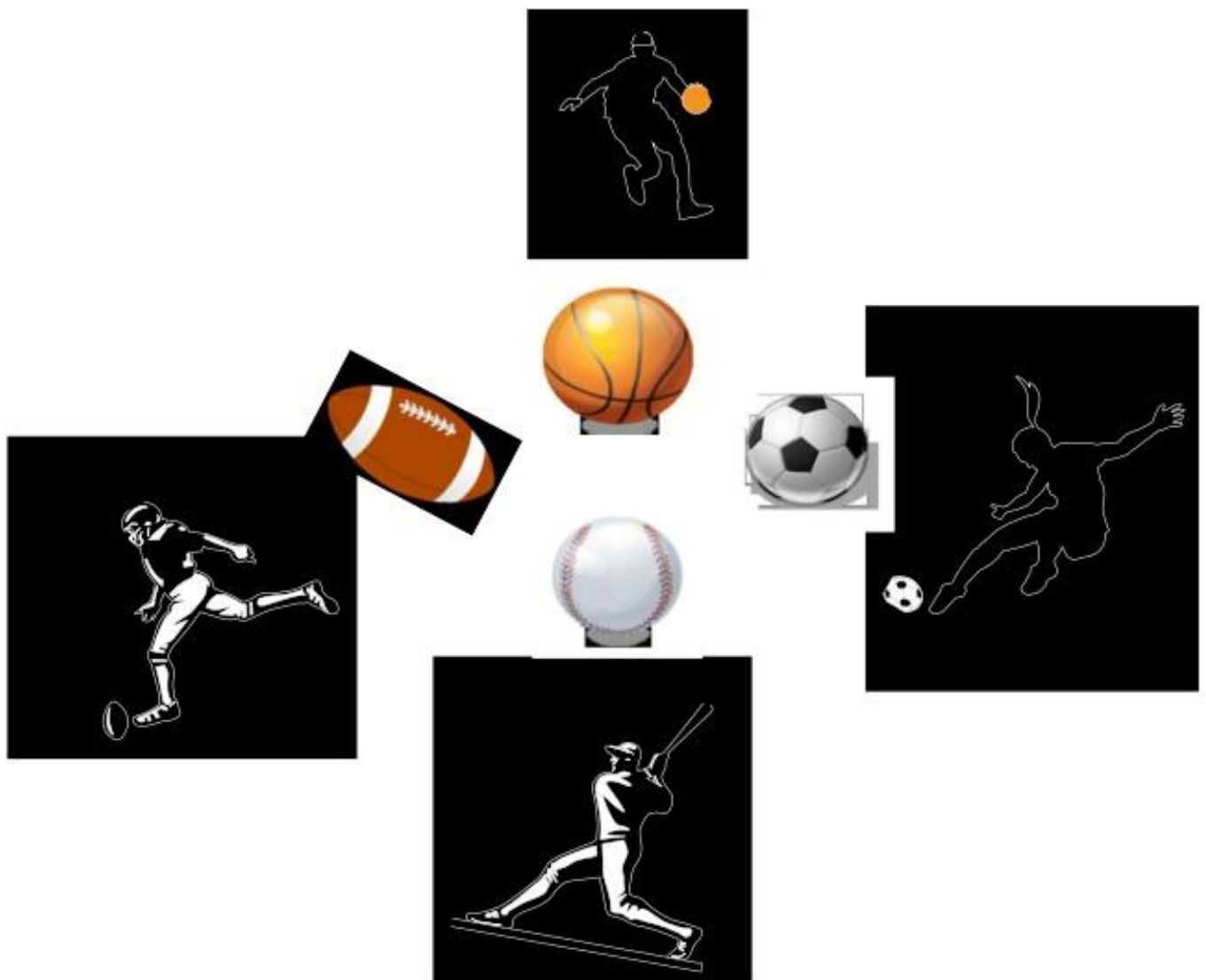


APPROVED
10-05-15

GALLUP MCKINLEY COUNTY SCHOOL DISTRICT

2015-2016 ATHLETICS HANDBOOK



GALLUP-McKINLEY COUNTY SCHOOLS

ATHLETICS HANDBOOK

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INTRODUCTION

This handbook is the basic framework of reference for administrators, coaches and other personnel involved in the Athletic programs sponsored by the Gallup McKinley County School District. The objective of this Athletics Handbook is to provide efficiency, consistency and uniformity in district policy while implementing a wide variety of Athletic programs. Therefore, those who have been delegated the responsibility of administering, supervising and conducting Athletic programs will be expected to have a thorough and working knowledge of its contents. Policies and guidelines stated herein will be binding for the current year.

MISSION STATEMENT

The Gallup-McKinley County Schools Athletic Program is committed to excellence in academics and athletics. We are dedicated to Pursuing Victory with Honor and adhering to the rules of competition and sportsmanship.

Coaches, administrators and student-athletes must understand that participation in the athletic program is a privilege. “We understand that athletics and activities are an extension of the educational setting. These programs provide us all the opportunity to learn important lessons to prepare us for life”. We will represent ourselves and our school at all times with dignity and honor.

A. ADMINISTRATION

A.1 STATEMENT OF PHILOSOPHY

The Gallup McKinley County School District believes that a dynamic program of scholar Activities are vital to the educational development of the scholar. The GMCS Athletic program should provide a variety of experiences to enhance the development of positive scholar habits and attitudes that will prepare them for adult life in a democratic society. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and good will, to promote self-realization, all-around growth, and good citizenship qualities.

A.2 GOALS OF THE ATHLETIC DEPARTMENT

- A. Conduct sports programs in a manner that enhances the mental, social and moral development of athletics and teaches positive life skills that will help them become personally successful and socially responsible (NMAA/ NFHS Code of Ethics).
- B. Provide an athletic program that is totally integrated into the educational philosophy of Gallup McKinley County Schools.
- C. Organize and promote an interscholastic athletic program that is in harmony with and contributes to the total school program.
- D. Conduct sports programs in a manner that enhances the mental, moral and social life skills that will help them become personally successful and socially responsible.
- E. Provide opportunities for students to exhibit skills and increase participation.
- F. Provide opportunities to compete with and against others in preparations for a competitive society.

A.3 GOALS OF THE ATHLETIC COORDINATOR

- A. Administer the Athletic Department based on the policies of the Gallup McKinley County Schools and the New Mexico Activities Association.
- B. Provide a solid and comprehensive athletic program that meets the needs and interests of the students and conforms to budgetary and fiscal requirements.
- C. Increase athletic participation and awareness.
- D. Develop an athletic program that will be determined successful by the community.
- E. Develop an athletic philosophy and program that will grow and change with Gallup McKinley County Schools.
- F. Fulfill professional responsibilities with honesty and integrity and uphold the honor of the education profession.
- G. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations.

A.4 DUTIES OF DISTRICT ATHLETICS PROGRAM

The District Athletics Coordinator shall represent the GMCS Superintendent in all matters delegated. Specifically, the District Athletics Coordinator shall have general responsibilities for the coordination of all athletic and activity programs in the Gallup-McKinley County Public Schools.

Duties of the GMCS District Athletic Coordinator:

- a. Supervise & compile all major sport bids.
- b. Coordinate coaches/sponsors increment schedule.
- c. Order and distribute schedule posters and pocket schedules.
- d. Assist schools with athlete scholarship information.
- e. Facilitate athletic proposals for new programs.
- f. Facilitate compliance w/online rules clinic.
- g. Check football field lights and scoreboards.
- h. Monitor Compliance with allocated budget.
- i. Interpret state eligibility policy to district schools
- j. Coordinate and facilitate reporting required by state HB 161, state equities reporting.
- k. Schedule all events, games, city events and ceremonies at GPSS.

Duties of the School Site Athletic Director:

- a. Schedule all varsity & all junior varsity high school programs for all contests at high schools. Provide District Athletic Coordinator with all schedules. Meet NMAA deadlines for submitting schedules on-line. include District Athletic Coordinator in scheduling discussions to provide cost effective athletics scheduling and district scheduling requirements compliance.
- b. Develop and schedule extramural and interscholastic programs and contests when appropriate.
- c. Coordinate a timely payment of services (officials, meals, lodging, and security) using school site athletics budget allocations. Work with school site book keeper to ensure all payment of services paperwork is done correctly and turned in to the District Athletic Coordinator's office daily. Work with school site book keeper to monitor expenditures and stay within athletics budget.
- d. Secure officials for all varsity and junior varsity contests. Submit payment forms for officials and official match assigners in a timely manner.
- e. Facilitate safety repair and inspection of athletic equipment. Provide District Athletic Coordinator with helmet inspection dates, collection dates specific repair needs and numbers. Do not obligate the district for any repair, reconditioning or new purchase of football helmets without District Athletic Coordinator approval. District Athletic Coordinator will pick up helmets for schools and coordinate all business with helmet manufacturing companies.
- f. Coordinate tournaments with all interscholastic sports programs.
- g. Provide safety and repair inspections of weight room facilities
- h. Assist with coaches selection committees.
- i. Assist with coach's evaluation.

DUTIES FOR BOTH (GMCS District Athletic Coordinator & GMCS School Site Athletic Director):

- a. Provide district requisitions for athletic gear.
- b. Provide coaches licensure information for area coaches. District licensure checklist provided in this handbook.
- c. Approve transportation for all athletic/activity trips using Trip Direct
- d. Monitor/distribute operational and gate receipt athletic budgets for supplies/equipment and travel.
- e. Supervise gate receipt budgets.
- f. Distribute game tickets and store audit information.
- g. Disseminate athletic information to principals (well in advance of NMAA deadlines).
- h. Serve as a liaison between schools & booster clubs.
- i. Distribute physical examination and athletic insurance information.

- j. Develop and update a district Athletics Handbook (annually with school athletic directors).
- k. Assist with the elementary basketball/track programs.
- l. Coordinates State competitions. (if awarded by NMAA)
- m. Act as liaison between NMAA and schools regarding state regulations.
- n. Make recommendations for budget requests from principal's input.
- o. Assist in providing facility recommendations.
- p. Attend district athletic/activities events.
- q. Attend district Athletic meetings (A,AA,AAA,AAAA).
- r. Represent GMCS at regional, state and national conferences.
- s. Interpret co-curricular and extracurricular activities.

A.5 DUTIES OF PRINCIPALS & ATHLETIC DIRECTORS

The Principal of each school or their designee shall be responsible for the administration, supervision and implementation of all athletic programs in their school. The principal/designee shall personally supervise all "home" contests. Specifically, they shall be held accountable for:

- a. **Game Management and Supervision:** Supervise game preparation, including facilities, ticket takers and sellers, security procedures, parking lot supervision, ambulance service and EMT's for football games, actual game preparedness in cooperation with the coaches, scorers, timekeepers, P.A. System, etc. No objects/material shall be thrown shot or hurled into the stands during an activity as per Board Policy X 7.2. A pre-game sportsmanship announcement will be made using PVWH prepared statements to set spectator expectations for behavior and welcome guests. Proper deployment of security is vital to ensure the safety of participants, coaches, referees and spectators. Referees will be escorted off the court and visiting teams/coaches afforded security off the campus. Local Athletics Director positions have been approved by the GMCS Superintendent at each high school to assist.

- b. **Coaching Assignments:** All approved coaching positions will be recommended by the principal. These names and corresponding increments will be submitted to the Personnel office on a computerized sheet to make contractual adjustments. A site based management approach can be implemented in a timely manner when coaching vacancies arise. Strategies may range from individual administrative interviews to utilizing a committee process. As soon as vacancies arise, the Personnel Office should be notified to assist in advertising during their regional recruiting trips. Personnel Office to confer with District Athletic Director to ensure staffing allocation. The Gallup McKinley County School's Board of Education will review extracurricular recommendations for final approval. Updated coaches school site coaches lists will be turned in to the District Athletic office for verification, qualification and licensure verification. A coaches licensure checklist will accompany this document.
- c. **Postponed/Canceled Contests:** The Athletic Director is responsible for normal athletic scheduling. However, inclement weather can force the Transportation Department Athletics Office or local administrators to postpone a scheduled contest. Schools should initiate rescheduling efforts due to the restrictions local calendars dictate. Originally scheduled officials will be contacted locally to avoid contractual conflicts. In addition to notifying , the following will be done:
- Call coaches-coach informs players and parents
 - Call Officials of that sport
 - Call all workers
 - Call the Administration-who assigned duty
 - Call Media-radio stations-newspaper
 - Call Bus Barn-if a bus was scheduled
- d. **Coaches Evaluations:** Head varsity coaches will evaluated with the NMAA coaches evaluation tool, by the principal in conjunction with the athletic director which addresses supervision responsibilities and PED coaching competencies.

The evaluation process will be completed within 30 days of the completion of the specific season. The Head Coach will review and evaluate assistant coach performance and will make recommendations to the athletic director regarding assistant coaches.

- e. **Facility inspection:** Inspect safety equipment, lighting, scoreboards, playing fields and gymnasiums for proper maintenance. The Department of Supportive Services and Athletics Office should be notified immediately of any potential problems or defective equipment. A checklist of major safety inspection areas for sports programs and facilities is available in the appendix. A “Risk Management Reference Manual” is also available on a checkout basis from the Athletics office. **Facility Usage:** Outside organizations desiring to use fields, gymnasiums or building space must sign a District Building Use Agreement with the building Principal. Rental fees for organizations supporting school programs may be waived, but payment for custodial services is necessary. Always check with the Supportive Operations Office for any scheduled maintenance projects or watering schedules. PSS is scheduled through the district athletic coordinator’s office.
- f. **Medical Emergency Plan:** Access to telephones in the event of a medical emergency is vital. **Ambulance service is mandatory** at all home football games and a contingency plan of action for all other sports will save valuable time.
- g. **Athletic Application, Parental Consent, Physical Examination Insurance & Waiver Forms:** These forms should be on file in the principal’s or designee office before an athlete may participate in any interscholastic or intramural program. These forms are to be distributed and collected by the coaches and then delivered to the Athletic Directors Office. During any contest, the head coach should have immediate access to these records in case emergency medical treatment is necessary. Coaches must carry original copies of Athletic Physical Forms, the principal & athletic director must have copies on file.
- h. **Ticket Sales:** Each Athletic Director shall receive a specified number of tickets at the beginning of each sport season. The remaining tickets are to be returned to the Athletics Office at the end of the year. or accurate record keeping and auditing purposes, it is imperative that ticket sales are identical to the bank deposits. The Athletic Director shall select, instruct and supervise ticket sellers and takers at all home games, and direct the care, safekeeping and accounting of all money derived from the athletic contest. Such money shall be deposited in the GMCS Athletic Fund at the designated district bank (Pinnacle Bank). An Admission Accounting Form and attached copy of the deposit slip with tickets placed in numerical order to be sent to the Athletics Office immediately after deposit.

- i. **Requisition of Equipment and Supplies:** The principal shall direct the requisition of supplies and equipment with the assistance of a standardized requisition lists and District Requisition Forms. The principal and Athletic Director, must sign this form and to be valid. Before signing requisitions, principals should first check budget allocations in order to ascertain if finances are available. Allocations can be checked in real time on the district emulator/ AS 400 system.
- j. **Athletic Budget:** At the beginning of the school year the principal shall be responsible for completing an athletic budget at his/her school. This budget will include expenditures for equipment, supplies, meals, lodging, officials, security and game workers. Expenditures are not to exceed the total anticipated revenue from gate receipts plus operational allocations. The athletic budget is to be completed in by the district deadline of the current year (Appendix E) and must be approved by the Athletics Office before the first requisition.
- k. **Beginning of School forms:** These forms can be downloaded by the principal or their designee from the New Mexico Activities Association website (www.nmact.org) at the beginning of the school year. All forms are to be completed by the school athletic director and returned to the NMAA as required by NMAA deadline. Dues, Official Voter forms and copies of field reports to the NMAA should be forwarded to the Athletics Office for verification of completion and signature. **HB 161 (SAEA Reporting)** athletic directors are required by law to do an equities report and file it with the NMPED. All athletic directors must set up an account to do the report.
- l. **Eligibility:** As per NMAA current rules. “refer to Section VI, NMAA handbook eligibility . “ All GMCS schools follow the 2.0 minimum eligibility academic standard established by the NMAA.
- m. **Rule Books:** Your beginning of the year NMAA packet contains order forms for rulebooks. Please order directly from the NMAA using the athletic director’s school site account.
- n. **Physical Examinations:** All participants must have a physical examination, parent’s consent and insurance coverage before participating in any athletic program. The parental signature and official notification of the district training rule policies are included in the physical forms (Appendix A). Physical exams completed after April 1st will be valid for the entire next school year.

