



ATHLETICS PROGRAM

Lordsburg Municipal Schools

PREFACE

The athletic program of Lordsburg Municipal Schools is under the direct auspices of the New Mexico Activities Association (NMAA) and the Lordsburg Board of Education. The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic athletic activities in the state of New Mexico.

Lordsburg High School is a member of District 4AA (football, softball, and baseball) and District 5AA (volleyball, basketball and track & field). Lordsburg High School provides teams for interscholastic competition in each of the following sports:

BOYS

Football
Basketball
Track and Field
Baseball

GIRLS

Volleyball
Cheer
Basketball
Track and Field
Softball

Dugan-Tarango Middle School provides teams for interscholastic competition in each of the following sports:

BOYS

Football
Basketball
Track & Field

GIRLS

Volleyball
Basketball
Track & Field
Cheer

This publication is primarily designed to assist coaches, school administrators, and advisors with the everyday implementation of the Lordsburg Municipal School's athletic program. This handbook contains rules, regulations, and policies that have been established by the NMAA and Districts 4-AA and 5-AA, as well as our own school athletic policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our athletic program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs.

If, after reading and studying its contents, any questions regarding any rule, policy, procedure, etc., still persist, such questions should be directed to the Athletic Director's Office.

LORDSBURG MUNICIPAL SCHOOLS ATHLETIC PHILOSOPHY

The philosophy of the Lordsburg Municipal Schools interscholastic athletic program is that all students will be provided with a wide range of opportunities for development beyond the academic program. We believe that athletics is an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in athletics is a privilege offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do one's best.



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Students, school personnel and community-school assistants are representatives of their school and community. Their conduct and appearance is expected to exemplify high standards at all times.

LORDSBURG MUNICIPAL SCHOOLS ATHLETIC OBJECTIVES

It shall be a **GOAL** of Lordsburg Municipal Schools to provide and teach each student-athlete the following:

- A. A feeling of self-worth and an attitude of self discipline,
- B. An opportunity to develop the full physical, mental, and emotional potential,
- C. An opportunity to compete with and against others in preparation for a competitive society,
- D. A sense of responsibility with loyalty and pride to the team, school, and community and,
- E. A standard of values and ethics, which demonstrate sportsmanship, honesty, respect, and positive representation of self, school and community.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

- A. To direct the interscholastic athletic program and assure that all athletic practices and procedures conform to local board and New Mexico Activities Association policies, regulations, and guidelines.
- B. To serve as a spokesman for the Lordsburg Municipal Schools athletic program.
- C. Schedule and contract all athletic contests at Lordsburg Municipal Schools.
- D. Propose district athletic program budget to the superintendent, to comply with financial guidelines as prescribed by the central office.
- E. Approve and submit to business manager, requisition forms for athletic equipment and supplies as requested by head coaches for purchase each year.
- F. Work with head coach in each sport to make budget adjustments, when necessary.
- G. See that facilities are in readiness for all home athletic contests.
- H. Attend out-of-town games when deemed necessary or have an administrative representative there.
- I. See that athletic fields and facilities are maintained through the cooperation of the principal, business manager, and maintenance department.
- J. Coordinate junior high school program and staff.
- K. Work with coaches and administration in establishing procedures.



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- L. Attend and represent Lordsburg High School and Dugan-Tarango Middle School at appropriate state and district meetings concerning athletics.
- M. Serve as an advisor and consultant to athletic booster clubs.
- N. Prepare and distribute list of athletes in each sport for eligibility purposes prior to the first scheduled practice and as changes to the list occur.
- O. Make necessary reports to the NMAA.
- P. Keep on file an up-to-date inventory of all athletic equipment.
- Q. Be in attendance at all home athletic events whenever possible.
- R. Hire and make provisions for paying all home game support personnel (ticket sellers, security, etc.).
- S. Organize the printing and sale of tickets to all home athletic activities.
- T. Recruit and recommend the employment of all coaches.
- U. Evaluate all coaches and programs each year for each sport.
- V. All other duties as assigned by administration.

HEAD COACHES RESPONSIBILITIES

By accepting a position of head coach at Lordsburg High School, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of the Lordsburg Municipal Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities.

- A. Before allowing any prospective athlete to participate in his/her program (including practice) he/she verifies that the athlete has completed, and submitted to the school, the following:
 - 1. **Appendix A** – Student-Athlete/Parent Consent Form
 - 2. **Appendix D** – Emergency Information/Insurance Form
 - 3. **Appendix E** – Interscholastic Athletic Medical Examination Form

A copy of this must be kept on file in the athletic office.

- B. Assures that all assistant coaches understand fully what is expected of them within his/her program. Assistant coaches are extremely important to his/her success as a head coach; use them to their full potential.



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- C. Explains and discusses the *Appendix B* – Basic Eligibility Standards Form and *Appendix C* – Athletic Code of Conduct with those athletes in his/her program. Maintains a file containing a copy of each of the contracts of each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements.
- D. Prepares and submits to the athletic office:
 - 1. A list of all athletes participating in his/her program at least one (1) week before the first contest (for eligibility purposes).
 - 2. A list of all lettermen in his/her program at the end of the season.
 - 3. A completed *Appendix K* – Individual Sport Inventory at the end of the season.
 - 4. A completed *Appendix O* – Future Season Equipment Needs List by the deadline set by the Athletic Director.
- E. Completes and distributes to all staff *Appendix G* – Athletic Activity Excused List on each road trip.
- F. Checks with Athletic Director at least two weeks prior to all road trips, to submit travel and meal requests.
- G. Sees that all equipment is properly stored and cared for at the end of the season.
- H. Provides a safe keeping place for valuables during practice and game time.
- I. Demands that our athletes conduct themselves as gentlemen/ladies at all times when they are representing our community and school.
- J. Sees that all athletes under his/her jurisdiction are well informed as to all academic eligibility requirements.
- K. Sees that no student in his/her program participates in more than the maximum number of games/contests that is permitted by the NMAA.
- L. Supervises his/her assistant coaches and all of the athletic teams that are a part of his/her program.
- M. Is knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
- N. Keeps abreast of rules and rule changes in his/her sport.
- O. At all times, when representing Lordsburg Municipal Schools, conducts himself/herself in a manner that will not cause any embarrassment to the team, school, or community. Demands the same conduct of all of his/her assistant coaches.



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- P. Encourages athletes to participate in as many sports as possible.
- Q. Develops criteria for earning a letter in their particular sport.
- R. All other duties as assigned by administration.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

JUNIOR HIGH ATHLETIC PROGRAMS AS "FEEDER PROGRAMS"

All Dugan-Tarango Middle School athletic programs are to be considered "feeder programs" for Lordsburg High School athletic programs. The athletic programs at Lordsburg High School can only be as good as the feeder programs that provide this foundation. For each sport at Lordsburg High School that has a feeder program at the junior high level, it will be the head coach's responsibility to institute their program at each junior high school.

***NOTE: It is imperative that our junior high school programs:**

- A. Utilize the base offenses and defenses that our high school programs expect. This will only increase the quality of our high school athletic programs.
- B. Teach the same terminology as used by our high school programs. Example: The junior high school football player and the high school football player should both know where the "2 hole" is located, or where the "C gap" is located, or the definition of a "3 technique".
- C. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skills will be used at the high school level).

