

**LAKE ARTHUR
MUNICIPAL SCHOOLS
2013-2014 Athletic/Activity
Handbook**

LAKE ARTHUR

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PANTHERS

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Lake Arthur Municipal Schools

ACTIVITY/ATHLETIC HANDBOOK

Athletic Statement

The purpose of this handbook is to outline the organizations and the operating procedures of The Lake Arthur Municipal School District Activities and Athletic Department. The handbook will also serve as a guide to facilitate teamwork and unilateral implementation of policies between personnel in all segments of the athletic and activities.

The Athletic/Activities Department is designed to provide the students of Lake Arthur with valuable experiences in the Athletic/Activities programs. Participation in Athletics/Activities is a privilege which carries with it different levels of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow all the rules established by this department as well as other rules established by coaches and sponsors, and their specific sport or organization. Each student/athlete must remember he/she represent not only themselves, but his/her family, community and the Lake Arthur Municipal Schools.

The Athletic/Activities department will enforce all rules and regulations described in this handbook. The consequences for any infraction must be followed and carried out by all coaches and sponsors, and the student/athlete involved. Parents, student/athlete, coaches, and sponsors will be asked to sign an acknowledgement form stating that they have read and understand the information in this handbook. This signed statement also acknowledges that the student/athlete will be subject to disciplinary measures should he/she violate any rule or regulation stated in this handbook.

It must be understood that no procedure is perfect and situations will occur that prove to be exceptions. It is also true that situations and circumstances do change and there is need for annual review and revision of the procedures of this manual.

We encourage all student/athletes to participate in each seasonal activity and athletic program. We also expect each student/athlete to work hard, improve, implement good *sportsmanship* and most of all, have fun!

LAKE ARTHUR MUNICIPAL SCHOOLS ATHLETIC/ACTIVITIES PROGRAM MISSION STATEMENT & PHILOSOPHY

Mission Statement

The mission of the Lake Arthur Schools athletic and activities program is to provide an opportunity for all students to develop and use athletic skills in a structured environment which provides meaningful competition, enhances physical and mental well-being and teaches positive values.

Philosophy

It is the philosophy of the Lake Arthur Municipal School District that activities be considered an integral part of a program of education providing experiences that will help boys and girls to grow physically, mentally and emotionally. Competitive athletics and extracurricular programs emphasize the importance of scholastic achievement and the development of **sportsmanship**, health, and fair play in the participants and spectators.

OBJECTIVES OF INTERSCHOLASTIC ACTIVITIES

The student/athletes in the Lake Arthur Municipal School District will learn:

1. Ideals of fairness in human relationships.
2. Respect for authority.
3. Respect for the rights of others.
4. The value of conforming to rules.
5. Social competence.
6. Self discipline, team spirit, and individual responsibility.
7. Moral and ethical standards.
8. To increase physical development and skill level.
9. To develop the highest degree of **sportsmanship**, sense of fair play, and respect for coaches, officials, and especially fellow athletes (both teammates and opponents).
10. The value of health and physical fitness.
11. How to improve motor skills.
12. The value of group ideals.
13. To think as an individual and contribute to the decisions of the group.
14. The rules essential to the game in order to be an intelligent player or fan.
15. The benefits that can be derived from participation in an activities program.

RESPONSIBILITIES AND EXPECTATIONS OF STAFF

Athletic Director

Job Summary-Responsible for scheduling, evaluating, and overseeing all activities in the district.

Performance Responsibilities:

1. Assures coordination of the district's athletic curriculum with the district's EPSS plan for student success and achievement.
2. Stimulates, promotes, and oversees a safe environment where optimal student success and growth is to take place.
3. Develops, supervises, manages, monitors, and evaluates the district's athletic operations, staffing, budgets, and programs.
4. Schedules all athletic contests and practice sessions. Organizes tournaments, meets, and home activities with the help and input of head coaches.
5. Supervise and ensures the implementation of the local district's athletics within Title IX, New Mexico Activities Association and the local district's athletic policies, regulations, and procedures.
6. Responsible for publicity, parent information, and encouraging student participation in athletic programs. Calls coaches meetings at the beginning, during, and end of each season as needed.
7. Pursues the self-actualization of character attributes for all students and staff and the maintenance of student discipline in accordance with district policy and procedures.
8. May assign authority and duties to school principal(s) and/or athletic supervisors and sponsors as is appropriate and practical.
9. Supervises and coordinates with the maintenance supervisor the maintenance of facilities, equipment, and grounds used in athletic events and associated activities.
10. Advises and assists coaches with needs and concerns within the athletic/activities program.
11. Interprets High School League rules and investigates rule infractions.
12. Serves as mediator between coaches – parents – athletes.
13. Attends and represents Lake Arthur Athletics at district, conference, state, and national meetings & conventions.
14. Maintains Athletic/Activities manual and reviews with all head coaches and sponsors on an annual basis.
15. Promotes Unity, Support, and **Sportsmanship** among all coaches, sponsors and their programs.
16. Secure the activity driving certification for transporting students in authorized district vehicles.

Other performance responsibilities are documented and can be found in the superintendent's office.

Head Coach

Organizes, coordinates, and promotes a comprehensive athletic program that is designed to meet the needs and interests of the school community. Provides leadership, coaching instruction, and motivation to maintain a successful athletic program.

1. Organizes, prepares, and conducts individual and team practices, training and competition.
2. Complies with and supports District, State, Federal, and NMAA regulations and policies.
3. Coordinates team transportation arrangements for all away game/activities with the Athletic Director and Central Office.
4. Develops teamwork, morale, **sportsmanship**, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
5. Responsible for the conduct of the student/athletes and assistant coaches at all times: practice, games, bus rides, school locker room, etc.
6. Show respect for officials, the press, opposing coaches, parents, fans, student/athletes, fellow coaches, and teachers.
7. Keeps all assistant coaches, student/athletes, and other personnel informed of **all** activities associated with the Lake Arthur Municipal Schools.
8. Completes all management and inventory on time as deemed necessary for each athletic program.
9. Meets with his/her assistants prior to the season to discuss the program and duties of each member of the staff.
10. Evaluates and assesses all assistant coaches.
11. Assists the Athletic Director in ways that will benefit the total athletic program.
12. Attends all coaches' meetings called by the Athletic Director or Central Office.
13. Works to promote school spirit.
14. Supports and recruits student/athletes for all athletic programs.
15. Supports and assists any other coach within the athletic department.
16. Performs miscellaneous job-related duties as assigned.
17. Secure the activity driving certification for transporting students in authorized district vehicles.

Other performance assessments are documented and can be found in Central Office. Each head coach is responsible for all job descriptions.

Assistant Coach

Job Summary-Responsible for all duties and activities assigned by the head coach in his or her respective program. Coaches are also responsible for all regulations with in the athletic program and the Lake Arthur Municipal Schools.

1. Complies with state & local-approved Code of Ethics of the Education and Athletic Profession.
2. Upholds and enforces rules, administrative directives, school board policies, and local, state and federal regulations.
3. Assists the head varsity coach in the care, cleaning, inventory, and storage of equipment and supplies.
4. Abides by all policies, rules and regulations of the New Mexico Activities Association.
5. Ensures supervision of all student/athletes throughout the year.
6. Assists the head varsity coach in the planning and controlling of team activities throughout the season.
7. Promotes good **sportsmanship** and proper conduct of student/athletes during the entire school and athletic year.
8. Attends all coach's meetings called by the head coach or athletic director.
9. Takes part in special award programs, promotional programs, and other programs or activities deemed important to the athletic department by the head coach or athletic director.
10. Responsible for the security of all facilities used by the team and coach when the head coach is not present and/or when custodians are not on duty.
11. Develops and promotes positive school/community relations throughout the school year.
12. Performs miscellaneous job-related duties as assigned.
13. Secure the activity driving certification for transporting students in authorized district vehicles.

