

LOS LUNAS SCHOOLS ATHLETIC HANDBOOK

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LOS LUNAS SCHOOLS ATHLETIC HANDBOOK

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The Los Lunas Schools Athletic Handbook will be reviewed by the Board of Education every two years, at which time suggested amendments, deletions and/or additions will be submitted for consideration.

Note: We have tried to ensure that the Handbook is consistent with School Board Policy; however, in the event that there are conflicts between School Board Policy and the Handbook, Board Policy shall supersede the handbook.

APPROVED BY THE
LLS BOARD OF EDUCATION
November 13, 2018
ksw

LOS LUNAS SCHOOLS ATHLETIC HANDBOOK



Important Note: This handbook is accessible on the LLPS Athletic Department website. The website document will be considered current and takes precedence over all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website.

NMAA Bylaw: 2.3 ARTICLE III – NMAA MEMBERSHIP

2.3.1 General A. Member schools and organizations are subject to and bound by provisions of the Constitution, Bylaws, and regulations of the Association, as promulgated through the referenda process and/or the Board. Member institutions have a responsibility to educate student participants, coaches, advisors, sponsors, and other appropriate persons with regard to Association rules, regulations, policies as well as legislation that could affect them. Further, members should monitor their compliance with Association rules, regulations, policies, and administrative edicts as established through the NMAA processes. As a member of the NMAA the Los Lunas School District will adhere to all NMAA Bylaws.

NMAA Website & Handbook

WWW.NMACT.ORG

<http://www.nmact.org/nmaa-handbook>

NCAA Eligibility Center

https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

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I. INTRODUCTION

The mission of the Los Lunas School Community is to prepare, empower, and inspire all students to reach their maximum potential. Since the court, track, pool and playing field are extensions of the classroom, the same goals, standards, discipline, expectations and principles are expected as in the classroom.

II. PHILOSOPHY AND PURPOSE OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

- A. The major goal of an interscholastic athletic program is the same as any other educational program—to provide youth with the opportunity to develop to their maximum potential. In this case, the program provides for development of physical and mental skills through competitive athletics, which enhances students' personal and social skills. Competitive athletics generates a pride in achievement; an appreciation of team effort, hard work, and fair play; respect for rules of the game; and respect for the abilities of others. It should be noted that participation in athletic activities is a privilege offered to and earned by students.
- B. Interscholastic athletic programs are designed to give special opportunity for maximum development of athletic skills for physically gifted students. However, every student who is interested in athletics should have the opportunity to compete for positions on teams. The talented student is expected to give more and produce more because of that talent. An athlete gains respect for self and others and values diligence, achievement, and excellence. These are the positive reasons for providing a program of athletic competition.
- C. A sound athletic program must be based on sound educational principles. Every athletic program sponsored and supported by the schools must be considered a phase of the educational process. If an athletic program does not serve positive educational goals, the expenditure of time and money is not justified. Athletics are an integral part of the total educational program. They are extracurricular only in the sense that they are assigned time outside of the students academic class schedule. The academic and athletic programs should be mutually complementary.
- D. A coach should be a dedicated teacher who has a great influence on students. As a professional educator, the coach should set high standards and serve as a model for students. A coach has the responsibility to be a teacher first and a coach second. A coach should be a professional who works closely with the administration, teachers, and counselors. A worthy coach will stress the importance of achievement in all endeavors as well as sports. A coach must work continually with the student body, parents, and public to help them understand the relationship between the goals of education and interscholastic athletics. As an educational endeavor, the coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning.

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III. OBJECTIVES OF ATHLETICS

- A. Development of Physical Fitness: The most obvious objective of athletics is the development and maintenance of physical fitness. The student who participates in athletics will improve physically and mentally while learning activities that will maintain a high level of physical fitness. Many activities in their entirety carry over into adult life as vocations or recreational pursuits. Some activities do not, but the skills and attitudes developed contribute to continued fitness.
- B. Development of Skills and Mental Alertness: A sport is a learning activity the rules, the principles, the individual skills, and the cooperative effort. An individual learns to make decisions under stress. This is something that is frequently missed in adolescent experience. A student learns to think quickly and react to changing conditions. He/She learns to accept the consequence of his/her choices. The student learns that practice and discipline provides the resources to implement choices effectively.
- C. Development of Personal Qualities: The coach through the interscholastic program encourages the participants to:
1. Develop self- pride
 2. Identify with the team members and the school
 3. Learn teamwork
 4. Learn self-discipline in the acquiring of skills necessary to the sport
 5. Learn to make decisions and operate under pressure
 6. Respect the necessity for authority and the needs of the group
 7. Succeed in the total educational academic program
 8. Develop good sportsmanship and conduct
- D. Development of Character: The coach maintains an emphasis on character education through the development of:
1. Trustworthiness
 2. Respect
 3. Responsibility
 4. Fairness
 5. Caring
 6. Citizenship

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E. Development of community acceptance and pride.

1. Develop a positive public image of the district athletic program.
2. Works toward being consistently competitive in all sports.
3. Encourages active community support and involvement.

IV. ADMINISTRATION

A. Responsibilities of the District Director of Athletics

Job Goal:

Provides overall leadership, direction, supervision, and coordination for the athletic programs (grades 7 – 12). In addition, coordinates the high school and middle school athletic programs in conjunction with the athletic coordinator and principal. To formulate, articulate, coordinate and administer programs of athletics and other activities, which conform to the requirements of the NM PED, NMAA and local Board of Education and, meet the assessed needs of students.

REPORTS TO: Deputy-Superintendent

SUPERVISES: Athletic Coordinators, Athletic Secretaries Head Coaches, Coaching Staff and Athletic Trainers

V. ATHLETIC COORDINATORS

- A. LLPS schools will have Athletic Coordinators who are primarily responsible for the oversight of school athletics. The Athletic Coordinator is directly responsible to their principal and the District Athletic Director. The Athletic Coordinator is the first “point of contact” for any problems or concerns that arise related to athletics.

VI. FUNDING

A. Funding Of Athletic Program

The responsibility of providing the necessary funds to support the athletic program lies with the Board of Education and the Los Lunas Schools administration. Some of the funds to meet expenditures are allocated in the District’s operational budget; however, the Athletic Office relies heavily on resources from gate receipts.

B. Fundraising

The objective of any Los Lunas Schools athletics fundraising program is to develop a progressive and deliberate enterprise to provide additional resources for non-recurring expenses.

C. Accountability For Non-Public Fundraising

Recognizing that budget allocations and gate receipts are inadequate to meet the total cost of athletics, non-public fundraising activities must follow the Handbook for Parent Organizations, approved by the Los Lunas Schools Board of Education.

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D. Accountability For Public Fundraising

New Mexico Statutes will govern all fundraising and expenditures that are considered by definition to be “public fundraising”.

VII. SCHEDULING

A. Los Lunas Schools Mid and High School Athletics Schedule Guidelines.

1. Game scheduling should minimize time away from the classroom.
2. If possible, schedule non-conference games during first part of the season.
3. No games should be scheduled for Wednesday nights, unless unavoidable.
4. Consider scheduling local area teams for non-conference games.
5. Consider scheduling teams that do not require extensive travel such as Belen, Albuquerque, Rio Rancho, Santa Fe, etc.
6. Refrain from scheduling any A or AA teams.
7. Schedule New Mexico teams not referred to above when conflicts exist, or other circumstances suggest that this is a preferred approach.
8. No travel out of state unless approved by the School Board.
9. No unnecessary overnight travel. (Approval by AD)
10. Due to limited funds, it will be necessary to curtail overnight trips. There are specific situations that may be allowable for overnight stay such as having to play two games away on consecutive nights and the distance to Los Lunas makes it inadvisable to return home. An example of the above would be games at Gadsden and Alamogordo or two at Las Cruces. The Athletic Director and Coordinator in consultation with the principal will determine all other situations that merit consideration for overnight stay.
11. Return from Tournament Play (away from Los Lunas). Teams qualifying for participation in State Tournaments as well as those competing in District/Invitational Tournaments will be expected to return home after being eliminated. Budget limitations do not permit the district the luxury of allowing teams to remain at the tournament through the championship game.
12. Release time for athletic contests should be kept to a minimum. Coaches and the Athletic Coordinator should schedule early dismissal for games so those athletes maximize class time. Arriving significantly early to athletic contests will not be tolerated.