***It will be the responsibility of the Head Coaches of the high school sports to organize the professional development necessary for our junior high school coaches. All coaches, high school and junior high, are required to cooperate. It is recommended that this professional development be held prior to the beginning of each sport's season.**

LORDSBURG MUNICIPAL SCHOOLS ATHLETIC POLICIES

COACHES:

The Lordsburg Municipal Schools, in employment of coaches, gives preference to full-time employees of the district whenever all other factors influencing the selection are equal. It is the District's belief that those who work with our students on a full-time basis can often be more effective in gaining a working rapport with them, leading to greater success in motivating and directing them to better performance and accomplishment in their chosen sports. The District will more fully exercise this preference in its selection of Head Coaches.



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ASSISTANT COACHES:

The contributions made by assistant coaches will, to a large degree, determine the success of the programs. It is essential that assistant coaches accept and perform all duties and responsibilities assigned by the head coach. Coaches who serve as assistants in more than one sport are expected to perform their duties with enthusiasm and dedication in each sport and to consider the sport in which they are presently working to be their most important assignment at the time. Total loyalty to the head coach is a must. The supervision of our athletes, both on trips and on the field/court, is the joint responsibility of the head coach and his/her assistants.

SUPERVISION OF ATHLETES:

For liability reasons, it is essential that athletes be constantly under the supervision of a coach while they are involved in any activity that is a part of the program. Students are not to have unsupervised access to such areas as the gymnasium, weight room, etc. A student should never have access to a coach's keys except when necessary to perform routine managerial duties. With the exception of game days, coaches are not to dismiss their athletes prior to the end of the regular school day.

OUT OF TOWN CONTESTS

- A. **Any** student participating on an athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation.
- B. No student, regardless of age, will be permitted to travel to or from an athletic event with any other person(s) except the coach.
 1. For unusual situations, and at the discretion of the coach, students may continue on to another destination with **their parents or legal guardians** with the following provisions:
 - a. **Appendix H** – Consent and Release of All Claims Form must be completed by the parent or legal guardian, and approved by the athletic director, prior to departing for the event when the said parent/guardian transports a student at the conclusion of an event.
 - b. Under extenuating circumstances, other arrangements may be made with the coach, who must receive the particular approval of the Athletic Director (or Principal or Superintendent, if A.D. is unavailable).
 2. Parent(s), guardian(s), and the student-athlete will assume 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 Lordsburg Municipal Schools.
 3. On athletic trips students shall maintain school vehicles in a state of cleanliness. Vandalism to school vehicles may result in dismissal from the sport for the season and assessment of damages, and other discipline measures may also occur. Students shall behave in a manner that does not distract the bus driver or bring discredit upon himself/herself or the school.



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4. Travel in school vehicles to athletic events shall be limited to school personnel directly involved in the event such as players, managers, coaches and other necessary personnel. The Athletic Director may grant exceptions only under extenuating circumstances. A list of all people on the bus must be left at the school office prior to departure.
5. Extracurricular activity trips to destinations within a 50-mile radius of Lordsburg will not require a district-purchased meal for participating students.
6. Activities are limited to \$6.50 per student-athlete for meals, at both LHS and DTMS.

SCHOOL VEHICLE BREAKDOWN PROCEDURE

In the event that a school vehicle breaks down while transporting students out of town, it is important that the following procedure be followed:

- A. Contact local law enforcement if the bus is situated in a dangerous position.
- B. Contact transportation department.
 1. Jim Jarvis – (505) 538-1854
 2. Rebecca Artiaga office – (505) 542-9361
 3. Rebecca Artiaga home – (505) 542-3741
- C. Contact Athletic Director.
 1. Louis Baisa office – (505) 542-3782
 2. Louis Baisa cell – (505) 313-5243
 3. Louis Baisa home – (505) 542-8025
- D. Contact parents.

ELIGIBILITY AND PARTICIPATION:

- A. A student entering the 7th grade for the first time may compete without reference to his/her academic record in the 6th grade. A student entering the 9th grade for the first time may compete without reference to his/her academic record prior to enrollment.
- B. A student who is ineligible under Section C or Section D(1) below shall not be allowed to participate in any extracurricular school activities during the time he/she is ineligible.
 1. "To participate" means to be actively involved. Participation includes individual, group or team practices, contests, travel, team management, etc.



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C. LHS Eligibility Policy

1. A student shall have passed a minimum of four (4) classes, not failed more than one (1) and maintain a grade point average (gpa) of 2.0 or better either for the previous semester or previous grading period, or cumulatively, beginning with and including the first semester of the ninth grade year. The cumulative provision may be applied only to the beginning of a semester and only semester grades are to be used.
2. All class work counted for eligibility must be acceptable for credit from Lordsburg High School.
3. The grade point average is based on a 4.0 scale.

D. DTMS Academics First Eligibility Policy

1. The NMAA requires a 2.0 with no more than one failing grade for eligibility. Grades are checked on the nine and a half week grading period cycle. Our requirements exceed theirs in two areas.
 - a. Grades will be checked on a weekly basis as opposed to a nine and one half week cycle.
 - b. A student will be required to have all passing grades and maintain a 2.0 G.P.A.
 - Note: A student who is not eligible at the end of a grading period (under NMAA guidelines) cannot become eligible using the Academics First policy.
 2. At the end of each week teachers will report the failing grades of all students who participate in extracurricular activities. Students will be required to have all passing grades in order to be eligible for the activities taking place during the following week. Students who do not achieve a passing grade will still be able to practice, but will not be able to participate in contests or travel with the team. If at the end of the next week a student achieves all passing grades then they will be fully reinstated. The grades considered are just the grade achieved from the beginning of a week to the end of the week. The grades are not cumulative, but are considered only on a weekly basis.
 3. An after school tutoring program will be implemented to make sure the academic support needs of all students are being met. Students who become ineligible according to this policy will be required to attend after school tutoring until all classes are being passed. If the tutoring program conflicts with practice, the tutoring program will take precedence.
- E. A student shall meet or exceed all other criteria for eligibility as determined by the NMAA and Lordsburg Municipal Schools in order to participate. Before a student may be issued equipment or begin practice the student must provide the athletic director proof of the following:
1. A current positive **Appendix E** – Interscholastic Athletic Medical Examination form from a medical doctor (examination must be performed after April 1st, but prior to participation in their first chosen sport). The physical shall be effective from the date of the physical for one school year. To clarify by example: A physical exam obtained anytime from April 2, 2007, to April 1, 2008, will be acceptable only until the end of spring semester 2008.



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2. A current *Appendix A* – Student-Athlete/Parent Consent Form, signed by parent/legal guardian.
 3. An *Appendix C* – Athletic Code of Conduct, signed by parent and student certifying the understanding of athletic rules and agreement to abide by same.
 4. An *Appendix D* – Emergency Information/Insurance Form, signed by the parent/guardian. It shall be mandatory that all participants be covered by insurance.
- F. The purpose of the following provisions is to protect the health and safety of student-athletes and others.
1. In the event of injury, illness, pregnancy or other physical condition which may affect safe participation in athletics, medical information in addition to data provided by the physical exam will be required of the student. When an athlete is known to have such a physical condition, participation in team activities will be suspended until a written physician's release is submitted to the coach. The student will remain a member of the team, unless the physical condition prevents full participation through the end of the team's season.
 2. The school district will not be liable for injuries sustained as a result of student participation with a physician's release.
 3. The school district will not be liable for injuries sustained as a result of either the student's or his/her parents' failure to disclose information, as described in #1 above, which would have triggered the requirement for a written physician's release prior to participation.
- G. Students are expected to report for sports at the beginning of each sport season.
1. Each individual must have a minimum of ten (10) days practice prior to competition in football.
 2. For volleyball, basketball, baseball and track, each individual must have a minimum of five (5) days of practice prior to competition.
 - **Exception:** Individuals participating in a sport during the most immediate previous season are exempt from this requirement (winter and spring sports only).
- H. Students may participate in only one seasonal sport at a time.
1. Students wishing to participate in school and non-school sports during the same season must have the school principal's approval for participation in non-school competition. Non-school competition will be counted toward the number of competitions that a student may participate in during that sports season. The New Mexico Activities Association has a ruling whereby a student is eligible to participate in a specific number of contests in one sport. Any organized contest outside of school subtracts from the number of contests in which a student may participate in interscholastic competition (NMAA Athletic By-Law IV.4.14.3).
- I. Eighth grade students **will not** be allowed to participate in high school athletics.



