student must meet all other eligibility standards.
- 8. Participation in evening performances, social events or competitions should not affect school attendance on the following day. When performing or competing during the school day, students must return to classes immediately after the event.
- 9. A student placed on any suspension will not be allowed to compete in contests during the suspension period. An athletically suspended student may practice as indicated in the Code of Conduct.
- 10. A student who desires to attend a camp, clinic, or be on vacation during a sport season must notify his/her respective Coach prior to the beginning of practice for that season.
- 11. For each unexcused absence, the student may be suspended from practice and/or competitions for a period of time determined by the Coach or sponsor.
- 12. During the practice and competition season as defined by the NMAA, a student participating in a sport cannot participate in another sport/club team (i.e. AAU, Travel Team, etc.) until the end of the competition season (including playoff and championship games) unless specifically released from the team or granted permission by the Head Coach and Athletic Director. A student who quits a team before the end of the competition season may not sign up for or try out for another sport until the end of that season (including playoff and championship games), unless the Head Coach of the team the student quit grants permission.
- 13. All students are required to practice the appropriate number of days in advance of participation in a contest/game/match/event as per NMAA Handbook.
- 14. Any student who is either not present for the instructional day, or, has an unexcused absence will be ineligible for practice and/or competition.

Transfer Students

A student's eligibility to participate in EPS Athletics upon his/her transfer into the EPS district will be evaluated at the time the student officially enrolls and begins attending an EPS schools.

Pursuant to NMAA bylaw 6.6.1 a transfer student is defined as:

- A. A student who enrolls in a high school outside of the attendance boundaries of the student's bona fide residence. (Exception 6.4 "Open Enrollment Choice")
- B. A student who resides with someone other than his or her Parent(s), Primary Custodial Parent, Legal Guardian(s).
- C. A student who transfers to his/her home district school after having made an Open Enrollment choice at a school outside of his/her attendance zone.
- D. A student attending a private (to include boarding) school after making their Open Enrollment Choice.

All conditions set forth in NMAA bylaw 6.6.2 regarding transfer students must be met prior to participation in any interscholastic athletics or activities.

***Note:** Transfer students must be petitioned for “varsity” eligibility if they have not been enrolled in your school for 365 calendar days. No petition needs to be submitted to the NMAA for sub-varsity participation, but a form C must be sent to the former school and kept on file once returned.

Additional Rules of Eligibility

A student shall not be eligible to participate in a particular interscholastic sport if the student:

1. Has ever engaged professionally in that particular interscholastic sport;
2. Is nineteen 19 years of age or older before 12:01 a.m. on September 1st of the current school year;
3. Has ever accepted an award for his/her high school participation from an outside source other than an inexpensive, unframed, uncounted paper certificate of recognition;
4. Has ever received any money for expenses or otherwise for his/her participation in an athletic contest;
5. Has ever trained or practiced with a college squad or participated in a college event.

Home School or Charter School Student Eligibility

1. Must meet scholastic eligibility requirements set forth by NMAA and EPS—provide official transcript or report card to verify eligibility.
2. Must show proof of residency
3. Must be a bona fide resident in your attendance zone
4. Must be registered with PED
5. Must have physical, Consent to Treat form, Concussion Course (nfhslearn.com), Participation Contract and signed Code of Conduct on file with the campus Athletic Office.
6. If all of the above are completed, home school/charter school students may participate on EPS athletic teams.
7. Charter School students are only eligible to participate in EPS activities not offered at their school.

Charter School/Home School student Participation

Pursuant to EPS Board Policy J-4350 JJIB, charter school students in grades seven (7) through twelve (12) may participate in extracurricular activities offered by EPS that are sanctioned by the New Mexico Activities Association if they meet all eligibility requirements established by the NMAA and if the attending charter school does not offer such activities sanctioned by the New Mexico Activities Association.

Home school students may participate in up to three (3) School District athletic activity sanctioned by the New Mexico Activities Association in the School District attendance zone in which the student lives if they meet the eligibility requirements other than enrollment in the school.

SCHOOL DISTRICT ATTENDANCE ZONE POLICY

The Espanola Public School District adheres to a clear and concise attendance zone policy. It is the responsibility of the student athlete and his/her parent or guardian to comply with these established zones. Any change of address during or before a season should be immediately reported to the Head Coach.

CODE OF CONDUCT

Parents and students must sign off on the EPS Athletics Policy Acknowledgements Form that they have read and understand the Code of Conduct.

PURPOSE OF ATHLETIC POLICY

Participation in interscholastic athletics is a privilege and not a right; therefore, reasonable rules and regulations related to athletics at Española Valley High School and Carlos F. Vigil Middle School have been established for all students who choose to participate.

The purpose of these athletic policies is to establish a code of conduct which will promote high ideals of sportsmanship and individual conduct in all areas of a student-athlete's life.

These rules and regulations reflect the positive athletic policy established by the administration and coaching staff of Española Valley High School/CFVMS, and we invite all students who can play within these guidelines to be a part of our proud athletic program.

All head coaches will review the athletic department handbook along with team rules with their players at the start of each season. The student-athlete and the parent/guardian must sign a statement of acknowledgment of these rules and the willingness to follow the rules and regulations of the athletic department and athletic team. This statement of acknowledgment and acceptance is required in order for an athlete to participate in the EVHS/CFVMS athletic program.

VIOLATIONS OF THE CODE OF CONDUCT

The student-athlete is expected to comply with existing NMAA, PED, school, athletic and team regulations. Failure to do so will result in discipline as deemed appropriate for the offense.

If an athlete violates rules, discipline up to and including suspension or dismissal from the athletic program may result. The precise period of suspension or dismissal will depend on the violation and be dealt with on a case by case basis.

School-related suspensions (ISS or OSS) will result in suspension from athletics as well. Repeated school violations may result in total suspension or dismissal from participation in any interscholastic athletic program. Participation in interscholastic athletics is a privilege reserved for those students who are in good standing academically and behaviorally. Athletes are expected to adhere at all times to the high standards dictated by both school and athletic department rules.

General athletic policies and consequences are covered in this handbook. Each individual sport team will also have rules. In some cases, these rules may be more stringent than the general athletic rules. The student-athlete is expected to abide by all team rules and understand the consequences for any violation of these identified rules.

DISCIPLINE PROCEDURES

A coach may immediately discipline a player for violation of athletic department and/or team rules. If suspension and/or dismissal from a team is warranted, the coach will discuss the suspension and/or dismissal with the athletic director. All suspensions and/or dismissals will be documented by

the coach and put on file with the athletic director. Any suspensions and/or dismissal from a team shall be determined by a meeting between the athlete and coach. If necessary, a follow-up meeting with the athletic director shall be called.

The coach must submit a written statement of the violation and contact the parent/guardian to inform him/her of the suspension and/or dismissal.

Any athletic department suspension and/or dismissal makes an athlete ineligible for any awards or postseason honors for that sport season.

SCHOOL ATTENDANCE

Student athletes cannot play or practice on days that they are absent (unexcused) from 50% or more of the school day. If an athlete is too ill to attend class or school, they are too ill to practice or play. There are certain exceptions, such as college visitations, funerals, and family-related matters. Barring emergencies, the coach and athletic director must have knowledge of these circumstances. The athlete may be allowed to participate with prior approval from the athletic director/coordinator.

Repeated absenteeism will not be tolerated. Repeated absenteeism will require a meeting with the student-athlete, parent/guardian and the coach and/or athletic director to discuss the proper course of action.

Games, practices and classes all start at specified times. All student-athletes are expected to be on time daily to each. Exceptions to this rule are only allowed with the athletic director's prior approval and with a valid excuse signed by the athlete's parent or guardian.

Repeated tardiness will not be tolerated. If a student-athlete has a history of being late to school, her/his case will be forwarded to the athletic director for review and appropriate disciplinary action.

Student-athletes should avoid leaving school early during their sport seasons at all costs. A doctor's or school nurse's note excusing the athlete from P.E. also denies the athlete participation in practice or game on that day.

Athletes are expected to be at all practices. To be excused from practice, the athlete must see their coach prior to the practice and not send word by a teammate. Repeated absence from practice for any reason will likely result in reduced playing time and potential dismissal from the team.

