

ATHLETIC PROGRAM HANDBOOK



“Spirit & Pride”

Mesa Vista Consolidated Schools

2019- 2020 School Year

PREFACE

The Athletic Program of Mesa Vista Consolidated Schools is under the direct support of the New Mexico Activities Association (NMAA) and the Mesa Vista Board of Education. The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic athletic activities in the State of New Mexico.

Mesa Vista Middle and High School is a member of Class 2-A (Volleyball, Basketball, Baseball, Track and Field and Cross Country). Mesa Vista Consolidated School District provides teams for interscholastic competition in each of the following sports:

BOYS

Basketball
Baseball
Track and Field
Cross Country

GIRLS

Volleyball
Cross Country
Basketball
Track and Field
Cheer

This publication is primarily designed to assist coaches, school administrators, and advisors with the everyday implementation of the Mesa Vista Consolidated Athletic Program. This handbook contains rules, regulations, and policies that have been established by the NMAA and District, as well as our own school athletic policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our athletic program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs.

If, after reading and studying its contents, any questions regarding any rule, policy, procedure, etc., still persist, such questions should be directed to the Athletic Director's Office.

MESA VISTA CONSOLIDATED SCHOOLS ATHLETIC PHILOSOPHY

The philosophy of the Mesa Vista Consolidated Schools interscholastic athletic program is that all students will be provided with a wide range of opportunities for development beyond the academic program. We believe that athletics is an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in athletics is a **privilege** offered to students; **it is not an inherent right**. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do one's best.

Students and school personnel are representatives of their school and community. Their conduct and appearance is expected to exemplify high standards at all times.

MESA VISTA CONSOLIDATED SCHOOLS ATHLETIC OBJECTIVES

It shall be a **GOAL** of Mesa Vista Consolidated Schools to provide and teach each student-athlete the following:

- A. A feeling of self-worth and an attitude of self discipline,
- B. An opportunity to develop the full physical, mental, and emotional potential,
- C. An opportunity to compete with and against others in preparation for a competitive society,
- D. A sense of responsibility with loyalty and pride to the team, school, and community and,
- E. A standard of values and ethics, which demonstrate sportsmanship, honesty, respect, and positive representation of self, school and community.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

- A. To direct the interscholastic athletic program and assure that all athletic practices and procedures conform to local board and New Mexico Activities Association policies, regulations, and guidelines.
- B. To serve as a spokesman for the Mesa Vista Consolidated Schools Athletic Program.
- C. Schedule and contract all athletic contests at Mesa Vista Consolidated Schools.
- D. Propose district athletic program budget to the superintendent, to comply with financial guidelines as prescribed by the Central Office.
- E. Approve and submit to business manager, requisition forms for athletic equipment and supplies as requested by head coaches for purchase each year.
- F. Work with head coach in each sport to make budget adjustments, when necessary.
- G. See that facilities are in readiness for all home athletic contests.
- H. Attend out-of-town games when deemed necessary or have an administrative representative there.
- I. See that athletic fields and facilities are maintained through the cooperation of the principal, business office, and maintenance department.
- J. Coordinate junior high school program and staff.
- K. Work with coaches and administration in establishing procedures.
- L. Attend and represent Mesa Vista Middle and High School at appropriate state and district meetings concerning athletics.

- M. Serve as an advisor and consultant to athletic fundraising groups.
- N. Prepare and distribute list of athletes in each sport for eligibility purposes prior to the first scheduled practice and as changes to the list occur.
- O. Make necessary reports to the NMAA.
- P. Keep on file an up-to-date inventory of all athletic equipment.
- Q. Be in attendance at all home athletic events whenever possible.
- R. Hire and make provisions for paying all home game support personnel (ticket sellers, security, etc.).
- S. Organize the sale of tickets to all home athletic activities.
- T. In cooperation with other district administrators, recruit and recommend the employment of all coaches.
- U. Evaluate all head coaches and programs each year for each sport.
- V. Keep district administration apprised of rule changes with the NMAA.
- W. Annually review and recommend revisions for, this handbook.
- X. All other duties as assigned by administration.

Note: At the direction of the Superintendent, these responsibilities may be assigned to other District personnel.

RESPONSIBILITIES OF THE HEAD COACH

By accepting a position of head coach at Mesa Vista Middle and High School, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of the Mesa Vista Consolidated Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities.

- A. Before allowing any prospective athlete to participate in his/her program (including practice) he/she verifies that the athlete has completed, and submitted to the school, the Student Athletic Packet which includes the following:
 - 1. Parent Consent and release
 - 2. Interscholastic Athletic Medical Examination Form
 - 3. NMAA "Concussion in Sports" Form