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- J. If a student is cut from or drops a sport before the first contest, he/she IS eligible to try out for another sport during that season. A student faced with this situation is encouraged to go out for another sport. If a student has been cut for disciplinary reasons or quits after the first contest he/she is NOT eligible to try out for another sport until the sport in which he/she was disciplined or from which he/she quits has completed its season.
- K. A student dropping a sport shall use the proper procedure. First, the student must notify the coach that he/she is quitting. Second, he/she must return all equipment and clear all financial responsibility with the athletic department. When a student quits a sport after the first contest or game, he/she may not go out for another sport until the sport he/she quits is concluded for the season or he/she has received permission from both coaches involved and the athletic director. He/she shall not rejoin the sport he/she quits until the beginning of its next season.
- L. An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow. If a student is under a physician's care, he/she must have a signed "Return to Participation" form from the physician before participating after the injury or illness.
- M. Students are expected to attend all scheduled practices and meetings. If circumstances should arise whereby a student cannot attend practice, meetings, or games the student shall notify the coach PRIOR to the meeting, practice, or game through personal contact or arrange for the notification by his/her parents through a written statement or telephone call. The coach must determine the validity of any missed meeting or practice. The time when a student may return to participation is at the discretion of the coach.
- N. A student may only join a sport after its season has begun if (1) the student was involved in another sport that concluded its season after the beginning of the sport he/she wishes to join, or (2) the student was playing the same sport at his/her previous school and has transferred to Lordsburg Municipal Schools in good standing. A coach may allow a "grace period" of a few days at the beginning of a season, during which students may join initially, with the approval of the Head Coach.

SCHOOL ATTENDANCE ON DAYS OF COMPETITION:

An athlete must be in school attendance for at least four (4) periods of the school day on the day of competition, or on the Friday before a Saturday competition, in order to play in an athletic contest unless it is a school excused absence. Unusual circumstances (i.e., medical or dental appointments, sudden illness, death in the family, etc.) will be handled on an individual basis with the coach of the particular sport. Arrangements need to be made with the coach prior to the day of the appointment or absence.

ATHLETIC PERIOD PARTICIPANTS:

When a student participates in an athletic period, he/she has enrolled in Athletic Conditioning PE for the entire year. When that sport season ends, he/she must either participate in another sport or go in to an "off season" program for the remainder of that semester. It is the head coach's responsibility to inform the counselor of any student that is dropped from his/her sport.



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- NOTE: Participation in Athletic Conditioning for one (1) year **does not** fulfill the physical education requirement for graduation.

GRADE LEVEL PARTICIPATION:

- A. At the middle school level, athletes must participate at their own grade level, unless age eligibility dictates different. (Example: 7th graders may only participate on 7th grade teams.) Any exception to this must be approved by the Athletic Director AND the Superintendent.
- B. Sixth grade students will not be allowed to participate at the middle school level.

STUDENT ATHLETES ON SUSPENSION:

- A. A student who has been assigned off-campus-suspension (OCS) may not participate in any athletic activity for the duration of his/her suspension. This includes weekend contests immediately following a Friday OCS.
- B. A student who has been assigned OCS is eligible to practice immediately following the last school day of suspension.
- C. A student who has been assigned in-school suspension (ISS) may participate in both practice and contests, however, penalties within a specific program may be applied to the athlete's standing in that program.

OFF SEASON PROGRAMS:

At Lordsburg High School, an off-season program exists in all sports as time, facilities, and supervisory personnel permit. Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics.

- NOTE: NMAA regulations permit an athletic period (not to exceed one hour) during the school day to participate in a sport outside of that sport season.
- NOTE: In football off-season programs such protective equipment as helmets, pads are prohibited. Training devices such as blocking dummies, sled, etc, may be used.

DISCIPLINE OF ATHLETES/CODE OF CONDUCT:

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of ethics. The ***Appendix C***: Code of Conduct, which is signed by the athlete, his/her parent, and the coach, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules, or misconduct. Coaches are expected, prior to participation, to thoroughly explain the code of ethics to the athletes in his/her charge, and to obtain the signature of each athlete and his/her parent to the document. It is essential that athletes understand that all disciplinary action imposed upon them for violating the athletic



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code of ethics is in addition to and not in lieu of action prescribed by the Principal. Suspension from athletics can be accomplished by the Principal and/or Athletic Director and **does not require a due process hearing.**

GENERAL APPEARANCE AND CONDUCT

Student athletes shall adhere to high standards of personal conduct and personal appearance at all times. Appropriate dress and hair standards shall be set by the coaches and athletic director at the beginning of each school year for that year. These standards shall be uniformly adhered to and all participants shall be informed of these standards during the first week of practice.

- A. Good sportsmanship is a major objective during practice and athletic contests.
1. Athletes will treat opponents and teammates with respect,
 2. Athletes shall not argue or make unsportsmanlike gestures toward officials, opponents, coaches, spectators, or toward each other.
 3. Students will be expected to act in a mature manner (Loud talk, boasting, vulgarity, profanity, immature behavior and horseplay are not becoming to Lordsburg Municipal Schools' representatives.)
 4. Lordsburg Municipal Schools' representatives, on trips, should remain with the group unless the coach/sponsor has given permission and knows their destination and whereabouts at all times.
 5. Lordsburg Municipal Schools' students on out-of town trips will not be allowed in rooms with members of the opposite sex unless accompanied by an adult supervisor.
 6. Lordsburg Municipal Schools' students should not be seen in public places that would bring reproach to the organization or to themselves.
 7. Students will abide by a curfew as designated by the adult coach/sponsor, and all Lordsburg Municipal Schools' students will be in their assigned rooms without visitors by curfew.
 8. Students committing serious violations of the Activities Regulations will be confined to coach's supervision or arrangements made to be sent home at parent's expense.
 9. Student athletes shall be properly attired at all times while representing Lordsburg Municipal Schools. Things such as wearing shirt tails out, and caps on backward, as well as any gang-like attire shall not be tolerated.

USE OF PROHIBITED SUBSTANCES

Use of tobacco, alcoholic beverages, and/or illegal drugs (including the smell thereof) by a minor is prohibited by state law. Abstinence from the use and/or possession of these substances is **REQUIRED** of the student-athlete during a sport season and off-season program participation. The same abstinence is



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expected of the student-athlete at all other times as a matter of observance of law and appropriate good habits and discipline.

IN THE PRESENCE OF

Students who are knowingly in the presence of minors who are in possession of or are using prohibited substances are not showing the character traits required of student-athletes at LHS.