- o. **Injuries:** A copy of the district injury report form is required to be sent to the Business and Athletics Office, as soon as possible. Injuries requiring transportation should be faxed to the Athletic Office within 24 hrs. **Concussion Law** - Senate Bill 1 - Athletic Directors must keep on file the following documents for each coach and/ or parent/ athlete. (1) NFHS Concussion in Sports - What You Need to Know; <http://www.nfhslearn.com/> Certificate of Course Completion on file for each coach. (2) NMAA's Fact Sheet for Coaches and Teachers http://www.nmact.org/pages/for_athletic_directors/Facts_4_Coaches.pdf Signed form on file for each coach NMAA's Fact Sheet for Athletes/ Parents http://www.nmact.org/pages/for_athletic_directors/Facts_4_Families.pdf Signed form on file for each Athlete and Parent.
- Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.
- Special Precautions for Temperature Extremes (heat exhaustion and heat stroke.)** Dehydration is the main problem associated with exercising in hot weather. Continuous fluid replacement is essential to maintain normal physiological function. Practice during the cooler part of the day, early morning or late evening. Consider temperature and relative humidity. Allow athletes adequate time to become acclimatized before intensive practice sessions begin. The acclimatization process takes 7 - 12 days. Start with light, short practice sessions and gradually lead to up to full sessions after a week or so. Limit practice sessions to two hours or less. Weigh all players before and after practice. A fluid loss of 3 to 5 percent of body weight will reduce blood volume and could be a serious health threat. Stress the importance of heavy fluid intake before and between practice sessions to ensure that your athletes will report to the next session well hydrated. Do not deny any athlete water or rest at any time. Do not give salt tablets. Be able to recognize the signs of heat exhaustion and heat stroke. **Heat exhaustion** - characterized by extreme weakness, headache, dizziness or fainting, profuse sweating, cold and clammy skin, rapid but weak pulse and near-normal temperature.
- (1) Have the athlete lie down in a cool place and drink cool liquids.
 - (2) Remove excess clothing and rub the athlete's body with a cold, wet towel.
 - (3) Instruct the athlete to stay out of the heat for the rest of the day.
 - (4) May want to take the athlete to the hospital in case of complications.

Heat stroke - characterized by dry, warm skin, pin-point pupils, Lack of sweating (although heat stroke may occur before Sweating totally ceases), rapid and full pulse, serious disorientation, unconsciousness.

(1) Remove all clothing without delay.

(2) Cool body immediately by whatever means possible; hose, ice, water, cold shower

(3) Call the hospital and notify them of possible heat casualty

(4) have an emergency vehicle transport victim to the hospital.

- p. **Coach's Program Schedule:** Principals/Athletic Directors should request a written timetable and itinerary for the duties to be performed by coaches during their contract period. The intent is for coaches to conduct summer programs and supervise practice sessions during holidays or prior to the beginning of the school year. Compensation time allowances for duties performed during the regular sport season and/or as part of the job description are not allowed. This is not tied to the beginning or ending dates of a normal teacher contract. One week of the two week moratorium will include a coach's clinic, which is normally the last week in July. The second week will be determined by local schools.
- q. **Coaches/Sponsors Vacancies:** The Personnel Department and Athletic Department should be contacted for advertising coaches/sponsors positions through paid Internet Services, College Placement Centers and newspaper classified ads. The principal's name and phone number should be listed on the job vacancy advertisements as the contact person since separate coaches applicant files are not provided.
- r. **Coaches' Travel:** Principals are responsible for allocating local budgets for coaches' travel to coaching clinics. Athletic budget (11000.1000.55813.9____.043____.0000) whenever possible, coaches and athletic directors should arrange to use a GMCS school vehicle to travel to coaching clinics. Exceptions may be made at schools located sixty (60) miles away from Central Office.

A.6 ATHLETIC CHECKLIST FOR PRINCIPALS/ATHLETIC DIRECTOR

AUGUST

Athletic Budgets for the upcoming year distributed.
Parent meeting for fall sports.
Submit coaching assignment lists to Athletics Office.
Football, volleyball coaches, officials, cheerleaders/drill sponsors rules clinic on-line.

Pick up the following:
Admission tickets for Sports
Physical Examination Forms
District Requisition Forms
Admission Accounting Forms
Officials' Fund & Cash Box check

Purchasing cards for meals & lodging

SEPTEMBER

Submit beginning of school forms to NMAA.
Submit Training Supplies Requisitions.
Coaches training/licensure class - NMAA on-line coaches licensure training.
Fall Inventory forms for each sport filed at local schools.

OCTOBER

Check gym lights and basketball scoreboard.

NOVEMBER

Parent Preseason Meeting for Winter Sports.
Pickup additional Winter Sports admission tickets (if needed).
Winter Sports eligibility lists to opponents.
Fall Coaches Evaluation Forms due to Personnel Office.
Basketball official's assignments due.

DECEMBER

Submit Football Repair list.
Winter inventory forms for each sport filed at local schools.

JANUARY

Submit Spring Sport requisitions
Parent Preseason Meeting for Spring Sports - Pursuing Victory with Honor mandatory meetings.

FEBRUARY

MARCH

Spring Sports Eligibility lists sent to opponents.
Winter Coaches Evaluation forms due to Personnel Office.

APRIL

Physical exam forms to be distributed to Athletes for next year.

MAY

Spring Sports district playoff travel requests.
Deposit "Officials' Fund and Cash Box" into Athletic Account.
Return unused tickets.
Spring inventory forms for each sport filed at local schools.
Spring Coaches Evaluation forms due to Personnel Office.
Return Purchasing Cards to Athletics Office.
Check football lights, etc.

B COACHES

B.1 COACHES CODE OF CONDUCT

Athletic competition of interscholastic age student-athletes should be fun and be a significant part of a sound educational program. Those who are administrators involved with athletics and those who coach student-athletes are teachers of athletics who have a duty to insure that their sports programs impart important life skills and promote character development. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, good citizenship, and leadership. (The “Six Pillars of Character Counts”). The highest potential of sports is achieved when administrators and coaches live by the **Code of Conduct**, and set a positive example for their athletes to follow. Sincere efforts to honor the words and spirit of this **Code of Conduct** will improve the quality of our programs and the well-being of our student-athletes. This **Code of Conduct** applies to all full-time and part-time coaches, including volunteer coaches, athletic directors, and all school administrators involved in athletics.

Outlined below are the key facets of seven core values to be read and understood by all coaches and school administrators involved in athletics. It needs to be signed before the sports season begins and given to the District Athletics Office to be kept on file.

Trustworthiness

Trustworthiness- Be worthy of trust in all you do and teach student-athletes the importance of integrity, honesty, reliability and loyalty. **Integrity-** Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, advocate and model the importance of honor and good character by doing the right thing even when it’s unpopular or personally costly. **Honesty-** Don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct. **Reliability-** Fulfill commitments; I will do what I say I will do; be on time.

Loyalty- Be loyal to my school and team; put the team above personal glory.

Primacy of Educational Goals- Be faithful to the educational and character development missions of the institution and ensure that these objectives are not compromised to achieve sports performance goals: always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win. **Counseling-** Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably. **College Recruiters-** Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

Respect

Respect- Consistently treat all people with respect and require the same of student-athletes. **Class-** Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity. Encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals. **Taunting-** Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Assure that student-athletes conduct themselves in an appropriate manner. **Respect Officials-** Treat contest officials with respect. Don't complain about or argue with official calls or decisions during or after an athletic event. **Respect Parents/Guardians-** Treat the parents/guardians of student-athletes with respect. Communicate your expectations, goals, and policies on a regular basis and maintain open lines of communication. Provide reasonable opportunities for parent/guardian input and listen to their concerns. **Profanity-** Do not engage in or permit profanity or obscene gestures. This includes at practices, sporting events, on team buses, or in any other school related situation where the behavior could reflect badly on the school or sports program.

Positive Coaching-Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others. **Effort and Teamwork-** Encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest. **Professional Relationships-** Maintain appropriate professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden. Verbal or physical conduct of a sexual nature including flirting, dating, or consensual activities directed to or in view of athletes is prohibited. Conversely, inappropriate student-athlete behavior directed towards adults in your coaching program will be dealt with immediately. Coaches are responsible for maintaining an educational environment free from sexual, racial, religious, or other inappropriate harassment, by or directed at students or staff.

Responsibility

Life Skills- Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible. **Advocate Education-** Advocate the importance of education beyond athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve academic goals. **Advocate Honor-** Prominently discuss the importance of character, ethics, sportsmanship, and appropriate behavior in materials about the athletic program. Stress that good character, ethics, sportsmanship, and appropriate behavior are essential to honorable athletic competition and that victory attained in any other way is empty and unworthy.

Good Character-Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship and the six pillars of character. **Role Modeling-** Be a worthy role model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your student-athletes to be. **Personal Conduct-** Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model. **Competence-** Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety. **Knowledge of Rules-** Maintain a thorough knowledge of current game and ensure that your student-athletes know and understand the rules. **Positive Environment-** Strive to provide challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe. Failure is going to occur in athletics. Find the positive in each experience, regardless of the significance of the situation. **Safety and Health-** Be informed about basic first aid principles and the physical capabilities and limitations of the age group coached. **Unhealthy Substances-** Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs. **Eating Disorders-** Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight. **Privilege to Compete-** Ensure that student-athletes understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their school, team and teammates with honor, on and off the field. Require your student-athletes to consistently exhibit good character and conduct themselves as positive role models. **Self-Control-** Control your ego and emotions.

Avoid displays of anger and frustration. Do not retaliate. **Integrity of the Game-** Protect the integrity of the game. Do not gamble or associate with professional gamblers. **Enforcing Rules-** Consistently and fairly enforce and honor both the Coaches Code of Conduct and the Athletes' Code of Conduct in all sports-related activities and ventures. **Protect Athletes-** Put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct. **Access-** Help make your sport accessible to all diverse communities.

Improper Commercialism- Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

Fairness

Fairness and Openness- Be fair in competitive situations, team selections, discipline, and all other matters. Be open-minded and willing to listen and learn. **Effort and Teamwork-** Encourage student-athletes to pursue victory with passion, as well as think and play as a team. Student-athletes must give their best and continually improve through personal effort and discipline. **Clear Communication-** Provide clear communication to student-athletes as it relates to rationale for coaching decisions.

Caring

Safe Competition- Put safety and health considerations above the desire to win; Never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others. **Caring Environment-** Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team. **Positive Coaching-** Use positive coaching methods to make the experience enjoyable. These methods will increase self-esteem as well as foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that are demeaning to the student-athlete. **Life-Skills-**

always strive to enhance the physical, mental, social, and moral development of student-athletes. Teach them positive life skills that will help them become well-rounded, successful, and socially responsible. **Health-** Emphasize the importance of good nutrition. Never advocate, condone, or ignore the use of performance enhancing substances.

Citizenship

Honor the Spirit of Rules- Observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices, and other provisions regulating interscholastic competition. **Promoting Sportsmanship-** Promote sportsmanship on a consistent basis over gamesmanship. Don't cheat. Regularly practice pre-game and post-game rituals and traditions that reinforce the principles of sportsmanship. Resist temptation to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define a sport. Positively acknowledge acts of good sportsmanship in your athletic arena. **Class-** Class is "grace under pressure". Be a good sport. Teach and model class. Be gracious in victory and accept defeat with dignity.

Respect of the Game- Treat the game, officials, and all coaches with respect. Good faith disputes with officials need to be handled in a respectful way. Modeling professional behavior is always encouraged. **Personal Conduct-** Refrain from profanity, disrespectful conduct, and the use of alcohol, tobacco, or any illegal substance in the presence of or while in any supervisory situation with student-athletes. This conduct will undermine your positive impact as a role model. **Verbal Abuse/Bullying-** Verbal abuse or bullying of student-athletes or others will not be tolerated. This includes, but is not limited to: name-calling, put-downs and insults, ridiculing, swearing, humiliation, sarcasm, blaming, intimidating, or threatening a student-athlete.

Leadership

Role Modeling- Be a worthy role model. Always be mindful of the high visibility and great influence you have as a coach. Consistently conduct yourself in a manner that represents this code. **Advocacy of Education-** Advocate the importance of education beyond athletic eligibility standards. Work with faculty and parents/guardians to help student-athletes set and achieve academic goals. Encourage student-athletes to think of themselves as students first and athletes second. **Follow GMCS Athletic Policy-** Coaches are responsible for knowing and following the GMCS Athletic Policy. This policy is for all schools in the district regardless of size, no matter whether they are 5A or 1A. Coaches are not allowed to deviate from the policy, nor are they allowed to incite players, parents, or the public to put pressure on School Board Members, the Superintendent, or any other GMCS Administrator, if they do not agree with or do not want to follow the GMCS Athletic Policy. A coach shall not exert pressure on faculty members to give student-athletes special consideration. **Lead by Example-** Head coaches must lead and mentor assistant coaches in a way that honors the coaches' code. Establish procedures and expectations for all assistant coaches to follow. It is the head coaches' responsibility to lead and assure that their staff is fulfilling the Code of Conduct. Coaches are to conduct themselves in a manner, which is complimentary to themselves and their school. Be loyal to your school, faculty, staff and players. Be positive in your approach and statements when speaking about school or athletic matters and while working with student athletes. Media interviews should be positive in nature, without criticism of officials, opposing coaches or players. The coaching staff is the best public relations representative of their program and school. Technical fouls, unsportsmanlike conduct or ejections will require a mandatory meeting with the local administrator and athletic director to explain their circumstances reemphasize competition in perspective and provide a written report when necessary to the NMAA.

I have read and understand the guidelines of the Gallup-McKinley County School District Administrators/Coaches Code of Conduct. I understand that I will sign this document for each sport that I coach and it will be kept in my file in the GMCS ATHLETIC DEPARTMENT OFFICE. Failure to act within the above mentioned standards, may subject the coach and the school to disciplinary actions..

Print Name

Signature (Administrator/Athletic Director/Coach/Assistant Coach)

Name of School

Date

B.2 COACHES DUTIES

All Coaches (head, assistant & volunteer) should be full-time licensed personnel, who are regularly employed by the school district. Any deviation from this requirement must be by recommendation of the building principal on an individual basis and stating the necessity for the deviation. The recommendation shall be submitted to the Assistant Superintendent of Personnel and receive School Board approval. Fingerprinting and a background check are both required as part of the GMCS coaches licensure process. (NMSA-7/1/98). Please refer to Appendix S. Waivers to the NFHS coaches licensure program will be granted to newly assigned coaches until completion of the NMAA Coaches Training Program - Level 1, "NFHS Fundamentals of Coaching". The Level 2 Coaches License does not require additional training, it is based on experience at Level 1 or 2. The Level 3 Coaches License requires completion of the American Sports Education Program Coaching Principles on-line course and the ASEP Sport First Aid on-line course. Information and registration can be found at the NFHS/ASEP website.

- a. Properly supervise all practice, game and related events. Provide a safe practice or competitive environment.
- b. Each sport program should devise a rubric by which individual skills can be objectively evaluated and ranked against other team candidates. A reasonable time period, not to exceed two weeks, should be established to evaluate skill development and sport specific ability when squad limits require a cut policy. Individual conference sessions involving the head coach and the unsuccessful tryout should be conducted to explain specific deficiencies.

- c. Conduct a preseason meeting with parents and student athletes to emphasize Pursuing Victory with Honor expectations, eligibility requirements, training regulations, possible injuries, squad limitations and criteria for making the team, safety measures, team goals and objectives for the current season.
- d. At the beginning of the season the coach shall prepare a list of names of all candidates for the team and turn this list in to the athletic director and principal's office. From this list, an eligibility list is prepared on-line. The coach shall check weekly to determine if the list is up-to-date. Any new students should signal a **red flag** to investigate special circumstances regarding their residence/academic eligibility status.
- e. Be accountable for all equipment and supplies in their charge. An inventory should be submitted at the end of each season. The athlete, at replacement cost, will pay for any items not returned or lost. This money should be receipted by the school bookkeeper and deposited in the Athletic Fund. Athletic safety equipment that is beyond repair or defective should be destroyed. Items such as helmets, shoulder pads, etc., cannot be given away to other organizations or individuals.
- f. Submit to the athletic director a list of equipment and supplies needed for the following year by the bid deadline date, a completed End-of Season Sports Survey Form and an inventory of equipment/supplies.
- g. In cooperation with the principal and other coaches in the school, establish a local Athletics Handbook, which is to be distributed to all athletes. Handbook updates and School Board approval should correspond with the three-year cycle established for handbook revisions. Some items to be covered are school attendance, scholastic eligibility requirements, training rules requirements for letter awards, physical examinations, squad limitation policies with criteria for making the team, consequences for inappropriate behavior or acts that will result in dismissal from the team, student insurance and a general statement advising student athletes/parents/guardians of the inherent physical dangers related to participation in Athletic activities. Policies for individual programs should have local administrative approval and be written for distribution to athletes.
- h. Coaches desiring a possible revision in their athletic schedule should review their proposal with the athletic director.
- i. Report any accident or injury to the principal's and Athletics Director's office on the proper accident report forms.
- j. Require that all student athletes have Parent consent, Physical Examination, Health Information, Training Regulations and Insurance Waiver form on file prior to any participation or practice.

- k. Schools hosting local tournaments are responsible for disseminating pertinent information on the event in a timely manner. Track and cross-country coaches will send invitations to the neighboring schools for their invitational events. If schools contact the Athletics/Activities Office asking to be invited, they will be referred to the athletic director at the hosting school. The appropriate District Chairperson coordinates District and Regional Tournaments.
- l. The head coach is responsible for monitoring the student athletes' conduct while teams are being transported to and from contests. The head coach or in special situations, the principal designee, shall directly accompany the team on the assigned bus during all trips. Lodging accommodations and direct supervision of students for overnight trips are also the responsibility of the head coach.
- m. If a sports program is of sufficient breadth in that it contains community involvement, the head coach may work with community sports personalities and assist them in teaching sport specific skills and techniques. For example Little League Baseball: The head coach can conduct clinics for team coaches and teach them how to instruct the proper basic skills. The development of a program should be every coach's goal. This program should be based solely on the successful development of young athletes. Football coaches will work with TDFL, youth football.
- n. A coach shall not dictate to an athlete what sport an athlete can or cannot play. Nor shall a coach coerce an athlete in any manner to participate in a specific sport.
- o. The coach's duties do not cease upon completion of the sport's season, as an off-season program should be developed for athletes not participating in other sports. All the coaches should encourage participation in other sports. The equivalent of one class period is allowed by the NMAA for off-season programs during the school year.
- p. The head coach will provide input for feeder programs at middle schools and junior high schools. The local principal/athletic director is charged with the authority for recommending staff for coaching positions.
- q. Summer Camps sponsored at school facilities, advertised at school sites, using district equipment, utilizing student athletes or enlisting our coaching staff should adhere to the fiscal procedure outlined for fund raising (see Bsn. Serv.) and within the NMAA policies.