4. MVCS Drug Consent Form
 5. Student Athlete Code of Conduct
 6. Parent/Guardian Code of Conduct
 7. Athlete Emergency Release/Contact Information
- B. Assures that all sub-varsity coaches understand fully what is expected of them within his/her program. Sub-varsity coaches are extremely important to his/her success as a head coach; use them to their full potential.
- C. Explains and discusses the Basic Eligibility Standards Form and Athletic Code of Conduct with those athletes in his/her program. Maintains a file containing a copy of each of the contracts of each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements.
- D. Prepares and submits to the athletic office:
1. A list of all athletes participating in his/her program at least one (1) week before the first contest (for eligibility purposes).
 2. A list of all lettermen in his/her program at the end of the season.
 3. A completed Individual Sport Inventory at the end of the season.
 4. A completed Future Season Equipment Needs List by the deadline set by the Athletic Director.
- E. Completes and distributes to all staff Athletic Activity Excused List on each road trip.
- F. Checks with Athletic Director at least two weeks prior to all road trips, to submit travel and meal requests.
- G. Sees that all equipment is properly inventoried, stored and cared for at the end of the season.
- H. Provides a safe keeping place for valuables during practice and game time.
- I. Demands that our athletes and all program coaches conduct themselves as gentlemen/ladies at all times when they are representing our community and school.
- J. Sees that all athletes under his/her jurisdiction are well informed and complies with all academic eligibility requirements.
- K. Sees that no student in his/her program participates in more than the maximum number of games/contests that is permitted by the NMAA.

- L. Supervises and evaluates his/her sub-varsity coaches, and supervises all of the athletic teams that are a part of his/her program.
- M. Is knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
- N. Keeps abreast of rules and rule changes in his/her sport.
- O. At all times, when representing Mesa Vista Consolidated Schools, conducts himself/herself in a manner that will not cause any embarrassment to the team, school, or community. Demands the same conduct of all of his/her sub-varsity coaches.
- P. Sets a clear and distinct example of good sportsmanship and sensibility for athletes, other students, coaches, parents, and community members at all times. This includes avoidance of conflict with officials during competitions.
- Q. Builds his/her program by enhancing the interest of eligible students to participate.
- R. Encourages athletes to participate in as many sports as possible.
- S. Develops criteria for earning a letter in their particular sport.
- T. Coaches will wash all uniforms after every sport and turn in immediately.
- U. All other duties as assigned by administration.

NOTE: While many of the aforementioned responsibilities may be delegated to a sub-varsity coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

JUNIOR HIGH ATHLETIC PROGRAMS AS "FEEDER PROGRAMS"

All Mesa Vista Middle School athletic programs are to be considered "feeder programs" for Mesa Vista High School athletic programs. The athletic programs at Mesa Vista High School can only be as good as the feeder programs that provide this foundation. For each sport at Mesa Vista High School that has a feeder program at the junior high level, it shall be the head coach's responsibility to institute their program at the junior high (middle) school.

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

- A. Utilize the base offenses and defenses that our high school programs expect. This will only increase the quality of our high school athletic programs.
- B. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skills will be used at the high school level).

***It shall be the responsibility of the Head Coaches of the high school sports to organize the professional development necessary for our junior high school coaches. All coaches, high**

school and junior high, are required to cooperate. It is recommended that this professional development be held prior to the beginning of each sport's season.

MESA VISTA CONSOLIDATED SCHOOLS ATHLETIC POLICIES

COACHES

The Mesa Vista Consolidated Schools, in employment of coaches, gives preference to full-time employees of the district whenever all other factors influencing the selection are equal. It is the District's belief that those who work with our students on a full-time basis can often be more effective in gaining a working rapport with them, leading to greater success in motivating and directing them to better performance and accomplishment in their chosen sports. The District will more fully exercise this preference in its selection of Head Coaches.

Every coach is expected to set a clear and distinct example of good sportsmanship and sensibility for athletes, other students, coaches, parents, and community members at all times. This includes avoidance of conflict with officials during competitions.

JUNIOR VARSITY COACHES

The contributions made by sub-varsity coaches will, to a large degree, determine the success of the programs. It is essential that junior-varsity coaches accept and perform all duties and responsibilities assigned by the head coach. Coaches who serve as sub-varsity coaches in more than one sport are expected to perform their duties with enthusiasm and dedication in each sport and to consider the sport in which they are presently working to be their most important coaching assignment at the time. Total loyalty to the head coach is a must. The supervision of our athletes, both on trips and on the field/court, is the joint responsibility of the head coach and his/her junior varsity coaches.

Every coach is expected to set a clear and distinct example of good sportsmanship and sensibility for athletes, other students, coaches, parents, and community members at all times. This includes avoidance of conflict with officials during competitions.

VOLUNTEER COACHES

Volunteer coaches often make significant contributions to programs' successes, and their willingness to volunteer their time is recognized as a very valuable addition to programs. Volunteer coaches are expected to accept and perform all duties and responsibilities assigned by the head coach. A volunteer coach is considered to have the same level of authority and responsibility as a paid junior-varsity coach. The contribution made by the volunteer coach depends highly upon his/her regular and consistent fulfillment of duties assigned and upon his/her loyalty to the head coach.

In order to become a volunteer coach, a person must initially be nominated by the head coach or Athletic Director. Prior to serving, the person must meet all requirements expected of paid coaches, i.e., be licensed by the NM Public Education Department as a coach, complete a

background check through the District office, complete an application form, and meet training and any other requirements mandated by State and local laws and regulations. Final approval of an individual as an eligible volunteer coach must be provided by the Superintendent.

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

OUTSIDE EMPLOYMENT AND COMPENSATION

Coaches shall not at any time be employed by other entities in capacities related to the sports they coach for when the entity is serving Mesa Vista students.

Coaches shall not at any time receive compensation by other entities or individuals in connection with their Mesa Vista coaching.

