

# **BLOOMFIELD ATHLETIC DEPARTMENT HANDBOOK**

## **MISSION STATEMENT**

Bloomfield Schools has a long and proud tradition in academics and athletics. The district views athletics as a conduit of learning and an integral part of its total educational program. Bloomfield Schools is dedicated to an athletic image that is positive, emphasizes sportsmanship, and encourages maximum participation in all sports.

Through athletics, the student gains a healthy respect of self, and values diligence, accomplishment, and excellence. Athletic competition creates a sense of school pride, and develops an appreciation of team effort, hard work, and fair play. Bloomfield Schools is committed to provide an opportunity to compete athletically, while promoting the full intellectual, physical, and social growth of its students.

The goal of the Bloomfield School District and the Athletic Department is to have each student-athlete attain a significant degree of success and achievement. Bloomfield Schools wants these student-athletes to attain these goals by Competing with Class.

# INTRODUCTION

The purpose of this handbook is to assist, coordinate, and facilitate the efforts of all members of the district athletic staff in meeting the objectives of the interscholastic educational program.

Success is measured in different ways by each individual, ranging from simply participating, to making the first team, placing in a tournament or meet, winning district, or winning a state championship. Your assignment as coach is complex but potentially rewarding. It is imperative that you set goals with your team and see that they are attained. Work for the best interest of the individual while achieving the goals of the group or squad.

Coaches at lower levels should involve as many student-athletes as possible in practices and contests. Develop fundamental skills, knowledge and strategies. Individual success at this level takes precedence over team dividends in overall success. **Team effort and support of each other by the staff** is required for program development that ensures individual and team success. **All coaches must convey a positive message as they represent the Bloomfield School District in public relations.**

You are working with young people and shaping their beliefs, attitudes, values and habits. As a school employee, your philosophy must be one that finds value in each individual on your team. Our programs are an extension and integral part of the educational process, and as such, you assume the responsibility that is inherently found in being a coach within an educational institution. The degree of respect you receive from athletes and parents has less to do with the level you coach, and more with the honesty, patience, and understanding with which you treat student-athletes.

One aspect of your job is to help continue the development of a positive image of Bloomfield Schools. This image has been influenced greatly by the dedication, hard work, communication, and accomplishments of the athletic staff.

Your familiarity with this handbook and your following its regulations, procedures and overall philosophy will enhance your success as a coach within Bloomfield Schools.

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## INTERSCHOLASTIC EDUCATION

Interscholastic education teaches morals, character and the American way of success. It is an integral part of our total educational program. Maximum effort is given to protect and foster the overall welfare and safety of the participants. The program is conducted in accordance with the letter and spirit of the rules and regulations of the Bloomfield School Board Policy Manual, Student Handbook, NMAA Handbook, New Mexico State Board of Education mandates and the laws of New Mexico.

Our secondary-level program is designed to organize and direct interscholastic athletics and activities that are in harmony with and contribute to the educational philosophy of the district. Specific aims are to:

- 1) Develop high ideals, good sportsmanship and citizenship among participants and fans
- 2) Develop the will to win
- 3) Develop good physical condition
- 4) Adhere to the standards of the NMAA
- 5) **Compete with Class**

The primary objective at mid-school level (7-8<sup>th</sup> grade) is to increase skill, competence and overall development of participants. At this level winning is of secondary importance. A major goal is the participation and development of as many athletes as possible. This can be accomplished when the opportunity is provided for all members of the team to participate. **Middle-school disciplinary actions will be handled at the middle-school between the middle school head coach, middle-school athletic director, and principal. Each case will be investigated on an individual basis and discipline will be based on the findings that align with the appropriate level of discipline outlined in the handbook i.e., preferred In-school School Suspension (if there is a problem with an athlete in the classroom setting) or if the athlete was accused of drug use outside of school (automatic suspension from current season sports).**

**Coaches should encourage athletes to participate in more than one sport or activity. Cooperation and communication among coaches is essential. Every aspect of the program will benefit from a concerted effort of coaches helping each other as opportunities arise.**

The major goal of the program is the same as for all educational programs: to provide youth with the opportunity to develop to their maximum potential. Participation is a privilege offered to students. Athletics and many activities are extracurricular only in the sense that they take place outside the academic classroom. The academic and interscholastic educational programs are mutually complementary.

Coaches set high standards and serve as role models for students. They are teachers first and coaches second. They stress the importance of achievement in all endeavors, including but not limited to sports and activities.

The opportunity to participate in the interscholastic activity program is extended to all students willing to assume the responsibilities. **Participation in athletics is a privilege, not a right.** Athletes should display high standards of behavior, exemplify good sportsmanship, show respect for others, compete with class, and meet academic and other eligibility requirements.

The school district encourages broad student participation, and considers maximum effort and good sportsmanship to be more important than winning. Support of teams is a tradition in the district, and students should be encouraged to attend as many games as possible.

## **BENEFITS OF ATHLETICS**

School- sponsored activities are not just a way to provide fun for students or a chance for them to socialize. Athletics and activities are a valuable educational tool. They are not a diversion, but rather an extension of a sound educational program. Typically, students who participate in our activities earn higher grade point averages; have better attendance, lower drop-out rates, and fewer disciplinary problems than non-participants. Activity programs provide valuable lessons in many practical situations—teamwork, sportsmanship, winning, losing, and hard work. Through participation, students learn self-discipline, build self-confidence, and develop skills useful in competitive situations. The public schools are expected to produce students possessing these qualities, the foundation of responsible and productive citizens. Participation in school activities is often a predictor of later success in post secondary education, careers and as members of society.

## **PURPOSE**

The purpose of interscholastic programs in the Bloomfield School District:

- Competition of skilled individuals against opponents with similar skills;
- Opportunity for physical, skill, and mental development;
- Development of strength, endurance and vitality;
- Development of good sportsmanship by **Competing with Class**;
- Participation, which teaches citizenship traits like self control, self discipline, cooperation, fairness, and honesty in dealing with opponents **as well as peers and teachers in the classrooms**;
- Leadership, acceptance of the leadership of others, and respect of associates and opponents.
- Motivate wider participation by providing examples of successful performance.

These purposes are sufficient to challenge the abilities of coaches and sponsors, to merit the interest and support of the student body and instructional staff, and to command the respect of citizens.

## **GOALS OF ATHLETICS**

**Physical Fitness:** Students who participate in athletics under proper leadership improve mentally and physically while learning. Skills and attitudes contribute to continued fitness.

**Skills and Mental Alertness:** Sports are learning activities – they teach principles, individual skills, and cooperative effort. Individuals learn to make decisions under stress, think quickly, react to changing conditions, and accept the consequences for their decisions. Students learn that practice and discipline provide the background to make choices effectively.

**Personal Qualities:** Development of self pride, team and school identity, self discipline, operating under pressure, necessity for authority, needs of the group, and success in the total educational program, good sportsmanship and conduct are all personal qualities gained through athletic participation.

### **OBJECTIVES OF PARTICIPANTS**

The athletic program provides opportunities for learning experiences difficult or impossible to duplicate in a classroom setting. Interscholastic participation has the following objectives:

- To provide a positive image of the school, students, and its athletic programs;
- To provide a realistic setting where students cope with problems and handle situations similar to those encountered under conditions in the contemporary world with adequate and natural opportunities for:
- Physical, mental, and emotional growth and development;
- Acquisition and development of special skills in activities of the student's choice;
- Team play, with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits;
- Directed leadership and supervision that stress self discipline, self motivation, excellence, and the ideals of sportsmanship;
- A focus on programs for student body, faculty, and community, which generates a spirit of pride and unity.

