

LAS CRUCES PUBLIC SCHOOLS

ATHLETIC DEPARTMENT HANDBOOK

2018-19

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ATHLETIC DEPARTMENT
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SECTION I

GENERAL INFORMATION

1.1 INTRODUCTION

This manual is designed to be a guide for student-athletes, parents, coaches, administrators, and all other school personnel of the Las Cruces Public Schools (LCPS). The Athletic Department makes a significant contribution to the total education of the students in this district. It is our hope that the content of this handbook will assist in the direction of the Athletic Program and in the clarification of guidelines, practices, and ultimately the improvement of all athletic activities.

This handbook is not intended to be all-inclusive; however, procedures given here will be followed completely. It is the belief of this administration that participation in athletics means more than competition between two individuals or two teams representing different high schools. It teaches fair play and sportsmanship; understanding and appreciation of teamwork; and that win or lose, hard work means success. The conduct of an athlete, coach, or parent is closely observed in many areas of life; it is important that their conduct be above reproach. It is the responsibility of coaches, parents, and the athletic administration to develop and implement “Compete with Class.”

1.2 MISSION STATEMENT

The LCPS Athletic Department is committed to excellence in academics and athletics. We are dedicated to “Compete with Class,” to adhering to the rules of competition and sportsmanship, and to meeting the needs and interests of the student athletes of the Las Cruces community.

We understand that participation in athletics is a privilege. We gladly accept our responsibility to be role models, to exercise self-discipline, and to be hardworking, prepared, persevering, empathetic, courageous, fair and self-sacrificing individuals. We will give our best effort in all that we do for ourselves and for our team. We will win or lose with grace and honor and strive through athletic participation to bring pride and respect to our community, school, sport, athletes, adversaries, and ourselves.

1.3 “COMPETE WITH CLASS”

The LCPS Athletic Department is dedicated to the NMAA’s Sportsmanship Program “Compete with Class” and its core values of respect, integrity, and responsibility

We have the shared responsibility of teaching our student-athletes and their parents that winning, as a goal in itself, is failure-oriented. True success involves the development of sport and lifetime skills that can make players and spectators feel like winners after every game, regardless of the score. The values that are instilled and reinforced through “Compete with Class,” are values and life skills that will serve our community for years to come. It is our responsibility to educate and prepare our youth for the future.

1.4 GENERAL GUIDELINES

- A. Student-athletes are subject to the general laws of the community and state.
- B. Student-athletes, by participating in interscholastic sports, agree to abide by and be subject to the athletic and extracurricular activities regulations of the LCPS and the New Mexico Activities Association (NMAA).
- C. It is the responsibility of the student-athlete and his or her parent(s) or court appointed legal guardian(s) and athletic personnel to understand and comply with all rules and regulations. The word “parent(s)” refers to parent(s) who have legal custody of the student. The phrase **“court appointed legal guardian(s)” refers to a person who has been appointed by a court of competent jurisdiction.**

- D. It is understood that it is impossible to have a regulation or guideline for every possible circumstance. Student-athletes and parent(s) or court appointed legal guardian(s) should use discretionary judgment in dealing with individual situations not covered by this Athletic Handbook or within the confines of the NMAA or LCPS.
- E. These guidelines shall not supercede federal, state, NMAA, OR LCPS statues, rules, or regulations.
- F. NMAA rules and regulations can be found on their website: (www.nmact.org).
- G. The LCPS Athletic Department Handbook may be found on the website: (<http://lcps.k12.nm.us/Departments/Athletics/index.shtml>)

1.5 EQUAL OPPORTUNITY

It is the expressed policy and purpose of the LCPS to provide educational and employment opportunities without regard to race, color, creed, sex, ethnicity, national origin, religion, age, ancestry, disability, or any other prohibited basis, in conformity with laws of the United States and the State of New Mexico.

SECTION II

LEGAL AUTHORITY

2.1 GOVERNANCE

Interscholastic Activities are governed by the rules and regulations of the New Mexico Activities Association (NMAA) and the Las Cruces Public Schools (LCPS).

2.2 NEW MEXICO ACTIVITIES ASSOCIATION

The NMAA was formed in 1921 as a private/non-profit organization whose principle purpose is the regulation, direction, administration, and supervision of interscholastic activities in the State of New Mexico. The NMAA prides itself in its leadership, providing educational and social experiences for the students and communities of New Mexico. The NMAA has taken a leadership role nationally in several areas, including sportsmanship, media relations, coaches' preparation, and interscholastic activities.

Rules and regulations are established through a referenda process. Referenda are proposed to the NMAA Commission, and if approved, sent to the member schools. The Board of Directors considers the results of the referenda and then may approve, disapprove, or take independent action. Alignment and classification issues are the purview of the Board.

2.3 ADMINISTRATION OF ATHLETICS

The Superintendent or his/her designee, and the High School Principals, and the LCPS Athletic Director, and LCPS Assistant Athletic Director, and High School Athletic Coordinators are responsible to the LCPS and NMAA for all matters pertaining to the administration of all interscholastic activities.

SECTION III

PHILOSOPHY

3.1 ATHLETIC DEPARTMENT PHILOSOPHY

“Teamwork is the fuel that allows common people to achieve uncommon results.”

- Unknown

Teamwork begins with parents, teachers, and coaches working together to promote athletics as an extension of the educational process. Athletics should reinforce the importance of academics and classroom achievement. Athletics provides a venue and an opportunity for adults to encourage character building, risk taking, and the development of life skills through sports. Hard work, commitment, responsibility, and dedication are building blocks not only for athletic success, but also for building successful adults. Through teamwork, adults can take common students, and enable and empower them to achieve uncommon success.

3.2 PHILOSOPHY OF COMPETITION

The athletic programs of the LCPS are designed to provide an essential part of the total educational process. The primary reason young athletes choose to participate in sports, with and against each other, are to have fun through healthy competition. We believe that competing to win is important however; the greater value lies in competing with honor, practicing good sportsmanship and being gracious through victory or defeat.

SECTION IV

GOALS

4.1 GOALS OF THE ATHLETIC DEPARTMENT

- A. Strive to develop and maintain comprehensive athletic programs, which seek the highest development of all participants, and respect the individual dignity of every athlete.
- B. Provide the opportunities for athletic programs that will enhance the educational mission of the LCPS.
- C. Cooperate with the schools and administrative staffs in establishing, implementing, and supporting district policy.
- D. Provide opportunities for students to build and exhibit skills and to increase student participation.
- E. Provide opportunities to compete with and against others in preparation for a competitive society.
- F. Provide opportunities for student-athletes to develop citizenship skills through involvement in community service activities.

4.2 GOALS OF THE ATHLETIC DIRECTOR

- A. Administer, support, and model the policies of the NMAA and the LCPS through management and leadership of the LCPS Athletic Department.
- B. Provide a solid and comprehensive athletic department that meets the needs and interests of all students.
- C. To promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the ethical principles of "Compete with Class."
- D. Continue to develop an athletic department that fosters success and support within the community.
- E. Develop an athletic philosophy and department that will be flexible to the growth and needs of the LCPS and the Las Cruces community.
- F. Hold the honor of the education profession by fulfilling professional responsibilities with honesty and integrity.
- G. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations, national conferences and workshops.

SECTION V

INTERSCHOLASTIC ATHLETIC PROGRAM

5.1 ADMINISTRATION

A. Priority of School Sanctioned Activities

1. Season is defined as:
The dates scheduled for regular season practice and/or competition, through the LCPS Athletic Department.
2. Multi-sport participants:
 - a. Priority is given to year round sport programs.
 - b. School year sports are defined as:
 - 1) Year round
 - 2) In-Season
If a participant chooses to participate in another school year activity without the permission of the Head Coach, he or she will be declared ineligible for the remainder of the current sport season.
 - 3) Off-Season
Priority is determined as to the next participant season as sanctioned by the NMAA.
 - c. Summer activities - Priority
 - 1) Year round sports
 - 2) Fall sports
 - 3) Winter sports
 - 4) Spring sports
3. Facilities – Priority
 - a. During the school year:
 - 1) In-season sports
 - 2) Off-season sports
 - 3) Community programs
 - b. Summer:
 - 1) Fall sports
 - 2) Winter sports
 - 3) Spring sports
 - 4) Community programs

B. Criteria for Sanctioning a New Interscholastic Sport:

1. Funding - Funding must be made available through the LCPS Operational Budget. Current sports, or the level of current sports, cannot be cut in order to add an additional sport or sub-varsity level sport.
2. Sport - The sport, by its nature, must be a competitive athletic activity, which requires a high level of physical conditioning, training, and skill.
3. Student Interest - There should be an indication of strong student interest, not just in terms of participation but also spectator interest.
4. New Mexico Activities Association - The sport must be sanctioned by the NMAA.
5. Competition - There must be organized interscholastic competition at the district and state levels.

6. Facilities - Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing athletic programs.
 7. Coaches - It must be possible to secure competent, **licensed coaches**.
 8. Growth - Consideration must be given to the potential growth of the sport.
 9. Scheduling - The potential for scheduling competition on a district and/or regional basis will be a top priority.
 10. Equal Opportunity - Priority will be given to those sports that best equalize the opportunities for both girls and boys.
- C. Criteria to be considered prior to the dropping of an interscholastic sport:
1. Student Interest - In terms of participation, student interest declines to an unsatisfactory level.
 2. Sanction – The NMAA does not sanction the sport.
 3. Coaches - It becomes impossible to secure competent, **licensed coaches**.
 4. Competitiveness - The competitive level of the sport is unsatisfactory.
 5. Facilities - Adequate facilities do not exist, or the use of existing facilities conflicts with other athletic or academic programs.
 6. Funding - Adequate funding is no longer feasible, particularly in view of participation numbers.
 7. Scheduling - At the local or regional level becomes increasingly difficult due to transportation costs and conflicts.
 8. Revenue - The sport has little or no opportunity to generate revenue.
 9. Tradition or Community Interest - The sport has special historical, tradition, or other significant interest to the school and community.

5.2 SCHOOL PERSONNEL

A. **RECRUITMENT**

Recruiting by Coaches:

1. Recruiting by all coaches of any athlete inside or outside of their attendance zone is strictly prohibited.
Recruiting may not happen at any time of the year, including coaching of athletes by any coach in a club team who does not yet attend your school. (As per NMAA, a coach may not coach a club team that has student athletes from 7th or 8th graders from the same gender that he/she is coaching. A student is considered a 7th grader on the last day of their 6th grade year).
2. Coaches are not allowed to visit, contact or solicit visits with middle schools at any time prior to their 9th grade year, as per NMAA regulations tied to undue influence.
3. **High school coaches (paid/volunteer) may not attend any 7th-8th grade athletic events, which includes practices.** Exceptions are:
 - a. High school coaches who have a son/daughter who are direct participants in the event.
 - b. High School coaches who have extended family member (niece, nephew, grandchild, etc.) must receive clearance from the LCPS Director of Athletics and their School Athletic Coordinator in order to attend the event.
 - c. While in attendance, they may not have contact with the players/participants on the teams; they must be seated in the bleachers.