Cheer Coach

The cheer coach is a certified coach just like a coach of team or individual sports. His/her squad's contribution to the school and athletic activities are extremely important to the athletic department and the buildings they serve. The Cheer Coach is responsible for, but not limited to the following:

1. Complies with state & local-approved Code of Ethics of the Education and Athletic profession.
2. Advises and leads the cheerleaders so they function as effectively as possible to instill school spirit at activity events.
3. Directs and supervises the training of cheerleaders.
4. Supervises the conduct of the cheerleaders at practice and all contests.
5. Leads and directs the cheerleaders in such a way as to encourage good **sportsmanship**
6. Sets a good example through **sportsmanship** and self control.
7. Promote an energetic public relations program for the cheerleaders and their activities.
8. Inventories and cares for all cheerleading uniforms, equipment, and supplies.
9. Complies with and supports District, State, Federal and NMAA regulations and policies.
10. Orders awards and issues to deserving cheerleaders.
11. Carries out any other duties related to cheerleading as may be directed by the Building Principal and/or Athletic Director
12. Secure the activity driving certification for transporting students in authorized district vehicles.

Other performance assessments are documented and can be found in Central Office. Each assistant coach is responsible for all job descriptions documented.

**Pre-Season
Check List**

Before any season or activity can start, a series of actions and responsibilities must take place by the head coach or sponsor. This list includes but is not limited to, the items below. Failure to comply with these procedures could result in delays in the activities, suspension, or forfeit of the event.

1. All participants have completed a physical form, parent/guardian permission form, emergency medical form, code of ethics (conduct) form, and proof of insurance form.
2. All participants (teams) have a completed an eligibility information sheet for online reporting to the New Mexico Activities Association (completed form due two weeks before first game or event).
3. All rosters must be turned in to the Athletic Office. All student athlete's names, coach's names, and schedules must be recorded on-line with the NMAA by the head coach. Make sure all names are spelled correctly and roster is ready for printing with all necessary information provided (this roster is due one week before the first game, activity or competition).
4. Check academic eligibility status of participants.
5. Practice schedules are arranged and pre-season practices are reported to the Athletic Director.
6. Submit process and criteria for tryouts to the Athletic Director (if applicable).
7. List of transfer students to the Principal and Athletic Director.
8. Completed transfer student form to the Athletic Director.
9. All Coaches/sponsors must have a current First Aid card and CPR card.
10. Copy of pre-season letter to participants must be turned in to the Athletic Director.
11. Parents' meeting should be discussed or planned with the Athletic Director.
12. Inform parents and participants of the inherent dangers and various types of injury common to the activity.
13. Read policy handbooks.
14. Inventory all sport equipment and uniforms.
15. Attend the New Mexico Activities Association rules clinic.

Post-Season Check List

Upon completing the season or activities it is the responsibility of the head coach or sponsor to finalize and give closure to their department. Specific deadlines will be given in writing by the Athletic Director or Building Principal. This list shall include but not be limited to, the items below.

1. All school and team records typed, dated and submitted to the Athletic Director.*
2. Inventory (includes description, quantity, model, and serial numbers).*
3. Participant letter winner list (all levels) turned in to the Athletic Director.
4. List of All District and All State Selections turned in to the A.D.
5. Final injury report due to the Athletic Director one school day after last competition.
6. Post-season Statistics completed.*
7. Assistant coaches evaluations completed.*
8. Officials ratings completed.
9. Bid (quote) list for the following season.*
10. Schedule suggestions for the next season.
11. Inventory all sport equipment and uniforms.
12. Summer program plan and summer camp plan submitted to the A.D.

(*) The following are due within two weeks of the last game or event.

Each sport will have detailed assignments and responsibilities for each assistant coach in his/her program. It is the responsibility of each head coach to inform assistant coaches of individual responsibilities prior to the start of the season.

Athletic/Activities Health, Safety & Liability

Participation Forms

Each student/athlete must have the following paper work on file with the Head Coach and Athletic Director. These forms must be completed before any student/athlete practices, competes, or participates in any activity associated with our Extra-Curricular Programs. These completed forms must be in possession of the head coach during all events.

1. Physical examination form completed from a family doctor or licensed physician.
2. Parental/Guardian consent form.
3. Proof of Medical Insurance.
4. Authorization for medical services.
5. Code of Ethics (Conduct) Form

Injuries

The safety and health of student athletes is of primary importance to the athletic department at the Lake Arthur Municipal Schools. Injuries during competition, training, and practice must be addressed and documented on a daily basis. Injuries deemed significant or serious should be handled according to the “injury procedure” below. A serious or significant injury is classified as, but is not limited to, the following:

1. Head injury-resulting in a loss of consciousness, severe headaches or prolonged amnesia, or bleeding from the ear or nose.
2. Knee injury-resulting in swelling, dislocation of the kneecap or clinical instability.
3. Back injury-resulting in leg pain or numbness in the limbs.
4. Neck injury-resulting in shoulder, arm, or leg pain; tingling, and/or numbness.
5. Pulmonary condition resulting in shortness of breath, fatigue, and/or chest pain.

Bloodborne Precautions

The New Mexico Activities Association and the Lake Arthur Municipal Schools are very concerned about contagious diseases in any event or activity where there is close personal contact. Interscholastic Athletic and Activities, because of their close personal nature, provides additional concern about the spread of infectious diseases. There are specific diseases against which we must take precautions.

On the basis of what is known about AIDS, Hepatitis, and other contagious diseases, and the role blood and other body fluids plays in their transmittal, a variety of procedures can easily be done to reduce or eliminate potential hazards. While some diseases have been identified, these statements do not limit themselves to the diseases listed. The listed steps will be followed for reducing the risk of contracting bloodborne infections

1. Before competing, cover any open wounds.
2. Whenever possible, athletes should cover his/her own wounds.
3. When rendering first-aid to others, wear protective gloves (new gloves for each individual athlete being attended to, will be worn)
4. If an individual gets someone else’s blood or other body fluid containing visible blood on him/her;
 - A. Wipe it off with a disposable towel.
 - B. Wash with soap (antiseptic) and water.
 - C. Dispose of towels and cloth after use (plastic bag it).
5. If blood or other body fluids containing visible blood are present during practice or competition, play will stop.

- A. Attend to and remove the athlete from playing area
 - B. Contaminated surfaces will be cleaned.
 - C. Blood soaked apparel will be removed.
 - D. Bleeding must be stopped and first-aid (bandaged completely) before athlete can continue with practice or competition.
6. Do not use common towels to clean surfaces.
 7. When cleaning contaminated surfaces, use a solution of bleach and water (9 parts water to 1 parts bleach).
 8. All blood contaminated linen (uniform, towels, etc), will be pre-soaked and then washed in soapy water.
 9. All other soiled linen will be washed in hot soapy water.
 10. Use good hygienic practices. Should shower with soap and warm water after each practice and competition. Should avoid sharing towels, cups, and water bottles.

Injury Procedure

The Lake Arthur Municipal Schools has adopted injury and accident procedures to follow for students and student/athletes in the district. More detailed procedures can be found in the District Handbook. Listed below is a basic outline to follow in case of an injury during training, practice, or competition.

1. Visually assess the injury.
2. If there is any doubt, do not move the athlete until *competent* help arrives.
3. Call an ambulance for preliminary medical treatment
4. Call and inform the parents/guardians of the injury to their child.
5. If a student/athlete must leave the play field or court (competition area), always send a coach with the injured.
6. Inform the Athletic Director & Building Principal about the circumstances of the injury.

Injured athletes must have a release form their parents/guardians and a physician to be completed before the student/athlete can participate again. All injuries require an injury report by the Head Coach and submitted to the Athletic Office (two school days after injury). The Lake Arthur Municipal Schools does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injury.

Coaches Safety Responsibility

The following information should be addressed and passed along to each and every student athlete before practice and competition in any sport or activity. It is the responsibility of all coaches to understand and implement the procedures listed below. These procedures and activities should be followed and used as a means of safety and safe conditions for all student athletes throughout the year.

1. Communicate to all student athletes the risks of severe bodily injury associated in your sport.
2. Document and file all paper work associated with the safety and well being of the student/athlete in your sport.
3. Develop a work out program to enhance, strengthen, and condition athletes that recognizes the differences in physical ability of individual athletes.
4. Teach and coach each student athlete each drill, technique, and activity prior to physical participation.
5. Visually check and monitor the facilities, equipment, and supplies related to your sport (courts, fields, track, locker rooms, equipment storage, training room etc.).
6. Determine if an athlete is physically capable of competition after an injury (if in doubt, **Do Not** Play the athlete).
7. Report and document all unsafe conditions associated with your sport or in the athletic department.

