

TEXICO MUNICIPAL SCHOOLS

ATHLETIC/ACTIVITY HANDBOOK



2020-21

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Preface

The extracurricular program of the Texico Municipal Schools is under the direct auspices of the New Mexico Activities Association (NMAA) and the Texico Board of Education. The NMAA is empowered by the Public Education Department to supervise and regulate all interscholastic athletic programs and activities in the state of New Mexico. Texico High School provides teams for interscholastic competition in each of the following sports and activities:

SPORTS

BOYS

Football
Basketball
Baseball
Track & Field

GIRLS

Volleyball
Basketball
Track & Field
Golf

ACTIVITIES

Cheerleading
Drama/One Act Production
FCCLA (Family, Career and Community Leaders of America)
FFA (Future Farmers of America) Agriculture Education
National Honor Society

Texico Middle School athletic programs provide teams for interscholastic competition in each of the following sports:

BOYS

Football
Basketball
Track

GIRLS

Volleyball
Basketball
Track

This publication is primarily designed to assist coaches, school administrators, and sponsors with the operating procedures of the Texico Municipal Schools athletic and activity programs. The booklet contains rules, regulations and policies that have been established by the NMAA and our own school policies and procedures. Coaches, sponsors and administrators are expected to utilize this handbook as a guide to consistently facilitate a collaborative team effort of implementation between programs and activities. All pertinent rules, regulations and policies should be reviewed with students within their respective programs. The consequences for any infraction must be followed and carried out by all coaches, sponsor and students involved.

Mission Statement

The mission of the Texico Municipal Schools is to provide extracurricular activities that provide students with opportunities to further develop their personal interests and skills in an education-based environment which promotes healthy competition, enhances physical, social and mental growth and develops positive lifetime values.

Philosophy

It is the philosophy of Texico Municipal Schools that extracurricular activities are an integral part of our total educational program. Participation is a privilege offered to, and earned by students. Efforts will be made to provide competitive athletic and activity experiences for as many students as possible, and as can be adequately coached, managed and funded.

Purpose/Goals

The purpose of school athletic activities is educational, competitive and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration. Texico Schools shall provide comparable athletic opportunity in school athletic activities for both sexes. The district has the option of prohibiting participation by both sexes on the same team, where comparable or separate athletic opportunity exists for both sexes.

District participation in school athletic activities shall be subject to approval by the Board.

The goals of the Texico Municipal Schools are to provide and teach each student/athlete:

1. a feeling of positive self-worth and self-discipline.
2. an opportunity to develop the participant's full physical, mental and emotional potential.
3. an opportunity to compete with and against others in preparation for a competitive society.
4. a sense of responsibility to his/her coach, team, sport, athletic program school and community.
5. a standard of values, ethics and morals which demonstrate sportsmanship and positive representation of self, team, school and community.

Athletic/Activities Director Responsibilities

1. Directs the interscholastic program and assures that all athletic/activity practices and procedures conform to local board, Title IX and New Mexico Activities Association policies, regulations, and guidelines.
2. Promotes a safe environment where optimal student/team growth and success occur.
3. Serves as a spokesman for the Texico Municipal Schools athletic/activity program.
4. Oversees the scheduling and contracts all athletic contests at Texico Municipal Schools.
5. Organizes and/or assists with tournaments, meets and other home activities with head coaches/sponsors.
6. Develops, manages and evaluates general athletic operations, staffing and programs.
7. Approves and submits to business manager, purchase orders for travel meals, hotel arrangements, athletic equipment and supplies as requested by coaches/sponsors.
8. Advises and assists coaches/sponsors with needs and concerns within the athletic/activities program.
9. Sees that facilities are in readiness for all home athletic contests.
10. Organizes the sale of tickets to all home athletic activities.
11. Assigns and makes provisions for paying all home game support personnel (ticket sellers, security, officials etc.).
12. Attends in-town and out-of-town games, when deemed necessary, or have a representative designated.
13. Monitors that athletic fields and facilities are maintained through the cooperation of the superintendent, business office and maintenance department.
14. Coordinates middle school athletic programs and staff.
15. Attends and represents Texico Schools at appropriate state and district athletic meetings.
16. Communicates regularly with booster clubs and approves all athletic/activity fundraisers.
17. Prepares list of athletes in each sport for eligibility purposes prior to the first scheduled practice and as changes to the list occur.
18. Makes necessary reports to the NMAA.
19. Keeps on file an up-to-date inventory of all athletic equipment.
20. Promotes unity, support and sportsmanship among all coaches, sponsors and programs.
21. Responsible for publicity, parent information and encouraging student participation in athletic/activity programs. Calls coaches meetings during school year as needed.
22. Serves as a mediator between coaches/sponsors – parents – students/athletes.
23. Keeps coaches and district administration informed on any NMAA rule changes.
24. Reviews handbook annually with coaches/sponsors and collaborates on necessary adjustments and/or additions.
25. Performs all other duties as assigned by administration.