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VIII. POSTPONEMENT OF ATHLETIC CONTESTS

- A. Postponement of any athletic contests because of inclement weather or playing conditions/facility problems will be determined and announced by the Athletic Director's Office.
- B. On-Campus Sports.
 - 1. Postponement of any athletic contests and/or practice because of inclement weather or playing conditions/facility problems will be the responsibility of the Athletic Director, Athletic Coordinator's Office and the principal in conjunction with the coach.
 - 2. Direct personal call/contact with the visiting coach, assignor/officials, Athletic Coordinator's Office and announcement of postponement is the responsibility of the Athletic Coordinator's Office and the principal in conjunction with the coach.
 - 3. As soon as possible after the postponement the Athletic Coordinator's Office, in conjunction with the coach, should consult with the visiting coach to arrange make-up date and time. The Athletic Coordinator's Office in conjunction with the coach will then notify the official assignor and their Athletic Coordinator's Office.
 - 4. In case of cancellation for reasons other than inclement weather or playing conditions (facility problems), the Athletic Director and Coordinator's office will work in conjunction with the opposing scheduler to reschedule the event. Due to potential communication and scheduling problems, rescheduling may be limited.

IX. PURCHASE OF SUPPLIES

The head coach in each sport will present the Athletic Coordinator/Director with a list of equipment he/she requests to be purchased for the next year. The list will be due on or before the deadline set by the Athletic Coordinator and must not exceed that program's assigned budget. The Director of Athletics will approve all purchases and budgets.

X. TRANSPORTATION OF STUDENTS

A. Transportation of Athletes by Coaches

Staff members should be advised that they are personally responsible and liable for any situations that may arise as a result of transporting athletes to or from practices and/or games. Athletic staff should not transport students except in cases where failure to do so would be considered inadequate supervision. These situations are rare and infrequent. In such cases, staff members must be personally insured, and exercise reasonable caution. They also must make every attempt to notify District Administration or the Athletic Coordinator. Notification before transporting is preferable, but if not possible, notification afterwards is essential.

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B. Method of Transportation

The District provides round trip transportation for all out-of-town contests. This is the only method of transportation allowed, including for coaches. An exception may be made only if the parents or guardians provide written authorization (Parent/Guardian Transportation Release Form) to the coach stating the parent/guardian will transport their athlete (Must be approved by AD). An authorized number of student athletes plus managers, coaches, and trainers constitutes the normal travel group. If necessary, administrative personnel or the principal's designee may travel with the team. All others are prohibited from riding in a bus transporting a Los Lunas Schools Athletic Team.

C. Los Lunas Schools Athletic Transportation Guidelines

1. Bus schedule changes should be made at the time of any scheduled event change.
2. Cancellations should be made as soon as possible, but a minimum of two (2) hours prior is required if at all possible.
3. The school shall designate a pick-up and drop-off area at the school for all sports.
4. During summer events, the head coach must get written parent permission for all students who transport themselves or transport other athletes. Students should not be allowed to transport themselves or transport other students to summer events outside the Albuquerque Metro Area.

D. Conditions of Use

1. To provide transportation for student-athletes, managers, trainers, coaches, and administrators only.
2. Direct supervision by a school-approved coach or sponsor is required for all transportation. Head Coach will ride the bus. (Supervision Plan)
3. Coaches or sponsor must check buses before and after use for cleanliness/damage.
4. Conduct of the entire party is the responsibility of the coach or sponsor.
5. Buses need to remain on site during contests except for refueling.
6. Personal property left on the bus is the sole responsibility of the owner.
7. Departure must occur no more than 20 minutes after completion of local contests.
8. The Director of Transportation or designee (can be the driver) are responsible for decisions regarding weather, safety, etc.
9. Drivers are limited by DOT regulations to ten (10) hours driving and 15 hours on duty.
10. Coaches are encouraged to arrange for "to go" meals for return trips.

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- E. Two across seating will be assumed for all athletic travel, unless emergencies arise. The appropriate activity buses will be assigned to teams in accordance with distances to be traveled. In cases of scheduling conflicts, teams traveling greater distances will be given priority with regard to activity busses. Transportation of student athletes will take into consideration gender equity and appropriateness of equipment.
- F. Meals – The district will provide meals for teams traveling 75 miles or greater. \$8.00 dollars per individual will be allocated. Meals purchased by booster clubs/parent organizations must adhere to the \$8.00 per individual allocation. (Subject to change due to budgetary constraints)

XI. ADMISSIONS

A. Admission Policy

- 1. Pre-school children admitted free when accompanied by parent.
- 2. Student admission is extended to all Los Lunas School students.

B. Admission Prices

High School Sports

Varsity Football: Adults \$4.00 Students/Senior Citizens \$3.00

- 1. Varsity and Varsity/JV/C Combinations
- 2. Adults \$3.00
- 3. Students / Senior Citizens \$2.00

Mid-School Sports

- a. Adults \$3.00
- b. Students/ Senior Citizens \$2.00

C. Passes and Privileges

- 1. All passes and privileges are extended as a matter of courtesy and will be issued by the Director of Athletics or designee.
- 2. Proper use includes presentation and display with picture ID (where applicable).
- 3. Passes are good only for the individual(s) to whom the pass is issued.
- 4. Passes are good only for Los Lunas Schools' sponsored regular season/tourneys.
- 5. Improper use will result in forfeiture of the pass/privileges.

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D. District Employees, Board Members

1. The District's employee badges will be used for this purpose.
2. Good for all Los Lunas Schools sponsored events - all schools.
3. Entitle the holder to personal admission only.

E. Complimentary Passes

1. Available from the Athletic Director's Office.
2. Good for all Los Lunas Schools sponsored events - all schools.

F. Press Passes

1. Issued to local print and electronic media, high school yearbook and newspaper sponsors, high school band directors.
2. Available from the Athletic Department Office.
3. Areas of access will be indicated on the back (press box, sideline, etc.)

G. Athletes in Program Privileges

1. Athletes in other levels of the program will be extended admission to their games when identified by a member of the coaching staff.
2. Athletes will not be admitted to other programs / events.

H. Spirit and Band

In uniform members and their sponsors will be admitted without charge.

I. Band and Spirit in uniform (performing or not performing on the field).

J. Sports Medicine Staff

High school trainers and assistants will have employee badges. Student trainers and team physicians will receive passes from the Los Lunas Schools' Athletic Department Office.

K. Chain Crew

Admitted by the Event Master.

L. Opponent District's Staff

Passes may be issued to the other school's superintendent, assistant superintendents, high school principals, school athletic directors, coaches (scouting), and activity directors.

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XII. FACILITIES

A. Stadium Rules

1. The following rules will apply for all facilities:
 - a. The appropriate school personnel will be responsible for organizing and supervising the funnel, which includes preventing others from joining the above-allowed groups.
 - b. Spirit teams will return to their normal areas promptly after the team has gone through the funnel.
 - c. Signs must be placed so as not to obstruct vision.
 - d. Goal posts and baskets cannot be decorated.
 - e. No decorations are to be attached to light posts.
 - f. The Athletic Coordinator and Athletic Director must approve all signs and including advertisements and or sponsorships at the stadium in advance. No signs will be permitted which will degrade the opponents.
 - g. Sales are permitted in the stadium with prior approval of the Athletic Coordinator and Athletic Director. (Many organizations request permission and this must be properly coordinated).
 - h. No auto traffic is permitted on the tracks.
 - i. All promotions, materials, and advertising must have prior approval of the Athletic Coordinator's and Athletic Director's Office.