Student Participation & Eligibility Requirements

Participation Packets

Packets for each season and organization can be obtained from head coaches or advisors at the beginning of each season. Information for student/athlete participation can also be obtained from the main office of each building or from the athletic office.

In order to participate in athletics/activities the student must:

1. Have on file in the athletic office a physical examination form signed by a physician within the current school year.
2. Have all current fines and fees paid in full.
3. Have turned in and checked all equipment and supplies from previous sports and activities.
4. Have read, understood, and signed the athletic/activities registration packet. This packet consists of a *Physical* form, *Parental/Guardian Consent* form, *Proof of Medical Insurance* form, *Authorization for Medical Services* form and a *Code of Conduct* form for each student/athlete.

Participation Ineligibility

Student/athletes are *ineligible* for athletics and extra-curricular activities if they:

1. Have received more than one "F's" in a particular grading period of participation.
 - A. If the progress report (2nd week of the 6 weeks) of a student/athlete indicates no "F's" with a 2.0 GPA minimum, they may be eligible to practice only.
2. Do not have a 2.0 Grade Point Average or better for that particular grading period of participation.
 - A. If the progress report (after the 2nd week) of a student/athlete indicates no "F's" with a 2.0 GPA minimum, the student/athlete may be petitioned to start practice.
3. Do not have all forms completed, signed, and turned in to the Lake Arthur Municipal School District.
4. Do not meet the criteria set forth by the New Mexico Activities Association. A list of those rules and regulations can be viewed at the athletic office or viewed on-line at www.nmact.org.

Middle School Participation

Although eighth grade Student/Athletes are part of the Middle School Programs, in some cases their talent and skill level are comparable to Junior Varsity and Varsity competition. It is the responsibility of the head coach to evaluate and determine the skill level of these student/athletes. If it is determined an eighth grade student/athlete is suitable for Junior Varsity or Varsity competition, a meeting between the Building Principal, Head Coach, Parent, and Athletic Director will take place to decide the promotion. **Note:** The eighth grade student/athlete must first agree to the possibility of high school competition.

Seventh and eighth grade student/athletes are eligible for interscholastic competition at Lake Arthur Middle School. Sixth grade students are eligible for interscholastic competition at Lake Arthur Middle School in Volleyball, Basketball, and Track & Field only. This will be evaluated each season for all programs.

All middle school student/athletes must conform to all eligibility rules set by the New Mexico Activities Association and the Lake Arthur Municipal Schools.

Multiple Activity Participation

1. Participation in multiple co-curricular and/or extra-curricular activities can contribute to a more complete and well-rounded education of a student.
2. Students who choose to participate in multiple activities should expect to make additional sacrifices that students in one activity may not have to make.
3. Parents, students, coaches, directors, sponsors, and advisors will communicate with each other throughout the season and plan proactively to reduce the inevitable stress and strain, both physically and otherwise, on students who choose to participate in multiple activities.
4. A student(s) must not use participation in one activity as an excuse to perform inadequately in another activity. Coaches, directors, sponsors, and advisors will avoid penalizing students who participate conscientiously in multiple activities.
5. Coaches, directors, sponsors, advisors, and parents will help students make responsible time management and planning decisions, especially with regard to school work. Students should advise their parents about the agreed upon plan to manage multiple activities and inform their parents of any conflicts or issues which may arise in the implementation of the plan.

6. As a general rule, contests and performances should take priority over practices and rehearsals. Reasonable exceptions may be made through communication between coaches, directors, sponsors, and advisors, depending on a student's role and importance to other students involved in an activity. Example: District events should have priority over regular season events, regional over district, and state events over regional. **All parties involved will ultimately need to work out the conflicts prior to scheduled events in any schedule in advance.**

Summer Participation

Summer activities such as weight lifting and open gym are essential to the physical condition of a student/athlete.

Summer programs are acceptable using the conditions stated

below.

1. Summer programs must be approved by the Building Principal and Athletic Director.
2. The program must have adequate supervision by approved staff members.
3. All participants and supervisors are responsible for the security and care of the entire facility.
4. Enrolled (members) student/athletes of the Lake Arthur Municipal Schools are the only eligible participants. All others need to be pre-approved.
5. Every program must follow all New Mexico Activities Association requirements.

Fan Participation

The Lake Arthur Municipal Schools greatly appreciates our fan base and the support they give our student/athletes. The fans and spectators at our events and activities are one of the reasons our student/athletes strive to be the very best at each venue. Our student/athletes, coaches, and staff praise and respect your season long support. In return, the Lake Arthur Municipal Schools requests the fan to adhere to the following:

1. Respect decisions made by the contest officials.
2. Refrain from taunting, booing, heckling, and using profanity in any manner.
3. Sit in the designated area assigned to each school.
4. Admission to any contest is not a license to verbally assault others or to be generally offensive.
5. The use of alcoholic beverages, drugs, and tobacco products are prohibited from any Lake Arthur District campus.
6. Leaving a contest prior to its conclusion, with the expectations of returning, may not be permitted.
7. Respect student/athletes, coaches, officials and fans (be positive).
8. Be a fan...not a fanatic.

Failure to adhere to **sportsmanship** requests could be grounds for removal or suspension from any or all activities, competitions, and events held with in the Lake Arthur Municipal Schools.

It is the responsibility of each and every staff member to not only set the example of the above rules but to correct those individuals who are not adhering to the rules. Staff member include coaches, teachers, sponsors, administration, board members, support staff, and any other individual who works for the Lake Arthur Municipal Schools.

Eligibility of Transfer Student

The eligibility of transfer students will be determined by their placement in the appropriate grade and semester level upon entering the Lake Arthur Municipal Schools along with their past grading period. They will adhere to the same guidelines as all Lake Arthur Municipal Schools Student/Athletes. Prior to participation in athletics or activities, a transcript and transfer eligibility form must be on file in the Lake Arthur Athletic Office. It is the student athlete's responsibility to complete and turn in all forms for eligibility. Please see the head coach, advisor, or athletic director if you are a transfer student.

Code of Ethics

As a member of any athletic team or extra curricular activity in the Lake Arthur Municipal Schools, I understand that I represent my team, my school, my community, and myself. I therefore agree to conduct myself according to the following Code of Ethical Behavior.

1. Meet academic eligibility requirements set by the Lake Arthur Municipal Schools. A minimum of a 2.0 Grade Point Average with no more than one "F" at the end of each grading period.
2. Set an example in school, in class, at home, in the community, and in the area of competition so others will respect my actions. The goal is to be a positive role model for all to follow while representing the Lake Arthur Municipal Schools.
3. I understand the use, possession, or selling of alcohol, tobacco, or illegal drugs/substances will result in dismissal from an athletic team or extra-curricular activity. The time of suspension will be a minimum of forty-five (45) school days.
4. I understand I may be subject to random drug or steroid testing through the Lake Arthur Municipal School District drug testing program and procedure.
5. I will be on time whenever time is a factor.
6. I will be a good student and follow school and classroom rules.
7. I will be responsible for all equipment issued to me and return it in the best possible condition.
8. I will be sincere and loyal to my team, my school, my teachers, and my coaches.

9. I will put team success before individual glory.
10. I will conduct myself appropriately on the bus and follow bus rules.
11. I will create, maintain, and promote good team morale.
12. I understand that a student or student athletes may not begin another sport or activity until all issued equipment is returned from a previous sport or activity.
13. I will always maintain a positive attitude when representing Lake Arthur and the Lake Arthur Municipal Schools in all activities.
14. I will create, maintain, and promote the elements of good **sportsmanship**.
15. I understand and agree that being dismissed from a program constitutes quitting and is punishable by the same consequences established in the Athletic Handbook.

I understand that failing to meet these standards will result in the proper course of action by the coach, sponsor, or athletic department. This course of action could include but not be limited to counseling, suspension, or dismissal from the athletic team.

