

Albuquerque Charter School League

Athletic Policy Handbook

ARTICLE I – MISSION

The mission of the Albuquerque Charter School League is to oversee the regulation, organization and promotion of its member schools interscholastic athletic programs. The ACSL provides opportunities for student/athletes to compete at a high level and uses that competition to teach the fundamental values of teamwork, discipline, respect and sportsmanship. The ACSL is committed to the education of our youth for a better tomorrow and will work in partnership with local communities to establish and maintain school interscholastic athletic programs.

ARTICLE II - PURPOSE

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. The league provides for development of physical and mental skills through competitive athletics, which enhances a student's personal and social skills. Athletics generates a pride in achievement; a pride in your school, an appreciation of team effort, hard work and fair play; respect for rules of the game and respect for the abilities of others.

ARTICLE III - ORGANIZATION

SECTION 1 The governing body of the ACSL shall be a board composed of four representatives and a League Commissioner who are affiliated with a member school. No school shall have more than one representative on the board. Elections for commissioner and board members will be held when necessary.

SECTION 2 COMMISSIONER: The League Commissioner oversees all interscholastic contests and is responsible for the day-to-day operations of the league within the rules, regulations and policies of the league.

The commissioner has full authority to enforce and interpret all policies, set meeting dates, and preside at all regularly scheduled league and board meetings.

To make sure that all schools, athletic directors and coaches abide by all the rules and regulations.

The final decision on all matters not covered in the league handbook will be decided by the commissioner.

Will appoint sports directors and communicate information to all league members.

SECTION 3 BOARD: The Albuquerque Charter School League board is principally responsible for the following.

Is a policy-making body responsible for the smooth administration of all sports programs.

To regulate all interscholastic sports programs, so as to safeguard the physical and educational welfare of all participants and member schools.

To make sure that all schools, athletic directors and coaches abide by all the rules and regulations.

To serve at hearings, a suspended school, sports program, athletic director, coach or athlete must appear before the board to seek reinstatement.

SECTION 4 SPORTS DIRECTOR: Directors must be good managers and organizers and will need to know the rules of the sport they are overseeing.

The director's main job is to oversee the general operation of the season and post season tournament.

Duties include conducting a coaches meeting prior to the season to discuss league information, rules and rule changes, scheduling.

Post season: tournament scheduling, finding volunteers; interacting with the person overseeing the facilities; event finances; communications.

SECTION 5 OFFICIAL COORDINATOR: Serves as the rules interpreter and is the final authority on any and all questions pertaining to the rules governing each sport. This includes any special rules that have been approved by the league.

Provide each school with a master schedule of all games on the league website. Teams should notify the coordinator of any changes to the master schedule regarding dates, times and sites before it is posted on the league website. After the schedules have been finalized no revisions to the schedule will be permitted.

Assign all varsity, junior varsity, and middle school officials for ACSL games.

All schools will notify the coordinator of cancellation/forfeit of any game/match at least twenty-four hours before the starting time. Schools failing to comply with this policy will be subject to fines and disciplinary measures imposed by the league.

SECTION 6 MEMBER SCHOOLS: Upon entering the league, new member schools will have a probationary period for that school year.

School athletic directors and head coaches are expected to know, understand and communicate all ACSL rules and regulations to their coaches, student athletes and parents/guardians.

Individual athletic directors, coaches, sports programs or schools found in violation of rules and regulations may be censured, placed on probation or suspended.

Member schools may be suspended for failure to fulfill sanctioned league commitments and responsibilities.

Suspension can occur only by a three-fourths majority vote of the board. When a school is suspended it may not participate as a league member for one year. After one year a school can

file for readmission to the league. Readmission to the league depends on a three-fourths majority vote of the board.

SECTION 7 DUES: Each school participating in the league will be charged an annual \$325.00 league registration fee.