XIII. USE OF HIGH SCHOOL FACILILTIES FOR NON-SCHOOL SPONSORED PROGRAMS.

All non-school sponsored entities will follow Los Lunas School District Board Policy 4.2 for use of facilities and grounds.

XIV. PRAYER

In accordance with Los Lunas Schools directives any activities related to religious issues and ceremonies must be student initiated and "religion neutral" (neither promoting nor inhibiting religious beliefs) so as to ensure comfort to all students.

XV. OFFICIALS

- A. Sports Officials are protected under New Mexico Law. Senate Bill 400, passed by the State Legislature in 2001 and signed into law by the Governor, prohibits any assault or battery upon a sports official.

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- B. Whoever commits simple assault upon a sports official is guilty of a misdemeanor. Simple assault includes but is not limited to any threat or menacing conduct, which leads the sports official to believe he/she is in danger of receiving an immediate battery.
- C. Whoever commits an assault upon a sports official is guilty of a fourth degree felony. Assault includes, but is not limited to, the unlawful touching or application of force to the person of a sports official with intent to injure that sports official while he/she is in the lawful discharge of his/her duties.
- D. Whoever commits an aggravated assault upon a sports official is guilty of a third degree felony. Aggravated assault includes, but is not limited to, striking at a sports official with a deadly weapon, menacing a sports official while wearing a disguise to conceal one's identity or assaulting a sports official with the intent to commit any felony.
- E. Assault with intent to commit a violent felony upon a sport official, which includes assault with intent to kill the sports official, is a second-degree felony.

XVI. PUBLIC CONDUCT ON SCHOOL PREMISES

- A. School sponsored or approved extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School-sponsored or approved extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.
- B. Spectators are permitted to attend school-sponsored or approved extracurricular activities only as guests of the school district act accordingly as a condition of such permission and they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.
- C. To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved extracurricular activities to perform their duties without interference, the following provisions are in effect:
 - 1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved extracurricular activities or at other spectators will not be tolerated.
 - 2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved extracurricular activities will not be tolerated.

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3. The use of vulgar, or obscene or demeaning language directed at students, officials or sponsors participating in a sponsored or approved extracurricular activity or at other spectators will not be tolerated.
4. If a spectator at a sponsored or approved extracurricular activity becomes physically or verbally abusive, uses vulgar, or obscene or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the Superintendent may exclude the spectator at future sponsored or approved extracurricular activities.
5. As needed, the Superintendent shall cause a notice of exclusion from sponsored or approved extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the School District's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

XVII. PARTICIPATION AND COACHING

A. In-Season Participation and Coaching

These guidelines (in addition to the general eligibility guidelines) apply to all students during the season, i.e. from the first day of legal practice through the state championship event.

- B. Any student has the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall not be made on any basis other than ability and compliance with regulations established by the NMAA and the Los Lunas Schools Board of Education. Students shall have free choice of sports without dictation, condition or coercion.

C. Quitting a Sport

1. Commitment. Having selected a sport, a student athlete shall not quit the sport in season to try out for another sport or take part in an off-season program, until the sport in season terminates. Exceptions may be made at the discretion of the Athletic Director. The Head Coach must notify the parent/guardian immediately when a student athlete quits the team or has not shown up for practice.
2. Quitters Lists. A student who drops out of a sport shall not be subjected to ridicule or embarrassment. No quitter's list of any description shall be kept or displayed. Parents/Guardians will be contacted and notified immediately when a student athlete decides to quit. Parent/Guardian contact will be documented.

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3. Removal/Suspension. (Conduct Unbecoming an Athlete) A student's parent/guardian shall be contacted and notified immediately by the head coach when a student athlete is removed and/or suspended from a team for any reason. The Head Coach and AC shall meet with the parent/guardian when removal and or suspension are deemed necessary. (Coach and/or administrator discretion)

- D. Practice Sessions.

These are vital for both the student athlete and the team. It is for this reason that the student athlete should meet all attendance requirements as set forth by the Head Coach and as designated in the New Mexico Activities Association Handbook. There are extenuating circumstances, which may prevent a student from being present at all sessions. It is the responsibility of the parent to notify the coach prior to an absence and to present a valid reason for non-attendance.

- E. School and Religious Holidays.

Students missing practice/events during school designated and recognized as religious holidays will not be penalized.

- F. Class Attendance.

In order for students to participate in an athletic activity, they must attend all classes the day of the contest up to departure time. The Director of Athletics will handle extenuating circumstances on an individual basis.

- G. Travel.

Parents(s), guardian(s), and student will assume all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practices and games when Los Lunas Schools does not provide the transportation.

- H. Time and game limits as prescribed by the NMAA shall apply to all students.

- I. Dual Participation - (NMAA Bylaw 6.13.2) Non-school Competition
 1. Permission.

The Athletic Director may grant permission to students who wish to participate simultaneously in school and non-school competition as an individual and/or team member if all of the following conditions are met:

 - a. The Athletic Director, Athletic Coordinator, and Head Varsity Coach of that sport must first approve the dual participation.

 - b. The non-school organization or student presents a list of participants and dates of non-school competition to the Athletic Coordinator prior to the beginning of the non-school competition in that sport. Coaches must be consistent with all players, and inform the Athletic Office in writing of those students.

 - c. There is not a conflict with the school's practice or competition schedule. Athletic Coordinator determines conflict, if any.

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d. Any student participating in a non-school competition, which does not have already established minimums, must participate in at least three (3) school sponsored meets in order to be eligible to enter the district or state meet. (This applies to all sports, which do not already have established minimums).

2. Penalty.

Any student participating in non-school competition without the written permission of the Athletic Director shall be ineligible for school competition. Ineligibility shall be for that particular sport season only.

3. Sunday Practices.

Sunday practices or meetings of any kind are prohibited except high school varsity teams involved in NMAA District or State Tournament games scheduled on Monday. In this case practice may be held on Sunday, not to exceed 60 minutes and beginning after 1:00 P.M, with the approval of the Athletic Coordinator and or Athletic Director.

J. Dual Participation – School Sponsored Sports

1. Nothing precludes a student from participating in more than one sport per school year. Students will not be discriminated against because of their desire to play more than one sport during a sports season.
2. If a student can and desires to participate in more that one sport during the same sport season, the respective Head Coaches affected shall meet and work out the level of participation and practice time necessary for the athlete to compete at the highest level possible in both sports. The agreement shall be in writing and approved by the Athletic Coordinator. A copy of the agreement will be kept on file in the Athletic Office.

K. Additional Requirements. The school district may establish additional rules and regulations, which must be approved by the Athletic Director and Coordinator and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program adopted by the Board of Education.

XVIII. MIDDLE SCHOOL PROGRAMS

A. Eighth grade students will be allowed to participate in high school athletics if it is in the best interest of the athlete, the program, and has parent approval. The Athletic Director will approve all requests. The Head Varsity Coach will make requests in writing. NMAA Bylaw 6.4.1

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- B. Middle School Sports have been established in the Los Lunas School District because LLS is vitally interested in the welfare and development of seventh and eighth grade students. A properly administered athletic program can enhance their overall education.
- C. Consideration should be given to the fact that there is a substantial range in individual differences between seventh and eighth grade students and high school students, i.e., age, body build, interests, ability, experience, health, and stages of physiological, emotional, and social maturity. Compensation for these differences should be taken into consideration in practice and in games.
- D. The Los Lunas Schools have established programs in volleyball, girls and boys basketball, wrestling, baseball, softball, track, and football at the middle schools. High school sports not offered at the middle school level are golf, soccer, cross-country, and swimming.
- E. Seventh graders may not participate on eighth grade athletic teams. Exception: There is no seventh grade school team and or not enough eighth graders to field a team. Principal, Athletic Coordinator and Athletic Director's permission is required.
- F. Middle school students may participate simultaneously on a school team and on a youth team or club, in the same sport, during the regular school program's season. They must have prior approval from the school team Head Coach and Athletic Coordinator.
- G. Transportation to all practices will be the sole responsibility of the parent/guardian. Transportation to practices will not be provided to eighth grade students participating in high school athletics. Transportation to games will be provided for by the district upon receiving the necessary information from the coach. This includes a student list given to the attendance secretary at the respective school sites, Transportation Department, and the Athletic Office.