SUPERVISION OF ATHLETES:

For liability reasons, it is essential that athletes be constantly under the supervision of a coach while they are involved in any activity that is a part of the program. Students are not to have unsupervised access to such areas as the gymnasium, weight room, etc. A student should never have access to a coach's keys except when necessary to perform routine managerial duties. With the exception of game days, coaches are not to dismiss their athletes prior to the end of the regular school day. Athletes will be under constant supervision of a Coach during practice sessions, Coaches will not leave until the last athlete has been picked up or has left the school grounds.

OUT OF TOWN CONTESTS

- A. **Any** student participating on an athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation.
- B. No student, regardless of age, shall be permitted to travel to or from an athletic event with any other person(s) except the coach.
 1. For unusual situations, and at the discretion of the coach, students may continue on to another destination with **their parents or legal guardians** with the following provisions:
 - a. Consent and Release of All Claims Form must be completed by the parent or legal guardian, and approved by the Principal or Athletic Director, prior to departing for the event when the said parent/guardian transports a student at the conclusion of an event.
 - b. Under extenuating circumstances, other arrangements may be made with the coach, who must receive the particular approval of the Athletic Director (or Principal or Superintendent, if A.D. is unavailable).

2. Parent(s), guardian(s), and the student-athlete shall assume all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices or games when transportation is not provided by Mesa Vista Consolidated Schools.
3. On athletic trips, students shall maintain school vehicles in a state of cleanliness. Vandalism to school vehicles may result in dismissal from the sport for the season and assessment of damages, and other discipline measures may also occur. Students shall behave in a manner that does not distract the bus driver or bring discredit upon himself/herself or the school. This behavior includes but is not limited to the following: No drug use, no cussing, no PDA, remain respectful to your Coaches, peers and yourself at all times.
4. Travel in school vehicles to athletic events shall be limited to school personnel directly involved in the event such as players, managers, coaches and other necessary personnel. All coaches must travel with their teams on athletic trips. The Athletic Director may grant exceptions only under extenuating circumstances. A list of all people on the bus must be left at the school office prior to departure.
5. Extra-curricular athletic trips to destinations within a 100-mile radius of Mesa Vista shall not require a district-purchased meal for participating students.
6. Extra-curricular athletic trips to destinations greater than 250 miles, or to all day events, may require two meals.
7. Activities are limited to \$7.00 per student-athlete for meals, at both MVMS and MVHS.

SCHOOL VEHICLE BREAKDOWN PROCEDURE

In the event that a school vehicle breaks down while transporting students out of town, it is important that the following procedure be followed:

- A. Contact local law enforcement if the bus is situated in a dangerous position.
- B. Contact transportation department.

Office – (505) 583-2645 ext. 1303

- C. Contact Athletic Coordinator.

Office – (505) 583-2645 ext 1310

- D. Contact parents of involved students.

ELIGIBILITY AND PARTICIPATION:

- A. A student entering the 8th grade for the first time may compete without reference to his/her academic record in the 7th grade. A student entering the 9th grade for the first time may compete without reference to his/her academic record prior to enrollment.
- B. A student who is ineligible under Section C or Section D (1) below shall not be allowed to participate in any extra-curricular school activities during the time he/she is ineligible.
 - 1. "To participate" means to be actively involved. Participation includes individual, group or team practices, contests, travel, team management, etc.

C. Academic Eligibility

- 1. A Student shall have a 2.0 grade point average with **no F's** based on a 4.0 grading scale, or its equivalent, either cumulatively or for the six or nine week grading period immediately preceding participation. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 - 1. The cumulative provision may be applied only at the beginning of a semester.
 - 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high students.)
 - 3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
 - 4. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.

2. 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 grading period.
 3. A student enrolled in on campus courses for less than 51% of the school day may have their eligibility determined by semester grades only.
- E. A student shall meet or exceed all other criteria for eligibility as determined by the NMAA and Mesa Vista Consolidated Schools in order to participate. Before a student may be issued equipment or begin practice the student must provide the athletic director proof of the following:
1. A current positive Interscholastic Athletic Medical Examination Form from a medical doctor (examination must be performed on or after April 1st, but prior to participation in their first chosen sport). The physical shall be effective from the date of the physical for one school year. To clarify by example: A physical exam obtained anytime from April 1, 2015, to March 31, 2016, shall be acceptable only until the end of spring semester 2016.
 2. A current Student-Athlete/Parent Consent Form, signed by parent/legal guardian.
 3. An Athletic Code of Conduct, signed by parent and student certifying the understanding of athletic rules and agreement to abide by same.
 4. An Emergency Information/Insurance Form, signed by the parent/guardian. It shall be mandatory that all participants be covered by insurance.
 5. A NMAA "Concussion in Sports" Form, signed by the parent and student.
- F. The purpose of the following provisions is to protect the health and safety of student-athletes and others.
1. In the event of injury, illness, pregnancy or other physical condition which may affect safe participation in athletics, medical information in addition to data provided by the physical exam shall be required of the student. When an athlete is known to have such a physical condition, participation in team activities shall be suspended until a written physician's release is submitted to the coach. The student shall remain a member of the team, unless the physical condition prevents full participation through the end of the team's season.
 2. The school district shall not be liable for injuries sustained as a result of student participation with a physician's release.
 3. The school district shall not be liable for injuries sustained as a result of either the student's or his/her parents' failure to disclose information, as described in #1 above, which would have triggered the requirement for a written physician's release prior to participation.
- G. Students are expected to report for sports at the beginning of each sport season.