B.3. NMAA On-line Coaches education/licensure program

A strong recommendation is made that all coaches have an up to date CPR certification for emergency assistance. An In-Service CPR/1st Aide Class will be offered at the beginning of the school year with a priority for all head coaches.

State Board of Education Regulation #89-9, Section 22-2-1 & 2, requiring the licensure of coaches, grades K-12, became effective on July 01, 1990. An exclusion or grandfather clause exempted all licensed employees who coached during the 1989-90 school year.

All non-licensed employees and newly licensed teachers, who do not meet any of the exclusion criteria, will be required to successfully complete the NMAA licensure program if they wish to coach. License renewal is the responsibility of the coach. Licenses are issued on a three (3) and nine (9) year basis with verification of attendance at one and three NMAA Rules clinics respectively. This temporary license can be obtained by completing a standard application with the NM Licensure Unit.

STEPS TO OBTAIN NEW MEXICO COACHING LICENSE

STEP #1: Application for licensure includes:

- a. New Mexico application for licensure
- b. Send copies of all three items mentioned above to:
Licensure Unit
Public Education Department
Santa Fe, NM 87501-2786

STEP #2: Take a copy of your Coaches license to GMCS Personnel Office to verify your compliance with state licensing requirements.

RE-LICENSURE: The re-licensure responsibility for the coaching certificate is strictly the duty of the coach. Personnel must notify coaches whose license is about to expire. As with any other SDE licensing regulation, please apply in a timely manner to prevent problems.

B.4 MEETINGS

The District Athletics/Activities supervisor may schedule periodic meetings as the need arises. Completion of on-line NMAA rules clinics is mandatory for head varsity coaches, head ninth grade coaches, drill team sponsors and cheerleader sponsors for their specific programs. NMAA on-line coaches' licensure certification programs are mandatory for all new coaches. Attendance at sport shows displaying current athletic supplies and equipment is strongly encouraged.

B.5 PROGRAMS

Athletic directors and varsity head coaches are responsible for the entire program at their respective school, including Varsity, Junior Varsity, C and 9th and mid-school teams when applicable. Also, head coaches shall be responsible for the dissemination of all sub-varsity programs, emphasizing fundamentals and development of teaching these skills. Offensive and defensive schemes shall be used for the entire program. The presentation of this information must be with the full cooperation and approval of the principals involved.

B.6 PERSONNEL

- a. The varsity head coach shall conduct an in-service workshop for the purpose of training personnel who have been hired as coaches at their respective school.
- b. The principal/athletic director will be responsible for the initial screening, interviewing and recommendation of new personnel. The principal/athletic director shall include the head coach in the placement of personnel in coaching positions. Coaches and trainer vacancies can be advertised through the Personnel Office.
- c. Coaches may be required to coach at least two sports when deemed necessary.
- d. **Athletic Period:** The head varsity coaches will be responsible for the organization of an athletic period in those schools that have such a program. Specifically, a plan showing organized activities for off-season training, supervisory personnel and training programs (both development and preventative) shall be submitted by the coaches to the principal for approval.

A curriculum should be developed at each school outlining how the athletic class and physical education competencies established by the State Board of Education are being addressed. The school district has established athletic class goals, objectives and parent survey results for reference material in developing local curriculums. A licensed instructor with a coach's endorsement should be assigned to this class and all state regulations/standards must be met. The GMCS Board approved elective credit will be awarded toward the credits necessary for graduation.

- e. **Summer Program:** Any such program shall be an organized program, which involves activities for strength, flexibility and speed conditioning. The program should be specific in terms of planned activities that will enhance abilities in specialized sports. Currently, the NMAA has a no limit of team camps for each sport during the summer. A combination of one league participation and one summer camp will substitute for the regulation. All team summer camps/clinics involving students either out of state or overnight need Board approval. A Trip Direct transportation request should be submitted to the transportation department four weeks prior to any anticipated trip in order to receive approval status. Only booster club funds or fund raising projects can be used for food, lodging or gas (no operational money). For buses, there is a \$35.00 per hour flat fee; for other school district vehicles, the user will incur fuel costs. There is 200-mile out-of-state restriction for school district vehicles. Students who have graduated and are honored with the selection to an All Star contest are not eligible for district transportation privileges due to lack of insurance coverage.
- f. **Practice Session:** Strict NMAA guidelines appoint the start and end of each sport season. Organized practice sessions should be scheduled throughout the course of the season with reasonable time limits established. Sunday practice for student activities are not permitted.
- g. **NCAA Clearinghouse:** Prospective student athletes who are planning to enroll in college as freshmen and wish to participate in Division I or II sports must be certified by the NCAA Clearinghouse. The brochures and applications are mailed directly to the high school counseling office and the head coach/counselor can assist in the process or can be accessed on-line. NCAA Clearinghouse Code Numbers are:
- Gallup High School - 320-295
- Crownpoint High School -320-182
- Tohatchi High School-320-693
- Navajo Pine High School -320-481
- Thoreau High School -320-688
- Ramah High School -320-519
- Miyamura High School - 320-298
- Tse'Yi'Gai High School

B.7 NEW MEXICO HIGH SCHOOL COACHES ASSOCIATION (NMHSCA)

All coaches and AD's in the GMCS system are required to become active members of the NMADA/NMHSCA. In order for athletes to be considered for North/South All Star competition, head coaches are required to be a member of the NMHSCA. The head coach has the direct responsibility to nominate and submit recommendation forms for All Star consideration. The following membership deadlines per sport season are: Fall Sports- October 15; Winter Sports-January 15; Spring Sports- March 15. When site based management funds are available, per diem (\$195 effective 96-97) will be paid for the NMHSCA Clinic upon request submitted to the Athletic Office. However, coaches must join the Association, be present at the Coaches General Business Meeting and attend meetings pertinent to his/her coaching in order to be fully paid.

B.8 PUBLIC SCHOOL STADIUM

Reservations for school-sponsored events to use Public School Stadium ("PSS") should be made through the GMCS district athletic coordinator. We have installed a synthetic grass (field turf) at PSS & GHS and rules have been adopted to preserve the artificial turf. Listed below are some general Do's and Don'ts that must be followed.

PLEASE ADHERE TO THE FOLLOWING:

- a. Do use regular turf shoes, soccer shoes, running shoes, etc.**
- b. Do not use ¾" screw-on cleats or metal cleats on the field.**
- c. No tobacco products or smoking on the field.**
- d. No chewing gum on the field.**
- e. No sunflower seeds on the field.**
- f. No vehicles on the field without turf tires.**
- g. Do not place table on the field.**
- h. NO DEVICES THAT REQUIRE HEAT OR FIRE IN ORDER TO ACTIVATE. Heat and fire will cause severe damage to the surface.**

The javelin and discus events will be moved from PSS during track meets to avoid damage to the synthetic surface. The discus cage must be utilized when this event is to be conducted. The coaching staff of the hosting school is responsible for the supervision of stadium equipment and policing the stadium area. Javelins, shots and discus equipment should not be stored in the bleacher area. Poles for sun tarps should be tightly secured to prevent these supports from becoming air borne on windy days.

All organizations are required to sign district "Facility Use Agreements" with proof of insurance and custodial payments.

B.9 COACH/SPONSOR FUND RAISING

Booster Clubs are separate entities, which support extracurricular programs in a variety of ways, one of which is financial assistance. However, if a coach/sponsor is the primary agent in a fund raising project for their program, as part of the booster club or separate from this organization, a financial accounting of any generated revenue and expenditures should be submitted to the building principal. The head/coach sponsor is quite often directly supervising these summer projects and is receiving payment for camps, tournaments, etc. The local principal should have a copy of the financial report on file in the school office of any fund raising projects generated by coaches/sponsors to assist school sponsored activities.

B.10 SCOUTING THE OPPOSITION

Scouting is an option that team sports may utilize during the course of a season. District Transportation requests should be submitted 3 weeks in advance to the Transportation Department using Trip Direct. Day trips can use athletic food vouchers with the same price restrictions (\$4, \$6 & \$7) for meals. Principal and athletic director approval is needed in the case of overnight excursions due to the distance involved. A Professional Leave form should be approved prior to any trip. These expenditures will be charged against the schools' staff athletic travel budget. Mileage will be paid to the coach for playoffs.

B.11 SCRIMMAGES

Each varsity sport is entitled to a scrimmage, prior to the regular season. Varsity coaches are encouraged to secure a scrimmage with neighboring competition on a home and away basis. Sub-varsity sports can only scrimmage if they accompany the varsity team on the same bus.

B.12 MEALS

The district has initiated a purchasing card system to purchase meals and motel rooms only. The principal or designee (bookkeeper) shall issue purchasing cards to the head coach on a checkout basis the day of the contest. Purchasing cards should be immediately checked back in the morning after use. An invoice and itemized statements must be attached to the credit report. Any loss or theft must be reported immediately! Day trips are limited to one meal unless the principal has granted prior approval. Multiple day events can use the breakfast, lunch and dinner individual allotment. No more than one credit card charge per team meal within a 50 mile radius unless it is an all day event, only one meal will be provided unless principal approves. School site food service programs can be used to provide meals for athletes at a substantial savings to the school. Arrangements can be made in advance for the purchase of food to provide for athletes from food services. Coolers must be used to transport the sack lunches to and from contests.

B.13 VALUABLES/FACILITY SUPERVISION

As a matter of security, student athletes should be discouraged from transporting valuable items to buses and locker areas to avoid theft. School district insurance does not cover personal items lost or stolen. A cursory “walk through” of buses and locker facilities with the host supervisor in a pre/post game fashion is highly recommended to avoid conflicting damage reports. Students will be responsible for their own valuables.

B.14 VOLUNTEER COACHES

*****NOTE***** Only Certified Staff, or Non-District Employees can volunteer. Classified Staff members (subs, aids, secretaries, or anyone paid on an hourly basis) are denied by the FLSA due to overtime laws.

Volunteers are an integral part of the success of any school program. To insure the program runs successfully, it is imperative to protect the volunteer, the students and the school. To accomplish this, all schools and athletic directors must adhere to the district guidelines in the securing of volunteers. The athletic director will secure copies of all the required documentation listed below and have it on file.

- a.) The volunteer must complete a Volunteer Coaches Application from Human Resources
- b.) Secure a fingerprinting packet from Human Resources. Take it to the city police department, sheriff’s department or tribal police to be processed. It is advisable to call ahead for times and cost to perform the service.
- c.) They must provide a copy of their medical insurance. The district does not provide any coverage for any accidents to them.
- d.) They must provide their own liability insurance. This can be secured from their own insurance company or by joining the New Mexico High School Coaches Association.
- e.) They must take the on-line NMAA Coaches licensure Program. The volunteer coach must follow personnel requirements for licensure applications upon completion of the on-line course.
- f.) Volunteer coaches must be at least 21 years old.

By completing these requirements, the volunteers will be authorized to assist head coaches with practices. The volunteers will be allowed to sit on the bench at home games, but will not be allowed to travel on the team bus to out of town competition or sit on the bench if they arrive there by other transportation. The volunteers must never be asked to accompany an injured player or be alone with any player at any time.

C. POLICIES OF ATHLETIC DEPARTMENT

C.1 GENERAL POLICIES

- a. Athletic programs offering staffing standards and coaching increments are subject to annual review by the Athletic/Activities Office and building principal.
- b. A head coach shall be limited to coaching two sports and not be head coach of more than two sports.
- c. The viability of maintaining a sport due to the number of participants shall be at the discretion of the principal.
- d. If school is cancelled due to inclement weather, all athletic and activity programs including practice sessions will be cancelled. Principals/Athletic Directors have discretionary powers when their school is hosting or attending a post-season tournament. The district athletic office must be informed immediately. Schools, officials, M & O, media and parents must be notified using all available resources including parent-link.

C.2 ELIGIBILITY STANDARDS FOR ATHLETIC/ACTIVITIES

The standards set by the NMAA are to be used to determine student eligibility for athletic and non-athletic interscholastic activity participation. Each school has a NMAA Handbook for reference and may enlist the Athletic/Activities Office for eligibility rulings. Section VI, Eligibility

Student athletes are governed by the GMCS Board Policy with regards to their conduct as members of a school sponsored extracurricular activity. During scheduled contests, the participants behavior is supervised by certified officials and coaching staffs. Any fouls or penalty situations are assessed during the course of the contest by the referees in accordance with the NMAA and National Federation Rules. Schools are encouraged to develop a local policy to address fights/ejections/flagrant fouls in accordance with the severity of the infraction. The district athletic office must be notified immediately.

CODE OF ETHICS FOR STUDENT PARTICIPANTS AND GENERAL PUBLIC

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great deal: pursuing victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The main principles are as follows:

Promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the “Six Pillars of Character”: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship. Conduct sports programs in a manner that enhances the mental, social, and moral development of athletes and teaches positive life skills that will help them become personally successful and socially responsible.

Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit and intent as well as the letter of the rules.

The GMCS Athletic Coordinator must maintain ultimate responsibility for the integrity and quality of those programs, and must assure that education and character-development responsibilities are not compromised. The GMCS Athletic Coordinator must strive to ensure the sports performance goals of the organization are achieved and that the desires and pressures to win are never placed above the academic, emotional, physical and moral well-being of the scholar athlete. Prominently discuss the importance of character, ethics, and sportsmanship promotional and descriptive materials, and specifically determine that the athlete has or will develop the character to succeed.

The leadership of sports programs at all levels must ensure that coaches, whether paid or volunteer, are competent to coach in three areas:

- 1) character-building and sportsmanship,
- 2) first-aid and the physical capacities and limitations of the age group coached, and
- 3) coaching principles and rules and strategies of the sport.

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities.

Participants, students, and members of the general public who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the GMCS District Athletic Coordinator.

Any local regulations should be disseminated to the athletes and parents at the beginning of the season. Student athletes and coaches are ineligible for practice or games during suspension from school. This policy applies to in-school and out of school suspensions and is extended to adjoining weekend games. Technical fouls and unsportsmanlike conduct should be reviewed immediately after the infractions to prevent their reoccurrence.

Criteria for eligibility are dependent on a variety of factors: academic standing (2.0 GPA), absences (10/semester), establishment of residency, amateur standing, age limitation (less than 19 years of age) and local school rules to name just a few. Individual schools are responsible for establishing a local verification process identifying areas that validate the eligibility status of students participating in extracurricular activities. Local training rules should have principal/coaching staff approval with written notification to all participants. Sports specific contracts signed by the coach, athlete and parent are to be kept on file in the school site athletic director's office. The GMCS Board of Education has established a policy addressing substance abuse and drug use.

The NMAA “**dual participation**” rule, 6.13.2, discourages student athletes from

participating on a non-school team in the same sport during the school season. If a student is allowed by the school, through the permission of his/her coach or Administrator, to participate in this manner, the student's sport event limit may not be exceeded cumulatively. Refer to NMAA Handbook, Section 6.13.2, for regulations regarding the NMAA Dual Participation Rule.

Each team or individual must have at least ten (10) days of practice before competing in a game. The first three days, excluding Sunday, of practice for each participant, shall be a time of conditioning without wearing pads (helmets are permissible). During the remaining seven (7) days, pads are allowed. Football participants can use helmets and pads after three (3) days of conditioning practice.

Alternative school Participation Eligibility (NMAA Handbook 10.4.2 and 10.4.3)
NMAA regulations for Alternative School Student Participation in Public School of Student(s) Residence Attendance Zone

10.4.2 Verify student has not been placed in an alternative school for disciplinary reasons that would have the student unable to meet the necessary "good standing" requirement for participation as set forth for transfer students and outlined in Section VI (6.3.3C) of the NMAA Handbook (obtain Form C from alternative school). Student's bonafide residence must be within the attendance area of public school. Scholastic eligibility (GPS, failing grades, attendance) from the alternative school must be verified based upon the latest official grade report. A complete, valid physical must be on file with the athletic trainer including all consent and information requirements from parents (including insurance provider). Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur status, etc.) as specified in Section VI - Eligibility (Bylaws) of the NMAA Handbook are met.

10.4.3 Mutual Code of Conduct Agreement A Code of Conduct/ Discipline agreement must be in writing and signed by the student(s) parents, and both school administrators, a copy of which is to be kept on file at the student(s) charter school as well as the public school in which the student(s) is participating. The student(s) must adhere to all code of conduct rules and regulations required of the students at the member school in which the student(s) is participating.

Any suspension or dismissal from the team/activity for the duration of the season will use the NMAA defined season length. Any season deviation from state approved seasons will be submitted to the Athletics Office by the building principal.

C.3 VIII.12.17 ATHLETIC/ACTIVITY DRUG AND ALCOHOL POLICY (K-12) (Usage/Possession/Sale or Distribution)

PHILOSOPHY: Athletic/Activities are an integral part of the educational process providing students with the opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a **PRIVILEGE** offered to and earned by students. Because participants are representative of their school and community, their conduct is expected to exemplify high standards at all times.