4. Coaches shall not organize students to wear school colors or school shirts at any 7th-8th grade athletic function.

Recruiting by Students:

1. High school athletes in attendance at any 7th-8th grade athletic event may not wear their high school team apparel or game attire. Also, they may not have contact with the players/participants on the teams and must be seated in the bleachers. High school athletes are not allowed to attend 7th-8th grade athletic team practices.
2. Student athletes shall not organize students to wear school colors or school shirts at any 8th grade athletic function.
3. Athletes may wear their school attire or game jerseys at elementary schools or when participating in a community events (must get prior approval from school administration)

Open Houses/Orientations, Practices and Visits to Schools

1. 8th grade students may attend high school open houses during the normally scheduled 8th grade orientation nights that are held prior to the open enrollment transfer window as established by the school district. (The transfer window is typically held the first week of February through the first week of March of each school year.) During these visits, 8th graders may visit with any and all high school coaches at each of the high school. [This open house provision becomes effective with 2016/17 school year].
2. The only visits to middle schools allowed are visits in which counselors visit middle schools to distribute and collect registrations materials. **No visits from high school coaches are allowed.**
3. Flyers publicizing the high school programs may be delivered to middle schools through the district's established distribution process by the Community Outreach Office. However, coaches may not visit middle schools and may not hand-deliver flyers to middle schools. All flyers must receive prior approval from the Community Outreach Office.
4. 8th graders may not attend practices or tryouts at their assigned high school until after the last day of their 8th grade school year. The end of the school day is considered the end of 8th grade. This does not apply to: cross-country, wrestling and track (if they participate in varsity cross-country), swimming, golf and tennis.
 - a. Coaches may only have contact with 8th graders who are participating in a sport at the high school level, if they have already made their open enrollment choice at the school.
5. 8th graders participating at the high school level in individual sports should not be practicing until after their participation form has been submitted to the NMAA. Practicing prior to the submission of the 8th grade participation form shall constitute recruiting. As per LCPS Policy [JFB] students must participate at the high school in their attendance zone.

Investigations

1. All sanctions will be carried out by the school administration. No sanctions shall be carried out prior to the completion of the investigation.
2. The School Principal and High School Athletic Coordinator will conduct an initial investigation into any alleged violation(s). Their initial findings will be forwarded to a committee chaired by the LCPS Athletic Director (or his/her designee). The committee will determine whether additional investigation is necessary. The committee will consist of the LCPS Athletics Director and the district's four High School Athletic Coordinators.
3. The investigations shall be conducted in a timely manner.
4. The Committee's determination for violations shall be given to the school Principal to impose the sanction(s). There is no appeal process.

Violations and Suspensions

1. A coach's infraction would constitute a violation for the entire program. All coaches' violations (head coach, assistant coach, volunteer coaches) hereafter referred to as the "program" violations, collectively apply to the number of consequences.
2. The date of suspension would begin the day following when the violation was determined. In the event the suspension falls within a bye-week or the off-season, the consequences would be effective during the next week or during the first week of official competition. Suspensions of coaches must occur during the season for which they are coaching.
3. The hiring of a new head coach re-sets the number or program violations to zero.
4. Suspensions are as follows:
 - a. 1st VIOLATION:

A coach who is found to be in violation of the district recruiting guidelines will be suspended for one (1) calendar week from all levels of events/games. The coach may not attend practice or be in attendance at any event during the week of suspension. Suspension from coaching may lead to the coach's contract being prorated.

If the coach in violation is not the head coach, the head coach will also be issued a letter of reprimand.
 - b. 2nd VIOLATION:

Any coach within the program found to be in violation of the district's recruiting guidelines for a second time will be suspended for three (3) calendar weeks. The coach may not attend practice or attend any event during the suspension. Suspension from coaching may lead to the coach's contract being prorated. If the coach in violation is not the head coach, the head coach will also serve a three-week suspension.
 - c. 3rd VIOLATION:

Any coach within the program found to be in violation of the district's recruiting guidelines for a third time will lead to his/her immediate removal. Upon the 3rd recruiting violation by the program, the head coach will not be recommended for re-hire.

B. Squad Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participating in the athletic program, we encourage coaches to keep as many squad members as they can without compromising 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, we strive to maximize the opportunities for our students without diluting the quality of the program.

1. Selection Process:

a. Responsibility

- 1) Choosing the members of a team is the sole responsibility of the Head Coach.
- 2) Junior varsity and 9th grade coaches will take into consideration the policies as established by the school district and Head Coach when selecting players for their rosters. The Head Coach will have the final determination in selecting sub-varsity level squad members

3) Prior to trying out, the coach will provide the following information to all team candidates and their parent(s) or legal guardian(s):

- a) Dates of try-out period
- b) Criteria used to select the team
- c) Number to be selected
- d) Practice times and commitment if they make the team
- e) Game schedules

b. Procedure

- 1) When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a) Have competed in a minimum of 5 regularly scheduled practice days. (Exception: 10 days for football, 3 days for fall sports if 1st game occurs on Tuesday of 2nd Week of official season
 - b) Have performed in at least one intra-squad game or scrimmage.
 - c) Be personally informed of the cut by the coach and the reason for the cut.
- 2) Cut lists are not to be posted.
- 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 as a result of squad cuts, he or she should discuss the situation with the school's Athletic Coordinator.

2. Summer Camps and/or Summer Recreation Leagues

No athlete may be required, as a condition of making the team, to attend camps or participate in summer recreation leagues.

C. Participation in NMAA & LCPS Sanctioned Events

1. LCPS student-athletes may only compete in NMAA and LCPS sanctioned events. **A sanctioned event is a contest that is scheduled through the LCPS Athletic Department.**

****If a student-athlete competes in a non-sanctioned athletic event, the event will count toward the maximum number of NMAA allowable events for that sport.****

2. Participation in NMAA and LCPS sanctioned athletic events by students below the 9th grade:
 - a. (Youth participants in 8th Grade), individually or as a team, may not compete unattached or participate in competitive exhibition events at the same location and facility and on the same day or night of a sanctioned NMAA or LCPS scheduled athletic event. Youth participants are not allowed to practice or be a part of a high school athletic team.
Exception: School district teams may compete against 8th grade students only in NMAA sanctioned high school events that allow 8th grade participation on the varsity level. The LCPS Board Policy allows for 8th grade student participation in the following sports: swimming, tennis, golf, cross-country, wrestling, and track (only if student-athlete ran varsity XC). These 8th grade participants must meet all NMAA and LCPS Athletic Department eligibility rules.
 - b. Participants involved on a school district team may not compete as a team member or individual against a team or individual below the 9th grade level.
3. LCPS district teams or individual student-athletes cannot compete in practices, scrimmages, or games against club teams.

D. Undue Influence for Participation

It is the philosophy of the Athletic Department that the athlete shall enjoy as many sport seasons as the student-athlete and his or her parent(s) or legal guardian(s) wish, without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports

Member schools agree to conduct their interscholastic performance and athletic activities according to the rules and regulations of the National Federation of High School Associations. It is the duty of the school administration to address the particular situation where there is a question of undue influence.

The use of any of the following inducements constitutes undue influence:

1. Participant living with coach, principal, teacher, or school official without court appointed guardianship.
2. Any inducement to get parents or students to change residence for athletic purposes.
3. Offer or acceptance of money.
4. Reduction or remission of regular tuition (other than need-based financial aid available to all applicants).
5. Offer or acceptance of room, board, or clothing including athletic shoes.
6. Offer or acceptance of money for work in excess of amount regularly paid.
7. Transportation to school by any school official.
8. Offer or acceptance of school privileges not normally granted to other students.
9. Free or reduced rent for parents or court appointed legal guardians.
10. Offer of payment of moving expenses for parents or court appointed legal guardians.

E. Dismissal from the Team

1. **If an athlete is dismissed from a team for disciplinary reasons or quits, after having made the team, during the season, he or she will not be allowed to participate in another school sport until the completion of the season of the sport in which they were a member of the team.**

Intent of Rule: Student-athletes are held to the values found in “Compete With Class” emphasizing commitment and responsibility to others.

2. Any athlete who is cut from a team after a try-out period is eligible to try-out for another sport immediately at their school only.

F. Dual Participation:

Is defined as a student-athlete participating simultaneously on both a school-sponsored team and on a club or non-school team during the their respective sports season.

1. A Principal may grant permission to a student wishing 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. Prior to the beginning of the non-school scheduled competition in that sport, a list of participants and dates of non-school competition(s) must be presented to the principal by either the non-school organization or the student.
 - b. There is not a conflict with the school's scheduled practice or competition in any sports. The Principal will settle the conflict, if any exists.
 - c. The NMAA determines game limitations by sport and season from the first day of permissible legal practice and leading up to the state championship. Those game limitations may not be exceeded.

2. Penalty

Any student participating in non-school competition without written permission from his or her Principal shall be ineligible for school competition as per the NMAA. The student-athlete's ineligibility is for that particular sport season only.

G. Senior Participation

Seniors are not permitted to play in any sanctioned school district junior-varsity athletic contest.

H. Lettering

Awards from the school, NMAA, or Booster Club (limited in value as stated in the NMAA Handbook) shall be given to participants in interscholastic activities. If unapproved awards are offered and accepted by a participant, that participant may jeopardize their eligibility and amateur status. Student-athletes, parent(s) or court appointed legal guardian(s) should become familiar with the policies and procedures outlined by their respective coach, for earning letters or receiving team awards and recognition.

1. It is the responsibility of the head coach to establish the criteria for lettering. All criteria must be on file with the Principal and Athletic Coordinator.
2. All participants must be informed of the requirements necessary for lettering before the start of the season.
3. A student-athlete will be given one (1) varsity letter. Subsequent letter awards earned will be awarded in the form of pins.

I. Overnight Contests

When members of the coaching staff are of the opposite gender of team members, the Head Coach must provide a school district employee as a sponsor or chaperone for overnight trips. The Head Coach must notify the school administration with the name of the designated sponsor or chaperone. It is strongly encouraged for the Head Coach to provide a sponsor or chaperone on all out of town trips.

J. Return from Away Games

Once eliminated or immediately after the conclusion of a championship event; teams playing in invitational, district, and state tournaments will be **expected to return to Las Cruces the day of the contest, or immediately after the conclusion of a championship event.** This rule may be waived by the Athletic Department pending game time of the championship event, mode of transportation, or other special circumstances.

K. Sunday Meetings

Any practice sessions, meeting, film session, or organized activity involving any player or players on Sunday is strictly prohibited unless prior permission has been granted by the LCPS Athletic Director.

** (Note: Head Coach must notify the campus Athletic Coordinator **prior to** asking for approval from the District Athletic Director.)**

L. Transportation

1. Summer Camps or Recreational Leagues:

- a. Summer camps or summer athletic events are not sanctioned by the Las Cruces Public Schools.
- b. The use of school district transportation to attend such activities is prohibited.
- c. The use of private vehicles by coaches and/or parents to attend such activities is not sanctioned by the LCPS nor is it the responsibility of the Las Cruces Public Schools.

2. Sanctioned Athletic Event:

- a. Before and after a trip, the Head Coach or designee coach shall inspect the vehicle. The Head Coach or designee is responsible for making sure that all trash and equipment are removed from the vehicle at the completion of the trip.
- b. The bus driver will make the final decision if there is a question as to the safety for travel.

5.3 ATHLETIC TRAINERS

A. Injury or Illness:

An athlete must report an injury or illness to the Head Athletic Trainer.

1. If an athlete is injured or ill and seeks medical care, the athlete must obtain a release from the attending medical practitioner prior to resuming play. The release must be signed and dated by the attending medical practitioner.
2. The Head Athletic Trainer, considering the advice of a medical practitioner, shall determine the participation status of the athlete.