SECTION 8 SPORTS: Fall sports - HS flag football and soccer both co-ed, HS and MS cross country, JV and MS basketball. Winter sports - HS boy's and girl's basketball. Spring sports – HS, JV and MS girl's volleyball, MS flag football and MS soccer both co-ed and HS and MS track.

SECTION 9 PLAYOFFS: Each division in the ACSL will have an end of the season final four playoff. The top four teams in each division will qualify. Teams need to finish with a .500 or better record to qualify. The exception is cross country and track.

ARTICLE IV - ELIGIBILITY

SECTION 1 In order to participate in the athletic program each student must be enrolled in the school in which he/she is competing. Participating students are required to compete in the gender listed on their original or amended birth certificate. A student who turns 19 years of age after August 31 of the current school year is eligible for the entire school year. A student who is 19 years of age or older prior to September 1 is ineligible. A student cannot be older than 19 to participate.

SECTION 2 In order to participate in the athletic program each student must have a yearly physical that is good from August 1- July 31 of each year. This must be completed before a student is allowed to practice or play in any games sponsored by ACSL. The form must remain on file in the athletic office. The ACSL does not discriminate or preclude students from participating based upon disabilities defined by the Americans with Disabilities Act.

SECTION 3 PARTICIPANT INSURANCE: For liability purposes, students participating in athletic programs must be insured. Participants must be covered by accident/injury insurance prior to participation. They may carry school offered insurance or provide the school with documents that they are covered by a private insurance carrier. A document signed by the student and parent verifying insurance coverage must remain on file in the athletic office.

SECTION 4 Scholastic levels must be maintained to qualify for the privilege of participation. Students must maintain a 2.0 GPA and no F's based on a 4.0 grading scale, or its equivalent, while enrolled in a minimum of 50% of a class schedule for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Individual schools may adopt stricter rules or standards for academic eligibility. Schools may have exceptions for special education students.

SECTION 5 CODE of CONDUCT: Every participant in your athletic program must receive a copy of the league code of conduct and they need to sign it and their parents need to sign it. You collect them and they must remain on file in the athletic office.

SECTION 6 Students may petition the league to play for another school only if their school does not have a team. Their school must be a member of the league. Athletic Director must send an email to the Commissioner stating the reasons why this student should be allowed to play for your school. You must include the students name, age, grade, and school they attend. You need to check their eligibility to make sure they are passing all their classes.

SECTION 7 Students must attend school on the day of a game to be eligible to participate in any ACSL contest, other than extenuating circumstances approved by the principal.

SECTION 8 The athletic director and coach shall be responsible for the examination of records to determine a student's eligibility in all sports. During all league contests coaches are on their honor to assure each team member is eligible. Failure to do so, by a coach, may result in suspension from coaching in the ACSL and the game to be forfeited.

ARTICLE V - ATHLETIC DIRECTORS

SECTION 1 RESPONSIBILITIES: **Mandatory that you attend league meetings or your school will be dropped from the league. Dates will be announced.** Athletic Directors must have complete control of their programs and supervise their coaches, athletes and spectators at all times. Make sure all coaches have a background check. All coaches need to receive a copy of the league handbook. Check that all athletes have a physical before being allowed to practice.

SECTION 2 PRACTICES: The athletic director must see that no practices for any sport begin until the designated starting date. Fall sports can begin practice August 15. Winter sports can begin practice on October 17 for girls and October 31 for boys. Spring sports can begin practice February 6. Coaches need to take into consideration that the sport in progress has precedent over other sports.

SECTION 3 OPEN GYM: Open gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:

- the school facilities are available for students to participate in a number of activities.
- the recreational activities are open to all students.
- there is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- there is no requirement for students to attend open gym activities as a prerequisite for membership on the school team.
- school coaches may not participate in games, pickup games, provide instruction in the skills of a sport or otherwise influence an athlete's participation in open gym.