Grading Period

The grading period is in accordance with the Lake Arthur District Handbook. The district is on a Nine week cycle, two nine weeks per semester. The activities and athletic department emphasize “good grades” over participation. It is extremely important to our coaches and sponsors for our athletes to be students first. Below are some important grading points for our student/athletes

- A. Eligibility will be established at the end of each 9-week grading period to determine eligibility for next 9-week grading period.
- B. Must carry a 2.0 grade point average.
- B. Must not have more than one “F”.
- C. Eligibility is calculated by last report card or grade.
- D. Grades will be checked weekly to determine eligibility for the following week. In the event a student is ineligible based on weekly grade check, he/she has one week to regain eligibility.
- E. Grades come before participation

Hazing

Hazing is any act directed at others which endangers the mental or physical health or safety of another person. Hazing is associated with, but not limited to, pledging, being initiated into, affiliating with, holding office in or maintaining membership in an organization or team. Student/Athletes participating in hazing activities will be subject to

discipline appropriate to the offense. Depending on the severity of the violation, penalties may include suspension up to expulsion from the team or school.

Fighting

Fighting prior, during, or after practice, game, or competition is a behavior that will not be tolerated for any reason in the Lake Arthur Municipal Schools. It does not matter if you are the victim of an unsportsmanlike act, provoked, taunted, or verbally attacked, fighting is not allowed. Fighting in any capacity will be subject to serious sanctions such as, but not limited to, suspension from school, team, and/or dismissal from a team.

Quitting

No coach, sponsor, or staff member condones quitting of any kind. This type of act has a negative effect on all parties involved, especially the team of that activity or sport. To help curb the temptation of leaving an activity or sport before the program has concluded, the following policy will be enforced.

1. If a student/athlete quits a sport, he/she will forfeit games or meets in his/her next sport in which he/she decides to join or participate.

Example: If an athlete quits football and then, when the season starts in basketball decides to join, he will be ineligible for the first four contests.

2. If a student/athlete is in multiple sports at the same time and quits one, he/she will forfeit the next two events or games in the remaining sport. In addition, the student athlete will forfeit games in the next sport he/she joins.

Example: If an athlete is a part of the Track & Field team and baseball team and decides to quit baseball, he will forfeit the next track meet. In addition, if the athlete decides to join football in the fall, he will forfeit the first football game. If the athlete's next sport is basketball, he will forfeit the first two games.

Activities/athletic events and competitions forfeited by quitting a team:

Football, Track & Field and all organizational groups—two (2) events.
Volleyball, Basketball, Softball, and Baseball—four (4) events.

If a student/athlete quits a sport, he/she may not join another sport until the sport he/she quit has concluded.

When quitting an organizational group or activity, the consequence will be enforced in the next organizational group or activity he or she joins or participates in.

Dress code

The Athletic and organizational departments expect all student/athletes to maintain a clean, neat, and modest appearance. Appropriate shirts, tops, and shoes must be worn at all times. Bare midriffs are prohibited. Proper dress attire include: school, practice, and competition. Piercings must be removed. During competition, the student/athlete must wear school issued apparel.

Coach & Sponsor Code of Ethics

1. Exemplify and exhibit the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual student and student athlete.
3. Abide by the rules of the game and event both in letter and spirit.
4. Demonstrate a mastery of, and continuing interest in coaching and sponsorship through professional improvement.
5. Encourage a respect for all student/athletes and their values.
6. Display modesty in victory and graciousness in defeat.
7. Promote ethical relationships among coaches and sponsors.
8. Promote and support all activities and programs.
9. Encourage all students to become student athletes.
10. Encourage all students to participate in extra-circular activities.
11. Fulfill responsibilities to provide health services and an environment free of safety hazards.
12. Encourage the highest standards of conduct and scholastic achievement among all student/athletes.
13. Seek to instill good health habits including the establishment of sound training rules.
14. Strive to develop in each student/athlete the qualities of leadership, initiative, and good judgment.
15. Review all district handbooks with all appropriate coaches and the athletic director.

Attendance & Tardy

Attendance

Students, and student athletes are expected to attend all practices, meetings, and competitions as scheduled associated with the Lake Arthur District Programs. Attendance is an important part of team chemistry, competition, and improvement. Excuse from any practice, meeting, or competition is at the discretion of the Head Coach or Sponsor.

1. If a student/athlete misses school, they can not practice or participate in any school related activities scheduled for that day.
2. If a student/athlete misses school the day before a competition is scheduled on a non-school day, he/she may not participate. **Example:** miss school on a Friday

and there is a competition or event on Saturday, the student/athlete cannot participate.

- A. If the above infraction takes place Monday - Thursday, and the next day is a non-school day, the student **will not** be allowed to participate on the non-school day event or activity.
 - B. If the above infraction takes place over Christmas or Spring Break, and there are multiple competitions scheduled, the student athlete will miss one competition for each sport or activity they are involved in.
3. If a student/athlete misses any period throughout the day, he/she must have written proof of absence. The student must officially sign in/out of school to be considered for activities for that day. (written documentation must be submitted to the building principal and coach).
 4. If a student/athlete misses multiple periods in a day (excused absent from those periods) and has officially checked out and back in again, they will be considered for practice and/or competition if the next day is a non-school day. (the student/athlete needs to make prior arrangements with their coach and building principal).

Tardy

Tardiness in any capacity is serious and unacceptable when organizing and preparing a team for practice or competition. It is expected that all student/athletes be on time, every time for all activities related to the Lake Arthur Municipal Schools. Each activity and sport will outline rules and consequences for being tardy.

Violation of Participation Rules

Illegal Substances

The Lake Arthur Municipal Schools believes that substances abuse jeopardizes the health and safety of the individual, and compromises a student/athlete's and possibly the team's ability to perform at their competitive best. To provide an environment where all students can achieve academic, athletic, and personal development and success, the Lake Arthur Municipal Schools applies the following procedures for substance abuse reporting and violations. ***If a student/athlete is given a prescription from a medical doctor he/she must bring a copy of the prescription immediately to his/her school administration to be kept on file and can be used for verification in the case of a positive test result.***

Use or Possession of Alcoholic Beverages, or illegal Drugs is prohibited.

Use or Possession of, Alcoholic Beverages, or illegal Drugs:

- A. First Offense: Minimum of 45 school days suspension from all extra-curricular and athletic activities (plus summer activities associated with the school district). Counseling and/or treatment will be recommended for the student/athlete.

- B. Second Offense: Minimum of one calendar year suspension from all extra-curricular and athletic activities (plus summer activities associated with the school district). Counseling and/or treatment will be required for the student/athlete. Written evidence of counseling and/or treatment will be submitted to the principal and athletic director prior to the return of extra-curricular activities.
- C. Third Offense: The student/athlete will no longer be able to participate in any extra-curricular activities and athletic programs throughout their tenure with the Lake Arthur School District.

Tobacco Products

- A. First Offense: Minimum of 10 school days suspension from all extra-curricular and athletic activities (plus summer activities associated with the school district) and a minimum of one contest. Counseling and/or treatment will be recommended for the student/athlete.
- B. Second Offense: Minimum of 20 school days suspension from all extra-curricular and athletic activities (plus summer activities associated with the school district) and a minimum of 2 contests. Counseling and/or treatment will be required for the student/athlete.
- C. Third Offense: The student/athlete will no longer be able to participate in any extra-curricular activities and athletic programs for one calendar year beginning with the date of notification of third violation with the Lake Arthur Municipal Schools.

Game and Activity suspensions are as follows:

- Volleyball, Basketball, Softball, and Baseball will be **two** games (double on 2nd offense)
- Football, Track & Field and organizational groups will forfeit **one** game or event.

Student/athletes who violate the above polices-either on or off school property, during the training season or during the off- season-will be denied the privilege of participation in athletic or extra-curricular activities.

Notification & Appeal Process

When the Building Principal or Athletic Director receives notification in writing of a student/athlete participation rules violation, he/she will notify the parents in writing of the violation and consequence within five (5) school days.

Any student/athlete who violates training rules, may not be eligible to receive any awards. This includes all district or state awards.

Note: Training rules are in effect for the entire year (12 months).

The school reserves the right to impose sanctions on any student/athlete who displays any unacceptable conduct contrary to the ideals, principles and standards of the school and the New Mexico Activities Association.

Detention & Suspension

Any student guilty of a school violation or unlawful act may be denied the privilege of participation in extra-curricular or athletic activities for a period determined by the coach, sponsor, athletic director or building principal.

1. Student/Athletes with detention will serve each detention time before attending practice or meetings for their activities. No special detention will be assigned.
2. Student/Athletes with in-school suspension can participate in **practice** as long as they have finished all work provided by their teachers while serving their suspension.
3. Student/Athletes with in-school suspension may participate in home activities, but only after 3:30 pm (or after the suspension time is over for that day). Athletes may not complete in out of town competition.