PUNISHMENT AND DISCIPLINE

The student is subject to administrative disciplinary action as deemed appropriate concerning all students attending Lordsburg Municipal Schools. It should be noted that the violation of other school rules and regulations might jeopardize a student's athletic participation.

- A. For violations of A. (General Appearance and Conduct), the student-athlete may be removed from a contest and/or be disciplined at the discretion of the coach. Violations of these rules may result in suspension from the team and loss of award privileges.
- B. For a 1st career offense violation of C (In the Presence Of), both during and out-of-season, a student will be suspended for one (1) week or two (games), whichever is greater. The athlete will NOT lose award privileges for the sport from which he/she is suspended.
- C. For a 1st career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be suspended for a period of 30 calendar days or the end of the current season, whichever is longer. The athlete will lose all award privileges for the sport from which he/she is suspended.
- D. For a 2nd career offense violation of C (In the Presence Of), both during and out-of-season, a student will be suspended for a period of 30 calendar days or the end of the current season, whichever is longer. The athlete will lose all award privileges for the sport from which he/she is suspended.
- E. For a 2nd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in interscholastic activities for one calendar year. The athlete will lose all award privileges during the time of suspension.
- F. For a 3rd career offense violation of C (In the Presence Of), both during and out-of-season, a student will be declared ineligible to participate in interscholastic activities for one (1) calendar year. The athlete will lose all award privileges during the time of suspension.
- G. For a 3rd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in interscholastic activities for the remainder of their career at Lordsburg Municipal Schools. A transfer out-of-district will be reported as leaving not in good standing as per NMAA transfer rules.
- H. For a 4th career offence of violation C (In the Presence Of), both during and out-of-season, a student will be declared ineligible to participate in interscholastic activities for the remainder of their career at



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Lordsburg Municipal Schools. A transfer out-of-district will be reported as leaving not in good standing, as per NMAA transfer rules.

- I. For disciplinary measure involving suspension or removal from the team, the student-athlete will receive written notice that he/she is being suspended; the notice will state the violation that has occurred and the period of suspension in accordance with established procedures. A copy notice of the suspension will be mailed to the parents of the student-athlete.
- J. Any suspension will be effective from the date of discovery of the violation.

ATHLETIC AWARDS

LETTER AWARDS:

- A. In order to receive a letter the student-athlete must complete the prescribed standard established by the head coach for that sport.
- B. Managers will receive letters and/or certificates of satisfactory completion of requirements published by the coach.
- C. A student-athlete who becomes academically ineligible becomes ineligible for a letter or any other award offered in that sport.

INDIVIDUAL SPORT AWARDS:

It will be at the discretion of the coaching staff of each sport as to what, if any, motivational, inspirational, or achievement awards will be presented in their program.

MAVERICK IRONMAN AWARDS:

This awards program is designed to give athletes who participate in a sport for four complete seasons. Eligibility for the award is based on those athletes who have shown dedication to Lordsburg High School athletic programs through completion of four seasons of service to each program. Eighth grade students who play on high school teams are not allowed to count their eighth grade year towards the Ironman program.

- **NOTE:** No athlete shall receive any awards for athletic participation unless he/she has returned all equipment or paid all debt as determined by the coach and Athletic Director.

SCHEDULING:

The athletic director will schedule and contract all athletic events in cooperation with the head coach in each sport.

When scheduling activities, the following recommendations will be followed whenever feasible:

- A. All middle school games over 120 miles from Lordsburg should be scheduled on weekends.



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- B. A 5th quarter should be scheduled for all middle school football games.
- C. Contests for both LHS and DTMS should be scheduled relatively close to Lordsburg.

GAME OFFICIALS:

All varsity game officials for football and basketball will be assigned by the NMAA/regional commissioner. Officials for varsity contests in other sports will be obtained from the area group assignors, by the Athletic Office. The local officials association will assign officials for athletic contests below the varsity level.

Officials should at all times be treated with respect. It is highly inappropriate to publicly question an official's integrity, or to in any way insult his/her dignity. Anyone having a serious complaint against an official is expected to pursue his/her grievance through the proper channels (Athletic Office). No one should take advantage of his/her access to the media to "publicize" or "sensationalize" his/her displeasure.

EQUIPMENT PURCHASES/BUDGET:

The head coach in each sport will present the athletic director with an *Appendix O* – Future Season Equipment Needs List to be purchased for the next year. The requisitions will be created through the athletic director and must not exceed that program's assigned budget.

EQUIPMENT/FACILITIES

- A. An athlete is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, damaged beyond normal usage, lost, or stolen equipment. An athlete may not check out equipment in a sport until he/she has returned all previously issued equipment. Diplomas and awards may also be held for unreturned and/or not paid for missing equipment. Coaches will use *Appendix J* – Uniform/Equipment Accountability Form, to hold student-athletes accountable for the equipment and uniforms they use throughout the year.
- B. Coaches must maintain a current inventory (*Appendix K* – Individual Sport Inventory) of all equipment and uniforms. A copy of this inventory will be on file with the Athletic Director.
- C. Coaches and athletes shall properly care for all equipment that belongs to Lordsburg Municipal Schools. Equipment shall be properly stored away daily. Uniforms, including helmet, shall not be altered in any way without coaches' approval. This includes insignias and decals.
- D. Athletes are to use athletic facilities only under the supervision of a coach or designated adult. Athletes who violate this policy will be restricted from use of these facilities or subject to other disciplinary measures.

MAINTENANCE:



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When any of our athletic facilities are in need of repair or maintenance, please inform the athletic office. The Athletic Director will then file a "work order" with the Maintenance Department. If the matter has not received attention after a reasonable amount of time, inform the athletic office of the situation.

TRANSPORTATION:

Upon completion of the schedule for each sport, the head coach will make arrangements for team transportation and meals. Coaches are expected to confirm travel date and departure time with the Athletic Director at least two weeks prior to each trip.

Coaches' transportation requests for scouting and coaching clinics should be submitted to the Athletic Director at least one week in advance of the trip. He will then make the transportation request. Please turn keys into the Transportation Office upon return.

Lordsburg Municipal Schools will not sponsor the attendance of any individual, group, or team of students at a contest or event in which the students are not directly involved.

- NOTE: The use of personal vehicles for school related transportation purposes is strongly discouraged and should only occur when a school car is not available and with the prior approval of the Athletic Director. Personal vehicles shall not be used to transport students.
- NOTE: School cars should be returned to the Transportation Office at the user's earliest convenience upon return from a trip.

REIMBURSEMENT OF EXPENSES:

Coaches will be reimbursed by the athletic department for those allowable expenses deemed necessary and proper when representing Lordsburg Municipal Schools in an athletic capacity (scouting, coaching clinics, district meetings, etc.). Coaches should come by the Athletic office to fill out the Lordsburg Municipal Schools Leave & Travel Request Forms. Reimbursements will be made on a per diem schedule as set by the local Board of Education. All head coaches, whose sports participate in a North/South All-Star game, will be reimbursed for expenses of joining the New Mexico High School Coaches Association, as membership is a requirement in order for athletes to be eligible to participate in these games.

ADVERTISING:

All corporate advertising at sporting events must be approved by the Athletic Director prior to the events. Such advertising must conform to requirements of a contributions schedule or marketing plan proposed by the Athletic Director and approved by the Superintendent.