XIX. FEEDER PROGRAMS

- A. The middle school athletic programs are to be considered "feeder programs" for the High School athletic programs. The athletic programs at the high school can only be as good as the feeder programs that provide this foundation. The Varsity Head Coach will oversee the entire program grades 7 – 12.
- B. It will be the Head Coach's responsibility of each sport at the high school, which has a feeder program at the middle school level, to institute their program at the middle school.
- C. This shall include, but is not limited to, one (1) "workshop" each year with the middle school coaches conducted by the coaches of that sport at the high school level. Additional workshops, as needed, should be considered by the Head Coach to ensure proper integration of middle school programs, to build rapport and to develop a good working relationship between all coaches in the program.

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- D. This "workshop" shall be an educational tool for all middle school coaches in our system to ensure that our feeder programs are in continuity with our high school programs. This will make the transition from our middle programs to our high school programs beneficial to our athletes.
- E. It is imperative that our middle school programs:
 - 1. Run the same base offenses and defenses that our high school programs are using. This will only increase the quality of our high school athletic programs.
 - 2. Teach the same terminology as used by our high school programs.
 - 3. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skill level for a high school athlete will be far greater in most cases, but the same basic technique is expected to be taught).
- F. It will be the responsibility of the Head Coaches of the high school sports to organize these workshops for our middle school coaches. All coaches, high school and middle school, are required to attend and participate. It is recommended that these workshops be held prior to the beginning of each sport's season.
- G. Head Coaches are encouraged to invite middle school coaches to their meetings, practices, games, etc., to help establish a good working relationship among all levels.
- H. The District Athletic Director and Head Varsity Coach will facilitate the recruitment and retention of middle school coaches. The head varsity coach will oversee the entire program grades 7 – 12.

XX. LETTERING AND AWARDS

- A. Lettering in a varsity sport requires the student to satisfactorily meet the following:
 - 1. Finish the season in good standing.
 - 2. Compete in varsity competition to the level established by the Head Coach.
 - 3. Maintain good attendance in school and at practice.
 - 4. Return all property issued to the participant and belonging to Los Lunas Schools.
 - 5. Maintain academic eligibility.
 - 6. Adhere to the rules and expectations of the Head Coach.
- B. Conditions for lettering will be established and communicated by all Head Coaches at the mandatory meeting held prior to the start of the season. This criterion will be furnished, in writing, to parents/guardians and Director of Athletics.
- C. Male and Female Athlete of the Year (Criteria for consideration)
 - 1. Candidate must be a senior.

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2. Candidate must letter in two varsity sports each year of their junior and senior years.
3. Candidate must be in good standing academically and athletically.
4. Candidate must display good character.
5. A Varsity Coach must nominate candidate.
6. Candidate must be selected by a vote of all varsity coaches.

Voting will take place at the end of the athletic calendar year and will be based upon the athlete's academic and athletic achievements. Other areas of consideration shall include, but is not be limited to, the athlete's leadership and character.

XXI. ELIGIBILITY (NMAA Bylaw 6.2.1)

http://www.nmact.org/file/Section_6.pdf

A. Procedure for Checking Scholastic Eligibility

1. Check the student's last report card. A student shall meet the eligibility requirements established by the NMAA.
2. If the student fails to meet the scholastic eligibility requirement, a school may apply the NMAA cumulative provision: Must have prior approval from the Director of Athletics.
3. Academic eligibility will be determined on the date report cards are scheduled to be issued.

XXII. DEADLINE FOR JOINING TEAMS

- A. The normal deadline for joining a sport will be the first official practice day allowed by NMAA. Discretion is allowed to Head Coaches for athletes joining a team late. Students who miss the deadline because of a suspension or any disciplinary issues must get approval by the AD and Principal.
- B. Athletes moving from one sport season directly to another will be allowed up to five (5) school days off between sports at their discretion. Athletes moving from one sport to another will be allowed the opportunity to tryout and will be afforded a tryout opportunity equal to other participants prior to the coach making final team makeup decisions.
- C. Athletes quitting a sport or being dropped for disciplinary reasons may not begin another sports program until the end of the season or after being released by the Head Coach.
- D. All students are required to practice the appropriate number of days in advance of participation in a contest/game/match/event. (Please see NMAA handbook.)

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XXIII. SQUAD SELECTION

- A. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program; we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, strive to maximize the opportunities for our students without diluting the quality of the program. Sports that cut will use the NMAA state tournament roster limitations.
- B. Cutting Policies
Choosing the member of the athletic team is the sole responsibility of the Head Coach.
- C. Prior to trying out, the coach will provide the following information to all team candidates:
1. Extent of try-out period.
 2. Criteria used to select the team.
 3. Number to be selected.
 4. Practice commitment if they make the team.
 5. Game commitments.
- D. No student will be allowed to try-out for an athletic team without a doctor's physical, proof of insurance, and parent permission. (Must meet eligibility requirements)
- E. When a squad cut becomes a necessity, the process will include the following elements:
1. Each candidate must have competed in a minimum of three (3) practice sessions (Try-out period determined by Head Coach).
 2. The Coach shall personally and privately inform each candidate cut and the reason for the action. Cut lists are not to be posted! Posting of team lists shall be considered acceptable.
 3. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
 4. If a Coach foresees difficulties arising because of squad cuts, he/she should discuss the situation with the athletic coordinator, building principal or athletic director.

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XXIV. PLAYING TIME AND TEAM MAKEUP

A. In-season

1. The coach, of each sporting group or team, has the ultimate and final responsibility for playing time and team makeup.
2. Selection/Assignment to a team does not constitute any guarantee (written or implied) for the athlete to receive any playing time.
3. At the varsity level, teams are expected to be competitive, and on the varsity level, a player should be used when he or she is the best candidate available for the job at the time.
4. Because our philosophy for teams, other than the varsity, is that they are developmental in nature, the selection of players should be done with the intent of getting a reasonable amount of playing time during the season without sacrificing the competitiveness of the team. It shall be the sole responsibility of the coach to define "reasonable".

B. Out-of-season and summer programs:

1. During the off-season and summer programs, team makeup and playing time decisions should be predicated in terms of player development as the primary goal. Each student during the off season and summer programs should be given an equal opportunity to participate and develop their skills to their individual potential, regardless of their position on in-season teams.
2. Out-of-season and summer programs should be less restrictive, in terms of membership, than in-season teams. Coaches will make an effort to make out-of-season and summer programs more developmental than competitive, and will utilize as many athletes as possible in an effort to raise the level of participation, as well as the proficiency of all participants.

XXV. LIST OF STUDENTS NAMES

No employee of the School District may furnish lists of names and addresses to anyone for purposes other than official school business as designated by the Superintendent.

XXVI. SPORTS MEDICINE

Los Lunas Schools may offer a sports medicine plan as a component of the interscholastic athletic program. This includes the services of full time certified/licensed athletic trainer for each high school, as budget and availability of a qualified individual exists, along with the support of voluntary student trainers.