### **ORGANIZATION**

Bloomfield High School and Mesa Alta Junior High School maintain membership in the New Mexico Activities Association (NMAA), which serves as the authorized representative of the State Department of Education in the supervision and control of interscholastic activities of the vast majority of schools in New Mexico. Bloomfield Athletics will encourage all athletes, coaches, and parents to **Compete with Class**. As a member school of the NMAA, Bloomfield High School and Mesa Alta Junior High will abide by all of the association by-laws, rules and regulations.

The athletic director represents Bloomfield Schools at district and state meetings where official business is conducted. The athletic director serves as the official voter for our school district.

### **DISTRICT AND STATE ALIGNMENT**

Bloomfield High School is currently in District **1-4A**. Member schools are Bloomfield, Kirtland, Aztec, Gallup, Miyumrua, Shiprock. Presently 8<sup>th</sup> grade teams belong to the San Juan Basin League.

### **ATHLETIC DIRECTOR**

- The athletic director at Bloomfield High School reports directly to the Principal of Bloomfield High School and **the Superintendent as needed**.
- The athletic director works in conjunction with the High School Principal in making decisions.
- The athletic director is ultimately accountable for the implementation of the district's policies and regulations concerning athletics.

- The athletic director assesses programs and selects/assigns coaches to head varsity positions.
- The athletic director is a facilitator.
- The athletic director secures and allocates, within budgetary constraints, the necessary resources and means that coaches need to help their sport be as successful as possible.
- The athletic director is the developer and keeper of the athletic budget.
- The athletic director allows coaches to function independently, acting as a support base and giving direction when needed.
- The athletic director works on the premise that coaches will follow the rules and regulations of all pertinent governing bodies.
- Each coach in a program is accountable for his/her coaching responsibility.
- Suggestions, comments, and problems with individual sports, athletes, parents, boosters, or assistant coaches should be brought to the attention of the athletic director.
- Periodic meetings are held between the athletic director and the coaches, individually or as a group, to facilitate communication, friendship, good will, support and problem solving.
- Head coaches, with input from the athletic director, will hire all coaches within their sport. Head coaches will evaluate all of these assistants at the end of the season and make recommendations to the athletic director for rehire.
- Athletic Director will evaluate all head coaches at the end of their season.
- **The Athletic Director will make all coaching recommendations to the principal for approval per the chain of command- Asst. Coach to Head Coach to Athletic Director to Principal to Superintendent.**

### **APPROVAL OF NEW PROGRAMS**

When new athletic programs are being considered for inclusion in existing activities, the following procedures are followed:

- A written proposal should be developed and submitted to the Athletic Director;
- A group of interested school and community members may be formed to discuss the potential of the proposal; a feasibility study must be conducted to determine a need;
- The Athletic Director will make the recommendation to the Superintendent and board;
- Implementation will not take place until approved by the board of education.
- Implementation of the new program will occur in a timely manner; taking into consideration all New Mexico Activities Association rules, regulations, and guidelines concerning the new program.
- **Title IX issues will be considered when implementing new programs.**

### **ATHLETIC OFFERINGS**

- The district offers **fourteen** high school sports.
- Fall sports include cross country (b & g) soccer (b & g), football, and volleyball.
- Winter sports include basketball (boys & girls) and wrestling.
- Spring sports are track (boys & girls), baseball, and softball.
- Cheer is in season all year.



- The high school offers varsity, junior varsity, and some C squads.
- Ninth grade teams are provided in some sports.
- Seniors may play on a sub-varsity team unless specified by NMAA rules. Senior transfer students may not play on a sub-varsity team.

## **PROCEDURE WHEN LEAVING A TEAM/SQUAD**

### **Quitting:**

- An athlete who is quitting a sport must notify the head coach who in turn needs to notify the Athletic Director.
- **Coaches also need to notify the Athletic Secretary so the athlete can be removed from rosters.**
- An athlete must turn in all equipment/gear **the same day** or face late fee assessments of **\$3.00 per day**. These fees must be paid before the athlete can move on to another sport.
- If an athlete leaves a sport to join a sport that is currently going on, both coaches must give their consent before the athlete changes sports and joins the other team.
- Coaches are encouraged to cooperate with each other when an athlete quits and leaves one team for another.
- If two coaches can't mutually agree on the change, the athletic director will make the decision concerning the sport change.
- Head coach must notify the athletic department of any lost equipment, fines, or issues with the athlete that is quitting.

### **Dismissal**

- It would be necessary to wait until the fall sport season ends before joining a winter sports team if both coaches don't give their permission.
- When two coaches cannot come to a decision concerning an athlete, the athletic director will make the final decision.

## **ELIGIBILITY**

- **Participation in athletics is a privilege, not a right. Failure to adhere may result with individual being placed on an Athletic Conduct Contract or removed from the team.**
- The schools, through the NMAA, establish rules for eligibility and specific regulations related to enrollment, semesters of attendance, participation limits, parental consent, physical fitness, age, scholarship, and transfer residence, amateur status, off season and summer programs, and a myriad of other issues.
- Eligibility rules are contained in the NMAA Handbook, which is available both on-line at [www.nmact.org](http://www.nmact.org) and in the athletic director's office.
- **Home School participants are eligible to compete at the junior and senior high level as long as they meet NMAA rule requirements. Home School student may participate in three (3) School District athletic activities sanctioned by the NMAA in the school district attendance zone in which the student lives if they meet the eligibility requirements other than enrollment in the school.**

- The athletic director is responsible for interpreting these rules at the local level.
- No student is eligible to participate in athletic contests unless parents/guardians have established bona fide residence within the district and the student is domiciled therein.
- Exceptions to domicile are subject to NMAA petition by the A.D. Bona fide residence is defined in the NMAA handbook.
- Eligibility requirements apply to all interscholastic athletics.
- Bloomfield athletic programs comply with the letter and intent of the NMAA Handbook and related rulings.
- Coaches are responsible for ensuring an ineligible athlete does not participate in athletic contests. If there is any question, the coach should hold out the athlete in question.
- The athletic director will determine at the end of each grading period whether athletes are academically eligible.
- Questions concerning eligibility will be referred to the athletic director.
- Coaches should monitor students' progress reports during the grading period, and minimally, counsel those students whose grade place them in jeopardy of becoming ineligible.
- **A coach can restrict practice and playing time to aid a student's academic efforts.**
- If students transfer to CYB for the purpose of catching up on credits, they may have their No-Grades (NG's) waived if they are in CYB for more than one semester. If students re-enroll in BHS prior to the end of that semester, they may not have their NG's waived. Students may not transfer to CYB simply to have their NG's waived. Students may not enroll in CYB to have their NG's waived for the sake of NMAA sanctioned athletic competition.

### **ACADEMIC CONTRACT (In-eligible at Semester)**

- GPA no lower than 1.8.
- No more than one (1) F or one (1) NG. NGs (No Grade) will be considered as an F
- Grades will be monitored **Tri-weekly** and NMAA eligibility guidelines will be followed. (2.0 no F's)
- Failure to meet NMAA minimum requirements will result in immediate removal from team for remainder of season.
- Each head coach will make the decision on whether academically in-eligible individuals will be allowed to be a practice member of the team.