PROHIBITED ADVERTISEMENT:

The New Mexico Activities Association Handbook (Section 4.1.4) stipulates that no liquor or tobacco advertising shall be included in any advertising related to any athletic event sponsored or sanctioned by the Association. Lordsburg Municipal Schools further prohibits any advertising content considered profane, obscene, inflammatory, age-inappropriate, religious, unpatriotic, or related to individuals' political campaigns.



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BOOSTER CLUBS:

Booster clubs play an important role in the support of interscholastic athletics. Because their primary purpose is to enhance programs, coaches are expected to be very supportive and cooperative with the booster club of their respective sport. The organization's involvement should be in cooperation with the administration and coaching staff of the school.

Precautions must be taken not to extend activities into areas which create conflict within the school community and existing educational philosophies. Groups should not commit the school community to activities, which infringe on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities, which use the name of the school or implied support of the school or the district, adhere to the policies, procedures, and financial safeguards normally expected of public bodies.

All funds raised by booster clubs are considered to be public monies. Therefore, all clubs are required to adhere to the same procurement codes as the schools. Any activities or fund raising projects initiated by the organization and which involves the use of our students must be proposed, in writing, and be authorized by the Athletic Director before the activity commences or any final arrangements are made.

The disposition of all funds raised by booster clubs or support groups shall be in accordance with Title IX regulations.

FUND RAISING:

Fund raising is a necessary activity for all athletic programs. Fund raising activities, however, can put a financial strain on a small community such as Lordsburg. The Athletic Director, prior to occurrence, must approve all athletic fund raising activities.

The disposition of all funds raised shall be in accordance with Title IX regulations.

EMERGENCY PROCEDURES FOR ATHLETIC INJURIES IN LORDSBURG MUNICIPAL SCHOOLS:

Emergency plan for athletic accidents or injuries to be carried out by coaches unless an athletic trainer from an opponent, a school nurse or a doctor is in attendance.

Communication

Serious Injury (potentially life threatening)

- A. Call ambulance and doctor; give nature of injury.
- B. Contact Athletic Director and central office.
- C. Call parents.
- D. Fill out accident form and turn in to Athletic Director.



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For non-serious injuries, call parents if you feel there is any possibility that the individual might need medical attention.

- **NOTE TO COACHES:** If there is any question as to whether the injury is of a serious or a non-serious nature, it must be considered serious. Be sure that players know to stay down when hurt. Be sure that other players don't pull injured one up. Keep up with proper first aid techniques and don't allow "skill decay" to set in.

Emergency numbers:

☎ Ambulance: 911

☎ Police: 911

☎ Gila Regional Medical Center ER (Silver City): (505) 538-4050

☎ Mimbres Memorial Hospital ER (Deming): (505) 546-5881

- NOTE: It is advisable to have a list of home and office numbers of parents easily accessible in case of emergencies with athletes in any sport.
- NOTE: Students with significant injuries should have a statement signed by a licensed physician presented to the head coach stating conditions under which renewed practice is advisable.

COACH/PLAYER RELATIONSHIPS

The relationship between coach and player is very important, for often the coach becomes a very powerful influence on a young athlete during the formative years. This influence can be either good or bad, and parents who place their dearest possession in the coach's charge have every right to expect the coach, by his/her example, to produce a finer and better young person for having participated under his/her guidance.

As a coach, one should not only expect, but at all times demand, the proper respect from his/her players. That respect should inherently accompany the position of leadership held by the coach in our athletic program. Because of the demands we make on their time and energy, our athletes have the right to expect nothing less from coaches. If a coach encounters a student in his/her program that for various reasons he/she deems unworthy of his/her respect, concern, and consideration, that student should be dropped from the program rather than being frequently subjected to humiliation and degradation.

Professionalism is one of the most important assets a coach can possess when dealing with young people. Neither athlete nor coach will tolerate inappropriate attire, vulgarities, obscenities or any other negative actions.

PRE-SEASON PARENT MEETING



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Coaches are expected to hold a meeting for all parents prior to the first contest. Some areas of emphasis include:

- Physicals/Emergency Information
- Travel Procedures (i.e. pick-up, drop off, student parking for out-of-town games, expectations)
- Playing time philosophy.
- Team Rules
- Sportsmanship

POLICIES FOR LORDSBURG MUNICIPAL SCHOOLS FACILITIES

General Philosophy - The athletic facilities are dedicated to the purpose of development of healthy bodies, recreational activities, and leisure time hobbies. The building is to be used by the community and school with a sincere purpose of care and maintenance of the facilities.

School Use - In general, the gym will be used for physical education and athletics for boys and girls from 7:00am – 9:00pm daily. Beginning around the first of November each year, the building is to be used for basketball practice by the high school teams. Preference will be given to school activities over community utilization.

Care of Gym Floor - Only approved gym shoes are to be permitted on the main floor. **NO STREET SHOES** are permitted on the floor at any time. No activity of school or community is to be permitted in the gym that would potentially damage the floor area.

Use of Gym by Organizations - Organizations or community groups which desire use of the gym shall make request through the Principal. The request should be made as far in advance of use as possible. Rental fees, if applicable, shall be paid in advance for use of the gym. Anonymous individuals or out-of-town organizations may not rent the gym. The renter shall be responsible for all damages incurred as a result of use or performance. In general, the gym is not to be used as an auditorium. In addition, it is clearly a gymnasium, and commercial enterprises, non-athletic in nature, shall not be approved.

Supervision - There must be a school representative present for openings, closing, and regulation of utilities at all activities. Organizations that rent the gym shall furnish adequate help for supervision of the activity. The drinking of intoxicating beverages in the gym or on the school grounds is prohibited. Any group or organization without an authorized school representative present may not use the gym.

School Equipment - Only authorized personnel of the school shall use the sound system and scoreboard. The handling of bleachers, basketball goals, chairs, floor coverings, safety net, lights, heating plant and physical facilities, shall be by only the maintenance department. No equipment of the gym may be loaned or borrowed except within the school system. All community groups or individuals shall furnish their own individual basketballs, towels, gym shoes, and gym suits.



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Tobacco - No smoking or other uses of tobacco shall be permitted in the gym or lobbies of the gym, nor on the school grounds.

General Conclusion – The Board of Education desires the building to be used in such a manner that future generations may enjoy the benefits of the building. Help take care of the facility.

APPEALS PROCESS

Appeals from the decisions of the coaches and/or the Athletic Director must follow the proper administrative channels. This is as follows:

- A. Coach
- B. Athletic Director
- C. Principal
- D. Superintendent
- E. Board of Education

MEDICAL RELEASE FORMS

A form, signed by the athlete's parent/guardian authorizing the coach, team physician, or school officials to use their own judgment in administering first aid, securing medical aid and/or ambulance service in the event of a medical emergency involving their son/daughter/ward and when the parents or family doctor cannot be immediately reached, must be signed and on file. This should be easily accessible at all times and carried on all out of town trips.

LOSS OF SCHOOL TIME:

In an attempt to reduce the amount of school time missed as a result of extracurricular activities the New Mexico Activities Association has mandated that:

- A. One day events must be scheduled on Saturday or non-school days, or start on or after 3:00 PM.
- B. Multiple-day events must include Saturday or a non-school day as one of the days.
- C. No student shall be absent from school for school-sponsored extracurricular activities in excess of fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester.

SUMMER CAMPS & SUMMER RECREATION PROGRAMS:

- A. Summer camps, recreation programs and other programs which are outside the conventional school year are restricted to the period between the end of the second (spring) semester and the beginning of the first (fall) semester of the following school year, or until the official practice season for that sport begins (as stated in the NMAA handbook for each sport), whichever comes first.