B. Accidents and Injuries

Any time an athlete is injured there must be an accident report form filled out and on file with the Head Athletic Trainer. This form is necessary even if the injured person does not go to the doctor or hospital. It is the responsibility of the Head Athletic Trainer to have a supply of the accident forms. In the event the Head Athletic Trainer is not present, the Head Coach or his or her designee has the responsibility to see that the above procedure is carried out along with any designated campus procedures for reporting accidents.

SECTION VI

RESPONSIBILITIES OF ALL ATHLETIC PERSONNEL

6.1 RESPONSIBILITIES

A. All Athletic Personnel must:

1. Be familiar with the policies of NMAA and LCPS.
2. Be friendly and responsive to people in the community.
3. Follow the chain of command.
4. Respect confidentiality and loyalty when dealing with internal problems or situations, which might exist with a player, team, or other staff member.
5. Cooperate with teachers and administrators.
6. Strive to attend meetings and clinics for professional growth.
7. Assure that recruiting is not occurring with your staff, within your school or school district.
8. Report any discrepancies or perceived dangers of facilities to the Principal and Athletic Coordinator.
9. Not allow facility keys to be given to any student or community member.
10. Not allow community members to use facilities, unless proper school district procedures have been completed. (Approved Building Use Form on file.)

B. Responsibilities of the Athletic Director/Assistant Athletic Director

1. Ensure that the interscholastic athletic programs adhere to the policies of the NMAA, and LCPS.
2. Promote the athletic program or athletic-related programs of our high schools and mid-schools within the community.
3. Provide an effective communication procedure with coaches, educational personnel, and the community.
4. Work with coaches and building administrators to develop accountability and a positive atmosphere within the athletic organization.
5. Develop, control, and monitor the athletic department budget.
6. Schedule athletic contests and coordinate use of facilities.
7. Make travel arrangements and develop travel regulations and guidelines for athletic activities and events.
8. Supervise the operation and administration of the "Field of Dreams" Sports Complexes.
9. Promote the achievements and opportunities of the athletic program.
10. Establish standards of quality and quantity for equipment and supplies.
11. Actively represent the LCPS District in athletic business at community, district, and state meetings.

C. Responsibilities of Head Coaches

The Head Coach is directly responsible to the Principal and Athletic Coordinator.

SECTION VII

COACHES EMPLOYMENT AND GUIDELINES

7.1 COACHES ASSIGNMENT

Coaches are considered to be “AT WILL” employees. To be eligible to coach, you must wait a minimum of 2 full calendar years from you high school graduation. Coaches are hired with a seasonal contractual agreement with the LCPS district. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Principal or Athletic Director.

Coaches do not attain tenure.

7.2 TIME LINE TO HIRE COACHES

- A. Increment positions – Until filled
- B. Voluntary coaching positions
 - 1. Fall Sports - Friday after Labor Day
 - 2. Winter Sports - Tuesday before Thanksgiving
 - 3. Spring Sports - February 28th

Practice may not start until Head Coach is in place

7.3 COACHES LICENSURE AND CERTIFICATION

- A. Licensure in Athletic Coaching – Effective July 1, 2006
Required for all athletic coaches including cheer, dance and drill, (head/assistant, paid/volunteer), for grades 7-12.
- B. Levels of Certification
 - 1. Level 1 NM PED Athletic Coaching License (Term – 3 academic years)
 - a. High school graduate or equivalent
 - b. Complete and submit application form and fees
 - c. Complete and submit fingerprint documents for background check
 - d. Verification of completion of NMAA Coaches Training Program
 - e. Complete First Aid training as approved by the NMAA.

(Unless already completed for a temporary coaching license or another PED license)
 - 2. Level 2 NM PED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 1 license with 3 years of athletic coaching experience
 - c. Submit verification of competencies form
 - d. Complete First Aid training as approved by the NMAA.
 - 3. Level 3 NM PED Athletic Coaching License (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Possess a valid Level 2 license with at least 3 years of athletic coaching experience at Level 2
 - c. Submit verification of competencies form
 - d. Complete and submit verification of one of the following:
 - 1) Possess a NM teaching license with an endorsement in Physical Education
 - 2) Hold an undergrad/grad minor in coaching (24 semester hours) from a regionally accredited college or university
 - 3) Complete an advanced coaching principles course approved by PED (ASEP Coaching Principles)
 - e. Complete and submit verification of a course in first aid, sport first aid, or athletic training
 - f. Complete and submit verification of CPR training
 - g. Complete First Aid training as approved by the NMAA.

4. Continuing Licensure at Level 2 or 3 (Term – 9 academic years)
 - a. Complete and submit application form and fees
 - b. Submit verification of competencies form
 - c. Complete First Aid training as approved by the NMAA.

For information On Licensure - contact your local school district/district human resources department or NM PED Licensure Dept. at 505.827.6587 or www.ped.nm.us. (password for online licensure test – good coach)

For Information on Coaches Education - contact the NMAA at 505.923.3110 or www.nmact.org.

7.4 COACHING APPLICATION PROCESS

- A. Letter of Interest and Resume
- B. District Application (Applitrack)
- C. Coaching License (Public Education Department)
- D. Police/FBI Background Check
- E. NFHS Courses
 1. Concussion
 2. Coaching Philosophy
 3. First Aid
- F. HR Safe Schools Courses

7.5 AUTHORIZATION TO BEGIN COACHING DUTIES

A coach or volunteer may not coach or be in contact with athletes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

7.6 EVALUATION OF COACHES

Evaluation of head coach is the responsibility of Athletic Coordinator
 Evaluation of assistant coaches is the responsibility of the head coach.

7.7 CHANGE IN COACHING STATUS

When a new head coach is assigned, the new coach will have an opportunity to select the assistant coaches. Current assistant coaches in that particular sport must re-apply for an assistant coaching position.

7.8 COACHES FROM OTHER HIGH SCHOOLS

- A. An employee of a high school within the LCPS may not coach as a paid or volunteer coach at any other LCPS high school.**
- B. An employee of a school district outside the LCPS may not coach within the LCPS athletic program in any capacity.**

7.9 COACHES - GIRL'S SPORTS

When selecting a coach for a girl's sport, every effort will be made to hire a qualified female candidate.

7.10 ADMINISTRATORS AND COUNSELORS – HIGH SCHOOL OR MIDDLE SCHOOL

Middle school counselors **only**, may coach with approval from **both** campus principals.

7.11 INVESTIGATIVE PROCEDURE – COMPLAINTS AGAINST A COACH

When a concern, complaint, or allegation is received against a coach, the Principal and Athletic Coordinator will immediately investigate and address the issue.

- A. If an allegation involves sexual harassment, physical abuse, or emotional abuse, the Principal will immediately notify Human Resources and the LCPS Athletic Director.

An investigation will be conducted as outlined according to LCPS district policy.

- B. All other concerns are addressed through the Principal and Athletic Coordinator.

The Principal will immediately initiate an inquiry into the alleged problem. **The Athletic Coordinator will submit to the Athletic Director a written report outlining steps taken in the investigation, documented findings, and any corrective action that may have been taken.** Written documentation will include the Investigative Form Procedure Document Process as directed by LCPS policies and procedures.

1. The Principal and/or Athletic Coordinator will make a determination:
 - a. Is there a violation of NMAA or LCPS policy?
 - b. Was due process followed?
 - c. Were school rules broken?
 - d. Is there a negative pattern of behavior developing?
2. **If it is determined that a problem does exist, the Principal, along with the Athletic Coordinator, and the Director of Athletics will initiate the appropriate corrective action (one or more of the following):**
 - a. **Letter of Reprimand**
 - b. **Growth Plan**
 - c. **Probation**
 - d. **Suspension**
 - e. **Termination**
3. A follow-up letter will be sent to the parent(s) or court appointed legal guardian(s) by the Principal at the conclusion of the investigation. Human resources will implement corrective action when it is deemed appropriate or necessary. The coach's Right of Privacy will be upheld. (Right of Privacy of school district personnel)

SECTION VIII

EXTRACURRICULAR ACTIVITIES – CODE OF CONDUCT

Students who participate in extracurricular activities must be aware that their personal conduct and attitude must reflect high standards of respect, loyalty, attitude, and morality. **Such participation is a privilege and not a right.** Because student activity participants represent their school and community, their conduct is expected to exemplify high standards.

It is the responsibility of the student and his or her parent(s) or court appointed legal guardian(s) to be familiar with the standards of student conduct as outlined in the **LCPS District’s “Student Rights and Responsibilities”**.

8.1 CODE OF CONDUCT

A. Purpose

1. Students who participate in extracurricular activities for LCPS serve as representatives of the District in the community and to other communities across the state.
2. Student participants serve as role models and leaders among their peers.
3. Part of LCPS’s educational mission is to encourage the highest standards of sportsmanship, respect for oneself and others, along with character development
4. LCPS has a substantial interest in reducing student misconduct and substance abuse among all its students including students who participate in extracurricular activities.
5. Students should be provided with clear guidance from LCPS regarding expectations of their conduct, the consequences that can result from misconduct, and how their actions can effect participation in the extracurricular activity program.

B. Right to Apply Provision

LCPS reserves the right to apply the provisions of the Code of Conduct if, in school officials’ judgement, the conduct in question negatively affects the safety, morale, smooth operation, discipline, educational environment, or substance abuse deterrence goals of the school district.

8.2 REQUIRED BEHAVIOR

- A. Abstain from the use or possession of alcohol, illegal drugs, steroids, or tobacco products.
- B. Maintain high standards of conduct as a student and as a citizen.
- C. Refrain from committing criminal or delinquent acts.
- D. **Refrain from any form of “Hazing” as a condition of membership in any group, team, or organization connected to the LCPS.**

Hazing is defined as:

1. To harass, with or without the consent of the individual, by exacting unnecessary, disagreeable, or degrading tasks or activities which may result in harm or bodily injury to said individual.
 2. To play abusive and humiliating tricks, with or without the consent of the individual, on said individual by way of initiation.
- E. Will not attempt to circumvent any rules or guidelines of the NMAA or LCPS.

8.3 VIOLATION OF RULES GOVERNING PROHIBITED OR REGULATED ACTIVITIES.

An extracurricular activity student participant may be disciplined, including removal from the activity program, for violating rules governing prohibited or regulated activities. **The existence of a specific rule is not a prerequisite for disciplining student conduct, which endangers or appears to endanger the health or safety of students and school personnel. **Within legal limits, disciplinary action may be taken against a student-athlete regardless of whether or not criminal charges are filed.**

8.4 DUE PROCESS

- A. An alleged violation of the Code of Conduct is addressed by the Principal.
- B. **The Principal** shall conduct a reasonable investigation of all allegations, with the extent and thoroughness of the investigation being determined by the severity of the allegation, the reliability and availability of evidence supporting or undermining the allegation, and to determine if NMAA rules were violated.
 - 1. If the alleged violation potentially involves a felony crime, sexual harassment, physical or mental abuse, or a violation of NMAA rules, **the Principal will immediately notify/meet with the Athletic Director and the Superintendent.**
 - 2. All other violations will be addressed by the Principal following guidelines of the LCPS policies and procedures. **Written notification as to the investigative process used, decision made, and disciplinary consequences taken shall be given to the Athletic Director who will, in turn, inform the Superintendent.**
- C. Before determining or rendering a decision of an alleged violation, the Principal shall make a reasonable effort to permit the student to present his or her position regarding the allegation.
- D. If there is a reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be determined by the Principal.
- E. **The Principal shall provide written notice to the student and parent(s)/legal guardian(s) of the decision and/or the disciplinary consequences. A copy of such notice shall be sent to the Athletic Director.**

8.5 CRITERIA TO DETERMINE A VIOLATION OF THE CODE OF CONDUCT

- A. Criteria that shall be addressed by the Principal
 - 1. Is the allegation directly in violation of the LCPS stated guidelines for student behavior?
 - 2. Has due process been followed in addressing the problem with the student?
 - 3. Were other LCPS rules broken?
 - 4. Did the alleged violation occur during school time or at a school-sponsored event?
 - 5. Has the alleged violation been reported and received in a timely manner?
 - 6. Is the incident so recent that discipline by the school will still have effectiveness as a teaching and learning process?
 - 7. Is the conduct connected to the school or does it have negative implications toward the school?
 - 8. **Is the nature of the conduct something other than a “status offense” – alleged offense committed but has no impact on the school or individual (i.e. speeding or reckless driving ticket)? Or is the nature of the conduct a violation of any criminal statute (refer to 8.9)?**
- B. Responses shall be measured by the Principal and Athletic Coordinator to determine if a violation did occur.