SECTION 4 TEAMS: Varsity 9-12 grade, Junior Varsity 9-10 grade, Mid School 6-8 grade, absolutely no grades below 6. No 11 or 12 graders playing down on JV team. You cannot play on more than one team at a time. If an athlete moves from a JV team to varsity they must remain on the varsity team for the remainder of the season and for tournament play. No MS players on varsity. Exception is cross country and track where 5th graders are allowed to compete. If you do not have enough players they can join another team in our league.

SECTION 5 UNIFORMS: All players' must have matching jerseys and shorts. All players' uniforms must have a legal number on the front and back that is easily visible and matches the team roster. Undershirts or bicycle shorts worn under the uniform must be the same color as the body of the uniform. Athletic shoes are required. No hats, bandannas or dew rags are allowed. No jewelry or piercings of any kind are allowed.

SECTION 6 GAMES: Make sure field or gym is ready for the game. The home team listed on the schedule must provide an official scorekeeper, timer and official size game ball. Provide security if needed. The admission charge for all regular season games MS, JV or varsity is \$2.00 for adults, \$1.00 for students and children under six years old free. A family pass for \$5.00 (limit to 5 people). The admission charge for all tournament games is \$3.00 for adults, \$2.00 for students and children under six years old free. A family pass for \$8.00 (limit to 5 people). For tournament games the league gets the gate to pay for officials and tournament expenses.

ARTICLE VI – COACHES

SECTION 1 QUALIFICATIONS: All ACSL coaches must have a background check before being hired. The head coach must hold a NM Athletic Coaching License and submit a copy to the league office, or complete the NFHS Fundamentals of Coaching on line course and submit a copy of the certificate to the league office. A waiver is granted to any coach with five years of experience in the ACSL. The head coach must be at least twenty-one years of age and must be responsible for the program and team. Assistants to the head coach are the head coach's responsibility - keeping in mind the qualifications for all ACSL coaches.

SECTION 2 MEETINGS: **Mandatory that the head coach attends league meetings for their sport. Dates will be announced. Failure to attend means your school will be dropped from that sport for the season.** Coaches will schedule games and receive information pertaining to rule changes and league responsibilities.

SECTION 3 SUPERVISION: It is required that every ACSL team be accompanied to all competitions by a coach or assistant coach, who shall be responsible for the teams conduct. Lack of supervision and/or unsportsmanlike conduct by the coach, players or spectators will make the team liable to forfeit or suspension.

SECTION 4 RULES: The National Federation of State High School Association rules (www.nfhs.org) will be used to govern play. Rule books are available from the NFHS website. ACSL co-ed rules for soccer and flag-football are an addendum to the NFHS rule books.

SECTION 5 HEAD TRAUMA POLICIES:

(A) A coach shall not allow a student athlete to participate in a school athletic activity on the same day that the student athlete:

1. Exhibits signs, symptoms or behaviors consistent with a brain injury after a coach, a school official or a student athlete reports, observes or suspects that a student athlete exhibiting these signs, symptoms or behaviors have sustained a brain injury.

(B) A coach may allow a student athlete who has been prohibited from participating in a school athletic activity pursuant to Subsection A of this section to participate in a school

activity no sooner than one week after a student athlete has received a brain injury and only after the student athlete:

1. No longer exhibits any sign, symptom or behavior consistent with a brain injury.
2. Receives a medical release from a licensed health care professional.

ARTICLE VII – SPORTSMANSHIP

Sportsmanship is an expectation! The act of treating others in a respectful manner, taking personal responsibility for one's actions and responding with integrity while engaged in competition is an important objective of the ACSL. Sportsmanship includes competition and play, the display of courtesy, citizenship and the development of character. Please let the player's play, the coach's coach and the official's officiate. Remember, whether you are on the court/field or in the stands, **BE A GOOD SPORT!**

SECTION 1 COACH: Treats own players and opponents with respect. Inspires athletes to love the game and to compete fairly. Exhibits sportsmanship and disciplines team members who display unsportsmanlike behavior. Is a teacher who understands that the athletic arena is an extended classroom. Respect the official's judgment and interpretation of the rules.