1. For cross country, volleyball, basketball, baseball and track, each individual must have a minimum of five (5) days of practice prior to competition.
 - **Exception:** Individuals participating in a sport during the most immediate previous season are exempt from this requirement (winter and spring sports only).
- H. Students may participate in more than one seasonal sport concurrently. It shall be the responsibility of the participating student to conform to the following provisions.
 1. Team sports are identified as cheer, football, volleyball, basketball, baseball, and softball. Individual sport is identified as track.
 2. Each student participating concurrently in two sports shall declare a primary sport through the Athletic Director's office. This declaration shall assist coaches in eliminating communication and/or scheduling problems regarding practices and competitions.
 3. Students participating concurrently in two team sports shall make a good faith effort to attend the practices of both sports to the extent possible. Team sport practices shall take priority and the individual student athlete must practice his/her individual sport at another time. Both coaches are expected to understand and support this, resolving all issues in the best interest of the student athlete. The coach(es) shall not penalize the dual sports athlete if the athlete is making reasonable efforts to participate maximally in both programs.
 4. Students wishing to participate in school and non-school sports during the same season must have the school Principal's and Athletic Director's approval for participation in non-school competition. Non-school competition shall be counted toward the number of competitions that a student may participate in during that sports season. The New Mexico Activities Association has a ruling whereby a student is eligible to participate in a specific number of contests in one sport. Any organized contest outside of school subtracts from the number of contests in which a student may participate in interscholastic competition (NMAA Athletic By-Law 6.10.2.A.).
- I. Eighth grade students may be allowed to participate in high school athletics.
- J. At the beginning of a sport's season, each sport shall have a grace period of three weekdays during which students must join initially.
- K. If a student is cut from or drops a sport before the first contest, he/she IS eligible to try out for another sport during that season. Said try out must occur within three weekdays of the student's cut/drop date. A student faced with this situation is encouraged to go out for another sport. If a student has been cut for disciplinary reasons or quits after the first contest he/she is NOT eligible to try out for another sport until the sport in which he/she was disciplined or from which he/she quits has completed its season.
- L. A student wanting to join a sport after its season has begun, if due to the student's involvement in another sport that concluded its season after the beginning of the sport he/she

wishes to join, must join within three weekdays of the prior sport concluding its season. This does not apply if both sports occur in a concurrent season.

- M. A student dropping a sport shall use the proper procedure. First, the student must notify the coach that he/she is quitting. Second, he/she must return all equipment and clear all financial responsibility with the athletic department. When a student quits a sport after the first contest or game, he/she may not go out for another sport until the sport he/she quits is concluded for the season. He/she shall not rejoin the sport he/she quits until the beginning of its next season.
- N. An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow. If a student is under a physician's care, he/she must have a signed "Return to Participation" form from the physician before participating after the injury or illness.
- O. Students are expected to attend all scheduled practices and meetings. If circumstances should arise whereby a student cannot attend practice, meetings, or games the student shall notify the coach PRIOR to the meeting, practice, or game through personal contact or arrange for the notification by his/her parents through a written statement or telephone call. The coach must determine the validity of any missed meeting or practice. The time when a student may return to full participation is at the discretion of the coach.
- P. Team managers for specific sports teams are to be selected with care by the Head Coaches of those teams. Managers may be the same gender as, or different gender than, the teams.

SCHOOL ATTENDANCE ON DAYS OF COMPETITION

An athlete must be in school attendance for at least four (4) periods of the school day on the day of competition, or on the Thursday before a Friday or Saturday competition, in order to play in an athletic contest unless it is an excused school activity absence. Unusual circumstances (i.e., medical or dental appointments, sudden illness, death in the family, etc.) shall be handled on an individual basis with the coach of the particular sport. Arrangements need to be made with the coach prior to the day of the appointment or absence.

GRADE LEVEL PARTICIPATION

- A. Eligible 6th graders may be allowed to participate in the 7th grade level sports.

STUDENT ATHLETES ON SUSPENSION

- A. A student who has been assigned off-campus-suspension (OCS) may not participate in any athletic activity for the duration of his/her suspension. This includes weekend contests immediately following a Friday OCS.

- B. A student who has been assigned OCS is eligible to practice immediately following the last school day of suspension.
- C. A student who has been assigned in-school suspension (ISS) may participate in both practice and contests, however, penalties within a specific program may be applied by the coach to the athlete's standing in that program.

OFF SEASON PROGRAMS

At Mesa Vista High School, an off-season program exists in all sports as time, facilities, and supervisory personnel permit. Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics.

- NOTE: NMAA regulations permit an athletic period (not to exceed one hour) during the school day to participate in a sport outside of that sport season.

DISCIPLINE OF ATHLETES/CODE OF CONDUCT:

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

As participating student athletes are expected to be quality representatives of their school, they may face disciplinary action for unacceptable misconduct, whether or not the misconduct occurs during a school event or while directly under the supervision of school staff.

The Discipline Matrix is for use as a guide, indicating appropriate consequences for some types of misconduct. Its guidelines may be extrapolated to types of misconduct not specifically addressed in policy. It is not related to the handling of substance abuse issues, which consequences are spelled out specifically apart from the Matrix.