### **ACADEMIC INTERVENTION PLAN 357**

#### **After the quarter or semester grade (NMAA Mandated GRADE CHECK)**

**STEP 1. Run a grade check (student-athlete brings a progress report—grades to the coach) at the end of the 3<sup>rd</sup> week of each quarter. Identify students who have more than 1 F or are on NG status and/or below the 2.0 GPA. Once identified coach now focuses on that individual and assists them with lunch time study hall, practice time study hall, etc.**

**STEP 2. 5<sup>th</sup> week grade check-- If no improvement on grade check (student-athlete brings copy of grades to coach) the student-athlete is put on an academic/attendance contract (athletic director)—parents are notified. Possible suspension from practice/games. Lunch time study hall/practice time study hall**

**STEP 3. 7 week grade check and if no improvement (student-athlete again brings copy of grades to coach) athlete in question could be suspended/ removed from games and possibly from team (athletic director/coach decision) Student-athletes who do not have grade/attendance issues in Step 1 but are identified in Step 2 or Step 3 immediately fall into the guidelines of that Step as well as Step/Steps prior to identification.**

**The intervention process is to help those student-athletes maintain eligibility. There is no excuse for not turning in work or having un-excused absences. This becomes a win-win for the students and coaches.**

## **GUIDELINES FOR PARTICIPATION**

These guidelines are intended to provide a clear understanding for students and coaches alike to ensure regulations that are fair to all, understood by all, and employed equitably. They fall into the categories of: General Participation, Attendance, Pre-Season / Off-Season, Definitions of Teams, Specialization, and Parent's Role/Responsibility. Athletes as well as coaches are to follow these guidelines in compliance with current athletic policy.

### **General Participation**

- Any student who is qualified under the provisions of the NMAA may be granted the privilege to try out for any sport and be evaluated on merit and performance.
- **Students from Mesa Alta Junior High School, Charlie Y. Brown Alternative School, and Bloomfield High School may participate in interscholastic athletics in the Bloomfield School District. All students must meet residence and academic requirements set forth by the NMAA and the Bloomfield School District.**
- Selection of team members shall not be made on any other basis than ability, attitude and performance, in compliance with regulations established by the NMAA.
- Student/Athletes are held to a high standard of behavior because they are representative of their school and community.
- A student/athlete shall have free choice of sports without dictation or coercion.
- The coach may establish additional rules and regulations, which must be approved by the athletic director and distributed in writing to the students.
- **Required NMAA meetings for parents and athletes will be held prior to the beginning of the fall, winter, and spring sport seasons.**
- The head coach reserves the right to not allow athletes to participate in **"club"** sports during their interscholastic season. Athletes who don't conform can be dismissed from the team.
- Athletes that are academically ineligible can practice from the first day of the season as long as they follow the NMAA guidelines for participation. They may not travel with the team, stand on the sidelines during games, sit on the bench, wear any school gear on game days, be managers, statisticians, etc., or be any part of the team with the exception of practice.
- Athletes who follow these NMAA guidelines can participate on a team immediately after they are declared eligible for participation by the athletic department.

- All athletes must be covered by accident/injury insurance prior to participation by carrying school-offered insurance or provide the school with documentation that they are covered by a private insurance company.
- All athletes must be physically fit. This fitness must be based on a physical examination of the Student occurring on or after **April 1** and must be verified in writing by a licensed medical/osteopathic physician/physician's assistant or nurse practitioner to the extent authorized by their practice act and licensing authority.
- The physical is considered valid through the following school year based on this April 1 date.
- A student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer).
- The **original** certificate of examination must be on file in the athletic office. This is mandatory for both junior high and high school.
- **No coach is to take an original physical form from the athletic office.**
- **The filing cabinet in the athletic office that includes physical forms contains personal records of our athletes. Only athletic department personnel have access to this information and these physical forms once they are in our possession.**

### Attendance

- A student/athlete is expected to attend a minimum of one half school day to be eligible to participate in a practice, competition, activity or performance scheduled on the same date.
- In the event of Saturday or other non-school day, they must be in each class on Friday or the last regularly scheduled school day prior to the day of the event.
- Athlete's non-attendance must be a verified excuse.
- Participation in evening activities or competitions must not affect school attendance on the following day.
- Students who do not return to class when expected may be penalized.
- When performing or competing during the school day, students are expected to return to classes immediately after the event.
- Class attendance is crucial for the academic success of the athlete.
- In order to participate in an athletic activity, a student must attend each class the day of the contest until the team is released from class.
- Exceptions to this rule are absences that the school recognizes as "excused or verified" absences such as medical or funeral.
- Athletes that know in advance that they are going to miss school are encouraged to notify their teachers and their coaches prior to the absence.
- Unusual circumstances will be handled on an individual basis with the athletic director.

### Saturday School

- Students placed in Saturday School will miss only practice or games on that given Saturday. If a student is in a 3 day tournament, he would be allowed to play on Thursday and Friday, and would miss the Saturday contest.
- **The administration reserves the right to use their discretion to modify this Saturday School Policy.**

### Pre-Season/Off-Season

- A coach may provide an **off-season** program in the summer, provided he/she meets off-season guidelines set by the athletic department.
- There are limits to how much time a coach can work with his athlete in the summer.
- Off-season practice will be subject to the rules of the NMAA and Bloomfield Schools.
- The summer program's purpose shall be to improve or maintain the physical condition of students, to improve the skill level of the athlete, and to lessen the danger of injury.
- Athletes cannot be required to participate in summer programs.
- Participation must not be restricted by financial status of the student.
- Participation in a program outside the conventional school year and/or during the summer cannot be a **requirement** for participation in the regular sports season.

### Out-of Season Coaching

- There shall be no out-of season coaching during the school year of current or potential athletes, including feeder-school students beginning at the 7<sup>th</sup> grade.
- NMAA rules for out of season coaching will be enforced. NMAA 7.4 & 7.5
- This provision applies to all school coaches.
- This rule prohibits coaching these individuals on any team (school or non-school sponsored) out-of-season during the school year.

### Athletic Classes

- Bloomfield High school currently does not have athletic classes.

### Teams

- Mesa Alta—Emphasis should be placed on participation and the development of fundamentals and technique. Involve as many students as possible during game situations at both the 7<sup>th</sup> and 8<sup>th</sup> grade level. **Tryouts for teams may be necessary.**
- Elimination of players will be allowed to reduce teams down to a manageable level.
- 8<sup>th</sup> grade participation will be allowed at the high school level under special circumstances.
- Sports with no junior high programs will be allowed to use 8<sup>th</sup> graders to fill out their teams.
- No new high school teams will be implemented to accommodate 8<sup>th</sup> grade athletes. This includes C-teams.
- **No 8<sup>th</sup> grade athlete can be moved to a varsity team without approval from the athletic director AND WRITTEN APPROVAL from the NMAA per 6.4.1 A2.**
- **NMAA 8th Grade Participation form must be completed with approval on file before any 8<sup>th</sup> grader can practice or participate at the high school level**
- **8<sup>th</sup> grade athletes that compete in junior high sports will be evaluated before being allowed to move up to a high school sport. The athletic director with input from the head high school coach will determine which athletes move up to the high school.**
- **Failure to get approval in advance will result in not allowing the student to move up to the high school for participation and/or NMAA sanction.**
- Ninth grade teams- freshmen players only should be allowed on these squads. Exceptions can be made for older or younger athletes.
- C Team/Junior Varsity— seniors may play on a sub-varsity team unless specified by NMAA rules. The coach's judgment is the determining factor in assigning playing time.

- Game participation is not assured to team members at the varsity level
- Eliminating or cutting players may be appropriate at any level grades 7<sup>th</sup> -12<sup>th</sup>.
- Coaches who sell athletes shoes, shirts, sweats, bags, or other “spirit pack” items to athletes prior to cutting athletes from the squad, may be required to return the money to the athlete for purchase of these items.