The following applies when students who are members of a district's athletic or activity programs, are in violation of the usage, possession, sale or distribution of the district's drug and alcohol policies, 12.12, 12.13, 12.14, 12.15, 12.16. This policy applies to participants during each sport/activity season and requires twenty-four (24) hour compliance, on and off campus.

NOTE: "CONFIRMED OFFENSE" IS DEFINED AS AN EYE WITNESS REPORT BY A SCHOOL DISTRICT EMPLOYEE OR INFORMATION SUBSTANTIATED BY A POLICE REPORT, A STATEMENT OF SELF-INCRIMINATION OR OTHER CREDIBLE EVIDENCE. (08.16.99)

1st Offense: Parent-participant-coach-sponsor-administrator conference.

- a. Students involved in an athletic/activity program will forfeit their privilege of participation for the duration of the current sport/activity season or thirty (30) school day period, whichever is longer. Students will also forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease at the conclusion of the school year.
- b. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authority and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies, VIII 12.15 (a), (b), (c), and 12.16.
- c. Students will be required to abide with district drug and alcohol counseling program requirements.

2^D OFFENSE will follow the guidelines of the first offense, but the forfeit of participation will be ONE YEAR.

* Board of Education approval is necessary for any additional “local” training rules. Signature notification in the form of signed contracts or handouts is the preferred method of disseminating local regulations to prevent any miscommunication.

Coaches and activity sponsors, through the academic eligibility determination process, shall identify students that are failing class(es). Coaches and athletic directors are required to do grade checks every two weeks. Students identified as failing will be required to enroll in an academic coaching/tutoring program. A peer-tutoring program with proper supervision may be used in lieu of the academic coaching/tutoring. Students must attend regular tutoring sessions until it is determined through the eligibility process that they are no longer failing. Students refusing to actively participate in academic assistance programs to improve their scholastic status must be prohibited from further participation. Coaches/sponsors shall be responsible for supervising student compliance with this policy.

Incentive and recognition programs shall be developed and implemented by each high school of the district. Principals, with assistance from coaches and activity sponsors, shall be responsible for development and implementation. These programs must place an emphasis on using positive methods of promoting a higher scholastic image for students participating in extracurricular activities. HB 161 (SAEA) requires that there be equity for all sports and activities regarding the implementation of incentive and recognition programs.

Special education students enrolled in the A and B level programs are held to the same academic eligibility standards as regular education students. All C and D level special education students should have their academic eligibility standards addressed by the Individual Educational Plan committee. The written academic criteria in the Individual Educational Plan (IEP) will determine participation privileges.

Accommodations for 504 students in extracurricular activities will be addressed on an individual basis. Any disabilities or exceptionalities identified in the 504 hearing should be forwarded by the 504 coordinator to the principal/coach. Appropriate modifications in the program will address the special needs of team members needing this assistance.

C.4 EIGHTH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

Guidelines for moving players from mid school to high school athletic teams. (Future NMAA referendum items may require a change in this policy).

NMAA . Section VI-9 6.3.1 Student Enrollment

The Student must be officially admitted to the public high school in his or her designated attendance zone, or **obtain a school district approved transfer** to a school outside his or her designated attendance zone.

. 6.3.4 Attendance Zone Determination

Attend the high school in his or her designated Attendance Zone (Freshmen and/or 8th grade students participating at the high school level only).

A. The attendance zone is based on the bona fide residence of the Student's Parent(s) or Legal Guardian. 1. Residence of Student, Parent(s), Spouse a. The residence of a single, divorced, or widowed Student is presumed to be that of the parents of the Student. b. The residence of a married Student is presumed to be that of his or her spouse.

6.4 OPEN ENROLLMENT

6.4.1 Open Enrollment Choice

A= An incoming ninth grade student, or an eighth grade student who participates at the high school level, will have made his/her Open Enrollment Choice. The Open Enrollment Choice can be to attend a school within the attendance zone of his/her primary residence or attend a school outside the attendance zone of his/her primary residence ***with a District Approved transfer.***

B= An eighth grade student who participates in high school athletics, at any level of competition, will make his/her Open Enrollment Choice at the eighth grade level. Note: Athletic Directors (at all levels) must submit an "8th Grade Participation Form" to the NMAA signed by the Parent, Student, Athletic Director, and Principal prior to 8th Graders participating at the high school level. 8th grade students are ineligible to participate at any level until the NMAA has confirmed receipt of the "8th Grade Participation Form."

EIGHTH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL per GMCS

1. The mid school athletic director will notify the high school athletic director of initial practice dates and dates of cuts.
2. The high school head coach will communicate in writing to both the high school and mid school athletic directors any possible needs that are recognized. Mid school athletic directors will inform their coaches of such needs.

3. The high school head coach must evaluate all 8th grade athletes of the specific sport, during mid-school practices prior to the first scheduled “cut” on the mid school team. Evaluation of athletes should consist of a minimum of two (2) separate observations, one of which must be by the high school head coach. Observation dates will be recorded by both the high school and mid school coaches and reported to their respective athletic directors.
4. Athletic directors will keep their respective administrators informed of any consideration to move an individual up.
5. Rationale for moving junior high/mid school students up to high school must be presented to junior high/mid school and high school athletic directors in writing.
6. Parents, mid school administration, and high school administration must sign off on all “move up” requests. No student will be “moved up” without the concurrence of all three parties.
7. High school head coaches, assistant coaches, or other staff will not directly or indirectly have contact with any mid school student or parent concerning “moving up”. All contact will be through the mid school athletic director and only after consulting with the mid school administration. Any contact with mid school players or their parents, including offers to “move up”, will only be made through the mid school athletic director and mid school administration.
8. All “move ups” must be completed before final team cuts at junior mid school.
9. Mid school administration will sign off on requests by 8th graders to participate at the high school level in sports not offered by mid school, subject to the student’s eligibility.
10. Players “moved up” will receive extensive playing time. Players will not be moved up to fill rosters.
11. Second year and overage 9th graders must move up and tryout in accordance with NMAA eligibility rules.
12. “Moving up” in one particular sport ***does not*** grandfather an athlete into “moving up” in any other sport. Guidelines will be followed in each sport.
13. An 8^h grader that was moved up will automatically be moved up as a 9^h grader in that particular sport only. (Tier II only)
14. Preseason or summer workouts at any High School do not automatically “move up” an athlete. They must try out at junior high/mid school first and follow these guidelines. They may only participate in summer programs at the high school in their attendance area NO EXCEPTIONS.

*Failure to follow the above guidelines will result in denial of a student
“moving up”.*

**C.5 8TH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL
(NMAA Bylaw 6.4.1 A2)
(PRINTABLE VERSION UNDER APPENDIX)**

NMAA Bylaw 6.4 (Open Enrollment Choice) states “an eighth grade student who participates in high school athletics, at any level of competition, will make his/her open enrollment choice at the eighth grade level.” Athletic Directors must submit this form to the NMAA, with indicated signatures, **prior to** the eighth grade student participating at the high school level. Eighth grade students are ineligible to participate at the high school level until the NMAA has confirmed receipt of this form.

School District: _____

High School Name: _____

Participant Name: _____

Parent/Guardian Name(s): _____ Phone Number: _____

Athletic Director Name: _____

My parents and I, _____ have been made
(student)

aware and fully understand that if I participate at the high school level
(freshman, c-team, junior varsity or varsity)

during my 8th grade year, I will be utilizing my open enrollment choice at that time. Should I then
choose to transfer to another school (even back to my home district) during the remainder of my 8th
grade year or anytime thereafter, I will no longer have an open enrollment choice

I will then be ruled a transfer student, and be subject to all NMAA rules and regulations currently in effect.

Parent date

Parent date

Student date

Coach date

Athletic Director date

High School Principal date

C.6 ASSIGNMENT OF OFFICIALS

All officials hired for varsity football and basketball games will be assigned by the NMAA designate local match/ game assigner Officials for other varsity, junior varsity and “C” team sports will be assigned by the athletic director at each school. The athletic director will secure 9th Grade officials at the junior high and principals will secure the officials at the mid-schools.

C.7 PAYMENT OF OFFICIALS

Officials’ checks will be issued at the respective high schools. Account money will be distributed to each school for officials’ payment and reimbursed after receipts are sent to the District Athletics Office. Assignor fees will be submitted on a requisition to the District Athletic Office to be paid.

The official’s account will operate in the same manner as each year. The Athletic Office will deliver a start-up check to each school to be deposited into their local school activity fund account. Payment of officials and referees should be the only expenditure out of this fund and reimbursement will follow as receipts of payment are submitted to the Athletics Office. At the end of the year, the start-up funds from this separate account need to be re-deposited into the athletic fund at Central Office.

a. Check Official's Assignments:

- (1) The NMAA will assign varsity and junior varsity football, boys and girls basketball officials.
 - (2) Wrestling, volleyball, soccer, baseball and softball are assigned by the school site athletic director's office.
 - (3) In future years, the NMAA may assign additional sports.
- b. Please refer to the fee schedule in the current year NMAA Handbook, Section 5.1.18 for fees.
 - c. Mileage payments should be calculated from the location of the official's association, please check mileage charts. Pay the driver furthest from game site; he/she is responsible for picking up other officials.
 - d. Pay one driver unless coming from opposite directions.
 - e. Pay .405/mile round trip.

Officials Fees - Regular Season - Officials are paid the following fees plus applicable mileage, meal and rider fees.

The Gallup McKinley County School Athletic Officials Form should only be used for payment of certified officials.

All information indicated on the form should be completed in its entirety. (Including fees, tax, and travel.)



New Mexico Activities Association
OFFICIALS' FEES FOR THE 2015-2016 SCHOOL YEAR
Effective July 1, 2015



REGULAR SEASON OFFICIALS' FEES

Officials are paid the following fees, plus applicable mileage, meal and rider fees. **Note: Beginning July 1, 2013, all ninth grade games played in all sports at the junior high OR high school levels will be paid at the JV rate.**

	Varsity	JV & 9th Grade	JUNIOR HIGH (7th/8th)
Baseball (All Classes)	\$54.00	\$38.00	\$27.00
Basketball (All Classes)	\$54.00	\$38.00	\$27.00
Football (All Classes)	\$65.00	\$46.00	\$32.00
Soccer (All Classes)	\$54.00	\$38.00	\$27.00
Softball (All Classes)	\$47.00	\$34.00	\$27.00
Volleyball (All Classes)	\$47.00	\$34.00	\$27.00
	<i>\$16.00 per pool play match at the varsity level</i>		
	<i>\$12.00 per pool play match at the high school sub-varsity/9th grade level</i>		
	<i>\$8.00 per pool play match at the middle school/eve/ (7th & 8th)</i>		
Wrestling (All classes - Duals)	\$47.00	\$34.00	\$27.00
	<i>\$4.00 per match for varsity regular season tournaments</i>		
	<i>\$3.00 per match for JV/C/9th regular season tournaments</i>		
	<i>\$2.50 per match for Junior High (7TH /8TH) regular season tournaments</i>		

Volleyball Line Judges (ONLY if NMOA-registered officials are utilized by schools):

Regular Season Varsity Rate:	\$17.00 per match
Regular Season Sub-Varsity Rate:	\$12.00 per match

Swimming & Diving (All Classes)

\$40.00 per meet- Referee
\$29.00 per meet- Stroke & Turn Judges

Track & Field (All Classes)

\$84.00	All day meet, preliminaries and finals, track and field events for boys and girls
\$56.00	Half day meet, finals only, both track and field events for boys and girls
\$72.00	All day meet, preliminaries and finals, both track and field for boys OR girls
\$56.00	All dual, triangular and quadrangular meets
\$56.00*	Track referee only- all day meets as described above
\$56.00*	Field referee only- all day meets as described above
	<i>*Must hire both track and field referees if this format is used.</i>
\$56.00	Additional for pre-meet seeding, heating, etc. optional if school/referee so agree)
\$96.00	Two-day meet (afternoon or evening day one, morning day two), both track and field for boys and girls
\$67.00 ea.	Track referee and field referee- same format as above

Spirit (All Classes)

\$84.00	All Day competition - technical official
\$72.00	All Day competition - performance official
\$56.00	All Day competition - single discipline performance official
\$56.00	1/2 Day competition - technical official
\$47.00	1/2 Day competition - performance official
\$37.00	1/2 Day competition - single discipline performance official

POST-SEASON OFFICIALS' FEES

	<u>BASEBALL</u>	<u>SOFTBALL</u>	<u>BASKET-BALL</u>	<u>FOOTBALL</u>	
	District Tournament	N/A	N/A	\$60.00	N/A
State Round of 12	N/A	N/A	N/A	\$67.00	
State Quarterfinal	N/A	N/A	N/A	\$69.00	
State Semifinal	N/A	N/A	N/A	\$75.00	
State Final	N/A	N/A	N/A	\$79.00	
State (incl. 1 st Round)	\$65.00	\$57.00	\$65.00	N/A	
	<u>SOCCER</u>	<u>VOLLEYBALL</u>	<u>VB LINE JUDGE</u>	<u>WRESTLING</u>	
District Tournament	N/A	\$53.00	\$22.00	\$4.25/match	
State (incl. 1 st Round)	\$65.00	\$57.00	\$27.00	\$4.75/match	

MILEAGE, MEAL AND RIDER FEE PAYMENTS FOR ALL CONTESTS

Officials' expenses for regular season and play-off games/matches in all sports:

- (1) Reimbursement of an official's expenses (meal or per diem) is based on one-way mileage intended to reach the site of a game/match/event is as follows:

51 miles to 150 miles=one meal@ \$10
Over 150 miles=two meals= \$15
- (2) Per diem (where applicable) is \$75 per day providing the official spends the night.
- (3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (*new, effective July 1, 2009*).
 - a) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their home town. For example, if an official lives in Alamogordo but chooses to officiate with the Las Cruces association rather than the Alamogordo association, he/she would NOT be paid mileage from Alamogordo to Las Cruces for the game because he/she has made the choice to officiate outside of his/her home town, where a local group exists.
 - b) Only ONE driver will be paid for each contest. This will be paid to the official on the crew who travels the furthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game. For example, if a game in Carlsbad is being officiated by an official from Loving and an official from Artesia, the mileage may be split between the two officials. It is the responsibility of the "crew chief" to notify the school of the split mileage or the officials can work out splitting the mileage on their own, which has been a practice for officials for quite some time.
- (4) A rider fee of \$10 is paid to officials who are riding (non-drivers only) on trips of 51 miles or more one-way.

g. Meal payments are:

- (1) 10.00/official for 51 miles one way.
- (2) 15.00/official for 151 miles one way.
- (3) Type information on Official Payment Form: Fees, Tax, meals, mileage and total payment.
- (4) When distributing checks have the officials sign the Officials' Payment Form after recording their Gross Receipt number and Social Security number.
- (5) Attach Official Payment form to admission sheet with the deposit slip and forward immediately to the Athletics Office for reimbursement of your officials' fund.
- (6) Tax on fees only: (Check with District Athletic Office each August & December for rates).

Gallup Rate: _____ %
McKinley County Rate: _____ %

- h. Any variance between the District Handbook & NMAA regulations, the NMAA regulations will govern.

C.8 SCHEDULING OF GAMES, SQUAD AND TEAM LIMITATIONS

Athletic contests will be scheduled with little or no loss of school time. Only under special conditions, such as tournaments, will events be scheduled on school time and these dates must be approved by the Superintendent. The NMAA handbook is available on-line at www.nmact.org for reference regarding game limits per sport.

C.9 PAYMENT OF GAME WORKERS AND SERVICES

In order to expedite the payment for services rendered, the Athletic/Activities Office is requesting the payment of various services at extracurricular activities be consistent. The following are some guidelines when submitting the time sheets to the District Athletics Office:

- a. Billing for payment for Non Certified Workers are paid on the Time Sheet for Game Workers **only** and submitted directly to the District Athletic Office.
- b. Billing for payment for Certified Staff working as games workers are paid on the Time Sheet for Non-Contract Compensation Form **only** and submitted directly to the District Athletic Office.
- c. Billing for payment of Security Officers working a game goes directly to the District Business Office.

Any other agencies **contracted for services such as** ambulance or other legitimate services will be paid from your school funding and submitted for payment on a **Payment Processing Form**. (Payment for services cannot be made before services are rendered.)

As a reminder, all of the above mentioned procedures are paid out of your Athletic Fund, since operational money is targeted for equipment, supplies and transportation.

C.10 TRAVEL SQUAD, MEALS AND LODGING LIMITATION**a. Travel Squad Limitations:**

<u>PERSONNEL</u>		<u>TOTAL</u>
FOOTBALL	Varsity - 35 players, 6 coaches, 2 managers	47
	1 trainer, 1 filmer, 2 statisticians	
	<u>Junior Varsity</u> - players, coaches & managers	39
	C-Team - players, coaches & managers	39
CROSS COUNTRY*	Varsity Boys A/B - 14 runners, 2 coaches, 1 manager	
	<u>Varsity Girls A/B</u> - 14 runners, 2 coaches	
	C-Team - 14 runners, 1 coach, 1 manager	
VOLLEYBALL	Varsity - 12 players, 1 coach, 1 manager	14
	<u>Junior Varsity</u> - 12 players, 1 coach, 1 manager	14
	<u>C Team</u> - 12 players, 1 coach	13
SOCCER	Varsity - 22 players, 1 coach, 1 manager	24
	<u>Junior Varsity</u> - 12 players, 1 coach, 1 manager	24
BASKETBALL *	Varsity - 12 players, 1 coach, 1 manager	17
	1 trainer, 1 filmer, 1 statistician	
	Junior Varsity - 12 players, 1 coach, 1 manager	14
	<u>C Team</u> - 12 players, 1 coach, 1 manager	14
When three teams are traveling together, the maximum number shall be 39 total.		
WRESTLING	Varsity & JV - 26 wrestlers, 2 coaches, 1 manager	27
	<u>C Team</u> - 13 wrestlers, 1 coach, 1 manager	15
SWIMMING *	Varsity - 18 swimmers, 1 coach, 1 manager	20
BASEBALL & SOFTBALL		Varsity
	- 18 players, 2 coaches, 1 manager, 1 statistician	22
	<u>Junior Varsity</u> - 18 players, 2 coaches, 1 manager	21
GOLF *	Varsity - 6 players, 1 coach	5
TRACK *	Varsity - 25 players, 2 coaches, 1 manager	27
	<u>Junior Varsity</u> - 25 players, 2 coaches, 1 manager	27

When two teams are traveling together the maximum number shall be 39 total.