GENERAL APPEARANCE AND CONDUCT

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

- A. Good sportsmanship is a major objective during practice and athletic contests.
1. Athletes shall treat opponents and teammates with respect,
 2. Athletes shall not argue or make unsportsmanlike gestures toward officials, opponents, coaches, spectators, or toward each other.
 3. Students shall be expected to act in a mature manner (Loud talk, boasting, vulgarity, profanity, immature behavior and horseplay are not becoming to Mesa Vista Consolidated Schools' representatives.)
 4. Mesa Vista Consolidated Schools' representatives, on trips, should remain with the group unless the coach/sponsor has given permission and knows their destination and whereabouts at all times.
 5. Mesa Vista Consolidated Schools' students on out-of town trips shall not be allowed in rooms with members of the opposite sex unless accompanied by an adult supervisor.
 6. Mesa Vista Consolidated Schools' students should not be seen in public places that would bring reproach to the organization or to themselves.
 7. Students shall abide by a curfew as designated by the adult coach/sponsor, and all Mesa Vista Consolidated Schools' students shall be in their assigned rooms without visitors by curfew.
 8. Students committing serious violations of the activity's regulations shall be confined to coach's supervision or arrangements made to be sent home at parent's expense.
 9. Student athletes shall be properly attired at all times while representing Mesa Vista Consolidated Schools. Things such as wearing shirt tails out, pants which sag to reveal underwear, and caps on backward, as well as any gang-like attire shall not be tolerated.

USE OF PROHIBITED SUBSTANCES

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

Drug Testing:

All students desiring to participate in any school activity will be subject to random drug testing at the beginning and during the activity season for drugs and alcohol. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in an activity. No student will be penalized academically, suspended or expelled from school as a result of any verified "positive" test conducted in accordance

with this policy, however, a student will lose the privilege of participating in an activity for a specified time period or indefinitely. Records regarding random drug testing results will not be disclosed to criminal or juvenile authorities except to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction. If the test is verified "positive" the principal will meet with the student and the student's parent or guardian at the school office. The student and the student's parent may be given names of counseling and assistance agencies that the family may choose to contact for help.

IN THE PRESENCE OF

Students who are knowingly in the presence of minors who are in possession of or are using prohibited substances are not showing the character traits required of student-athletes at Mesa Vista.

PUNISHMENT AND DISCIPLINE

The student is subject to administrative disciplinary action as deemed appropriate concerning all students attending Mesa Vista Consolidated Schools. It should be noted that the violation of other school rules and regulations might jeopardize a student's athletic participation. A student who also participates in non-athletic extra-curricular activities is also subject to disciplinary action under the Activities policies of the District and school.

- A. For violations of "General Appearance and Conduct", the student-athlete may be removed from a contest and/or be disciplined at the discretion of the coach. Violations of these rules may result in suspension from the team and loss of award privileges.
- B. For a 1st career offense violation of "In the Presence Of", both during and out-of-season, a student shall be suspended for five school days or two games, whichever is greater. The athlete shall NOT lose award privileges for the sport from which he/she is suspended.
- C. For a 1st career offense violation of "Use of Prohibited Substances", both during and out-of-season, a student shall be suspended from athletic participation for a period of 30 calendar days. The athlete shall lose all award privileges for the sport from which he/she is suspended. The athlete must submit to taking a test before being reinstated. (If prohibited substance is an illegal drug.)
- D. For a 2nd career offense violation of "In the Presence Of", both during and out-of-season, a student shall be suspended from athletic participation for a period of 30 calendar days. The athlete shall lose all award privileges for the sport from which he/she is suspended. The athlete must submit to taking a test before being reinstated. (If prohibited substance is an illegal drug.)

- E. For a 2nd career offense violation of "Use of Prohibited Substances", both during and out-of-season, a student shall be declared ineligible to participate in interscholastic activities for one (1) calendar year. The athlete shall lose all award privileges during the time of suspension. The athlete must submit to taking a test before being reinstated. (If prohibited substance is an illegal drug.)
- F. For a 3rd career offense violation of "In the Presence Of", both during and out-of-season, a student shall be declared ineligible to participate in interscholastic activities for one (1) calendar year. The athlete shall lose all award privileges during the time of suspension. The athlete must submit to taking a test before being reinstated. (If prohibited substance is an illegal drug.)
- G. For a 3rd career offense violation of "Use of Prohibited Substances", both during and out-of-season, a student shall be declared ineligible to participate in interscholastic activities for the remainder of their career at Mesa Vista Consolidated Schools. Said student transferring out-of-district shall be reported as leaving not in good standing as per NMAA transfer rules.
- H. For a 4th career offence of violation "In the Presence Of", both during and out-of-season, a student shall be declared ineligible to participate in interscholastic activities for the remainder of their career at Mesa Vista Consolidated Schools. Said student transferring out-of-district shall be reported as leaving not in good standing, as per NMAA transfer rules.
- I. For disciplinary measure involving suspension or removal from the team, the student-athlete shall receive written notice that he/she is being suspended; the notice shall state the violation that has occurred and the period of suspension in accordance with established procedures. A copy notice of the suspension shall be mailed to the parents of the student-athlete.
- J. Any suspension shall be effective from the date of discovery of the violation.