Extracurricular Personnel

All extracurricular personnel must:

1. be familiar with the policies of the New Mexico Activities Association (NMAA) and follow district policies and handbooks;
2. discuss the Code of Conduct with participants prior to season;
3. support, educate and model the “Compete with Class” philosophy;
4. be aware of the eligibility status of their students/athletes and check grades regularly;
5. treat all students/athletes with a high degree of professionalism and ethical behavior;
6. conduct themselves in a manner, both at and away from school, which will bring credit to themselves, their team, and Texico Municipal Schools;
7. be approachable and develop positive school/community relations;
8. follow the chain of command when negative situations arise;
9. report any inappropriate behavior of a student and/or coach to administration;
10. respect the confidentiality between a student, team and/or other staff member when dealing with internal problems;
11. establish a rapport and cooperate/collaborate with teachers and administrators;
12. promote and support all athletic and activity programs;
13. attend coaches meetings and clinics for professional growth;
14. inspect and secure facilities on a regular basis and immediately report any discrepancies or perceived dangers to administration and document on School Dude;
15. supervise students/athletes in all areas from arrival to departure times;
16. keep keys in possession, as school facilities should not be utilized without supervision;
17. follow and promote the Title IX regulations;
18. follow district protocol for approval of purchase orders and fundraisers;
19. email teachers, secretary, principal and athletic director a list of excused students/athletes prior to each departure for competition (an emphasis on loss of instructional time should be considered when scheduling departure times); and
20. participate in special award programs, banquets and extra-curricular activities.

Head Coach

By accepting the position of head coach at Texico High School, it is expected that this role will empower the coach to: provide the student with an atmosphere in which each person is treated with respect and dignity; ensure the opportunity is available to improve skill development; and create a climate conducive to growing physically and mentally through a cooperative and competitive learning experience. In assigning the head coaching position, the administration at Texico High School has placed its trust and confidence in that he/she will assume and carry out the following additional responsibilities:

1. ensure that all participants have a completed physical form, parent/guardian permission form, emergency medical form, code of ethics (conduct) form, proof of insurance form and concussion awareness form prior to any participation;
2. organize and conduct individual and team practices, training and competition;
3. comply with and support NMAA and district regulations and policies;
4. coordinate team transportation arrangements for all away game/activities;
5. develop teamwork, morale, sportsmanship "Compete with Class", academic excellence, and strict adherence to rules of training and conduct;
6. responsible for the conduct of the student/athletes and assistant coaches at all times;
7. demonstrate respect for officials, the press, opposing coaches, parents, fans, student/athletes, fellow coaches, and teachers;
8. complete all paper work on time as deemed necessary for each athletic program;
9. meet with assistant coaches to discuss program plans and assign duties;
10. evaluate and assess all assistant coaches;
11. assist the athletic director in ways that will benefit the total athletic program;
12. attend all coaches' meetings called by the athletic director and/or administration;
13. encourage student/athletes to participate in **all** athletic programs without any *undue influence on the specialization in one sport*;
14. support and assist any other coach within the athletic department;
15. mentor and assist middle school practices daily and attend athletic competitions when games and/or practices do not conflict with high school competition;
16. compete in contests as scheduled;
17. identify, develop and apply specific competitive sport strategies and tactics appropriate for the age and skill level of the participating athletes;
18. assist in all tournaments and meets scheduled to be hosted at school;
19. develop criteria for earning a letter in his/her particular sport and present athletic awards according to school criteria;
20. confirm that no student in his/her program participates in more than the maximum number of games/contests that is permitted by the NMAA;
21. communicate to all athletes/parents the risks of possible injury associated in their sport;
22. perform miscellaneous job-related duties as assigned by the Athletic/Activities Director; and
23. complete the following pre-season and post-season check lists.

Pre-Season Check List

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Before any season or activity can start, a series of responsibilities must take place by the head coach or sponsor. This list includes, but is not limited to, the items below.

1. All participants have completed a physical form, parent/guardian permission form, emergency medical form, code of ethics (conduct) form, proof of insurance form and concussion awareness form.
2. All participant rosters must be turned in to the Athletic/Activities Director **two weeks prior to the first competition or activity**. All high school participants and schedules must be recorded on-line with the NMAA/MaxPreps by the head coach/sponsor.
3. Check academic eligibility status of participants.
4. Submit all travel and meal requests **two weeks prior to first contest**.
5. Read athletic/activity and school handbooks.
6. Attend the NMAA rules clinic and/or complete on-line clinic.
7. Coaches/Sponsors will establish expectations for their respective teams/programs and send to the Athletic/Activity Director. Program expectations must be provided in writing to team members at the start of the season. Coaches/sponsors will host a pre-season meeting with parents and team to inform parents about team rules and expectations.

Note: Failure to comply with these procedures could result in delays of scheduled activities, suspension and/or forfeiture of the event.

Post-Season Check List

It is the responsibility of the head coach/sponsor to finalize and give closure to his/her department by completing and/or submitting the following important items **within two weeks** after his/her season/activities have been completed:

1. Inventory and properly secure equipment and uniforms
2. Participant letter lists and honorees
3. All-District, All-State, All-Star honorees
4. Assistant coaches evaluations
5. Purchase orders for athletic/activity needs for the following school year
6. Next season's scheduling thoughts
7. Summer program and/or camp plans

Assistant Coach

The contributions made by assistant coaches will greatly support the success of a program. It is essential that assistant coaches accept and perform all duties and responsibilities assigned by the head coach and/or athletic director. Coaches who serve as assistants in more than one sport are expected to perform their duties with enthusiasm and dedication until the end of that particular season. Following are specific expectations related to Assistant Coach responsibilities:

1. Assist the head varsity coach in the care, inventory and storage of equipment/supplies.
2. Ensure supervision of all student athletes throughout the year.
3. Assist the head varsity coach in all team activities throughout the season.
4. Promote good **sportsmanship** and proper conduct of student/athletes.
5. Encourage student athletes to participate in all athletic programs without any *undue influence on the specialization in one sport*.
6. Attend all coaches meetings called by the head coach or athletic director.
7. Perform miscellaneous job-related duties as assigned by the head coach, athletic director and/or building administration.