Example: If ISS takes place the day of a home basketball game and the student/athlete fulfilled their in-school suspension time, they may participate in the home contest.

If the ISS takes place on the day of an away track meet, the student/athlete will be disqualified from participation. We do not want to adjust any bus time to accommodate a single athlete.

3. Student/Athletes with out-of-school suspensions will not be permitted to participate or attend events and activities associated with the Lake Arthur Municipal Schools (during the duration of the suspension)
 - A. If the suspension occurs during a three day period and no competitions are scheduled, the student/athlete will miss practice time only. (any additional practice or competition missed will be at the discretion of the head coach or sponsor).

Example: If a student has a three day suspension (out-of-school) given on Tuesday, and there is a volleyball game on Tuesday & Thursday during the suspension, the athlete will miss both competitions and Wednesday's practice.

- B. If a student/athlete is in multiple activities during the suspension, he/she will miss the events from all activities or programs they are associated with at the time of the suspension.

Example: If a student/athlete is suspended from school and he is involved in baseball and track, that athlete will miss any competition and practice from both programs in which they are involved in.

4. A suspension given to a student/athlete by a coach, athletic director, administrator, or school official will be at their discretion (half, quarter, inning, partial game or event suspension will be allowed.)

Game Suspension (ejection)

Game ejections are the ultimate act of disrespect and disregard for sportsmanship a student/athlete or coach can display. A game ejection has a negative reflection on the student/athlete, team, coach, school, and community. Below are several actions that will take place as a result of an ejection from a game or contest.

1. If a student/athlete is suspended (ejected) from a game or competition, he/she will miss that activity plus the next scheduled event. In addition he/she along with the head coach, will be required to write a PBS Lesson Plan, write a letter of explanation and apology to the opposing team, officials, and to the New Mexico Activities Association (NMAA Incident Report).

Note: The athlete will not practice or participate until the above letter writing activity is completed and accepted by the head coach and athletic director.

Note: The coach has five school days to respond and complete his/her letter of apology. If no response is made by the end of the grace period, he/she will be suspended from the next competition.
2. If a student/athlete is suspended (ejected) from a second game or competition, he/she will be suspended for the remainder of the season in that sport or activity. A letter writing activity will once again take place by the athlete and coach with the same consequences.
3. It is the responsibility of the school district to ensure this regulation is enforced. When an ineligible student/athlete is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular and tournament contests and shall in no way limit the discretionary authority of the executive director as specified in the New Mexico Activities Association Handbook.

Game, Meet, Event, and Practice Regulations

All coaches and sponsors should be aware of the game and activity limitations as established by the New Mexico Activities Association and the Lake Arthur Municipal Schools. Scrimmages do not count in the number of games allowed, but must be scheduled in accordance to athletic association limits. Scrimmages and practice sessions may not be conducted where students are competing against post high school graduates unless they are assigned coaching responsibilities for which they are qualified.

Practice Limitations

Practice for activities may not be scheduled to begin prior to the date established by the New Mexico Activities Association. No practices should be scheduled after the last competition of the season in that sport or department. The season ends at the last competition for each sport or activity. Below are a list of specific rules and regulations surrounding practice.

1. A Student/Athlete must have ten (10) practice sessions before competition in fall activities. All other activities require five (5) practice sessions.
2. A Student/Athlete must serve assigned detention before reporting to a practice session.

Facilities and Equipment

The facilities and equipment available in the Lake Arthur Municipal Schools are of high quality and comparable to all class A schools in the State of New Mexico. The Lake Arthur Municipal Schools strives to keep up with technology, upgrades, and safety with the facilities and equipment used by our student/athletes. It is up to our coaches and student/athletes to take care and maintain these areas and items.

Only student/athletes and coaches in season shall use the facilities designated for their particular sport. The Athletic Director and/or Building Principal can approve the use of the facilities mentioned.

Lockers & Locker rooms

During the season, student/athletes should store and lock all valuables, clothing and equipment in assigned lockers. Lockers will be assigned by the head coach of each sport. **In-season athletic programs will house their athletes in the varsity locker rooms.** If an athlete is in Physical Education, he/she will be assigned a "PE Locker".

Locker rooms are not to be used except for Physical Education Classes, athletic events and pre approved activities. Student/Athletes need to be supervised in these locations. The Lake Arthur Municipal Schools will not be responsible for any lost or stolen property which is stored in assigned lockers.

Facility Rules

1. The training room, equipment room, and coach's office are off limits for all student/athletes.
 - A. Exception: must be accompanied by a coach or sponsor.
 - B. Exception: A coach must accompany a student/athlete in the whirlpool.
2. All in season varsity student/athletes will be housed in the varsity locker rooms.
3. A student athlete using any facility of the Lake Arthur Municipal Schools must be under supervision of a coach or sponsor at all times.
4. During the school year, out of season conditioning must adhere to the following guidelines:
 - A. Must not involve athletes that are in season.
 - B. Must follow New Mexico Activities Association guidelines.
 - C. The Athletic Director must grant permission and/or exceptions.

Equipment & Supplies

Equipment and supplies are an essential part of any program or activity. The Lake Arthur Municipal Schools takes pride in being able to supply our student/athletes with the proper equipment and supplies needed to be competitive. The district encourages our coaches, sponsors, and student/athletes to do the same.

All student/athletes are financially responsible for equipment issued to them throughout the season.

Equipment issued to student/athletes should be worn only for practice or competition (or other school functions as determined by the head coach of that sport). No part of a uniform should be worn for casual or personal attire.

Security of facilities

It is often convenient to give school keys to a student or athlete so a coach or sponsor can stay with the group. School keys should not be given to students or athletes. Any time a student is in the building, the coach or sponsor must be with them.

1. When an activity or event is completed, the head coach or sponsor is responsible for securing the building and facilities. This includes:
 - A. Checking for student/athletes still in and around the building.
 - B. Turning off and/or unplugging all electrical equipment.
 - I. Lights
 - II. Computers/printers, TVs, VCRs and other electrical office equipment.
 - III. Air conditioners and heaters.

- C. Organizing and cleaning in and around facilities used.
- D. Locking all interior and exterior doors, windows, and cabinets.

A coach and sponsor should be the first to arrive and the last to leave--**ALWAYS**.

District Transportation

Student Transportation

Team members, regardless of age, must use the mode of transportation provided by the school district.

Parents/Guardians are responsible for picking up the student/athletes upon returning from away activities from the original departure site.

1. No student who is a participant in extra-curricular or athletic events shall drive to an activity or event.
2. School transportation will be provided to and from all approved and sanctioned school events.
3. Student/athletes are required to remain with their teams, under the supervision of the coaches and sponsors when attending away events.
4. Students will be picked up and dropped off at an assigned school district facility.
5. Students are not permitted to ride in personal vehicles owned or driven by staff members. This includes practice or competition. Students must be transported by bus or school vehicle only.

Students may be released to their parents or legal guardian after an event or function if the proper forms have been completed **twenty four (24) hours** in advance. Forms may be obtained from the head coach, any building main office, or the athletic office. Only transportation certified staff may transport student/athletes (check the athletic office for certification procedures).

Lake Arthur Municipal Schools will provide travel of females and males on an equal basis. Lake Arthur High School will use the following criteria when determining the type of transportation to be used.

1. Miles to be traveled.
2. Number of student/athletes
3. Length of the trip
4. Time of year and road conditions.
5. Type of transportation available.
6. Level of competition (pre-season, regular season, district, regional, state).

Activity Bus Rules & Responsibilities

The bus for any activity is an extension of our school district and the school regulations apply for athletic and activities trips. Each individual riding on the bus is expected to abide by all rules and regulations set by the Lake Arthur Municipal Schools. Stated below are additional rules for individuals riding the district buses, and passed by the State Department of Transportation and the Lake Arthur Municipal Schools.