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- B. The district shall observe a two-week moratorium in the summer during which time no coaching, written plans or workout schedules, training, open gyms, in-state or out-of-state athletic travel can occur. This will enable the families of both players and coaches to have a break from school activities, as students must be given the opportunity to participate in family and recreational activities.
- C. Schools are permitted to open their gyms for summer camps and recreation programs provided:
 - 1. They are held for the purpose of promoting physical fitness.
 - 2. Participation is not restricted by the financial status of any student.
 - 3. It is open to all students of that school.
 - 4. A student athlete's participation in a camp or recreation program outside the conventional school year and/or during the summer cannot be a prerequisite for participation in the regular sports season in any manner.
 - 5. Supervision is provided by adult staff member(s) approved by the Athletic Director or Principal.
- C. A weight lifting and physical training program may occur during the summer as long as it is open for all students.
- D. Summer recreation programs that share costs between community and school, that are jointly sponsored, are permissible but shall not be developed to enhance varsity athletic programs.
- E. Coaches shall not require students to attend and/or participate in summer camps, summer workouts, summer recreation programs, leagues, etc.. Coaches shall not use a student athlete's performance during an optional summer program or activity to determine position on an upcoming school team.
- F. Coaches may be actively involved in conducting summer camps and programs, regardless of the number of his/her students participating.
- G. Camp fees (tuition) may not be paid from school funds. School funds are state generated funds and gate receipts. Booster clubs may pay students' tuition.
- H. Non-school sponsoring organizations may employ school coaches as directors, instructors, supervisors, etc.
- I. School facilities may be used by an outside organization for a summer camp.
- J. Equipment such as, but not confined to, football helmets, pads, etc., in any sport is prohibited in the out-of-season summer camps or summer recreation programs. (See NMAA guidelines for each individual sport for specific requirements.)
- K. In football, schools may use dummies, blocking sleds and hand shields for conditioning and instructional purposes during the off-season.



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OFF SEASON PROGRAMS:

During the school year, but outside a particular sport season (off-season), a member school may allow participation in that particular sport during an athletic period. The participation may not last longer than the allotted class time. For schools not having an athletic period, a block of time equal to a regular school period may be used each day for sports participation. Interschool competition/scrimmages are prohibited during the off-season.

In off-season football the following equipment is prohibited: helmets and other protective equipment, such as pads, guards, etc. Training devices such as tackling or blocking dummies, charging sleds, and other similar devices are allowed.

SPORTSMANSHIP; PLAYERS AND COACHES:

- A. When a participant is disqualified from any contest for unsportsmanlike conduct, the minimum penalty shall be:
1. First Offense: The participant is automatically suspended from the next contest and may not participate in any contest at any level until the one-game suspension has been served.
 2. Second or Subsequent Offenses: The participant is automatically suspended from the next contest. Depending upon the individual case, a more restrictive penalty may be imposed as determined by the Director of the NMAA.
 3. The involved school and official are required to notify the NMAA, in writing, of each offense.
 4. Any coach/player/participant using tobacco, alcoholic beverages, or illegal drugs while participating in an athletic event will be ejected. Additional sanctions may be imposed by the Director of the NMAA.
- B. EXHIBIT RESPECT FOR THE OFFICIALS: The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
- C. COACHES: One of the most commonly used justifications of an interscholastic athletic program is the benefit that the athlete derives from learning and practicing good sportsmanship. As a coach for the Lordsburg Municipal Schools, one is expected to make teaching sportsmanship a high priority. It is imperative that our kids win with class and learn to tolerate defeat with dignity. The degree to which our athletes attain the desirable attributes of good sportsmanship will obviously be influenced by the examples set by coaches.



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A coach who is ejected from an athletic contest, regardless of sport, is required to sit out the next contest minimally at all levels. Failure to comply may result in long-term suspension, monetary fine, and/or suspension of the school from the NMAA.

New Mexico Activities Association: Rules, Regulations, and Guidelines

Lordsburg Municipal Schools Athletics and Activities programs are required to comply minimally with the rules and regulations of the New Mexico Activities Association. The District may choose to apply higher expectations and/or stronger criteria in setting its policies and guidelines, and in many instances it has.

In any instance where Lordsburg Municipal Schools policies conflict with a requirement of the New Mexico Activities Association, the requirement of the Association takes precedence.

Following is some frequently referenced information excerpted from the NMAA Handbook, which can be accessed via the Internet at <http://www.nmact.org>.

SECTION VI – ELIGIBILITY (BYLAWS)

6.1 STUDENT PARTICIPATION

Student participation in interscholastic activities plays a significant role in personal and educational development and is used as a means of developing wholesome attitudes and well-rounded citizens who are better prepared to face the challenges of adult life as a result of their interscholastic experiences. **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. Personal conduct and attitude of Student participants must reflect high standards of respect, loyalty, attitude, and morality.

Note: Participants shall be defined as Students with an official role with an athletic program, including, but not limited to, managers, statisticians, team videographers, etc.

Students participating in interscholastic activities represent the school, depict its character, and serve as role models to other Students. Accordingly, participants are subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in interscholastic activities is conditioned upon observing and maintaining such standards.

It is the responsibility of the Student and his or her Parent(s) or Legal Guardian(s) to be familiar with the rules and regulations of the New Mexico Activities Association and the Student's respective school standards of Student expectations/conduct.

6.1.1 Purpose

- A. Students who participate in interscholastic activities serve as representatives of the Association, their respective schools/districts, and their communities.
- B. Student participants serve as role models and leaders among their peers.



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- C. Part of the Association's educational mission is to encourage the highest standards of sportsmanship, respect for oneself and others, and character education.
- D. The Association has a substantial interest in educating all Students including every Student who participates in interscholastic activities in developing character, achieving a spirit of cooperation, striving for worthwhile goals, expected behavior and conduct, and the educational value of participating in interscholastic activities.
- E. The value of interscholastic activities for each participant is the realization that life is reflected in the activity endeavor: being well prepared; maintaining a positive attitude; developing a dedication to a cause; and establishing high standards of conduct, attitude, and achievement to facilitate success.
- F. Student participants must be provided with clear guidance from member schools regarding NMAA and school expectations and the consequences that can result from any violations of NMAA or school specified rules and regulations.

6.2 SCHOLARSHIP

6.2.1 Extracurricular Activities – Student Participation

A. Open Enrollment Choice

- 1. An eighth grade Student competing in interscholastic sports at the high school level has used his/her open enrollment choice. The Student may compete without reference to his/her immediate or previous scholastic record. The end of the 1st grading period in 8th grade establishes the beginning of the scholarship requirements for this Student.
- 2. A ninth grade Student who has not previously competed in interscholastic sports at the high school level has his/her open enrollment choice. The Student may compete without reference to his/her immediate or previous scholastic record in eighth grade (last grading period and/or semester, whichever is applicable). The end of the 1st grading period in 9th grade establishes the beginning of the scholarship requirements for this Student.

B. Academic Eligibility

- 1. A Student shall have a 2.0 grade point average with no more than one (1) F, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 - 1) The cumulative provision may be applied only at the beginning of a semester.



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- 2) Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 - 3) The cumulative provision may not be applied if a Student has more than one “F” in the semester grading period immediately preceding participation.
- d. Stricter guidelines may be imposed by the local school board/district. **(Note: LMS academic eligibility rules exceed those of the NMAA, as described earlier in this manual.)**
2. 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.
 3. By state statute, no Student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen (15) days per semester, and no class may be missed in excess of fifteen times per semester. The Secretary of Education may issue a waiver relating to the number of absences for participation in any state or national competition.