SECTION 2 ATHLETE: Treats opponents, teammates, and coaches with respect. Plays hard, but within the rules. Exercises self-control at all times, setting the example for others to follow. Respects officials, and accepts their decisions without gesture or argument. Wins without boasting, loses without excuses, and never quits.

SECTION 3 SPECTATOR: Appreciates a good play no matter who makes it. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and avoids the use of profane and obnoxious language and behavior. Treats opponent's spectators with respect. Spectators should respect the property of others and the authority of those who administer the event.

SECTION 4 At the conclusion of all scheduled contests every coach and player will lineup at the center of the court/field and shake hands. Failure to do so will result in a one game suspension. All coaches, players and spectators must refrain from confronting game officials about the outcome of the contest. Concerns regarding the game or officials must be directed to the official coordinator.

ARTICLE VIII - RULES OF COMPETITION

SECTION 1 Any player, coach or spectator ejected from any contest sponsored by the ACSL for assaulting physically any player, coach, spectator or official, will be automatically suspended. The suspended person must appeal to the ACSL board within ten days to seek reinstatement. The decision of the board is FINAL. If suspension happens during a playoff or tournament game no appeal is granted.

SECTION 2 Any player or coach who is ejected from any contest sponsored by the ACSL for any reason other than stated in Section 1 shall be suspended for one week and it could be longer depending on the severity. Being suspended includes not attending any ACSL sponsored practice

or contest for the time the suspension is in effect. No appeal is granted for an ejection from a game.

SECTION 3 Any player or coach who receives an incident report is automatically suspended for one game and it could be longer depending on the severity. Being suspended includes not attending any ACSL sponsored practice or contest for the time the suspension is in effect. No appeal is granted for receiving an incident report during a game.

SECTION 4 Any player or coach who receives three technical fouls or three red cards in a season, can no longer play or coach that sport for the remainder of the season.

SECTION 5 Zero tolerance for fan, spectator abuse or misbehavior. Spectators shall not commit unsportsmanlike acts, such as using language that is abusive, vulgar, or obscene. Do not confront officials concerning calls. It is your responsibility to exhibit good sportsmanship at all ACSL games. Fans that fail at this will be asked to leave the game and (depending on the circumstance) could not be allowed back at any remaining games during the season. No appeal is granted for an ejection from a game.

SECTION 6 SEXUAL HARASSMENT: Sexual harassment is any unwelcome conduct of a sexual nature. Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature directed towards an athlete, coach, or spectator by a coach, athlete or spectator will not be tolerated. Sexual harassment is a violation of U.S. law under Title IX of the Education Amendments Act of 1972.

SECTION 7 TOBACCO, ALCOHOL, and DRUGS: Use of these substances by anyone will not be tolerated. Any coach, student-athlete or spectator in violation of the substance abuse policy while on school grounds, or at a school-sponsored event will be subject to the enforcement of the league. The purchasing, consumption, possession, transportation, or distribution is unacceptable behavior for any coach, student or spectator during an ACSL game.

1st Offense: Non-compliance will result in dismissal for the remainder of that sport season, including post-season contests. In the event of such a dismissal, the coach or student-athlete will be encouraged to participate in a substance abuse counseling program.

2nd Offense: If a 2nd offense were to occur within the same school year, the coach or student-athlete would not be permitted to participate in any interscholastic athletic activity for a year from the date of the offense. The coach or student-athlete will be required to participate in a school approved substance abuse program.

SECTION 8 GANG ACTIVITY: Zero tolerance for gang activity. Any flashing of gang signs, anyone caught tagging or yelling a gang affiliation or taunting will be dealt with accordingly.

1st Offense: Non-compliance will result in dismissal for the remainder of that sport season, including post-season contests.