Volunteer Coach

Volunteer coaches often make significant contributions to programs' successes, and their willingness to volunteer their time is recognized as a very valuable addition to programs. Volunteer coaches are expected to accept and perform all duties and responsibilities assigned by the head coach. The contribution made by the volunteer coach depends on his/her regular and consistent fulfillment of duties assigned and on his/her loyalty to the head coach.

In order to become a volunteer coach, a person must initially be nominated by the head coach and/or athletic director. Prior to serving, the person must meet all requirements expected of paid coaches. (This includes but is not limited to being licensed by the New Mexico Public Education Department as a coach, completing a background check through the District office, completing an application form, and meeting training and any other requirements mandated by State and local laws and regulations.)

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

Eligibility and Participation

1. Before a student may enroll in an athletic class, participate in athletics and be issued athletic equipment, the following athletic participation forms must be on file for the current school year:
 - A. Physical examination form completed from a licensed physician
 - B. Parental/Guardian consent form
 - C. Proof of Medical Insurance
 - D. Authorization for medical services
 - E. Code of Ethics (Conduct) Form
 - F. Concussion Awareness Form
2. Academics are the priority at Texico Municipal Schools and the following rules are utilized to govern eligibility for participation in extracurricular activities:
 - A. The student participant must not have a failing grade in any subject.
 - B. The student participant must maintain a 2.0 GPA.
 - C. The student participant must be enrolled in at least four classes.
 - D. The student participant must adhere to NMAA eligibility requirements.
3. Eligibility will be calculated every three weeks upon the issuance of progress reports or report cards. If a student participant is found to be ineligible at the end of the grading period, he/she will remain ineligible until grades are checked for the next grading period.
4. If a student participant is found to be ineligible for three eligibility checks, not necessarily consecutive, that student will be removed from the athletic period for the remainder of the year.
5. A student may be removed from all athletics and extra-curricular activities indefinitely if:
 - a. The student is found ineligible 4 or more of the 12 grading periods.
 - b. The student faces disciplinary actions for behavior on more than 3 occasions.
 - c. The student has more than 10 unexcused absences within a school year.
6. Support services may be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.
7. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs as per NMAA guidelines.
8. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
9. Seventh and eighth grade student athletes are eligible for interscholastic competition at Texico Middle School. All middle school student athletes must conform to all eligibility rules set by the NMAA and the Texico Schools.
10. It is the policy of the Texico Board of Education that middle school athletes will participate at their grade level during volleyball and basketball seasons. In middle school, seventh and eighth grade athletes will be combined as one team for competition purposes.
11. Eighth grade student athletes will only be allowed to participate in a high school competition when deemed appropriate by the administrative team. If an eighth grade athlete is observed by the head coach to possess the skill and maturity level to be competitive at the high school events, he/she may be asked to participate, once approved by the Athletic Director. If agreed upon by the athlete, parent(s), head coach and Athletic Director, the athlete will have made

- their Open Enrollment Choice and will compete at the high school level for the remainder of the year. The 8th Grade Participation form must be completed in the Athletic Director's office.
12. Any student athlete moved up to play at a higher level of competition will finish the season at that level.
 13. Students/athletes must be present in school all day of a game/event or on the Thursday/Friday before a Saturday competition, in order to participate in **that game/event**. The only exception is a school excused absence.
 14. All students/athletes must be in school the day following out of town contests or they will not be allowed to participate in their next contest. The only exception is a school excused absence.
 15. Participation in multiple extra-curricular activities can contribute to a more complete and well-rounded education of a student. However, due to scheduling issues, students may not participate in multiple sports per season. Students who choose to participate in multiple activities throughout the year should expect to make additional sacrifices. Communication between extracurricular activities is vital for student and program success. Coaches, sponsors, and administration will avoid penalizing students who participate in multiple activities. As a general rule, contests and performances should take priority over practices and rehearsals.

Note: The Athletic Director shall hold a mandatory preseason meeting for all student/athlete parents. Student athletes of these parents will not be allowed to participate until the parent has attended a meeting with the Athletic Director prior to the first contest.

Quitting a Program

A student/athlete quitting or being removed from an extracurricular activity shall use the following protocol:

1. A meeting will occur between student and coach/sponsor.
2. If the student/athlete quits or is removed from an activity/sport less than 10 days after the first practice, there are no consequences.
3. If a student/athlete quits or is removed from an activity/sport from 10 to 20 days after the first practice, he/she may not participate in the next participating activity/sport until the current sport/activity season is completed.
4. If a student/athlete quits or is removed from an activity/sport more than 20 days after the first practice, he/she is suspended for 15 days, with a minimum 2 game suspension, from the next participating sport.

Note: Any student/athlete who quits or is removed from an activity after 10 days will receive NO-CREDIT / F grade for the remainder of the grading period in that particular activity class.

5. Off-season programs exist for high school student athletes only as time, facilities and supervision allow. Off-season programs are primarily designed to develop and enhance the individual and team skills necessary for competition.

Student Safety & Health

The safety and health of Texico students/athletes is of primary importance. Injuries during competition, training, and practice must be addressed and documented on a daily basis per district protocol. The following information should be addressed with every student/athlete before practice/competition in any sport/activity.

