

Bloomfield School District Athletics



Athletic Handbook Policy Manual & Procedures

1 Vision 1 Mission

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W.I.N. (What's Important Now) as ONE

R.A.F.T. (Respect-Accountability-Faith-T.E.A.M.)-We are all on the same RAFT.

*Our **vision** is striving to uphold a culturally diverse world.*

*Our **mission** is to W.I.N. as ONE by providing a safe, caring and challenging school community that enhances the learning environment.*

BSD ATHLETIC DEPARTMENT POLICY

MISSION STATEMENT

Bloomfield School District Athletics dynamically supports the academic mission of the district. Bloomfield School District sets high expectations for its coaches and student-athletes. Bloomfield School District athletics will promote lifelong learning experiences to student-athletes while enhancing their achievement of educational goals. Our goal is to teach the values of teamwork, pride, attitude, respect, commitment, good work ethic, sportsmanship and development of the proper winning attitude. It is our hope that through our athletic programs, participating student athletes will adopt those guidelines and develop skill sets that will carry over into all aspects of their lives.

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. The assignment for the coach is complex but potentially rewarding. It is imperative that coaches set goals with their team and see that they are attained. Work for the best interest of the individual while achieving the goals of the group.

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.*

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

One aspect of the 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. Coaches familiarity with this handbook and following

its regulations, procedures and overall philosophy will enhance their success as a coach within Bloomfield Schools.

INTERSCHOLASTIC EDUCATION

Interscholastic education teaches morals and character. 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 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 (7-8th 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 and high school disciplinary actions that occur on campus will be handled at the school level between the respective head coach, the campus athletic coordinator, and building administrator. 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 this handbook i.e., referred to In-school Suspension (if there is a problem with an athlete in the classroom setting) or if the student-athlete was accused of drug/alcohol use at school. The issue will be addressed with school administration for proper action to be taken.*

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 student athletes 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 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 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; and
- Motivate wider participation by providing examples of successful performance.

These purposes are sufficient to challenge the abilities of coaches, 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 (Mesa Alta JHS, Bloomfield HS & CYB HS)

Bloomfield High School and Mesa Alta Junior High School maintain membership in the New Mexico Activities Association (NMAA), CYB students participate as part of Bloomfield HS student athletes, 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 District Athletic Director represents Bloomfield Schools at district and state meetings where official business is conducted. The District Athletic Director serves as the official voter for the school district.

DISTRICT AND STATE ALIGNMENT

Bloomfield High School is currently in District 1-4A. Member schools are Bloomfield, Kirtland, Aztec, Gallup, Miyamura, and Shiprock. For 24/25 and 25/26 school year, Football member schools for District 1-4A are Aztec, Bernalillo, Bloomfield, Espanola, Grants, Kirtland, Moriarty and Taos. Presently 7th and 8th grade teams belong to the San Juan Basin League.

DISTRICT ATHLETIC DIRECTOR Campus Coordinators

The District Athletic Director for Bloomfield Schools works with the high school and mid school administrators along with campus athletic coordinators with problem solving at the building level and reports to the Superintendent on major issue that affect the district as a whole with regards to athletics.

- The District Athletic Director works in conjunction with Campus Coordinators and the administration in making decisions regarding teacher coaches.
- The District Athletic Director is ultimately accountable for the implementation of the district's policies and regulations concerning athletics.
- The District Athletic Director assesses programs and selects/assigns coaches to head varsity positions.
- The District Athletic Director is a facilitator.
- The District 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 District Athletic Director is the developer and keeper of the district athletic budget.
- The District Athletic Director allows coaches to function independently, acting as a support base and giving direction when needed.
- The District 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 district athletic director. The District Athletic Director will provide support and make decisions if necessary.
- Periodic meetings are held between the District Athletic Director, the Campus Athletic Coordinator and coaches, individually or as a group, to facilitate communication, friendship, good will, support and problem solving.
- Program Head coaches, with input from the Campus Athletic Coordinator, will hire all assistant coaches within their sport. Head coaches will evaluate all of their assistants at the end of the season and make recommendations to the District Athletic Director for rehire.
- District Athletic Director will evaluate all program head coaches at the end of their season.