### Specialization

- **A school district of Bloomfield’s size is dependent on athletes participating in more than one sport each year. To develop well-rounded individuals rather than specialists, coaches shall not prohibit nor discourage athletes from trying out for more than one sport.**
- **Coaches who do so will be in violation of athletic policy and may be subject to removal from their coaching position.**

### Parent’s Role/Responsibility

- Parents are a vital part of any successful athletic program. Their role is one of support. Encouragement is always welcome.
- **Parents and athletes are required to come to required NMAA preseason meetings.**
- Coaches are required to strive to display flawless sportsmanship, so are parents.
- Coaches, athletes, and parents are encouraged to **“Compete with Class.”**
- One major goal of Bloomfield sports is to develop character.
- Negative comments from a parent are only a detriment to the development of that character in the atmosphere of a team concept.
- Parents/guardians as well as the student assume all legal responsibility for the personal safety and actions of the student while the student is at practice, competing, or traveling to and from practice.
- Parents and students are to be cautioned as to the inherent risks associated with participation in athletics.
- **Parents are to be notified that concussions can occur in any sport or activity. Parents are to be informed of the protocol established for the sport that includes care and return to play criteria. The protocol will meet suggested state guidelines.**
- **A coach shall not allow a student athlete to participate in a school athletic activity on the same day a coach, a school official or a student athlete reports, observes or suspects that a student athlete exhibits signs, symptoms or behaviors consistent with a brain injury or has been diagnosed with a brain injury.**
- **A coach may allow a student athlete who has been prohibited from participating in a school athletic activity to participate in a school athletic activity no sooner than two hundred forty hours (10 Days) from the hour in which the student athlete received a brain injury and only after the student athlete no longer exhibits any sign, symptom or behavior consistent with a brain injury: and receives a medical release from a licensed health care professional.**
- **EACH SCHOOL ATHLETIC/ACTIVITIES COACH IS REQUIRED TO HAVE TRAINING ON BRAIN INJURY RECOGNITION AND FOLLOW-UP PROVIDED BY THE NMAA.**
- **This required training will be provided by the National Federation of State High School Associations (NFHS). Certification will take place online through the NFHS ([www.nfhs.org](http://www.nfhs.org)).**

- **This certificate must be on file in the Athletic Office.**
- It is the responsibility of parents and students to familiarize themselves with the terms and requirements of this athletic/activity code.
- Parents and athletes are required to sign a Student/Athlete contract.
- Parents deliberately giving false information on matters affecting residence, eligibility, or insurance will result in that student being declared ineligible in that sport.
- **Since it is impossible to have regulations for every possible circumstance, professional judgment will be used by the athletic director and coaches in situations not covered by a specific written rule or guidelines**

### **BEHAVIORAL EXPECTATIONS OF ATHLETES**

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

Exposure to and the temptation of narcotics and alcohol are a major part of a high school student's life. Athletes are constantly being exposed to these types of things along with the problems now arising from steroid and supplement usage. We must strive to do more than have an athlete sign a piece of paper and think that will be the end of his/her and our worries.

#### **Drugs/Alcohol/Tobacco/E-Cigarettes**

- Coaches are encouraged to have periodic meetings with their athletes to discuss the problems and the pitfalls of drugs, alcohol, and tobacco usage.
- There is a drug and alcohol policy for the district on our physical form.
- THE ATHLETE AND THE PARENT MUST SIGN THE FORM BEFORE HE/SHE CAN PRACTICE OR COMPETE IN THAT SPORT.
- **If drug, alcohol, or tobacco usage occurs on school property or on a school sponsored trip the Athletic Department penalties will be in addition to school conduct policy consequences.**

#### **Classification of Drugs as per Physical Form**

- **Schedule I Drugs-** these drugs have a high abuse tendency and have no accepted medical use of any kind. This category includes drugs such as Marijuana, Heroin, Ecstasy, and LSD.
- **Schedule II Drugs-** these drugs also have a high abuse tendency. Schedule II drugs have some accepted medical use, but can cause addiction with persistent use. This category includes drugs such as Cocaine, Opium, Morphine, Amphetamines, and Methamphetamines. These drugs require strict record and special storage measures. Available only with a prescription by a physician.
- **Schedule III Drugs-** this category of drugs have a low abuse tendency and have an accepted medical use. This category includes drugs like Anabolic steroids, Codeine, and Ketamine. These drugs are available with a prescription, but not all pharmacies will carry them.
- **Schedule IV Drugs-** this category of drugs have a very low abuse tendency and have a low chance of addiction. This category contains drugs like Valium, Xanax, and Rohpnl. These drugs are available only with a prescription by a physician.

## HAZING

There is no place in Bloomfield School athletics for any form of physical or mental initiation or hazing.

- Student/athletes who engage in this type of behavior **can be** removed from the team.
- Condoning any such actions, customs or process by a coach is unacceptable and **can result** in his/her immediate removal from their coaching position.
- Athletes condoning any such actions, customs or process is unacceptable and **can result** in his/her immediate removal from the team
- Athletes are encouraged to immediately bring to the attention of the coach or the athletic director, any type of hazing; whether it be teasing, harassment, pestering, persecution, bullying, discriminating, singling out, or any other type of maltreatment, whether it be physical or verbal.
- Coaches who are notified of any type of hazing are to immediately report this to the athletic director.
- These types of behaviors will absolutely not be tolerated by the athletic department or by Bloomfield Schools.

## DISCIPLINE

Coaches may discipline students in a reasonable manner, including temporary suspension from practice and suspension from participation for any incident of misconduct. Belittling a student is not an appropriate form of discipline. See the student athlete contract for specifics.

- Permanent suspensions from a team require the coach to notify the athletic director.
- The head coach reserves the right to exceed the discipline stated in the student athlete contract contained in the physical form.

## COACHES

- The coach demonstrates and applies leadership, integrity, responsibility, self-control, and knowledge of rules and regulations of the sport.
- The coach acts in a responsible manner at all times, as he/she represents the school, community, and profession.
- The athletic program is placed in the total school curriculum since athletics provides both physical and character values for those who participate.
- The responsibility of student attainment of these values rests largely upon the coaching staff. Coaching is an extension of the educational process.
- The coach shows respect and maintains proper conduct before, during and after the contest, thereby exhibiting courtesy and honesty when a problem arises.
- The coach is the most influential person on the playing field. The coach's actions influence the actions of others.
- Coaches whose conduct reflects honesty and integrity bring credit to their profession and to themselves. He/she will show sportsmanship on and off of the playing surface.
- Coaches should try to make this conduct their contribution to the school and community.
- One of the coach's fundamental responsibilities is to inspire players to achieve academic success, not merely to make good grades, but to secure a well-rounded education.



- Coaches should encourage athletes to participate fully in the educational process, and to graduate with the highest possible grades.

## **PARENT/COACH/STUDENT ATHLETE RELATIONSHIP**

It is important that lines of communication are developed between the coach, parent and student to allow for two-way communication and resolution of issues before they become conflicts. This is intended to clearly describe all levels of communication so that parents, coaches, and students are aware of the steps they have available to aid in resolving issues.

### **Communication expected from coaches:**

Philosophy of the coach, expectations of the coach for student athletes, locations and times of practices and contest, activity requirements, i.e. fees, special equipment, off-season conditioning, ect., procedures should an athlete become injured during competition, participant code of conduct and discipline that results in the denial of participation, award requirements, insurance information, and disposition of lost/outstanding/damaged equipment.

### **Communication expected from parents:**

Concerns expressed directly to the coach **FIRST**, notification of any schedule conflicts well in advance, and specific concerns in regard to a coach's philosophy and/or expectations. As students become involved in the various sports programs, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way parents or student wish. At these times, discussion with the coach may be desirable to clear up the issue and avoid any misunderstanding.

### **Appropriate concerns to discuss with coaches:**

The mental and physical treatment of student athletes, ways to help student athletes improve, and concern about student athlete behavior.

We expect our coaches to conduct themselves in a professional manner and make judgments based upon what they believe is in the best interest of of all students involved. Likewise, we would expect that the coaches be treated with respect and courtesy. Disagreements do not have to be confrontational, and rarely are resolved without respect and courteous behavior.