1. Communicate to all students/athletes the risks of severe bodily injury associated in your sport/activity.
2. Document and file all paper work associated with the safety and well being of the student/athlete in your sport.
3. Develop a workout program to enhance, strengthen, and condition athletes that recognizes the differences in physical ability of individual athletes.
4. Teach and coach each student/athlete each drill, technique, and activity prior to physical participation.
5. Visually check and monitor the facilities, equipment, and supplies related to your sport (courts, fields, track, locker rooms, equipment storage, training room etc.).
6. Determine if an athlete is physically capable of competition after an injury (if in doubt, **Do Not** Play the athlete)
7. Report and document all unsafe conditions associated with your sport/program.

Concussions – A coach shall not allow a student athlete to participate in a school athletic activity on the same day a coach, school official or student athlete reports, observes or suspects that a student athlete exhibits signs, symptoms or behaviors consistent with a brain injury or has been diagnosed with a brain injury.

A coach may allow a student athlete who has been prohibited from participating in a school athletic activity to participate in a school athlete activity no sooner than two hundred forty (240) hours from the hour in which the student athlete received a brain injury and only after the student athlete:

- * no longer exhibits any sign, symptom or behavior consistent with a brain injury; and
- * receives a medical release from a licensed health care professional.

Bloodborne Pathogens - Because of their close personal nature during practices and competitions, there are specific diseases against which we must take precautions. Texico coaches/sponsors will follow district protocol concerning these diseases in any event/activity.

Project Heart Start – Coaches/sponsors will utilize training gained to address any sudden cardiac arrest situations with students/athletes per PHS and Texico Schools protocol.

Note: The Texico School District does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injury.

Texico Fans

The Texico School District greatly appreciates our fan base and the support they give our students/athletes. The fans and spectators at our events/activities are one of the reasons our students/athletes strive to be the very best at each education-based competition. Our students/athletes, coaches, and staff praise and respect your season long support.

Texico Schools is dedicated to promoting the “Compete with Class” sportsmanship program. Rivalries with opponents are healthy when performed in a respectful and professional manner. We want our events to be competitive and a fun environment for everyone, but not at the expense of our opponents. The Texico School District requests fans to adhere to the following:

1. Adopt and model the “Compete with Class” sportsmanship program.
2. Refrain from jeering (taunting, booing, heckling, and using profanity in any manner).
3. Promote school spirit by cheering and wearing school colors.
4. Positive signs/posters should motivate our teams’ effort.
5. The use of alcoholic beverages, drugs, and tobacco products are prohibited.
6. Respect students/athletes, coaches, officials and fans.
7. Acknowledge good play, regardless of team.
8. Avoid criticism of coaches, officials and players.
9. Know the rules of the game.
10. Respect and follow facility supervisors who are responsible for maintaining order.
11. Treat individuals the way you would like to be treated.
12. Remember that athletic/activity contests are an extension of the classroom.
13. Per NMAA rule, fans are not allowed on the field after football games.

Note: Failure to adhere to sportsmanship requests could include, but are not limited to the following:

1. **Warning**
2. **Removal from activity**
3. **Removal for the remainder of season**

CODE OF CONDUCT

Students involved in any extra-curricular activity at Texico Municipal Schools will be governed by the Code of Conduct from their first day of involvement in these activities through graduation from high

school. It is important to emphasize that all students are covered by the code of conduct the entire 365 days of the year.

All students participating in these activities and who represent Texico Municipal Schools at any grade level must adhere to the Code of Conduct. For the purpose of these rules, these students are defined as members to include but not limited to interscholastic teams, cheerleaders, managers, FFA, FCCLA, Drama, Honor Society and other students who act as support personnel to all of the above activities.

If selected to represent Texico Municipal Schools in extracurricular activities, students will strive to honor the school and community with appropriate conduct at all times. Students will conduct themselves according to the following items:

1. Students will comply with hair/grooming standards based on health/hygiene, safety, discipline, team unity, impact on performance, and a positive image for Texico Schools. Refer to Texico Student Handbook for further details.
2. Male athletes shall not wear earrings. Nose studs, facial or tongue piercings will not be accepted by students involved in activities.
3. Students will dress in accordance with the school dress code during all activities while representing Texico Schools. (This includes before, during and after school hours.)
4. Tattoos shall not be visible while representing Texico Schools.
5. Students will not use or possess tobacco products.
6. Students will remain in good standing in the community and at school at all times.
7. Students will attend school all day (unless given permission from the principal for such things as doctor appointments or family emergencies) to participate in any extra-curricular activity (practice or game).
8. Students will be on time whenever time is involved. (Practice, school, games, activities)
9. Students will be responsible for all equipment trusted to their use and return it in the best condition possible.
10. Students will create, maintain, and promote the elements of good sportsmanship.
11. Students will represent their school at home or away in a positive manner, promoting good citizenship.
12. Students will not degrade, demean, or belittle any competitor, teammate, coach, administrator, fellow student, or any other individual through the means of any social media outlet.
13. Students will adhere to all rules that are stated in the athletic and student handbooks.

Disciplinary consequences for the first two violations of the items listed above (1-13) will be handled by the sponsor/coach. Documentation of the violation and disciplinary consequences must be provided to the Athletic/Activities Director. If a third violation occurs, disciplinary consequences will be determined by the Athletic/Activities Director.

This code of conduct has been set forth with the purpose of being part of a successful organization, to give the full opportunity of reaching maximum potential, and to instill the desirable traits of good citizenship.

Note: The parent(s)/ guardian(s) and the student must sign the Code of Conduct before he/she can participate in any extracurricular activity at Texico Schools.