- The District Athletic Director will work with building administrators in recommending a teacher that will also serve as Head Coach. The District Athletic Director will recommend to the superintendent for the Head Coaching position.
- ****Chain of Command** (if it is related to coach to coach issues) the head coach will meet with the high school athletic coordinator and the District Athletic Director.
- ****Chain of Command** (if it is related to student-athletes/academics) the head coach will meet with school administration and the high school athletic coordinator, the administration can invite the District Athletic Director if necessary.
- ****Chain of Command** (parent/student athlete to coach) the head coach will meet with the parent and discuss the issue with the high school/mid school athletic coordinator, if issues are not resolved then the district athletic director will get involved.
- ****Chain of Command** (community member (non-parent of a student athlete)) information/concern will be discussed with the district athletic director and if it needs superintendent's attention, the information will be brought to the attention of the superintendent thru the District Athletic Director.

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 District 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 District Athletic Director will make the recommendation to the Superintendent and School 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; and
- Title IX will be considered when implementing new programs.

ATHLETIC PROGRAM OFFERINGS

- The district offers **14** high school and **10** junior high athletic programs.
- Fall sports include cross country (boys & girls) soccer (boys & girls), football, and volleyball for high school; football, volleyball and cross country only for junior high.
- Winter sports include basketball (boys & girls), Powerlifting and wrestling.
- Spring sports are track (boys & girls), baseball, and softball.
- Co-ed Cheer
- High school 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 notifies the District Athletic Director.
- Coaches must also notify the District Athletics Administrative Assistant 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 one sport to join another 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 District Athletic Director in conjunction with the Campus Athletic Coordinator will make the decision concerning the sport change.
- Head coach must notify the district athletic administrative assistant 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, as well as for spring sports.
- When two coaches cannot come to a decision concerning an athlete, the Campus Athletic Coordinator will advise the District Athletic Director for a decision.

ELIGIBILITY

- *Participation in athletics is a privilege, not a right.* Failure to adhere to the policies and procedures in place may result with the athlete 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 other issues.
- Eligibility rules are contained in the NMAA Handbook, which is available both on-line at www.nmact.org as well as in the District Athletic Director's office.
- Home School participants are eligible to compete at the junior high and high school level as long as they meet NMAA rule requirements. Home School student may participate in three (3) school 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 District 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 District Athletic Director. 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 District Athletic Director will determine at the end of each grading period whether athletes are academically eligible.*
- Questions concerning eligibility will be referred to the Campus Athletic Coordinator with support from the District Athletic Director.
- Coaches should monitor students' progress reports bi-weekly during the grading period, and minimally counsel those students whose grades placed them in jeopardy of becoming ineligible.
- *A coach can restrict practice and playing time to aid a student's academic efforts.*

ACADEMIC CONTRACT (Ineligible at Semester)

- GPA no lower than 2.0
- *Grades will be monitored weekly by head coach and NMAA eligibility guidelines will be followed. (2.0 no F's) raising bi-weekly grade check to no lower than is a "C" is highly suggested.*
- Failure to meet NMAA minimum requirements will result in immediate removal from team for the remainder of the season.
- Each head coach will make the decision on whether academically ineligible individuals will be allowed to be a practice member of the team.

ACADEMIC INTERVENTION PLAN

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 3rd week of each quarter. Identify students who have F's. Once identified, the coach now focuses on that individual and assists them with lunch time study hall, practice time study hall, and etc.
- STEP 2. 5th week grade check and if no improvement on grades (student-athlete brings copy of grades to coach) the student-athlete is put on an academic/attendance contract (the Campus Athletic Coordinator and the parents are notified) with possible suspension from practice/games and lunch/practice time study hall.
- STEP 3. 7th 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 the team (district athletic director/head 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, Charlie Y. Brown Alternative High 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 District Athletic Director and distributed in writing to the students.
- Required NMAA meetings for parents, coaches and athletes will be held prior to the beginning of the fall, winter, and spring sport seasons for 7th-12th grade.
- 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 uploaded onto RankOne online system for any participation outside of the school day (pre-season, in-season, off-season, and summer).
- All physicals are to be uploaded onto RankOne online system. This is mandatory for both junior high and high school.

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 Campus Coordinator in conjunction with the District Athletic Director.

Transfer students

- All transfer students must comply with NMAA policy 6.6.1. Transfer students are not permitted to participate with Bloomfield Schools athletics until the NMAA has approved their transfer eligibility status. This applies during the season and the off-season. Those transferring during the summer must also be approved by the NMAA before they are permitted to participate. In order to participate, all NMAA required documents must be completed. (Form A and C; physicals, rankone etc.)

Pre-Season/Off-Season

- A coach may provide an *off-season* program, provided he/she meets off-season guidelines set by the NMAA. (NMAA Section 7 on sport regulation policy)
- Pursuant to NMAA policy on off-season participation section 7.3.1 and dual participation section 7.5.2 a-f; coaches will work out schedules to allow athletes to participate in multiple activities.