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Sports medicine is an integral part of athletics, including the medical supervision of training and competition of student athletes. Athletic trainers, with the aid of student trainers, are responsible for prevention, treatment, and rehabilitation of injuries. The athletic trainers will decide when an athlete is able to practice, compete, or re-enter the game. Trainers will report directly to the Athletic Coordinator.

XXVII. ATHLETIC MEDICAL INFORMATION

It is the responsibility of the head coach to inform and insure all prospective participants have submitted the required paper work requested by Los Lunas Schools and the NMAA. Participants may not practice until all required paperwork is submitted. The Head Coach and Athletic Trainer will keep all required paper work in participants working folders.

XXVIII. ATHLETIC TRAINER COVERAGE EXPECTATIONS

- A. Assignments:
1. All varsity football games, home and away.
 2. Off-campus events: Assigned on the district schedule.
 3. On-campus varsity, "JV", and "C" team events: Where the host school is participating.
 4. Summer vacation: Prior to the beginning of the teaching contract. A schedule of approximately a regular teaching duty day (6.5 hours) will be established. The schedule will be designed meet the needs of all programs with consideration given to the programs with the greatest need, follow work schedule of the trainer, and staff.
 5. Thanksgiving recess: The trainer will provide coverage for football play-off teams. The trainer will inform winter sports coaches of training room hours, if any, and of routine and emergency treatment responsibilities.
 6. Winter recess: The trainer will provide coverage for any regular event on the first Saturday of the recess. The trainer will inform winter sports coaches of training room hours, if any, and of routine and emergency treatment responsibilities.
 7. Spring recess: The trainer will provide coverage for any regular event on the first Saturday of the recess. The trainer will inform spring sports coaches of the training room hours, if any, and of routine and emergency treatment responsibilities. District games in softball/baseball will be covered.
 8. Other school holidays: (Labor Day, Election, MLK, etc.) The training room will be staffed for rehabilitation and treatment as needed for a period not to exceed that equal to a normal after-school practice.

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The schedule will be designed to best meet the needs of all programs with consideration given to the program with the greatest need. A reasonable work schedule for the trainer and staff will also be applied. The trainer will inform coaches of routine and emergency treatment responsibilities.

9. Teaching day assignments: When trainers are scheduled for events, which conflict with the teaching assignment, a substitute will be assigned. Unless the trainer uses personal leave, they will not be paid in addition to the substitute being provided. Los Lunas Schools will pay for the substitute for Los Lunas Schools sponsored events. NMAA will pay for substitutes for NMAA events.
10. Tournament: All Los Lunas Schools sponsored tournaments will be assigned to the home trainer. Pay for tournaments shall be when the school hosting the tournament is not in the tournament.
11. NMAA District Events: As determined by each district and its member schools. See the District Handbook.
12. State Events: Coverage assigned by the State Association. Pay for state events will be through the NMAA. If substitutes are needed, the Athletic Coordinator will arrange for the sub and send the bill to NMAA. If a sub is provided, there will be no pay directly to the Athletic Trainer. If the trainer takes personal leave or, if the event occurs on non-school time, pay will be provided by NMAA.
13. Support Personnel Assignments:
When the trainers are assigned to events not covered above they shall received support personnel payments.
14. The high school athletic trainer will meet with all coaches (high and middle school) before their season to provide them with injury assessment and management techniques and procedures. (fall, winter & spring)
15. Los Lunas Schools and NMAA support payments to be determined jointly with athletic trainers. Consideration will be given to the professional requirements for athletic trainers versus other support staff and to rates paid to event supervisors.

XXIX. INJURIES DURING COMPETITION OR TRAINING

- A. Injuries that are designated significant should be handled according to standardized methods. Significant injuries are designated such by the athletic trainers, coaches, school nurses, or physicians present at the time of the occurrence. A significant injury includes at least the following:
 1. Head injury resulting in a loss of consciousness, severe headaches, or prolonged amnesia, or bleeding from the ear or nose. (use concussion guidelines)

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2. Knee injury resulting in a limp for more than 24 hours, swelling within the joint; dislocation of the kneecap or clinical instability.
3. Back injury resulting in leg pain, changes in bowel or bladder habits (frequency or urgency); blood in the urine; pain causing a loss of two practice sessions.
4. Neck injury resulting in recurrent shoulder or arm pain; spasticity in legs; pain causing loss of one practice session.
5. Pulmonary conditions resulting in prolonged cough, wheezing, or blue skin color.
6. Serious medical illnesses resulting in weight loss, jaundice, or prolonged fatigue.

Students who have been under the care of a licensed medical physician for any injury or illness shall present a written statement to the school athletic trainer stating diagnosis and guidelines for return to activity.

XXX. SPORTS SAFETY

- A. Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. Exercising reasonable care for the protection of athletes, and providing proper conditioning and instruction in the necessary individual techniques and as game participation skills will generally satisfy this responsibility.
- B. Specific Requirements
 1. Coaches will include in their practice plan time for instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.
 2. It is the responsibility of the coach to report to the school administration those athletic facilities or equipment in need of repair.

XXXI. WRESTLING WEIGHT CONTROL POLICY (Please see NMAA Handbook)

NMAA WWMP Policies and Procedures

The NMAA Wrestling Weight Management Program is authorized under NMAA regulation 7.24.1.F and the framework is found in NFHS wrestling rule 1.5. NMAA staff, the NMAA Wrestling Sport Specific Committee, and representation from the New Mexico Athletic Trainers Association determine NMAA standards, policies and procedures annually and jointly.

http://www.nmact.org/file/WWMP_Booklet.pdf

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XXXII. ATHLETIC DISCIPLINE

- A. Student athletes are under the same disciplinary criteria as all other students. The Los Lunas Schools Student Behavior Handbook outlines that procedure.
- B. Conduct Unbecoming an Athlete: Athletes will not display behavior on or off the playing field, which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.
- C. Sanction: The coach and or school Administration will handle punishment. The range of punishment goes from verbal warning to dismissal from the team.

XXXIII. ATHLETIC SUBSTANCE ABUSE, ALCOHOL AND TOBACCO POLICY

Philosophy

Athletics are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in athletics is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension from athletics can be affected by the principal and does not require a due process hearing. **First time offenders may have their suspensions reduced (School Principal) 50% by completing a certified drug/alcohol prevention program. (School Counselor and/or Outside Accredited Agency)**

Use and/or Possession of Controlled Substances, Alcohol, and Tobacco Products are prohibited. (A citation, police report and/or discipline referral may be used to show evidence)

Consequences for violations during school year and/or organized summer activities

First Offense

Tobacco: Suspension from participation – 15 school days

Alcohol/Drugs: Suspension from participation – 45 school days
(First time offenders may have their suspensions reduced 50% by completing a certified drug/alcohol prevention program)

Second Offense

Tobacco: Suspension from participation – 30 school days

Alcohol/Drugs: Suspension from participation – 90 school days

Third Offense

Tobacco: Suspension from participation – 60 school days

Alcohol/Drugs: Suspension from participation – 180 school days

A. Sale or Distribution of Controlled Substances.

- 1. Student is ineligible to participate in extracurricular activities for 180 school days or longer under special circumstances.

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XXXIV. HAZING

Hazing will not be permitted. Hazing is defined as follows:

- A. To harass by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to an individual.
- B. To play abusive and/or humiliating tricks on an individual by way of initiation.
- C. Head Coaches at all levels will have a no-hazing policy. A signed copy by the player, parent/guardian must be returned to head coach before participation.

XXXV. EMPLOYEES WHO WORK IN THE DISTRICT

- A. Employees who work in the district at a secondary school will only be allowed to coach in the cluster they work in. **(Exceptions may be made by the Athletic Director)**
- B. Volunteers will receive no compensation by district or parent organization/booster clubs.