### **Inappropriate concerns to discuss with coaches:**

Playing time, team strategy, play calling, matters concerning other student-athletes, and personnel issues.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. **(This meeting shall not be conducted immediately before or after a practice or contest, as these can be emotional times for all parties involved. Meetings of this nature do not promote resolutions and can confuse the issue.)**

First request a meeting with the coach, if the request is not honored within a reasonable amount of time, call the Athletic Director and he/she will set the appointment. If requested, the Athletic Director can be present at the meeting. If the problem is still unresolved, an appeal can be made to the Principal. (Nothing in this provision supersedes the authority of the coach, Athletic Director, Principal, or other authorized authority to discipline a student or follow the policies and procedures set forth in the School Board Policy.

### **Loyalty**

Be loyal to the school board, the superintendent, your building principal, the athletic director, your staff, your athletes, and to your profession.

### **Professional Courtesy**

Be professional around your fellow coaches. Be careful what you say around your athletes and your students in class about your colleagues and his/her program.

Coaches are encouraged to attend each other's games and you should encourage your athletes to do the same. Do not allow your athletes to address you by your first name or last name only. Athletes that forget these rules should be corrected immediately if they forget.

### **Sportsmanship**

Bloomfield High School athletics supports the following NMAA sportsmanship standards:

- Accept and understand your role in athletics and the privilege of representing your school and community.
- Cooperate with interscholastic personnel, officials, and fellow participants so as to honor their efforts to conduct a fair game or contest.
- Always respect the official's judgment and interpretation of the rules.
- Demonstrate self control at all times. Treat opponents with respect.
- Display a true measure of character by congratulating the opponent following victory or defeat.
- Try your utmost to win under the established rules, and if you do not win, provide the best possible challenge to your opponent.
- Coaches representing Bloomfield schools will conduct themselves in an exemplary manner.
- **Behavior that misrepresents Bloomfield Schools will not be tolerated. A coach is subject to reprimand minimally, and in cases of further improper game behavior, may be dismissed from his/her coaching assignment. This includes technical fouls, unsportsmanlike behavior penalties, and coach's ejections from contests, conduct away from school, or any other behavior by a coach which would cause embarrassment to the school.**
- **Compete with Class at all times, on and off the playing field.**

### **Ethics**

It is important that the interscholastic leader's personal conduct maintain the principles of integrity and the dignity of Bloomfield Schools. Coaches must adhere to each of the required responsibilities in both spirit and intent. Bloomfield Schools embraces the NMAA Code of Ethics for New Mexico personnel as follows:

- Exemplify the highest moral character, behavior, and leadership.
- Encourage the highest standards of conduct and scholastic achievement among all athletes. Respect the integrity and value of all athletes and non-athletes.
- Abide by the rules of the game/contest in letter and spirit.
- Respect the integrity and judgment of sports officials.
- Strive to develop in each athlete the qualities of leadership, initiative and good judgment.

### **Appointment/Coaching Assignments**

- District professional staff receives extra duty contracts for assuming coaching positions.
- Contracts are issued from the athletic office after approval by the appropriate principals, athletic director, and superintendent.
- Appointments and re-appointments are made after an evaluation on an annual basis.
- Regularly contracted coaches are compensated for their time outside the normal work day based upon the current increment schedule.

### **Licensure**

- All coaches must have a coaching license which is issued by the State Department of Education License Department per SBE Regulation 92.4.
- **Only coaches with correct licensure that is on file with the athletic office AND the Human Resource office will be allowed to coach.**
- The Athletic Department is required to use only licensed coaches.

### **Volunteer Coaches**

- There may be special circumstances where volunteer coaches are allowed.
- The athletic director will look at any of these special circumstances and make a decision as to whether the person may coach or not.
- If they do volunteer coach they must complete all NMAA Coaching Certification training and the Concussion Safety Certification.
- Volunteer coaches must have a valid coaching license which is issued by the State Department of Education License Department.
- Any and all fees associated with any of the above requirements will be at the volunteer's expense and will not be reimbursed by the athletic department

### **Training/NMHSCA**

**Each head coach shall be a member of the New Mexico High School Coaches Association (NMHSCA), or shall become a member once hired. The athletic department will fund annual membership dues for each head coach. Attendance at the summer NMHSCA conference is encouraged, and the athletic department will, if possible, fund meals and lodging. All coaches are encouraged to attend. The Athletic Department will fund EITHER the NMHSCA Clinic or NMAA Sport specific clinic.**

### **Protection of Coaches**

A coach is hired by Bloomfield Schools to do a job. They attempt to do that job to the best of their ability. They recognize that there is a diversity of opinion as to how that job should best be accomplished. However, no coach shall be harassed, berated, ridiculed, intimidated, threatened, verbally or physically assaulted, have anything thrown at them, or be subjected to other inappropriate treatment.

Parents are not to call the coach at home unless given explicit permission to do so by that coach. Failure to respect a coach's rights is unacceptable and will result in the immediate and possible subsequent suspension/expulsion of the offending party from team meetings, practices and or athletic contests.

## Faculty Meetings

Faculty coaches must attend meetings called by school officials, unless other arrangements are approved in advance by the athletic director or appropriate principal.

## Legal Duties

- Properly plan activities. Provide proper instruction.
- Develop a season plan based on progressions in skill, fitness, etc. of your athletes.
- Develop written daily practice plans that are sequential and appropriate to your athletes.
- Teach skills, strategies, and rules in accepted methods and at appropriate developmental levels
- Provide a safe practice and competitive environment. Inspect facilities and equipment regularly.
- Provide adequate and proper equipment. Supervise activities closely.
- Evaluate athletes for injury or incapacity.
- Demand all required, completed paperwork before allowing athletes to practice.
- Be familiar with the guidelines and procedures of basic first aid. Anticipate potentially dangerous situations and be ready to prevent them from occurring.
- Provide specific supervision when teaching new skills.
- Provide supervision of all athletes in your charge while they are at practice.
- Don't over train the athlete. Watch for signs of dehydration and overheating.
- **The health and safety of participants in interscholastic athletic activities must receive careful consideration. Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.**
- Warn parents and athletes of the inherent risks of participating in sports.
- **Parents are to be notified that concussions can occur in any sport or activity. Parents are to be informed of the protocol established for the sport that includes care and return to play criteria.**
- **Coaches are required to be certified by the NFHS in recognizing concussions**
- Instruct thoroughly, clearly and repeatedly in ways to reduce the risk.
- Document that you have made parents aware of the risk of injury and possible death.
- Provide appropriate emergency assistance. Protect athlete from further harm.
- Provide appropriate first aid. Attempt to restore or maintain life-using CPR if certified.
- Activate your emergency plan. Keep adequate written records.

## PURCHASING

The athletic department provides either purchase orders or credit cards for meals and motels on out of town trips.

### Purchase order and Credit Card Procedure

- Request PO or credit card from athletic office
- Get the complete address of where the check is to be mailed if you use a purchase order.
- Get a copy of itemized invoice or itemized cash register receipt with name of business included on all credit card purchases.

- Please try not to exceed the meal allowance. **Current meal allowance is \$10.00.**
- Pick up credit card and note book from athletic department
- Credit card will have a limit that is determined by the athletic director, depending on your length of travel.
- Credit card and all receipts must be returned to the athletic office **BEFORE 9:00** am the next school day.
- Try to eat at establishments that don't require gratuity or tips.

Coaches are not to order any equipment or supplies without getting athletic department approval and a purchase order or credit card in advance.