- 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.
- *There shall be two-week moratorium (NO CONTACT period) observed during the summer by all athletic programs and provides those dates to the District Athletic Director.*

Out-of Season Coaching

- Coaches are permitted to coach during the off-season. NMAA policy section 7 on sport regulation.

Athletic Classes

- Bloomfield High school offers athletic classes during 7th hour for those Head Coaches that choose to have 7th hour Athletics.

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 7th and 8th grade level. Tryouts for teams may be necessary.
- Elimination of players will be allowed to reduce teams down to a manageable level.
- 8th grade participation will be allowed at the high school level under special circumstances.
- Sports with no junior high programs will be allowed to use 8th graders to fill out their teams.
- No new high school teams will be implemented to accommodate 8th grade athletes. This includes C-teams.
- *NMAA 8th Grade Participation form must be completed with approval on file before any 8th grader can practice or participate at the high school level.*
- *8th grade athletes that compete in junior high sports will be evaluated before being allowed to move up to a high school sport. The District Athletic Director with input from the program head 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.*
- 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 7th -12th.
- Coaches who sell athletes shoes, shirts, sweats, bags, or other “spirit pack” items prior to cutting athletes from the squad, may be required to return the money to the athlete for purchase of these items. {it is highly recommended that “spirit pack” be purchased after teams are organized.

Specialization

- *Bloomfield school district encourages all athletes to participate 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 attend the NMAA required preseason meetings. (Fall, Winter & Spring).*
- 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 are encouraged to "Compete with Class."
- 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.
- 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 District Athletic Director and coaches in situations not covered by a specific written policy or guidelines.*

BEHAVIORAL EXPECTATIONS OF STUDENT-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

The use, possession, or being in the proximity of the use of tobacco, drugs and alcohol **[Board policy J-3000 and J-3050]** by current student athlete(s) will result in: **this would be a continuous progression (from year to year) while the student athlete is in school:**

First Violation - during season and off-season; ON and OFF Campus

- after confirmation of the first violation, the student athlete will be suspended immediately in the activity in which the student is a participant for 10% of the total regular season games. If the violation takes place before playoffs, 10% suspension will carry over into the playoff games until the 10% suspension is served.
- during the suspension period, a student athlete must successfully complete a school approved counseling program (at the expense of the student or legal guardian), prior to participation in a future activity. The student will not be allowed to participate in extracurricular activities until the school administration is given proof of completion of an approved counseling/substance abuse program.

Second Violation - during season and off-season; ON and OFF Campus

- After confirmation of the second violation, the student athlete will be suspended immediately in the activity in which the student athlete is a participant for 25% of the total regular season games. If the violation takes place before playoffs, 25% suspension will carry over into the playoff games until the 25% suspension time is served.
- during the suspension period, a student athlete must successfully complete a school approved counseling program (at the expense of the student or legal guardian), prior to participation in a future activity. The student will not be allowed to participate in extracurricular activities until the school administration is given proof of completion of an approved counseling/substance abuse program.

Third Violation

- After confirmation of the third violation, the student will be suspended from participation in extra-curricular activities indefinitely. Student athletes that violate the BSD Athletic Policy, will not participate in any team function while serving their suspension. Team function include but not limited to (team camps, team meals, practices etc....)

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, to the District Athletic Director, for 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 District Athletic Director.
- These types of behaviors will absolutely not be tolerated by the district athletic department or by Bloomfield Schools.

DISCIPLINE

Coaches may discipline students in a reasonable manner, including temporary suspension from practice and suspension from participation in any game or contest for any incident of misconduct. Belittling a student is not an appropriate form of discipline. Permanent suspension from a team requires the coach to notify the District Athletic Director.

- The head coach/ in conjunction with the District Athletic Director 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.
- Coaches are required to display flawless sportsmanship, so are parents.
- Coaches, athletes, and parents are encouraged to *"Compete with Class."*
- EACH SCHOOL ATHLETIC/ACTIVITIES COACH IS REQUIRED TO HAVE TRAINING ON BRAIN INJURY RECOGNITION AND FOLLOW-UP PROVIDED BY THE NMAA.
- 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.
- 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).