Substance Abuse Policy

The Texico School District believes that substance abuse jeopardizes the health and safety of the individual, and compromises a student's/athlete's and team's ability to perform at their competitive best. To provide an environment where all students can achieve academic, athletic, and personal development and success, Texico Schools will utilize the "Life of an Athlete" program. This free, online course is designed to teach high school students/athletes about the dangers of alcohol consumption and other drug use related to their athletic/activity performance and their life.

Students representing Texico Municipal Schools in extra-curricular activities will adhere to the following listed items pertaining to substance abuse for the entire 365 days of the year.

"I will not use/possess/sell alcoholic beverages, illegal drugs or substances of any kind."

1st Offense – Any student participant in violation of the substance abuse policy will be withheld from participation in all extracurricular activities for 30 days from the date a decision is made. This student participant must also adhere to the corrective action as recommended by the school, and/or assessment by an appropriate licensed agency. Failure to adhere to this action will result in the student participant being withheld from all activities for 60 school days. If, in the event the student participant is totally honest when confronted for the first time, the 30 days will be reduced to 15 days.

2nd Offense – The student participant will be suspended from extracurricular activities for 60 days. The student participant will also be recommended to receive a full assessment and follow its (recommended) treatment. Failure to go for an assessment and follow its treatment to its conclusion will result in this infraction being treated as a third offense.

3rd Offense – The student participant will lose eligibility for participation in extra-curricular activities for the remainder of his/her high school years. (A middle school student participant may start with a clean record of disciplinary actions unless the activity director decides the severity of repetitiveness of the student behavior warrants continuation of the disciplinary steps.)

Note: The administration has no time limits on the number of days between the incident and the date of decision. Accusations must be reported within 120 days of the incident.

Communication

Communication is vital to any productive situation. Both parenting and coaching/sponsoring can be difficult vocations. By establishing an understanding of each position, both are better able to accept the actions of the other and provide a greater benefit to students/athletes. To be successful, communication is vital and requires involvement, dedication, sacrifice, and commitment from parents, students/athletes, and coaches/sponsors. Parents have the right to understand what expectations are placed on their student/athlete when their student/athlete becomes involved in extracurricular activities. This begins with clear communication from the coach/sponsor of their program.

Communication coaches/sponsors should expect from parents:

1. Concern expressed directly to the coach/sponsor.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury, as soon as possible.

Appropriate concerns for parents to discuss with coaches/sponsors:

1. The treatment of their student/athlete.
2. Ways to help their student/athlete improve.
3. Concerns about their student's/athlete's behavior.

Items to be left to the discretion of the coach/sponsor:

1. Team selection
2. Playing time
3. Team strategy
4. Play calling
5. Other students/athletes

Communications parents should expect from their student's/athlete's sponsor/coach:

1. Philosophy of the coach/sponsor
2. Expectations/goals the coach/sponsor has for students/athletes, the team and season
3. Locations and times of all practices and contests
4. Specific team requirements, including special equipment, strength and conditioning programs, weekend activities, etc.
5. Injury procedures for practices and contests
6. Team rules, guidelines, and consequences for infractions
7. Lettering criteria
8. Team selection process
9. Discipline resulting in student athlete/student participation

There are situations that may require a conference between the coach/sponsor and athlete/student, or coach/sponsor and parent. These conferences are encouraged. It is important that all parties involved

have a clear understanding of the other person's position. If such a conference is desired by the parent(s) of a student/athlete to address concerns, it should be done after 24 hours of the incident with the coach/sponsor. Please do not attempt to confront a coach/sponsor before, during or after a contest or practice, as meetings of this nature usually do not promote positive resolutions. Only concerns involving your student/athlete will be discussed. Following the protocol below will increase resolving an issue in a professional and productive manner:

Student – Coach/Sponsor

Parent – Coach/Sponsor

Parent – Athletic Director

Parent – Superintendent

Note: In today's technology world of texting, Facebook, Twitter, etc., it is the position of the District that coaches/sponsors NOT communicate with individual students through these means. Group communication is acceptable as long as all District policies are followed.

Attendance

SCHOOL ATTENDANCE ON DAYS OF PRACTICE/COMPETITION

Students/athletes will attend school all day (unless given permission from the principal for such things as doctor appointments or family emergencies) in order to participate in any extra-curricular activity/game. This also applies to Thursday/Friday before a Friday/Saturday activity/game.

SCHOOL ATTENDANCE THE DAY AFTER AN OUT OF TOWN CONTEST

All students/athletes must be in school the day following out of town contests or they will not be allowed to participate in their next contest unless it is a school excused. Per NMAA requirements, no student shall be absent from school-sponsored activities in excess of 15 days per semester and no class may be missed in excess of 15 times per semester.

IN-SCHOOL (ISS) or OUT-Of-SCHOOL SUSPENSION (OSS)

Students/athletes will not be allowed to practice or compete in contests during the suspension period, including weekends. Students/athletes are not allowed to sit on the bench or travel during the suspension period. Once he/she has completed the required suspension time, the student/athlete may return to practice pending team rules have been met, and a minimum of one contest suspension has been served. If a contest is outside the suspension period, then the student/athlete will not be eligible to participate in the next scheduled contest.