## **PRACTICE HOURS**

Organized and well-conducted practice sessions are essential for a successful athletic program. The following criteria for practice will be adhered to:

- **Coaches are encouraged to keep practices no longer than 2 ½ hours.**
- No formal or informal practice/meetings may be held on any **Sunday, Christmas Day, Thanksgiving Day, New Year's Day, or Good Friday** unless there are special circumstances, and the athletic director grants approval.
- Absolutely no practice on Sunday.
- During the Christmas holidays a team will be allowed a minimum of three (3) consecutive days without practice or contests.
- No practice during the Christmas break can occur on December 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>.
- The athletic department will attempt to recognize and reserve Wednesday evenings as a time for community and church related activities.
- **Wednesday night practices; athletes with religious classes are to be dismissed in a timely fashion so they can get to those classes on time.**
- Exceptions to Wednesday competitions would be District/State Tournaments. These games could possibly be played on Wednesdays.
- During parent/teacher conferences, in service days, training days, school is dismissed early, or school does not meet; no practice may be scheduled and no students may be in the athletic facilities until the day's conclusion of the parent/teacher conference, in service or training session.
- Practice may be scheduled before or after these events with athletic department approval.
- The athletic director will address special circumstances concerning practice.

## **HEAD COACH**

Coaches in the system are responsible to the high school head coach of their sport regarding system of play, fundamentals and drills. Head coaches will achieve greater success with assistants and mid school coaches if they use cooperative effort.

### **General**

- Responsible for meetings that will furnish coaches' materials and information needed to teach a particular system of play.
- Assistant coaches are expected to comply with the requests of their head coach.

- An “on the court/field “clinic may be held by the head coach before their season to communicate expectations and coaching procedures.
- **Complete NMAA on-line rule clinics; know the rules and rule changes. Fines for non-compliance of the NMAA rules clinics will be assessed to the head coach.**
- **It is the coach’s responsibility to get team photos online.**
- **Coaches are required to upload to, and double check the NMAA and/or MaxPreps website for their online rosters.**
- Know and follow NMAA and district or league rules, regulation and policy.
- Follow school district and individual school policies and procedures.
- Keep current on coaching methods and techniques.
- Maintain current first aid, injury care, and prevention techniques and knowledge.
- Coaches are required to have a checklist to keep track of paperwork on your athletes.

### **Physicals and Insurance**

- Coaches are required to have the complete physical form with them at all times.
- All original physical forms are to be kept on file in the athletic office.
- A Xeroxed copy of the entire physical form is to remain with the coach.
- Turn in ALL copies to the athletic office no later than 3 days following end of season.
- **DO NOT send copies of physicals to another coach/sport.**
- Make sure the form has all information accounted for.
- Athletes must have all paperwork completed **before** being allowed to participate. It is the responsibility of the coach to check on this before the athlete is allowed to participate.
- The name of the Insurance Company and the policy number must be written on the physical form by the parent or guardian
- Native American athletes who list the US IHS as their carrier must have their Census Number or Hospital Number.

### **Works closely with the Athletic Director in:**

- Budget planning, eligibility matters, selection and evaluation of assistants, and scheduling transportation.
- In-season head coaches need to check in periodically with the Athletic Office.
- Coaches’ mailboxes will be kept in the Athletic Office.

### **Manage the Program**

- **Coaches are required to provide rules, regulations, and procedures, along with other pertinent information to their athletes before the start of the season.**
- **THERE ARE NO SPORT EXCEPTIONS TO THE ALCOHOL AND DRUG POLICY.**
- Plan all practices and document progression of skill development.
- Supervise and offer guidance to all your assistants.
- Attend and present awards to your athletes at athletic department awards ceremony following your season.
- Submit rosters to athletic department promptly and update as changes occur.

- Report all senior athletes who letter in your sport to the athletic office at the conclusion of your season.
- Turn in all late fee or lost equipment charges to the athletic department at the conclusion of your season.
- Maintain on-line reporting. It is the coach's responsibility to maintain score updates on the NMAA website.

### **Evaluation of Coaches**

- The athletic director will evaluate head coaches in the middle of the season and at the end of his/her sport season.
- The athletic director will make recommendations for re-hire to the principal.
- Head coaches will be responsible to make coaching recommendations to the athletic director for varsity assistants, junior high head coaches, and junior high assistants in their respective sports. The athletic director will then make these recommendations to the superintendent.
- Head coaches and all assistant coaches are hired on a year-to-year basis.

### **Equipment**

- Head coaches must supply the athletic director with a complete, written, up to date inventory of all athletic equipment on hand, including its condition after the completion of their season.
- Head coaches, in consultation with the athletic director, provide the equipment for their entire program.
- Coaches should keep a complete inventory of all equipment checked out to athletes and do a thorough job of checking equipment in after the season ends.
- Coaches should turn in to the athletic director a complete list of all athletes who owe for equipment along with the replacement cost, as soon as possible after the completion of the season. All equipment must be secured and stored on campus.
- **If an athlete has failed to turn in or account for any equipment/uniform, he/she is not allowed to draw equipment or practice for a new sport. This includes the payment of all late fees as per the physical policy.**
- Coaches are required to notify any athlete that owes a late fee or a fee for lost equipment.
- Athlete charges for athletes are required to be turned into the athletic office.
- The athletic department will notify coaches in other sports whether an athlete in their program owes money.
- Coaches are responsible for the return and care of equipment after games.
- Equipment and uniforms shall be worn as directed by the coach.
- Uniforms, jackets, sweatshirts, and other team clothing items that are school property are not to be worn or used as personal clothing items off campus, except as directed by the coach.
- The athlete at current replacement costs will replace lost equipment or uniforms.

### **PLAYER EJECTION**

- If an athlete is ejected from an event because of un-sportsmanlike behavior, the coach will inform the athletic director in writing the next school day.

- The athlete shall not participate in the next event, shall meet with the athletic director, and will be required to take the online course on the NMAA Website for player ejection.
- Head coaches may apply stiffer penalties for athletes ejected during a contest if they so choose.

### **INAPPROPRIATE LANGUAGE**

- The use of profanity or other inappropriate language or gesture by coaches, athletes or managers will not be tolerated.
- During games only the coach and the speaking captains may address the officiating crew.
- Disciplinary actions will be taken in the event of inappropriate language.
- Athletes are encouraged to refrain from this type of language and compete with class at practice and during the game.

### **GAME BEHAVIOR**

- The bench, coach's players, managers, must model appropriate behavior in speech, and actions.
- Appropriate behavior needs to be modeled in practice situations also.
- Coaches or their assistants will monitor their teams for appropriate behavior during games.
- The head coach or athletic director will discipline athletes who display these types of behavior and do not **compete with class**.
- Athletes and coaches need to remember they are representing Bloomfield High School during a contest and appropriate behavior is a must.

### **MEDIA**

- Coaches must insure that all contest results are provided to the appropriate media.
- The local television station, newspaper and several radio stations are happy to communicate our team's results.
- Please publicize the results of your contests, win or lose, and credit as many students by name as warranted.
- Positive media communication is essential to maintaining the image of our athletic program.
- Coaches are required to keep the NMAA online reporting current and updated.
- Online reporting of scores, statistics, photos, etc. is the responsibility of the head coach.

### **DRESS EXPECTATIONS**

- The coach is responsible for ensuring that team members are appropriately dressed when attending contests away and at home.
- He/she will work in conjunction with the athletic director to ensure that dress expectations are enforced.
- Warm up suits, worn as a team and in school colors, are acceptable.
- The team must present itself in a positive manner befitting its status as representative of the school, district and community.
- Students not dressed appropriately should not be allowed to travel with the team.



## GYMNASIUM & FACILITY USE

- Gyms are off limits to non-participating individuals during scheduled practices.
- **During overlapping seasons, practices for the sport in competition have priority.**
- Anyone who wants to use a school building or facility must go through the high school principal and athletic director to have access.
- Coaches are not to promise facilities such as gyms for tournaments, etc. without getting permission.
- Fees may be assessed to groups for athletic facility use. Fee will be set in advance of use of facility.
- Clean-up fees will be assessed for all facility use. Fee will be set in advance of use of facility.
- A coach does not have the authority to open a facility to outside people, groups, or organizations under any circumstances.
- **Coaches have the right to have “closed practices”, free from parents, boosters, etc.**
- **Coaches who teach Physical Education need to be especially aware of facility usage and care for our facilities.**

## NATIONAL ANTHEM

- Coaches will take the time needed to instill in their athletes a respect for the American flag and the National Anthem.
- Instruct athletes about expectations when the anthem is being played—do not assume that they know the appropriate behavior.
- Athletes and coaches should stand **silently** with their right hand over their heart during the playing of the national anthem. This is appropriate for both indoor and outdoor sporting events.
- Players and coaches are to remain silent and still until the flag has left the floor or field.
- Athletes and coaches participating in outdoor sports will remove hats or headgear during the playing of the anthem
- The anthem will be played on all appropriate occasions.