8.6 CONSEQUENCES

A. Accumulation of offenses

1. No matter the severity level of an offense, the **accumulation of offenses** committed by a student enrolled in LCPS begins the first school day of the 8th grade year and extends through the last day of school of the senior year. **Offenses committed as a participant or non-participant in school and extra-curricular activities shall count toward the accumulation.**

2. Any offense committed shall count toward the accumulation and is not offense specific.

Example: A student-athlete is caught skipping class – 1st offense
The same athlete is referred for excessive tardies – 2nd offense
The same athlete is caught cheating – 3rd offense

3. Consequences shall be administered as the offense relates to the accumulation of offenses.

B. Suspension from participation

1. Suspension shall be enforced as follows:

- a. In-season – Suspension shall begin immediately and continue through the designated length of the suspension. If suspension days overlap into a designated holiday/break or summer, the remainder of the suspension shall carry over to the next official school day or school year.
- b. Off-season or summer period – Suspension shall begin at the start of the student’s next official school day.
- c. School day – is defined as the days within the LCPS Board Approved School Calendar for attendance. **Summer school days may not be used toward suspension days from athletic participation.**

2. Athletic participation - The student is not allowed to participate in practices, games, meetings, or events that are associated with the extracurricular activity. This also includes fundraising activities and banquets.
3. Competition(s) - Designated as the next LCPS scheduled and sanctioned day or days of competition in which the student is eligible to participate. The student is not allowed to play or participate in any or all games or events scheduled and sanctioned for that or those designated suspension day(s).
4. School Conference - Prior to reinstatement from a suspension, a student participant must attend a parent conference to include the parent or court appointed legal guardian, the administration, the Athletic Coordinator, and the Head Coach.
5. Insight Program - Some consequences for a violation of the Code require a student-athlete to attend the Insight Program. Providing all other areas of eligibility are attained, a student can be eligible while participating in the Insight Program. The student must participate in the first available Insight class and remain in the program until completion. **If the student quits after starting the program, he or she will become ineligible until the completion of the program.**

8.7 VIOLATION OF LOCAL SCHOOL DISCIPLINE PLAN FOR STUDENT BEHAVIOR

A. Shall be in effect

1. During the school year (consequences adhere to LCPS Policy).
2. During organized summer activities that are supervised by school district personnel.

B. Consequences for violation

DURING SCHOOL YEAR OR ORGANIZED SUMMER ACTIVITIES

First Offense

Tobacco/E Cigarettes-Suspension from participation - **30 school days**

Alcohol/Drugs - Suspension from participation - **45 school days**
or Steroids Insight Program Completion
School Conference with parent or court appointed legal guardian and student

Second Offense

Tobacco/E Cigarettes-Suspension from participation - **45 school days**

Alcohol/Drugs - Suspension from participation - **90 school days**
or Steroids School Conference - upon reinstatement after suspension

Third Offense

Tobacco/E Cigarettes-Suspension from participation - **90 school days**

Alcohol/Drugs - Suspension from participation - **180 school days**
or Steroids

8.8 VIOLATION OF ANY CRIMINAL STATUTE

A violation of any criminal statute (**other than those previously listed for – tobacco, alcohol, drugs, or steroids**) shall be regulated within the legal limits of the LCPS district. Rules of conduct shall be reasonable exercises of the school's authority in pursuance of legitimate educational and related functions. Such acts include the crime of willful interference with the educational process of any school or activity in the district.

A. Shall be in effect:

1. At all LCPS schools and facilities.
2. Whenever the student-athletes are subject to control of school authority.
3. Any time there is an alleged commission of a misdemeanor or felony by a student who is a participant in an extra-curricular activity.

B. Consequences for:

1. Allegation of a misdemeanor (Class III Citation/Referral) or willful interference with the educational process of any school or activity in the district.

Immediate suspension from participation pending the results of an investigation by the Principal.

- a. If there is reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be administered by the Principal and Athletic Coordinator.
 - 1) 1st citation/referral offense - Suspension from activity participation for **45 school days**
 - 2) 2nd citation/referral offense - Suspension from activity participation for **90 school days**
 - 3) 3rd citation/referral offense - **Permanent suspension from participation**

- b. If there is a reasonable suspicion/doubt that an alleged violation did not occur **and** the legal authorities concur with this assessment; **then** the student participant may resume participation with the Principal's permission.
2. Allegation of a **felony** or willful interference with the educational process of any school or activity in the district will result in the student-athlete's:

Immediate suspension from participation, pending the results of an investigation by the Principal and the Athletic Coordinator.

- a. If there is **a reasonable suspicion/belief** that the alleged felony did occur, disciplinary action shall be administered by the Principal, after notification to the Athletic Director, and the student-athlete will be **declared INELIGIBLE while under felony indictment or until the case is adjudicated.**

Student-athlete will be suspended permanently from participation if they are found guilty of a felony charge.

- b. If there is **a reasonable suspicion/doubt** that an alleged felony did not occur, **and** the legal authorities concur with this assessment; **and** if applicable, the felony charges are dismissed, **then** the student participant may resume participation with the Principal's permission.

8.9 APPEAL PROCESS

There is no appeal for suspension from athletic participation for violations of the Code of Conduct. Participation in athletics is a privilege, not a right.

SECTION IX

STUDENT ELIGIBILITY

9.1 INITIAL ENROLLMENT IN HIGH SCHOOL

A. Open Enrollment Choice

1. An incoming 9th grade student or an 8th grade student who participates at the high school level will make his or her Open Enrollment Choice. The Open Enrollment Choice can be to attend a school within the attendance zone of his/her primary residence or attend a school outside the attendance zone of his/her primary residence.
 - a. An incoming 9th grade student, upon his/her initial enrollment in 9th grade, will have an Open Enrollment Choice to enroll in a member or non-member public, private, tribal, independent, parochial, charter, alternative, or home-school.
 - b. An 8th grade student who participates in high school athletics, at any level of competition, has made his or her Open Enrollment Choice and must attend the high school in his/her attendance area.
2. If a student with his or her Open Enrollment Choice as an incoming 9th grade student chooses to enroll in a school outside the attendance zone of his/her primary residence, the student will **NOT** be classified as a **transfer student** IF the student obtains an approved LCPS Transfer Request.

The student **must** follow the Open Enrollment Process as established by his/her local school district.

3. **Failure to follow** the approved local school district Open Enrollment Process or **providing false information** will result in the following:
 - a. The student is **suspended** from participation immediately
 - b. Once the student achieves an **approved** Open Enrollment to the school of his or her Open Enrollment Choice, he or she will be **INELIGIBLE for 180 school calendar days from the time of the approved enrollment**.

B. Bona Fide Residence

A student attends a high school within the attendance boundaries of the student's primary residence and resides with his or her parents or legal guardian.

1. Documentation for the establishment of a bona fide residence shall be provided to the NMAA & LCPS.
2. Criteria to establish a bona fide residence:
 - a. Does the student's parents, legal guardian, or other person whose residence determines the student's residence own a house or condominium or rent a house, apartment, or other living quarters in the school district or attendance zone? Parents **MUST** provide documentation to verify the purchase, lease, or rental of a home or living quarters located in the new attendance area. A lease or rental agreement should be for at least one year in duration.
 - b. Does the student and parent or legal guardian have their furniture and personal effects in the new district and attendance area? There shall not be any personal effects or furniture belonging to the family at the previous residence.
 - c. Does the student and the parent or legal guardian receive their mail (other than business or office mail) in the new district and attendance zone? The family shall submit a copy of the change of mailing address to the Post Office.
 - d. Do the siblings of the student attend school within the new attendance zone?
 - e. Do the parent, legal guardian regularly live in the new district and attendance zone and intend to live there indefinitely?
 - 1) The new residence shall accommodate the entire family.
 - 2) The former residence shall be on the market at a reasonable market price, or sold, or the lease or rental agreement shall be terminated.
 - 3) All utilities and telephone services shall be disconnected and no longer in the family's name.
 - 4) All licensed drivers in the household shall comply with the NM Transportation Department for changing their addresses on the driver's license.
 - f. Parent Voter Registration must reflect the new bona fide residence address.

C. Transfer Student

1. A student who chooses to enroll in a high school outside the attendance boundaries of the student's bona fide residence except a student who makes his or her initial Open Enrollment Choice.
2. A student who changes schools, for any reason, after his or her initial Open Enrollment Choice.
3. A student who resides with someone other than his or her parents(s) or court appointed legal guardian(s).

9.2 ELIGIBILITY

A. Open Enrollment Choice

1. **ELIGIBLE** immediately at all levels of competition.
2. A student retains eligibility for subsequent years as long as the student remains enrolled at the high school of his or her Open Enrollment Choice.
3. If parent or legal guardian moves to another attendance area and/or changes the bona fide residence address of the student participant, the student can elect to stay at his or her Open Enrollment Choice.

B. Bona Fide Residence

1. **ELIGIBLE** immediately at all levels of competition.
2. A student retains eligibility for subsequent years as long as the student remains enrolled at the high school of his or her Open Enrollment Choice.
3. If a family establishes a new bona fide residence and moves to another attendance zone, the student can elect to stay at his or her current school or enroll at the new school located within the attendance zone of the new residence (becomes a transfer student).

C. Transfer Student

1. **INELIGIBLE for 180 school calendar days** at the varsity level.

If a family establishes a new bona fide residence and moves to another attendance zone and the student elects to enroll in the new school in that attendance area, for eligibility purposes, the student is classified as a transfer student until a petition is made to the NMAA establishing a bona fide residence student.

2. **ELIGIBLE** immediately for sub-varsity level competition.
3. A student **MUST** be in good standing and ELIGIBLE at the previous school.

If good standing status is not achieved the student is **INELIGIBLE for 180 school calendar days** at **ALL** levels of competition.

D. Foreign Students

1. International Student Exchange Participant

ELIGIBLE immediately if the student is sponsored by the CSIET program. Student may **ONLY** participate for one year

2. Foreign Students (non U.S. citizens)

a. Foreign students who enter the U.S. without their parents and enroll in a NMAA member high school without a formal sanctioned CSIET program are **INELIGIBLE 180 school calendar days** at the varsity level.

b. Foreign students cannot live with coaches, administrators, or school officials without a U.S. court ordered legal guardianship.

For eligibility purposes, the court ordered legal guardianship must be established at least one year in advance.