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, and etc., 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 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:

Concerns include 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 district athletic office and he/she will set the appointment with the coach. If requested, the building administrator can be present at the meeting. If the problem is still unresolved, an appeal can be made to the District Athletic Director. Nothing in this provision supersedes the authority of the coach, building administrator, the District Athletic Director, Superintendent 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, the District Athletic Director, building administrators, 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 School District 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 district.*
- *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 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 District Athletic Director will look at any of these special circumstances and decide 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 New Mexico Public Education 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 District Athletic Director or school administrator.

NIAAA-14 Legal Duties of Athletic Coaches

Bloomfield athletic coaches will follow the 14 Legal Duties set forth by the National Interscholastic Athletic Administrators and the NMAA.

- Duty to plan
- Duty to supervise
- Duty to assess an athlete's readiness for practice and competition
- Duty to maintain safe playing conditions
- Duty to provide proper equipment
- Duty to instruct properly
- Duty to match athletes during practice

- Duty to condition properly
- Duty to warn
- Duty to insure athletes are covered by insurance
- Duty to provide emergency care
- Duty to develop/follow an emergency care plan
- Duty to provide proper transportation
- Duty to select, train and supervise coaches

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 District Athletic Director, depending on your length of travel.
- Credit card and all receipts must be returned to the athletic office BEFORE 9:00 a.m. 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 District Athletic Director grants approval.
- Absolutely no practice on Sunday.
- During the Christmas holiday 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 24th, 25th and 26th.
- The athletic department will attempt to recognize and reserve Wednesday evenings as a time for community and church related activities. All practices are to be completed by no later than 5:45pm and exit the facilities by 6pm.

- *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, early release days, 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 District 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 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 using RankOne platform.

Physicals and Insurance

- Coaches are required to direct student-athletes to complete physical form and upload into RankOne.
- 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.
- *ALL PHYSICALS MUST BE UPLOADED ONTO RANKONE BY THE STUDENT/PARENT; NO PHYSICAL PAPERWORK WILL BE KEPT AT THE SCHOOLS.*

Works closely with the Campus Athletic Coordinator and the District 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.
- *Upload rosters into RankOne promptly and update as changes occur.*
- *Report all senior athletes who letter in your sport to the district 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 Maxpreps website.

Evaluation of Coaches

- The District Athletic Director may evaluate head coaches in the middle of the season and will evaluate head coaches at the end of his/her sport season.
- The District Athletic Director will make recommendations for re-hire to the Superintendent and notify the building administrator if it is a teacher/Coach.
- Head coaches will be responsible to make coaching recommendations to the District Athletic Director for varsity assistants, junior high head coaches, and junior high assistants in their respective sports. The District 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 input all inventory into RankOne system and notify the District Athletic Director.
- Head coaches, in consultation with the District 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 Secretary 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 District Athletic Director in writing the next school day.
- The athlete shall not participate in the next event, shall meet with the District Athletic Director, and will be required to take the online course on the NMAA Website for player ejection.
- The District Athletic Director or Head Coach 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 captain 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 coaches, 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, the Campus Athletic Coordinator in conjunction with the District 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 Schools 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 district 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 the athletic facility must go through the district athletic office.
- Coaches are not to promise facilities such as gyms for tournaments, etc. without getting permission.
- Fees may be assessed to groups for athletic facility use and clean-up. Fees will be set in advance of use of facility.
- A coach does not have the authority to open a facility to outside people, groups, or organizations under any circumstances.
- Coaches are not to schedule the use of any athletic facility, outside of their season, without the approval of the District Athletic Director. Facility use forms must be filled out.

- Players are not permitted in all athletic facilities without supervision of a coach.
- ***Coaches have the right to have “closed practices”, free from parents, boosters, etc.***

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

- 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 district athletic office.
- The district 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 district 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.
- Any athlete that letters in 3 different sports during a school year will be presented with an award.

- 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.
- Male head coaches vote for the male athlete. Female head coaches vote for the female athlete.
- Coaches may give up to four Special Award plaques provided by the athletic department.
- Amateur Status:
 - 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.

TRAVEL, TRIPS, & AWAY CONTESTS

- The District Athletic Director, working with the head coach, establishes dismissal, departure, and return times and sets the budget (when necessary) the district athletic department operates on defined and limited budget.
- Coaches are responsible to turn in requests for substitutes in advance.
- The District 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 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. There shall be no one of the opposite sex in hotel rooms during overnight trips. Players will be suspended immediately from the rest of the tournament play; the coach will contact the parent immediately and notify the parent of the situation.