## AWARDS

- All athletes are required to attend the athletic department’s fall, winter and spring award ceremonies as well as all coaches involved in those sports.
- Athletes who letter on a varsity team will receive the chenille **“B”** only once during their career.
- Athletes must be told how they can earn a varsity letter for any given sport.
- **Athletes need to be made aware at the beginning of the season.**
- A copy of this lettering policy must be on file in the athletic office.
- The athletic department will provide the emblems and bars that go on the chenille **“B”**.
- Athletes who letter in a varsity sport will receive an embossed varsity certificate for each sport they letter in.
- Any athlete who does not attend these ceremonies for their sport will not receive their award, **unless prior arrangements have been made**. This includes the chenille **“B”**, the certificate, special awards, or pins.
- All awards not given out on awards night will be returned to the athletic department.

- The athletic department will provide certificates, letters and bars for all varsity sports.
- Athletes who do not letter in a varsity sport will receive a certificate of participation provided by the athletic department.
- Athletic department special award plaques are limited to four recipients per sport. District and state honors are not included.
- Seniors who letter in a sport their senior year will be awarded a special senior plaque listing their years of participation in each individual sport they lettered in.
- All head coaches will help distribute senior plaques at the spring sports award ceremony.
- The Curtis Clement Award will be given to one senior boy and one senior girl. The recipient must have lettered in two sports during their senior year.
- **Cheerleading is an exception to the two sport criteria for the Clement Award.**
- **Senior cheerleaders are eligible for the Clement Award.**
- **Early graduates (juniors) will not be eligible for the Curtis Clement Award.**
- **Early graduates (juniors) will be eligible for the Senior Plaque Awards.**
- Criteria for the Curtis Clement Award will be given to all voting head coaches when ballots are distributed.
- Boy head coaches vote for the boy athlete. Girl head coaches vote for the girl athlete.
- Coaches may give up to four Special Award plaques provided by the athletic department.
- An athlete shall not receive (directly or indirectly) reimbursement or financial benefit for participating in any athletic contest.
- Financial benefit includes free or reduced meals, merchandise, gift certificates, cash, money orders, gift certificates, scholarships, etc.
- Awards must be symbolic in nature with no functional or intrinsic value such as, but not limited to letters, plaques, trophies, medals, ribbons, certificates and letter adornments.
- “Merchandise” awards include such things as, but not limited to jackets, sweaters, blazers, windbreakers, blankets, rings, etc.
- Coaches are required to inform booster clubs of these guidelines and rules concerning awards prior to the beginning of the season.

### **WEIGHT CONTROL**

- Wrestling Coaches must follow NMAA guidelines regarding weight control.
- Coaches are to insure the health and safety of each participant.
- Coaches must have a certified minimum weight procedure in place at the beginning of their season.
- Bloomfield High School will follow all procedures that are established on a yearly basis by the NMAA.
- Parents are to be informed of these rules and procedures prior to the start of the season.

### **TRAVEL, TRIPS, & AWAY CONTESTS**

- The athletic director, working with the head coach, establishes dismissal, departure, and return times and sets the budget (when necessary) the athletic department operates on defined and limited budget.

- Coaches are responsible to turn in requests for substitutes in advance.
- The athletic director needs to approve days and times for substitutes.
- Half day vs. full day substitutes are encouraged.
- Coaches are encouraged to miss as little class time as possible.
- Coaches are encouraged to get teachers to cover classes whenever possible.
- Coaches are responsible for the conduct of their athletes from the time of departure until the team returns and all athletes have left the premises.
- How team members conduct themselves upon entering and exiting the opposing school, the manner in which they use the facility, and the manner in which they play, all reflect on the coaches, the athletes, the school and the community.
- Students on trips remain at all times subject to all rules and standards applicable under school and district policies.
- Coaches must emphasize proper team behavior at all contests.
- Coaches will check the locker room and report any damage, secure players valuables, leave the dressing area/restrooms clean.
- The coach is the official school representative at and is responsible for assisting with crowd control of Bobcat fans if requested by the home school or the officials
- The coach must possess proper consent and physical forms, medical authorization and athletic contract on each athlete traveling.
- The coach will provide the school, athletic director, and attendance dean with an absence list via school mail at least one day prior to departure. Please keep them updated as to any last minute additions/deletions
- The coach **must** give an approximate return time to all traveling athletes so that parents are aware of when to pick up or expect their child
- The students and the coaches are responsible for removing all trash and keeping the bus litter free.
- In order to promote team unity athletes are encouraged to return from out of town contests with their team and by school transportation.
- Students not choosing to return home on the bus will give written parental permission releasing the student into their custody.
- Release forms can be picked up in the athletic office.
- Release forms need to be signed by the morning of the contest.
- One release form per activity per athlete is required.
- Students will be released only to parents or legal guardians.
- Sign out sheets are acceptable for large numbers (track) leaving a contest as long as the athletic director has signed the sheet.
- Unacceptable social behavior is not tolerated. In the case of extreme misbehavior and administrator will be notified immediately.
- Proper attire is a must when traveling to out of town contests.
- Athletes need to dress in a respectable manner.
- Coaches are ultimately responsible for what their athletes wear to out of town contests.
- **A coach must be present on premises where students are housed at all times.**
- The coach should pick up credit card/purchase order from athletic office.
- Coaches are required to return credit cards along with all receipts to the athletic office **BEFORE 9:00 am** the next school day. The same regulations previously listed apply

- Coaches should try to provide students and parents with a written itinerary of events as well as anticipated times of events including the approximate return time to campus and will include the name address and telephone number of the motel.
- Coaches will assign students to rooms and provide a copy of this rooming list to the athletic director.
- Any rule infractions at a motel will be reported to the athletic director immediately.
- Fully investigate any incidents concerning student behavior.
- Failure to comply with these regulations may result in suspension of duties.

### **STATE TRAVEL DEPARTURE AND RETURN TIME**

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

- When the state competition is held in Albuquerque or closer and starting time of the contest is at **11:00** or later, the team will depart on the day of the competition. There may be special circumstances that allow coaches to leave after school the night before.
- When the state competition is held in Albuquerque and starting time of the contest is at **10:00 a.m. or earlier**, the team will depart on the day before the competition. There may be special circumstances that don't allow for this departure time. The athletic director will review all special circumstances before finalizing departure time.
- Other departure times will depend on location, time, and date of state competition.
- If special circumstances exist for a state competition such as required coaches meetings, weigh-ins, seeding meetings, etc. the athletic director will determine departure time and date.
- **Team/Coaches will return to Bloomfield immediately following their last game, unless otherwise approved by administration.**
- **Teacher/Coaches will be at school/work the following school day after returning home. If not, that teacher/coach will be required to use personal leave for the absence.**

### **TEAM MEALS**

- Trips to games up to 100 miles one way are not eligible for school purchased meals unless special circumstances are involved. Total time away from home could be considered.
- Trips to games **over** 100 miles one way may be eligible, but need to be discussed with the Athletic Director.
- **Meal allowance is \$10.00 per person.** Coaches are encouraged to stay within the limit.
- The State Tournament meal allowance will be increased in certain situations.
- Athletes and coaches are not allowed to wear hats at indoor eating establishments.
- Athletes and coaches are reminded that they are representing Bloomfield High School when eating out and should act accordingly.