E. Additional Eligibility

1. After a student participant achieves initial eligibility, he or she retains eligibility for subsequent years as long as the student remains enrolled at the high school in which he or she attained eligibility.
2. If a student elects to transfer after participation in a sport season has begun, regardless of a change of residency or the establishment of a new bona fide residence, the student will be **INELIGIBLE** for the remainder of that particular sports season. A student **CANNOT** represent two schools in the same sport at the varsity level in the same season.
3. If a student or a parent or legal guardian gives false information to a school or the NMAA, the student shall be declared **INELIGIBLE** in all activities for **180 school days/365 calendar days** from the date of the discovery of the false information.
4. Failure to achieve an approved school district transfer will result in the following:
 - a. **Suspended** from participation **IMMEDIATELY.**
 - b. Once the student achieves an approved school district transfer, he or she shall be **INELIGIBLE 180 school days/365 calendar days** at all levels of competition from the time of the approved transfer, not from the time of enrollment.
5. Failure to notify the receiving school principal in writing of the school district transfer will result in the student being **SUSPENDED** from all levels of competition for **180 school days/365 calendar days.**
6. **Seniors are not allowed to participate on a sub-varsity level team.**

9.3 CHARTER/HOME/PRIVATE SCHOOLS

A. Charter Schools

1. Charter school students are allowed to participate in NMAA Sanctioned Events:
 - a. Must meet all NMAA and LCPS eligibility rules.
 - b. Participate at the high school located in the student's residence attendance zone.
 - c. Can enroll in Athletic Period only at participating school
 - d. It is the principal's responsibility to advise the student athlete of the benefits of 50% enrollment within our district.
2. Open Enrollment Choice
 - a. Incoming 9th Grade Student:
 - 1) If a student chooses to attend a charter school at the beginning of his or her 9th grade school year, then this constitutes the Open Enrollment Choice.
 - 2) If the student elects to attend a public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.
 - b. Current 8th Grade Student:
 - 1) If a student chooses to attend a charter school during his or her 8th grade school year and elects to participate in golf, tennis, cross country, or swimming at the high school level, then this constitutes the Open Enrollment Choice.
 - 2) If the student elects to attend a public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

B. Home Schools

1. Home school students are eligible for participation under the following guidelines:
 - a. Student must be an official home school student registered with the Public Education Department.
 - b. Home school students are eligible to participate in **THREE** athletic activities during a school year. (Pursuant to Laws of 2007, Chapter 365 Section 2)
 - c. Student's bona fide residence must be within the attendance area of the public school.
 - d. Can enroll in Athletic Period only at participating school
 - e. Scholastic eligibility (GPA, grades) must be verified by the public school's (campus) Athletic Coordinator at the same time that all students are ruled eligible or ineligible for athletic participation.
 - f. Documentation must be provided to the Athletic Coordinator which supports that the student is taking home school classes which equate to more than half of that school's regular class schedule.
 - g. Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur status, etc.) as specified in Section VI – Eligibility (Bylaws) of the NMAA Handbook are met.
 - h. It is the Principal's responsibility to advise the student athlete of the benefits of 50% enrollment within our district.
 - i. Home schooled students wishing to enroll, for reasons other than extracurricular activities and athletics, must enroll in more than 50% of the school day.
2. Open Enrollment Choice - Incoming 9th Grade Student
 - a. If a student chooses to be home schooled at the beginning of his or her 9th grade school year, then this constitutes the Open Enrollment Choice.
 - b. If the student elects to attend a public or private or charter school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

If a student chooses, as the Open Enrollment Choice, to attend a public or private school and then chooses to be home schooled and then chooses to again attend a public or private school, he or she shall be considered a transfer student.

C. Private Schools

1. Private School students are not eligible to participate unless enrolled in more than ½ the day at public school.
2. Non-member private school students are eligible at their home attendance area.

9.4 SCHOLASTIC ELIGIBILITY

A. A student shall have:

1. 2.0 GPA with no "F"s based on a 4.0 grading scale for the semester grading period immediately preceding participation.
2. All class work counted for eligibility must be acceptable credit for graduation as established by the PED.
3. Student athlete may regain eligibility at the 9-weeks period.
4. Cumulative Provision:
 - a. The cumulative provision can only be applied at the beginning of a semester.
 - b. Only Semester Grades can be used.
5. A student **MUST** be enrolled in more than half of the member school's regular class schedule and in regular attendance during the current as well as the previous grading period.

B. Academically Ineligible Player

1. The student may practice with the team if he or she demonstrates academic progress towards eligibility.
2. The student **CANNOT** participate in any interscholastic event at any level of competition during the period of ineligibility.
3. The student **CANNOT** travel to any interscholastic event with the team during the period of ineligibility.
4. The student **MUST** remain in the bleachers at all games/events.

C. **Eligibility and ineligibility must be determined on the same day.**

Example: If the grading period ends on Friday and grades are checked on that same Friday to determine a student-athlete becoming eligible, then grades must also be checked on that same Friday to determine ineligibility of student-athletes.

If grades are checked, on the day that grades are mailed out, to determine ineligibility (usually a week after teachers turn them in) then the grades on that same day must be used to determine remaining eligibility.

9.5 **FALSE INFORMATION**

If a parent, legal guardian, or student-athlete provides false information to the school district on information concerning eligibility, the student-athlete shall immediately be declared **ineligible** for athletic participation for a period of **180 school days/365 calendar days**.

SECTION X

STUDENT PARTICIPATION

Student participation in extracurricular activities can play a significant role in personal and educational development and shall be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skill. **Such participation is a privilege not a right.** Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Students participating in extracurricular activities represent the school district, depict its character, and serve as role models to other students. Accordingly, participants may be subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in athletics may be conditioned upon observing and maintaining such standards.

10.1 Conditions Of Participation

- A. Prior to participating in any practice session, in-season or off-season workout session, optional summer workouts, or an elective credit athletic class student, the athlete must:
1. Be officially enrolled in your school.
 2. Attend the high school in his or her designated Attendance Zone or Open Enrollment choice.
 3. Be eligible in all areas of athletic eligibility according to the rules of the NMAA and LCPS.
 4. Have completed and signed all LCPS participation and permission forms.
 - a. Acknowledgement Of Rules And Terms Of Athletic Participation
 - b. Student-Athlete – Code of Conduct
 - c. Parent Or Guardian – Code of Conduct
 - d. Statement of Health & Well Being
 - 1) Permission To Participate In Interscholastic Athletics
 - 2) Acknowledgement Of Injury Risks
 - 3) Personal Notification Form
 - 4) Medical Insurance Coverage
 - e. Emergency Information Card
 - f. Medical History
 - g. The family's primary address
 5. Have a physical examination completed by a medical practitioner licensed to practice medicine in the U.S.
 - a. **Must be obtained after April 1** for upcoming spring, summer, and next school year activities.
 - b. All players **must** have a new physical and be **cleared to participate** before he or she can start the spring or optional summer program. This applies to all incoming freshmen from the local mid schools.
 - c. Physicals **must be turned in** to the Head Athletic Trainer **before school lets out in May.**

Exception: Students transferring from outside the LCPS may turn in their physicals, upon arrival, to be cleared for summer activity.

- B. Before a student participates in any school district related athletic activity, each coach **MUST** receive a **clearance form from the Head Athletic Trainer**. This holds true for returning players, new players, and incoming 8th graders.
- C. Must Meet the Pre-Competition Practice Requirements
1. Fall Sports
 - a. Football - Each individual must have a **minimum of ten (10) days** of practice prior to competition.
 - b. Other Fall Sports - Each individual must have a **minimum of five (5) days** of practice prior to competition. Exception: 3 days if 1st game occurs on Tuesday of 2nd week of official season.
 2. Winter and Spring Sports

Each individual must have a **minimum of five (5) days** of practice prior to competition

3. Waiver of Practice Days (part or all)

Up to five (5) days of the requirements may be waived by the NMAA Director based on participation in an athletics class.

4. Exception

Individuals participating in a sport during the most immediate previous season are exempt from this requirement (winter and spring sports only).

10.2 ATHLETIC CONDUCT REGULATIONS – COMPETE WITH CLASS

Students who participate in athletics must be aware that their personal conduct and attitude needs to reflect high standards of respect, loyalty, attitude, and morale. Because athletes represent their school and community, their conduct is expected to exemplify high standards. If warranted, suspension from athletics shall be implemented by the Principal and Athletic Coordinator.

It is the **responsibility of the student and his or her parent(s) or legal guardian(s)** to be familiar with the standards of student conduct, residency requirements, and eligibility guidelines.

School Attendance on Day of Competition

An athlete who misses school, for one full period or more, on the day of competition or on the Friday before a Saturday competition, may not play in the competition unless it is a documented excused school absence.

10.3 8TH GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

A. High School Participation

1. NMAA

The NMAA allows 8th graders to participate in all sports at the high school level for any level of competition.

2. LCPS

Eighth grade students can compete at the varsity level **only** in swimming, golf, tennis, cross country, wrestling, and track (only if student-athlete ran varsity XC).

- a. Can **ONLY** participate at the high school located in the student's residence attendance zone.
- b. **Must** meet all NMAA and LCPS eligibility rules.
- c. Eighth grade Varsity Cross Country participant must petition to Superintendent if wanting to try-out for track at the high school in his or her attendance area.
- d. 8TH graders must have file paperwork to the NMAA verifying participation.

B. Open Enrollment Choice - Current 8th Grade Student

1. If a student chooses to participate at the high school level during his or her 8th grade school year, then this constitutes the student's Open Enrollment Choice.
2. If the student elects to attend another public or private school after this Open Enrollment Choice, he or she will be considered a transfer student and will be subject to the transfer rules and regulations of the NMAA and LCPS.

C. No Contact Period

Middle school students may not attend practice or open gym until after the school year is completed and have been cleared to participate. Violation of this guideline may be interpreted as "undue influence or recruiting" and may result in the suspension of the coach and the loss of athletic eligibility for the student-athlete(s).

10.4 SUMMER CAMPS AND/OR SUMMER RECREATION LEAGUES

It is the position of the LCPS that no athlete is required, as a condition of making the team, to attend camps or participate in summer recreation leagues. A student-athlete cannot be penalized for not attending summer camps or workouts.

SECTION XI

STUDENT TRAVEL

11.1 IN-TOWN LCPS SANCTIONED EVENTS

- A. The student-athlete and parent(s) or court appointed legal guardian(s) shall assume full and all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices or games when transportation is not provided by the LCPS.
- B. The school district will not provide transportation for in-town practices, games, or athletic events.

Exception: Freshmen/JV Football traveling on school days

The Athletic Director reserves the right to waiver this provision under certain circumstances.

- C. No student can ride in the personal vehicle of a coach or athletic sponsor.

11.2 OUT-OF-TOWN LCPS SANCTIONED EVENTS

- A. A team or individual athlete can only be transported to an out-of-town athletic event by school district approved buses or cars. The use of school district approved transportation must follow the guidelines of the PED and LCPS. Only the superintendent may approve any other type of transportation.
- B. Any student participating in an out-of-town athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling to an athletic department sanctioned out-of town athletic trip, that student must use the school provided transportation.
 - 1. A student cannot participate in an out-of-town event if that student travels to the event site in another vehicle not provided by or approved by the Athletic Department. If the student does participate, he or she is considered to be ineligible. There is a possibility the team would forfeit the game.
 - 2. No student, regardless of age, will be permitted to travel to or from an out-of-town athletic event with any other person(s) except the coach.

Exception: After an event, a student can be released only to the student's parent(s) or legal guardian(s) provided the parent or guardian gives the coach a written note at the conclusion of the event. **The coach cannot release an athlete to any other person(s) regardless of written or verbal permission of that student's parent or guardian.**

SECTION XII

PARENT EXPECTATIONS

12.1 PARENT INVOLVEMENT

A. Direct Communication with a Coach

Do not attempt to confront a coach before or after a practice or a game.