- 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, and attendance clerk with an absence list via school email 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 District 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 a.m. 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 secretary.
- Any rule infractions at a motel will be reported to the District 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 district 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 a.m. 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 District 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 District Athletic Director will determine departure time and date.
- *Team/Coaches will return to Bloomfield immediately following their last game, unless otherwise approved by the District Athletic Director.*
- *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

- The District Athletics Office will purchase team meals for all travel except for those in San Juan County including Durango (Kirtland, Shiprock, Aztec, Farmington and Newcomb).
- *Meal allowance is \$10.00 per person.* Coaches are encouraged to stay within the limit.
- Athletes and coaches are reminded that they are representing Bloomfield Schools 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 certified athletic trainer, or parent if trainer not available 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.

- The athletic trainer 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 or certified athletic trainer and the coach will honor that decision.
- Parent wishes, verbal or written, do not supersede the decision of a physician or athletic trainer.
- 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 in RankOne including the numbers of athlete's parents.
- 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 p.m.
- 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 a sport in season.
- Coaches must send a list of activity bus athletes to the District Athletic Office.

Athlete Passes

- *Athletes and students at Mesa Alta, Bloomfield High or Charley Brown High 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 for tournaments.*
- The pass is void if anyone other than the athlete uses it for entrance to a contest.

Booster Clubs/Fundraising

- The School Board and the District 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 district 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 district athletic office. A forty-eight (48) 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.
- Fundraisers must be requested in writing to the district athletic office for approval from the school board.
- 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, utilizing student athletes, to raise money on behalf of a sport will turn in all money to the Athletic Department in a timely manner.
- The District Athletic Director must be notified of any monetary donations made to any athletic team district wide. All monies collected in this manner must be run through the school activities school accounts.
- *The District 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 District Athletic Department without getting a printed or written receipt for your deposit before you leave the office.
- The District Athletic Department must be notified in advance of any type of fundraising that will involve any Bloomfield athlete 7th –12th 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 activity 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 Schools.

Maintenance

- Maintenance/janitorial requests need to be submitted through the district athletic office.
- Submit all practice schedules to the district 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

- *Managers cannot travel on any overnight trips without District 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 School District Athletic Department Program Head Coaches & Staff

Administration

Position	Name	Email
District Director of Athletics	Ben Tensay	btensay@bsin.k12.nm.us
Campus Athletic Coordinator (Bloomfield High School)	Dominique Richardson	drichardson@bsin.k12.nm.us
Campus Athletic Coordinator (Mesa Alta Junior High)	Bob Allcorn	ballcorn@bsin.k12.nm.us
District Athletics Administrative Assistant	Tasha Lucero	tmlucero@bsin.k12.nm.us
Athletic Trainer	Shandiin Armstrong	sarmstrong@bsin.k12.nm.us
Concession Manager	Krystle Thorpe	kthorpe@bsin.k12.nm.us

Program Head Coaches

Fall Sports	Name	Email
Cheer	Annalyse Segobia	asegobia@bsin.k12.nm.us
Cross Country (B/G)	Kaycie Johnson	kajohnson@bsin.k12.nm.us
Football	Mike Kovacs	mkovacs@bsin.k12.nm.us
Soccer (Boys)	Scott Reid	sreid@bsin.k12.nm.us
Soccer (Girls)	Jarly Lopez	jlopez@bsin.k12.nm.us
Volleyball	Carley Smith	casmith@bsin.k12.nm.us
Winter Sports		
Boys Basketball	Dominique Richardson	drichardson@bsin.k12.nm.us
Girls Basketball	Brady Rivers	brivers@bsin.k12.nm.us
Wrestling	Jason Luster	jluster@bsin.k12.nm.us
Spring Sports		
Baseball	Anthony Valencia	anvalencia@bsin.k12.nm.us
Softball	Jose Santistevan	jsantistevan@bsin.k12.nm.us
Track (B/G)	Steve Gutierrez	stevegutierrez180@yahoo.com
Powerlifting	VACANT	

Head Coaches-MS

Fall Sports	Name	Email
Football	Brian Stahle	unclebs1027@gmail.com
Volleyball	Jamie Walter	jwalter@bsin.k12.nm.us
Fall/Winter Sport		
Basketball (Girls)	Camela Brown	Cbrown@bsin.k12.nm.us
Wrestling	Levi Whitley	levidwhitley@gmail.com
Winter Sport		
Basketball (Boys)	Travis Elledge	traviselledge@hotmail.com
Spring Sport		
Track (B/G)	Jamie Walter	jwalter@bsin.k12.nm.us
SUMMER WEIGHTS	Jose Santistevan	jsantistevan@bsin.k12.nm.us