1. Student/Athletes, sponsors and coaches responsibilities on activity trips.
 - A. No glass is permitted on the bus.
 - B. Student/athletes must remain seated at all times while the bus is in motion.
 - C. No “horseplay” will be tolerated on any bus trip.
 - D. Noise should be kept to a minimal. Portable stereos (walkman/discman) are allowed with headphones only.
 - E. Absolute quiet when approaching and crossing a rail road track.
 - F. Departure times must be followed.
 - G. Emergency exits must remain clear at all times.
 - H. Aisles will be cleared at all times.
 - I. No passenger will not be allowed to lay on the floor or across the aisles.
 - J. Equipment and luggage carried on the bus (seat area) must be secured to seat. (such equipment and luggage will be stored underneath as room allows).
 - K. No individual will sit on the armrest.
 - L. No individual will hang on the back of a seat.
 - M. All windows will be closed at each destination (before exiting the bus).
 - N. All trash must be disposed properly at each destination (before exiting the bus).
 - O. All individuals will be picked up and dropped off at the designated point or origin.
 - P. The bus is school property, all rules and consequences pertaining to vandalism will be implemented on all bus trips.
 - Q. Any changes with bus scheduling and departure must be communicated to the driver by the head coach and/or athletic director in a timely manner.
 - J. At the conclusion of each trip the group or organization is responsible for unloading and cleaning the bus (sweeping of the bus is the responsibility of the driver as a part of post inspection).
 - K. Cost of vandalism, damage, fines and extra cleaning of the bus will be the responsibility of the organization or group involved.

2. Responsibilities of the sponsor or coach as directed by the department of Transportation:
 - A. Preparation and submission of trip requests in accordance with the local board of education's policies.
 - B. Notification to the school district administrator or designee of any schedule changes.
 - C. Assurance that student/athletes are at the departure point(s) at the appointed time.
 - D. Supervision of the loading and unloading of the vehicle.
 - E. Assurance of the orderly conduct and discipline of students during the trip.
 - F. In an evacuation of the vehicle, supervision of students and maintain control of students passengers.
 - G. All arrangements on overnight trips for meals and lodging, including the driver.
 - H. Provision for adequate rest stops.
 - I. Maintenance of a roster and taking roll each time students disembark and return to the vehicle.

3. Responsibilities of the driver as directed by the Lake Arthur Municipal Schools and/or the Department of Transportation.
 - A. Driver must arrive at the bus site thirty minutes (30) before actual bus departure time.
 - B. Driver must perform a pre-inspection before reporting to the pick up site.
 - C. Driver must arrive at the pick-up point fifteen (15) minutes before scheduled departure time.
 - D. No cell phone use while driving the bus (may have a sponsor or coach answer a driver phone).
 - E. Driver will perform a pre & post-inspection at the conclusion of each trip.
Some inspection activities include:
 - ~ Fuel refill
 - ~ Check for leaks
 - ~ Check all lights
 - ~ Horn
 - ~ Check for damage or vandalism
 - ~ Close windows
 - ~ Sweep
 - ~ Gauges
 - F. Driver should check for any other inconsistencies related to the bus and the safe operations of the vehicle.

- G. The driver must document and report any problems to the school maintenance personnel and/or a school administrator.
- H. Driver shall report all unsafe and serious discipline cases to the coach, sponsor, and/or district administrator.

School Vehicle Use

All requests for use of district vehicles should originate with the Building Principal or the Athletic Director. Permission for the vehicle as well as the activity to be attended can be approved by filling out a transportation request form. The form will be routed from the originating building to central office for proper approval and signatures. Listed below are the procedures for reserving a school vehicle. Failure to follow the following procedures may result in forfeit of event or loss in privileges to use the school vehicles.

1. Completely fill out the travel request form. Must include:

- A. Destination Site
- B. Name of Activity or event
- C. Amount of Expenditures
- D. Itinerary of Event
- E. Student list if applicable
- F. Specific vehicle requested
- G. Name and number of adult passengers
- H. Proper signatures

These main areas along with the rest of the request form need to be completed and submitted **two weeks** before the date of the event or activity.

2. Upon receiving the approved travel request, arrangements can be made for attending the event or activity.

- A. Reserve the vehicle from central office.
- B. Fill out any additional forms for trip.
 - I. Purchase Orders.
 - II. Parent/Guardian Permission Slips.
 - III. Event or Activity Registration Forms.
 - IV. Emergency Forms.
 - V. Pre & Post inspection check list
- C. Make arrangements with the maintenance department for vehicle inspection.
- D. Announce or advertise your event or activity to the proper individuals.

3. Day of travel to event or activity.

- A. Obtain keys and gas card from central office.
- B. Visually inspect vehicle (pre inspection check list).

4. Day of return from activity or event.

- A. Fill vehicle with gas using school gas card.

- B. Wash and clean out vehicle
 - C. Check fluid levels (Post inspection check list).
 - D. Return vehicle to storage yard.
 - E. Return keys to central office. Do not take keys or gas card home.
5. Submit closing paper work (with in a 48 hour school day period).
- A. Fill out and submit travel request form – part B.
 - B. Submit all receipts from the trip.

~School vehicles must be driven by a school employee only.

~School vehicles, when used to transport students must be driven by transportation certified school employees (check the athletic office for certification procedures).

~All out of state trips need to be school board approved.

As a representative of the Lake Arthur Municipal Schools, every student, athlete, coach, and staff member is expected to be of outstanding character on all trips. **Note:** A high standard of conduct is expected at each and every activity and event throughout the Lake Arthur Municipal Schools.

Communications

Each Sport or activity will have a handbook which details the expectations for students and student athletes who choose to participate. This hand book must be given to each Student/Athlete at the beginning of each sport, function, or activity. The hand book must be reviewed by the Student/Athlete and their parents/guardians regarding awareness of the rules and regulations fro each sport or activity. A signed acknowledgement by Student/Athlete, parent/guardian, and coach will be submitted to the athletic director.

Each sport or activity handbook's policies must be specific regarding what the coach or sponsor expects from each participant. This handbook and the guidelines will ensure each participant that they are members in good standing of that sport or organization. The discipline consequences need to be worded clearly and provide enough flexibility for special situations which may occur. Always keep parents, the Athletic Director, and Building Principal informed as disciplinary situations arise.

A complete and updated copy of a sport or organization handbook must be submitted to the Building Principal and the Athletic Director (All Handbooks are due two weeks before the start of the sport or activity).

Meetings

Meetings are an important communication device for all activities and events. They will keep parent/guardians, student/athletes, coaches, administration, and the community informed and updated on the happenings within a program. A meeting can be schedule with any or all of the groups mentioned above. Some annual meetings are listed below.

1. Beginning of the season “parent meeting” (parent/guardian, student/athlete, coach).
 - A. Inform parents first hand about a sport and the general handbook.
2. Beginning of the season coaches meeting (all athletic coaches).
3. Fall athletic meeting (all fall coaches and athletic director).
4. Winter athletic meeting (all winter coaches and athletic director).
5. Spring athletic meeting (all spring coaches and athletic director).
6. End of the year athletic and activities meeting (all athletic department and sponsors).

Personnel Meetings

When a need arises for parents/guardians or other individuals to meet with athletic personnel, it is important for our department to accommodate that request. Below are the procedures for contacting the athletic department and those associated with it.

1. Allow your son or daughter the opportunity to discuss the issue with their coach.
2. Call the school and set up an appointment with the coach involved.
 - A. If the coach can not be reached, call the Athletic Director and he/she will set up the appointment for the parent/guardian.
 - B. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent/guardian and the coach. Meetings of this nature do not promote resolution.
3. If the meeting with the coach did not provide a satisfactory outcome, call and set up an appointment to meet with the Athletic Director to discuss the matter.
4. If the meeting with the Athletic Director did not provide a satisfactory result, call and set up an appointment to meet with the Building Principal.
5. If concern remains unresolved, please set up an appointment with the Superintendent.

Prior to the opening competition, all coaches and athletic director shall conduct a meeting for all athletes, their parents/guardians, and any other public individual. The meeting will provide discussion time for particulars for the upcoming season and the athletic/activities handbook.

District Awards

Lake Arthur Municipal School District Awards System is designed to recognize outstanding service and accomplishment in each department and program. Any individual receiving an award should understand that the award is given in trust set forth by the Lake Arthur Municipal Schools and all departments that make up this district.