XXXVI. EVALUATION OF COACHES

- A. The evaluation of all coaches is the responsibility of the Athletic Director and Principal. Head Coaches will have input into the evaluation of assistant coaches, however, the Athletic Director will determine whether Head Coaches or Assistant Coaches are recommended to the Superintendent for renewal. No coach has any legitimate objective expectancy of reemployment, and no contract entered into pursuant to this section shall be construed as an implied promise of continued employment pursuant to a subsequent contract, including a winning season.

XXXVII. CLINICS AND PROFESSIONAL ENRICHMENT

As professionals, all Los Lunas Schools staff members are encouraged to update themselves to current trends, rule changes, teaching techniques, skill development strategies and other areas of knowledge that relate to their job. The Athletic Director will approve all professional development activities for coaches, whether funded or unfunded by the district and will maintain a portfolio on each coach's professional development progress. Professional development activities will be one component of each coach's evaluation. The district will provide a means of transportation for persons traveling to authorize professional development activities.

XXXVIII. HEAD COACH RESPONSIBILITIES

- A. By accepting a position of Head Coach, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of the Los Lunas Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities. Safety and supervision shall be the responsibility of all coaches.

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Each coach will be directly responsible to the Athletic Coordinator and Athletic Director for all coaching duties and responsible to his/her principal for all teaching duties.

- B. All student-athletes will watch the Hazing Education Video “Dying to Belong” on or before the first day of official practice and sign the acknowledgement form. All coaches will watch the Hazing Education Video “Dying to Belong” and “Break the Tradition or Break the Law” on or before the first day of official practice and sign the acknowledgement form.

All Athletic Coordinators will watch the Hazing Education Video “Dying to Belong” and “Break the Tradition or Break the Law” on or before the first day of school and sign the acknowledgement form.

Acknowledgement forms will be kept on file in the school’s athletic office for all students, coaches and coordinators. A copy of all Coaches and Athletic Coordinators acknowledgement forms will be sent to the Director of Athletics.

- C. Before allowing any prospective athlete to participate in his/her program (including practice), he/she will verify that the athlete has completed and submitted to the school: a Los Lunas School Interscholastic Athletic Participation Form, physical, and proof of insurance. It shall be the Head Coach’s responsibility to keep a copy of these documents with him/her at all times. Furthermore, the Head Coach shall be responsible for providing hard copies of these documents to the Athletic Trainers and the Athletic Coordinator’s Office (main office for middle school) two weeks prior to the start of his or her season.
1. Explain and discuss the following with those athletes in his/her program: (1) Los Lunas Athletic Code of Conduct (2) Hazing (requires a signature) LLPS Athletic Handbook. (3) Parent/Guardian Code of Expectations for Athletes (requires a signature) LLPS Athletic Handbook Athletic (4) Substance Abuse, Alcohol, Tobacco (requires a signature) LLPS Athletic Handbook (5) Team Rules and Guidelines (6) Locker Room Behavior and Classroom Behavior. (7) Concussion fact sheet and management.
 2. Read and discuss School Board Policy 5.6 with coaching staff. Maintain a file containing a copy of the code of each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements. Prepare and submit to the athletic office:
 - a. A list of all athletes participating in the program at least two (2) weeks before the first contest (for eligibility purposes).
 - b. A list of all letter winners in the program at the end of the season.
 - c. A complete inventory of equipment at the end of the season.

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- d. All requests for new equipment for the next year by the deadline set by the Athletic Coordinator/Director.
- D. Compile and distribute to all faculty members, assistant principals, and attendance office, a list of athletes who are to be excused from school on each road trip and the date and time of your scheduled departure. If you wish to adjust your departure time, it can be done at that time.
- E. See that all equipment is properly inventoried, repaired or replaced if stolen or damaged at the end of the season.
- F. Provide a safe keeping place for valuables during practice and game time.
- G. Demand that all athletes conduct themselves as gentlemen/ladies at all times when they are representing our city and school.
- H. Demand that all Assistant Coaches conduct themselves as gentlemen/ladies at all times when they are representing our city and school. Profanity and conduct unbecoming a Los Lunas Coach will not be tolerated.
- I. See that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations. Use a grade check form to monitor student-athletes grades weekly for the entire school year.
- J. Limit the time athletes will be out of school to a minimum.
- K. See that no student in his/her program participates in more than the maximum number of games/contests permitted by the NMAA.
- L. To supervise his/her Assistant Coaches and all of the athletic teams that are part of his/her program, to include middle school teams.
- M. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
- N. Keep abreast of rules and rule changes in his/her sport.
- O. Attend any required NMAA Rules Clinics.
- P. When serving in the capacity as a representative of the Los Lunas Schools, conduct oneself in a manner that will not cause any embarrassment to the team, school, or community. To demand the same expectations of all of his/her Assistant Coaches. Follow NMAA philosophy "Pursuing victory with honor".
- Q. Encourage athletes to participate in as many sports and extra curricular activities as they can handle and coordinate with other coaches and sponsors in optimizing opportunities for students.

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- R. At all times treat players and athletes as they, themselves, want to be treated. Practice and promote the NMAA “Compete with Class” initiative.
- S. Promote his or her sport within the district and community to achieve high levels of participation.
- T. Develop a criterion for earning a letter in their particular sport.
- U. Sets goals, objectives and a vision for the sport they coach, for themselves and for assistant coaches, each year.
- V. While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the Head Coach's responsibility to see that his/her program is in total compliance.

XXXIX. Ejections (All ejections must be reported to the AC immediately following the contest. The AC will then report ejections to the District AD immediately.)

http://www.nmact.org/file/EJECTION_POLICY-z.pdf

- Any fine imposed by the NMAA because of a violation and/or ejection of NMAA policy/Bylaws will be the responsibility of the coach/school employee. Coaches will not be allowed to participate in games or practice until all fines are paid in full.

XL. PURCHASE OF NEW UNIFORMS SCHEDULE

- A. The Los Lunas Schools will purchase uniforms for teams on a rotating basis, as budget will permit. In this process, a team cannot lose their turn in being provided new uniforms. In “good budgetary years”, a team may move up on the list. In “poor” budgetary years, teams may have to wait longer for new uniforms but will not lose their turn.
- B.

1. The rotation for uniform purchase shall be as follows:

Team	Rotation Schedule
Boys Soccer Girls Soccer Baseball Softball	Every four years beginning 2018 – 2019 2022 - 2023
Boys Basketball Girls Basketball Cheerleading Dance/Drill	Every four years beginning 2019 – 2020 2023 – 2024

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Cross Country
Boys Track
Girls Track
Boys Golf
Girls Golf

Every four years beginning 2020 -2021 2024 - 2025

Football
Volleyball
Swimming
Wrestling

Every four years beginning 2021 - 2022 2025 - 2026
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2. The rotation for middle school uniform purchase shall be as follows:

2018-2019 & 2022-2023

1. Volleyball
2. Wrestling

2019-2020 & 2023-2024

3. Football
4. Track

2020-2021 & 2024-2025

5. Basketball
6. Cheerleading

2021-2022 & 2025-2026

7. Baseball
8. Softball

XLI. EQUIPMENT INVENTORY

- A. The inventory of equipment is a very important function of the Athletic Department. It is impossible for the Los Lunas Schools to provide quality equipment to athletes unless Coaches take responsibility to ensure that all uniforms and equipment are well cared for. It shall be the responsibility of all Head Coaches to meticulously check in and check out equipment and uniforms to athletes.
- B. The Athletic Coordinator will cause each Head Coach to develop a procedure to inventory equipment and uniforms. The Athletic Office will be responsible for an internal audit of all athletic programs.
- C. The Athletic Coordinator will report, in writing to the Director of Athletics the results of the audit on equipment and uniforms three weeks after each sports season. This report will include, as a minimum, quantity checked out, quantity checked in, condition of each item, repairs needed on each item, replacement necessary for each item, and any safety concerns noted regarding each item.

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D. Head Coaches will be held accountable for all equipment over which they have control. Athletes, who abuse, misuse or unlawfully take Los Lunas School uniforms or equipment will be required to reimburse the district for the replacement cost or be prosecuted. Coaches will not receive their stipend until inventory is complete and verified.

XLII. MISUSE OF ATHLETIC UNIFORMS & EQUIPMENT

Athletic uniforms and equipment purchased by Los Lunas Schools and or booster clubs which may include but are not limited to; warm-ups, sweatshirts, jackets, etc. are the property of the Los Lunas Schools and are intended to be worn only for games and practice conducted by the school. They are not to be worn or used as personal clothing items on or off the school campus. Most uniform items are expensive and hard to replace. Students seen with any part of a Los Lunas Schools uniform and or equipment thought to be stolen or misused will be asked to surrender it. If the person does not immediately return the item, it will report as a theft to the appropriate authorities. Student athletes who do not return uniforms and or equipment will be ineligible to participate in athletics until equipment is returned and/or fine is paid.

XLIII. LIFE OF AN ATHLETE

The New Mexico Activities Association proudly announced the launch of lifeofanathlete.com in 2010. The “Life of An Athlete” program is free and is believed to be the first interactive online program designed to teach high school student-athletes about the dangers of alcohol consumption related to their athletic performance and their life. The program website can be found at www.lifeofanathlete.com.

**All Los Lunas Schools Student Athletes must complete the on-line NMAA
“Life of an Athlete” Program before they can participate.**

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XLIV. STUDENT ATHLETE SUSPENSION

Philosophy

Athletics are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in athletics is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. **Suspension from athletics can be initiated by the Athletic Director, principal and/or coach and does not require a due process hearing.**

- 1. The student may practice with the team if he/she demonstrates academic progress towards eligibility. (Coach and/or administrator decision)**
- 2. The student may stand on the sideline and or sit on the bench during home games. (Coach and/or administrator decision)**
- 3. The student CANNOT participate in any interscholastic event at any level of competition during the period of suspension.**
- 4. The student CANNOT travel with the team to any interscholastic event at any level of competition during the period of suspension.**

XLV. ACKNOWLEDGMENT FORMS

(See Attached Forms)

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ATHLETIC SUBSTANCE ABUSE, ALCOHOL, TOBACCO

Philosophy

Athletics are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in athletics is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension from athletics can be affected by the principal/coach and does not require a due process hearing.

A. Use and /or Possession of Controlled Substances, Alcohol, and Tobacco Products are prohibited. (A citation, police report or discipline referral may be used to show evidence)

Consequences for violations during school year and/or organized summer activities

First Offense

Tobacco -	Suspension from participation – 15 school days
Alcohol/Drugs -	Suspension from participation – 45 school days

*(First time offenders may have their suspensions reduced 50% by completing a certified drug/alcohol prevention program. Page 25)

Second Offense

Tobacco -	Suspension from participation – 30 school days
Alcohol/Drugs -	Suspension from participation – 90 school days

Third Offense

Tobacco -	Suspension from participation – 60 school days
Alcohol/Drugs -	Suspension from participation – 180 school days

C. Sale or Distribution of Controlled Substances.

1. Student ineligible to participate in extracurricular activities for 180 school days or longer under special circumstances.

C. End of season is defined by the NMAA (13.1) as follows:

- A team/individual does not qualify for play-offs.
- A team/individual is eliminated from play-offs. (Non-varsity seasons end with the team's last event.)

I, _____ wish to try out for and/or participate in school sponsored interscholastic athletics. I agree to follow the standards of conduct and procedures as set forth for interscholastic athletics with Los Lunas Schools. I understand that if I violate these standards, I will be subject to such penalties as stated, including exclusion from the opportunity to participate in interscholastic athletics.

Student Signature

Date

Parent Signature

Date

First time offenders may have their suspensions reduced (School Principal) 50% by completing a certified drug/alcohol prevention program. (School Counselor and/or Outside Accredited Agency)

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Athlete Code of Ethics

- Fair, hard play at all times, showing respect for opponents, coaches, officials and spectators.
- Conduct with the highest degree of character on and off the field.
- Faithful completion of schoolwork as practical evidence of commitment to school and team.
- Complete observance of all training rules and school policies.
- Give opponents the credit for their ability and the respect you would hope to receive in return.
- Be modest and considerate in victory; be gracious in defeat.
- Realize it is an honor and a privilege to represent Los Lunas Schools.
- Realize that team success comes before individual recognition.
- Sportsmanship and competition are the primary reasons for high school athletics.
- Adhere to the rules and expectations of the Head Coach.

Conduct Unbecoming an Athlete: Athletes will not display behavior on or off the playing field which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

Sanction: Discipline will be handled by the coach and or the school Administration. The range of discipline goes from verbal warning to dismissal from the team.

ACKNOWLEDGMENT FORM

STUDENT

(Please sign and return to your coach.)

I, _____ wish to try out for and/or participate in school
(Print Student's Name)

sponsored interscholastic athletics. I agree to follow the standards of conduct and procedures as set forth for interscholastic athletics in the Los Lunas School District. I understand that if I violate these standards, I will be subject to such penalties as stated, including exclusion from the opportunity to participate in interscholastic athletics.

Student Signature

Date

PARENT/GUARDIAN

I agree to permit my son/daughter to try out for and/or participate in school-sponsored interscholastic athletics. I have read the Los Lunas Schools Athletic Handbook and agree to support the standards of conduct and procedures contained therein as a condition of my son/daughter's participation in interscholastic athletics within the Los Lunas School System. I understand that if my son/daughter violates the handbook's standards of conduct, he/she will be subject to penalty as outlined in the handbook, including exclusion from the opportunity to participate in interscholastic athletics. I further understand that selection or assignment to a team does not constitute any guarantee (written or implied) that my son/daughter will receive any playing time.

Parent Signature

Date

LOS LUNAS SCHOOLS ATHLETIC HANDBOOK

LOS LUNAS SCHOOLS

PARENT/GUARDIAN CODE OF EXPECTATIONS FOR ATHLETICS

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship as referenced in “*Pursuing Victory With Honor*” and in the six core principles of character education: trustworthiness, respect, responsibility, fairness, caring and citizenship. The highest potential of sports is achieved when competition reflects these principles. Please be advised the Los Lunas Schools has a code of expectations for all parents/guardians participating in the athletic experience. Your cooperation in adhering to the following obligations as a parent/guardian at athletic events is appreciated and necessary to provide the most quality experience for every person participating.

- I will do my part to make athletics and activities a **positive experience** for everyone involved (i.e. participants, coaches, officials and spectators).
- I will **learn the policies** of school district, school and program and do my best to **understand and appreciate the rules** of the contest
- I will **encourage good sportsmanship** by showing respect and courtesy and by being a positive role model at every event and practice
- I will **not engage in any unsportsmanlike conduct** with any official, coach, player, parent or staff member, such as taunting or using profane language or gestures
- I will **demand a safe and healthy environment** that is free from drugs, tobacco and alcohol and will **refrain from any use** at all athletic events
- I will **not engage in disparaging dialogue or taunting behavior** with officials, players, coaches, parents and other spectators before, during and after all events
- I will **respect the decisions and authority of officials** during competitions
- I will **respect the property and equipment** used at any sports or school facility
- I will **show appreciation for an outstanding play** by either team
- I will **applaud a good effort** in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes

In addition, parents of participants in the Los Lunas Schools athletic program are expected to adhere to the following obligations to fully ensure the best possible environment for their child.