LETTER AWARDS

- A. In order to receive a letter the student-athlete must complete the prescribed standard established by the head coach for that sport.
- B. Managers shall receive letters and/or certificates of satisfactory completion of requirements published by the coach.
- C. A student-athlete who becomes academically ineligible becomes ineligible for a letter or any other award offered in that sport.

INDIVIDUAL SPORT AWARDS

It shall be at the discretion of the coaching staff of each sport as to what, if any, motivational, inspirational, or achievement awards will be presented in their program.

RING OF HONOR AWARD

This honor will be awarded at the end of each academic year to one senior male student athlete and one senior female student athlete (if criteria is met) who demonstrates excellence as a student and as an athlete. These student athletes also display an attitude of respect towards the administration, teachers, peers, and all other people involved in the interscholastic athletics process.

Ring of Honor student athletes must be a senior and must have maintained a cumulative **3.0 GPA** starting their 9th grade year. This awards program is designed to be given to athletes who participate in three different sports for four complete Academic Years. This student athlete must also have at least: 1.all-district award and or 2. all-state award and or 3.have been selected for North South. This student athlete must also have participated at the state level in one or more sports at any time during the four complete academic years in order to be eligible for the award.

A committee composed of the Athletic **Director**/Coordinator, one designated Coach, High School Principal, **one School Board Member** and two teachers will review and select the student athletes. **All committee members get 1 equal vote.**

Score each on a scale of 1-5. 1 being the lowest 5 the highest:

EXCELLENCE IN THE CLASS ROOM:	
Academics – Shows a strong commitment to their schoolwork	
Attitude – Demonstrates the ability to be a good respectful and responsible student	
Attendance – Shows a commitment to being at school and on time	
CITIZENSHIP:	
Respect – Treats ALL people equally and willingly listens to their ideas and concerns	
Sacrifice - Willingly helps others with they cannot do so themselves	
Modesty – Demonstrates pride, but is humble and well-mannered when doing so	
Total Points 35 Possible:	

➤ **NOTE:** No athlete shall receive any awards for athletic participation unless he/she has returned all equipment and paid all debt as determined by the coach and Athletic Director.

SCHEDULING

The Athletic Coordinator/Director shall schedule and contract all athletic events in cooperation with the head coach in each sport.

When scheduling activities, the following recommendations shall be followed whenever feasible:

A. All middle school games over 120 miles from Mesa Vista should be scheduled on weekends.

- B. Contests for Mesa Vista Middle and High School should be scheduled relatively close to Mesa Vista whenever possible.

GAME OFFICIALS

All varsity game officials for basketball will be assigned by the NMAA/regional commissioner. Officials for varsity contests in other sports will be obtained from the area group assignors, by the Athletic Office. The local officials association will assign officials for athletic contests below the varsity level.

Officials should at all times be treated with respect. It is highly inappropriate to publicly question an official's integrity, or to in any way insult his/her dignity. Anyone having a serious complaint against an official is expected to pursue his/her grievance through the proper channels (Athletic Office). No one should take advantage of his/her access to the media to "publicize" or "sensationalize" his/her displeasure.

EQUIPMENT PURCHASES/BUDGET

The head coach in each sport shall present the athletic director with a Future Season Equipment Needs List to be purchased for the next year. The requisitions will be created through the Athletic Director and must not exceed that program's assigned budget.

EQUIPMENT/FACILITIES

- A. An athlete is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, damaged beyond normal usage, lost, or stolen equipment. An athlete may not check out equipment in a sport until he/she has returned all previously issued equipment. Diplomas and awards shall also be held for unreturned and/or not-paid-for missing equipment. Coaches shall use Uniform/Equipment Accountability Form, to hold student-athletes accountable for the equipment and uniforms they use throughout the year.
- B. Coaches must maintain a current inventory (Individual Sport Inventory) of all equipment and uniforms. A copy of this inventory shall be on file with the Athletic Director.
- C. Coaches and athletes shall properly care for all equipment that belongs to Mesa Vista Consolidated Schools. Equipment shall be properly stored away daily. Uniforms, including helmet, shall not be altered in any way without coaches' approval. This includes insignias and decals.
- D. Athletes are to use athletic facilities only under the supervision of a coach or designated adult. Athletes who violate this policy shall be restricted from use of these facilities or subject to other disciplinary measures.

MAINTENANCE

When any of our athletic facilities are in need of repair or maintenance, please inform the athletic office. The Athletic Director shall then file a "work order" with the Maintenance Department. If the matter has not received attention after a reasonable amount of time, inform the athletic office of the situation.

TRANSPORTATION

Upon completion of the schedule for each sport, the head coach shall make arrangements for team transportation and meals. Coaches are expected to confirm travel date and departure time with the Athletic Director at least two weeks prior to each trip.

Coaches' transportation requests for scouting and coaching clinics should be submitted to the Athletic Director at least one week in advance of the trip. He shall then make the transportation request. Please turn keys into the Transportation Office upon return.

Mesa Vista Consolidated Schools shall not sponsor the attendance of any individual, group, or team of students at a contest or event in which the students are not directly involved.

- NOTE: The use of personal vehicles for school related transportation purposes is strongly discouraged and should only occur when a school car is not available and with the prior approval of the Athletic Director. Personal vehicles shall not be used to transport students.
- NOTE: School cars should be returned to the Transportation Office at the user's earliest convenience upon return from a trip.

REIMBURSEMENT OF EXPENSES

Coaches shall be reimbursed by the athletic department for those allowable expenses deemed necessary and proper when representing Mesa Vista Consolidated Schools in an athletic capacity (scouting, coaching clinics, district meetings, etc.). Coaches should come by the Athletic office to fill out the Mesa Vista Consolidated Schools Leave & Travel Request Forms. Reimbursements shall be made on a per diem schedule as set by the local Board of Education. All head coaches, whose sports participate in a North/South All-Star game, shall be reimbursed for expenses of joining the New Mexico High School Coaches Association, as membership is a requirement in order for athletes to be eligible to participate in these games.

ADVERTISING

All corporate advertising at sporting events must be approved by the Athletic Director prior to the events. Such advertising must conform to requirements of a contributions schedule or marketing plan proposed by the Athletic Director and approved by the Superintendent.

PROHIBITED ADVERTISEMENT

The New Mexico Activities Association Handbook (Section 4.1.4) stipulates that no liquor or tobacco advertising shall be included in any advertising related to any athletic event sponsored or sanctioned by the Association. Mesa Vista Consolidated Schools further prohibits any advertising content considered profane, obscene, inflammatory, age-inappropriate, religious, unpatriotic, or related to individuals' political campaigns.

BOOSTER ACTIVITIES:

Booster activities can play an important role in the support of interscholastic athletics. Because their primary purpose is to enhance programs, coaches are expected to be very supportive and cooperative with the activities for their school. The involvement of groups or individuals in these activities should be in cooperation with the administration and coaching staff of the school. Administration is responsible for keeping all booster activities, including donations of any kind, within the guidelines of Title IX.

Precautions must be taken not to extend activities into areas which create conflict within the school community and existing educational philosophies. Groups and individuals cannot commit the school community to activities that infringe on instructional time or may require inordinate amounts of time, effort, or money. It is essential that all activities, which use the name of the school or implied support of the school or the district, adhere to the policies, procedures, and financial safeguards normally expected of public bodies, including adherence to Title IX regulations.

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 Director before the activity commences or any final arrangements are made.

The disposition of all funds raised by any donating group or individual shall be in accordance with Title IX regulations, with determination of their disposition subject to approval of district administration.

FUND RAISING

Fund raising is a necessary activity for all athletic programs. Fund raising activities, however, can put a financial strain on a small school such as Mesa Vista. The Athletic Director, prior to occurrence, must approve all athletic teams' fund raising activities.

Coaches receiving contributions from other entities and individuals, including parents and community members, shall submit the contributions to the school for deposit into the General Athletics Activity Fund. Coaches shall not at any time accept contributions, either monetarily or in-kind, earmarked for a particular sport, activity, trip, or direct benefit to a specified group of students.

There will be one fundraiser per sport which will be deposited back into athletics.

The disposition of all funds raised shall be in accordance with Title IX regulations, with determination of their disposition subject to approval of district administration.

EMERGENCY PROCEDURES FOR ATHLETIC INJURIES IN MESA VISTA CONSOLIDATED SCHOOLS:

Emergency plan for athletic accidents or injuries to be carried out by coaches unless an athletic trainer from an opponent, a school nurse or a doctor is in attendance.

COMMUNICATION

Serious Injury (potentially life threatening)

- A. Call ambulance and doctor; give nature of injury.
- B. Call parents.
- C. Contact Athletic Director and Central Office.
- D. Fill out accident form and turn in to Athletic Director.

For non-serious injuries, call parents if you feel there is any possibility that the individual might need medical attention.

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

EMERGENCY NUMBERS

☎ Ambulance: 911

☎ Police: 911

☎ Espanola Emergency Room (505) 753-7111

- **NOTE:** It is advisable to have a list of home and office numbers of parents easily accessible in case of emergencies with athletes in any sport.
- **NOTE:** Students with significant injuries should have a statement signed by a licensed physician presented to the head coach stating conditions under which renewed practice is advisable.
- **NOTE:** School phones may require dialing '9' first for an outside line.

COACH/PLAYER RELATIONSHIPS

The relationship between coach and player is very important, for often the coach becomes a very powerful influence on a young athlete during the formative years. This influence can be either good or bad, and parents who place their children in the coach's charge have every right to expect the coach, by his/her example, to produce a finer and better young person for having participated under his/her guidance.

As a coach, one should not only expect, but at all times demand, the proper respect from his/her players. That respect should inherently accompany the position of leadership held by the coach in our athletic program. Because of the demands we make on their time and energy, our athletes have the right to expect nothing less from coaches. If a coach encounters a student in his/her program that for various reasons he/she deems unworthy of his/her respect, concern, and consideration, that student should be dropped from the program rather than being frequently subjected to humiliation and degradation. The coach must communicate any such circumstances fully to the Athletic Director.

Professionalism is one of the most important assets a coach can possess when dealing with young people. Neither athlete nor coach shall tolerate inappropriate attire, vulgarities, obscenities or any other negative actions.

PRE-SEASON PARENT MEETING

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

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

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

POLICIES FOR MESA VISTA CONSOLIDATED SCHOOLS FACILITIES

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 any Mesa Vista campus shall make arrangements as required by Mesa Vista Board policies and District procedures.