Transportation

1. Any student/athlete participating on an athletic/activity trip is the responsibility of the school district and the coach/sponsor. No student/athlete, regardless of age, will be permitted to travel to an athletic/activity with any other person(s) except the coach/sponsor. The only exception to this policy shall be the written permission by the parent/guardian for extenuating circumstances and approval by Principal and/or Athletic/Activity Director prior to trip departure.
2. Parents are encouraged to leave students/athletes for the entire activity. Sponsor/coach will make parents aware of unity and team cohesiveness if abusive leaving begins to occur. **Parents are required to contact the school prior to the activity for permission to take their own student/athlete after the activity/event.** Parents are to sign the activity trip seating chart to release the student/athlete from the school's authority when appropriate. The sponsor will only allow the student/athlete to be signed off by a parent or legal guardian. Extenuating circumstances must be communicated with the Athletic/Activity Director and/or Principal. In addition, appropriate documentation is necessary prior to activity/event. **Students/athletes will not be allowed to ride with other students/athletes.** Good judgment shall be used by all parties involved.
3. Due to FFA, baseball and golf facilities being off campus, parents/guardians may give permission for their students/athletes to ride with another student per the transportation waiver. Parents/guardians and the student/athlete will assume all legal responsibility for the personal safety and actions of the student/athlete while traveling to/from practices.
4. Travel in school vehicles to events shall be limited to **school personnel only**. All coaches/sponsor must travel with their teams on event trips, unless granted by the Athletic/Activity Director. Additional vehicles may be at program's expense.
5. Roster limitations will determine the number of athletes taken on trips. No more than 2 managers will be allowed on out-of-town trips that require overnight stays unless pre-approved by the Athletic/Activity Director.
6. Each program will be allowed to participate in one athletic event during the season that requires staying overnight due to distance.
7. All regular school bus rules will be followed. Appropriate behavior is expected at all times. Coaches/sponsors may inspect luggage or bags, if needed. Inappropriate behavior may involve immediate disciplinary action, which may include, but limited to, sending the student/athlete home with a parent.
8. Head coaches/sponsors are responsible for room assignments (4 students/athletes per room) and monitoring of students/athletes during the trip.

Procedures for Activity Trip Requests

1. Coaches/sponsors clear the trip with the Principal.
2. Coaches/sponsors complete a trip direct request to the Principal. The Principal approves or denies the request and forwards the request to the Athletic/Activity Director.
3. The Athletic/Activity Director or designee will assign a vehicle to the trip based on the number of participants documented and approve or disapprove the request.

4. The Athletic/Activity Director or designee delivers a hard copy of the trip ticket to the Complex to the Superintendent's Secretary for calendar review. The Secretary places the trip ticket in the maintenance foreman's box.
5. Maintenance will pull the vehicle out (unless on a weekend or after hours) and complete the maintenance section of pre-trip. Keys will be delivered to the driver, if possible.
6. The driver will complete driver section of pre-trip, student roster, and post-trip as specified. Any damage or trouble shooting for the vehicle should be documented on the pre-trip/post-trip inspection form.
7. The form is left in the vehicle. The maintenance foreman will review the form and review any maintenance needs.
8. The pre-trip/post-trip inspection and the activity trip ticket will be turned back in to the transportation/maintenance office by the maintenance foreman.
9. Coaches/sponsors will be responsible to clean the vehicle after trips.

Athletic Team Meals

1. Athletic trips that travel 70 miles (one way) or further will be provided a school-funded meal. This mileage is calculated from school to school. Any exceptions (such as all day events) must be pre-approved by the Athletic/Activities Director.
2. The District will provide for three out-of town athletic events. Meals are limited to \$8.00 (\$5/boosters, \$3/athletics) per athlete.
3. Coaches/sponsors will utilize P-Cards or written purchase orders for meals and/or hotel rooms. All requests must be submitted prior to the beginning of the season. Receipts and P-Cards must be returned the next business day.
4. Extracurricular activity trips to destinations that require an overnight stay will receive two paid meals a day providing hotel furnishes a continental breakfast. Teams are allowed up to \$100.00 per room (before taxes). Overage will be paid by the team activity funds.
5. Team meals at restaurants for home events are not encouraged, however, on special occasions, pregame/postgame meals may take place at school facilities.

Hazing

Hazing/Bullying/Harassing in Texico Schools is strictly prohibited. Students/athletes will follow Board policies and the student handbook as it pertains to these unacceptable behaviors on and off campus.

School Facility Usage

General Philosophy - The athletic facilities are dedicated to the purpose of development of healthy bodies, recreational activities, and leisure time hobbies. The facilities are to be used by the community and school only with adequate care and maintenance of the facilities.

Use of Facilities - In general, the gyms and fields will be used for physical education and athletics for boys and girls. Preference shall be given to school activities over community utilization.

Care of Facilities - No activity is to be permitted within the athletic facilities that would place the physical condition of the facilities at inordinate risk of damage beyond normal wear and tear.

Use of Facilities by Organizations - Organizations or community groups which desire use of the athletic facilities on the Texico campus shall make arrangements as required by TMS Board policies and District procedures. Any use of facilities by an organization must receive approval from the Superintendent's office, which will then notify the building principal.

As a condition of permitting non-scholastic youth athletic activity in practice or preparation for an organized athletic game or competition against another team, club or entity to take place on school district property, the superintendent requires the person offering the non-scholastic youth athletic activity to sign this certification that the non-scholastic youth athletic activity will follow the brain injury protocols established pursuant to Section 2 of 22-13-31 NMSA 1978 regarding brain injury protocols; coaches training and information to be provided to parents or guardians and signatures to be received from them.

School Equipment - Only authorized personnel of the school shall use the sound systems and scoreboards. The handling of bleachers, basketball goals, chairs, floor coverings, safety net, lights, heating plant and physical facilities, shall be by school personnel only. No equipment of the gym may be loaned or borrowed except within the school system. All community groups or individuals shall furnish their own individual basketballs, towels, gym shoes, and gym suits.