6.2.3 Special Education

- A. Students enrolled in a special education program (formerly classified as A and B Level) who have been determined to be eligible for services by the Multidisciplinary Team for less than 50% of the school day are subject to the same scholastic requirements as stated in 6.2.
- B. Scholastic eligibility criteria for Students (formerly classified as C or D level) who are provided services 50% or more of the regular school day may be eligible dependent upon the Individualized Education Program Committee’s determination

6.2.4 Make-Up Class in Summer School

A Student may make up one (1) semester class during summer school by earning a passing grade in that class. The new grade may be substituted for the original grade in that class providing the local school policy permits. Summer school is defined as an extension of the spring semester for that year only.

6.2.5 Scholarship Requirements Established by Member Schools

Member schools may establish and administer scholarship requirements which exceed the minimum stated herein. Students transferring to a school must meet the scholarship requirements established by that school.

6.3 OPEN ENROLLMENT, TRANSFER AND RESIDENCE REQUIREMENTS

6.3.2 Student’s Bona Fide Residence

If a Student chooses to enroll in the high school within the attendance boundaries of the Student’s primary residence and resides with his or her Parent or Legal Guardian, the Student is a bona fide resident of that attendance zone providing all requirements are met. (Note: If a Student has enrolled in a high school prior



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to the new bona fide residence or participated at the high school level during his/her junior high school years, transfer petition and documentation must be presented to the NMAA for eligibility ruling.)

6.3.3 Transfer Student

The NMAA prohibits the transfer of students for athletic or activity purposes. A Student who chooses to enroll in a high school outside the attendance boundaries of the Student's bona fide residence or resides with someone other than his or her Parent(s) or Legal Guardian(s) after his/her initial open enrollment choice, or who transfers to his/her home district school after an open enrollment choice, is classified as a transfer Student and is subject to all transfer rules and regulations. See 6.5.

- A. A Student must obtain a local school district approved Open Enrollment transfer.
- B. A Student shall submit to the receiving school a transcript of credits and grades showing eligibility at the previous or sending school. The receiving school must have the transcript prior to allowing the transfer Student to begin counting his or her days of ineligibility.
- C. A Student shall be in good standing and eligible at the previous school. The receiving school shall obtain from the previous school documentation that the Student left the previous school scholastically eligible to participate under NMAA guidelines, had a clean discipline record, acceptable attendance, and no fines, fees and/or outstanding debts owed to the school.

6.4 CONDITIONS OF PARTICIPATION

Prior to participating in any interscholastic activity to include but not limited to practice sessions, in-season or off-season practice or workout sessions, summer practice or workout sessions, or school district approved athletic elective credit classes, each Student-participant must:

6.4.1 Student Enrollment

The Student must be officially admitted in the public high school in his or her designated attendance zone, obtain a school district approved transfer to a school outside his or her designated attendance zone, or be enrolled in a non-public school. (See Open Enrollment Choice 6.3.1)

6.4.2 Bona Fide Residence

The Student and Parents or Legal Guardian must establish a Bona Fide Residence in the school attendance zone in which they reside. The Student shall reside with Parent(s) or Legal Guardian(s) at the bona fide residence address of the Student's Parent(s) or Legal Guardian.

6.5 CONDITIONS OF ELIGIBILITY/INELIGIBILITY

6.5.1 Bona Fide Student Resident at Initial/Open Enrollment

Eligible immediately at all levels providing all other requirements are met. (See 6.1.2 and 6.1.3 for possible exceptions to open enrollment eligibility.)



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6.5.2 Transfer Student

A transfer Student is a Student who chooses to attend a high school outside his/her designated attendance zone or who transfers and resides with someone other than Parent(s) after his/her initial open enrollment choice, or transfers to his/her home district school after an open enrollment choice.

- A. Ineligible for varsity competition for 180 school days/365 calendar days. School days are determined using the official local school district's calendar and does not include summer school.
- B. Eligible immediately for sub-varsity level competition. Senior transfer Students may not compete on the sub-varsity level. If not enrolled by the tenth (10) day, the Student is ineligible until his/her eleventh (11) day of attendance.
- C. A Student shall be in good standing and eligible at the previous school. The receiving school shall obtain from the previous school documentation that the Student was in good standing prior to the transfer (NMAA Petition Form C). If good standing status is not achieved in writing, the Student is ineligible for a period not to exceed one (1) calendar year for all athletics and activities.
- D. Failure to achieve an approved school district transfer or providing false information will result in the following:
 1. Suspended from participation immediately
 2. Once the Student achieves an approved school district transfer, he or she shall be ineligible for 180 school days/365 calendar days at the receiving school from the time of the approved transfer, not from the time of enrollment.
- E. Failure to notify the receiving principal in writing of the school district transfer will result in the Student being suspended from participation for 180 school days/365 calendar days.
- F. If a student transfers after participation in a sport season has begun, regardless of change in residence, the Student will be ineligible for the remainder of that particular sport specific season. A Student cannot represent two schools in the same sport in the same season. Exceptions to this rule must be petitioned to the Association (See 6.10.1.C).

6.5.3 Transfer Student with New Bona Fide Residence

If a family moves to another attendance zone and establishes a new bona fide residence, the Student can elect to remain at his or her current school or enroll at the new school located within the attendance zone of the Student's new bona fide residence. If the Student elects to attend the new school, for eligibility purposes, the Student is classified as a transfer Student and ineligible for varsity level participation until a petition is presented to the NMAA establishing the Student's new bona fide residence.

- A. Student elects to remain at his/her current school

Eligible as long as he/she remains enrolled at the school and meets all other NMAA eligibility requirements.



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- B. Student enrolls at the new school located within the attendance zone of the Student's new bona fide residence

Eligible immediately once bona fide residence pursuant to Rule 6.3.2 B 1 (a-f) and good standing is established. The Student shall be enrolled ten (10) days and practice the required number of days prior to participation in a competitive event. However, if a student transfers after participation in a sport season has begun, regardless of change in residence, the Student will be ineligible for the remainder of that particular sport specific season. A Student cannot represent two schools in the same sport in the same season. Exceptions to this rule must be petitioned to the Association (See 6.10.1 C).

- C. A Student shall be in good standing and eligible at the previous school. The receiving school shall obtain from the previous school documentation that the Student left the previous school scholastically eligible to participate under NMAA guidelines, had a clean discipline record, acceptable attendance, and no fines, fees and/or outstanding debts owed to the school.

6.5.4 Eligibility Retention

After a Student participant achieves initial eligibility as a bona fide Student resident or transfer Student, he/she retains eligibility for subsequent years as long as the Student remains enrolled at the school and meets all other NMAA eligibility requirements.

6.5.5 False Information

If a Student or Parent(s) or Legal Guardian(s) gives false information to the school or New Mexico Activities Association, the Student shall be declared ineligible for 180 school days/365 calendar days from the date of the discovery of the false information.

6.6 ELIGIBILITY REVIEW

When determining the eligibility status of Students, it is the school's responsibility to read and follow all NMAA policies and procedures. The policies and procedures apply to all levels of competition unless it specifically states otherwise. It is the responsibility of administrators to ensure that Association standards are satisfied within each school's athletics and activities programs. If deviations are discovered, it is the administrator's responsibility to respond properly to the Association.