### **INJURIES**

Coaches must make athletes aware of the need to inform coaching staff when they have been injured. The following procedures must be followed as closely as possible when dealing with injuries for the safety and welfare of the injured as well as the liability of the coach.

- Coaches must report injuries to the parent and head coach immediately upon occurrence.
- **Parents are to be notified that concussions can occur in any sport or activity. Parents are to be informed of the protocol established for the sport that includes care and return to play criteria. The protocol will meet suggested state guidelines.**
- **A coach shall not allow a student athlete to participate in a school athletic activity on the same day a coach, a school official or a student athlete reports, observes or suspects that a student athlete exhibits signs, symptoms or behaviors consistent with a brain injury or has been diagnosed with a brain injury.**
- **A coach may allow a student athlete who has been prohibited from participating in a school athletic activity to participate in a school athletic activity no sooner than two hundred forty hours (10 Days) from the hour in which the student athlete received a brain injury and only after the student athlete no longer exhibits any sign, symptom or behavior consistent with a brain injury: and receives a medical release from a licensed health care professional.**
- **An accident form must be completed and turned in to the athletic office within 24 hours from the time of injury.**
- All athletes must present a written release to competition/practice before they will be allowed to return.
- The decision whether or not an athlete returns to competition or practice is strictly at the discretion of a physician and the coach will honor that decision.
- Parent wishes, verbal or written, do not supersede the decision of a physician.
- When an athlete has sustained an earlier injury and has visited a physician, and there is no physician's statement to restrict participation, the head coach will decide whether or not to allow the athlete to practice/compete.
- Injuries deemed significant are handled according to standardized methods.
- Prior to the first day of practice, an emergency plan will be completed for each level that is detail specific for that sport.
- This plan will outline specifics such as who calls 911, who opens gates, who waits for ambulance, etc.
- Maintain a list of emergency contacts including the numbers of athlete's parents.
- Copies of the athlete's physical packet, including insurance and parent contact information should accompany any athlete who is transported via ambulance to the hospital.
- Non-serious injuries require minimally that the coach make parents aware of the injury.
- Bloomfield Schools is not responsible for any costs (ambulance service, emergency room care, hospital, physician, dentist or other) incurred resulting from an athlete's injury either at practice, contest or tournament.
- Parents are required to file a claim against their personal insurance policy.
- Athletes who purchase student accident insurance may pick up claim forms in the athletic office.

## **MISCELLANEOUS**

### **Activity Bus**

- The activity bus runs Monday through Thursday.
- The bus picks up in front of Bobcat Gym at approximately 6:00 pm.
- Athletes who ride the activity bus need bus passes.

- There is a \$5.00 replacement fee if lost.
- These passes **MUST** be collected if athletes leave your sport in season.
- Coaches must send a list of activity bus athletes to the Athletic Office.

#### **Athlete Passes**

- **Athletes and students at Mesa Alta or Bloomfield High School can purchase a pass to get into athletic contests. The cost for the card is \$10.00 for the entire year. Admission is free with this card except to tournaments.**
- You void the use of this card if anyone other than the athlete uses it for entrance to a contest.

#### **Booster Clubs/Fundraising**

- The school board and the athletic director must approve all fundraising projects.
- Any club that raises money on behalf of their sport will need to turn those proceeds into the athletic secretary for deposit into their activity account.
- Invoices, packing slips, outstanding bills, unused purchase orders, receipts, copies of purchases, or any other pertinent paper work concerning club funds must be turned into the athletic department.
- Head coaches are required to obtain purchase orders from the athletic secretary to use this money.
- No member of the booster club is authorized to request purchase orders.
- Coaches are not to pay for any item or service with cash. Credit cards will be issued out of the Athletic Department office. A forty eight hour advance notice in writing for a credit card is needed.
- No parents or booster club members will be allowed to use school credit cards or school purchase orders on behalf of the coach.
- Coaches must follow the procurement code regarding purchasing.
- The high school principal and the athletic director must sign purchase orders.
- Fundraisers must be requested in writing to the school board and the athletic department.
- Description of the fundraiser, purpose of the fundraiser, time (starting date and completion date) period of the fundraiser, location of the fundraiser; on campus or away from campus, estimated expenses, estimated revenue, and who will be involved in the fundraising.
- Booster clubs raising money on behalf of a sport will turn in all money to the Athletic Department in a timely manner.
- The Athletic Director must be notified of any monetary donations made to any athletic team. All monies collected in this manner must be run through the athletic and activities school accounts.
- **The Athletic Director must be notified in advance of booster clubs buying meals for athletes, buying practice or game uniforms for athletes, awarding prizes to athletes, and giving equipment to athletic programs, etc. or any other type of free services provided to athletic teams. These practices could change the amateur status of our athletes. These may also put us in violation of the state Title IX statutes.**
- Do not turn in any money to the Athletic Department without getting a printed or written receipt for your deposit before you leave the office.

- The Athletic Department must be notified in advance of any type of fund raising that will involve any Bloomfield athlete 7<sup>th</sup>–12<sup>th</sup> grade.
- It is illegal to use athletes, directly or indirectly, to raise money on or off campus on behalf of an athletic team or program and not place those monies collected in a school account.
- No group can sell items at any athletic contests without permission from the athletic office.
- Requests for purchase orders will be per school district policy; no purchase will be made without having enough money in your account for the purchase. No club will be allowed to go into the red.

#### **Keys**

- Keys and key cards are assigned to individual coaches.
- **Do not lend your keys or your key card to students.**
- At the conclusion of a season, **all coaches** are required to turn in their keys to the Athletic Department for inventory purposes.
- Coaches are not to make copies of any key that is the possession of Bloomfield High.

#### **Maintenance**

- Maintenance/janitorial requests need to be submitted through the athletic office.
- Submit all practice schedules to the athletic office so that we can coordinate watering/mowing schedules.
- Do not make personal requests of maintenance personnel.
- Do not try to make repairs without authorization.

#### **Managers**

- **Girl managers for any boy's sports and boy managers for any girl's sports are discouraged.**
- **Sports that use them in this manner must get prior approval from the Athletic Office.**
- **Managers cannot travel on any overnight trips without athletic director approval.**
- Coaches need to take only the necessary managers when traveling to contests especially if involves getting out of school.
- Managers must meet the same academic standards for eligibility.
- Managers must have a current physical and complete the Student Athlete Contract.
- Managers can letter as varsity athletes if they meet your criteria.

#### **Parking**

- **Coaches and athletes** need to park in designated areas only.

#### **Other Miscellaneous Items**

- **No coach will sign an agreement or contract with any vendor, company or organization authorizing that company to use our school's name for any advertising purposes.**
- Equipment or supplies purchased by a parent group or booster club that is used by a sports team or individual school coach, becomes the property of the school.
- Failure to follow any of these policies can result in termination of coaching duties.

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

# **Bloomfield Athletic Department Staff 2018/2019**

## **Administration**

Superintendent  
High School Principal  
Athletic Director  
Athletic Secretary

Dr. Kim Mizell  
Chad Burkholder  
Cecil Linnens  
Tasha Lucero

## **Fall Sports**

Football  
Volleyball  
Girls Cross Country  
Boys Cross Country  
Girls Soccer  
Boys Soccer  
Cheerleading

Bob Allcorn  
Sunni Corley  
Julian Garcia  
Julian Garcia  
Jamey Jones  
Scott Reid  
Tina Griego

## **Winter Sports**

Girls Basketball  
Boys Basketball  
Wrestling

Tom Adair  
Randy Crocket  
Joseph Goellnitz

## **Spring Sports**

Girls Track  
Boys Track  
Softball  
Baseball

Robert Griego  
Robert Griego  
Freddy Perez  
Frank DeHoyos