School Camps & Programs

1. Summer programs are under the direction of the Texico School District. The NMAA does not govern these coaching activities other than undue influence and guidelines.
2. Summer camps and team programs which are outside the conventional school year are restricted to the period between the end of the second (Spring) semester and the beginning of the first (Fall) semester of the following school year, or until the official practice season for that sport begins (as stated in the NMAA handbook for each sport), whichever comes first.
3. The district shall observe a two-week moratorium, or two (2) seven-day "no-contact" periods, in

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the summer, during which no coaching, written lesson plans or workout schedules, training, open gyms, in-state or out-of-state travel can occur.

4. Programs are permitted to open gyms for summer camps and team programs provided:
 - A. Open to all Texico students for the purpose promoting physical fitness.
 - B. Participation is not restricted by the financial status of any student.
 - C. Athlete's participation cannot be a prerequisite for participation in the regular season in any manner.
 - D. Supervision, security and care of facility is provided by the Texico coaching staff.
5. A weight lifting and physical training program may occur during the summer, as long as it is open for all students and supervised by Texico coaching staff.
6. Camp fees (tuition) may not be paid from state-funded school funds. Funds raised by booster activities and by fund-raising activities may pay students' tuition.
7. School facilities may be used by an outside organization for a summer camp, only if use of facility requirements are met and approved through the Superintendent's Office.
8. Equipment such as, but not confined to, football helmets, pads, etc., in any sport is prohibited in the out-of-season summer camps. (See NMAA guidelines for each individual sport for specific requirements.)
9. In football, schools may use dummies, blocking sleds and hand shields for conditioning and instructional purposes during the off-season.

Booster Clubs & Fund Raising

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from booster organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support booster organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

In order to comply with Title IX requirements, funds or goods donated through Booster organizations must be distributed equitably to schools, men's and women's sports and activities. Therefore, Booster organizations may purchase or donate nothing except those items requested by the District.

The Superintendent shall develop procedures as necessary for the guidance of school personnel who are involved with booster organizations. All funds raised by booster activities are considered to be public monies. Therefore, all groups or individuals conducting such activities are required to adhere to the same

procurement codes as the schools. Any activities or fund raising projects initiated that involve the use of our students must be proposed in writing and be authorized by the Athletic/Activities Director and/or administration before the activity commences or any final arrangements are made.

Fund raising is a necessary activity for all athletic programs. Fund raising activities, however, can put a financial strain on a small community such as Texico. Each sport is allowed to have two fund raising activities per year and must be approved by the Athletic/Activities Director and Superintendent.

Donations

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.
2. Report to the Board all gifts that have been offered to the District, for their review and action.
3. Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.
4. Gifts shall be recorded in appropriate inventory listing(s) and property records.

To be acceptable, a gift must satisfy the following criteria:

1. It will have a purpose consistent with those of the school.
2. It will be offered by a donor acceptable to the Board.
3. It will not begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
4. It will not bring undesirable or hidden costs to the school system.
5. It will place no restrictions on the school program.
6. It will not imply endorsement of any business or product.

7. It will not be in conflict with any provision of the school policy or public law.

All gifts, grants, and bequests shall become District property and subject to policies of the District.

Awards & Banquets

Letter Awards: Each individual high school program will establish lettering policies and make all participants aware of the criteria prior to the start of the season. The awarding of athletic letters shall be limited to those athletes who meet the criteria and finishing the season of that particular sport. Participation certificates will be given to all athletes in every program.

Individual Sport Awards: It will be at the discretion of the coaching staff of each sport to present individual awards. Individual awards and state plaques will be given at team banquets.

Fighting Heart Awards: Based on each program's criteria, each sport will identify two/three participants, if applicable.

Senior Awards:

Fighting Wolverine/Lady Wolverine Award: Must have participated in three (3) sports during all 4 years of high school.

Outstanding Athlete Awards: Per coaching rubric

Academic Awards: Must have participated in three (3) varsity sports and obtain highest GPA

Sportsmanship Awards: Must have participated in at least two (2) varsity sports

Athletic Banquets:

1. All athletic/activity banquets will be held on campus.
2. Total spending cap is \$25.00 per student/athlete, which includes the total fee amounts, but not limited, catering, gifts and any other cost associated with the banquet.
3. All banquets will be held within two weeks of completion of each sport/activity season.
4. Head coaches will provide administration and community an agenda of banquet plans.

Purchasing

PURCHASE ORDER PROCESS

8/26/2019

DO NOT PLACE AN ORDER OR PURCHASE ITEMS UNTIL AN APPROVED, WRITTEN PURCHASE ORDER NUMBER HAS BEEN ISSUED BY THE BUSINESS OFFICE.

All purchases must have a purchase order number and this number must be obtained before any items are ordered or purchased. Any individual making purchases without an approved purchase order number from the business office will be held personally liable for payment of the purchase.

Requests for approval of a purchase order must be submitted to your building principal, athletic/activities director or supervisor 10 school days prior to the date you place your order.