SCHOOL ATTENDANCE THE DAY AFTER COMPETITIONS

It is the student athlete's responsibility to attend school on time the day after a nighttime competition. Participation on an inter-scholastic team is a privilege, not a right. It remains the student athlete's responsibility to make up any assignments missed in any classes. Failure to uphold this policy will result in removal from the team for the next competition unless a physician excuses the absence.

SCHOOL SUSPENSION (In-School or Out of School) /DETENTION

Students in In-School-Suspension (ISS) for more than 50% of the day may not participate in extra-curricular activities, including practices, organized conditioning, tryouts, or competitive events. If ISS ends on Friday, the student can participate on Saturday. Students assigned to lunch detention must complete the requirement before they will be allowed to resume practicing with their team. Coaches may implement stricter rules regarding ISS.

Students in Out-Of-School-Suspension may not participate in extra-curricular activities, including practices, organized conditioning, tryouts, or competitive events until they are cleared to return to class by the school administration.

Example: If suspension is through Friday, the student cannot participate on Saturday. Suspension is considered ended when student is physically readmitted to the classroom.

Note: Coaches may apply additional discipline on top of the discipline given by the school administration.

ATHLETIC PARTICIPATION EXPECTATIONS

VARSITY ATHLETICS

Varsity athletes are those athletes that exhibit the most athletic skill of those that have tried out for the team. They will have the opportunity to compete against equally talented athletes from opposing schools. A purpose of Varsity athletics is to refine the skills of the student-athlete and team in an attempt to strive for the most athletic success possible, while still holding high standards of academics and character.

JUNIOR VARSITY ATHLETICS

Junior varsity athletic programs offer those students who do not yet possess the skills required of varsity athletes an opportunity to participate in a competitive setting. Junior varsity athletes are in the process of gaining valuable knowledge, skill and experience required for varsity competition. The focus on the junior varsity level is participation and skill development. Less emphasis is placed on team record compared to the varsity squad.

Occasionally, junior varsity athletes may participate in varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the varsity level.

FRESHMAN ATHLETICS

Ninth grade athletes may participate in all sport programs offered at the high school level. Freshman athletic programs are offered to those ninth grade students who do not yet possess the skills necessary to participate on the junior varsity level. Freshman teams are designed to provide a competitive setting in which to gain valuable knowledge, skill, and experience required for promotion to the junior varsity team. The focus on the freshmen level is participation and skill development. Little emphasis is placed on team record.

Occasionally, ninth grade athletes may participate in junior varsity or varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This promotion should not be misinterpreted as an absolute move to the next level of competition.

Not all programs offer a freshmen level team. Offerings are based on student interest, funding, and scheduling.

MIDDLE SCHOOL ATHLETICS

The CFVMS athletics department strives to recognize the unique developmental needs of the middle school student and promote activities that build student success through active participation, increased skill building, and positive sportsmanship.

At the middle school level there will be an emphasis on participation and player development/safety over win/loss records. Coaches, teachers and administrators will work with the middle school student-athlete to balance competition with cooperation, and encourage lifelong participation in athletics/activities through an emphasis on having fun.

Coaches will strive to develop age appropriate skills through an intentional focus on teaching fundamentals and etiquette of the sport. An emphasis on developing a positive team attitude led by adults who serve as positive role models and demonstrate self-control and respect, shall encourage a collaborative spirit at the middle school level.

TRY OUTS

Students may try out for any sport while enrolled at EVHS/CFVMS as long as they remain in good standing with the current Athletic Department policies. A student will not be allowed to drop one sport for another in the same season. They will be declared ineligible to participate in another sport until the completion of the season in progress. If a student is cut from one sport, they may try out for another in the same season.

SQUAD SELECTION

- A. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program; we encourage coaches to keep as many students as they can without negatively impacting the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, strive to maximize the opportunities for our students without diluting the quality of the program.
- B. Cutting Policies
Choosing the member of the athletic team is the sole responsibility of the coaches of those teams. Sub- varsity and middle school coaches will take into consideration the policies as established by the head coach of that sport when selecting rosters.
- C. Prior to trying out, the coach will provide the following information to all team candidates:
 - 1. Extent of try-out period.
 - 2. Criteria used to select the team.
 - 3. Number to be selected.
 - 4. Practice commitment if they make the team.
 - 5. Game commitments.
- D. No student will be allowed to try-out for an athletic team without a sports physical, proof of insurance, and parent permission. (Must meet eligibility requirements)
- E. When a squad cut becomes a necessity, the process will include the following elements:
 - a. Each candidate must have competed in a try-out period determined by head coach.
 - b. The coach shall personally and privately inform each candidate cut and the reason for the action. Cut lists are not to be posted! Posting of team lists shall be considered acceptable.
 - c. Coaches may discuss alternative possibilities for participation in the sport or other areas of the athletic program.
 - d. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic coordinator, building principal or athletic director.

PLAYING TIME

If a student has questions as to their “playing time” they are encouraged to discuss them with the coach. Coaches and the athletic director/coordinator will not discuss playing time with anybody except the student athlete having the concern. The following are coaches’ guidelines for this topic:

Middle School Teams

At the middle school level the emphasis is on player development, positive sportsmanship and fostering a love of sport. Coaches will make a conscious effort to play all team members for as much time as is practical. There are many factors that govern an individual's playing time but perhaps the most important are practice attendance, coachability, quality of effort, attitude, commitment, and athletic ability.

Freshman and Junior Varsity Teams

At the freshman level the emphasis is on participation for all athletes. The emphasis on the junior varsity team is balanced between participation and team success. Coaches will make a conscious effort to play all team members for as much time as is practical. There are many factors that govern an individual's playing time but perhaps the most important are practice attendance, quality of effort, attitude, commitment, and athletic ability.

Varsity Teams

While coaches at the varsity level will make an effort to play all team members, the emphasis at the varsity level shifts towards fielding competitive teams with the goal of being as successful as possible. This emphasis may result in uneven playing time among the athletes, with some students not playing in every game. It is up to the head coach to decide on who starts, who plays and for how long.

TRAVEL TO AND FROM ATHLETIC EVENTS

All athletes must ride the team bus to and from all contests when a bus is scheduled. If an athlete desires to ride home with their parent/guardian, the parent/guardian must sign a travel release form and obtain the athletic director's or coach's signature on the form prior to leaving from the game. Coaches must have a copy of the signed form in order for the athlete to be dismissed with their parent/guardian. Students can only be dismissed with their legal guardian.

Students are expected to exhibit proper behavior when riding the school bus. A coach has a right to assign seats to maximize control, and the driver of the bus is the individual in charge of the bus. All posted rules and regulations governing how students must behave on the school bus will be followed. Damage to the school bus by any player or team will not be tolerated. Problems of this nature will result in team disciplinary action or player disciplinary action. At the conclusion of a trip, team members will insure the bus is clean.

Spikes or cleats are not allowed to be worn on the bus for any sport. Use of electronic devices is at the discretion of the coach. The noise level must not interfere with the bus driver's ability to hear emergency signals. Improper behavior will result in consequences to be determined by the coach and athletic director.

CARE OF UNIFORMS, EQUIPMENT, AND LOCKER ROOM

Any equipment issued is the property of the school. Proper use and care of this equipment is the athlete's responsibility, and students will be required to pay for misused, damaged, lost or stolen articles.

It is the coach's responsibility to see that equipment that has been issued for the team and individual sports is to be used only for practice and/or games. It is not for personal use during physical education classes, going to and from home, or outside of school. Uniform jerseys can be worn in school on game days or sports recognition days. At the conclusion of a sport season, equipment and uniforms must be returned to the coach.

The coach will then produce an inventory list with the names of athletes who have failed to return uniform or equipment items, and what pieces of team equipment are missing. Payment or return of articles by the athlete must be authenticated by the coach or athletic director before the athlete will be allowed to compete in any other sport. Seniors who have uniform or equipment obligations will not receive a cap and gown until the matter is resolved.

Lockers should be kept locked at all times to protect your personal and sports equipment. Athletes are discouraged from sharing lockers with team members in order to maximize security. If combinations are lost or not remembered, ask the coach or athletic director for assistance. The locker room should be kept clean by disposing of trash in the proper receptacles. No storage of food or glass containers in the lockers will be allowed.

Follow all care instructions handed out with any school-issued uniform or warm-up gear. General care instructions consistent with those issued include the following:

- Do not dry clean uniforms
- Do not iron uniforms, particularly the numbered areas
- Launder uniforms as soon after they are worn as possible
- Wash in cold water
- Wash white uniforms and clothing separate from colored uniforms and clothing
- If applicable, remove belts and pads before laundering
- Line/hang dry whenever possible
- Be sure uniforms are completely dry before storing
- Fasten hook and loop tapes (i.e., Velcro or similar), etc. to avoid snagging uniforms or clothing during washing.

Athletes should bear in mind that varsity uniforms will be worn several more years by junior varsity players after new uniforms are purchased for the varsity team.

CONFLICTS IN ACTIVITIES

An individual student who attempts to participate in several activities will likely run into scheduling conflicts. The athletic department recognizes that each student should have the opportunity for a broad range of experiences, however, scheduling of athletic events cannot always be changed in order to accommodate other activities. Student athletes are expected to commit to their team and attend all team events during the season.

Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about belonging to too many activities where conflicts are likely to occur. If a conflict does arise, the student-athlete is expected to notify the coaches and faculty advisors involved as soon as possible. The coaches and advisors will attempt to work out a solution.

Activities that carry academic weight take precedence over athletic activities. The student will not be penalized by the athletic coach or athletic department for participating in the academic event. Missing team practices or games in order to attend non-school related commitments will have consequences for the student athlete that may include loss of playing time and in some cases dismissal from the team.

If it becomes obvious that a student cannot fulfill the obligation of a school activity, they should withdraw from the activity.

DUAL PARTICIPATION—School Sponsored Athletics/Activities

Nothing precludes a student from participating in more than one sport per season. Students will not be discriminated against because of their desire to play more than one sport during a sports season.

If a student can and desires to participate in more than one sport during the same sport season, the respective Head Coaches affected shall meet and work out an arrangement regarding the level of participation and practice time necessary for the athlete to compete at the highest level possible in both sports. The student may be asked to identify a primary sport and a secondary sport to help facilitate the process. The agreement shall be in writing and approved by the Athletic Director. A copy of the agreement will be kept on file in the Athletic Office.

Additional Requirements:

1. The school district may establish additional rules and regulations, which must be approved by the Athletic Director and Coordinator and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program adopted by the Board of Education.
2. Consideration will be given to the academic performance of student to avoid over commitments that may affect grades.
3. Practice schedules and facility use will be considered in order to avoid issues of complying with separate practice schedules.
4. If at any time the student's grades become a problem, or attending practices becomes a problem the Coach/Athletic Director will notify the student and parent about revoking the dual participation.

CARRY OVER SPORTS

The following guidelines apply to students who are completing participation in one sport while another is beginning:

1. The concluding sport has priority however students are not to be discouraged from attending the practice of the beginning sport after the practice of the concluding sport has been completed.
2. Students will not be penalized for completing their commitment to the concluding sport; and appropriate restrictions in the beginning sport may be requested by the concluding sport's coach for the dual-sport students.

These guidelines are not intended to put the student in the middle of any controversy. All students who may be involved in two sports should be identified prior to the start of the beginning season. Parameters will be set at the time to ensure that students' parent(s)/guardian(s) are clear on the expectations and commitment of the student. Communication is the key to being successful in both areas. It is the student's responsibility to make sure that both coaches are made aware of any scheduling conflicts as soon as they arise.

POLICY REGARDING CLUB & COMPETITION TEAMS

Participation as a rostered member of an EVHS/CFVMS athletic team takes precedence over club or travel team practices, games or tournaments. Any student who participates in a club or travel team activity in place of an EVHS/CFVMS athletic activity, without the coach's approval,

will be subject to disciplinary action deemed appropriate by the coach with administrative approval. This may include removal from the team. The coach will immediately notify the Athletic Director of the infraction and any disciplinary actions taken.

BAND INVOLVEMENT WITH ATHLETICS

Communication is the key to being successful in both areas. It is the student's responsibility to make sure that the coach and the Band Director are made aware of any scheduling conflicts as soon as they arise. This includes providing a copy of the schedule from both activities to the respective coach and band director prior to the sport's season.

Sunday Practices

Sunday practices or meetings should be avoided whenever possible. Exceptions to this include loss of practice time due to renovations/maintenance of facilities, ongoing schedule conflicts with other programs (both internally and externally), and high school varsity teams involved in NMAA District or State Tournament games scheduled on Monday. In these cases practice may be held on Sunday, not to exceed two hours and beginning after 1:00 P.M, with the approval of the Athletic Director.

Out of Season Coaching and Summer Coaching Regulations

1. Contact limitations are under the direction of EPS school district. The 7.5 hour rule is no longer in effect.
2. Participation in out of season or summer program cannot be a requirement for participation during the regular sports season. It must be voluntary.
3. Students must be given the opportunity to participate in multiple activities throughout the year (bylaws 7.4 and 7.5).
4. No school competition uniforms, or warm-ups may be used. Practice jerseys are permitted.
5. All football regulations remain unchanged.
6. Out of season/summer expenses are to be covered by the individual sport/program activity account or participants; this includes transportation, entry fees, meals and lodging.
7. Students who participate in team camps/tournaments during the out of season period are expected to maintain academic eligibility and all other participation requirements included in this handbook. In season, school-based programs/events shall have priority over out-of-season activities including games and tournaments.
8. Out-of-season workouts offered outside of the school athletic period must be structured as an "open gym/field" opportunity for all interested EPS students who meet enrollment and academic requirements.
9. During the off-season and summer programs, team makeup and playing time decisions should be predicated in terms of player development as the primary goal. Each student during the off season and summer programs should be given an equal opportunity to participate and develop their skills to their individual potential, regardless of their position on in-season teams.
10. Verify that all student-athletes who attend your summer program practices or events are enrolled in the Espanola Public School district or are charter/home school students living in our attendance zone. If they are not EPS students, it could be considered "undue influence" and they would be deemed ineligible under the following a coach provision even if they enroll with EPS at a later date.

Middle School Out-of-Season Coaching

Middle school offseason workouts that take place prior to the start of the middle school season must take place at CFVMS (bylaw 9.7.8). Out-of-season workouts that occur after the middle school season has ended may be offered to rising 7th grade students (current 6th graders) as long as the above regulations are met. Rising 9th grade students (current 8th graders) shall participate in out-of-season workouts with the high school wherever possible, after the middle school sports seasons have concluded (end of spring sports).

NMAA 7.5.2-TWO-WEEK MORATORIUM

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. EPS will observe a minimum of a one-week “no contact” period during the month of June or July to be determined by consensus of all programs.

SAFETY MEASURES AND CARE FOR WEIGHT ROOM AND WEIGHT EQUIPMENT

1. At no time should student-athletes be left in the weight room unsupervised for any reason.
2. Everyone in the weight room should be on a prescribed workout. Weight room freelancing is not permitted. Everyone should be working to achieve set goals.
3. A workout should be set up for every student-athlete, with safety first and proper technique in all weight-training exercises. All exercises should be explained and demonstrated. Student-athletes should be instructed in proper spotting techniques. Coaches who aren't confident regarding proper technique or goals should seek assistance from staff members who are knowledgeable.
4. Spotters must always be used in any free weight exercise.
5. Student-athletes are recommended to wear weight belts at all times in the weight room, particularly when doing leg exercises such as parallel squats and deadlift.
6. Weights should never be left hanging on bars. All weights and dumbbells should be stored on racks and not left on floors or against walls. This can be safety hazard and is a problem for custodians cleaning the weight room.
7. Proper athletic attire must be worn in order to use the weight room equipment. Shirts and closed-toe athletic shoes must be worn at all times.
8. Weight machines must be periodically cleaned and lubricated. This procedure will keep the machines operating properly. On a daily basis, all cable machines should be inspected for wear and tear. Defective cables should be replaced immediately on those machines so a cable will not break and injure a student-athlete in the process of using the machine. If a machine is found to have worn cables, it must be closed-down and marked immediately, until the cable is replaced.
9. Lights should be turned off and room locked up when not in use.
10. Accidents involving broken mirrors, weights, mats, etc., should be reported to the athletic director or athletic administrative assistant, in writing, within 24 hours of the known accident. In the absence of the AD or administrative assistant, the principal or assistant principal should be notified.

WRESTLING WEIGHT CONTROL POLICY (Please see NMAA handbook)

NMAA WWMP Policies and Procedures

The **NMAA Wrestling Weight Management Program** is authorized under NMAA regulation 7.24.1.F and the framework is found in NFHS wrestling rule 1.5. NMAA standards, policies and procedures are determined annually and jointly by NMAA staff, the NMAA Wrestling Sport Specific Committee, and representation from the New Mexico Athletic Trainers Association.

http://www.nmact.org/file/WWMP_Booklet.pdf

8th GRADE PARTICIPATION AT HIGH SCHOOL LEVEL

Before any decision is made to move up an 8th grade student to compete on an athletics team at the high school level, consideration must be given to the fact that there is a substantial range in individual differences between eighth grade students and high school students, i.e., age, body build, interests, ability, experience, health, and stages of physiological, emotional, and social maturity. Compensation for these differences must be taken into consideration in practice and in games.

Procedure/criteria for moving up eighth graders to high school teams:

Where a sport is not offered at the middle school level such as baseball, softball, tennis or golf, an 8th grade participant may compete in the high school program at any level (varsity or sub varsity), subject to all other requirements of this section.

Where a sport *is offered* at the middle school level an 8th grader may compete in the high school program at any level after the conclusion of the middle school season (cannot exceed corresponding game limits), or from the beginning of the season at the **JV or varsity level only**, provided that the Head Coach has evaluated the student's physical abilities & maturity level and has determined that the move up is in the best interest of the student and the program. In deciding to move the player up, the head coach must solicit input from the middle school coach during this evaluation process. All 8th grade students moved up to the high school level are subject to the following conditions:

- a. Participants must be willing to make the move, and must be aware that, once moved up, he/she cannot move down.
- b. Participants must be in good academic and behavioral standing at the middle school.
- c. Participants who move up in lieu of participating at the 8th grade level must contribute significantly on the high school team.
- d. Participants must receive parental written approval (8th grade participation Form); it is advisable for the varsity coach and the middle school coach to meet with the parents to discuss the move up. By moving up as an 8th grade student, the participant is declaring Española Valley High School as his/her open enrollment choice
- e. 8th grade participants brought up after high school squad selections have been made cannot displace a current member of the high school team.
- f. Transportation to all practices will be the sole responsibility of the parent/guardian. Transportation to games will be provided for by the district upon receiving the necessary information from the coach. This includes a student list given to the attendance secretary at the respective school sites, Transportation Department, and the Athletic Office. EPS does not assume any liability or responsibility for transporting 8th grade students to the high school for practice.
- g. Information on the move must be shared with both the middle and high school principals; all involved should be made aware of the increased number of days absent from school for games played at the high school level.
- h. No new high school teams will be implemented to accommodate 8th grade athletes. This includes C-teams.

- i. Coaches at the middle school and high school must educate the parent/guardian and participant about potential risks that may arise as a result of moving up such as the inherent risk of injury. Coaches at the high school in particular must also create a culture within their program that is welcoming of new students to the team and one that does not tolerate bullying or hazing of any kind.
- j. The final decision as to whether to move up an 8th grade student to the high school program will be made by the Athletic Director.
- k. 7th grade students cannot participate with the high school teams at any level by NMAA rule.

Note: Parents must meet with the athletic director to submit the online “8th Grade Participation Form” to the NMAA which must be signed by the Parent and Athletic Director prior to 8th Graders participating at the high school level. 8th grade students are ineligible to participate at any level until the NMAA has confirmed receipt of the “8th Grade Participation Form.”

Students are eligible to participate outside their home attendance zone public high school if it can be verified that:

- a. The student has been enrolled consecutively in that school's feeder system since elementary school.
- b. The student is an out-of-state transfer that has been enrolled consecutively in that school's feeder system since their initial enrollment in New Mexico.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

FEEDER PROGRAMS

- A. The middle school athletic programs are to be considered "feeder programs" for the High School athletic programs. The athletic programs at the high school can only be as good as the feeder programs that provide this foundation. The Varsity Head Coach will oversee the entire program grades 7 – 12.
- B. It will be the head coach's responsibility of each sport at the high school, which has a feeder program at the middle school level, to institute their program at the middle school.
- C. This shall include, but is not limited to, one (1) "workshop" each year with the middle school coaches conducted by the coaches of that sport at the high school level. Additional workshops, as needed, should be considered by the Head Coach to ensure proper integration of middle school programs, to build rapport and to develop a good working relationship between all coaches in the program.
- D. This "workshop" shall be an educational tool for all middle school coaches in our system to ensure that our feeder programs are in continuity with our high school programs. This will make the transition from our middle programs to our high school programs beneficial to our athletes.
- E. It is imperative that our middle school programs:
 - 1. Run the same base offenses and defenses that our high school programs are using. This will only increase the quality of our high school athletic programs.
 - 2. Teach the same terminology as used by our high school programs.
 - 3. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skill level for a high school athlete will be far greater in most cases, but the same basic technique is expected to be taught).
- F. It will be the responsibility of the Head Coaches of the high school sports to organize these workshops for our middle school coaches. All coaches, high school and middle

school, are required to attend and participate. It is recommended that these workshops be held prior to the beginning of each sport's season.

G. Head Coaches are encouraged to invite middle school coaches to their meetings, practices, games, etc., to help establish a good working relationship among all levels.

H. Middle school principals shall involve high school Head Coaches in the hiring process of their coaches. The head varsity coach will facilitate the retention of middle school coaches. The head varsity coach will oversee the entire program grades 7 – 12.

LETTERING AND AWARDS

A. Lettering in a varsity sport requires the student to satisfactorily meet the following:

1. Finish the season in good standing.
2. Compete in varsity competition to the level established by the Head Coach.
3. Maintain good attendance in school and at practice.
4. Return all property issued to the participant and belonging to Española Schools.
5. Maintain academic eligibility.
6. Adhere to the rules and expectations of the Head Coach.

B. Conditions for lettering will be established and communicated by all Head Coaches at the mandatory meeting held prior to the start of the season. This criterion will be furnished, in writing, to parents and guardians.

DEADLINE FOR JOINING TEAMS

- A. The normal deadline for joining a sport will be the first official practice day allowed by NMAA. Discretion is allowed to Head Coaches for athletes joining a team late. Students who miss the deadline because of a suspension or any disciplinary issues may jeopardize their ability to join that respective sport/season.
- B. Athletes moving from one sport season directly to another will be allowed up to one (1) week off between sports at their discretion. Athletes moving from one sport to another will be allowed the opportunity to tryout and will be afforded a tryout opportunity equal to other participants prior to the coach making final team makeup decisions.
- C. Athletes quitting a sport or being dropped for disciplinary reasons may not begin another sports program until the end of the season or after being released by the head coach.
- D. All students are required to practice the appropriate number of days in advance of participation in a contest/game/match/event. (Please see NMAA handbook.)

DRESS CODE

The athletic department expects all student-athletes will maintain a clean, neat, and modest appearance. Appropriate shirts, shorts/pants, and shoes must be worn at all times. Student-athletes will refrain from wearing t-shirts with inappropriate logos including and/or endorsing profanity, alcohol consumption and tobacco or drug use.

All student athletes will dress properly at all home and away games. The dress code will be established by the coach for each respective sport. Team members not in compliance with the team dress code are subject to team discipline.

REPORTING INJURIES

All injuries should be reported to the coach and athletic trainer immediately. The athletic trainer must record all injuries reported to him/her no matter how minor. If an athlete sustains a significant injury, the parent/guardian will be contacted by the coach within 24 hours of the incident. The coach must complete, sign, and date an accident report form. The parent/guardian of the student athlete can request a copy of the report by contacting the athletic office.

Any visit to a doctor for treatment of a sport-related injury must be reported to the athletic trainer/coach. A note clearing the athlete for activity must be provided upon return to the team. Without a doctor's note the athlete will not be allowed to participate.

Any student who sustains a disabling-type injury that requires surgery or immobilization for a period of time cannot return to any sport activity without written permission from the attending physician. This written permission is needed to be filed by the athletic trainer.

The Athletic Trainer will adhere to a physician's determination related to an athlete's readiness to return to or continue active participation in athletics. The athletic trainer may require additional practice time, rehabilitation, or assessment before athlete is fully cleared to participate.

SPORTSMANSHIP

Española Valley High School/CFVMS strives for all of its athletic programs to be known for demonstrating good sportsmanship. All coaches, spectators and participants are asked to contribute to these goals by supporting the efforts of our athletes and by refraining from any actions toward our opponents and officials, which interferes with the realization of these goals.

Ways to Promote and Show Good Sportsmanship:

1. Exhibit spirit of benevolence and genuine concern for the opponent.
2. Accept the results gracefully and act fairly and courteous at all times.
3. Maintain self-control in all circumstances.
4. Applaud during the introduction of players, coaches, and officials.
5. Accept all decisions of officials.
6. Cheerleaders lead fans in positive school cheers.
7. Shake hands between participants and coaches at the end of contest, regardless of outcome.
8. Coaches and players should seek out opposing student-athletes and coaches to recognize them for outstanding performances.
9. Applaud at the end of contests for performances of all participants.
10. Everyone should show concern for injured players, regardless of team.
11. Encourage surrounding spectators to display only good sportsmanship conduct.

VACATION POLICY

Vacations by athletic team members during a sport season are very strongly discouraged. Parents/athletes wishing to take vacations during sport seasons may need to reassess the athlete's commitment to that sport team. In the event of an absence due to a vacation that is unavoidable, an athlete must:

1. Contact the head coach by the start of the season to inform him/her of the vacation.
2. Upon return from the vacation, practice one day for each practice or contest day missed (a contest day will count as a practice day) prior to resuming competition.
3. Accept the consequences related to their status on that team.

STUDENT-ATHLETE CODE OF CONDUCT

Student participants in athletics serve as role models to other students, including those at the middle and elementary schools. Quality standards of conduct are essential to our athletic programs. All participants will sign and abide by the district policy on narcotics, tobacco and alcohol.

Students involved in the Espanola Public School District extracurricular activities are expected to:

1. Comply with the state and local laws, the NMAA regulations, the school regulations, and the specific regulations of the activity. Acts of unacceptable conduct such as, but not limited to, disrespect, hazing, immorality, unsportsmanlike conduct, theft, vandalism, or any violation of the law, tarnish the reputation of every person associated with the EPS interscholastic activity programs and will not be tolerated. Students who are charged with a criminal act that requires police investigation will be suspended from competition until that investigation reaches a resolution.
2. Adhere to standards of personal appearance determined by the head coach for the activity; and
3. Display sportsmanlike conduct.

Disciplinary action for infractions will be considered on an individual basis and will be determined by the head coach, in conjunction with the school athletic director. Infractions involving specific Board policies such as, but not limited to, sexual harassment or substance use/possession must be referred to the School athletic director and/or building administrator.

Students who participate in extra-curricular activities are expected to be exemplary in their dress and behavior. Of course, coaches shall be expected to be excellent role models in that regard. Students will be expected to adhere to standard etiquette in their speech and behavior. This includes address all adults as "Mr.", "Mrs.", "Miss," "Dr.", "Coach," etc. Students are not to address adults by first names or by just their last names.

Coaches as well as all educational personnel-are to correct such behavior should it be witnessed by them. Appropriate disciplinary action should be taken for continued breach of this rule of etiquette.

Use of profanity at any time is unacceptable, and shall be subject to disciplinary measures. This includes coaches.

ATHLETIC DISCIPLINE

Student athletes are under the same disciplinary criteria as all other students. The Española Valley High School Student Handbook outlines that procedure.

- 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: Punishment will be handled by the coach and/or school Administration. The range of punishment goes from verbal warning to dismissal from the team.

Social Media Policy

Since participation in athletics is a privilege and not a right, an athlete needs to accept responsibility for appearing or posting on social media sites. When visiting or appearing on any social media site, student-athletes of Española Valley High School will maintain acceptable standards. These acceptable standards will be based on the policies and regulations described in the Española Valley High School Student Handbook and individual team rules.

Any posting or communication via social networking sites that disrupts either the educational or athletic environment or which advocates the violation of any athletic department, school, or team policy or rule is unacceptable. This would include but not be limited to:

- The consumption of alcohol or the use of illicit drugs
- Inappropriate sexually-oriented material
- Activities involving bullying, hazing or harassment
- Anything that represents Española Valley High School and the athletic department in a negative way (this includes what you “like” or share via your personal social media).

It is the intent of Española Valley High School/CFVMS to provide leadership, education and the protection of athletes from the dangers involved with some internet sites and to maintain the positive aspects of an education-based athletic program. Inappropriate social media posts may result in athletic discipline up to and including suspension or dismissal from the team.

Ejection from Competition-pursuant to NMAA bylaw 7.7.2

When a participant is ejected/disqualified from any contest or game for unsportsmanlike conduct, the penalty shall be as follows:

1. **FIRST EJECTION/DISQUALIFICATION-** Automatic suspension from the next contest or game as a matter of procedure. The ejected participant may not participate at any other level of contest in that sport until the game or contest suspension has been satisfied. Complete the NFHSLearn “Sportsmanship” course, submit certificate of completion to the school athletic director.
2. **SECOND EJECTION/DISQUALIFICATION-** Automatic two game/contest suspension from the next contest or game minimally. The ejected participant may not participate at any other level of contest in that sport until the game or contest suspension has been satisfied. Attend a meeting with NMAA Executive Director/designee. A local sanction as determined by the local school athletic director and approved by the NMAA.
3. **THIRD EJECTION/DISQUALIFICATION-** Student athlete is removed from athletic competition for 180 school days / 365 calendar days. Attend a meeting with the NMAA Executive Director/designee prior to participation, if applicable.

During the suspension period, student athletes may not dress out in uniform, participate in warm-up, or be directly involved with the contest in any way. Student athletes may attend the contest, sit on the bench, or stand on the sideline if approved by the local school administration. Student athletes may NOT travel with the team for out of town contests.

If a student athlete is ejected/disqualified from a competitive activity because he/she is responsible for starting a fight, or for improper conduct toward an official, the student shall be suspended from participation, (practice and play) pending review by the school Athletic Director in consultation with the Head Coach. Dismissal of the student from that specific sport may result, or a suspension from practice and/or competition may be specified for a given number of games, along with other sanctions as determined. These sanctions, if any, are in addition to the required sanctions by the NMAA.

Note: Team members who leave the bench during a fight are also subject to discipline.

Coach/School Personnel

First Ejection/Disqualification

1. One game/contest suspension – same level, may not participate at any level until all sanctions are completed.
2. Complete the NFHS Learn “Teaching and Modeling Behavior” course (personal payment of course fees, currently \$20.00), submit certificate of completion to the school athletic director for submission to NMAA.

Subsequent Ejections/Disqualifications

1. Two game/contest suspension – same level, may not participate at any level until all sanctions are completed
2. \$100.00 fine paid by the school/district 3. Attend a meeting with the NMAA Executive Director/designee 4. A local sanction as determined by the local school athletic director and approved by the NMAA.

Verbal and/or Physical Abuse of Officials or Coaches

Verbal or physical abuse of officials or coaches by student-athletes will result in immediate discipline which may include suspension or dismissal from the team for the remainder of the season.

Hazing, Bullying, and Initiations

Hazing or initiations of student-athletes by other team members are not acceptable and any practice of this type of behavior will not be tolerated. Actions (such as but not limited to taunting, teasing, bullying, and harassment) of this type may be subject to police action as well as dismissal and/or suspension from participation in any athletic program. Any student athlete who is aware of this type of behavior should report it to the coach, athletic director, or school administration immediately.

Bullying means committing an act against a student, or coercing a student into committing an act, with the intent to ridicule, humiliate, or intimidate the other student. This type of behavior will not be tolerated. The Española Public School District has adopted policies to deter these types of behaviors (J-2550 and J-2950). Student-athletes will be held to this policy as well as dismissal and/or suspension from participation in any athletic program if they violate this policy. For the board’s full policy visit: http://www.k12espanola.org/board/board_policies

ATHLETIC SUBSTANCE ABUSE (Including cannabis), ALCOHOL AND TOBACCO POLICY

Philosophy

Athletics are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in athletics is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension from athletics can be affected by the principal or designate and does not require a due process hearing.