TENNIS *	Varsity - 7 players, 1 coach	8
CHEER	Varsity-at the discretion of each school, 1 coach, 1 manager	10
	Cheer @ 2 away games 1-FB; 1 Basketball; all playoffs District cheerleaders will not travel with the other teams.	

* Boys and Girls

“The preceding policy is the maximum number on a travel squad. No Exceptions”

b. Meals and Lodging Limitations for Athletes and Coaches:

Breakfast	\$ 5.00 per person	Dinner	\$ 7.00 per person
Lunch	\$ 6.00 per person	Lodging	\$17.50 per person

Restaurants with open bar selling alcoholic beverages should be avoided. Expensive restaurants, which encourage students having to incur the cost of a meal, are not the intent of the price limitations.

The above is the maximum to be spent on an athlete **NO EXCEPTIONS!** Do not add tips to the food bill. There is no tax added to food bills and a tax free number can be obtained by contacting the Athletics Office. **When a bill arrives at the Athletics Office and is over the stated limitations, the coach is to defray the difference. Overnight trips, an individual room must be provided for the coaches and bus driver.**

C.11 TRAVEL

All athletic transportation requests are entered on Trip Direct by the athletic director with principal approval. Funding codes listed on Trip Direct must be used. Athletic directors and book keepers must monitor the athletic funding sources carefully. Dates used on these requests will reflect scheduled games or meets only. There should not be a need to request any other transportation except for a scrimmage (scrimmages allowed are one only per sport) and in the case of district, regional, or state tournaments.

Team members and coaches are expected to travel to and from events on the district transportation provided for the competition. **Only parents can “check out” their child with prior written request from prearranged transportation and this exception should be on an infrequent basis. Coaches and activity sponsors must verify with proof of ID that the person checking out the scholar athlete is the parent of the scholar athlete.**

When games are postponed, due to inclement weather or other conditions, it shall be the duty of the principal or designee to notify the bus operator of postponement and makeup date.

School vehicles, when available, may be used for teams with small numbers on the squad. (Limit of 7 per suburban and 4 per car). Head coaches and assistant coaches are strongly encouraged to complete the GMCS activity driver certification training. State law states that a car must have at least a three-point safety belt for every passenger in a state vehicle. All drivers shall meet district and state guidelines on safety & defensive driving. As certified activity drivers, head and assistant coaches will be covered by school liability insurance.

The use of district transportation for summer clinics is possible if busses or suburban's are available. The trip request will be entered on Trip Direct. Any overnight trips to camps/clinics will need school board approval and be submitted four (4) weeks prior to the trip. All costs of the trip must be paid by outside school agencies and district purchasing cards will not be used.

The mileage and drivers rate per hour per school board policy in addition to meals and lodging. For summer transportation only, there are not any mileage restrictions for buses, but Suburban's have a 300 mile out-of-state limit. To facilitate a simple billing procedure, boosters can deposit the exact payment into the school account.

200 Mile Rule

All teams will be limited to a distance of 200 miles for participation in any Regular season contest with the exception of required district, regional and State competition. Any exception in regular season games need principal and GMCS District Athletic Coordinator approval. Requests must be made Ninety (90) days in advance of the contest.

Schools must meet the following requirements for consideration of approval:
School must utilize GMCS suburban(s) to avoid bus and bus driver fees.

1. Suburban(s) must be driven by a certified/ trained activity driver. The transportation department provides certified, activity driver training. All coaches are encouraged to attain and complete the training.
2. The school requesting approval for exceptions must provide proof that lodging/ motels will be paid for by the host school of the contest to be attended.
3. All state and federal driver requirements will be followed and met regarding number of hours driven by the certified/ trained activity driver and number of hours of rest required for the driver based on number of hours driven.

Departure times will reflect the date of competition unless justification and approval by the District Athletic Coordinator has been established for an earlier departure. All schools must return after a sporting event or activity if there is not a contest or activity the following day.

C.12 AWARDS

The distribution of awards will be left to the discretion of the individual schools. The criteria for an athlete to be awarded a letter shall be stated in the school's athletic manual. Basically, athletic letters should be awarded to individuals only one time with sport emblems and bars awarded for additional participation. Individual participants of any interscholastic athletic activity sponsored by the NMAA shall not accept cash or merchandise awards. All awards shall be symbolic in nature with no intrinsic value such as, but not limited to, letters, plaques, trophies, medals, ribbons, certificates and letter adornments. HB 161, SAEA, requires equity across the board in all athletics and activities regarding awards.

C.13 LEAVE

When coaches supervise participants in the performance of their coaching duties, no leave forms are necessary and notification to the immediate supervisor where substitutes are needed for teaching assignments. District personnel chosen for their expertise in officiating or supervising state events may apply for "professional leave" selection meetings qualify for professional leave with school vehicles provided but no reimbursement. Scouting teams and attending the state tournament, when their teams have not qualified, are not justification for professional leave with loss of school time. District "personal leave" allows up to four days and would be appropriate for this type of leave.

C.14 CONTAGIOUS DISEASE POLICY

Interscholastic athletics and activities, because of their close personal nature, provide concern about the spread of infectious diseases. On the basis of what is known today about Aids and Hepatitis, in particular, and the role blood plays in their transmittal, a variety of things can easily be done to reduce or eliminate potential hazards. While two such diseases have been identified, these statements are not intended to limit themselves to these diseases.

There is no evidence that the Aids virus is transmitted by either saliva or presently perspiration. Therefore, efforts need to be concentrated in the area of the minor injuries that result in bleeding. Each of the following statements is to be adhered to as a matter of procedure:

- a. Do not use a common towel for athletes and/or wiping up blood. Clean individual towels or Kleenex should be used for each situation.
- b. The use of disposable towels is encouraged whenever possible.
- c. Materials used should be properly disposed of following their use.
- d. Athletes should handle their own bleeding conditions as much as possible.
- e. Rubber gloves should be utilized and disposed of properly.

The above items are basic infection control procedures that should be used by all who are involved in any athletics.

The following are disinfectants successfully proven to combat contagious diseases:

- a. Isopropyl alcohol.
- b. A prepared solution of water and Clorox (10 parts water and 1 part Clorox).

IMPORTANT: Any time there is blood present; it should be treated with caution and respect regarding its ability to transmit infectious diseases.

* A uniform with bloodstains must be replaced before competition resumes.

C.15 ALCOHOL/TOBACCO FREE SCHOOL DISTRICT

The NM State Board of Education has passed a regulation (SBE #94-2), which prohibits alcohol and tobacco use by students, school staff, parents and school visitors in school buildings, on school property and for students, school personnel and chaperones at school functions away from school property. The GMCS District's Board of Education has also adopted a policy supporting the State Board of Education regulation. This is applicable to all extracurricular events.

Notification signs and public address announcements should be utilized to advertise this policy.

C.16 TOURNAMENTS

Varsity team sports are limited to traveling to two tournaments per season paid by district funds. Additional tournaments may be attended if outside financial resources are secured and the school will not exceed NMAA game limit guidelines. Junior Varsity teams will travel overnight to tournaments with approval from the Athletic Director, however District funding cannot be used.

C.17 BOARD RECOGNITION

Individuals or teams, which place in state competition, can be recognized with Board of Education Certificate of Award. Board members, administrators and/or coaches may initiate the process, but the Athletics Office will coordinate certificates.

C.18 HAZING

NMAA POLICY ADOPTED - JUNE 5, 2002

The New Mexico Association has a part of its responsibility, to assure safety and to assist its members in providing activities, which are wholesome, healthy and educationally sound as it relates to the interscholastic objective. As a matter of procedure hazing, as it is operationally defined, is not acceptable and threatens the purposeful intent of activities within the total educational experience. Physical, emotion, psychological intimidation, humiliation or other harmful acts, including physical abuse, amount other behaviors that are demeaning, illegal or inappropriate shall not be permitted as a rite of passage, or sorts, to an interscholastic/performance activity.

C.19 WRESTLING WEIGHT MANAGEMENT PROGRAM

The Gallup McKinley County Schools subscribe to and support the NMAA Wrestling Weight Management Program. The program is based upon the National Federation of State High School Associations Wrestling Rules which includes the most current standards and procedures for healthy weight management. These standards include body composition assessments in conjunction with pre-assessment hydration tests, minimum body composition (7% for males, 12% for females), and maximum descent plans (1.5% per week).

The current WWMP is designed to change the culture of wrestling participation from a history of dangerous weight reduction practices to a natural and healthy sport experience. The success of the change is dependent upon both adherence to the policy as well as daily guidance and support from coaches, officials, administrators, parents, and health care professionals. For a complete and current reference guide, please see the NMAA Wrestling Weight Management Program as posted on the NMAA website, www.nmact.org.

**REFER TO NMAA POLICY FOR DETERMINING IDEAL
WRESTLING WEIGHT.**

C.20 FOOTBALL HELMET POLICY: GENERAL INFORMATION:

Coaches should acquaint the athletes with the risks of injury and the rules and practices they are employing to minimize the risk of significant injury while pursuing the many benefits of sports. The athlete and the athletic program have a mutual need for an informed awareness of the risks being accepted and controlling those risks.

The National Operating Committee on Standards for Athletic Equipment (NOCSAE) was formed in 1969 in response to a need for a safety standard for football helmets. A warning label was branded or stamped on all helmets and became a NOCSAE standard in 1985. Facemasks also must be NOCSAE certified at the time of manufacturing in 1992.

Various helmet manufacturers develop separate policies and guidelines for the use, life expectancy and reconditioning of their individual products. Read all of the helmet manufacturer information thoroughly before issuing any equipment:

- a. A coach should individually measure and fit athletes with their helmet. Any subsequent complaint or request pertaining to the fitting of the helmet should result in immediate adjustments or change.
- b. Team sessions should be conducted to review the NOCSAE Football Helmet Warning Statement that is attached to each helmet. It is strongly recommended that each athlete receive a personal copy of the NOCSAE warning.
- c. Proper tackling/blocking techniques should be demonstrated to all student athletes that prohibit the use of the helmet to butt, ram or spear. Any use of the head to initiate contact is strictly prohibited and a constant reminder to keep the head in a “face up” position during contact needs to be reinforced throughout the season. Coaches need to inform the athletes of the inherent risk if you do not follow the proper procedure and proper techniques.
- d. Conducting periodic inspection throughout the season for a proper fit, shell sturdiness and facemask structural soundness will re-inform the importance of safe equipment with student athletes. Thoroughly inspect helmet shell, face guard, jaw pads, hardware and padding each year at the completion of the season.
- e. Any helmet worn by a player involved in a head injury should be tagged and stored in a secured area, 10 years after purchase of helmet.

- f. Each helmet company stamps the date manufactured on the inside of the shell. Examine the longevity policies regarding helmets you have in inventory. The manufacturers warranty vary considerable (5-10 years) and is determined by time elapsed since its construction. The helmet inventory should indicate the total amount of helmets, the date of manufacturing, date of purchase and year(s) of reconditioning.
- g. Used helmets should be reconditioned in accordance with the guidelines of the individual manufacturer. Companies vary in recommendations every other year most common. Any helmet with a high frequency of use should be reconditioned annually.
- h. Youth helmets are designed exclusively for 7th and 8th graders in “intramural” programs. High School helmets have to be utilized in any “interscholastic” activity, program that has 9th graders or competes with against 9th graders.

C.21 PASS POLICY

District passes are issued to Board Members, Superintendent, Associate Superintendents, District Directors, District Coordinators, Principals, Athletic Directors, and Media. Passes are good for the person named on the pass and one guest, the named individual must be in attendance (no lending of passes).

- a. Participants in uniform (players, band, cheerleaders, and honor guard) shall be admitted.
- b. Non-uniformed personnel (managers, concession workers, public address announcer, chain and box workers, scorers, timers and other necessary working personnel) shall be admitted.
- c. Commercial press and radio passes shall be honored.
- d. All guest passes shall be distributed through the Director of Athletics, or the Principal of the school. Only carefully screened and selected Individuals shall be included in the distribution of these passes. These individuals should be someone who has contributed in some positive manner to the overall program of athletics at that school.
- e. School scheduled opponents shall be admitted upon identifying themselves. This is a reciprocal agreement with other state schools.

- f. Passes are not to be issued to participants for guests or parents for any sport.
- g. In order to stimulate interest in the various sports, members of the varsity, junior varsity, junior high or elementary athletic teams may be admitted on a pass basis to certain specified games and only if they are participating in that sport. These groups shall be identified by their respective coaches at as specified gate at least one-half hour before game time.
- h. District passes will be issued by the District Athletics/Activities Office. Any local tournament is the hosting school's responsibility.

D. FOOTBALL AND STUDENT ACCIDENT INSURANCE

D.1 Football Insurance Packets

Football Insurance Packets should be delivered to individual schools for student distribution by August 1. Included will be policy benefits, exclusions and limitations to assist coaches and administrators.

The underwriter may vary from year to year. The Athletic Office with assistance from the Business Services will have the forms sent to each school. The complete cost of the football coverage will vary according to which plan.

The football coverage is supplemental in nature and will normally cover a portion of the medical bills not paid by the athlete's primary insurance carrier. The Gallup-McKinley County School District provides the **Catastrophic Insurance** coverage for all students. If a student is Native American and eligible for **Indian Health Service** treatment, all of their medical costs should be covered by IHS if proper paper work is completed within 72 hours of the treatment. Additional students, whose parents have an adequate primary insurance policy, may opt not to carry this supplemental coverage. A student athlete without any insurance policy is a fine candidate for this supplemental plan. District accident/injury reports should be filed within 48 hours of a serious injury.

The head football coach should disseminate insurance information to every parent or student athlete at the preseason information meeting. Requiring a parent/student signature sheet to indicate insurance materials were received and filing the copies of the insurance waiver forms is necessary. This documentation provides the backup information if proper insurance notification is questioned after an injury occurs. Documentation should be kept on file in the athletic director's office.

The NMAA states the participant insurance coverage is **mandatory** for all athletics in Section 4.1.5. An insurance verification section is provided on the interscholastic/intramural participation form (attached to the physical examination sheet) to identify the individuals' insurance coverage (Family Medical Plan, Indian Health Service or School Student Football Insurance). **Absolutely no student athlete will practice or compete without proof of Insurance in the possession of the Coach/Athletic Director.**

Eighth and ninth grade football participants are traditionally excluded from senior high football coverage since they are still considered to be junior high school students, unless they are competing at the junior varsity or varsity level. Junior high participants or athletes in other sports can purchase **School-Time Coverage** to meet their needs.

The following are some important guidelines that schools should administer to provide football insurance coverage for student athletes:

- a. Principals or their designee are responsible for supervising the collection and mailing of football insurance premiums.
- b. Each high school should collect the student's premium portion along with a completed insurance application form and mail this directly to the insurance carrier. This mailing should include a student insured list with types of individual coverage itemized. All checks should be made payable to the insurance carrier.

E. ELEMENTARY ATHLETICS

E.1 PROGRAMS

Athletic programs supported at the elementary level are boys/girls basketball and one track meet. Financial support to those programs will be limited to coaching salary increments.

The elementary athletic program, although competitive by nature, should be kept at a "low key" and recreational level with emphasis placed on fundamentals, increased participation, sportsmanship and having fun rather than winning. We must remain aware that our sports programs are for our students. When too much emphasis is placed on winning at the elementary level, the program loses its proper perspective and becomes a program for adults.

E.2 FIFTH GRADE BASKETBALL RULES

- a. **Age Limit** - 11 or less as of August 31 of the current year. Student may turn 12 after that date and be eligible.
- b. An E (Exemplary), P (Proficient), or DP (Developing Proficiency) mark on the report card will be required for regular season and tournament play. NP (Not Proficient) marks will not be allowed. Special Education students will be excluded from this requirement.
- c. Basketball practice can begin on the Monday closest to October 1.
- d. Physical examinations and insurance carriers must be on file in the principal's office before any participants can begin practice. Coaches need to have copies to carry with them on away games.
- e. 5^h grade participation will be given first priority, but 4^h graders may be used.
- f. A game will consist of four, six-minute quarters. It will be a running clock with the clock stopping the last two minutes of each half on dead balls. One minute between quarters, five minutes at half time will be provided. Different players must play in first and second quarters. There shall be a minimum of ten players used in the game (with the exception of the smaller schools who can field as many as they can) and all players on the roster must play. If the roster contains more than fifteen players, a "B" team game may be arranged.
- g. In case of a tie, there will be two-minute overtime. If a second overtime is needed, it will be sudden death (one team two points ahead) of two-minute duration. Any overtime needed after that is sudden death (first team scoring is the winner).
- h. Three point shots will not be counted until all schools have a three-point line.
- i. In all games, the players must wear gym shoes. Players should come with the uniforms under their street clothes so that they are dressed and ready to play when removing their street clothes.
- j. Coaches clinic will be provided before the beginning of the next season. Each school will be responsible for one official. The home scorebook will be the official scorebook.