2nd Offense: If a second offense were to occur within the same school year, the student-athlete would not be permitted to participate in any interscholastic athletic activity for a year from the date of the offense.

SECTION 9 Depending on any of the circumstances stated in sections 1-8 of Article VIII, law enforcement may be brought in and charges could be filed.

ARTICLE IX – OFFICIALS

SECTION 1 The ACSL is responsible for scheduling and paying officials for league games. The fee will be determined by the league. Upon receipt of the invoice from the league office, a school or association has a net 30 days to pay. All dues not paid within 30 days of invoicing will be subject to a \$25.00 weekly fine until paid in full. Failure to play the required number of games means you will forfeit those fees to the league. Extra games a school or association may choose to play during the course of a season are not the responsibility of the league to pay.

SECTION 2 Two certified officials must be present to start any ACSL contest. This rule is not in effect for volleyball or soccer. In a situation where only one official is available the teams may delay the start of the game up to one hour while searching for an available official. In the event a second official cannot be located the game will be canceled and rescheduled.

SECTION 3 Officials must be a NMOA member and submit proof of membership to the league office, or complete the NFHS Interscholastic Officiating online course and submit a copy of certificate to the league office. A waiver is granted to any official with five years of experience in the ACSL. The National Federation of State High School Association rules (www.nfhs.org) will be used to govern play. When the contest is about to start, the officials will beckon coach's and captains from both teams to the center of the court/field for final instructions.

SECTION 4 If an official ejects anyone from a game for any reason; the official is required to file an incident report stating the reason for the ejection. The reason should be explained at length; stating the particulars of the incident so appropriate action may be taken.

ARTICLE X – FORFEIT

SECTION 1 Except for extenuating circumstances, forfeit time will be game time. During all league contests a team must start the game with the required number of players. Exception is soccer, where you need at least seven players to start.

SECTION 2 Teams are given the opportunity to request contests be scheduled around school events prior to the schedule being published. After the schedules have been finalized and posted on the league website, no revisions to the schedule will be permitted.

SECTION 3 If any team drops out of a sport or is suspended from competition, the score of all games played will stand. Once a team drops out all remaining games will be dropped from the schedule. The league will retain all fees paid for games. No refunds or credits will be issued to your school.

SECTION 4 Teams will forfeit all contests in which an ineligible player has participated. All ineligible players will be suspended from that sport for the remainder of the season.

SECTION 5 FORFEIT FINES: The sports director and official coordinator must be notified before forfeiting any scheduled contest. Forfeiting any scheduled contest will result in a fine of fifty dollars. A one hundred dollar fine is charged to any team that does not show for a scheduled contest and fails to notify the league 24 hours in advance. The school has ten days to pay the forfeit fine. If the school takes no action, the team will be suspended from that sport for the remainder of the season.

SECTION 6 POSTPONEMENTS: Only the League Commissioner may postpone a scheduled game. The ACSL will follow APS or local school districts in the event of cancellation of athletic events due to weather. When schools are dismissed early, all evening activities are also canceled.

ARTICLE XI – PROTEST

SECTION 1 Protest must be submitted in writing to the League Commissioner within forty-eight hours after the completion of the contest. If submitted by mail, the protest must be postmarked within the forty-eight hour period. A one hundred dollar deposit, from the school or association, must accompany the written protest. If the ACSL board judges in favor of the protest, the one hundred dollars will be returned. If the ACSL board judges against the protest, the one hundred dollars will be retained by the ACSL.

SECTION 2 The protest may be submitted only by the coach and must be signed by the school athletic director/principal. The one submitting the protest must, in the original letter, enumerate all the grounds on which they are basing their protest and indicate all the facts and information they have to support their claim. Decision will be given only on the grounds mentioned in the letter.

SECTION 3 When a protest is received, the officials and opposing team will be immediately informed and will have forty-eight hours in which to submit a report.