1. When ordering anything that will be paid for with school funds, the following process is required:
 - 1) Complete a purchase order form and include
 - a) vendor name, address, phone number, fax number, email address;
 - b) item numbers and sizes (if applicable) and pricing. Any individual items over the amount of \$250 require three quotes to be obtained and documentation attached to the purchase order form;
 - 1) Submit purchase order form to building principal, athletic/activity director, or supervisor for approval 10 school days prior to the date the order is to be placed. All purchases paid for by the Texico Booster Club must be approved by a Booster Club officer prior to submission to school personnel;
 - 2) Purchase order form is submitted to the business office for fund verification and superintendent's approval;
 - 3) Business office personnel will issue an approved purchase order number for the purchase.
 - 4) If there is no fax number, email address or stamped, addressed envelope attached, the purchase order will be returned to the originator of the purchase request to place the order. **DO NOT PLACE AN ORDER OR PURCHASE ITEMS UNTIL THE APPROVED, WRITTEN PURCHASE ORDER NUMBER HAS BEEN ISSUED BY THE BUSINESS OFFICE.**
2. If items are being requested for preview before a purchase is made, an approved purchase order must be complete before the items are requested. Mark the purchase order "FOR PREVIEW" and submit it using the same approval process as outlined above.
3. If you obtain a purchase order and do not use it, please notify the office immediately in order to void that number.
4. If you are unable to purchase the material where you originally planned, notify the business office for a change of vendor. Do not use the same number at more than one store.

Note: The head coach in each sport will present the Athletic/Activities Director with a prioritized list of equipment needs to be purchased for the next year. The list will be due on or before the deadline set by the business manager and must not exceed that program's assigned budget.

Athletic Uniforms:

1. Athletic uniforms will be purchased by the Texico Municipal Schools.
2. Texico Schools has a uniform rotation schedule that is equitable for all sports.

3. Athletic uniforms may not be purchased by any outside source or parent donations.

Evaluations

All coaches will be evaluated each year after their season has been completed. Middle school and assistant coaches will be evaluated by his/her head coach, with the assistance of the Athletic/Activities Director. All summative evaluation of head coaches will be conducted by the Athletic/Activities Director. The purpose of the evaluations is to monitor and improve, when necessary, the instruction that the Texico Schools' students/athletes receive. Other purposes of these evaluations are as follows:

1. To identify, recognize and praise quality coaching and instruction.
2. To create a climate to achieve individual improvement through team goals.
3. To provide information to make an objective assessment of the performance of a coach.
4. To identify factors which interfere with a coaches' contribution to the athletic program.
5. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Athletic/Activities Director.

The Athletic/Activities Director will have the ultimate responsibility for contract recommendations for coaches. It is the obligation of the Athletic/Activities Director to work closely with the building principal and superintendent in effecting these contract recommendations.

State Competitions

Coaches assigned to high school coaching assignments will attend state competition with their teams, unless extenuating circumstances develop and are approved by the Athletic/Activity Director. State competition meals are \$10.00 (\$5/boosters, \$5/athletics) per athlete. This total should include drinks and tax. Overnight stays will receive two paid meals a day providing hotel furnishes a continental breakfast.

Teams are allowed up to \$100.00 per room (before taxes). Roster limitations will determine the number of athletes taken on trips. No more than 2 managers will be allowed unless approved by the Athletic/Activities Director. Head coaches/sponsors are responsible for room assignments (4 students /athletes per room) and monitoring of students/athletes during the trip.

Upon approval, additional vehicle requests will be paid out of each program's activity.

Due to varying state tournament game times, teams will utilize the following departure and return times:

1. Departure (Texico): If game starts before 2:00, team will leave the night before.

If game starts after 2:00, team will leave on that morning.

2. Elimination Return: If game finishes before 2:00, team will come home.
If game finishes after 2:00, team will stay another night.

Head coaches will be eligible to attend the state tournaments whether the Texico team is a participant or not. Coaches will be provided two days “absent from regular duty” leave. During those days, coaches will be provided a vehicle, two days per diem, and substitutes for two days while attending the state championships. If more than two days are requested per each state competition, the extra days must be requested as yearly leave or leave without pay.

Coaching Clinics/Memberships

Attending coaching clinics is important professional development for head coaches to further strengthen their knowledge in all areas of athletics. Coaches who wish to attend a clinic, coaches’ school, or other in-service related to their assignment must request leave from the Athletic/Activities Director ten days or two weeks in advance. Travel and per diem will be provided up to \$500.00 per head coach. Travel in school vehicles to athletic events shall be limited to school personnel directly involved in the event. Leave requests and purchase orders with agendas attached must be turned in within two weeks or ten day prior to clinic for approval.

Head coaches will be expected to attend state All-Star Competition when Texico Student Athletes are participating in the North-South All-Star game. Travel and per diem will be provided for only active coaches. Travel in school vehicles to athletic events shall be limited to school personnel directly involved in the event such as players and coaches. Memberships will be provided for head coaches by the District due to NMAA requirements for student participation in events.

2018-19 Ticket Prices

Admission prices for athletic events as determined by Texico Municipal Schools are:

High School	Adults / \$5.00
	Students (K-12) & Military Discount with ID / \$3.00
	Senior Citizens (65+) / Free
Middle School	Adults / \$5.00
	Students (K-12) & Military Discount with ID / \$3.00
	Senior Citizens (65+) / Free

Athletic Season Passes good for all athletic events:

\$40.00	Student (K-12) and Senior Citizen (65+) Pass
\$75.00	Adult Season Pass
\$125.00	Family Season Pass (Direct family members only)

Note: ***Passes are not good for NMAA playoff games.***

Passes may be purchased at the middle school, high school or Athletic Director's office.

Signature Form

Coach _____

School _____

Sport(s) _____

I have received the Texico Municipal Schools Athletic/Activity Handbook for the 2016-2017 school year. With its receipt, I understand the following:

I am responsible for reading the information it contains and becoming familiar with its contents abiding by the guidelines and procedures of the Texico Municipal School District and the New Mexico Activities Association.

Coach's Signature:

Date:

