

**DISTRICT 5-AAAA
FOOTBALL HANDBOOK**

2019-2020

BELEN *EAGLES*

LOS LUNAS HIGH SCHOOL *TIGERS*

VALENCIA HIGH SCHOOL *JAGUARS*

VALLEY HIGH SCHOOL *VIKINGS*

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PREFACE

This handbook is the official publication of District 5-AAAA in conjunction with the New Mexico Activities Association. It is designed to assist administrators, coaches, and participants with the operation of this district.

Schools are urged to make this handbook available to those responsible for conducting the various athletic programs sponsored by this district who, in turn, should review all rules and regulations of the district and NMAA with the student athletes.

The schools of District 5-AAAA must always strive to improve sportsmanship, teach character and citizenship, maintain high academic standards, and provide a safe, fair, an equitable opportunity for participation and competition.

DUTIES AND RESPONSIBILITIES OF DISTRICT CHAIRPERSON

1. To understand and practice the interscholastic objective.
2. To contribute to the improvement and updating of the total athletic program for the entire state.
3. To constantly be aware of and responsive to the needs and desires of every school in our district.
4. To survey the district schools, obtaining agenda items for the fall and summer meetings.
5. To familiarize yourself with the Sportsmanship Manual and conduct the nomination process at the appropriate time.
6. To possess an understanding of the NMAA Handbook and be willing to promote/implement all activities as necessary.
7. To be ultimately responsible for any District/Regional Event/Tournament or Playoff involving any District 5-AAAA School.
8. To respond to the NMAA office on reports, financial statements, investigations and general information needed by that office.
9. To assign a Recording Secretary to take accurate notes and minutes at District Meetings to be typed and distributed to member schools and the NMAA.
10. To see that the District Handbook is updated yearly and on file in the NMAA office.
11. District Chair will order, buy and distribute all District Team Trophies and All-District Certificates.

12. Conduct referenda for any handbook changes.
13. Stipend for District Chair (AD) Pay .25 per mile for travel. \$100.00 will be paid for District Chair (AD) - \$100.00 for District Secretary.
14. Every two years there will be a nomination and vote for the District Chair Position. The current Chair may be nominated again.
15. The District Chair will submit a financial statement to each member school at the first District meeting of each new school year.
16. District 5-AAAAA schools will set the district schedules for each school year.

GENERAL INFORMATION

I. MEETINGS

- A. The District will hold two mandatory meetings per year. Fall and Summer
- B. Other meetings may be called by the chairperson or by the majority of the district schools.
- C. The Athletic Director will attend all district 5-AAAA meetings.
- D. Major changes to the District Handbook will be discussed during District Meetings and voted on. Minor changes may be made at regular meetings. Emergency changes may be emailed or faxed on referendum at the chairperson's discretion. Ballots are to be returned by the posted date identified by the chairperson.

II. FINANCE

- A. Each school will be assessed \$200.00. Thereafter, each school will be assessed \$200.00 at the beginning of each academic year for district expenses if the district account is at \$800 or below. This money is deposited in a District 5-AAAA account by the district chairperson.
- B. District money, as determined by the membership, may be used for expenses such as: Awards, Meetings, Handbook, Printing, Tickets, Pay to Administrators of this District, i.e. AD/ chairperson, secretary to the Chairperson.

III. REPORTING

- B. All District selections are to be sent to the District Chairperson immediately.

IV. AWARDS

- A. Standardized trophies/plaques will be purchased by the District Chairperson (or designee) for first place teams. No school or individual will purchase trophies without permission from the District Chairperson.
- C. A District meeting of Head Coaches, or their designee, will be held following the regular District season to determine all district selections. The District Coaches meetings will be held at the site of the district champion. District meeting will be chaired by the District Chairperson or their designee (Head Coach of the district champion).

D. All District/ Academic teams will be selected by the coaches prior to State playoffs. All Academic Team (Varsity Only) = 3.5 cumulative grade point average - Juniors and Seniors only. Certificate is the award.

- **All District 5-AAAA Team Selections will receive a certificate. Player and coach of the year will receive plaques. Please only select one player of the year and coach of the year.**
 - **Football all district selected by the coaches.**
 - **11 first team offense - certificates**
 - **11 first team defense - certificates**
 - **1 specialist/kicker – certificate**
 - **11 2nd team offense – certificates**
 - **11 2nd team defense – certificates**
 - **1 2nd team specialist/kicker – certificate**
 - **Player of the Year and Coach of the Year**

V. GENERAL

- A. SENIORS will not be permitted to participate at the JV, C-team- freshmen levels.
- B. Providing out of District teams with game tapes on any District 5-AAAA teams and Duplicating of game tapes is against district policy.
- C. Bands will be seated on the home side only. Arrangements need to be made with the site facilitator before the event. ***Bands are permitted to play during Dead-Ball time only.***
- D. **NO** noise makers of any kind or signs will be allowed during district play. Host schools are the only one allowed to have signs on the wall on the home side only.
- E. The regular season champion of the district is the district champion.
- F. No celebratory chants, cheers, or post game activities by the visiting team shall take place at mid-field at the conclusion of games.
- G. Eighth grade student athletes will not be permitted to play up at any level of the High School Team.

ATHLETIC POLICIES

I. FOOTBALL

- A. Regular Season:
 - 1. It is the responsibility of all coaches to read and follow the established guidelines as per the NMAA and District 5-AAAA Handbook.
- B. District Games:

1. A school must play all the other members of its district to be eligible for the championship or runner-up.
2. Game ball: In all District games, a game ball will be used that complies with the specifications as set forth by the current National Federation Rule Book.
3. The home team will provide a competent chain crew of adults.
4. Visiting teams (coaches) will be advised of pre-game/half-time activity upon arrival at game site.
5. Pre-game procedures:
 - a. All performing groups that are practicing must be off the field one hour and 15 minutes before scheduled starting time.
 - b. Coin flip will be 15 minutes before game time.
 - c. Any pre-game performances, with the approval of the home team, will be done immediately following the coin flip.
 - d. The limit will be 10 minutes.
 - e. The national anthem will be played five minutes before game time.
6. Half-time activities will normally be 15 minutes. As per rulebook, the half time can be extended five minutes upon request of home team. Administrator in charge will inform the officials on any extension, who, in turn will notify the teams and coaches.

C. Ties:

Refer to the NMAA Handbook, Section VII, 17.15.6.F

D. General:

1. HUDL Exchanging of films - District teams will exchange, one week prior to playing each other, two videotapes that are requested by the opponent will be exchanged. The arrangement and the exchange of films are the responsibility of the home team.
2. No film exchange from District 5-AAAA teams to play-off teams outside the district.