- k. Any team that gets 20 points ahead must replace starting team until the point spread gets to 10.
- l. Emphasis must be on the development of fundamental **SKILLS**.
- m. The official ball will be a women's size basketball (CB-8).
- n. Defense will be man-to-man. Zone defenses are not permitted. Definition of man defense-Must guard man on the floor but not a space on the floor. Can switch to defend a player with the ball but must relinquish the position as soon as the ball has been shot or passed.
- o. No full-court press on throw-in. Man-to-man pressure can begin at the half court. Once ball possession has been established, the other team needs to go down on defense.
- p. One and one free throws will begin on the seventh team foul of each half. Two free throws will begin on the tenth team foul of each half.
- q. Clock is to be stopped on all free throws, jump balls, injuries, referee's discretion, and substitutions.
- r. There will be four timeouts allotted per game (two per half) and one time out per team for overtime.
- s. When above rules do not apply, use NMAA and National High School Federation Rules.
- t. Eligibility lists will be sent to each opposing school.
- u. Each principal/coach shall be responsible for his/her school's schedule.
- v. **The maximum number of regular season games shall be ten (10), (not including scrimmages or tournaments).**
- w. The elementary schools have developed a quintet league system (5 groups of four teams each) which requires a home and away format with member schools. Remaining non-league games can be scheduled with other schools outside the quintet.

E.3 BOBBY MONTANO MEMORIAL ELEMENTARY TRACK MEET GUIDELINES

a. Format:

A meeting one-week prior to the Elementary Track Meet will determine any adjustments to the order of events, assignment of meet workers and equipment needs. This meeting will consist of one representative of each elementary school, preferably the track coach. Entry forms will be completed during the session, which will serve as the “scratch meeting”. One bus will be available using operational funds to transport students to and from the meet. In town schools needing additional transportation can shuttle 5th graders to the meet.

b. Eligibility:

- (1) Division “A” (Boys and Girls): Participant must be 10 on or before August 31 of the current school year. Student may be 11 after this date.
- (2) Division “B” (Boys and Girls): Participant must be 11 on or before August 31 of the current school year. Student may be 12 after this date.
- (3) Any student younger than 5th grade will not be allowed to participate.
- (4) If a student is older than the age limit, the student will be able to participate as an unattached participant if given prior approval by the meet director. Any questions and inquiries should be directed to the meet director as soon as possible.
- (5) Participants may only participate in one division. Division “B” participants may participate in Division “B” only. Division “A” participants may participate in either Division “A” or “B”, however, participation may be in only one division.

c. PARTICIPATION:

- (1) Physical examination will be required for any student participating in any track programs conducted after school. School time activities may be considered physical Education curriculum.
- (2) Track practice can begin on the Monday closest to April 1st.

- (3) A participant may not be entered in more than three (3) events. If a participant is entered in three events, only two may be running or field events.
- (4) A school will be permitted a maximum of two entries in all individual events and only one relay team.
- (5) Any athlete participating in two or more events simultaneously is to check with the field event official before leaving to participate in another event. The participant will be allowed to return to the field event and complete the remaining jumps or throws.

REMEMBER: Running events take precedence over field events, but an athlete must check in at the field event before going to the running event.

- d. Order of Events: Will be determined by elementary school principals and made available to coaches prior to the meet.

e. **Awards:**

- (1) Ribbons will be awarded to the first six (6) places.
- (2) If a tie exists in the first five (5) places, a flip of a coin will determine the winner of the appropriate ribbons. If a tie occurs in sixth place, duplicate ribbons will be awarded.
- (3) The Boys and Girls Divisional scores will be combined for total scores.

f. **Scoring:**

- (1) Individual scoring in track and field events will be 7-5-4-3-2-1.
- (2) Relays and the Tug of War will be scored 10-8-6-4-2-1.

g. **Tie Breaking Procedures:**

The National High School Federation Regulations to break ties will be used. If a tie continues to exist after using the tie breaking rule in the first five (5) places, a flip of a coin will determine the winner of the ribbons, and the points will be divided equally. If a tie occurs in sixth place only, duplicate ribbons will be awarded and points will be divided equally.

h. Equipment:

- (1) All implements to be used in the meet will be provided by the meet director. These implements include relay batons, shots, softballs and ropes.
- (2) Athletes must participate in tennis shoes when competing on the all weather track surface.
- (3) Participants may not run without shoes.
- (4) Participants may wear gloves for the tug of war.
- (5) Six pound shots will be used for competition.

i. Miscellaneous Information:

- (1) The tug of war will be double elimination competition.
- (2) Scratches will be counted in the long jump, softball throw and shot put.
- (3) Each school is to have two (2) adults at the meet to assist as meet officials if needed.
- (4) Coaches not supervising an event are to stay off the field and track and out of the press box while the meet is being conducted.
- (5) Each school will be responsible for policing the area of the stadium where they are seated. The area will be checked for cleanliness.

F. BUSINESS AND FINANCE

1. OPERATIONAL FUND:

FUND	FUNCTION	OBJECT	PROGRAM	LOCATION	JOB CLASS
11000	1000	56118	9XXX	043XXX	0000

(DEPENDENT ON SPORT)

- a. **Uses** - The Operational funding allocation (11000) is dispersed to each school according to their eightieth day enrollment, number of varsity and sub-varsity programs and/or a lump sum. Prior to the beginning of the season this operational money can be used for purchasing athletic supplies and materials during the fall, winter and spring sports bid.

The breakdown on how this fund is to be used on various sports is determined by the principal or his/her designee and is to be included in the Annual Budget on Form AB1.

- b. **Other Funding** - Capital Outlay may be funds available for improvement of facilities, land or buildings. If such a need arises, building principals are to submit a plan for consideration. Facility renovations and recommendations should be prioritized with other District needs on the Capital Outlay proposals.

2. ATHLETIC FUND:

FUND	FUNCTION	OBJECT	PROGRAM
LOCATION	JOB CLASS		
22025	1000	51101	9XXX 043XXX 1618 (GameWorkers)
22025	1000	55915	9XXX 043XXX 0000 (Official/Security)
22025	1000	56118	9XXX 043XXX 0000 (Supplies)
22025	1000	55817	9XXX 043XXX 0000 (Meals/Lodging)

*CODED BY SPORT

- a. **Source** - This fund is created and maintained through gate receipts. money collected at games or meets is to be deposited, no later than 24 hours, or the first working day after the contest, at the Pinnacle Bank of Gallup on 307 W. Aztec. The deposit slip is to be attached to an Admission Accounting Form, which is to be sent to the Athletics/Activities Office immediately after the bank deposit has been made.

These funds are audited on a periodic basis and strict policies on their use must be observed. Personal or convenience checks are not to be drawn against revenue to be deposited in the Athletic Fund.

If funds collected are other than gate receipts, use the admission accounting form and follow same procedures as stated above.

Schools are responsible for completing the admission accounting form and making deposits. The Athletics/Activities Office cannot make deposits.

Uses-The athletic fund is used primarily for game expenses:

22025.1000.55915.9XXX.043XXX.0000-game officials, field supervision, police and ambulance service: **22025.1000.55817.9XXX.043XXX.0000** - meals and lodging. Coaching/Sponsoring increments are not a proper use of this funding source.

Procedures for Use - Two procedures are employed to use this money; a certified invoice or a district requisition, both of which must be signed by the principal.

Certified invoices, along with athletic pay vouchers, are used for meals and lodging. The coach signs the vendors statement (which must include date, sport, price per meal or room and number eating or lodging) and gives this statement to the principal, who signs the certified invoice, attaches the statement and forwards it to this office for payment. A receipt must accompany all athletic pay vouchers. If no receipt is attached the athletic pay voucher will be sent back to the coach who will need to make arrangements to get a receipt. Coaches are reminded not to delay in getting statements to their principal. Other game expenses will be handled in the same manner. District requisitions are to be used when requesting equipment and/or supplies. Please do not phone order, nor make any commitments to vendors.

3. **REQUISITIONING:**

Below are the requisition deadlines for the upcoming school year:

September	Fall Sports
October	Football Equipment Repair
November	Winter Sports & Training Supplies
January	Spring Sports

Coaches are to take inventory after their season and have this on file in the principal's Office and the District Athletic Director's. It is suggested that principals include requisitions as a check off item after equipment inventories have been completed.

All orders are to be submitted on standardized forms. Please be sure that the description of each item is complete and that all information is included. If additional items are ordered on district requisition forms, add the catalog and the catalog number. If schools are to receive exactly what they request, it must be stated on the requisition as bid specifications will be made from athletic requisitions.

4. PURCHASING:

The purchase of supplies and equipment will be put out on bid. The school requesting the items will receive a school verification copy of the purchase order, even if athletic funds are used. The purpose of this verification copy is two-fold:

- a. To notify the school that items have been ordered.
- b. So the school can verify that the items received are exactly as ordered.

On the district requisition, please be sure to check what fund is to be charged. Under no circumstances are coaches to purchase an item by charging it to the school. The Athletics/Activities Office will not pay for any item if it is not on a district requisition. Failure to note this policy will result in the coach buying the item with his or her own money.

5. ANNUAL ATHLETIC BUDGET

Annual athletic budgets are provided to each school at the beginning of the school year. The budgets are derived from two sources; operational - 11000 and gate receipts 22025. Each individual sport is broken down into specific categories. The operational money is used for travel, supplies and equipment. The gate receipts money is used for meals and motels.

The principal or his designee can review individual sport budgets using the Emulator/AS 400 and communicate this of each sport. This articulation will allow coaches to estimate the purchasing limitations during requisition time.

6. ADMISSION CHARGES:

Below is the admission price schedule: (if applicable)

	ADULTS AAAAA	STUDENTS/SR.CITIZEN <u>A-AAAAA</u>
VARSITY		
Football.....	5.00.....	4.00
Volleyball.....	5.00.....	4.00
*Soccer.....	5.00.....	4.00
*Cross Country.....	5.00.....	4.00
*Basketball.....	5.00.....	4.00
Wrestling.....	5.00.....	4.00
Baseball.....	5.00.....	4.00
*Track.....	5.00.....	4.00

9TH GRADE AND JUNIOR VARSITY:

Football.....	3.00.....	2.00
Volleyball.....	3.00.....	2.00
*Basketball.....	3.00.....	2.00
*Track.....	3.00.....	2.00
7th/8th Grade		
* Boys and Girls.....	3.00.....	2.00

7. ADMISSION ACCOUNTING:

School-site Athletic Director's will receive, depending on need, rolls of tickets. The tickets will be printed with appropriate admission charges and numbers. There must be at least two people involved in the ticket selling and taking process.

When collecting tickets, it is imperative that you collect the whole ticket, **DO NOT TEAR IN HALF**. Collected tickets are to be turned in to the Athletics/Activities Office along with your deposit slip. The tickets will then be kept for auditing purposes.

Schools will have to devise methods if patrons wish to exit the facility and return later in the game.

Admission accounting forms have spaces for starting ticket numbers and ending ticket numbers. Subtract the beginning number from the ending number, multiply by the admission charge and a total will be derived. Add the adults and students total revenue to complete calculations.

Use the same ticket roll to begin the next contest. Do not start a new roll until the present roll is completely exhausted.

Remember, the money deposited must equal the number of tickets sold. After the sport season, an audit of the tickets and Admission Accounting Forms will be held.

8. FUND RAISING:

When athletic/activity needs exceed budget allowance for the purchase of such items as uniforms, game filming, weight machines, pitching machines, etc., the use of fund raising activities may be employed. However, in utilizing fund raising activities, the following procedures shall be adhered to:

- a. A written request is to be submitted to the principal two (2) weeks prior to proposed activity
- b. The request shall state how funds are to be raised, how funds are to be expended and the budget year in which funds are to be expended.
- c. Fund raising activities involving students and coaches, to be expended for secondary athletes, shall be deposited in the school's local activity fund.
- d. Expenditure of revenues generated through fund raising activities shall comply with the state purchasing act and policies stated within this handbook.
- e. Booster Club fund raising activities have guidelines addressed in a separate Booster Manual in the Superintendent's Office.



GALLUP McKINLEY COUNTY SCHOOLS

APPENDIX

ATHLETIC FORMS



Receipt No.: - 2015/2016 -

[illegible]**Job Class**

Loc.

Year

Receipt #

**ADMISSION ACCOUNTING
ATHLETIC CONTESTS
2015-2016**

vs	Opponent	Game	Date
----	----------	------	------

	Seller #1	Seller #2	Seller #3	Seller #4	Seller #5
ADULTS:					

CLOSE

START _____

NO. ATTENDING _____

ADULT TOTAL: _____ @ _____ = \$ _____

STUDENTS & SENIOR CITIZENS:

CLOSE _____

START _____

NO. ATTENDING _____

STUDENT/SR. CITIZEN TOTAL: _____ @ _____ = \$ _____

TOTAL RECEIPTS (Adult + Students/Sr. Citizens) \$ _____

+ OVER OR - SHORT \$ _____

TOTAL DEPOSIT (Date: #) \$

Principal (Signature)

Athletic Director (Signature)

Superintendent

1. Football: _____

2. Volleyball: _____

3. Boys Basketball: _____

4. Girls Basketball: _____

5. Other: _____

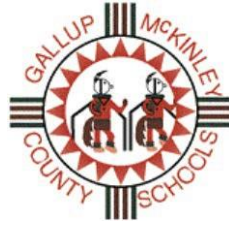
Instructions: Immediately after making your deposit, please return this form with the deposit slip attached and include your official's reimbursement forms to the Superintendent's Office. A copy should be retained for your files. (Rev. 05/28/15 eeb)

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS

SUPERINTENDENT

MIKE HYATT

Associate Superintendent of Business Services
& Personnel



PAULETTA WHITE

Associate Superintendent of Student
& Support Services

JVANNA HANKS II

Chief Financial Officer

"GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY"

Date: 07/01/15

To: Mid and High Principals, Mid and High School Athletic Directors and Bookkeepers

From: Superintendent

Subject: New Athletic Officials Pay Vouchers Effective 07/01/15 and Procedures

At the event, the official will fill out the voucher for that sport. Please have these available for the officials. The official will mark the appropriate game fees, mileage, meals, W-9 Request for Taxpayer Identification Number and Certification Form, etc. and must be signed by the official and then turn them into the administrator, A.D., or coach in charge of the event.

These should then be turned into the bookkeeper the next business day. The bookkeeper will verify that the voucher is correct with the right fees and will issue a check to the official within five business days. In **no circumstance** should a check be made before or immediately following a game.

The bookkeeper will then fill in the three digit school code on the line item funding and the check number issued. The check will be mailed to the official (or if prearranged they can pick it up). The original vouchers with the school code and check # will then be sent into Evelyn in the Superintendent's office for verification. Please email these in weekly.

Please destroy all your old Athletic Official Pay Vouchers immediately.

Cc: Mike Hyatt
Jvanna Hanks
Evelyn Barreras
Ben Chavez

Baseball Official Voucher

Date: _____

Game Location: _____

Name: _____

SS#/Tax I.D. _____

Address: _____

Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$54		
Junior Varsity	\$38		
"C" Team	\$38		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9252.043____.000

Check # issued: _____

(Effective July 1, 2015)

Boys Basketball Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$54		
Junior Varsity	\$38		
"C" Team	\$38		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9246.043____.000

Check # issued: _____

(Effective July 1, 2015)

Boys Soccer Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$54		
Junior Varsity	\$38		
"C" Team	\$38		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An W-9 must be on file at this school in order for payment to be processed.

22025.1000.55915.9244.043____.0000

Check # issued: _____

(Effective July 1, 2015)

Football Official Voucher

Date: _____

Game Location: _____

Name: _____

SS#/Tax I.D. _____

Address: _____

Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$65		
Junior Varsity	\$46		
"C" Team	\$46		
Middle School	\$32		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An W-9 must be on file at this school in order for payment to be processed.

22025.1000.55915.9241.043____.0000

Check # issued: _____

(Effective July 1, 2015)

Girls Basketball Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$54		
Junior Varsity	\$38		
"C" Team	\$38		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9247.043____.000

Check # issued: _____

(Effective July 1, 2015)

Girls Soccer Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered

	Fee	# Games/miles	Amount
Varsity	\$54		
Junior Varsity	\$38		
"C" Team	\$38		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An W-9 must be on file at this school in order for payment to be processed.

22025.1000.55915.9245.043____.0000

Check # issued: _____

(Effective July 1, 2015)

Track Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
All day meet boys & girls	\$84		
All day meet boys or girls	\$72		
Two day meet	\$96		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9249.043____.000

Check # issued: _____

(Effective July 1, 2015)

Softball Official Voucher

Date: _____

Game Location: _____

Name: _____

SS#/Tax I.D. _____

Address: _____

Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$47		
Junior Varsity	\$34		
"C" Team	\$34		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon agreement by the assignor the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9253.043____.000

Check # issued: _____

(Effective July 1, 2015)

Volleyball Official Voucher

Date: _____ Game Location: _____

Name: _____ SS#/Tax I.D. _____

Address: _____ Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$47		
Junior Varsity	\$34		
"C" Team	\$34		
Middle School	\$27		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon agreement by the assignor the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**A W-9 must be on file at this school in order for payment to be processed.