**Greatest Panther &
Lady Panther Award**

One important purpose of the “Greatest Panther” and the “Lady Panther Award” is to encourage participation and competition within our athletic department and teams. Participation is a priority within the athletic department and the award helps reward Lake Arthur Panther Athletes. This award may be earned according to the following criteria:

- A. Ten (10) points for each sport in which that student/athlete has lettered.
- B. Two (2) points for earning all state recognition in each sport.
- C. One (1) point for earning all district recognition in each sport.
- D. Half (1/2) point for earning honor roll status each semester.

Highest grade point average (GPA) will also serve as a tie-breaker if needed.

**Academic Panther &
Lady Panther Award**

One important purpose of the “Academic Panther” and Lady Academic Panther Award is to recognize outstanding individual participation within our athletic programs. This award may be earned according to the following criteria:

- A. Highest overall GPA
- B. Must participate/complete in at least 2 Sports throughout the year.

**Individual Athletic
Awards**

Individual awards can be earned in each sport throughout the athletic season. Each athletic program can award up to six individuals for trophies/plaques for varsity competition. These awards will be presented at the spring awards banquet. Criteria for each individual award for each program can be obtained from the head coach of that program.

Letter Awards

Earning a letter award is a great accomplishment and is well deserved by each recipient. Earning a letter award for each sport consist of a certificate, a logo pin for first time letter winners, and a brass bar each time a student/athlete letters. Criteria for lettering in each athletic program are outlined in athletic banquet program.

**Athletic Awards
Banquet**

The athletic awards banquet will take place within one week after the last competition or event of the athletic year (spring). The banquet will honor the athletes, managers, and other personnel associated with the sport (must be pre-approved). All coaches from each seasonal sport will help plan, set-up, monitor, and clean-up the sport banquet.

Miscellaneous

Crowd Supervision

Each activity and event must have an assigned individual or individuals who will be responsible for any or all of the following;

1. Seating the audience and monitoring the audience.
2. Keeping the area and event organized and safe for observation and participation.

Any district personnel attending an event or activity have the obligation and right to observe and correct crowd or audience deficiencies.

Publicity

Schedules and other pertinent pre-season or pre-game material will be distributed by the Athletic Director. Specific information about an event or activity will be reported by the coach or sponsor. That information should be forwarded to the Building Principal and/or Athletic Director for prior approval.

1. Items that should be reported:
 - A. Game or event (date, time, purpose, history of event).
 - B. Score of game and event.
 - C. Summary of the game or event.
2. Possible places to publicize an event or activity:
 - A. School public address system
 - B. School display case or bulletin board.
 - C. School marques.
 - D. Local news paper (Roswell Daily Record, Artesia Daily Record, Curr. Argus).
 - E. Local radio stations (KATK, KBIM, KBCQ , and CD-104).
 - F. Local TV stations (KBIM Roswell and KOBR Roswell).

Fundraisers

Fundraising activities are important to supplement each organization or team financially as they participate and compete throughout the season. Since organizations and teams fundraise in the name of the Lake Arthur Panthers and the Lake Arthur Municipal Schools, all code of conduct rules apply (on and off campus events). The procedure for fundraising are as follows:

1. Completely fill out a fundraising activity form.
 - A. Submit form two weeks prior to request date.
 - B. Submit the form to the Athletic Director.
 - C. Do not start the fundraising activity until final approval has been made.

- D. If the fundraising activity involves the use of a departments facilities, *written* permission must be obtained before submitting the fundraising application.

Example: A taco dinner that will take place in the school cafeteria will need approval from the Cafeteria Director.

2. Submit the fundraising activity form.
 - A. Decision on fundraising activity will be made within five school days (unless it is a summer activity or the request is for the following year).
3. Receiving approval for the fundraising activity.
 - A. Make advance arrangements with all parties involved (maintenance, janitorial, security, chaperons, etc...).
 - B. Secure any additional paperwork for fundraising activity (requisitions, parent permission, etc...).
4. Fundraising activity (general rules). Fundraising:
 - A. Can not have a grade attached to it
 - B. Can not have a punishment as a result.
 - C. Should have an incentive for participants.

- D. Fundraising can only involve active members of a group or organization.

Example:

1. Student Council fundraisers should involve student council members or their families only.
 2. Track & Field can not use student/athletes for fundraising activities who are currently participating in Volleyball.
5. Fundraising profits (money)
 - A. Coach or Sponsor will count the money with a co-sponsor or coach present.
 - B. Money from all fundraising activities need to be turned in to the main office daily.
 - C. Sponsor or coach will count the money with the building secretary and obtain a receipt immediately after.
 - D. Fundraising expenditures and profits will be documented and submitted to the Building Principal and Athletic Director.
 - E. Additional paperwork for a fundraiser may include a ticket count, tally sheets with roster, and/or information sheet explaining the results of the fundraiser.

Organizations and teams are allowed two (2) fundraisers per year (June 1 to May 31). Year-round organizations are allowed four (4) fundraisers per year (FFA is the only organization deemed year round). The school district has many teams and organizations, therefore all fundraisers may not be approved. Approval is based on time frame of fundraisers, similar fundraisers currently in progress, and the number of fundraiser currently in progress.

Professional Development

Any request to attend a clinic, seminar, or similar offering must be pre-approved by the Building Principal or Athletic Director (based on type of event or activity). Decisions will be made by understanding how attending the activity will improve a program, the number of coaches or sponsors attending, the cost, and the availability of transportation and substitutes. Monies must be available from proper accounts to accommodate these activities.

It is recommended that coaches and sponsors stay abreast of activities, innovations, and technology related to their area of coaching or responsibility.

Equity

True equity is based not on the letter of the law but rather on the spirit of the philosophy. The best way to think of equity is that volleyball players, whether male or female, all deserve the same treatment. Our customers are “kids”, and the fact that they are male or female should make no difference in the type of program provided for them.

All staff members associated with activities and athletics in the Lake Arthur Municipal Schools are expected to be well acquainted with the expectations of the New Mexico Activities Association and Title IX. The Lake Arthur Municipal Schools is committed to adhering to the spirit as well as letter of the law, in regards to sex equity. To do so is in the best interest of “kids” as well as being the “right thing” to do.

In addition to specific equity requirements in athletics, all activities staff members are expected to be knowledgeable of, and sensitive to, all forms of discrimination, bias, and harassment that may occur on the basis of sex, race, nationality, or other factors.

The Lake Arthur Municipal Schools affirms that no person shall, on the basis of sex, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. Students or employees with questions or concerns about the provisions of Title IX may contact the Building Principal or Athletic Director.

Prior to the opening competition, all coaches and athletic director shall conduct a meeting for all athletes, their parents/guardians, and any other public individual. The meeting will provide discussion time for particulars for the upcoming season and the athletic/activities handbook.

Unless otherwise designated, the New Mexico Activities Association rules will govern all student/athletes.

Clearinghouse-NCAA

National Collegiate Athletic Association (NCAA)-Initial Eligibility Clearinghouse

Requirements and Qualifier Information

A student-athlete who enters an NCAA Division I college between fall of 2005 and fall of 2007 and wants to participate in athletics or receive an athletics scholarship must satisfy the following academic standards:

- Graduate from high school;
- Successfully complete a core curriculum of at least 14 academic core courses which are:
 1. Four years of English;
 2. Two years of mathematics (algebra I or higher level);
 3. Two years of natural or physical science (including one year of lab science if offered by your high school);
 4. One extra year of English, mathematics, or natural/physical science;
 5. Two years of social science; and
 6. Three years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy).
- Present a minimum required grade-point average in your core courses (GPA based upon a 4.000 maximum scale); and
- Achieve a combined SAT or ACT sum score that matches your core-course grade point average in the grade point average and test score index (visit the web site at www.ncaaclearinghouse.net for the index).

A student-athlete who enters a NCAA Division I college in the fall of 2008 or later and wants to participate in athletics or receive an athletics scholarship must meet all NCAA requirements for 2005-2007 and have completed two additional core courses (total of 16) as shown below:

- Four years of English;
- Three years of mathematics (algebra I or higher level);
- Two years of natural or physical science (including one year of lab science if offered by your high school);
- One extra year of English, mathematics, or natural/physical science;
- Two years of social science; and
- Four years of extra courses (from any category above, or foreign language, non-doctrinal religion or philosophy).