First time offenders may have their suspensions reduced (by the School Principal or designate) 50% by completing a certified drug/alcohol prevention program. (As provided by School Counselor and/or Outside Accredited Agency). Additional restorative practices such as Purpose Prep courses via Edgenuity may be assigned.

Use and/or Possession of Controlled Substances, Alcohol, and Tobacco Products are prohibited. (A citation, police report and/or discipline referral may be used to show evidence).

Consequences for violations during school year and/or organized summer activities:

First Offense

- Tobacco: Suspension from participation – 15 school days
- Alcohol/Drugs: Suspension from participation – 45 school days

Second Offense

- Tobacco: Suspension from participation – 30 school days
- Alcohol/Drugs: Suspension from participation – 90 school days

Third and Subsequent Offenses

- Tobacco: Suspension from participation – 60 school days
- Alcohol/Drugs: Suspension from participation – 180 school days

SALE or DISTRIBUTION OF CONTROLLED SUBSTANCES

- Student is ineligible to participate in extracurricular activities for 180 school days/365 calendar days from date of incident or longer under special circumstances.

PARENT/GUARDIAN CODE OF CONDUCT

This parental code centers on five areas:

1. Let the coaches coach your athlete. Refrain from shouting advice during the game (i.e., “coaching” your athlete from the sidelines/stands). This can be confusing and frustrating for the athlete.
2. Be an exemplary role model by positively supporting all members of the team.
3. Model good sportsmanship by demonstrating positive behavior at all times toward the officials, opposing players, fans, and coaches.
4. Support the coaches and their decisions about playing time. Playing time is strictly at the discretion of the coach. If your athlete has an issue with playing time they are encouraged to speak to their coach.
5. Follow the Parent-Coach Communication Procedures if there is a need to contact a coach. The procedures are located below.

PARENT-COACH COMMUNICATION PROCEDURES

Parent-Coach Relationship

By working together, parents/guardians and coaches are able to ensure that each student-athlete will benefit from the athletic program. As a parent/guardian whose athlete is involved in the EPS Athletic Program, you have the right to understand what expectations are placed upon your student-athlete.

As a member of an athletic team, your athlete will experience many rewarding moments. It is important to understand there may also be times when things do not go the way they would like. If this occurs, the athlete is encouraged to discuss the concern directly with the coach. If the student-athlete has spoken to the coach and the issue continues to need clarification, it may be appropriate for a parent/guardian to intervene.

Communication parents/guardians should expect from the coach:

1. Philosophy of the coach and the program
2. Expectations the coach has for all student-athletes involved in the program
3. Logistical information- schedules for practices, games, busing, etc.
4. Team requirements, rules, disciplinary procedures, etc.
5. Medical procedures and information.
6. Sportsmanship expectations for all student athletes, parents, and fans.

Communication coaches should expect from parents/guardians:

1. Notification of any schedule conflicts well in advance.
2. Specific concern about a coach's behavior and/or expectations.
3. Notification of your child's change in medical information, change in behavior, and change in academic standing.

Concerns parents/guardians may discuss with coaches:

1. The treatment of your athlete, mentally or physically
2. Ways to help your athlete improve as a player
3. Concerns about your athlete's behavior

Issues that will not be discussed with the coaching staff:

1. Positions
2. Level of participation (varsity, junior varsity, etc.)
3. Playing time
4. Other student athletes
5. Game strategy
6. Team preparation/practice

COMMUNICATION PROCEDURES

The school administration requires a minimum of 24 hours between any incident and the time of your contact with any member of the athletic department. If you have a concern to discuss with a coach, please utilize the following procedures:

1. Have your athlete meet with the coach to try to resolve the issue.
2. If the meeting between the student and the coach does not resolve the issues, the parent/guardian may call the athletic department (505-367-3401) to schedule an appointment for you and your athlete to meet with the coach.
3. If the meeting with the coach did not provide a satisfactory resolution, call and schedule an appointment to meet with the Athletic Director and the coach.
4. If the meeting with the coach and Athletic Director did not provide a satisfactory resolution, call and schedule an appointment to meet with the building Principal to discuss the situation.
5. If the meeting with the building Principal did not provide a satisfactory resolution, please submit in writing a detailed description of your issue or concern to the Superintendent of Schools in care of the Espanola Public Schools, 405 Hunter St., Espanola, NM 87532.

OFFICIALS

- A. Sports Officials are protected under New Mexico Law. Senate Bill 400, passed by the State Legislature in 2001 and signed into law by the Governor, prohibits any assault or battery upon a sports official.
- B. Whoever commits simple assault upon a sports official is guilty of a misdemeanor.

Simple assault includes but is not limited to any threat or menacing conduct, which leads the sports official to believe he/she is in danger of receiving an immediate battery.

C. Whoever commits an assault upon a sports official is guilty of a fourth degree felony. Assault includes, but is not limited to, the unlawful touching or application of force to the person of a sports official with intent to injure that sports official while he/she is in the lawful discharge of his/her duties.

D. Whoever commits an aggravated assault upon a sports official is guilty of a third degree felony. Aggravated assault includes but is not limited to striking at a sports official with a deadly weapon, menacing a sports official while wearing a disguise to conceal ones identity or assaulting a sports official with the intent to commit any felony. E. Assault with intent to commit a violent felony upon a sport official, which includes assault with intent to kill the sports official, is a second-degree felony.

PUBLIC CONDUCT ON SCHOOL PREMISES

A. School sponsored or approved extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School-sponsored or approved extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

B. Spectators are permitted to attend school-sponsored or approved extracurricular activities only as guests of the school district act accordingly as a condition of such permission and they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

C. To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved extracurricular activities to perform their duties without interference, the following provisions are in effect:

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved extracurricular activities or at other spectators will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved extracurricular activities will not be tolerated.
3. The use of vulgar, or obscene or demeaning language directed at students, officials or sponsors participating in a sponsored or approved extracurricular activity or at other spectators will not be tolerated.
4. If a spectator at a sponsored or approved extracurricular activity becomes physically or verbally abusive, uses vulgar, or obscene or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the Superintendent may exclude the spectator at future sponsored or approved extracurricular activities.
5. As needed the Superintendent or designee shall cause a notice of exclusion from sponsored or approved extracurricular activities to be sent to the spectator involved. The

notice shall advise the spectator of the School District's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

Concluding Statement

The rules contained in this handbook are general in nature and are inclusive of all sports. The coach of each sport will provide each athlete with a set of written rules for his/her particular sport in addition to this handbook. Athletes must adhere to the general and specific rules outlined or face disciplinary action. The effectiveness of these rules lies with the integrity of each player and the coach.

There are many issues that may come up that are not listed in this Athletic Handbook. Those issues will be handled on a case-by-case basis. New issues that are not addressed initially will be addressed in future revisions of this handbook

Athlete Code of Ethics

- Fair, hard play at all times, showing respect for opponents, coaches, officials and spectators.
- Conduct with the highest degree of character on and off the field.
- Faithful completion of schoolwork as practical evidence of commitment to school and team.
- Complete observance of all training rules and school policies.
- Give opponents the credit for their ability and the respect you would hope to receive in return.
- Be modest and considerate in victory; be gracious in defeat.
- Realize it is an honor and a privilege to represent Espanola Public Schools.
- Realize that team success comes before individual recognition.
- Adhere to the rules and expectations of the Head Coach.

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: Discipline will be handled by the coach and or the school Administration. The range of discipline goes from verbal warning to dismissal from the team.

**ACKNOWLEDGMENT FORM
STUDENT**

(Please sign and return to your coach.)

I, _____ wish to try out for and/or participate in school
(Print Student's Name)

sponsored interscholastic athletics. I agree to follow the standards of conduct and procedures as set forth for interscholastic athletics in the Espanola Public School District. I understand that if I violate these standards, I will be subject to such penalties as stated, including exclusion from the opportunity to participate in interscholastic athletics.

Student Signature

Date

PARENT/GUARDIAN

I agree to permit my son/daughter to try out for and/or participate in school-sponsored interscholastic athletics. I have read the Espanola Public Schools Athletic Handbook and agree to support the standards of conduct and procedures contained therein as a condition of my son/daughter's participation in interscholastic athletics within the Espanola Public School System. I understand that if my son/daughter violates the handbook's standards of conduct, he/she will be subject to penalty as outlined in the handbook, including exclusion from the opportunity to participate in interscholastic athletics. I further understand that selection or assignment to a team does not constitute any guarantee (written or implied) that my son/daughter will receive any playing time.