22025.1000.55915.9242.043____.0000

Check # issued: _____

(Effective July 1, 2015)

Wrestling Official Voucher

Date: _____

Game Location: _____

Name: _____

SS#/Tax I.D. _____

Address: _____

Signature: _____

My signature verifies services rendered.

	Fee	# Games/miles	Amount
Varsity	\$47 duals		
Junior Varsity	\$34 duals		
Varsity Tournament regular season	\$4.00/match		
JV Tournament regular season	\$3.00/match		
Mileage	.405 / mile*		
Rider Fee	\$10	n/a	
Meals (51-150 miles one way)	\$10	n/a	
Meals (>150 miles one way)	\$15	n/a	
		Amount Owed	\$

*(3) Mileage is paid at the rate of \$.405 per mile round trip from the official's hometown (Effective July 1, 2009)

a.) EXCEPTION: If an official chooses to affiliate him/herself with a group from outside of his/her hometown where a local group exists, they will not be paid mileage from their hometown. For example, if an official lives in Albuquerque, but chooses to officiate with the Grants Association rather than the Albuquerque Association, he/she would NOT be paid mileage from Albuquerque to Gallup for the game because he/she has made the choice to officiate outside of his/her hometown where a local group exists.

b.) Only ONE driver will be paid for each contest. Exception: Upon **agreement by the assignor** the mileage may be split and entered on this form. The school will not determine how it is split or who gets what amount.

The amount owed will be paid within five business days. If issues arise with late payments please inform the Superintendent at (505) 721-1188.

**An IRS 1099 must be on file at this school in order for payment to be processed.

22025.1000.55915.9248.043____.000

Check # issued: _____

(Effective July 1, 2015)

GALLUP MCKINLEY CO. SCHOOLS

ATHLETICS/ACTIVITIES

OFFICIALS CHECK LIST

2015-2016

(NAME OF SCHOOL)

DATE OF GAME	GAME	OPPONENT	AMOUNT DUE	DATE RECEIVED

**GALLUP-McKINLEY COUNTY SCHOOLS
CREDIT CARD REPORT
REQUIRED FOR AUDITING PURPOSE**
Attach itemized receipt(s) with this form and send to Athletics/Activities Office.

Date

VENDOR: _____
Name

Street Address or Box Number

City State Zip Code

No. of People/No. of Meals Per Meal

<u>Check One</u>	<u>Total</u>
____ Breakfast	\$ _____
____ Lunch	\$ _____
____ Dinner	\$ _____

No. of People/No. of Rooms Per Room / Nights

TOTAL: \$ _____

It is unlawful for Gallup-McKinley
County Schools to pay gratuity.

School

Sport

Coach

APPROVED: _____
Principal

APPROVED: _____
Athletic Director

APPROVED: _____
Superintendent

Meals and Lodging Limitation:

Breakfast \$5.00 per person
Lunch \$6.00 per person
Dinner \$7.00 per person
Lodging \$17.50 per person

(Rev. 05/28/15)

GALLUP MCKINLEY COUNTY SCHOOLS

ATHLETICS/ACTIVITIES
GATE RECEIPTS
PROOF OF CASH

Purpose of form: The Proof of Cash form is used to assist in the counting, safeguarding and documentation of cash collections.

SCHOOL_____

DATE:_____ OPPONENT:_____ SPORT:_____

CURRENCY:

Denomination Quantity Extension

\$100.00		
50.00		
20.00		
10.00		
5.00		
1.00		

Total Currency

COIN:

Denomination QuantityExtension

\$1.00		
.50		
.25		
.10		
.05		
.01		

Total Coin

Start Up Money

- _____

Game Worker

TOTAL DEPOSIT

\$ _____

High School Athletic Director

*A COPY SHOULD BE RETAINED FOR YOUR FILES

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS

SUPERINTENDENT

Mike Hyatt
Associate Superintendent



Pauletta White
Associate Superintendent

GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”

2015-2016 GALLUP MCKINLEY-COUNTY SCHOOLS ATHLETICS SCHOLAR ATHLETE CHECKOUT FORM

<u>Scholar Name</u>	<u>Person Checking Scholar Out</u>	<u>Date</u>	<u>Sponsor Signature</u>	<u>Reason</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Gallup McKinley County Schools District 1 • P.O. Box 1318 / 640 Boardman Drive • Gallup, NM 87301 • 505-721-1000 • Fax: 505-721-1199

Coaches Licensure Checklist

Checklist	Yes	No
School Year _____		
Coaches Name _____		
Sport to Coach _____		
Coach informed by athletic director to pick up	___	___
Application for volunteer coach, community member coach, certified/ licensed instructor coach	___	___
Volunteer coach - Pay will not be received	___	___
Non-contract coaching position (coaches not on contract with GMCS)	___	___
Employees on contract and want to coach	___	___
Application picked up from personnel/licensure	___	___
Application from personnel/licensure filled out/completed	___	___
Completed application returned to personnel/licensure	___	___
Application mailed to PED (date) _____	___	___
Coaches license issued/ copy given to personnel/ licensure, G. Schuster, District Athletic Coordinator, School Site Athletic Director	___	___
NFHS/ NMAA online coaches exam taken	___	___
Exam results sent to PED for 5 year coaching license	___	___
Application packet completed including W-4	___	___

PAYMENT PROCESSING FORM

2015-2016

VENDOR: _____
ADDRESS: _____
CITY/STATE: _____

CHECK NUMBER: _____
VENDOR NUMBER: _____

Frank Chiapetti, Superintendent

DATE: _____

TAPE TOTAL: _____

[illegible]

SUBSTITUTE TEACHER CODING
FOR COACHES

Substitutes for Coaches will be coded to

11000.1000.51103.9XXX.043XXX.1612

The program 9XXX will depend upon the sport

The Location 043XXX will depend upon the school



New Mexico Activities Association

Public Service Announcements



Pre-Game Announcements

Welcome to (today's/tonight's) contest between _____ and _____ . As member schools of the New Mexico Activities Association, they would like to remind you that sportsmanship and the objectives of educational athletics are what set this event apart from other levels of competition. Your cooperation and support of the values promoted by these two schools is greatly appreciated.

The two schools participating in this event are members of the New Mexico Activities Association which have adopted the rules under which the games are conducted. A strong commitment to excellence, fair play and sportsmanship are all vital to this activity's success.

_____ and _____ high schools appreciate your recognition of the values being taught at this event.

We are pleased to welcome you today to _____ high school. Good sportsmanship is one of the primary purposes of educational athletics. Our student-athletes recognize that judgment calls by coaches, officials and themselves- are made in good faith and should be respected. Spectators can support both of these teams by refraining from derogatory or demeaning comments and cheers (today/ tonight). We hope that you will enjoy the game and support the students in a positive and sportsmanlike manner.

When _____ high school sponsors an athletic event, it considers it to be an extension of the classroom with lessons learned as important as those coming out of a textbook. Perhaps the most important lesson is good sportsmanship, a course which will serve everyone well in the game of life. Remember to always-- Pursue Victory With Honor!

Welcome Announcements

_____ high school welcomes you (today's/ tonight's) game. Everyone wants to be famous and some people will do whatever it takes- good or bad to be noticed. In (today's/tonight's) game, what will you become famous for? Please, be a good sport (today/ tonight).

_____ high school welcomes you to (today's/ tonight's) game. The New Mexico Activities Association would like to remind you that Pursuing Victory With Honor is the most important part of Sportsmanship. Without sportsmanship, these games lose their educational value.

_____ high school welcomes you to (today's/ tonight's) game. Sportsmanship is the Golden Rule of Athletics - treating other the way you wish to be treated. Sportsmanship asks us to focus on respect, because sportsmanship is a way of life.

d. Equipment Forms

1) Athletic Equipment Card

ATHLETIC EQUIPMENT

High School Name				Locker Number	
Athletic Department		Home Address		Tel. No.	
<input type="checkbox"/> Football	<input type="checkbox"/> Basketball	<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Golf	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Hockey	<input type="checkbox"/> Softball	<input type="checkbox"/> Tennis
<input type="checkbox"/> Wrestling	<input type="checkbox"/> Cross Country	<input type="checkbox"/> Track Indoor	<input type="checkbox"/> Swimming	<input type="checkbox"/> Track	

Article	Number or Size	Out	In	Article	Number or Size	Out	In
Pants, Prac.				Stockings, Prac.			
Jersey, Prac.				Cap			
Under Shirt				Pants, Game			
Supporter				Jersey, Game Numbers			
Socks				Stockings, Game			
Sweat Shirt				Shoes, Game			
Sweat Pants				Towel			
Shoes, Prac.				Thigh Pads			
Shoulder Pads				Helmet			
Hip Pads				Warm-ups			
Belt				Head Gear			
Ankle Wrap				Hockey Stick			
Knee Pad				Shin Guards			
Ace Bandage				Sweaters			
Sliding Pads				Skirts			
				Pom-Poms			

This is to certify that I, the undersigned, have received from _____ High School the above articles of athletic equipment.

I hereby agree to be personally responsible for the care and keeping of the above-named articles and to return the same to the attendant upon request.

Signed _____
(Name) (Date)

2) Football Equipment Check-Out Card

FOOTBALL EQUIPMENT

NAME _____ High School

HEIGHT _____ WEIGHT _____ AGE _____

HOME PHONE _____

Equipment	Issued	Returned
Hip Pads	_____	_____
Shoulder Pads	_____	_____
Thigh Pads	_____	_____
Knee Pads	_____	_____
Arm Pads	_____	_____
Hand Pads	_____	_____
Helmet	_____	_____
Mouthpiece	_____	_____
Practice Shoes - Size _____	_____	_____
Game Shoes - Size _____	_____	_____
Practice Pants Size _____	_____	_____
Practice Jersey	_____	_____
Games Pants - Size _____	_____	_____
Game Socks	_____	_____
Belt	_____	_____
Games Jersey # _____ Home	_____	_____
# _____ Away	_____	_____
Rib Pants	_____	_____
Turf Shoes - Size _____	_____	_____

3) Athletic Equipment Information Cards (4) a

_____ Eligibility
 _____ Parental Permission
 _____ Physical Permission
 _____ Insurance

_____ High School

Athletic Equipment Card

SPORT - TRACK/CROSS COUNTRY

Name _____ Grade _____
 Last First

Address _____ Home Telephone _____
 Number Street City Zip

Equipment	Issued	Date	Returned	Date
Practice Sweats	_____	_____	_____	_____
Game Sweats No. _____	_____	_____	_____	_____
Game Top No. _____	_____	_____	_____	_____
Game Shorts No. _____	_____	_____	_____	_____
Spikes	_____	_____	_____	_____
Flats	_____	_____	_____	_____
Other	_____	_____	_____	_____

_____ Eligibility
 _____ Parental Permission
 _____ Physical Permission
 _____ Insurance

_____ High School

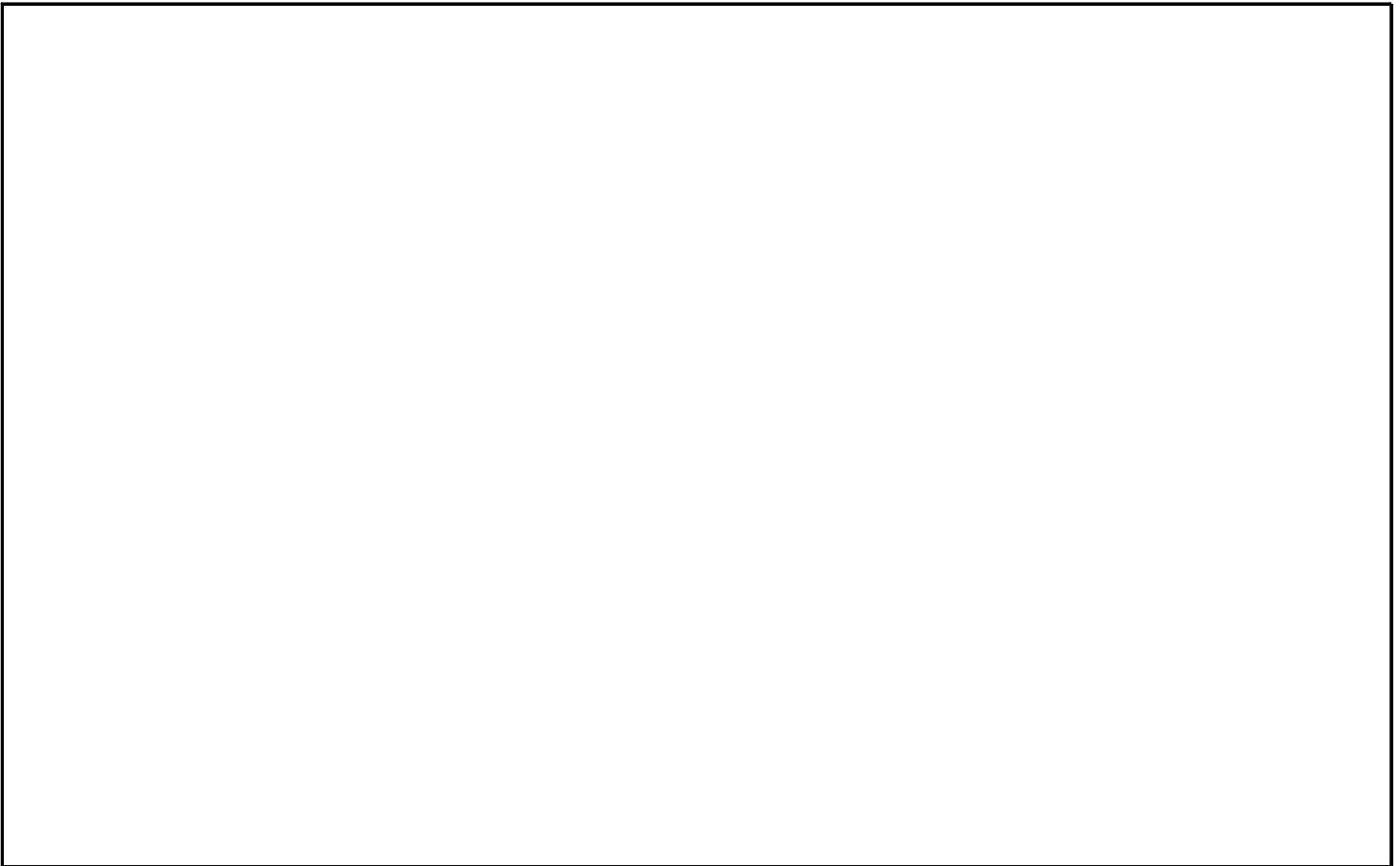
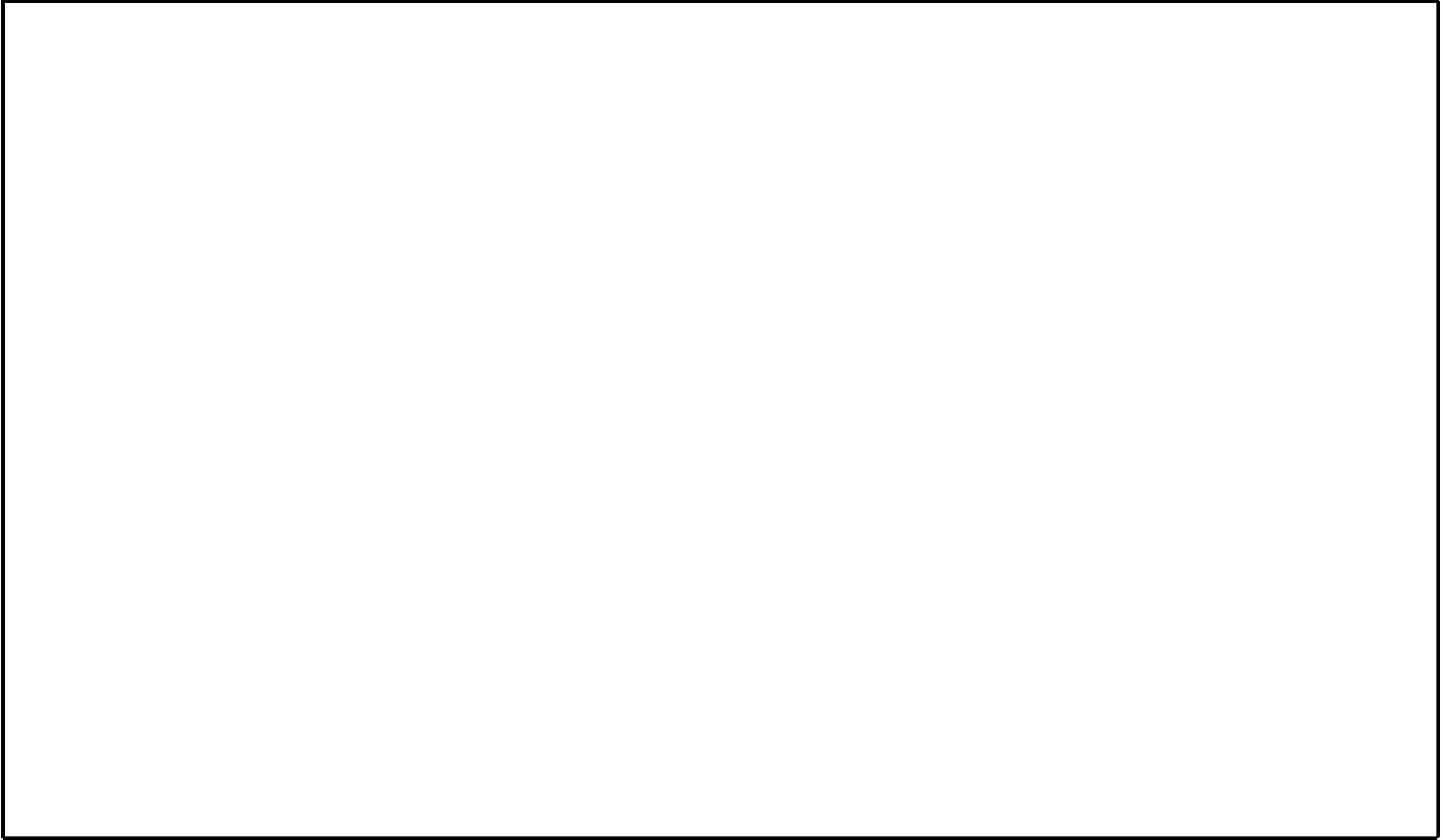
Athletic Equipment Card