- I will **insist my child treat other players, coaches, officials and fans with respect and courtesy** regardless of race, sex, creed or ability
- I will **help my child learn** that success is measured by the development of skills, not by winning or losing
- I will **communicate with the coach** at the appropriate time and place when I have a concern regarding my child (not during games and/or practice)
- I will **inform the coach of any physical disability** or ailment that may affect the safety of my child or the safety of others
- I will **refrain from coaching my child** or other players during games and practices unless I am an official coach
- I will place the emotional and physical **well-being of my child** ahead of my personal desire to win
- I will **never ridicule or yell at my child** or other participant for making a mistake or blame my player’s teammates or coaches for success or failure in the athletic setting

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- I will **teach my child to respect the decisions** of administrators, coaches and officials and will positively model this same behavior
- I will **reinforce the school district's substance abuse policies** with my child and refrain from any use of alcohol and other drugs before or during contests
- I will follow the chain of command and the district's grievance procedure when trying to rectify and or resolve and issue and or concern

In the event an adult fails to adhere to and uphold these obligations, the school administration and the school district reserves the right to impose sanctions including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

The undersigned parent/guardian and student state that:

- We have read the Los Lunas Schools (LLS) Athletic Handbook and Code and understand its terms and conditions
- We understand it is our responsibility to be aware of and adhere to additional standards, rules, and requirements of the school sport program/activity group, the school the student attends and participates, the Los Lunas Schools and the New Mexico Activities Association.
- We agree to be bound by the terms, conditions, rules, and standards of the LLS Athletic Code.
- We understand that it is our responsibility to keep this document and refer to it throughout the year when specific issues or questions arise.
- We understand that the LLS Handbook is accessible on the LLS Athletic Department website. All revisions, corrections or additions will be posted regularly on the website. The website document will be considered current and takes precedence over all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information.

Student Printed Name

Date

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Date

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Los Lunas School Board Policy 7.12

PROHIBITING HAZING

The Board of Education finds that practices known under the term “hazing” are dangerous to the physical and psychological welfare of students, and should be prohibited in connection with all school activities.

Section 1.01 7.12.1. DEFINITION

Hazing includes, but is not limited to,

1. Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
2. Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
3. Subjecting a student to any dangerous, painful, offensive, or demeaning conduct reasonably likely to create extreme mental distress, as a condition of membership in, or initiation into, any class, team, group, or organization sponsored by, or permitted to operate under, the auspices of, a school of the School District, or for similar or related purposes, *provided*, that such conduct shall not be considered hazing when it is a recognized and integral part of the particular sport or activity.

7.12.2. PROHIBITION

Hazing is prohibited in all schools of the School District, whether on or off school property, and whether during or outside school hours.

7.12.3. ENFORCEMENT AND REPORTING

School officials, employees, and volunteers

1. Shall not permit or tolerate hazing;
2. Shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring; and
3. Shall report known or suspected hazing to the school principal or the Superintendent.

Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the Superintendent.

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7.12.4. Investigation

1. All reports of hazing shall be investigated promptly by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal, in consultation with the Superintendent or his/her designee shall report the matter to the appropriate law enforcement agency.
2. Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the Superintendent.

7.12.5. Discipline

1. Students found to have engaged in hazing shall be subject to discipline by school or District authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.
2. Employees who fail to discharge their duties under this policy, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

I have read and understand Los Lunas School Board Policy 7.12.

_____	_____
Student Printed Name	Date

Student Signature	

Parent/Guardian Printed Name	

Parent/Guardian Signature	_____
	Date
_____	_____
Head Coach Signature	Date

Copy will be kept on file in the Athletic Office.

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I _____,

(Student's Name)

am aware the Los Lunas Schools Athletic Handbook is available on line on the Los Lunas Schools website www.llschools.net. I acknowledge that I am responsible for knowing the contents and understanding all polices in the Los Lunas Schools Athletic Handbook. I am also aware that I can request a hard copy of the Athletic Handbook from the Athletic Office.

(Student's Signature)

(Date)

I _____,

(Parent/Guardian Name)

am aware the Los Lunas Schools Athletic Handbook is available on line on the Los Lunas Schools website www.llschools.net . I acknowledge that I am responsible for knowing the contents and understanding all polices in the Los Lunas Schools Athletic Handbook. I am also aware that I can request a hard copy of the Athletic Handbook from the Athletic Office.

(Parent/Guardian Signature)

(Date)

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5.6.4 EMPLOYEE AND STUDENT RELATIONS POLICY

A. The effective education of our students requires a school environment in which students are safe and secure. Employees of the School District are encouraged to take a sincere professional interest in students of the School District. However, professional ethics requires that staff members avoid social situations through which they could exploit their positions of authority over students and in which they may be perceived as doing so.

B. Therefore, employees shall not use their positions, their influence, or their authority over students to make personal demands upon students unrelated to the purposes of their education. Employees shall not become intimately involved with students, shall not engage in or respond to romantic, sexually oriented, or other intimate relations, or activities with students, nor participate in any unethical behaviors or conduct with them.

C. All employees, as part of their regular duties, shall be watchful of the welfare of students, particularly with respect to circumstances that suggest abuse, including the sexual victimization of students or violations of Paragraph 2 of this Policy, by other school employees. Employees are required to report suspected violations of this policy to their immediate supervisor as soon as practical. All reports of possible violations of this policy or abuse including sexual misconduct against students by school employees shall be promptly and fully investigated by the Administration according to the procedures set forth in the School District's Sexual Harassment of Students by Employees Policy.

The failure to abide by the standards of ethical behavior and conduct set forth in the Code of Ethics and Conduct may constitute just cause for discipline - including termination or discharge - of personnel subject to this Policy, by action of the Superintendent of Schools in accordance with applicable procedural requirements.

I have read and understand Los Lunas School Board Policy 5.6.

Signature (Coach)

Date

LOS LUNAS SCHOOLS ATHLETIC HANDBOOK

LOS LUNAS SCHOOLS Coaches Code of Conduct

Preface

We, in the Los Lunas School District, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs **promote important life skills and the development of good character**. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Charactersm"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time, part-time and volunteer coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

- Trustworthiness* — be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- Integrity* — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- Honesty* — don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- Reliability* — fulfill commitments; I will do what I say I will do; be on time.
- Loyalty* — be loyal to my school and team; put the team above personal glory.

2. *Primacy of Educational Goals* — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.

3. *Counseling* — be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

4. *College Recruiters* — be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

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5. *Respect* — treat all people with respect all the time and require the same of student-athletes
6. *Class* — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. *Taunting* — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. *Respect Officials* — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. *Respect Parents* — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. *Profanity* — don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. *Positive Coaching* — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. *Effort and Teamwork* — encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. *Professional Relationships* — maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

14. *Life Skills* — always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. *Advocate Education* — advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. *Advocate Honor* — prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.

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17. *Good Character* — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. *Role-Modeling* — be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. *Personal Conduct* — refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. *Competence* — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. *Knowledge of Rules* — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. *Positive Environment* — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. *Safety and Health* — be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
24. *Unhealthy Substances* — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. *Eating Disorders* — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. *Physician's Advice* — seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. *Privilege to Compete* — assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. *Self-Control* — control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. *Integrity of the Game* — protect the integrity of the game; don't gamble. Play the game according to the rules.
30. *Enforcing Rule* — enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.

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31. *Protect Athletes* — put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

32. *Access* — help make your sport accessible to all diverse communities.

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

FAIRNESS

34. *Fair and Open* — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

35. *Safe Competition* — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others. Safety and supervision at all times.

36. *Caring Environment* — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

37. *Honor the Spirit of Rules* — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.

38. *Improper Gamesmanship* — promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

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PLEASE SIGN AND RETURN THIS PAGE ONLY!

I have received, read and understand the requirements of this Coaches' Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as the community and student athletes will and should expect that I will follow this code.

Print Name

Signature

Date

School

Sport