6.8 ENROLLMENT

6.8.1 Bona Fide Student

The Student participant must be a *bona fide* Student of the member school for which he/she participates or represents. Bona Fide Student is defined as a Student who is enrolled in more than half of the member school's regular class schedule and is in regular attendance at the NMAA member school. The Student must be enrolled in courses that are applicable to high school graduation requirements.

6.8.2 Use of Student's Own Legal Name



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The Student participant must be enrolled under his/her own legal name.

6.8.3 Enrollment

- A. A Student entering school for the first time in a school year must have enrolled by the tenth (10) school day of that semester to be considered eligible immediately.
- B. If not enrolled by the tenth (10) day, the Student is ineligible until his/her eleventh (11) day of attendance.
- C. The 10-day rule applies if the Student is absent from school for 10 or more school days and is officially dropped from the school registry, unless out of school due to documented illness or injury. A Student is required to practice the appropriate number of days in advance of participation in a contest/game/match (i.e. ten (10) days for football and five (5) days for all other sports.).

6.8.4 GED/High School Diploma

A Student's eligibility for participation is ended once that Student earns or is eligible for his/her GED or high school diploma or its equivalent.

- A. A Student who leaves high school and attends a full-time early release post-secondary education/training program (G.E.D. or its equivalent) is no longer eligible for interscholastic competition even though the Student later returns to high school.
- B. A senior Student who is eligible in the spring semester continues to be eligible for all spring interscholastic activities even though graduation exercises may precede the completion of interscholastic activities for that specific semester.

6.9 SEMESTERS OF ATTENDANCE

6.9.1 Senior High Interscholastic Competition

A Student is eligible for senior high school interscholastic competition for ten (10) consecutive semesters starting with the eighth (8th) grade year if the Student participates in any sport at the senior high level during his/her 8th grade year. A Student is eligible for senior high interscholastic competition for eight (8) consecutive semesters starting with the 9th grade year if the student is beginning senior high competition for the first time and has not previously participated at the senior high level prior to entering the 9th grade.

- A. Age limitations apply in all cases. (6.14)
- B. A Student uses a semester of eligibility if he or she attends one or more class periods in a semester.
- C. The eighth (8th) grade semesters must be consecutive and within the same academic year.

6.10 PARTICIPATION LIMITS



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6.10.1 Season/Championship Limit

- A. A Senior High Student shall not participate in more than five (5) seasons in any sport, of which no more than one (1) shall be played while in the eighth grade, and no more than four (4) seasons shall be played while in grades 9-12. A Junior High/Middle School Student shall not participate for more than three (3) seasons in a given sport, regardless of circumstances (7th, 8th, and 9th for junior high and/or 6th, 7th and 8th for middle schools).
- C. It shall be considered a season of participation in that sport when a student has been enrolled in and practiced at that school for five (5) or more school days or has participated in any part of an inter-school contest or scrimmage regardless of team level. A Student in uniform for his/her team shall be considered as having participated.

6.10.2 Dual Participation

- A. Participating in a non-school team in the same sport during the school season is discouraged. If a Student is allowed by the school, through the written permission of his/her Principal and/or Athletic Director to participate in this manner, the Student's sport event limit may not be exceeded cumulatively.
- B. Game limitations in interscholastic sports are not to be exceeded.
 - 1. Pre-season scrimmages do not count toward game limits.
 - 2. All competition and/or games (school and/or non-school, individual and/or team) from the first day of permissible legal practice to the final day of their school schedule in that sport count toward that limit.
 - 3. Post-season events such as district, regional and state tournaments do not count toward that limit.
- C. The Director may impose penalties appropriate to the violation.

6.11 PARENTAL CONSENT

A statement must be on file in the school office, signed by the Student's Parents or Legal Guardian, that there are no objections to the Student participating in athletic contests or to the school releasing to the Association information on the Student when needed to determine eligibility. (See Appendix A)

6.12 PHYSICAL FITNESS

The Student must be physically fit. This fitness must be based on a physical examination of the Student occurring on or after April 1 and must be verified in writing by a licensed medical/osteopathic physician/physician's assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. The physical is considered valid through the following school year. A Student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer). The certificate of examination must be on file in the member school office. This requirement also applies to cheer/drill participants.



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By State Education Agency regulations, a Student's fitness may be verified in writing by a "licensed chiropractic physician to the extent authorized by their practice act and licensing authority."

6.13 PARTICIPANT INSURANCE

Participants must be covered by accident/injury insurance prior to participation by carrying school-offered insurance or provide the school with documentation that they are covered by a private insurance carrier. (In addition, all athletes are required to have catastrophic accident/injury insurance prior to participation. This catastrophic insurance is purchased by Lordsburg Municipal Schools.)

6.14 AGE

An age limitation requirement provides commonality between student-athletes and schools in interscholastic competition; inhibits "red shirting"; allows the participation of younger and less experienced players, enhances the opportunity for more students to participate; promotes equality of competition; avoids over-emphasis on athletics, and helps to diminish the inherent risk of injury associated with participation in interscholastic athletics.

To ensure equality of competition and opportunity, a standard must be established at some point to determine the cut-off date for age eligibility. Use of a specific cut-off date gives notice to all parties involved in interscholastic athletics and maintains equality of participant eligibility among schools.

A Student becoming 19 years of age after August 31 of the current school year is **eligible** for the entire school year. A Student who is 19 years of age or older prior to SEPTEMBER 1 (12:01 A.M. MIDNIGHT) is **ineligible**.

For Junior High/Middle School, a Student is eligible to play with the grade indicated if the Student is of age at the date outlined herein. The Student must move up to play with the age which is correct for him/her.

Seventh Grade: A Student must be less than 14 years of age on August 31st of the current school year.

Eighth Grade: A Student must be less than 15 years of age on August 31st of the current school year.

SECTION IX – JUNIOR HIGH/MIDDLE SCHOOL

9.3 INTERSCHOLASTIC ELIGIBILITY: GENERAL

- E. Seventh grade students are not eligible under any circumstances to participate on senior high teams.
- F. Seventh and eighth grade Students cannot play down at any level.
- G. Eighth grade participation at the high school level is permitted with the approval of the local school board.



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- H. An eighth grade student may participate in interscholastic sports at the high school level, but once the election is made to participate on a high school team, that is the Student's open enrollment choice. A change of school attendance after this open enrollment choice will be governed by the transfer rules outlined in Section VI.
- J. Once an eighth or ninth grade Student in Class AA - AAAAA participates at the high school level he/she is required to stay at that level in that particular sport.

9.4 INTERSCHOLASTIC ELIGIBILITY: SCHOLARSHIP

- A. When a Student first enters participation at the . . . seventh grade level, he/she may compete without reference to his/her immediate previous scholastic record.
- D. The cumulative provision cannot be utilized for middle/junior high school students.

9.7 GENERAL SECTION

9.7.3 Championships Prohibited

There shall be no district/regional/state championships declared in any phase of interscholastic competition at the Junior High/Middle School level.

9.7.5 Officials

Schools are required to use officials who are registered with the NMAA/NMOA office for all Junior High/Middle School contests.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Notice to students, parents, and employees:

The Lordsburg Municipal Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

LORDSBURG MUNICIPAL SCHOOLS

J. Vance Lee, Jr., Title IX Coordinator

501 W. 4th Street

Lordsburg, NM 88045

(505) 542-3782 – phone

(505) 542-3712 - fax