SPORT - BASEBALL/SOFT BALL

Name _____ Grade _____
 Last First

Address _____ Home Telephone _____
 Number Street City Zip

Equipment	Issued	Date	Returned	Date
Hat	_____	_____	_____	_____
Jacket No. _____	_____	_____	_____	_____
Uniform No. _____	_____	_____	_____	_____
Practice Pants No. _____	_____	_____	_____	_____
Practice Shirt	_____	_____	_____	_____
Under Shirt	_____	_____	_____	_____
Sanitary Socks	_____	_____	_____	_____
Belt	_____	_____	_____	_____
Other	_____	_____	_____	_____



3) Athletic Equipment Information Cards (4) b

_____	Eligibility						
_____	Parental	Permission					
_____	Physical	Permission					
_____	Insurance						

_____ **High School**

Athletic Equipment Card

SPORT - BASKETBALL

Name _____					Grade _____
Last	First				

Address _____					Home Telephone _____
Number	Street	City	Zip		

Equipment		Issued	Date	Returned	Date
Practice Jersey	No. _____	_____	_____	_____	_____
Practice Shorts	No. _____	_____	_____	_____	_____
Game Uniform	No. _____	_____	_____	_____	_____
Practice Shoes	No. _____	_____	_____	_____	_____
Game Shoes	No. _____	_____	_____	_____	_____
Travel Bag	No. _____	_____	_____	_____	_____
Other		_____	_____	_____	_____

_____	Eligibility						
_____	Parental	Permission					
_____	Physical	Permission					
_____	Insurance						

_____ **High School**

Athletic Equipment Card

SPORT - GOLF & TENNIS

Name _____					Grade _____
Last	First				

Address _____					Home Telephone _____
Number	Street	City	Zip		

Equipment		Issued	Date	Returned	Date
Game Shirt	No. _____	_____	_____	_____	_____
Other		_____	_____	_____	_____

4) Team Equipment Check-Out Sheet

ATHLETIC EQUIPMENT CHECK-OUT SHEET

SPORT _____ LEVEL _____ COACH _____ YEAR _____

Fill out in triplicate - one copy to AD, one copy Head Coach, retain one copy

[illegible]

D-18.24



Gallup McKinley County Schools



Athletic Participation Form

All Athletes must have their physicals on or after April 1st and they will be good through the following school year

STUDENT ID _____ FIRST NAME _____ LAST NAME _____

DOB _____ PLACE OF BIRTH _____ LAST SCHOOL ATTENDED _____

GRADE (you will be in when the next sports season begins) _____ GENDER: Male ☐ Female ☐

CHECK (✓) THE SPORTS IN WHICH YOU PLAN TO PARTICIPATE

- | | | | | |
|--|-------------------------------------|-----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Football | <input type="checkbox"/> Basketball | <input type="checkbox"/> Baseball | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Cheerleading |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Track | <input type="checkbox"/> Softball | <input type="checkbox"/> Swimming | <input type="checkbox"/> Other: below |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Soccer | <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis | |

GALLUP MCKINLEY COUNTY SCHOOLS strives to provide the best possible interscholastic and intramural experience for their students. The school district wants athletic participation to be a valuable education experience at all levels. You are requested to read the following carefully and share its contents with your child. The attached forms are to be fully completed and filed at the school before your child will be allowed to practice and/or compete. The school district requires a physical examination by a licensed medical physician, medical practitioner, physicians assistant or chiropractor to insure that your child is physically able to participate in athletics and in the event that an accident should occur, we may notify you in a relatively short period of time. If there are any questions please notify you principal or athletic director.

Attached you will find:

1. PARENTAL CONSENT: We want to be sure you consent to your child's participation in interscholastic and intramural athletics. It is necessary that you and your child carefully read and understand the contents of this document and with the expectations of the sport.
2. INSURANCE: The financial responsibility for securing care of athletic injuries is a matter between the parent/guardian and medical personnel of the parent's selection. The New Mexico Activities Association requires all athletes to have insurance before participation may begin. The school offers a student accident insurance, 24 hour coverage with enrollment at your local site. The school insurance is strictly on a voluntary basis and is not required if you have sufficient coverage through your own family medical plan. We must either have on file our own school policy or the name of the company through which you are insured.
3. MEDICAL AUTHORIZATION: This section provides information to the school for quick reference regarding notification of the parents in an emergency situation. Also, it authorizes medical attention in the event the parents cannot be reached.
4. MEDICAL HISTORY AND EXAMINATION: This questionnaire provides a means for the medical personnel to make reference to previous injury, illness or congenital disorder and also to provide the best possible physical exam for the student athlete.
5. ELIGIBILITY: Rules governing eligibility are governed by the New Mexico Activities Association, Gallup McKinley County Schools and the NCAA (see the appropriate handbooks for info). **Athletes should contact their School Counselor for information concerning the NCAA Clearinghouse for athletic eligibility at a College or University.**

TO PARENTS/GUARDIAN AND STUDENT-ATHLETE:

Please read the following statements concerning the participation of your child/ward in interscholastic athletics or intramurals. Respond below with your signature.

PARENTAL CONSENT

I hereby give my consent for _____ to participate in interscholastic athletics/intramurals in the Gallup McKinley County Schools and authorize Gallup McKinley County Schools to provide the information on this form to the New Mexico Activities Association. The financial responsibility for securing care of athletic injuries is a matter between the parent/guardian and physician and physician or dentist of parent's/guardian's selection. Gallup McKinley County Schools may not pay doctors, dentists or hospitals for any treatment of any child.

INSURANCE

We have applied for student accident insurance through _____ School:
Yes _____; No _____. (or)
We have accident insurance with _____. (Name of Company)

AUTHORIZATION FOR MEDICAL SERVICES

I/we request that I/we be contacted within a reasonable time in the event of illness or injury requiring medical service. In the event we cannot be reached, I/we, parent(s)/guardian(s) hereby designate the Team Coach or his/her designee to act in my/our behalf to authorized such hospitalization, medical attention and surgery as may be required in an emergency because of illness or injuries sustained by my/our child/ward while participating in school athletics. In the event we cannot be reached, and the situation calls for medical attention, we recognized and relinquish our responsibility to a practicing physician and/or medical personnel acting in the best interest my/our child/ward. I/We hereby assume financial responsibility for hospitalization, medical attention and surgery provided.

Family Physician _____ Phone# _____ Work# _____

Address _____
Street City State Zip

Family Dentist _____ Phone# _____ Work# _____

Address _____
Street City State Zip

Hospital Preference _____

Parents/Guardian Telephone #: Work _____ Emergency _____

Responsible Person: _____ Phone #: Work _____ Home _____

GALLUP MCKINLEY COUNTY SCHOOLS

VOLUNTARY ACTIVITIES PARTICIPATION FORM ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK

We the parent(s)/guardian(s) and student athlete are aware that preparation for participation in interscholastic athletics and intramurals involves many risks of serious and permanent injury to the student athlete. We understand and acknowledge that by their very nature, these activities pose potential dangers to individuals who participate in such programs.

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District. I understand and acknowledge that in order to participate in these activities. I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities. I understand, acknowledge and agree that the District, its employees, officers, agents or volunteers shall not be liable for any injury/illness suffered by me which is incident to and/or associated in preparing for and/or participating in this activity.

MATURITY STATEMENT:

Statistics indicate that there is an increase in the number of sport injuries with students who are not of a comparable maturity level as other participants. If you feel that your student might be subject to potential injury because of his/her state of development, please discuss this with them.

OFF-CAMPUS:

In addition to extracurricular competition, there are occasions where practice sessions for various programs are conducted off campus. This may consist of conditioning drills conducted off campus or involve students transporting themselves to nearby facilities.

We parent(s)/guardian(s) and student athlete have completely read, fully understand and voluntarily accept and agree to all of the above terms and conditions.

Home Telephone

Business Telephone

Parent/Guardian's Signature

Emergency Telephone

Business Telephone

Parent/Guardian's Signature

Date

Student's Athlete's Signature

A signed voluntary activities participation form must be on file with the District before a student will be allowed to participate in the above extracurricular/curricular activities. **THIS FORM MUST BE IN THE POSSESSION OF THE COACH ON ALL OUT OF TOWN TRIPS, AND KEPT ON FILE.**

**GALLUP MCKINLEY COUNTY SCHOOLS
ATHLETICS/ACTIVITIES TRAINING RULE POLICY**

PHILOSOPHY: Athletics and Activities are an integral part of the educational process providing students with the opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a **PRIVILEGE** offered to and earned by students. Because participants are representative of their school and community, their conduct is expected to exemplify high standards at all times.

1. TRAINING RULE POLICY:

VIII.12.5 ATHLETIC/ACTIVITY DRUG AND ALCOHOL POLICY (K-12).
(Usage/Possession/Sale or Distribution)

The following applies when students, who are members of district's athletic or activity programs are in violation of the usage, possession, sale or distribution of the district's drug and alcohol policy. The policy applies to participants during each sport/activity season. This policy requires twenty-four (24) hour compliance, on and off campus.

NOTE: "Confirmed Offense" is defined as an eye witness report by a school district employee, information substantiated by a police report, a statement of self-incrimination of other credible evidence.

- 1st Offense:
- a. Parent-participant-coach-sponsor-administrator conference.
 - b. Students involved in an athletic/activity program will forfeit their privilege of participation for the duration of the current sport/activity season or a thirty (30) school day period, whichever is longer. Students will also forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease at the conclusion of the school year.
 - c. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in a referral to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies, VIII.12.0 f (1), (2), (3) and (4).
 - d. Students will be required to abide with district drug and alcohol counseling program requirements.
- 2nd Offense:
- a. Parent-participant-coach-sponsor-administrator conference.
 - b. Students involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for a period of one (1) year from the date of the second offense. Students will also forfeit their eligibility for all relevant awards, honors, or letters.
 - c. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies, VIII.12.0 f (1), (2), (3) and (4).
 - d. Students will be required to abide with district drug and alcohol counseling program requirements.

We have read and understand the policy governing controlled substances and the consequences involved. The student agrees to abide by these regulations and the parent/guardian supports this policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

GALLUP MCKINLEY COUNTY SCHOOLS

MEDICAL EXAMINATION FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS AND INTRAMURALS

MEDICAL HISTORY: (Parent or guardian prior to examination)

Name of Student: _____ Grade: _____

Birth date: _____ Age: _____ Home Address: _____

Name of Parent/Guardian: _____

Home Address: _____

Telephone #s: Home _____ Work _____ Emergency _____

NOTE TO PARENTS: In order that the best plans may be made for your child, it is necessary that we have your cooperation in filling out this questionnaire accurately before he/she can participate in interscholastic/intramural competition sports. After conferring with your child, please initial after each sport in which you permit him/her to participate.

Football _____	Volleyball _____	Cross Country _____	Gold _____	Track _____	Softball _____
Baseball _____	Wrestling _____	Basketball _____	Soccer _____	Tennis _____	Other _____
					YES _____ NO _____

Do you want to talk to a doctor about a health problem or injury?	_____	_____
Has anyone in your close family ever had:		
Diabetes (high sugar in blood)?	_____	_____
Allergies (hay fever or asthma)?	_____	_____
Migraine Headaches?	_____	_____
High Blood Pressure?	_____	_____
Has anyone in your family under age 50 died suddenly?	_____	_____
Have you had or do you now have:		
Brain concussion (head injury)?	_____	_____
Tendency to lose consciousness?	_____	_____
Skull fracture?	_____	_____
Convulsions or epilepsy?	_____	_____
Neck injury?	_____	_____
Have you had or do you now have:		
Hearing loss?	_____	_____
Perforated ear drum?	_____	_____
Recurrent infections?	_____	_____
Sinus infections?	_____	_____
Broken nose?	_____	_____
Dental plate?	_____	_____
Orthodontia?	_____	_____
Have you had or do you now have:		
Hernia?	_____	_____
Kidney problems?	_____	_____
(Boys) loss of function or absence of testicles?	_____	_____
(Girls) menstrual problems?	_____	_____
Age of onset menstruation?	_____	_____

Have you had or do you now have:

Bone fracture?
Joint dislocation?
Foot problems?
Pins, staples or wires in any part of your body? _____

Have you had or do you now have:

Back injury or frequent headaches?
Knee injury (sprain) or recurrent pain? _____
Ankle injury (sprain) or recurrent pain? _____
Other joint trouble? _____
Bone infection? _____

Have you had or do you now have:

Diabetes (High sugar in blood or urine)? _____
Tendency to bleed or bruise easily? _____
Anemia ("tired blood")? _____
Weight problem (under or over weight)? _____

Have you had or do you now have:

Asthma? _____
Hay fever? _____
Hives or rash? _____
Bee sting reactions (allergy)? _____
Reaction to medication (allergy)? _____

Do you:

Smoke? _____
Take any medication regularly? _____
If yes, name _____

Have you had or do you now have:

Heart trouble or murmur? _____
High blood pressure? _____
Persistent cough? _____
Chest pain with exercise? _____
Dizziness or faintness with exercise? _____

Have you had or do you now have:

Recurrent rash? _____
Fungus infection? _____
Athlete's foot? _____
Recurrent boils (skin infection)? _____

Do you wish to discuss an emotional problem with the doctor? _____

Have you ever been told to give up sports because of a health problem? _____

Past history of injuries, operations, illnesses, etc. (include date and doctor):

I hereby state that I have reviewed the medical history of my child and find the answers to the questions to be correct to the best of my knowledge. (Required for legal minors).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

MEDICAL EXAMINATION

Height _____ Weight _____ Blood Pressure _____ Pulse _____

Eye: Uncorrection: R - 20/ L - 20/ Corrected: R - 20/ L - 20/

	NORMAL	ABNORMAL	REMARKS
EENT	_____	_____	_____
Cardiovascular	_____	_____	_____
Abdomen	_____	_____	_____
Hernia Genitalia	_____	_____	_____
Musculoskeletal	_____	_____	_____
Neurological	_____	_____	_____
Deformities	_____	_____	_____
Surgical Scars	_____	_____	_____
Skin	_____	_____	_____
Urinalysis (sugar)	_____	_____	_____

I certify that I have on this date reviewed the above history and examined this individual and find him/her physically able to compete in interscholastic/intramural athletics.

Attending medical personnel: _____

Date of Examination: _____

Signature of Examining Medical Personnel: _____

Address: _____

Telephone: _____

COMMENTS:

We parent(s)/guardian(s) and student athlete have READ and UNDERSTAND the preceding statements and medical evaluation and agree to their content.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

GALLUP MCKINLEY COUNTY SCHOOLS

**CONTRACT HEALTH SERVICE INFORMATION
FOR NATIVE AMERICAN STUDENTS**

The Contract Health Service eligibility factors are set forth in Federal Regulations 42 C.F.R. 36, the Indian Health Manual, Part 2 Chapter 3 and the Navajo Area C.H.S. Medical Priority Policy. Copies are available from the Contract Health Service Specialist at any Indian Health Service Unit Hospital or Clinic.

The following information must be as complete as possible:

PLEASE PRINT OR TYPE ONLY!

Athlete: _____ Date of Birth: _____ HIS: _____

SS# _____ Sex _____ Tribe _____ Census# _____

Mailing Address _____

Location of Home _____

Name & Address of Parents Employer or Income Source: _____

REMEMBER: Permission must be granted from the local Indian Health Service Director or duty within 72 Hours, otherwise, payment for services rendered becomes the responsibility of the athlete and/or parents.

**8TH GRADE PARTICIPATION
AT THE HIGH SCHOOL LEVEL
(NMAA Bylaw 6.4.1 A2)**

NMAA Bylaw 6.4 (Open Enrollment Choice) states “an eighth grade student who participates in high school athletics, at any level of competition, will make his/her open enrollment choice at the eighth grade level.” Athletic Directors must submit this form to the NMAA, with indicated signatures, **prior to** the eighth grade student participating at the high school level. Eighth grade students are ineligible to participate at the high school level until the NMAA has confirmed receipt of this form.

School District: _____

High School Name: _____

Participant Name: _____

Parent/Guardian Name(s): _____ Phone Number: _____

Athletic Director Name: _____

My parents and I, _____ have been made
(Student)

aware and fully understand that if I participate at the high school level (freshman, c-team, junior varsity or varsity) during my 8th grade year, I will be utilizing my open enrollment choice at that time. Should I then choose to transfer to another school (even back to my home district) during the remainder of my 8th grade year or anytime thereafter, I will no longer have an open enrollment choice. I will then be ruled a transfer student, and be subject to all NMAA rules and regulations currently in effect.

Parent date

Parent date

Student date

Coach date

Athletic Director date

High School Principal date