1. To express concerns directly to the head coach:
 - a. Schedule a meeting with the coach during the school day to meet in the coach's office.
 - b. If a time cannot be set up, contact the Athletic Coordinator to facilitate a meeting.
 - c. If progress is not reached, set up an appointment with the Principal and Athletic Coordinator.

B. Expectations for Spectator Behavior

1. **LCPS administrators, at their discretion, have the right to remove any spectator(s) who display inappropriate behavior.**
2. Comply with the rules and regulations of the NMAA and LCPS.
3. Positive Role Modeling
 - a. Show respect to the opponents.
 - b. Demonstrate behaviors that you expect your son or daughter and their team to live by.
 - c. Help both teams and fans develop integrity through the intensity of the competition.
 - d. Let your son or daughter live their own life and participate to the best of their ability. Please do not attempt to re-live your life through their competitive participation.
4. Student and fan participation in an athletic contest is an extension of the classroom.
 - a. Help your school administration conduct fair and equitable competition by adhering to the rules and respecting authority.
 - b. Realize officials are human and will make mistakes. Their decisions should be respected.
 - c. Be careful not to criticize the competitors.
 - d. Do not harass students, players, coaches, officials, administrators, or other spectators.
 - e. Be aware of the capabilities and limitations of the competitors.
 - f. Do not verbally berate others.

SECTION XIII

BOOSTER CLUBS

13.1 BOOSTER CLUBS

1. Are allowed but under the discretion of the Head Coach and School Administration.
2. Are a "Privilege Not a Right" to have.
3. Booster Club funds cannot be used to purchase game uniforms, team buses, or overnight accommodations. .
4. A coach cannot sign on the checking account

SECTION XIV

ADMINISTRATIVE GUIDELINES

14.1 BUDGET

A. Annual Budget

The School Board approves the operational and gate receipts budgets. The budgets are administered by the Athletic Director.

B. Equipment

1. Purchases

a. Head Coach:

- 1) Is responsible for all equipment. The responsibility includes, but is not limited to, collecting all equipment at the conclusion of the season, taking inventory, storing all equipment in a safe place on the high school's premise, preparing an inventory, and ordering new equipment.
- 2) Must keep accurate records.

b. Athletic Coordinator:

- 1) Physically review inventory
- 2) Verify/sign inventory

c. **School district purchased equipment or uniforms:**

- 1) **May not be worn in the off-season or at summer activities**
- 2) **May not be given away or sold without the express permission of the Athletic Director.**
- 3) **Uniforms MAY NOT BE PURCHASED by coaches or players with school activity account fun or fundraising money.**

2. Care of equipment

- a. At the end of a season, the head coach shall immediately collect all equipment.
- b. Equipment must be stored at the high school in an area approved by the administration.
- c. The athletic department is not responsible for missing or stolen equipment or the care of equipment. **Each school will be responsible for the replacement of missing or stolen equipment.**
- d. **Report stolen equipment** to Principal and Athletic Coordinator

3. Equipment – end of season

- a. Equipment check-in. Immediately following the completion of a season
- b. All equipment shall be checked in, inventoried, and stored in a designated area on school property, as approved by the Principal.

4. Equipment repair - after inventory

- a. All equipment shall be checked for needed repair.
- b. Repair requests must be submitted to the Athletic Director's office.
- c. When equipment is picked up for repairs, a receipt must be obtained and forwarded to the Athletic Director's office.

5. Inventory list

- a. **Inventory shall be completed by the Head Coach. A copy of the Inventory must be emailed to Athletic Coordinator and the Athletic Department no later than 3 weeks after season is officially over.**
- b. Equipment/supplies orders for upcoming year will not be processed without previous year inventory.

6. Purchase of equipment

a. Head Coach

- 1) Contact the Athletic Director for the equipment allotment amount
- 2) Compile an equipment request list to include: quantity, name of item, brand (company) name, style number, description, and all related specs.
- 3) Designate a priority of each item requested. The list should be signed by the Head Coach and Athletic Coordinator and sent, along with the signed inventory list, to the Athletic Director.

b. Equipment allotment

This allotment will be used to purchase the necessary equipment to allow our teams to meet high standards of safety and quality of equipment. If a team's purchasing cycle for new uniforms or warm ups is the current year, equipment requests of other items shall be reduced to reflect the additional cost. Equipment allotment must be used prior to 1st game of season.

**** Refer to the designated uniform purchasing cycle on next page.**

c. New uniform purchasing cycle

<u>Baseball</u>	<u>Uniforms</u>	<u>Warm-ups</u>	<u>Bags</u>
Centennial	2020-2021		
Las Cruces	2018-2019		
Mayfield	2022-2023		
Ocate	2019-2020		
<u>Basketball (Boys)</u>			
Centennial	2022-2023		
Las Cruces	2019-2020		
Mayfield	2018-2019		
Ocate	2021-2022		
<u>Basketball (Girls)</u>			
Centennial	2022-2023		
Las Cruces	2018-2019		
Mayfield	2020-2021		
Ocate	2021-2022		
<u>Cross Country</u>			
Centennial	2021-2022	2021-2022	
Las Cruces	2021-2022	2019-2020	
Mayfield	2019-2020	2019-2020	
Ocate	2021-2022	2020-2021	
<u>Golf</u>			
Centennial	2021-2022		
Las Cruces	2021-2022		
Mayfield	2020-2021		
Ocate	2020-2021		
<u>Soccer (Boys)</u>			
Centennial	2022-2023		
Las Cruces	2022-2023		
Mayfield	2022-2023		
Ocate	2021-2022		
<u>Soccer (Girls)</u>			
Centennial	2022-2023		
Las Cruces	2020-2021		
Mayfield	2022-2023		
Ocate	2019-2020		
<u>Softball</u>			
Centennial	2021-2022		
Las Cruces	2020-2021		
Mayfield	2022-2023		
Ocate	2019-2020		
<u>Spirit</u>			
Centennial	2019-2020		
Las Cruces	2019-2020		
Mayfield	2018-2019		
Ocate	2018-2019		
<u>Tennis</u>			
Centennial	2021-2022		
Las Cruces	2019-2020		
Mayfield	2020-2021		
Ocate	2019-2020		
<u>Track</u>			
Centennial	2021-2022	2021-2022	
Las Cruces	2020-2021	2019-2020	
Mayfield	2020-2021	2021-2022	
Ocate	2019-2020	2021-2022	
<u>Volleyball</u>			
Centennial	2021-2022		
Las Cruces	2019-2020		
Mayfield	2019-2020		
Ocate	2022-2023		

Wrestling

Centennial	2021-2022	2019-2020
Las Cruces	2020-2021	2018-2019
Mayfield	2019-2020	2021-2022
Oate	2019-2020	2020-2021

*** **Football will not purchase new uniforms. Torn or damaged uniforms shall be replaced on an “as needed basis.”**

C. LODGING

1. **ALL** reservations for overnight trips will be made through the Athletic Director’s office.
2. The Athletic Department is only responsible for room charges and taxes.
3. Additional Room Charges:
 - a. LCPS will not assume any responsibility for additional rooms, motel charges, phone calls, or videos/games.
 - b. Additional motel expenses and the payment of these expenses are the responsibility of the Head Coach.
4. **Teams or their booster clubs may not upgrade to more expensive rooms or motels.**
5. Motel Guidelines

<u>Sport</u>	<u>Student Athletes</u>	<u>Coaches</u>	<u>Rooms</u>	<u>Student Support</u>
<u>Baseball or Softball</u>	18 – 5	3 – 2	7	TBD by School Administration
<u>Basketball</u>				
V	14 – 4	3 – 2	6	
V-JV	26 - 7	3 – 2	9	
<u>Cross Country</u>				
Boys or Girls	7 – 2	2 – 1	3	
<u>Football</u>	44 – 11	5 – 3	14	
<u>Golf</u>				
Boys or Girls	5 – 2	2 – 1	3	
<u>Soccer</u>	22 – 6	2 – 1	7	
Boys or Girls				
<u>Spirit</u>				
Cheers	24 (5-7) (4 Alt)	2 – 1	6-8	
Poms	20-22 (5-6) (4 Alt)	2 – 1	5-7	
<u>Swimming</u>				
Boys and Girls	40 – 10	2 – 1	11	
<u>Tennis</u>				
Boys or Girls	9 – 3	1 – 1	4	
<u>Track</u>				
Boys or Girls	36 – 9	6 - 2	11	
<u>Volleyball</u>	14 – 4	3 – 2	6	
<u>Wrestling</u>	14 – 4	3 – 2	6	

****If a team requires a chaperone, additional allowance for rooms will be made****

D. Meals

The Athletic Department shall set a specified meal allowance and allotment for each sport. There is a specified criterion to determine the number of allotted meals for which the school district assumes responsibility. Each allotment will have a **maximum number** of people fed (**if less than** the authorized number to be fed) times the **per meal dollar allowance** for each traveler. The amount that can be spent by the card holder is the amount authorized by the athletic department, or the number of people actually fed times the per meal dollar allowance, **whichever is less**.

1. Use of P-Card

P-Cards will be issued for the purchase of authorized out of town meals prior to start of the season by the Athletic Department.

The cardholder must maintain a log of P-Card transactions with all of the original receipts and must turn in to Athletics by 5 pm the day after your return.

Unauthorized use can result in suspension of P-Card. Please see appendix for full explanation of policy and procedures.

A P-Card **MAY NOT** be used to purchase meals with **Dona Ana County**.

A tip **MAY NOT** be added to the purchase of a meal (unless tip already included).

A P-Card **MAY NOT** be used to feed family members.

A P-Card **MAY** be used to feed only the members of the official traveling party.

2. Meal Receipt

a. Requirements:

- 1) All receipts **MUST** be **ELECTRONICALLY** generated.
- 2) Required information:
 - a) Date
 - b) Name of business
 - c) Address, city, state, and zip code
 - d) Number fed
 - e) Itemized Receipt
 - f) Amount of purchase
 - g) Signature of Head Coach (**Booster Club member may not sign**)

3. Meal Criteria

- a. **Varsity** athletic contest is **more than 75 miles one-way**.
- b. Meals will be provided for **sub-varsity only when they travel with the varsity team**.
- c. We will provide one meal if a varsity team does not travel outside the radius of 75 miles one-way but the duration of the trip is longer than a **12-hour period** (example is tournament play).
- d. Allowance per meal, per person - **\$7.00**

4. Meal Allotment

<u>Sport</u>	<u>Students</u>	<u>Student Support</u>	<u>Coaches</u>	<u>Total</u>
<u>Baseball or Softball</u>				
V	18	3	3	24
V-JV	36	3	3	42
<u>Basketball (Girls or Boys)</u>				
V	14	3	3	20
V-JV	26	3	3	32
V-JV-9	38	3	3	44
<u>Cross Country (Girls or Boys)</u>				
	7	2	2	11
<u>Football</u>				
V	44	3	5	52
<u>Golf (Girls & Boys)</u>				
	5	1	2	8
<u>Soccer (Girls or Boys)</u>				
V	22	2	2	26
V-JV	42	2	2	46
<u>Spirit (Cheers)</u>				
	24/28 (4 Alt)	2	2	26/30
<u>(Poms)</u>				
	24 (4 Alt)	2	2	26
<u>Swimming (Girls and Boys)</u>				
	40	2	2	44
<u>Tennis (Girls & Boys)</u>				
	9	1	1	11
<u>Track (Girls & Boys)</u>				
	36	3	3	42
<u>Volleyball</u>				
V	14	3	3	20
V-JV	26	3	3	32
V-JV-9	38	3	3	44
<u>Wrestling</u>				
V	14	3	3	20
V-JV	28	3	3	34

E. Supervisory Personnel

1. The hiring and placement of supervisory personnel shall be established by the athletic department. Prior to the beginning of the school year, the athletic department and school athletic coordinators shall meet to establish supervisory personnel.
2. Supervisory lists will be given to all game managers for all sports.
3. The Athletic Director shall approve additional supervisory personnel.
4. Supervisory personnel shall follow the guidelines of contest administration.
5. District play-off or NMAA state competition supervision shall be paid by District 3-6A or NMAA funds.

F. Game Admission

Game admission procedures are established by the athletic department and shall be adhered to by all administrative and supervisory personnel.

G. Game Tickets and Admission Prices

<u>Fall Sports</u>	<u>Adult</u>	<u>Student</u>
Football	\$6	\$3
Soccer	\$5	\$3
Volleyball	\$5	\$3
<u>Winter Sports</u>		
Basketball	\$5	\$3
Spirit	\$5	\$3
Wrestling	\$5	\$3
<u>Spring Sports</u>		
Softball	\$5	\$3
Baseball	\$5	\$3
District Tournaments (NMAA)	\$5	\$5
***Varsity FB Games at Aggie Memorial**	\$8	\$4

H. Ticket Sellers & Takers - Shall be on duty at the following events:

1. Fall Sports: V football; V & JV soccer; V, JV, 9 volleyball
2. Winter sports: V, JV, & 9 girl's and boy's basketball; V & JV wrestling
3. Spring sports: V, JV, C or 9 softball and baseball; V track meets

14.2 SCHEDULING

A. Philosophy

Maintain the integrity of equal and level competition and an economic balance for all sports at each high school.

1. Equity within each individual sport and for all high schools.
2. Fairness to all high schools and all teams.
3. Work cooperatively with other school districts.

B. Scheduling Criteria

1. The Athletic Director and Assistant Athletic Director shall schedule all athletic contests.
2. **Coaches may not schedule or change scheduled events.** Coaches may not change the date, time, or site of a scheduled athletic contest.
3. LCPS will not schedule non-district athletic contests that require a team to stay overnight unless:
 - a. One-way mileage is 150 miles or more from Las Cruces.
 - b. We have a home-and-home series with the school or school district.
 - c. We receive from the other school or school district a financial guarantee to cover proportionate expenses.
4. LCPS will not schedule contests out-of-state, except El Paso, TX.

C. Scrimmages

1. Varsity
 - a. One day events only.
 - b. Must be scheduled prior to the first regularly scheduled LCPS athletic contest.
 - c. The Athletic Department will provide an “activity bus” for transportation to a site within 75 miles one-way of Las Cruces. If the scrimmage is over 75 miles one-way, the team will pay the cost difference.
 - d. The Athletic Department will only pay for one bus.
 - e. A team may not stay over night.
 - f. Teams traveling to the same event may have to share transportation.
2. Sub-Varsity - Can only be scheduled in town.

D. Game Limitations

Game limitations are established according to guidelines set by the NMAA and LCPS. The Athletic Department will make every attempt to schedule the maximum number of events. However, we may not be able to meet this expectation in all situations.

<u>Cross Country</u>	Varsity	8 meets
<u>Football</u>	Varsity	10 games
	JV	9 games
	9th	9 games
<u>Soccer</u>	Varsity	20 games
	JV	17 games
<u>Volleyball</u>	Varsity	20 matches
	JV	17 matches
	9th	17 matches
<u>Basketball</u>	Varsity	26 games
	JV	23 games
	9th	23 games
<u>Spirit</u>	Varsity	10 competitions
<u>Swimming</u>	Varsity	10 meets
<u>Wrestling</u>	Varsity	32 Points
	JV	28 Points
<u>Baseball/Softball</u>	Varsity	26 games
	JV	23 games
	C or 9	23 games
<u>Tennis</u>	Varsity	12 matches (Spring only)
<u>Track</u>	Varsity	10 meets
	JV	7 meets
<u>Golf</u>	Varsity	10 matches

E. Season Dates – Earliest Starting Date

To begin practice, starting dates have been established by the NMAA.

1. Varsity and Sub-Varsity

a. Fall Sports

- 1) Cross Country Aug 13, 2018
- 2) Football Aug 6, 2018
- 3) Soccer Aug 13, 2018
- 4) Volleyball Aug 13, 2018

b. Winter Sports

- 1) Basketball (B/G) Nov 19, 2018
- 2) Wrestling Nov 5, 2018
- 3) Spirit Year Round
- 4) Swimming Year Round

c. Spring Sports

- 1) Baseball/Softball Feb 4, 2018
- 2) Track Feb 11, 2018
- 3) Golf Year Round
- 4) Tennis Year Round

14.3 Volunteer Coaches by Sport

<u>FALL SPORTS</u>		<u>Paid Coaches</u>	<u>Volunteers</u>
Football	V JV 9 th	8	7
XCountry	V	1	3
B Soccer	V JV	3	3
G Soccer	V JV	3	3
Volleyball	V JV 9 th	3	4
 <u>WINTER SPORTS</u>			
Wrestling	V JV	3	3
B Basketball	V JV 9 th	3	4
G Basketball	V JV 9 th	3	4
Spirit (Cheer)	V	2	2
Spirit (Pom)	V	2	2
B/G Swimming/Diving	V	2	3
 <u>SPRING SPORTS</u>			
B/G Track	V JV	6	5
B/G Tennis	V	2	3
Baseball	V JV "C"	3	4
Softball	V JV "C"	3	4
B/G Golf	V	1	3

14.4 TRANSPORTATION

A. Guidelines

1. All athletic team and individual transportation requests shall be processed and approved through the Athletic Director's office.
2. Only student participants, coaches, and approved sponsors are permitted to use or ride in provided school district transportation vehicles.

B. Procedure

1. All requests for transportation shall be made through the Athletic Director's office and based upon:
 - a. The basis of safety and economics.
 - b. The destination and the event.
2. The Athletic Director shall evaluate transportation needs and make the final decision regarding mode of travel.
3. Any changes in transportation must be made through the Athletic Director.

4. School district employees/coaches shall be responsible and accountable for all student-athletes being transported to and from an athletic event.

C. Criteria

1. The Athletic Department is responsible for providing transportation to all regularly scheduled games and scrimmages (Varsity Only).
2. Mode of transportation:
 - a. A team shall travel together in the same vehicle. LCPS will not split a varsity team into two vehicles.
 - b. Consideration will be given regarding the amount of equipment that a team must transport.
 - c. Vehicles will not be assigned to a team for travel unless the coach has completed the New Mexico Transportation Department Driver Training Program.
 - d. A coach or booster club may not upgrade the mode of transportation.**
3. Itinerary and room assignments must be submitted to the athletic office at least one week in advance of the scheduled trip.

14.5 SCOUTING, CLINICS, PROFESSIONAL LEAVE

A. Scouting

The Head Coach shall assign all scouting trips. The Principal and Athletic Coordinator shall approve all trips.

B. Clinics – Professional Leave

1. Paid coaches may request two days Professional Leave with prior approval from the Principal, to attend a clinic of their choice. Substitute days shall be paid by the high school.
2. Paid coaches are granted Professional Leave for out-of-town school district scheduled games. Professional Leave days shall be paid by the high school.
3. If a paid coach teaches at a school other than the high school where he or she coaches, Professional Leave for out-of-town school district scheduled games will be paid by the high school.

C. Use of Sick Leave

A coach may not use or be required to use sick leave to coach an athletic contest that has been scheduled by the Athletic Department.

LAS CRUCES PUBLIC SCHOOLS ATHLETIC PHYSICALS: NEED TO KNOW INFORMATION FOR 2018-2019 SCHOOL YEAR

1. Physicals must be dated **after April 1, 2018** to be current for the 2018-2019 school year
 2. An athlete only needs to submit 1 physical per school year which can be used for all sports
 3. **Athletes must have completed physicals submitted to participate in in season practices, off season training and summer activities.**
 4. We will be utilizing RankOne Sport to fill out and collect physicals for the upcoming school year:
 - Please fill out online forms at www.rankonesport.com
 - Click on Fill Out Electronic Forms in the top right-hand corner
 - Select NM
 - Click on Las Cruces Public Schools
 - Click on Electronic Participation Forms
 - Student ID# is required for all forms
 - Creating a parent account is recommended to track the status of forms and be able to print copies of physicals for other reasons
 - Please see the attached directions to login, sign and submit forms
 - Parent and student-athlete online signatures required
 - Insurance information required and copy of insurance card needs to be uploaded
 - Print and fill out the medical history and physical form to take to the doctor
 - Upload the physical and history form to your student-athlete's portal after being completed by the doctor by scanning or by taking a clear picture and uploading it
 - Concussion certificate will be uploaded to the student-athlete's portal upon completion of the concussion course
 - Must be completed every year after April 1 for the following school year
-
- Submitted online forms will need to be approved by the school's athletic trainer before they are "cleared" for participation
 - Keep copies of all documentation submitted

We would like to thank you for submitting your paperwork online. If you have any questions regarding this new system, please contact the following people:

The Athletic Trainer or Athletic Coordinator at your school

Parent Instructions - Filling out Electronic Participation Forms with a Parent Account

Benefits of Creating a Parent Account Include:

- Track the eligibility status of your student-athlete
- Allows access to the PDF documents once the forms are submitted online
- Syncing your account with the Rank One Sport Parent App, & more!

How to Complete the Electronic Participation Forms

- Step 1 Visit www.rankonesport.com
- Step 2 Click on Fill out Electronic Participation Forms
- Step 3 Select your State – Select your School District
- Step 4 Read through the instructions page
- Step 5 Scroll down & click Start Online Forms (See Example Below)

Rank One Sport ISD
Online Participation Forms

Log In

Home/Instructions 1 Electronic Participation Forms

Welcome to the Athletics Parent Portal.

We would like to thank you for taking part in our new process of accepting athletic participation paper work online. This new automated process will allow us to be more efficient in handling the forms as well as saving valuable resources.

- To access the online forms hold your cursor over the "Electronic Participation Forms" tab. You will get a drop down list of the forms
- Click on the form name and fill out the information requested (you must have your student's ID number available as it is required on each form)
- To sign the document click inside the signature box and hold your mouse down, this will allow you to create an "Electronic Signature" If you make a mistake and need to start over click on the refresh icon next to the signature box.
- Once you have filled out all of the information on each page you will have the opportunity to print the document.
- You will receive a confirmation email once the document has been reviewed by the MISD staff
- Note for physicals: All physicals should be completed on the pink MISD physical form for 2013-14 school year. Forms are available on all Secondary Campuses.

If you have any questions please contact the MISD Athletic Office 469-392-4188

Parent Permission Form
General Information

Start Online Forms

- Once you click Start Online Forms it will take you to the next screen:

Helpful Hints:

No, Create New Account

If you would like to Create a Parent Account Select this option

Yes, Sign In

If you already have a Parent Account Click Here to Sign In

Not Sure, Search for Account

Not sure if you have a Parent Account? Enter email address to search for existing account

I don't want an account. Go to forms

If you do not want to create a Parent Account, click here

If you choose to create a Parent Account See Instructions Below:

1. Enter Your Name, email address, and create a Password, select Register

You may create a Parent Account by signing in with an existing social media account:



OR

Create a Parent Account by entering your email address:

First Name:

Last Name:



Email Address:



Password:

Confirm Password:



After Registering you will receive a Verification email from: NoReply@RankOneSport.com

***If you do not receive a verification email**

check your Junk or Spam Folder*

Click on the link in the email to verify your account (see below).