School Equipment - Only authorized personnel of the school shall use the sound system and scoreboard. The handling of bleachers, basketball goals, chairs, floor coverings, safety net, lights, heating plant and physical facilities, shall be by only school personnel. 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.

APPEALS PROCESS

Appeals from the decisions of the coaches and/or the Athletic Director must follow the proper administrative channels. This is as follows:

- A. Coach
- B. Principal
- C. Athletic Director
- D. Superintendent
- E. Board of Education

MEDICAL RELEASE FORMS

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

LOSS OF SCHOOL TIME

In an attempt to reduce the amount of school time missed as a result of extra-curricular activities the New Mexico Activities Association has mandated that:

- A. One day events must be scheduled on Saturday or non-school days, or start on or after 3:00 PM.
- B. Multiple-day events must include Saturday or a non-school day as one of the days.
- C. No student shall be absent from school for school-sponsored extra-curricular activities in excess of fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester.

SUMMER CAMPS & SUMMER RECREATION PROGRAMS

- A. Summer camps, recreation programs and other 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.
- B. The district shall observe a two-week moratorium, or two (2) seven-day "no-contact" periods, in the summer, during which no coaching, written lesson plans or workout schedules, training, open gyms, in-state or out-of-state travel can occur.
- C. Schools are permitted to open their gyms for summer camps and recreation programs provided:
 - 1. They are held for the purpose of promoting physical fitness.
 - 2. Participation is not restricted by the financial status of any student.
 - 3. It is open to all students of that school.
 - 4. A student athlete's participation in a camp or recreation program outside the conventional school year and/or during the summer cannot be a prerequisite for participation in the regular sports season in any manner.
 - 5. Supervision is provided by adult staff member(s) approved by the Athletic Director or Principal.
- D. A weight lifting and physical training program may occur during the summer as long as it is open for all students.
- E. Summer recreation programs that share costs between community and school, that are jointly sponsored, are permissible but shall not be developed to enhance varsity athletic programs.
- F. Coaches shall not require students to attend and/or participate in summer camps, summer workouts, summer recreation programs, leagues, etc.. Coaches shall not use a student athlete's performance during an optional summer program or activity to determine position on an upcoming school team.

- G. Coaches may be actively involved in conducting summer camps and programs, regardless of the number of his/her students participating.
- H. Camp fees (tuition) may not be paid from school funds. School funds are state generated funds and gate receipts. Funds raised by booster activities and by fund-raising activities may pay students' tuition.
- I. School facilities may be used by an outside organization for a summer camp.
- J. Equipment in any sport is prohibited in the out-of-season summer camps or summer recreation programs. (See NMAA guidelines for each individual sport for specific requirements.) This policy and the NMAA guidelines allow football players to attend full contact camps during the summer as long as the equipment necessary for the safety of the participating students is available and certified.
- K. In football, schools may use dummies, blocking sleds and hand shields for conditioning and instructional purposes during the off-season.

OFF SEASON PROGRAMS

During the school year, but outside a particular sport season (off-season), a member school may allow participation in that particular sport during an athletic period. The participation may not last longer than the allotted class time. For schools not having an athletic period, a block of time not to exceed one hour may be used each day for sports participation. Interschool competition/scrimmages are prohibited during the off-season.

SPORTSMANSHIP; PLAYERS AND COACHES

- A. When a participant is disqualified from any contest for unsportsmanlike conduct, the minimum penalty shall be:
 1. First Offense: The participant is automatically suspended from the next contest and may not participate in any contest at any level until the one-game suspension has been served.
 2. Second or Subsequent Offenses: The participant is automatically suspended from the next contest. Depending upon the individual case, a more restrictive penalty may be imposed as determined by the Superintendent or by the Director of the NMAA.
 3. The involved school and official are required to notify the NMAA, in writing, of each offense.
 4. Any coach/player/participant using tobacco, alcoholic beverages, or illegal drugs while participating in an athletic event shall be ejected. Additional sanctions may be imposed by the Superintendent or by the Director of the NMAA.
- B. **EXHIBIT RESPECT FOR THE OFFICIALS**: The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of

good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

- c. **COACHES**: One of the most commonly used justifications of an interscholastic athletic program is the benefit that the athlete derives from learning and practicing good sportsmanship. As a coach for the Mesa Vista Consolidated Schools, one is expected to make teaching sportsmanship a high priority. It is imperative that our kids win with class and learn to tolerate defeat with dignity. The degree to which our athletes attain the desirable attributes of good sportsmanship will obviously be influenced by the examples set by coaches.

A coach who is ejected from an athletic contest, regardless of sport, is required to sit out the next contest minimally at all levels. Failure to comply may result in long-term suspension, monetary fine, and/or suspension of the school from the NMAA.

If the NMAA applies any financial sanction to the District because of the ejection of a coach from an athletic contest, the coach is responsible to the District for payment of the sanction. If the sanction is appealed and the NMAA reverses it, the coach shall be reimbursed the amount he/she has paid for the sanction.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Notice to students, parents, and employees: The Mesa Vista Consolidated Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**MESA VISTA CONSOLIDATED SCHOOLS
Mr. Albert Martinez, Superintendent
P.O. Box 309
Ojo Caliente, NM 87549
Phone: (505) 583-2645
Fax No.: (505) 583-2815**