Parent Signature

Date

ATHLETIC SUBSTANCE ABUSE, ALCOHOL, TOBACCO

Philosophy

Athletics are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in athletics is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension from athletics can be affected by the principal/coach and does not require a due process hearing.

Use and /or Possession of Controlled Substances, Alcohol, and Tobacco Products are prohibited.
Consequences for violations during school year and/or organized summer activities:

First Offense

Tobacco -	Suspension from participation – 15 school days
Alcohol/Drugs -	Suspension from participation – 45 school days

*(First time offenders may have their suspensions reduced 50% by completing a certified drug/alcohol prevention program, including but not limited to Purpose Prep/NFHS courses and NMAA “Life of an Athlete” curriculum).

Second Offense

Tobacco -	Suspension from participation – 30 school days
Alcohol/Drugs -	Suspension from participation – 90 school days

Third Offense

Tobacco -	Suspension from participation – 60 school days
Alcohol/Drugs -	Suspension from participation – 180 school days

Sale or Distribution of Controlled Substances:

First offense--Student ineligible to participate in extracurricular activities for 180 school days/365 calendar days or longer under special circumstances.

End of season is defined by the NMAA (13.1) as follows:

- A team/individual does not qualify for play-offs.
- A team/individual is eliminated from play-offs. (Non-varsity seasons end with the team’s last event.)

I, _____ wish to try out for and/or participate in school sponsored interscholastic athletics. I agree to follow the standards of conduct and procedures as set forth for interscholastic athletics with Espanola Public Schools. I understand that if I violate these standards, I will be subject to such penalties as stated, including exclusion from the opportunity to participate in interscholastic athletics.

 Student Signature

 Date

 Parent Signature

 Date

First time offenders may have their suspensions reduced (School Principal) 50% by completing a certified drug/alcohol prevention program. (School Counselor and/or Outside Accredited Agency)

PARENT/GUARDIAN CODE OF EXPECTATIONS FOR ATHLETICS

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship as referenced in *“Pursuing Victory With Honor”* and in the six core principles of character education: trustworthiness, respect, responsibility, fairness, caring and citizenship. The highest potential of sports is achieved when competition reflects these principles. Please be advised the Espanola Public Schools has a code of expectations for all parents/guardians participating in the athletic experience. Your cooperation in adhering to the following obligations as a parent/guardian at athletic events is appreciated and necessary to provide the most quality experience for every person participating.

I will do my part to make athletics and activities a **positive experience** for everyone involved (i.e. participants, coaches, officials and spectators).

I will **learn the policies** of school district, school and program and do my best to **understand and appreciate the rules** of the contest.

I will **encourage good sportsmanship** by showing respect and courtesy and by being a positive role model at every event and practice.

I will **not engage in any unsportsmanlike conduct** with any official, coach, player, parent or staff member, such as taunting or using profane language or gestures.

I will **demand a safe and healthy environment** that is free from drugs, tobacco and alcohol and will **refrain from any use** at all athletic events.

I will **not engage in disparaging dialogue or taunting behavior** with officials, players, coaches, parents and other spectators before, during and after all events.

I will **respect the decisions and authority of officials** during competitions.

I will **respect the property and equipment** used at any sports or school facility I

will **show appreciation for an outstanding play** by either team.

I will **applaud a good effort** in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.

In addition, parents of participants in the Espanola Schools athletic program are expected to adhere to the following obligations to fully ensure the best possible environment for their child.

I will **insist my child treat other players, coaches, officials and fans with respect and courtesy** regardless of race, sex, creed or ability.

I will **help my child learn** that success is measured by the development of skills, not by winning or losing.

I will **communicate with the coach** at the appropriate time and place when I have a concern regarding my child (not during games and/or practice).

I will **inform the coach of any physical disability** or ailment that may affect the safety of my child or the safety of others.

I will **refrain from coaching my child** or other players during games and practices unless I am an official coach.

I will place the emotional and physical **well-being of my child** ahead of my personal desire to Win.

I will **never ridicule or yell at my child** or other participant for making a mistake or blame my player's teammates or coaches for success or failure in the athletic setting.

I will **teach my child to respect the decisions** of administrators, coaches and officials and will positively model this same behavior.

I will **reinforce the school district's substance abuse policies** with my child and refrain from any use of alcohol and other drugs before or during contests.

I will follow the chain of command and the district's grievance procedure when trying to rectify and or resolve and issue and or concern.

ESPAÑOLA PUBLIC SCHOOLS ATHLETIC HANDBOOK

In the event an adult fails to adhere to and uphold these obligations, the school administration and the school district reserves the right to impose sanctions including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

The undersigned parent/guardian and student state that:

We have read the Española Public Schools (EPS) Athletic Handbook and Code and understand its terms and conditions

We understand it is our responsibility to be aware of and adhere to additional standards, rules, and requirements of the school sport program/activity group, the school the student attends and participates, the Espanola Public Schools and the New Mexico Activities Association.

We agree to be bound by the terms, conditions, rules, and standards of the EPS Athletic Code.

We understand that it is our responsibility to keep this document and refer to it throughout the year when specific issues or questions arise.

We understand that the Athletic Handbook is accessible on the Espanola Public Schools website. All revisions, corrections or additions will be posted regularly on the website. The website document will be considered current and takes precedence over any and all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information.

Student Printed Name

Date

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Date

Coaches' Code of Ethics Acknowledgement

As a professional educator, I will:

1. Exemplify the highest moral character, behavior and leadership.
2. Encourage the highest standards of conduct and scholastic achievement among all athletes.
3. Strive to develop each athlete the qualities of leadership, initiative, and good judgement.
4. Respect the integrity and personality of the individual student-athlete.
5. Abide by the rules of the game in letter and in spirit.
6. Respect the integrity and judgement of sports officials.
7. Demonstrate mastery of continuing interest in coaching and professional development.
8. Encourage a respect for all athletes and their values.
9. Display modesty in victory and graciousness in defeat.
10. Promote ethical relationships among coaches.
11. Fulfill responsibilities to provide health services and an environment free of safety hazards.
12. Seek to include good health habits, including the establishment of sound training rules.

Coach's Signature

Date

Athletic Director's Signature

Date

APPENDIX

Española Valley High School

STYLE GUIDE

Our goal is to create a strong brand that is instantly identifiable in our community. This simple style guide is designed to assist the Española Valley High School community in effectively and consistently building the school's brand through visual communication. Remember, when using school logos, names, or mascots, you are speaking for all of Española Valley High School.

OFFICIAL LOGOS*



Keep it consistent. Keep it high quality.

SCHOOL COLORS

Primary:

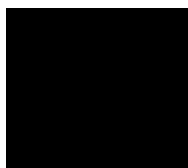


Red



Gold

Secondary (striping and/or outline):



Black



White

PURCHASE OF NEW UNIFORMS SCHEDULE

The Espanola Public Schools will purchase uniforms for teams on a rotating basis, as budget will permit. In this process a team cannot lose their turn in being provided new uniforms. In “good budgetary years” a team may move up on the list. In “lean” budgetary years teams may have to wait longer for new uniforms but will not lose their turn.

The rotation for uniform purchase shall be as follows:

Sport	How Replaced	Last Replacement Date	Next Replacement Date
Baseball	As needed by district	2020-2021	2024-2025
Basketball - Boys	As needed by district	2020-2021	2024-2025
Basketball - Girls	As needed by district	2020-2021	2024-2025
Competitive Spirit/Cheer	As needed by district	2021-2022	2025-2026
Cross country - Boys and Girls	As needed by district	2020-2021	2024-2025
Football	As needed by district	2019-2020	2023-2024
Golf - Boys and Girls	As needed by district	2022-2023	2026-2027
+Powerlifting- Boys and girls	As needed by district	2023-24	2027-2028
Softball	As needed by district	2023-24#	2027-2028
Tennis - Boys and Girls	As needed by district	2021-2022#	2025-2026
Track and Field - Boys and Girls	As needed by district	2019-2020/2020-2021*	2024-2025
Wrestling	As needed by district	2022-2023	2026-2027
Volleyball	As needed by district	2020-2021	2024-2025
<i>+Added as an NMAA sanctioned sport in 2023-24</i>		*Purchased uniforms 2020-2021 will use 2020-2021 #Purchased uniforms out of team activity account	

Title IX**Title IX Coordinator:****Name:** Fanny Castillo**Email:** fanny.castillo@k12espanola.org**Phone:** 505-367-3351**Office Address:** 405 Hunter Street, Española, 87532**What Title IX is and what it does:**

Title IX generally prohibits any federally funded education program or activity from engaging in sex discrimination. It says simply:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

20 U.S.C. Section 1681

Title IX in Athletics

Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in education. Title IX says: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX generally requires institutions to offer male and female students equal opportunities to play sports and that they treat male and female athletes fairly. There are three ways institutions can prove that athletes of both genders have equal participation opportunities:

- The percentage of male and female athletes is about the same as the percentage of male and female students enrolled at the school, **OR**;
- The school has a history and a continuing practice of expanding opportunities for female students, since they usually have been excluded from sports, **OR**;
- The school can show that it is completely and effectively meeting the needs of female athletes' interests and abilities.

Schools also must assure that male and female athletes are **treated equally throughout the athletic program**, including:

- Similar quality equipment and supplies;
- Fairness in scheduling games and practices;
- Similar financial support for travel and expenses;
- Fairness in assigning and paying coaches;
- Similar opportunities to get tutoring, where necessary; and
- Fairness in providing locker rooms, fields and arenas, for example.

It is important to note that schools do not have to provide the exact same benefits and opportunities to specific men's and women's teams, as long as their treatment of male and female athletes is equal overall.

Frequently Asked Questions:

Does Title IX require schools to spend the same amount of money on boys' and girls' teams?

No. Title IX does not require exactly equal spending on girls' and boys' teams, only equivalent treatment. It is important to look behind the money to find out what it buys.

EXAMPLE: If a school provides uniforms of equal quality and quantity to its male and female athletes but spends more on boys' uniforms because they cost more than girls' uniforms (e.g., football uniforms may cost more than other sports' uniforms), the school is not violating Title IX. But if the school spends more on boys' uniforms because it is providing them with top-of-the-line uniforms while providing girls with bargain-basement uniforms, then the school is not treating the girls fairly.

Is it true that ticket sales, booster clubs and other outside funding sources "don't count" under Title IX?

No. All money and in-kind contributions that a team receives, regardless of the source, are subject to Title IX's requirements. A school cannot evade its responsibility to treat its male and female athletes equally by pointing to outside sources as the cause of unequal treatment. As one court has explained, "Once a (school) receives a monetary donation, the funds become public money, subject to Title IX's legal obligations in their disbursement." Chanclenor v. Univ. of North Dakota, 297 F.3d 1042, 1048. Though they may accept such gifts, schools bear the ultimate responsibility of ensuring that boys' and girls' teams are treated equally.

EXAMPLE: At School A, the high school boys' teams are treated better than the high school girls' teams in terms of equipment. The boys' baseball booster club raises money for a new pitching machine for the boys' team. The girls' softball team has no access to the new pitching machine or any other machine.

To avoid exacerbating an already existing inequality, if the school accepts the pitching machine, it must ensure that girls also receive this benefit. Some of the ways in which the school can accept the pitching machine and still comply with Title IX include (a) devising a schedule where both teams are allotted separate but equal time with the machine, (b) purchasing a pitching machine for the girls with school funds, or (c) soliciting outside funding for a new pitching machine for the softball team.

Fundraising and Title IX

Title IX neither requires nor prohibits fundraising. Title IX only requires that fundraising opportunities not be limited or imposed discriminatorily; for example, men's teams are allowed to fundraise for additional benefits while women's teams are not; or men's teams are provided priority for the more lucrative fundraising opportunities; or men's teams are given benefits that women's teams must pay for through fundraisers. If women's coaches must conduct more extensive fundraising to purchase the same level of benefits provided to men's teams, this affects the availability of coaches who must spend inordinate time fundraising to supplement the operating budgets for their teams. Such imbalances create compliance problems.

Athletes may not receive lesser benefits based on gender because their coach is not as successful at fundraising as other coaches. In other words, the benefits for student-athletes cannot be

dependent upon coaches' ability to fundraise. Institutions should ensure that equitable benefits are provided program-wide for female and male athletes, regardless of coaches' fundraising success.



CONCUSSION IN SPORTS

A Fact Sheet for Athletes and Parents

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Observed by the Athlete

- ☐ Headache or "pressure" in head
- ☐ Nausea or vomiting
- ☐ Balance problems or dizziness
- ☐ Double or blurry vision
- ☐ Bothered by light
- ☐ Bothered by noise
- ☐ Feeling sluggish, hazy, foggy, or groggy
- ☐ Difficulty paying attention
- ☐ Memory problems
- ☐ Confusion
- ☐ Does not "feel right"
- ☐

Observed by the Parent / Guardian

- ☐ Is confused about assignment or position
- ☐ Forgets an instruction
- ☐ Is unsure of game, score, or opponent
- ☐ Moves clumsily
- ☐ Answers questions slowly
- ☐ Loses consciousness (even briefly)
- ☐ Shows behavior or personality changes
- ☐ Can't recall events after hit or fall
- ☐ Appears dazed or stunned

WHAT TO DO IF SIGNS/SYMPTOMS OF A CONCUSSION ARE

Athlete

- ☐ TELL YOUR COACH IMMEDIATELY!
- ☐ Inform Parents
- ☐ Seek Medical Attention
- ☐ Give Yourself Time to Recover

Parent / Guardian

- ☐ Seek Medical Attention
- ☐ Keep Your Child Out of Play
- ☐ Discuss Plan to Return with the Coach

It's better to miss one game than the whole season.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

RETURN TO PLAY GUIDELINES UNDER SB38

1. Remove immediately from activity when signs/symptoms are present.
2. Must not return to full activity prior to a minimum of 240 hours (10 days).
3. Release from medical professional required for return.
4. Follow school district's return to play guidelines.
5. Coaches continue to monitor for signs/symptoms once athletes return to activity.

Students need cognitive rest from the classroom, texting, cell phones, etc.

REFERENCES ON SENATE BILL 38 AND BRAIN INJURIES

Senate Bill 38:

<https://www.nmlegis.gov/Sessions/17%20Regular/final/SB0038.pdf>

For more information on brain injuries check the following websites:

<https://nfhslearn.com/courses/61059/concussion-for-students> <http://www.nfhs.org/resources/sports-medicine> <http://www.cdc.gov/concussion/HeadsUp/youth.html>

<http://www.stopsportsinjuries.org/concussion.aspx>

<http://www.ncaa.org/health-and-safety/medical-conditions/concussions>





Espanola Valley High School

"Home of the Sundevils"

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 Phone: (505) 753-7357 • Fax: (505) 753-6177
 Website: www.k12espanola.org



Kelly Miller—Principal

Matthew Abeyta – Athletic Director

Vickie Martinez – Office Manager

Parent/Athlete Transport Release Form

Sport/Activity: _____

Activity Date: _____

Student Name: _____

Parent/Guardian Name: _____

Home Address: _____

Phone #: _____

Auto Insurance Carrier: _____

Reason for not riding bus: _____

Check all that apply:

- ☐ As the parent/guardian of the above listed participant, I agree to transport said student to and or from the listed event. I release EVHS from any liability when I assume the responsibility of transporting my own child. I do carry auto insurance to cover passengers in the event of an accident. I will not transport any other participant other than my own child/children.
- ☐ As the parent/guardian of the above listed participant, I agree to allow said student to transport his or herself to and/or from the listed event. I release EVHS from any liability when I assume the responsibility of deciding to allow my child to transport him or herself. My student carries auto insurance in the event of an accident. My student will not transport any other participant other than him or herself.

 Print Parent/ Guardian Name (transporting parent)

 Parent/Guardian Signature

 Date

 Principal/AD Signature

 Date

THIS FORM MUST BE SUBMITTED TO THE ATHLETIC DIRECTOR'S OFFICE NO LATER THAN 24 HOURS PRIOR TO THE EVENT DEPARTURE TIME!