Please click [here](#) to confirm your Rank One Sport parent account.

After verifying your account click the link (see below) to sign in and fill out the forms:



Rank One Sport ISD
Online Participation Forms

Log In

Home/Instructions 1 Electronic Participation Forms

The email confirmation was successful! Please click [here](#) to sign in

Enter in your email address & password
(If you forgot your password, click the Forgot Password Link)

Sign In

If you created your account with email please sign in below:

Email:

Password:

Sign In

[Forgot Password](#)

[Create New Account](#)

To add your student-athlete to your Parent Account enter the appropriate student-athlete credentials then Click Find Student

(Note: These credentials vary among school districts)

Find Students

Please search below to find the student(s) you are completing forms for

Student Date of Birth:

Student ID Number:

Find Student

Once you have entered in the information it will give you a Success message

Click Start Forms

Success!

Example, Student has been linked to your parent account

Find Another Student

Start Forms

To fill out the forms for your child click on the student's name

Student Sample (Out of compliance)

[Click to view form status](#)

Once you have clicked on the student's name the list of required forms will populate below.

(note some districts require more than others)

Student Sample (Out of compliance) [\(Click to hide\)](#)

Paper Documents to be submitted to the athletic department

Parent Permission Form Incomplete

General Information Incomplete

Electronic Documents to be submitted by the parent

Preparticipation Medical History	Incomplete
OSSAA Eligibility Form	Incomplete
UIL Steroid Form - Spring	Incomplete
Emergency Release Form	Incomplete

Paper documents must be printed, completed, & turned in to your Athletic Department by hand. When the Athletic Department Approves the forms the status will change to Approved

Click on the Form Name to complete the Electronic Form. Once completed, the status will change from Incomplete to Pending Approval. After the school has approved the form the status will show Approved

After submitting all Electronic Participation Forms you can check your student-athlete's eligibility status and download/print the documents

(see example below)

Electronic Documents to be submitted by the parent

Preparticipation Medical History	Approved	Download PDF
OSSAA Eligibility Form	Pending Approval	
UIL Steroid Form - Spring	Pending Approval	
Emergency Release Form	Pending Approval	

To complete paperwork for additional children click Add a Child to add another student-athlete to your Parent Account

 Rank One Sport ISD
Online Participation Forms [Log Out](#)

[Home/Instructions](#) [Fill Out Forms](#) [1](#) [FAQs](#) [Manage Account](#) [Add a Child](#)

Enter in the required information and select Find Student and continue to fill out the Electronic Participation Forms.

LAS CRUCES PUBLIC SCHOOLS
ATHLETIC DEPARTMENT

ACKNOWLEDGEMENT OF RULES AND TERMS
FOR ATHLETIC PARTICIPATION

We, the student-athlete and parent or court appointed guardian of the student-athlete, acknowledge that we have read and understand the terms, rules, and information presented in the following documents:

1. Conditions for Participation Information
2. Emergency Information Card
3. Medical History and Physical Examination Information
4. Safety and Welfare Statement
5. Student-Athlete Code Of Ethics
6. Parent or Guardian Code of Conduct

We acknowledge: This section must be completed

1. Our family's primary residence address is _____;
2. This address is _____ High School's attendance area; and,
3. The student-athlete lives with the parents or court appointed legal guardian at this primary residence address.

We acknowledge that we have saved these documents for future reference:

Site map: lcps.k12.nm.us/Departments/Athletics/forms.shtml

1. Conditions of Athletic Participation
2. Student-Athlete Code of Ethics
3. Parent or Guardian Code of Conduct
4. Concussion information sheet

We agree that these rules and terms of athletic participation are important to the safety and well being of our student-athlete. We agree to abide by these rules and terms of athletic participation and to conduct ourselves accordingly.

Signed: _____
Parent or Court Appointed Guardian Student-Athlete Date

PARENT OR COURT APPOINTED LEGAL GUARDIAN
CODE OF CONDUCT
IN SUPPORT OF "PURSUING VICTORY WITH HONOR"
CONDITIONS OF ATHLETIC PARTICIPATION

The purpose of the Parent or Court Appointed Legal Guardian Code of Conduct is to develop positive parental support and positive role modeling for our student athletes and athletic programs. Parents and court appointed legal guardians; you are an integral part of this process.

PARENT OR COURT APPOINTED LEGAL GUARDIAN CONDUCT

1. Provide positive support encouragement to my student-athlete, his or her team, coaches, and school.
2. Provide positive support and encouragement to the visiting team, their coaches, and school.
3. Display positive behavior and attitude at all athletic contests, regardless of the outcome.
4. Respect the position, professionalism, and decision-making of the game official(s).
5. Refrain from the use of foul language.
6. Refrain from yelling or criticizing any student-athlete, coach, or team.
7. Refrain from interfering with the coach.
8. Willing to let the coach be responsible for my son or daughter during practice, games, and team related activities.
9. Avoid making derogatory comments to players, other parents, game officials, or school administrators.
10. Assist in providing for student safety and welfare.
11. Sign and submit, with accurate information, all required "Participation Forms" to the Head Athletic Trainer.
12. Will not allow my son or daughter to change schools because of a conflict with a coach.
13. Will not circumvent rules or guidelines of the Las Cruces Public Schools or the New Mexico Activities Association.

PARENT OR COURT APPOINTED LEGAL GUARDIAN AGREEMENT

The parent or guardian agrees to:

1. Abide by the "Parent or Court Appointed Legal Guardian Code of Conduct" and the tenants of "Pursuing Victory With Honor."
2. Encourage my son or daughter to abide by the "Student-Athlete Code of Ethics" and the tenants of "Pursuing Victory With Honor."
3. Encourage good sportsmanship by demonstrating positive support for all players, coaches, and game officials.
Be supportive of my son or daughter's athletic program.
4. Ask my son or daughter to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
5. Encourage my son or daughter to attend all classes on a regular basis and to excel academically.
6. Inform my son or daughter of the dangers and discourage the use of illegal drugs, alcohol, steroids, or tobacco.
8. If my son or daughter is injured, assure that he or she does not participate until he or she has been released by the treating physician **and** the Head Athletic Trainer.

It is the policy of the Las Cruces Public Schools Athletic Department that grievances should not be addressed during or immediately after any practice or athletic contest. If a situation arises where a parent or guardian wishes to meet with a coach or address a specific issue or complaint, the following steps should be followed: (1) request a meeting at school with the coach; (2) if the problem is unresolved, arrange an appointment with the school's Athletic Coordinator and the coach; (3) arrange a meeting with the Principal and Athletic Coordinator; (4) if the problem is still unresolved, contact the Las Cruces Public Schools Athletic Director's office.

I/we, the parent(s) or court appointed legal guardian of the student-athlete, acknowledge that I/we have read the terms of this Parent/Court Appointed Legal Guardian Code of Conduct. I/we agree to conduct myself/ourselves according to the terms of this Code of Conduct. I/we also understand that if I/we choose not to follow the terms of this Code of Conduct that we may be banned from any further athletic activities. I/we also understand and agree that, if my/our son or daughter **CHOOSES** to violate any of the terms of the Student-Athlete's Code of Ethics, his/her **CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under LCPS school district rules and policies or under civil or criminal laws.**

Parent or Court Appointed Legal Guardian Signature: _____ Date: _____

**STUDENT-ATHLETE
CODE OF ETHICS AND CONDUCT
IN SUPPORT OF PURSUING VICTORY WITH HONOR
CONDITIONS OF ATHLETIC PARTICIPATION**

Participation in athletics is a **privilege** that carries with it certain responsibilities and commitments. It is the **RESPONSIBILITY** of the student-athlete and his/her parent(s) or court appointed legal guardian(s) to be familiar with the standards and consequences for student-athlete conduct, residency requirements, and eligibility guidelines.

STUDENT CONDUCT

- 1 Refrain from the use or possession of alcohol, drugs, steroids, or tobacco at all times.
- 2 Refrain from any form of **hazing** of fellow student-athletes.
- 3 Avoid the use of foul language, on and off the field of competition.
- 4 Model - "Pursuing Victory With Honor."
- 5 Refrain from the commission of criminal or delinquent acts, whether at school or during non-school hours.
- 6 Submit all "Participation Forms" with accurate information to the Head Athletic Trainer.
- 7 Will not attempt to change schools because of a conflict with a coach, for lack of playing time, or for being "cut" during tryouts.
- 8 Will not circumvent any rules or guidelines of the Las Cruces Public Schools or the New Mexico Activities Association.
- 9 If under indictment for a crime, the student-athlete will be ineligible until adjudicated.

STUDENT RESIDENCE REQUIREMENT

- 1 Attend the high school in the student's designated attendance zone. The attendance zone is based on the primary residency of the student's parent(s) or court appointed legal guardian. The word parent refers to parent(s) who hold court appointed legal custody of the student-athlete. Court appointed legal guardian refers to a person who has been appointed by a court of competent jurisdiction. If the student receives an Open Enrollment Transfer, the student-athlete will follow the eligibility guidelines of the Open Enrollment Transfer process.
- 2 Reside with parent(s) or the court appointed legal guardian at the primary legally documented residence address.

STUDENT-ATHLETE AGREEMENT

The student-athlete agrees to:

- 1 Abide by the "Student-Athlete's Code of Ethics." and "Pursuing Of Victory With Honor."
- 2 Pledge to be positive about his or her athletic experience and accept responsibility for his or her actions.
- 3 Seek academic help if grades are poor.
- 4 Maintain scholastic eligibility (Comply with NMAA Guidelines).
- 5 Create, maintain, and promote team morale and high ideals of sportsmanship.
- 6 Be sincere, loyal, and committed to the school, team, and community.
- 7 Be a positive role model for others.
- 8 Dress properly at school, observe proper etiquette, and respect others.
- 9 Be responsible for all issued equipment and return equipment at the end of the season.
- 10 Encourage parents to be involved with your team and your athletic experience in a positive and supportive manner.

It is understood that it is impossible to have a regulation for every circumstance. Discretionary judgment will be used in situations not covered by a specific written rule or guideline. A student-athlete or his or her parent(s) may obtain an explanation of any part of the Student-Athlete's Code of Ethics from a coach, the school's Athletic Coordinator, or the school district's athletic administrative office.

STUDENT-ATHLETE AGREEMENT

I, the student-athlete, acknowledge that I have read the terms of this Code of Ethics. I agree to conduct myself according to the terms of this Code of Ethics. I also understand and agree that if I **CHOOSE** to violate any of the terms of the Code of Ethics, **my CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under LCPS school district rules and policies or under civil or criminal laws.**

Student-athlete's Signature: _____ Date: _____

PARENT AGREEMENT

I/we, the parent(s) or guardian(s) of the student-athlete, acknowledge that I/we have read the terms of this Code of Ethics. I/we agree to conduct myself/ourselves according to the terms of this Code of Ethics. I/we also understand and agree that if my/our son/daughter **CHOOSES** to violate any of the terms of the Code of Ethics, **his/her CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under LCPS school district rules and policies or under civil or criminal laws.**

Parent or Court Appointed Legal Guardian Signature:

_____ Date: _____