A student-athlete who enters a NCAA Division II college in the fall of 2005 or later and wants to participate in athletics or receive an athletics scholarship must meet the following academic standards:

- Graduate from high school;

- Complete the 14 core courses listed below;
- Present a 2.000 grade-point average in your core courses (based on a core maximum of 4.000); and
- Achieve a combined SAT score of 820 or a sum score of 68 on the ACT.

The 14 core courses required for NCAA Division II eligibility are:

1. Three years of English;
2. Two years of mathematics (algebra I or higher level);
3. Two years of natural or physical science (including one year of lab science if offered by your high school);
4. Two extra years of English, mathematics, or natural/physical science;
5. Three years of additional courses (from any category above or foreign language, non-doctrinal religion or philosophy).

It is the responsibility of the student-athlete and the parent/guardian to submit an application to the NCAA Initial Eligibility Clearinghouse after the junior year is completed. The student must be classified as a senior with respect to the student's Academic Achievement Record (transcript) prior to applying to the Clearinghouse. Registration can be completed on the web site (<http://www.ncaaclearinghouse.net>), or by using the paper version of the NCAA Guide for the College-Bound Student-Athlete. A copy of the guide can be obtained by calling 1-800-638-3731. Details and other information concerning NCAA requirements may also be obtained from your high school guidance office, the registrar's office, the coaches' office, or the NCAA Clearinghouse web site.

Requisitions & Purchase Orders

Throughout the year, the Head Coach or Sponsor will be responsible for submitting, on district requisitions, supply and equipment orders for their program. The following steps need to take place to assure each order is properly processed.

1. Completely fill out a requisition
 - A. Requisitions must be turned in by Wednesday of each week.
 - B. Turn in requisitions to the Athletic Director for department approval.
 - C. Incomplete requisitions will be returned.
 - D. Accounts must have a positive balance for process of the requisition.
2. Receive a Purchase Order
 - A. Order may be placed using the Purchase Order Number assigned.
 - B. Do not exceed the amount on the purchase order assigned.
3. Receive an Order
 - A. Check contents of the order for damage or items missing.

- B. Make copies of packing slip and/or receipt. One copy for the Business Office, one copy for the Athletic Director, and a copy for the receiver. The receiver's signature on the receipts indicate the order has been received in full.
- C. Add items to the department inventory (also engrave and/or label with permanent marker).

All requisitions are to be turned in to the Athletic Director. Items incorrectly ordered or purchased may be sent back or billed to any individual who placed the order.

Nondiscrimination/Equal Employment/Equal Education Opportunity

In compliance with regulation of the Office of Civil Rights and with Equal Opportunity practices as determined by state and federal legislation, the Lake Arthur Board of Education, as a matter of policy, does not knowingly condone discrimination in employment, assignment, program or service, on the basis of race, gender, color, religion, national origin, age sexual orientation, disability, or related abilities to perform the duties of the position.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, gender, color, religion, national origin, age, sexual orientation, pregnancy, parenthood, marriage, or for any other reason not related to his/her individual capabilities.

Sexual Harassment

The Board of Education prohibits sexual harassment or intimidation of its students and employees.

Any Student or employee who believes he or she has been the subject of discrimination/sexual harassment should contact the district administration.

Lake Arthur Code of Ethics

Athletics & Extra-curricular Activities for Student/Athletes

As a member of any athletic team or extra curricular activity in the Lake Arthur Municipal Schools, I understand that I represent my team, my school, my community, and myself. I therefore agree to conduct myself according to the following Code of Ethical Behavior.

1. Meet academic eligibility requirements set by the Lake Arthur Municipal Schools. A minimum of a 2.0 Grade Point Average with no more than one "F" at the end of each grading period.
2. Set an example in school, in class, at home, in the community, and in the area of competition so others will respect my actions. The goal is to be a positive role model for all to follow while representing the Lake Arthur Municipal Schools.
3. I understand the use, possession, or selling of alcohol, tobacco, or illegal drugs/substances will result in dismissal from an athletic team or extra-curricular activity. The time of suspension will be a minimum of forty-five (45) school days.
4. I understand I may be subject to random drug or steroid testing through the Lake Arthur Municipal School District drug testing program and procedure.
5. I will be on time whenever time is a factor.
6. I will be a good student and follow school and classroom rules.
7. I will be responsible for all equipment issued to me and return it in the best possible condition.
8. I will be sincere and loyal to my team, my school, my teachers, and my coaches.
9. I will put team success before individual glory.
10. I will conduct myself appropriately on the bus and follow bus rules.
11. I will create, maintain, and promote good team morale.
12. I understand that a student or student athletes may not begin another sport or activity until all issued equipment is returned from a previous sport or activity.
13. I will always maintain a positive attitude when representing Lake Arthur and the Lake Arthur Municipal Schools in all activities.
14. I will create, maintain, and promote the elements of good **sportsmanship**.
15. I understand and agree that being dismissed from a program constitutes quitting and is punishable by the same consequences established in the Athletic Handbook.

I understand that failing to meet these standards will result in the proper course of action by the coach, sponsor, or athletic department. This course of action could include but not be limited to counseling, suspension, or dismissal from the athletic team or extra-curricular activity.

I have read this Code of Ethics and approve the requirements that it outlines.

Student/Athlete _____ Date _____

Parent _____ Date _____

Coach/Sponsor _____ Date _____

Coaches Code of Ethics

Lake Arthur Athletics & Extra-curricular Activities

1. Exemplify the highest moral character, behavior and leadership
2. Respect the integrity and personality of the individual student and student athlete.
3. Abide by the rules of the game and event both in letter and spirit.
4. Demonstrate a mastery of, and continuing interest in coaching and sportsmanship through professional improvement.
5. Encourage a respect for all student/athletes and their values.
6. Display modesty in victory and graciousness in defeat.
7. Promote ethical relationships among coaches and sponsors.
8. Promote and support all activities and programs.
9. Encourage all students to become student athletes.
10. Encourage all students to participate in extra-circular activities.
11. Fulfill responsibilities to provide health services and an environment free of safety hazards.
12. Encourage the highest standards of conduct and scholastic achievement among all student/athletes.
13. Seek to instill good health habits including the establishment of sound training rules.
14. Strive to develop in each student/athlete the qualities of leadership, initiative, and good judgment.
15. Review all district handbooks with all appropriate coaches and the athletic director.

As a member of the Lake Arthur Staff and Athletic Department, I will uphold these values and strive to meet these objectives. I acknowledge that I have reviewed the athletic handbook and agree to abide by the rule and regulations written and presented in the athletic handbook. I understand that failing to meet these standards will result in the proper course of action by the coach, athletic director, building principal, and/or superintendent. This course of action could include but not be limited to counseling, suspension or dismissal from the assigned department.

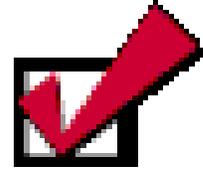
Coach _____ Date _____

Athletic Director _____ Date _____

Building Principal _____ Date _____

PRE SEASON CHECK LIST

Lake Arthur Athletics



- _____ All participants have completed physical forms, parent/guardian permission form, emergency medical form, code of ethics (conduct) form, and proof of insurance form.
- _____ All participants (teams) have a completed eligibility information sheet for online reporting to the New Mexico Activities Association.
- _____ All rosters must be turned in to the Athletic Office. All student athlete's names, coach's names, and schedules must be recorded on-line with the NMAA by the head coach. Make sure all names are spelled correctly and roster is ready for printing with all necessary information provided.
- _____ Check eligibility status of participants.
- _____ Letter requirements, and training rules, are given to the Athletic Director in written form.
- _____ Bus departure and arrival form.
- _____ Practice schedules are arranged and pre-season practices are reported to the Athletic Director.
- _____ Submit process and criteria for tryouts to the Athletic Director (if applicable).
- _____ List of transfer students to the Principal and Athletic Director.
- _____ Completed transfer student form to the Athletic Director.
- _____ All Coaches/sponsors have a current First Aid card and CPR card.
- _____ Copy of pre-season letter to participants must be turned in to the Athletic Director.
- _____ Parents' meeting should be discussed or planned with the Athletic Director.
- _____ Inform parents and participants of the inherent dangers and various types of injury common to the activity.
- _____ Read policy handbooks.
- _____ Inventory all sport equipment and uniforms.
- _____ Attend the New Mexico Activities Association rules clinic.

Coach _____ Date _____

Athletic Director _____ Date _____